

Tally.ERP 9 - Beginner

- Course Code
: AC-02
- Class Room Training
: 24 - 40 Hrs
- E-Learning Facility
: One Year Free Login
- Eligibility
: 10+2 / Equivalent
- Suitable for
: Enrollment is required for All Commerce Students, Accountants and Business Men and related to all commerce persons.
- Certificate
: GST CENTRE – Participation Certificate.
The Association of GST Professionals, India *
- Students can appear Exam after completion of 40 Hours of Classroom Training.

Syllabus

Fundamentals of Tally.ERP 9

- Lesson Objectives
- History of Tally.ERP 9
- Modules in Tally.ERP 9
- Salient Features of Tally. ERP 9
- Technological Advantages
- Products of Tally
- Self-Examination Questions

Installation of Tally.ERP 9

- Lesson Objectives
- Install Tally.ERP 9 from CD
- Tally.ERP 9 Startup (Edu. Version)
- Self-Examination Questions

Getting Functional with Tally.ERP 9

- Lesson Objectives
- Tally.ERP 9 Startup
- Tally.ERP 9 Screen Components
- Use of 'Alt' and 'Ctrl' Buttons
- Using Calculator in Tally.ERP 9

- Quitting Tally. ERP 9
- Self-Examination Questions

Creating Company

- Lesson Objectives
- Company in Tally. ERP 9
- Gateway of Tally
- Create another Company – National Traders
- Shut a Company
- Select a Company in Tally. ERP 9
- Alter a Company
- Delete a Company
- Self-Examination Questions

Working with Ledgers and Groups

- Lesson Objectives
- What are Groups and Ledgers?
- Groups and Ledgers in Tally. ERP 9
- Creating a Ledger in Tally. ERP 9
- Creating Multiple Ledgers in Tally. ERP 9
- Display & Alter Ledger
- Self-Examination Questions

Voucher Entry in Tally.ERP 9

- Lesson Objectives
- What are Groups and Ledgers?
- Groups and Ledgers in Tally.ERP 9
- Creating a Ledger in Tally. ERP 9
- Creating Multiple Ledgers in Tally. ERP 9
- Display & Alter Ledger
- Self-Examination Questions

Payment, Receipt and Contra Voucher

- **Lesson Objectives**
- Payment Voucher
- Entering a Payment Voucher
- Entering Voucher in Single Entry Mode
- Payment Voucher for Bank Transactions
- Receipt Voucher
- Receipt Voucher for Cash Transactions
- Receipt Voucher for Bank Transactions
- Contra Voucher

- Let us look at some of the examples for Contra Vouchers
- Self-Examination Questions

Sales and Purchase Vouchers

- Lesson Objectives
- Sales
- Entering a Sales Voucher
- Entering Sales Transactions in Tally.ERP 9
- Purchase
- Entering a Purchase Voucher
- Entering Purchase Transactions in Tally.ERP 9
- Self-Examination Questions

Journal Voucher

- Lesson Objectives
- Journal Voucher
- Entering Journal Transactions in Tally.ERP 9
- Self-Examination Questions

Debit Notes and Credit Note

- Lesson Objectives
- Debtors and Creditors
- Debit Note and Credit Note
- Situations where Debit Note and Credit Notes are used
- Activating Debit Note and Credit Note
- Entering a Debit Note
- Entering a Credit Note
- Self-Examination Questions

Day Book and Ledgers

- Lesson Objectives
- Accountant using Tally.ERP 9
- Day Book
- Generate Day Book in Tally.ERP 9
- Display/Alter/Delete a Voucher
- Ledger
- View Ledger in Tally.ERP 9

- Self-Examination Questions

Accounting Books & Registers

- Lesson Objectives

- Introduction
- Cash Book
- Bank Book
- Purchase Register
- Sales Register
- Journal Register
- Statistics

- Self-Examination Questions

Financial Statements

- Lesson Objectives

- Financial Statements
- Trial Balance
- Profit & Loss A/c
- Balance Sheet
- Ratio Analysis

- Self-Examination Questions

Basics of Inventory

- Lesson Objectives

- Stock Group
- Stock Categories
- Stock Item
- Godown
- Unit of Measure
- Standard Cost and Price

- Self-Examination Questions

Inventory Masters

- Lesson Objectives

- Stock Group
- Create Multiple Stock Group
- Display, Alter and Delete a Stock Group
- Unit of Measurement
- Create Compound Unit of Measure
- Display, Alter and Delete a Unit of Measure

- Creating Stock Categories
- Creating Multiple Stock Categories
- Display, Alter and Delete a Stock Category
- Creating Godowns
- Creating Multiple Godowns
- Display and Alter a Godown
- Creating Stock Item
- Create Multiple Stock Items
- Creating a Stock Item in Advanced Mode
- Self-Examination Questions

Purchase Procedure

- Lesson Objectives
- Introduction
- Activating Inventory Vouchers
- Entering Inventory Vouchers
- Entering Inventory Vouchers (with Standard Rates)
- Self-Examination Questions

Sales Procedure

- Lesson Objectives
- Introduction
- Activating Inventory Vouchers
- Entering Inventory Vouchers
- Entering Inventory Vouchers (with Standard Rates)
- Self-Examination Questions

Special Vouchers

- Lesson Objectives
- Stock Journal
- Example Stock Journal
- Physical Stock Verification
- Physical Stock Voucher
- Self-Examination Questions

Invoicing

- Lesson Objectives
- Voucher Mode and Invoice Mode
- Item Invoice and Account Invoice

- Enabling Invoice Mode in Tally
- Entering Sales Transactions in Invoice Mode
- Entering Sales Invoice with Discount
- Self-Examination Questions

Inventory Books and Reports

- Lesson Objectives
- Introduction
- Stock Summary
- Other Inventory Reports
- Movement Analysis
- Ageing Analysis
- Self-Examination Questions

Creating a New Voucher

- Lesson Objectives
- Predefined Vouchers
- Display Voucher Type
- Altering a Voucher Type
- Creating a Voucher Type

- Self-Examination Questions

Bill-wise Details

- Lesson Objectives
- Introduction
- Methods of Adjustments
- Activating Bill-wise Details
- Entering Purchase Voucher and View Outstandings Statements
- Entering Payment Voucher and View Outstandings Statements
- Entering Sales Transactions
- Enter Receipt Voucher and View Ledger Outstandings Statements
- Self-Examination Questions
- Students can appear Exam after completion of 40 Hours of Classroom Training.

Cost Centres and Cost Categories

- Lesson Objectives
- Introduction
- Activating Cost Category, Cost Centre & Creating Cost Category
- Creating Cost Centres in Single & Multiple Mode
- Applying Cost Centres to Ledger Accounts – Example – 1
- Applying Cost Centres to Ledger Accounts – Example – 2
- Allocating Income to Cost Centres.
- Cost Centre Report
- Self-Examination Questions

Interest Calculations

Complex, Gokhale Nagar Off Senapati Bapat Road, Pune. 411016. Email:
info@hopecareeracademy.com
Contact: 020-25654673 / 7722004666

- Lesson Objectives
- Introduction
- Activating Interest Calculations
- Interest Calculations on Outstanding Balances
- Report on Interest Calculated on Outstanding Balances
- Interest Calculation Transaction by Transaction
- Report on Interest Calculated on Outstanding Transactions/Bill
- Report on Interest Calculated on Outstanding Transactions/Bill
- Calculating Interest on Ledger Balances
- Self-Examination Questions

Budgets & Controls

- Lesson Objectives
- Introduction
- Activating Budgets
- Creating Group Budget on Closing Balance
- Creating a Ledger Budget
- Displaying Budgets and Variances for Group Budget on Closing Balance
- Displaying Budgets and Variances for Ledger Budget
- Self-Examination Questions

Banking

- Lesson Objectives
- Introduction
- Multiple Instrument Support & Tracking
- Cheque
- Cheque Printing

- Bank Reconciliation Statement
- Deposit Slip
- Payment Advice

Order Processing

- Lesson Objectives
- Lesson Objectives
- Activating Order Processing
- Purchase Order 1
- Sales Order 1
- Display Order Position
- Purchase Invoice against Purchase Order 1
- Sales Invoice against Sales Order 1
- New Purchase Orders
- New Sales Order
- View Order Position
- Self-Examination Questions

Payment of GST

- Introduction
- Time of GST Payment
- How to make payment
- Challan Generation & CPIN
- TDS & TCS
- Self-Examination Questions

Tracking Numbers

- Lesson Objectives
- Introduction
- Enable Tracking Numbers
- Receipt of Goods Against Purchase Order 2
- Display Purchase Bills Pending
- Create Purchase Voucher Against Receipt Note
- Create Delivery Note
- Create Rejection Note
- Create Sales Invoice
- Self-Examination Questions

Batch-wise Details

- Lesson Objectives
- Introduction
- Activating Batch-wise Details
- Using Batch-wise Details in Purchase Invoice
- Using Batch-wise Details in Sales Invoice
- Create Purchase Voucher
- Create Sales Voucher and Select Batch
- Self-Examination Questions

Bill of Materials

- Lesson Objectives
- Introduction
- Enable Bill of Materials

- Create Components of Television
- Creating Bill of Materials
- Creating a Manufacturing Journal
- Purchasing Components for Television
- Create Manufacturing Journal
- Self-Examination Questions

Price Levels and Price List

- Lesson Objectives
- Introduction
- Activating Price Lists and Price Levels
- Creating Price List as on 01.01.2016
- Creating Price List as on 31.01.2016
- Using Price Lists
- Create Sales Invoice
- Self-Examination Questions

Getting Started with TDS

- Lesson Objectives
- Tax Deducted at Source (TDS)
- Basic Concepts in TDS
- Create Company – XYZ Ltd.
- Enabling TDS in Tally.ERP 9
- TDS Statutory Masters
- Creating Masters – 1. Expense Ledger Accounts
- Creating Masters – 2. TDS Ledger Accounts

- Creating Masters – 3. Party Ledger (Evergreen Consulting Services)
- Creating Masters – 3. Party Ledger (Star Advertisement Agency)
- Creating Masters – 4. Bank Accounts
- Self-Examination Questions

Recording Transactions

- Lesson Objectives
- Transaction 1.1 – Journal Voucher for Booking Expenses and Deducting TDS
- Transaction 1.2 – Payment of Net Amount to Party
- Transaction 1.3 - Payment of TDS
- Transaction 2.1 – Journal Voucher for Booking Expenses and Deducting TDS
- Transaction 2.2 – Payment of Net Amount to Party
- Transaction 2.3 - Payment of TDS
- Transaction 2.4 - Print ITNS Challan 281
- Self-Examination Questions

TDS Deduction at Lower Rate or Zero Rate

- Lesson Objectives
- Transaction 1.1 - Create Party Ledger - TDS at Lower Rate
- Transaction 1.2 - TDS Deduction at Lower Rate (Create Journal Voucher)
- Transaction 2.1 Create Party Ledger - TDS at Zero Rate
- Transaction 2.2 - TDS Deduction at Zero Rate (Create Journal Voucher)
- • Self-Examination Questions

TDS Reports

- Lesson Objectives
- Form 26Q
- Self-Examination Questions