



# ACCOUNTS & TALLY

**DURATION**  
**30 Days**

## COMPANY INFO MENU

- How to Select a company
- How to Shut company
- How to Create company How to Alter company
- How to apply Security control
- How to Change tally vault
- How to Split company data
- How to take Back up
- How to Restore Back up
- How to use Tally audit features
- other fundamental in tally ERP syllabus

## COUNTRY-SPECIFIC CONFIGURATION

- How to fill up Country details
- How to change Style of dates How to Configuration of numbers
- How to use Other options
- Loading A Company
- How to Select a company
- How to change Company name How to set Financial year

## F -12 CONFIGURATION

- How to use General
- How to use Numeric symbols
- How to use Accts/inventory info.
- How to pass Voucher entry

- How to take Printing
- How to send Emailing
- How to do Data configuration

## F-11 FEATURES

- How to use Accounting features
- How to use Inventory features

## ACCOUNTS INFORMATION

- How to activate Functions in accounts info. Menu
- How to prepare Groups Tally ERP 9
- How to prepare Ledgers
- How to enter Voucher entries

## INVENTORY INFORMATION

- How to set Inventory configurations & features Inventory info. Menu
- How to set up Stock groups
- How to set up Stock categories How to create Stock items
- How to create Units of measurement
- How to create Bills of materials Locations / Godown

## VOUCHER ENTRY

- Payment voucher entry
- Receipt voucher entry
- Journal voucher entry
- Sales voucher entry
- Purchase voucher entry
- Debit note voucher entry
- Credit note voucher entry
- purchase order entry
- Sales order entry
- Receipt note entry
- Delivery note entry

- Rejection out entry
- Rejection in entry
- Stock journal entry
- Manufacturing journal entry
- Physical stock voucher entry

## ADVANCED ACCOUNTING FEATURES

- How to create cost categories & cost Centres
- How to configure Cheque printing
- How to set Credit limits
- How to do Bank Reconciliation

## TAX DEDUCTED AT SOURCE

- What is TDS Process
- How to prepare and Issue of TDS Certificate How to do Filing of E-TDS Return
- Enabling TDS
- What is the Nature of TDS related payments Deductee types
- How to Create TDS Masters (Expense ledger, Party Ledger, Tax ledger)
- How to pass TDS Voucher Entries/Transactions How do pass TDS on expenses (Journal Voucher)
- How to pass Expenses partly subject to TDS (Journal voucher)
- How to do Accounting multiple expenses and deducting TDS later
- How to record TDS on advance payments
- How to do Adjusting advances against the bill
- How to Changes in TDS Percentage Computation
- TDS Challan Reconciliation Print Form 16A
- Form 26Q Annexure to 26Q Form 27Q Annexure to 27Q
- Form 26
- Annexure to 26
- Form 27
- Annexure to
- 27 E-Return
- E-TDS, Print form 27A

## PAYROLL

- How to Enabling payroll in tally
- How to generate a payslip
- How to Create Payroll Masters
- How to pass Payroll Voucher Entry
- How to view Statements of payroll
- How to view Attendance-Reports
- How to view Payroll Statutory Reports Payroll Statutory Computation Employees Provident Fund (EPF) Reports Employees State -Insurance
- (ESI) Reports Professional Tax Report, Gratuity Report

## DISPLAY OF REPORTS

- Accounting Reports?
- Trial Balance,
- Profit & Loss,
- Balance Sheet
- Inventory Reports?
- Stock Summary,
- Sales Register,
- Purchase Register
- Tax Reports- Challans, Registers,
- E Filing
- Payroll Reports? Pay Slips,
- Salary Register,
- PF Challan,
- ESI Challan
- MIS Reports?
- Receivables,
- Payables

## DISPLAY OF REPORTS

- GST Account Creation
- SGST / CGST/ IGST
- Voucher entry of GST with different rates