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| **1.BasicsofAccounting** |
| * Types of Accounts * Golden Rules of Accounting * Accounting Principles, Concepts |
| * Accounting Conventions * Double Entry System of Bookkeeping * Mode of Accounting * Financial statements * Transaction * Recording Transactions |

**2. Fundamentals of Tally.ERP 9**

* Getting Functional with Tally.ERP 9
* Creation / Setting up of Company in Tally.ERP 9
* F11:Features
* F12 : Configurations
* Setting up Account Heads

**3. Accounting Masters in Tally.ERP 9**

* + Accounting Ledgers
  + Accounting Groups
  + Creating Accounting Vouchers

**4. Inventory Masters in Tally.ERP 9**

* + Stock Groups

* + Stock Categories
  + Godowns / Locations
  + Units of Measure
  + Stock Items
  + Creating Inventory Vouchers

**5. Voucher Entry in Tally.ERP 9**

* + Accounting Vouchers
  + Inventory Vouchers
  + Invoicing

**6. Advanced Accounting in Tally. RP 9**

* Bill-wise Details
* Cost Control and Cost Categories
* Voucher Class and Cost Centre Class
* Multiple Currencies
* Bank Reconciliation
* Interest Calculations
* Budgets & Controls
* Scenario Management

**7. Advanced Inventory in Tally.ER P 9**

* + Order Processing
  + Reorder Levels
  + Tracking Numbers
  + Batch- wise Details
  + Additional Cost Details
  + Bill of Materials (BoM)
  + Price Levels and Price Lists
  + Stock Valuation
  + Zero Valued Entries
  + Inventory Ageing Analysis
  + Different Actual and Billed Quantities

**8. Point of Sale (PoS)**

* + Features of Point of Sale (PoS) in Tally.ERP 9
  + Configuring Point of Sale in T ally.ERP 9
  + Entering POS Transactions
  + POS Reports

**9. Goods and Service Tax (GST)**

* + Configuring GST in Tally.ERP 9
  + Creating Accounting Masters for CGST/SGST/IGST
  + Set up of GST Rates %
  + Updating Stock items for GST compliance
  + Creating Purchase / Sales Entries with GST
  + Printing Transaction Bills with GST Rates
  + How to update party GSTIN/UIN
  + Guidelines of creating HSN/SAC Codes
  + Map UOM – UQC Code
  + GST Reports
  + Challan Reconciliation Report

**10. Tax Deducted at Source**

* + Basic concepts of T DS
  + Configuring TDS in Tally.ER P 9
  + Creation of Masters
  + Processing Transactions
  + TDS Reports

**11. Tax Collected at Source**

* + Basic Concepts of TCS
  + Configuring Tally.ERP 9 for T CS
  + Creating Masters
  + Entering Transactions
* TCS Reports

**12. Job Costing**

* + Configuring Job Costing In T ally.ERP 9
  + Creating Masters for Job Costing
  + Recording Transactions
  + Job Costing Reports

**13. Payroll Accounting and Compliance**

* + Configuring Payroll in Tally. ERP 9
  + Creating Payroll M asters
  + Processing Payroll in Tally.ER P 9
  + Accounting for Employer PF Contributions
  + Accounting for Employer ESI Contributions
  + Payment of Professional Tax
  + Generating Payroll Reports

**14. Technological Advantages of T ally.ERP 9**

* + Tally Vault
  + Security Control
  + Tally Audit
  + Backup and Restore
  + Split Company Data
  + Export and Import of Data
  + ODBC Connectivity
  + Web Enabled, Print Preview and Online Help
  + Printing of Reports and Cheques

**15. Application Management and Controls**

* + Concept of Control Centre
  + Installing & Activating Tally. ERP 9
  + Logging to Control Centre
  + Managing Accounts using Control C entre