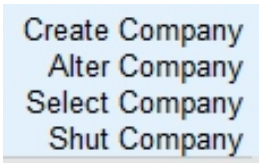
Power of Simplicity

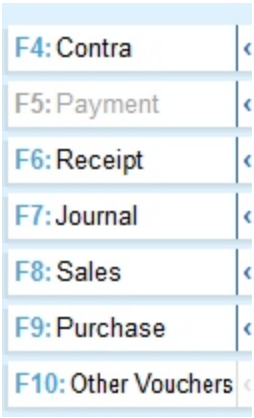
# • Detailed Syllabus of Tally.ERP9 With GST

## 1. Company Info Menu




- Select Company
- Shut company
- Create company
- Alter company
- Security control
- Change tally vault
- Split company data
- Backup
- Restore
- Tally audit feature

## 2. Accounting Information




Accounting Configuration & Features
Group Creation
Multiple Group Creation
Ledger Creation
Multiple Ledger Creation
New Voucher Creation
Advance Ledger Creation

## 3. Inventory Information

- Inventory configuration & features
- Inventory info. Menu
- Stock groups
- Stock categories
- Stock item
- Unit of measurement
- Bills of materials
- Locations / Godowns
- Batches & Expiry
- Inventory voucher types
- HSN Code Updates

## 4. Voucher Entry

- Accounting voucher
- Inventory voucher
- optional & non-accounting voucher
- Order processing
- Advanced voucher entry

## 5. Advanced Accounting Features

- Cost category & cost centres
- Budgets
- Interest calculations
- Cheque printing
- Credit limits
- Scenario management
- Reorder levels & reorder quantity
- Price level & price lists

## 6. Quick setup

- Tally .net
- Excise for manufactures
- Excise for dealer
- Value-Added Tax
- Tax deducted at source
- Tax collected at source

## 7. Taxation

- Excise for manufacture
- Service tax
- Tax deducted at source(TDS)&TCS
- Value added tax(VAT)
- Central state tax(CST)
- Payroll features of Tally

## 8. Data management & Administration

- Backup & Restore
- Split a company, export & Import of data
- E-Capabilities (E-mail a report from tally. E.R.P9)
- Uploading the reports generated from tally.E.R.P9
- Tally ODBC, Inward connectivity
- Security controls
- Tally Audit Feature
- Tally Vault

## 9. Reports

- Display financial statements (Display balance – sheet, configuring the balance sheet, Integrate accounts with inventory, setting closing-stock manually in the balance sheet with different stock valuation methods)

- Display profit & loss A/c(configuring profit & loss A/c , income/expense statement instead of P&L)
- Display trial balance (configuring in trial balance)

- Display registers & ledgers (display sales register , purchase register, cash book , bank book, journal register, day book, statement of accounts

## 10. Online Taxation Return

- Fill online ITR(Income Tax Return) download and filling forms.
- Fill online VAT,CST Return
- Excise Return & Forms
- Online service tax return
- TCS,TDS return

## 11. Introduction to GST

- Concept of GST
- Rate of GST
- GST in other countries
- Categories of GST
- Other concepts.

## 12. GST (Goods & Services Tax)

- Start Using Tally.ERP9 For GST Compliance
- Activating GST For Your Company
- Setting Up GST Rates
- Updating Stock Items and Stock Groups for GST Compliance
- Updating a Service Ledger for GST Compliance
- Updating Sales and Purchase Ledgers for GST Compliance
- Updating Party GSTIN
- Creating GST Ledgers
- Creating Income and Expense Ledgers
- Recording Sales and Printing Invoices
- Recording Purchases
- Recording a Tax Payment
- Transferring Tax Credits of VAT, excise and service tax to GST
- Other Scenarios
- Sales - Nil Rated, Exempt, SEZ, and Deemed Export
- Recording Sales Returns
- Recording Purchase Returns
- Recording Export Sales
- Reverse Charge under GST
- Recording an Advance Receipt from Customer
- Recording an Advance Payment to Supplier
- Recording Journal Vouchers for Adjustments Against Tax Credit
- Recording a Journal Voucher for TDS Adjustment
- Recording a Journal Voucher for TCS Adjustment
- Recording a Journal Voucher for Refund of Tax Credit
- Recording a Journal Voucher for ISD Credit
- Recording a Journal Voucher for Transitional Credit
- Recording Journal Vouchers for Other Liabilities
- Recording Journal Vouchers for Reversal of Tax Credit
- GSTR-1
- Returns Summary
- Particulars (Computation Details)
- Summary of Exceptions
- Table-wise GSTR-1
- Status Reconciliation
- Exporting GSTR-1
- Challan Reconciliation