Tally ERP & Prime

Duration: 15 Hours

1. Introduction to Accounts
   a. Types of accounts
   b. Golden Rules
   c. Balance Sheet
   d. Accounting principles

2. Accounting Concepts
   a. Accounting & Business transactions
   b. Purchase Goods
   c. Purchase return Or Rejection In Or Outward Invoice
   d. Sales return Or Rejection Out Or Inward Invoice
   e. Assets & liabilities
   f. Capital Account in Business
   g. Creditors & Debtors
   h. Debit & Credit
   i. Drawings & Receipts
   j. Ledger & Journal
   k. Trail Balance
   l. Profit & Loss
   m. Balance Sheet

3. Types of Business Organization
4. Accounting On Computer
5. Overview of Trading Organisations
6. Overview of Service Organisations
7. What is Inventory System
8. Bills of Exchange
9. ALIAS in Tally

10. Interface of Tally.erp 9 latest release 6.5 or 6.6

11. Company info
    a. Company creation
    b. Company alter
    c. Company select
    d. Company shut
    e. Company delete

12. Masters - Groups & Ledgers
    a. Knowing Groups
    b. Knowing Ledgers
    c. Creating groups & ledgers
    d. Altering groups & ledgers
    e. Delete groups & ledgers

13. Inventory Info
    a. Stock groups
    b. Stock category
    c. Stock units of measure
    d. Stock godowns
    e. Stock items
    f. Altering & deleting

14. Purchase Voucher
    a. Understand - Shortcut screen Overview
    b. Creating Multiple entries
    c. Rejection Out with example
    d. Receipt Note (INVENTORY) with example

15. Sale Voucher
    a. Understand - Shortcut screen Overview
    b. Creating Multiple entries
    c. Rejection In with example
    d. Delivery Note (INVENTORY) with example

16. Payment Voucher
    a. Single Entry Mode
    b. Double Entry Mode
    c. Cash entry
    d. Bank entry
    e. Invoice generation

17. Receipt Voucher
    a. Single Entry Mode
    b. Double Entry Mode
    c. Cash Entry
    d. Bank Entry
    e. Invoice generate

18. Journal Entry Handle
19. Contra Entry Handle

20. Post Dated Cheques
    a. Example with Payment Voucher
    b. Example with Receipt Voucher

21. POS
    a. Create Voucher Type
    b. Generate Sale POS – cash
    c. Generate Sale POS – bank

22. Day Book View
23. Billing Features
    a. Zero Value Entries
    b. Different Billing & Actual Quantity
    c. Additional Cost Of Purchase
    d. Discount Column on Invoices

24. Debit Note Vouchers
25. Credit Note Vouchers
26. Batch wise details
    a. Alter & delete
    b. Update the data

27. Multi-currency
28. Day book view
29. Data security
    a. Control setup
    b. Security control

30. Understanding Payroll
    a. Pay Heads & Categories
    b. Employee Details
    c. Salary Details
    d. Attendance Entries
    e. Paysheet & Pay Slips

31. TDS
32. Service Tax
33. Central Service Tax
34. Value Added Tax

35. Understanding the financial reports
    a. Trial balance
    b. Profit & loss accounts
    c. Balance sheet
    d. Working capital
    e. Cash flow and Fund flow

36. Imports data structure

37. Exports data structure

38. Central excise duty

39. Printing reports

40. Cheque printing

41. Misc.
    a. Inserting vouchers
    b. Duplicating entries