

## **TALLY SYLLABUS**

### **FOUNDATION**

<b>CHAPTER I</b>	<b>Basics of Accounting</b> <ul style="list-style-type: none"><li>• INTRODUCTION</li><li>• ACCOUNTING PRINCIPLES, CONCEPTS AND CONVENTION</li><li>• DOUBLE ENTRY SYSTEM OF BOOK KEEPING</li><li>• TYPES OF ACCOUNTS</li><li>• GOLDEN RULES OF ACCOUNTING</li><li>• MODE OF ACCOUNTING</li><li>• FINANCIAL STATEMENTS</li><li>• RECORDING TRANSACTIONS OF SAMPLE DATA</li></ul>
<b>CHAPTER 2</b>	<b>Fundamentals of Tall.ERP 9</b> <ul style="list-style-type: none"><li>• INTRODUCTION</li><li>• GETTING FUNCTIONAL WITH TALLY.ERP 9</li><li>• VERSION OF TALLY</li><li>• CREATION / SETTING UP OF THE COMPANY IN TALLY. ERP 9</li><li>• COMPANY CREATION/SELECT COMPANY/ALTER COMPANY/TALLY VAULT</li><li>• COMPANY FEATURES F11</li><li>• CONFIGURATIONS F12</li></ul>
<b>CHAPTER 3</b>	<b>Creating Ledger Accounting in Tally.ERP 9</b> <ul style="list-style-type: none"><li>• CHART OF ACCOUNTS</li><li>• GROUPS</li><li>• LEDGERS</li><li>• SINGLE / MULTI METHOD</li></ul>

	<ul style="list-style-type: none"> <li>• PRACTICE EXERCISES</li> </ul>
<b>CHAPTER 4</b>	<b>Creating Voucher Entry in Tally.ERP 9</b> <p>ACCOUNTING VOUCHERS</p> <ul style="list-style-type: none"> <li>• PURCHASE VOUCHER</li> <li>• SALES VOUCHER</li> <li>• RECEIPT VOUCHER</li> <li>• PAYMENT VOUCHER</li> <li>• CONTRA VOUCHER</li> <li>• JOURNAL VOUCHER</li> <li>• DATE CHANGE</li> <li>• DAYBOOK HANDLING</li> <li>• DELETE / ALTER VOUCHERS</li> <li>• PRACTICE EXERCISES</li> </ul>

<b>CHAPTER 5</b>	<b>Creating Inventory, Masters in Tally. ERP 9</b> <ul style="list-style-type: none"> <li>• STOCK GROUP</li> <li>• STOCK CATEGORIES</li> <li>• UNITS OF MEASURE</li> <li>• STOCK ITEMS</li> <li>• VOUCHER TYPES</li> <li>• WALK-THROUGH FOR CREATING INVENTORY, MASTERS</li> <li>• PRACTICE EXERCISES</li> </ul>
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<b>CHAPTER 6</b>	<b>Returns</b> <ul style="list-style-type: none"> <li>• PURCHASE RETURN</li> <li>• SALES RETURN</li> </ul>
<b>CHAPTER 7</b>	<b>Godown Creation</b> <ul style="list-style-type: none"> <li>• SINGLE GODOWN</li> <li>• MULTIPLE GODOWN</li> <li>• PRACTICE EXERCISES</li> </ul>
<b>CHAPTER 8</b>	<b>Inventory Vouchers</b> <ul style="list-style-type: none"> <li>• GOODS AGJUSTMENT</li> </ul>
<b>CHAPTER 9</b>	<b>Budgets</b>
<b>CHAPTER 10</b>	<b>Interest calculation</b> <ul style="list-style-type: none"> <li>• Simple</li> <li>• Compound</li> </ul>
<b>CHAPTER 11</b>	<b>Cost centre</b> <ul style="list-style-type: none"> <li>• Cost centres related to production</li> <li>• Cost centres related to provision of services</li> </ul>

**INTERMEDIATE**

<b>CHAPTER 1</b>	<b>RECEIVABLE AND PAYABLE MANAGEMENT</b> <ul style="list-style-type: none"> <li>• BILL – WISE DETAIL OF TRADING ACCOUNTS</li> <li>• NEW REFERENCE</li> <li>• AGAINST REFERENCE</li> <li>• ADVANCE</li> <li>• ON ACCOUNT</li> <li>• PRACTICE EXERCISES</li> </ul>
<b>CHAPTER 2</b>	<b>SALES MANAGEMENT</b> <ul style="list-style-type: none"> <li>• PRICE LIST</li> <li>• MULTIPLE PRICELEIST</li> </ul>
<b>CHAPTER 3</b>	<b>ADVANCED INVENTORY IN TALLY.ERP 9</b> <ul style="list-style-type: none"> <li>• ORDER PROCESSING</li> <li>• PURCHASE ORDER</li> <li>• SALES ORDER</li> <li>• TRACKING NUMBERS</li> <li>• BATCH-WISE DETAILS</li> <li>• PRICE LEVELS AND PRICE LISTS</li> <li>• PRACTICE EXERCISES</li> </ul>

<b>CHAPTER 4</b>	<b>TAX DEDUCTED AT SOURCE (TDS)</b> <ul style="list-style-type: none"> <li>• BASIC CONCEPTS OF TDS</li> <li>• CONFIGURING TDS IN TALLY.ERP 9</li> <li>• CREATION OF MASTERS</li> <li>• RECORDING TRANSACTIONS</li> <li>• TDS REPORTS</li> <li>• PRACTICE EXERCISES</li> </ul>
<b>CHAPTER 5</b>	<b>SERVICE TAX</b> <ul style="list-style-type: none"> <li>• BASIC OF SERVICE TAX</li> <li>• CONFIGURING TALLY.ERP 9 FOR SERVICE TAX</li> <li>• CREATING MASTERS</li> <li>• RECORDING TRANSACTIONS</li> <li>• ACCOUNTING FOR OPENING SERVICE TAX CREDIT</li> <li>• PAYMENT OF SERVICE TAX</li> <li>• SERVICE TAX REPORTS</li> <li>• PRACTICE EXERCISES</li> </ul>

<b>CHAPTER 6</b>	<b>PAYROLL ACCOUNTING AND COMPLIANCE</b> <ul style="list-style-type: none"> <li>• CONFIGURING PAYROLL IN TALLY.ERP 9</li> <li>• CREATING PAYROLL MASTERS</li> <li>• PROCESSING PAYROLL IN TALLY.ERP 9</li> <li>• ACCOUNTING FOR EMPLOYER PF CONTRIBUTIONS</li> <li>• ACCOUNTING FOR EMPLOYER ESI CONTRIBUTIONS</li> <li>• ACCOUNTING FOR INCOME TAX</li> <li>• PAYMENT OF PROFESSIONAL TAX</li> <li>• GENERATING PAYROLL REPORTS</li> </ul>
<b>CHAPTER 7</b>	<b>MISCELLANEOUS</b> <ul style="list-style-type: none"> <li>• PRINTOUT</li> <li>• BACKUP</li> <li>• RESTORE</li> <li>• EXPORT TO EXCEL</li> <li>• MAIL</li> </ul>
<b>CHAPTER 8</b>	<b>GST</b> <ul style="list-style-type: none"> <li>• GST IN INDIA – AN INTRODUCTION</li> <li>• SUPPLY UNDER GST</li> <li>• CHARGE OF GST</li> <li>• EXEMPTIONS FROM GST</li> <li>• TIME OF SUPPLY</li> <li>• VALUE OF SUPPLY</li> <li>• INPUT TAX CREDIT</li> <li>• REGISTRATION</li> </ul>

	<ul style="list-style-type: none"><li>• TAX INVOICE, CREDIT AND DEBIT NOTES</li><li>• PAYMENT OF TAX</li><li>• RETURNS</li></ul>
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