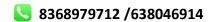# Tally Course Syllabus

Besant's Tally course syllabus is framed by Tally certified experts which will help you to understand how to perform Accounting, Inventory and Basic Taxation (GST, TDS) from the basic to advanced level. This tally erp syllabus makes you expert in Accounting and Finance domain from the scratch.
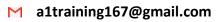
BASIC OF ACCOUNTING

- ➢ Introduction
- ➢ Types of Accounts
- ➢ Accounting Principles or concepts
- ➢ Mode of Accounting
- ➢ Rules of Accounting
- ➢ Double-entry system of bookkeeping

FUNDAMENTALS OF TALLY.ERP 9

- ➢ Company Features
- ➢ Configuration
- ➢ Getting functions with Tally.ERP9
- ➢ Creation / setting up of Company in Tally.ERP9
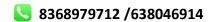
A1 Training Institute

ACCOUNTING MASTERS IN TALLY.ERP 9

- Chart of Groups
- Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers
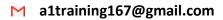
INVENTORY MASTERS IN TALLY.ERP9

- Stock Groups
- Multiple Stock Groups
- Stock Categories
- Multiple Stock Categories
- Units of Measure
- Stock Items

VOUCHERS ENTRIES IN TALLY.ERP9

- Introduction
- Types of Vouchers
- Chart of Vouchers
- Accounting Vouchers
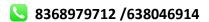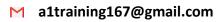
- Inventory Vouchers
- Invoicing

ADVANCE ACCOUNTING IN TALLY.ERP9

- Bill-wise details
- Cost centers and Cost Categories
- Multiple currencies
- Interest calculations
- Budget and controls
- Scenario management
- Bank Reconciliation

ADVANCE INVENTORY IN TALLY.ERP9

- Order Processing
- Recorder Levels
- Batch-wise details
- Bill of Materials
- Batch-Wise Details
- Different Actual and Billed Quantities
- Price Lists
- Zero-Valued Entries
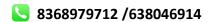- Additional cost details

- POS

TAXES IN TALLY.ERP9

- TDS
- TDS Reports
- TDS Online Payment
- TDS Returns filing
- TDS Certificate issuing
- 26AS Reconciliation
- TCS
- TCS Reports
- GST
- GST Returns
- EPF
- ESIC
- Professional Tax

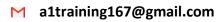## TECHNOLOGICAL ADVANTAGES IN TALLY.ERP9

- Tally vault
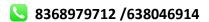- Security controls
- Tally Audit
- Backup and restore

- Split company data
- Import and export of data
- Printing Reports and Cheques
- Create a Company Logo
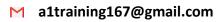
PAYROLL ACCOUNTING IN TALLY.ERP9 (Duration: 4 hr)

- Employee Creation
- Salary Define
- Employee Attendance Register
- Pay Heads Creation
- Salary Report

GENERATING REPORTS IN TALLY.ERP9 (Duration: 2 hr)

- Financial Statements
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Accounts Books and Reports
- Inventory Books and Reports
- Exception Reports Statutory Reports

- Payroll Reports
- Trail balance
- Day Book
- List of Accounts
- Stock Summary
- Outstanding Statement