# DGA Professional Institute

# Tally.ERP9

## About Tally.ERP9

**"DGA Tally Certification" Program**

Over 5, 00,000 Companies worldwide use Tally Accounting & Inventory Software, and need skilled persons to use it. Accounts of an estimated half-million companies are being maintained on Tally and increasing by thousands each month.A DGA Tally certification enables you to become a seasoned accounting professional in the shortest possible time. And, since Tally is currently used across diverse segments like MNCs, government & local businesses, job opportunities with the best companies in the country are immensely enhanced.

## TALLY.ERP9.4 Training Syllabus

**DURATION: 60 Days**                                    **(1 ½ hr/day)**
                                                          **Mon-Fri**

## INSTALLATION

## REVIEW OF BASIC ACCOUNTING CONCEPTS

## GETTING FAMILIAR WITH TALLY.ERP 9

## MANAGING COMPANY DATA
- ➢ Company Information
- ➢ Country Specific Configuration
- ➢ Creating a Company
- ➢ Loading a Company
- ➢ Shut Company
- ➢ Alter Company
- ➢ Delete Company

## GATEWAY OF TALLY
- ➢ Maintaining Company
  - ▪ Accounts Only
  - ▪ Accounts with Inventory

## COMPANY FEATURES
- ➢ Accounting Features
- ➢ Inventory Features
- ➢ Statutory & Taxation
- ➢ Tally.NET Features

## MAINTAINING MASTERS

- ➢ Accounting Configuration & Features

## GROUPS

- ➢ Introduction
- ➢ Pre-defined Groups in Tally.ERP 9
- ➢ Creating Groups - Single & Multiple
- ➢ Creating Groups - Advanced usage
- ➢ Display, Alter and Delete Groups

## LEDGERS

- ➢ Introduction
- ➢ Pre-defined Ledgers in Tally.ERP 9
- ➢ Creating Ledgers - Single & Multiple
- ➢ Creating Ledgers - Advanced usage
- ➢ Purchase / Sales Ledgers
- ➢ Expense / Income Ledgers
- ➢ Party Ledgers
- ➢ Duties & Taxes Ledgers
- ➢ Assets / Liabilities Ledgers
- ➢ Display, Alter and Delete Ledgers

## STOCK GROUPS

- ➢ Introduction
- ➢ Creating Stock Groups - Single & Multiple
- ➢ Display, Alter and Delete Stock Groups

## STOCK CATEGORIES

- ➢ Introduction
- ➢ Creating Stock Categories - Single & Multiple
- ➢ Display, Alter and Delete Stock Categories

## UNITS OF MEASUREMENT

- ➢ Introduction
- ➢ Simple Units of Measure
- ➢ Compound Units of Measure

## STOCK LOCATION /GODOWNS

- ➢ Introduction
- ➢ Creating Stock Locations / Godowns - Single & Multiple
- ➢ Display, Alter and Delete Stock Locations / Godowns

## STOCK ITEMS

- ➤ Introduction
- ➤ Creating Items - Single & Multiple
- ➤ Creating Items - Advanced usage

## VOUCHER TYPE & VOUCHER CLASSESS

## VOUCHER ENTRY IN TALLY.ERP 9

- ➤ *ACCOUNTING VOUCHERS*
  - ◈ Introduction
  - ◈ Pre-defined Voucher Types in Tally.ERP 9
  - ◈ Voucher Entry - Main Screen Familiarization
  - ◈ Receipt Entry - Normal and Bill-wise
  - ◈ Printing Receipt Voucher as Formal Receipt
  - ◈ Payment Entry - Normal and Bill-wise
  - ◈ Payment Entry with Narration for each entry
  - ◈ Warn on Negative Cash Balance
  - ◈ Pre-Allocate Bills for Payment and Receipt
  - ◈ Printing Payment Voucher
  - ◈ Cheque Printing in Tally.ERP 9
  - ◈ Contra Entry
  - ◈ Using Payment / Receipt as Contra
  - ◈ Journal Entry
  - ◈ Allowing Cash Accounts in Journals
  - ◈ Debit Note Voucher
  - ◈ Credit Note Voucher
  - ◈ Purchase Voucher
  - ◈ Purchase Invoice - Accounting Invoice
  - ◈ Sales Voucher
  - ◈ Sales Invoice - Accounting Invoice

- ➤ *INVENTORY VOUCHERS*
  - ◈ Introduction
  - ◈ Pre-defined Voucher Types in Tally.ERP 9
  - ◈ Purchase Invoice - Item Invoice
  - ◈ Purchase Invoice Configuration
  - ◈ Sales Invoice - Item Invoice
  - ◈ Sales Invoice Configuration
  - ◈ Printing Sales Invoices
  - ◈ Debit & Credit Notes in Invoice Mode
  - ◈ Purchase Order Processing in Tally.ERP 9
  - ◈ Sales Order Processing in Tally.ERP 9
  - ◈ Printing Purchase & Sales Orders
  - ◈ Receipt Note (GRN)
  - ◈ Delivery Note Voucher
  - ◈ Rejections In Voucher

- ◈ Rejections Out Voucher
- ◈ Stock Journal Voucher
- ◈ Godown Transfer Journal Voucher
- ◈ Physical Stock Voucher

# EXPERT LEVEL

## ADVANCED CONCEPT IN TALLY.ERP 9
- ◈ Custom Configuration of Tally.ERP 9
- ◈ Group Companies and Consolidation
- ◈ Exporting Data from Tally.ERP 9 in various formats
- ◈ Emailing from Tally.ERP 9
- ◈ Managing TDS in Tally.ERP 9
- ◈ Managing VAT & CST in Tally.ERP 9
- ◈ Managing Service Tax in Tally.ERP 9
- ◈ Managing Excise in Tally.ERP9

## PAYROLL IN TALLY.ERP9
- ➢ *PAYROLL Feature in Tally.ERP9*
  - ◈ Enabling Payroll
  - ◈ Payroll Configuration
  - ◈ Enabling Payroll Feature
  - ◈ Creating Payroll Masters (Payroll Info).
  - ◈ Payroll Voucher Entries
  - ◈ Payroll Reports
  - ◈ Printing Pay Slip
  - ◈ Payment Advice

- ➢ *MANUFACTURING AND ASSEMBLING*
  - ◈ Bill of Material
  - ◈ Manufacturing Stock Journal Voucher
  - ◈ Different Actual and Billed Quantities
  - ◈ Batch-wise Details
  - ◈ Manufacturing and Expiry Dates
  - ◈ Voucher Types and Voucher Numbering
  - ◈ Voucher Class

- ➢ *COST CENTRES*
  - ◈ Allocating Expenses and Incomes to Cost Centres
  - ◈ Multiple Cost Categories
  - ◈ Cost Centre Class
  - ◈ Budgeting in Tally.ERP 9
  - ◈ Multi-Currency and Forex Gains / Losses
  - ◈ Price Levels and Price Lists

- ➢ *Optional & Non-Accounting Vouchers*
  - ◈ Memorandum Vouchers
  - ◈ Optional Vouchers
  - ◈ Reversing Journals
  - ◈ Post-dated Vouchers

## REPORTING & MIS

- ➢ Basic Concepts of Reporting in Tally.ERP 9
- ➢ Report Configuration and Filtering
- ➢ Balance Sheet
- ➢ Profit & Loss Account
- ➢ Trial Balance
- ➢ Sales Register
- ➢ Purchase Register
- ➢ Journal Register
- ➢ Day Book
- ➢ Cash Book
- ➢ Bank Book
- ➢ Bank Reconciliation
- ➢ Outstandings - Receivables and Payables with Ageing Analysis
- ➢ List of Vouchers by Voucher Type
- ➢ Group Vouchers and Ledger Vouchers
- ➢ List of Accounts
- ➢ Statistics - All Accounting and Inventory Masters and Vouchers
- ➢ Stock Summary
- ➢ Display - Stock Item
- ➢ Stock Group Summary
- ➢ Stock Category Summary
- ➢ Stock Location / Godown Summary
- ➢ Stock Query
- ➢ Purchase Orders Book
- ➢ Sales Orders Book
- ➢ Movement Analysis
- ➢ Batch-wise Reports
- ➢ Stock Ageing Analysis
- ➢ Purchase Bills Pending
- ➢ Sales Bills Pending
- ➢ Stock Transfers Register
- ➢ Physical Stock Register
- ➢ Cash Flow and Funds Flow
- ➢ Cost Center Reports
- ➢ Ratio Analysis
- ➢ Exception Reports
- ➢ Account Confirmation Statements
- ➢ Payment Reminder Letters

- ➢ ***BACKUP & RESTORE TALLY DATA***
  - ◈ Backup Tally Data
  - ◈ Restoring Tally Data

- ➢ ***SECURITY CONTROLS***
  - ◈ Managing Administrator Account
  - ◈ Creating users and Assigning them password and rights.

## USING TALLY.ERP9 ODBC FEATURE

- ➢ ***Creating ODBC Connection***
  - ◈ Exporting and Managing data of Tally with other ODBC Supportable softwares
  - ◈ Sharing Tally Company Data with MS-Excel
  - ◈ Importing Tally Data With Validation In MS-Excel

## USING TALLY.NET FEATURE

## LOGO PRINTING ON INVOICES