

## CHAPTER - 1

### Getting Functional with Tally. ERP 9 (Basic)

1. Tally. ERP 9 Start-Up
2. Tally. ERP 9 Screen Components
3. Mouse / Keyboard Conventions
4. Quitting Tally. ERP 9

#### Company Info

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- Company Creation
- Opening (Loading) of Tally. ERP 9
- Modification of Company
- Deletion of Company
- Shut (Close) a Company
- Company Selection

#### Set-Up of Accounts

- Introduction
- Assets, Liabilities, Income & Expenses
- Creating Group
- Creating a Group with Advanced Usage
- Creating Multiple Group
- Altering or Modifying Group
- Permanently Deleting a Group
- Displaying a Group

#### The Ledger

- Creating a Single Ledger
- Creating a Purchase / Sales Ledger
- Creating a Expenses / Income Ledger

- Creating a Party Ledger
- Creating Bank Account
- Creating Duties and Taxes Ledger
- Creating a Current Liabilities / Assets Ledger

#### Vouchers Types

- Accounting Vouchers
- Contra Vouchers (F4)
- Payment Voucher (F5)
- Receipt Voucher (F6)
- Journal Voucher (F7)
- Sales Vouchers (F8)
- Pre-defined Voucher Types in Tally. ERP 9
- Alter a Pre-defined Voucher Type

#### Accounting Vouchers in Tally. ERP 9

##### Types of Vouchers

- Contra Voucher (F4)
- Payment Vouchers (F5)
- Receipt Vouchers (F6)
- Journal Vouchers (F7)
- Sales Vouchers (F8)
- Credit Note Voucher (Ctrl + F8) – Sales Return
- Purchase Vouchers (F9)
- Debit Note Vouchers (Ctrl + F9)- Purchase Return
- Memo Voucher (Ctrl + F10)

## Export and import

Password

Printing commands

Backup and restore process

## Features

Accounting Features

Inventory Features

Statutory & Taxation Features

## Inventory / Items & Goods / Stock

:

- Creating a Single Stock Group
  - Modifying a Single Stock Group
  - Displaying a Stock Group
  - Deleting a Single Stock Group
- Creating a Multiple Stock Group
- Creation of Stock Units
- Alternation / Deletion of Stock Units
- . Stock Items
  - . Creation of Single Stock Item
  - Creation of Multiple Stock Item
  - Modification and Deletion of Stock Item
- Orders processing
  - Purchase Order Processing
  - Sales Order Processing
  - Debit and Credit Notes
  - Summary & Questions & Exercises
- Purchase Register
- Sales Register
- Statement of Accounts
- Outstanding
- Interest Calculations
  - Interest Receivable
  - Cost Centers

## Reporting

Introduction

Unit Objectives

Modifying Reports (Options)

Balance Sheet

Profit & Loss Account

Stock Summary

Trial Balance

Day Book

Books of Accounts

### Printing Reports

- Using the Print Button
- Multi-Accounting Printing

## Utility

• Back Up / Restore

• Split Company Data

• Tally. ERP 9 Vault

• Exporting Master Data

• Importing Data

• Consolidation of Accounts

• . Create a Group Company

• Password or Security Control

- Types of Security (security or authority levels)

- Users and Passwords

- Credit Limits

# **Getting Functional with Tally. ERP 9 (Advanced)**

## **TDS (Tax Deducted at Source) using Tally.ERP9**

### **Enabling TDS in Tally.ERP9**

#### **Creating TDS Nature of Payment**

#### **Creating Master Ledgers with TDS Transactions**

- A- TDS on Expenses
- B- TDS on Advance Payment against Expenses
- C- Recording TDS Payment Transaction

### **TDS Reports**

- A- Form 26Q (TDS)
- B- Form 27Q (TDS)
- C- TDS Reconciliation Report
- D- TDS Outstanding Report

## **GST (Goods and Service Tax) in Tally. ERP 9**

### **Intro of GST**

### **Types of GST (CGST, SGST, IGST)**

### **GSTIN Number and portal**

### **Entries in tally**

- A. Entries of GST in purchase and sale of goods
- B. Entries of GST in purchase and sale of services

### **Reports of GST**

- A. GSTR1
- B. Mismatching of reports
- C. GSTR2
- D. GSTR3
- E. B2B invoice
- F. B2C invoice
- G. Credit Note
- H. Debit Note

### **Eway bill**

## **Adjustments**

- A. Adjustment of GST tax manually
- B. Adjustment of GST tax practically

## **Payroll in tally erp.9**

### **Salary creation**

**Provident fund rules and entries**

**ESI entries and rules as govt**

### **Employer others charge**

- A. PF admin
- B. EDLI admin
- C. EDLI Contribution

### **Entries of payment of salaries and attendance**

### **Reports**

- A. Pay slip
- B. Payment advice
- C. Attendance Register