

## TALLY Course Content

Below is the detailed course content for TALLY Training

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#### **Module 1: Fundamentals of Tally ERP 9**

- ☐ Introduction of Tally ERP
- ☐ Creating and formation of Company
- ☐ Altering and Shutting of Company

#### **Module 2: Ledger and Vouchers**

- ☐ Ledger and their creation
- ☐ Voucher and their types
- ☐ Bank and cash entries in tally
- ☐ Changing of Period and dates

#### **Module 3: Entries and Book Maintenance**

- ☐ Contra entries
- ☐ Journal entries
- ☐ Day Book, Cash Book and Ledger Maintenance

#### **Module 4: Reconciliation**

- ☐ Bank reconciliation
- ☐ Ledger reconciliation

#### **Module 5: Maintaining of Bills and orders**

- ☐ Bill of Allocations
- ☐ Purchase Bills
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- ☐ Debit Note and credit Note
- ☐ Purchase order and sale order

#### **Module 6: Stock Maintenance**

- ☐ Accounts with Inventory
- ☐ Creation of Stock and unit of measure
- ☐ Inventory Management

#### **Module 7: Costing and Budgeting**

- ☐ Cost Centre and Analysis
- ☐ Budget Controls
- ☐ Interest Calculations and their parameters
- ☐ Generation of Various Reports

#### **Module 8: Tally Configuration and Features**

- ☐ Advance Accounting Features
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#### **Module 9: Other Features**

- ☐ Back and restore
- ☐ Split of company
- ☐ Online help and support
- ☐ Multilingual capabilities
- ☐ Export of Data

#### **Module 10: TDS and TCS**

- ☐ Concept of TDS and TCS
- ☐ TDS entries in Tally
- ☐ Adjustments, payment and Challan

#### **Module 11: Introduction of Payroll Accounting**

- ☐ Payroll Accounting in Tally
- ☐ Creating of employee data and maintaining records
- ☐ Maintain Attendance Records

#### **Module 12: Entries and Report Generation**

- ☐ Entries of payroll in tally
- ☐ Generating and printing of payroll reports

#### **Module 13: GST**

- ☐ Basic Concept of GST and their Benefits
- ☐ Master Creation of Local sale and purchase in GST

#### **Module 14: Interstate and ITC Adjustment Entries**

- ☐ Interstate sale and purchase in GST
- ☐ Adjustment of Taxes CGST, SGST and IGST

#### **Module 15: Reverse Charge mechanism and Returns**

- ☐ Reverse Charge and supply of goods and services
- ☐ Generation of Reports, Challans and returns in GST