

❖ Basic Fundamentals

- What is Tally
- What is accounts
- Classification of accounts
- Terminology of accounting
- Golden Rules of accounting
- General Entry
- Pre-Define Tally Group
- Types of voucher

❖ Overview of Tally. ERP 9

- Download and Install
- Create Company
- Configurations
- Basic introduction of Features
- Voucher Transaction Entry
- View Reports

❖ Accounting (Case Study-1)

- Financial year from 1-Apr-2016 to 31-Mar-2017
- Debit, Credit - By, To
- Voucher
- Create Ledger (Under Group)
- Create Group
- Service organization General Entry 12 Months
- Day Book ,Trail Balance
- Profit & Loss accounting, Balance Sheet
- Closing & Opening Balance
- Exercise With Solution

❖ Accounts with Inventory (Case Study-2)

- Financial year from 1-Apr-2016 to 31-Mar-2017
- Create - Stock Item, Stock Group, Unit of measure
- Trading organization General Entry 12 Months
- Purchase, Sales, Invoice
- Provision entry, Depreciation entry
- Adjustment entry, Closing entry
- Inventory Reports, Stock Summary
- Export & Printing
- Closing & Opening Balance
- Exercise With Solution

❖ Inventory Management with GST (Case Study-3)

- Financial year from 1-Apr-2017 to 31-Mar-2018
- Taxation System GST
- SGST, CGST, IGST
- Create - Godowns
- Create - Stock Item, Stock Group, Unit of measure
- Create - Cost Category, Cost Centre
- Trading organization General Entry 12 Months
- Discounts, Interest
- Purchase returns, Sales Returns
- Credit Note, Debit Note - Voucher
- Inventory Reports, Stock Summary, Tax Report
- Closing & Opening Balance
- Exercise With Solution

❖ Advance Level

- Service Organization With GST
- Manufacturing with GST
- Payroll Management
- Under Processing.....