

TALLY-9

- ❖ **Installation of Tally Software**
- ❖ **Basic Accounting Concepts**
- ❖ **Getting Familiar with Tally.ERP 9 Interface**
- ❖ **Managing Company Data**
- ❖ **Gateway of Tally**
- ❖ **Company Features**
- ❖ **Maintaining Masters**
 - Groups
 - Ledgers
 - Stock Groups
 - Stock Categories
 - Units of Measurement
 - Stock Locations / Godowns
 - Stock Items

- ❖ **Voucher Entry in Tally.ERP 9**
 - Accounting Vouchers
 - Inventory Vouchers

- ❖ **Advanced Concepts in Tally.ERP 9**
 - Memorandum Vouchers
 - Optional Vouchers
 - Reversing Journals
 - Post-dated Vouchers
 - Manufacturing and Assembling
 - Different Actual and Billed Quantities
 - Batch-wise Details
 - Manufacturing and Expiry Date
 - Cost Centres
 - Budgeting in Tally.ERP 9
 - Credit Limits
 - Multi-Currency and Forex Gains / Losses
 - Price Levels and Price Lists

- ❖ **Reporting & MIS**
 - Basic Concepts of Reporting in Tally.ERP 9
 - Report Configuration and Filtering
 - Balance Sheet
 - Profit & Loss Account
 - Trial Balance
 - Sales Register, Journal Register & Purchase Register
 - Day Book, Cash Book, Bank Book, Bank Reconciliation & Group Summary
 - 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
- Stock Location / Godown Summary
- Stock Query
- Purchase Orders Book
- Sales Orders Book
- Reorder Status
- 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

❖ **Printing from Tally.ERP 9**

❖ **Expert Level**

- 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