

TALLY ERP

User Interface and Company Management

- Introduction to Tally ERP 9
- How to Install Tally
- Creating a Company
- Data Path for Tally ERP9 Companies
- Altering and Deleting Company
- Gateway of Tally and User Interface
- Inserting Vouchers
- Duplicating Entries
- Split Company Data
- Merge Tally Companies

Masters -Ledgers

- Understanding Ledgers
- Creating Ledgers
- Creating Multiple Ledgers
- Altering and Deleting Ledgers
- Practical Examples

Masters -Groups

- Understanding Groups
- Creating Groups
- Creating Multiple Groups
- Altering and Deleting Groups
- Practical Examples

Accounting Vouchers

- Vouchers Configuration
- Using of Voucher in Double Entry Mode
- Contra Voucher
- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Voucher Class & Configuration
- Reversing & Optional Voucher Management

Cost Centres and Cost Categories

- Understanding & Implementation of Cost Centres
- Practical Examples
- Understanding & Implementation of Profit Centres

- Practical Examples
- Cost Centre & Category wise Reporting

Budget and Multi Currency

- Budget Masters and Configuration
- Budget Reporting and Analysis
- Practical Examples
- Working on Multiple Currencies

Interest Calculation & Credit Limit & Bank Reconciliation

- Activating & Implementation of Interest Calculation
- Simple & Compound Interest Calculation
- Aging wise Outstanding Report
- Interest Receivable & Payable Report
- Configuration & Implementation of Credit Limit
- Bank Reconciliation Process
- Practical Examples

Inventory Master Creation

- Stock Group & Category
- Stock Item
- Unit of Measure
- Godown Creation & Reporting
- Voucher Type & Class

Recording of Inventory Vouchers

- Sales & Purchase
- Debit Note & Credit Note
- Stock Journal
- Manufacturing Journal
- Physical Stock

Purchase & Sales Order Processing

- Purchase Order Process
- Purchase Order Voucher with Examples
- Receipt Note (Inventory) with Examples
- Rejection-Out Voucher with Examples
- Sales Order Process
- Sales Order Voucher with Examples
- Delivery Note (Inventory) with Examples
- Rejection-IN Voucher with Examples
- Pre-Closure of Order

Manufacturing Vouchers & Printing

- Bills of Material
- Voucher Class for Manufacturing & Implementation

- Stock Transfer & Journal
- Computation of Manufacturing Cost
- Job Costing
- Practical Examples
- Closing Stock Valuation
- Batch Wise Details
- Printing Configuration

Taxation in Tally

- TDS – Tax Deducted at Source
- TCS – Tax Collection at Source
- VAT – Value Added Tax
- Multiple VAT
- GST – Goods & Services Tax
- VAT/GST on Fixed Assets

Payroll

- Introduction to Payroll
- Creating Payroll Masters
- Generation of Employee Database
- Salary Structure - Attendance & Leave Calculation
- Accounting for PF, ESI and other Compliances
- Accounting for Income Tax
- Processing Payroll
- Payroll Reports
- Generating Payslips

Reporting in Tally

- Finalization Process
- Balance Sheet
- Profit & Loss Account
- Trial Balance
- Stock Summary

Address:

I Turn Institute, 2nd Floor, Baisoya
Complex, Sec - 15, Naya Bans, Noida -
201301

Phone: 6295671428/7827979099

Email: info@iturninstitute.com

Website: www.iturninstitute.com