



**Tally**

**POWER OF SIMPLICITY**

**Tally.ERP 9 at a Glance**

**DON'T JUST BECOME DATA ENTRY OPERATOR IN TALLY**

**LEARN COMPLETE ACCOUNTING AND TAXATION SYSTEM WITH OUR INDUSTRY EXPERTS**

## **TALLY ERP.9 WITH GST AND DIRECT TAXATION SYLLABUS**

### **ACCOUNTS WITH INVENTORY**

#### **Module 1: Introduction**

- ❖ What is Accounting
- ❖ Accounting Standards & Concept
- ❖ Golden Rule of Accounting
- ❖ Rules of Debit & Credit

#### **Module 2: Introduction to Tally ERP.9**

- ❖ Creation of company
- ❖ Selecting the company
- ❖ Altering and Shutting Company
- ❖ Taking Backup
- ❖ Restore the company
- ❖ Split company data

#### **Module 3: Gateway of Tally**

- ❖ Accounts Info
- ❖ Creating Ledgers
- ❖ Creating Multiple Ledgers
- ❖ Displaying & Altering Ledgers

#### **Module 4: Creating Accounting Vouchers**

- ❖ Payment Voucher
- ❖ Receipt Voucher
- ❖ Contra Voucher
- ❖ Journal Voucher

### **Module 5: Recording of Purchase & Sales Transactions**

- ❖ Purchase Entry
- ❖ Debit Note Mode
- ❖ Sales Entry
- ❖ Credit Note Mode

### **Module 6: Day Book**

- ❖ Understanding Day Book Reports
- ❖ Altering and Deleting Entries

### **Module 7: Additional Features of Accounting**

- ❖ Interest Calculation
- ❖ Interest calculation transaction wise
- ❖ Multi-Currency mode
- ❖ Language Configuration

### **Module 8: Reports**

- ❖ Analysis of various financial Reports
- ❖ Profits & Loss Account
- ❖ Balance Sheet
- ❖ Cash Flow/Fund Flow
- ❖ Ratio Analysis

### **Module 9: Inventory Info**

- ❖ Understanding Inventory
- ❖ Inventory Configuration & Features
- ❖ Integrating Accounts and inventory
- ❖ Creating Stock Groups
- ❖ Creating Stock Items
- ❖ Creating Godown
- ❖ Practical on Stock Category
- ❖ Creating Units of Measure

### **Module 10: Purchase with Inventory**

- ❖ Recording Purchase Invoice with Inventory
- ❖ Debit Note with Inventory

- ❖ Purchase Order Processing
- ❖ Create a Purchase order
- ❖ Receipt Note Voucher
- ❖ Rejections Outward

#### **Module 11: Sales with Inventory**

- ❖ Recording Sales with Inventory
- ❖ Credit Note with Inventory
- ❖ Sales order Processing
- ❖ Rejections Inward
- ❖ Delivery Note

#### **Module 12: Creating Inventory Vouchers**

- ❖ Transfer of Inventory from one branch to another.
- ❖ Physical Stock Verification

#### **Module 13: Inventory Reports**

- ❖ Stock Summary
- ❖ Stock Reports
- ❖ Material Inward Report
- ❖ Material Consumption Report

#### **Module 14: Export/Import of Data**

- ❖ Export Data in Excel Format
- ❖ Export Data in XML Format
- ❖ Export Data in PDF Format
- ❖ Export Data in HTML Format
- ❖ Import Data

## **PAYROLL IN TALLY**

### **Module 1: Introduction**

- ❖ Payroll Info
- ❖ Creating Employee groups
- ❖ Creating Payroll Unit
- ❖ Creating Employees

### **Module 2: Attendance/Production Types**

- ❖ Recording Present
- ❖ Recording Absent
- ❖ Recording Overtime
- ❖ Recording the data of leaves/sick leaves/ casual leaves etc.

### **Module 3: Creating Pay heads**

- ❖ Earning Pay heads
- ❖ Bonus Pay Head
- ❖ Overtime based earning pay heads
- ❖ Employee Deductions Pay head
- ❖ Employee's statutory deductions pay head-EPF
- ❖ Employer's Statutory Contribution Pay heads-EPF/ESI/EPF

### **Module 4: Payroll Vouchers**

- ❖ Recording complete Attendance
- ❖ Recording payroll
- ❖ Payment of salary

### **Module 5: Payroll Reports**

- ❖ Generating Pay Slip
- ❖ Pay sheet of all employees
- ❖ Payroll Register
- ❖ Employee Profile
- ❖ Employee Head Count
- ❖ Attendance Sheet
- ❖ Attendance Register

## **Module6: Statutory Reports in Payroll**

- ❖ Provident Fund Report
- ❖ Gratuity Report
- ❖ Payroll Statutory Reports
- ❖ Income Tax Computation
- ❖ ESI Report
- ❖ Exception reports

## **DIRECT TAXATION IN TALLY**

### **Module1: Brief Introduction**

- ❖ What is Direct Taxation
- ❖ Income Tax Slab Rate
- ❖ Computation of Income under various heads
- ❖ Set off of Income from one head to another
- ❖ Calculation of Tax on Taxable Income
- ❖ Deductions under section 80C to 80U

### **Module 2: Tax deducted at Source (TDS)**

- ❖ Introduction to TDS
- ❖ Learning TDS from Section 192 to Section 195
- ❖ TDS Payment Due Date
- ❖ TDS Return Filing
- ❖ Practical Cases on TDS
- ❖ TDS Reports
- ❖ TDS Challan
- ❖ TDS payment

### **Module 3: Tax Collected at Source (TCS)**

- ❖ Introduction to TCS
- ❖ Applicability of TCS on various transactions
- ❖ Recording TCS entries in Tally
- ❖ TCS Payment
- ❖ TCS Challan
- ❖ TCS returns & Forms
- ❖ TCS Reports

#### **Module 4: Filing Income Tax Return**

- ❖ Learning Registration under Income tax website
- ❖ Preparing Computation of income
- ❖ Filing Income Tax Return on Income Tax Website

### **GOODS & SERVICE TAX IN TALLY (GST)**

#### **Module 1: Introduction**

- ❖ What is GST
- ❖ Taxes subsumed under GST
- ❖ Rates under GST
- ❖ HSN/SAC in GST

#### **Module 2: Supply under GST**

- ❖ What constitutes Supply
- ❖ Inter-State Supply
- ❖ Intra-State Supply
- ❖ Time/Place/value of Supply

#### **Module 3: Invoicing under GST**

- ❖ Tax Invoice
- ❖ Bill of Supply
- ❖ Contents of Invoice
- ❖ Due Date of Issuing Invoice

#### **Module 4: Entries of GST in Tally.ERP9**

- ❖ Activating Tally in GST
- ❖ GST Taxes & Invoices
- ❖ Creating GST Masters in Tally

#### **Module 5: Recording Purchase with GST**

- ❖ Intra-State Purchase
- ❖ Inter-Sate Purchase
- ❖ Purchase Entry for Unregistered Dealer in Tally
- ❖ RCM Entry in Tally

### **Module 6: Recording Sales with GST**

- ❖ Intra-State Sale
- ❖ Inter-state Sale
- ❖ Printing GST Invoice from Tally.ERP9

### **Module 7: GST Reports**

- ❖ GSTR-1 in Tally.ERP9
- ❖ Creating GSTR-1 in Excel
- ❖ Creating JSON file of GSTR-1
- ❖ GSTR-2 in Tally.ERP9
- ❖ GSTR-3B in Tally.ERP9
- ❖ Creating GSTR-3B in Excel
- ❖ Creating JSON file of GSTR-3B