

Tally ERP 9

Mission- To bring in Continuous improvement and achieve excellent customer satisfaction at all levels of software training and development, through its modular and systematic approach in accomplishing our goal of becoming a global giant.

Basic of Accounting

- Introduction
- Transaction
(Recording Transactions, Types of Accounts)
- Accounting Principles
- Concepts and Conventions
(Realization, Matching, Accrual, Going Concern, Periodicity, Entity, Money Measurement)
- Double Entry System
- Rules of Accounting
- Mode of Accounting
(Journals and Ledgers, Posting, Accounting Period, Trial Balance)
- Financial Statements
(Trading Account, Profit and Loss Account, Balance Sheet)

Business Organizations

- Introduction
- Service Organizations
(Nature of a Service Organization, Accounting in a Service Organization)
- Trading Organization
(Nature of a Trading Organization, Accounting in Trading Organization)
- Manufacturing Organization
(Nature of a Manufacturing Organization, Accounting in a Manufacturing Organization)

Accounting on Computers

- Introduction
- Accounting System
- Benefits of Accounting on Computers
- Factors contributing to change
- Challenges associated with Accounting on Computers
- Solutions
- The Transition

Tally Fundamentals

- Introduction to Tally
- Features of Tally
(Technology, VAT/CST/TDS/Service Tax/TCS/VAT Composite Dealer/FBT)
- Getting Functional with Tally
(Tally start-up, Tally Screen Components, Mouse/Keyboard Conventions, Switching between Screen Areas, Quitting Tally)

- Creation/Setting up of Company in Tally (Creation of a Company)
- Features
- Configure (Master Configuration, Voucher Configuration)

Processing Transactions in Tally

- Ledgers and Groups
- Accounting Vouchers
(Contra Voucher, Payment Voucher, Receipt Voucher, Sales Invoice)
- Recording Transactions of Sample Data

Report Generation

- Introduction
- Financial Reports in Tally
(Balance Sheet, Profit and Loss Account, Account Books, Day Book, List of Accounts)

Introduction to Trading Organizations

- Recap of Level One
- Trading Organizations
(Nature of Trading Organizations, Difference between Trading and Service Organizations, Activities in a Trading Organization, Accounting and Commercial Terms)
- Introduction to Inventory
(Kinds of Inventory, Introduction to Inventory Valuation, Inventory Systems, Determining Inventory Levels)

Purchases and Sales

- Cash and Credit Purchase
- Three Way Matching Principle
- Cash and Credit Sales
- Price Levels
- Revenue Recognition Principles
- Accounting and Commercial Terms Associated with Purchases and Sales
- Bills of Exchange (Bills Receivable and Bills Payable)
- Duties and Taxes (VAT, Sales Tax)

Tally ERP 9

Mission- To bring in Continuous improvement and achieve excellent customer satisfaction at all levels of software training and development, through its modular and systematic approach in accomplishing our goal of becoming a global giant.

Overview of Tally Features

- Features of Tally (Accounting and Inventory Features, Features pertaining to Duties and Taxes)
- Tally's Capability for a Trading Organization

Getting Functional with Tally

- Creation of a Company
- Features
- Alteration of a Company
- Configure (Master Configuration, Voucher Configuration)
- Recording Transactions of Sample Data

Report Generation

- Introduction
- Accounting and Inventory Reports in Tally
- Accounting Reports (Balance Sheet, Profit and Loss Account, Account Books, Statement of Accounts, Age-wise Analysis, Statutory Master, Statutory Reports, Day Book, Exception Reports)
- Inventory Reports
- VAT for Composite Dealer
- Introduction (Salient Features of Composite VAT, Enabling VAT for Composite Dealers, Composite VAT Classifications, Transactions of VAT Composite)
- Point of sale
- Introduction
- Configuring Tally for POS
- POS Invoicing
- Printing Reports (Types of Print Configuration Options, Print Format)

Introduction to Manufacturing Organization

- Nature of Manufacturing Organization
- Accounting in Manufacturing Organizations
- Difference between Service
- Trading and Manufacturing Organizations
- Introduction to Inventory (Inventory in a Manufacturing Organization, Inventory Systems),
- Costing why does a Manufacturing Organization require Costing? (Cost Centre, Analysis using Cost Centers)
- Fiscal Environment of a Manufacturing Organization (Direct Taxes, Indirect Taxes)

Purchases, Sales and Manufacturing

- Processes in Manufacturing
- Stages in a Manufacturing Cycle

- Purchases (Types of Purchase in Manufacturing Organizations, Recording Purchases, Valuation of Inventory, Manufacturing/Stock Journal, Bill of Materials)
- Sales (Types of Sale in Manufacturing Organizations, Recording of Sales, Price Levels)
- Scrap Waste
- Spoilage and Defective in Manufacturing Organizations

Overview of Tally Features

- Feature of Tally (Accounting and Inventory Features, Features Pertaining to Duties and Taxes)
- Tally's Capability for a Manufacturing Organization.

Getting functional with Tally

- Base Currency Information
- Recording Transactions of Sample Data
- Report Generation
- Financial Reports (Balance Sheet, Profit and Loss Account, Statement of Accounts, Outstanding, Exception Reports)
- Inventory Reports (Inventory Books, Statements of Inventory, Statutory Masters, Statutory Reports)
- VAT Reports
- TDS
- Service Tax Reports

Fringe Benefit Tax (FBT)

- Introduction
- Fringe Benefit Tax in Tally
- Company Creation
- Features, Transactions
- Payment of Interest and Penalties
- Reports

Excise Dealer

- Introduction
- Enabling Dealer Excise in Tally
- Feature of Dealer Excise Compliant Tally
- Transactions
- Reports

TCS

- Introduction
- Enabling TCS in Tally
- Features of TCS Compliant Tally
- Transactions Reports