



THE EASY PACE LEARNING CENTER

Tally+GST Syllabus

Accounting

1. Accounting Concept:

- Types of Accounts
- Golden Rules of Accounting (Dr.& Cr. Rules)
- Accounting Principles
- Accounting Process
- Recording Transactions.

2. Introduction to tally.ERP9

- About Tally.ERP9
- Creation of Company
- Company Alteration & Delete

3. Accounting Masters :

- F11: Features
- F12: Configurations
- Setting up account Heads:
- Create Groups & Ledgers : Alteration & Delete
- Voucher Entries: Payment, Receipt, Contra & Journal
- Debit Note & Credit Note.
- Daybook: View/Alter Transaction
- Display/View Financial Reports and Balances
- Viewing Stock Register and Other Reports

4. Inventory Details:

- Create Stock Groups & Categories
- Create Stock Items
- Create of Measure
- Godowns/Location Creation

5. Accounting Vouchers

6. Inventory Vouchers

7. Invoicing/Billing

Advanced Accounting

8. Bill-wise Details

9. Cost Centers & Cost Categories: Transaction & Reports

10. Voucher Class & Cost Center Class

11. Multiple Currencies

12. Bank Reconciliation Statement (BRS)

13. Interest Calculations

14. Budgets & Controls

15. Scenario Management



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Advanced Inventory

16. Order Processing:
Purchases & Sales Order
 17. Receipt Notes/Delivery Notes
 18. Rejection Outwards/ Inwards
 19. **Manufacturing journal**
 20. Inventory Reports
 21. Reorder Levels
 22. Tracking Numbers
 23. Batch wise Details
 24. Additional cost Details
 25. Bill of Materials (BOM)
 26. Price Levels & Price List
 27. Zero Valued Entries
 28. Stock Valuation
 29. Inventory Ageing Analysis
 30. Different Actual & Billed Quantities
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31. Point of Sale (POS)
 32. Job Costing
 33. Multilingual Capabilities

Technological Advantages

34. Tally Vault
35. Security Control
36. Tally Audit
37. Backup & Restore
38. Split Company Data
39. Export & Import Data
40. Cheque Printing

Taxation With Tally

41. GST:

- About GST (Goods & Services Tax)
- Detailed Information About : CGST, SGST, IGST, UTGST.
- GST Rates, Categories and Classification
- HSN Code
- Configuring GST in Tally.ERP9: (F11-F2)
- Creating GST Related All Ledgers & Inventory/Stock
- Passing GST Transaction
- GST Bill/ Invoice (Complete GST Detailed & format)
- Printing GST Bill (with print configuration)
- Making GST Tax Invoice & Bill of Supply
- GST Reports (viewing & Printing)
- Generating GSTR-1, GSTR-2 and 3B.
- Passing ITC (Input Tax Credit) Entry.



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- Special Features invoices: price inclusive , Discount on invoice, round off , Free Goods treatment in bills, Set off of IGST Transaction.

42. TDS:

- About TDS (Tax Deduction at Source)
- TDS Related Working knowledge and Process.
- Enabling TDS Features in Tally.ERP9
- Create All TDS Masters (Ledgers)
- Passing Bill/Expenses Transaction with TDS Deduction
- Payment to Parties of Bill after TDS Deduction
- Passing TDS Challans Entries
- Payment of TDS to Govt. by Various Methods.
- Viewing TDS Reports and Generating Form:-16/16A
- E-TDS Returns
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43. PAYROLL (SALARY, PF, ESI):

- Enable payroll
- Setting Payroll Configuration
- Preparing Attendance/ Production Type
- Preparing Unit (Works)

- Creation of Payroll Masters:
- Creating Pay Head
- Creation Employee Group

- Creation Employees
- Creating Employee-wise Salary details
- Creating Attendance Voucher
- Payroll voucher: Payment of PF, ESI.
- Payroll Report
- Pay slip Report

MIS & Final Reports

44. About Financial Report:

- Financial Statement:-
- Balance Sheet
- Trail balance
- P&L a/c
- Reports in Detailed and Condensed Modes
- Printing Reports (Print configuration)
- Accessing Daybook And All other Reports with shortcuts.

Project

- Service Organization
- Trading Organization
- Manufacturing Organization

CONCEPT