



*Certificate Course on*

# TALLY ERP9

(With GST)

The Tally logo, written in a stylized, cursive font with a red outline and a black shadow.

POWER OF SIMPLICITY

# Tally.ERP 9

## COURSE CONTENT

### GETTING FUNCTIONAL WITH TALLY

- TALLY INTRODUCTION
- TALLY FOR ERP
- TALLY VERSIONS AND LATEST RELEASE INTRO
- TALLY INSTALLATION ONLINE AND OFFLINE
- ACTIVATING LICENSED TALLY VERSION
- COMPANY CREATION
- CREATING DATA DIRECTORY FOR TALLY IN COMPUTER
- ALTERATION & REMOVING COMPANY IN TALLY
- BRIEF ON TALLY INTERFACE (GATEWAY OF TALLY)

### THEORY OF ACCOUNTING

- ACCOUNTING PROCESS IN TALLY
- ACCOUNTING PRINCIPLES
- ACCOUNTING CONCEPTS
- UNDERSTANDING DUAL ASPECT CONCEPT
- UNDERSTANDING DOUBLE ENTRY BOOKKEEPING

### MASTER CREATION

- UNDERSTANDING AND IDENTIFYING LEDGERS AND ITS NATURE
- CREATION OF LEDGERS UNDER RELEVANT HEADS
- ADDING & ALTERING MULTIPLE LEDGERS
- SHORTCUT COMMANDS
- PRACTICE

### GROUP CREATION

- MEANING, INTERPRETATION & IDENTIFICATION OF GROUP
- GROUP CREATION
- ADDING & ALTERING MULTIPLE GROUPS
- SHORTCUTS ON GROUP CREATION
- PRACTICE



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## INVENTORY MANAGEMENT IN TALLY

- STOCK GROUPS
- STOCK ITEMS (WITH GST CLASSIFICATION ITEM WISE)
- STOCK CATEGORIES
- STOCK MOVEMENT ANALYSIS
- GODOWN CREATION
- ADD, ALTER & DELETING MULTIPLE GODOWNS
- INVENTORY TRANSACTIONS
- RECORDING MOVEMENT OF STOCK

## VOUCHER ENTRIES

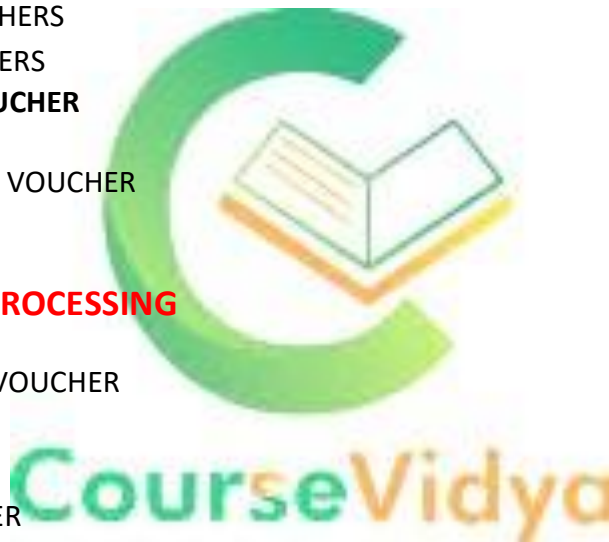
- ACCOUNTING VOUCHER
- RECEIPT VOUCHERS
- PAYMENT VOUCHERS
- CONTRA VOUCHERS
- INVENTORY VOUCHER
- STOCK JOURNAL
- PHYSICAL STOCK VOUCHER

## PURCHASE ORDER PROCESSING

- PURCHASE ORDER VOUCHER
- RECEIPT NOTE
- REJECTION OUT
- PURCHASE VOUCHER
- DEBIT NOTE

## SALE ORDER PROCESSING

- SALE ORDER VOUCHER
- DELIVERY NOTE
- REJECTION IN
- SALES VOUCHER
- CREDIT NOTE



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## Manufacturing Process

- MANUFACTURING JOURNAL

## COST CENTER

- COST CENTER CLASS
- COST CENTER CATEGORY

## INTEREST CALCULATION

- ACTIVATION OF INTEREST CALCULATION
- VOUCHER CLASS CREATION (DEBIT NOTE AND CREDIT NOTE)

## POINT OF SALE (POS)

- POS Class

## SCENARIO MANAGEMENT

- POST DATED VOUCHER
- MEMORANDUM VOUCHER
- OPTIONAL VOUCHER
- REVERSING JOURNAL

## GST BASIC CONCEPTS

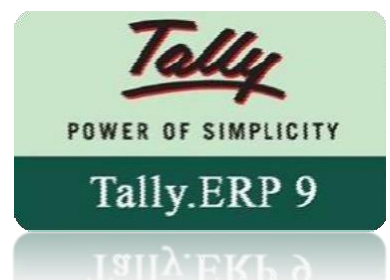
- ACTIVATION OF GST IN TALLY
- CONFIGURING GST DETAILS
- CREATING GST MASTER
- CREATION OF PARTIES LEDGER WITH GST DETAILS
- BRIEF PRACTICAL ON GST TRANSACTIONS

## PURCHASE & SALES WITH GST APPLICATION

- PURCHASE VOUCHERS
- SALES VOUCHER
- ADJUSTMENT OF TAX



CourseVidya



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## GST REPORTS GENERATION

- GSTR 1
- GSTR 2
- GSTR 3B

## E-WAY BILL GENERATION

- ENABLING E-WAY BILL CONFIGURATION
- GENERATING VOUCHERS

## GENERATION OF REPORTS

- DAY BOOK
- FINANCIAL STATEMENTS
- OVERDUE RECEIVABLE AND PAYABLES
- NEGATIVE STOCK REPORTS
- CASH FLOW STATEMENT / FUND FLOW STATEMENT
- ANALYSIS REPORTS - RATIO ANALYSIS
- ITEM WISE PROFIT REPORTS
- CASH REGISTER

## PAYROLL MANAGEMENT

- UNDERSTANDING PAYROLL LEDGERS
- CREATION OF PAYROLL MASTERS
- EMPLOYEE GROUP , EMPLOYEES
- PAYHEAD CREATION
- UNITS CREATION
- DEFINE SALARIES
- PROCESSING ATTENDANCE VOUCHERS
- PROCESSING PAYROLL

## ACCOUNTING FOR TAX DEDUCTED AT SOURCE

- RECORDING OF TDS ELIGIBLE TRANSACTIONS
- TDS DEDUCTION
- TDS PAYMENTS



## PAYROLL REPORTS

- SALARY SHEET OF EMPLOYEES

## ADVANCE TOPICS IN TALLY

- SPLITTING COMPANY DATA
- MERGING COMPANY DATA
- GENERATING REPORTS AS PER USER NEEDS
- SECURITY CONTROLS
- TALLY UPDATES
- SHORTCUT COMMANDS

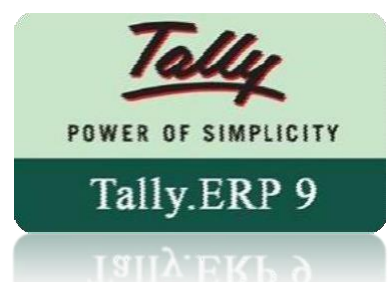
## BANKING

- CONFIGURE BANKS
- CHEQUE PRINTING
- MAINTAINING CHEQUE REGISTERS IN TALLY
- CHEQUE PRINTING

## Backup and Restoring of Data

## Logo Creation

## Project Work



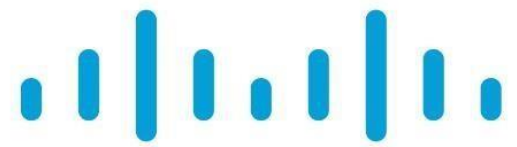
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- Course on Computer Concepts (CCC)
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### Certificate Course in Data Management

- Advance Excel
- Advance Excel and VBA
- MIS Reporting using Advance Excel
- Data Analytics using Advance Excel
- TALLY ERP 9 with GST
- GST Course Filing
- BUSY Inventory & Accounting

### Certificate Course in CS/IT

- C/C++ Programming
- Core Java
- Advance Java
- Android App. Development
- Core Python with Django
- .Net with framework
- Core PHP with Framework/CMS
- Big Data & Hadoop
- Web Development
- Software Testing
- Ethical Hacking and Cyber Security

### Certificate Course in Designing

- Adobe Photoshop
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- Adobe Indesign
- CorelDraw

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- Search Engine Optimization (SEO)
- Social Media Optimization (SMO)
- Pay Per Click (PPC)

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- Diploma in Graphic Designing
- Diploma in Web Designing
- Diploma in Office Management
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- Diploma in Internet Marketing
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