

### Tally ERP - 9 & Prime

<u>INTRODUCTION TO TALLY.ERP 9</u>	<u>BASIC ACCOUNTING CONCEPTS</u>
<ul style="list-style-type: none"> <li>• Overview of Tally.ERP 9 interface</li> <li>• Understanding company creation and management</li> <li>• Navigation and customization of the interface</li> <li>• Data backup and restore procedures</li> <li>• Tally.NET and remote access</li> <li>• Select Company</li> <li>• Shut company</li> <li>• Create company</li> <li>• Alter company</li> <li>• Security control</li> <li>• Backup</li> <li>• Restore</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to accounting terminology</li> <li>• Fundamental accounting principles</li> <li>• Double-entry bookkeeping</li> <li>• Chart of accounts and ledgers</li> <li>• Debit and credit transactions</li> <li>• Accounting Configuration &amp; Features</li> <li>• Group Creation</li> <li>• Ledger Creation</li> <li>• New Voucher Creation</li> </ul>
<u>COMPANY CREATION AND CONFIGURATION</u>	<u>RECORDING DAY-TO-DAY TRANSACTIONS</u>
<ul style="list-style-type: none"> <li>• Creating a company in Tally.ERP 9</li> <li>• Configuring company settings</li> <li>• Enabling and disabling features</li> <li>• Creating financial years and periods</li> <li>• Handling multiple companies</li> </ul>	<ul style="list-style-type: none"> <li>• Creating and editing vouchers (sales, purchase, payment, receipt)</li> <li>• Cash and bank transactions</li> <li>• Journal vouchers</li> <li>• Contra vouchers</li> <li>• Prepaid expenses and accruals</li> <li>• Recurring transactions</li> </ul>
<u>INVENTORY MANAGEMENT</u>	<u>VOUCHER ENTRY</u>
<ul style="list-style-type: none"> <li>• Introduction to inventory management</li> <li>• Creating stock items and groups</li> <li>• Stock categories and units of measure</li> <li>• Stock valuation methods</li> <li>• Purchase and sales orders</li> <li>• Stock journals and physical</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting voucher</li> <li>• Inventory voucher</li> <li>• optional &amp; non-accounting voucher</li> <li>• Order processing</li> <li>• Advanced voucher entry</li> </ul>

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<p>stock verification</p> <ul style="list-style-type: none"> <li>• Inventory configuration &amp; features</li> <li>• Inventory info. Menu</li> <li>• Stock groups</li> <li>• Stock categories</li> <li>• Stock item</li> <li>• Unit of measurement</li> <li>• Bills of materials</li> <li>• Locations / Godowns</li> <li>• Batches &amp; Expiry</li> <li>• Inventory voucher types</li> </ul>	
<u>PRACTICAL EXERCISES AND PROJECTS</u>	<u>INTRODUCTION TO GST</u>
<ul style="list-style-type: none"> <li>• Creating sample companies</li> <li>• Recording transactions and generating reports</li> <li>• Project work and assignments</li> <li>• Real-world scenarios and case studies</li> </ul>	<ul style="list-style-type: none"> <li>• Concept of GST</li> <li>• Rate of GST</li> <li>• GST in other countries</li> <li>• Categories of GST</li> <li>• Other concepts</li> <li>• VAT, CST Return</li> <li>• Excise Return &amp; Forms</li> <li>• Online service tax return</li> <li>• TCS, TDS return</li> </ul>