Before Tally Do You Know ?

- **Voucher Creation**
- **Making Journal Entries**
- **Ledger Creation**
- **Cash Book**
- **Bank Reconciliation Statement**

- **Trail Balance**
- **Trading and Profit & Loss Account**
- **Balance Sheet**
- **Adjustment**

Why Tally?

- **Easy Maintenance**
- **Complete Answer**
- **Most Popular Accounting Software**
- **Internet Support**
- **Reliable, Quick And User Friendly**
- **Various Language Supports**
- **Object Oriented Database**

- **Unique Features**
- **Safety Choices**
- **Visual Analysis and LAN set-up**
- **It's affordable**
- **All Taxations (Direct and Indirect)**
- **Salary Management**

Tally Features

❖ It is a leading Accounting Software. Since its inception Tally Accounting Package is being development and will be development on continues basic as per the industry requirements.

❖ It is user friendly computerized Accounting Software. We can create our own names for our Accounting Data in our own language support various other languages apart English.

❖ This software provide the complete business solutions. We can manage our accounts either with Inventory or without Inventory. It is suitable from a small scale firm as well as MNCs.

❖ It enable to work with multiple company simultaneously. It will Update the information in real time as soon as we pass the voucher entries.

❖ We can get support about the software using either Online or Offline help facility. It is window platform independent.

❖ Tally allow us access our accounts remotely using the Tally-NET facility.

Unit-1

Practical work of Tally

Introduction of Tally

- Tally version
- Creation of a company
- Base Currency Information

Accounts Information

- Accounts info
- Ledger Creation

Voucher Entries

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

Purchase & Sales Entries

- Purchase Mode
- Sale Entry Mode
- Debit Note Mode
- Credit Note Mode

Unit-2

Compound Journal Entries

- Compound Journal Entries
- Report Analysis
- Balance Sheet
- P &L Accounts
- Ratio Analysis

Additional Accounting Features

- Cost Centre and Category
- Cost Categories
- Budget
- Bank Reconciliation
- Set Credit Limit

Tally

Inventory Information

- Inventory Information
- Inventory Configuration & Features
- Creating Location
- Stock Items

Purchase Process with Inventory Mode

- Purchase order process
- To create a Purchase Order
- Receipt Note Voucher
- Rejection out Vouchers
- Purchase invoice
- Debit Note

Unit-3

Sale Process with Inventory Mode

- Sales order Processing
- Delivery Note Voucher
- Rejections in Voucher
- Sale Invoice
- Credit Note

Additional Inventory features

- Using different Actual and Billed Quantities
- Use additional cost for purchase
- Use multiple price level
- Separate discount Column

Job Casting

- Creating Cost Centre for Job Costing
- Materials Consumption summary Report
- Enabling job Casting
- Job Casting
- Job Work Analysis Report

Advance Features for Inventory Management

- Manufacturing Company's Accounting
- Bill of Materials
- Creating Bill of Material for a stock items

Unit-4

Additional Features For Accounting-1

- Interest Calculation
- Interest Calculation on outstanding balance
- Interest Calculation transaction by transaction
- Interest Calculation in Advance Mode

- Report on Interest Calculated on Outstanding transactions/Bills
- Memorandum Vouchers
- Scenario Creation for non accounting voucher

Additional Accounting Features

- Post Dated Vouchers
- Optional Vouchers

Purchase Process with Inventory Mode

- Point of Sale
- Cash Memo
- Multi-Currency

Work Contract

- Job work in order Process
- Job work out order Process
- Material in
- Material out

Export and Import of Data

- Export Data
- Import Data
- Excel Format
- XML format
- HTML Format
- PDF Format

Unit-1   GST Returns Syllabus

- Basic concept of GST
- Document Required for GST Registration
- GST Registration Limits
- Types of GST

- HSN/SAC Code
- ITC Chart
- Input Not Claim
- RCM
- GST Return
- GST Payment

Unit-2   TDS Returns Syllabus

➢ **Basic Concept of TDS**

➢ **Sections:- 192, 194A, 194B, 194C, 194J, 194H, 194I, 194IA, 194IB, 195**

➢ **TDS Return**

➢ **TDS Payment**

➢ **Advance Tax**

➢ **Self-Assessment**

Unit-1   Payroll

Payroll

- Introduction
- Payroll Info
- Creating Employee Groups
- Creating Payroll Unit

Creating Attendance Production Types

- Creating Attendance Type
- Creating Pay Heads
- Creating Earnings Pay Head

Payment of Salary

- Voucher Type
- Attendance
- Payroll

Various Pay Heads

- Creating Production Boards
- Earning Pay Heads
- Creating Employees Deductions Pay Heads
- Creating Employees Statutory Deduction of Pay Heads

Contribution of Employer

✓ **Creating Bonus Pay Head**
✓ **Creating Employee's NPS Deduction Pay head**
✓ **Creating Employer's EPS Contribution Pay Head**
✓ **Creating Employer's EPF Contribution Pay Head**
✓ **Creating Employer's ESI Contribution Pay Head**
✓ **Creating Employer's NPS Contribution Pay Head**

Unit-2   Payroll

Employer's Other Charges

- Creating Salary Advance Deduction Pay Head
- Creating Gratuity Pay Head
- Creating Employer's other Charges Pay Head

Income Tax

- Taxable Salary
- TDS
- Professional Tax
- Gratuity Reports

Payroll Reports

- To view Payroll Reports
- Single Pay Slip
- Payroll Statement Creating Employee Group
- Payroll Register
- Attendance Reports

Payroll Statutory Reports

- To view Payroll Statutory Reports
- Payroll Statutory Pay Head Details
- Provident Fund Reports
- Gratuity Reports