Technologica Computer Education Society (Govt.Regd)

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Tally ERP 9 Syllabus

(1) Company Data:-
- Creating And Maintaining a Company
- Loading a company
- Maintain a Group Summary

(2) Company Features (F11):-
- F1:-Accounting Features
- F2:-Inventory Features
- F3:-Statutory Features
- F4:-TSS Features
- F5:-Audit Features
- F6:- Add-On Features

(3) Company Features (F12) Configuration:-
- Printing
- General
- Numeric
- Accounts And Inventory Info
- Voucher Entry
- Invoice Or Order Entry
- Banking Configuration
- Data configuration
- Advanced Configuration
- Product & Features

(4) Accounting Information:-
- Groups
- Ledgers
- Voucher Entry

(5) Inventory Information:-
- Inventory Configuration & Features
- Stocks Groups
- Stock Category
- Stock Items
- Unit Of Measures
- Godowns
- Bill Of Materials

- Batch Wise details And Expire Data entry
- Creating a Locations/Godowns
- Manufacturing Data
- Creating a Stock Journal Voucher Class
- Creating a Manufacturing Journal Voucher Class

(6) :- Voucher Entries (Accounting Vouchers)-
Contra Vouchers:-
- Creating A Contra Voucher in Single Entry Mode
- Creating A Contra Voucher in Dual Entry Mode

Payment Vouchers:-
- Creating a Payment Entry
- Creating a Payment Entry Using Bank
- Warn a Negative Cash Balance
- Pre Allocate Bills For payment/Receipt

Receipt Vouchers:-
- Creating a Receipt Entry
- Printing Receipt Voucher as Formal

Journal Vouchers:-
- Creating a Journal Entry
- Allowing Cash Account in Journal

Purchase Vouchers:-
- Creating a Purchase Entry

Sales Vouchers:-
- Creating a Sales Entry
- Creating a Sales Invoice
- Configuring a Sales invoice
- Allow Incomes Accounts in Sales Vouchers.

Others Vouchers:-
- Debit Note Voucher
- Credit Note Voucher
- Post Dated Cheque Entry

Inventory Vouchers:-
- Rejection in Voucher (Sale return)
- Rejection Out Voucher (Purchase return)
- Delivery Note Voucher
- Receipt Note Voucher
- Physical Stock Voucher
- Material In Voucher
- Material Out Voucher
- Stock Journal Voucher
- Manufacturing Journal Voucher
- Transfer Journal Voucher

Optional & Non- Accounting Vouchers:-
- Memorandum voucher

- Optional vouchers
- Post Dated Vouchers
- Reversing Journal Voucher

Order Processing Vouchers:-
- Purchase Order Processing Vouchers
- Sale Order Processing Vouchers
- Job Order Processing Vouchers
- Viewing Order Processing Vouchers

Advance Vouchers:-
- Using Additional Cost Of purchase
- Using Tracking numbers
- Using Zero Values Entries
- Using Cost category And Cost Centers
- Using Multi-Currency

Advanced Accounting & Inventory Features:-
- Cost Category
- Cost Center
- Budget
- Cheque printing
- Scenario Management
- Job Costing
- Point Of Sale(POS)
- Item Cost Tracking
- Reorder Level And Reorder Quantity
- Multi Address

Reports:-
- Display Financial Statements
- Display Inventory Reports & Management
- MIS (Management Information System) Reports
- Display registration & Ledgers

Banking:-
- Setting Up Banking Features
- Creating bank Ledgers
- Creating Party Ledgers
- Creating a Payment Voucher with Voucher Class
- Cash Deposit Slip
- Cheque Management
- Bank Reconciliation BRS System
- E- Payments

Job Work:-
- Enable Job work
- Creating Masters
- Job Work out Process
- Job Work in Process

GST(Goods And Service Tax):-
- Upgrading Tally ERP 9 Release 6.1 Or Upper Versions

- Activating GST For Your Company
- Setting Up GST Rates
- Creating GST Classifications
- Updating Stock Items And Stock Groups For GST
- Updating Sales And Purchase Ledgers For GST
- Updating Party GSTIN
- Creating GST Ledgers
- Creating Incomes & Expenses Ledgers
- Providing GST Details
- Recording Sales And purchase invoices
- Recording Purchase
- Recording Tax payments

Other Scenarios in GST:-
- Inward Supply to Goods And Service Under Reverse Charges
- Inward Supply For Unregistered Dealers Under Reverse Charges
- Advance Receipt From Customers
- Advance Payments From Customers
- GST Purchase, Nill Rated, Exempt, SEZ, And Work Contract
- Sale nill Rated, Exempt, SEZ Deemed Export
- Sale Of Composite Supply Under GST
- Sale Of Mixed Supply Under GST
- Apply Discount For Selected Items in GST
- Reverse Charges On Sale
- Sale return
- Purchase Return
- Import of service
- Export Of Service
- Journal Vouchers For TDS Adjustments
- Journal Vouchers For Refund Of Tax Credit

GST Returns 2020-21:-
- GSTR-1 (For Sale)
- GSTR-2 (For Purchase)
- GSTR-3B (For Payment)

Payroll in Tally ERP 9:-
- Payroll Features in Tally ERP 9
- Enable payroll in Tally
- Creating Payroll Masters
- Creating Payroll Units
- Creating Attendance/Production Types
- Creating Pay Heads
- Creating Employee Deductions On pay Heads

- Creating Employee Statutory Deduction Pay Heads
- Define Salary Structures
- Creating payable Salary
- Payroll Payment Transactions
- Payroll Reports