



HB Education and Consulting Services (P) Ltd  
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## **TALLY COURSE CONTENT**

### **1. Basics of Accounting**

- Type of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping mode of accounting, Financial Statements, Transactions, Recording Transaction.

### **2. Fundamental of Tally.ERP9**

- Getting fundamental with Tally.ERP9
- Creation & Setting up of Company in Tally.ERP9
- Accounting Masters in Tally.ERP9
- F11 Features
- F12 Configurations
- Setting up Account Head

### **3. Inventory in Tally.ERP9**

- Stock Group
- Stock Categories
- Godowns / Locations
- Units of Measure
- Stock Items

### **4. Voucher Entry in Tally.ERP9**

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

### **5. Advance Accounting in Tally.ERP9**

- Bill-wise details
- Cost Centers and Cost Categories
- Multicurrency
- Bank Reconciliation
- Interest Calculations
- Budgets & Controls
- Scenario Management

### **6. Advanced Inventory in Tally.ERP9**

- Order Processing
- Re-order Level
- Tracking Number
- Batch-wise details
- Additional Cost Details
- Bill of Materials (BOM)
- Price Level and Price List
- Stock Valuation
- Inventory Ageing Analysis
- Different and Billed Quantities



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### **7. Point of Sales (POS)**

- Features of Point of Sales (Pos) in Tally.ERP9
- POS Invoice
- POS Report

### **8. Job Costing**

- Configuration Job Costing in Tally
- Creating Master for Job Costing
- Recording Transactions
- Job Costing Report

### **9. Multilingual Capability**

- Configuring Tally.ERP9 for Multilingual Capability
- Creating Master
- Entering Transaction
- Generating Report

### **10. Technological Advantages of Tally.ERP9**

- Tally Vault
- Security Control
- Tally Audit
- Backup and Restore
- Split Company data
- Export & Import
- ODBC Connectivity
- Online Help
- Printing Report
- Data Synchronization

### **11. Tally.NET features**

- Over View of Tally.NET
- Configuring Tally.NET Features
- Connect Company on Tally.NET
- Create Remote User
- Authorize Remote User
- Remote Access

### **12. Application Management and Control**

- Concept of Control Center
- Installing & Activating Tally.ERP9
- Logging to Control Center
- Managing Accounts using control center



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### **13. Online Help and Support**

- Features Support Center
- Accessing Support Center
- Using Support Center

### **14. Goods and Services Tax**

- Basics of GST
- Configuring GST Features
- Creating Masters
- Entering Transactions
- GST Report
- GST Filing

### **15. Tax Deducted at Sources (TDS)**

- Basic Concepts of TDS
- Configuring TDS in Tally.ERP9
- Creation Masters
- Processing Transaction
- TDS Reports

### **16. Payroll and Compliances**

- Configuration Payroll in Tally.ERP9
- Creating Payroll Masters
- Processing Payroll in Tally.ERP9
- Accounting for Employer PF Contribution
- Accounting for Employer ESI Contribution
- Payment of Professional Tax