

# COMPLETE ADVANCE TALLY (ACCOUNTING PROGRAMME)



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**CONTACT US : 81-8400-8500**

## CURRICULUM

1

### Tally Advance Certificate Course

- Company Info Menu
- How to select company
- How to Shut Company
- How to Create Company, How to alter company
- How to Create Group Company
- How to apply Security Control
- How to Spilt company data
- How to take Backup
- How to restore Backup
- How to use Tally Audit Feature

### Country Specific Configuration

- How to fill up country details
- How to change styles of dates
- How to configuration of numbers
- How to use other options
- Loading a company
- How to select company
- How to change company name
- How to set financial Year

### F-12 Configuration

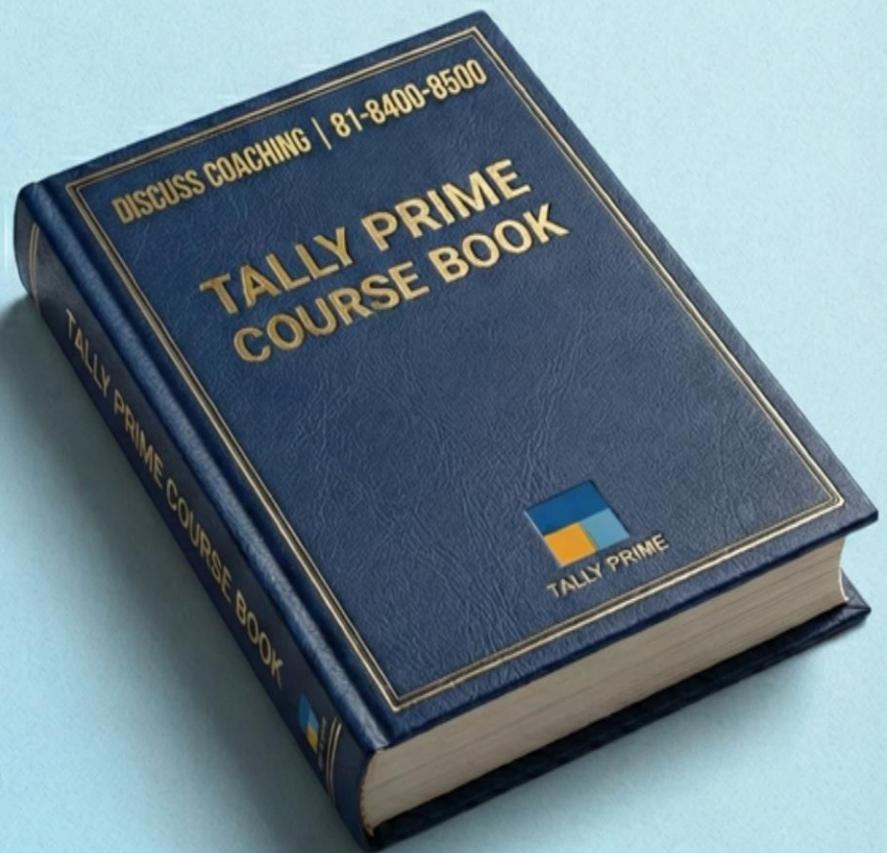
- How to use general
- How to use Numeric symbols
- How to use Accts/inventory info
- How to pass Voucher entry
- How to prepare Invoice /orders entry
- How to take printing
- How to send E- mailing
- How to do Data configuration

### F-11 Features

- How to use Accounting features
- How to use Inventory features

### Accounts Information

- How to activate Functions in accounts info Menu
- How to prepare Groups Tally ERP 9
- How to prepare Ledgers
- How to enter Voucher entries
- Inventory Information



## Introduction of Price List

- What is Price List in Tally
- Use of Price List
- Importance of Price List in Business
- Price List vs Normal Rate

## Enabling Price List Feature

- How to Enable Price List in Tally
- Inventory Features Settings
- Activate Multiple Price Levels

## Price Levels Creation

- What is Price Level
- How to Create Price Level
- Types of Price Levels

### Example:

- Retail Price
- Wholesale Price
- Dealer Price
- Special Price

## Price List Creation

- How to Create Price List
- Item Wise Price Entry
- Date Wise Price Entry
- Different Price for Different Price Level

## Alter Price List

- How to Modify Price List
- Change Price
- Update Price

## Display Price List

- How to View Price List Report
- Check Item Price

## Multiple Price List Management

- Different Price for Different Customers
- Date wise Price Change

## Practical Uses of Price List

- Retail Shop
- Wholesale Business
- Distributor

## Manufacturing & Expiry Date for Batch No

- Introduction of Batch Wise Details
- Enabling Batch Wise Details in Tally
- Enable Manufacturing & Expiry Date Option
- Batch Number Creation
- Manufacturing Date Entry in Batch
- Expiry Date Entry in Batch
- Batch Wise Stock Item Creation
- Batch Wise Purchase Entry with Mfg. & Expiry
- Batch Wise Sales Entry with Expiry Date
- Use of Batch Number in Voucher Entry
- Expiry Date Warning & Control
- Display Batch Wise Stock Report
- Expiry Date Report Checking

## Price List Topic

- Introduction of Price List in Tally
- Use and Importance of Price List
- Enabling Price List Feature in Tally
- Enabling Multiple Price Levels
- Creation of Price Levels (Retail / Wholesale / Dealer)
- Creation of Price List for Stock Items
- Item Wise Price List Setup
- Date Wise Price List Setup
- Setting Purchase Price in Price List
- Setting Sales Price in Price List

- Setting Sales Price in Price List
- Assigning Price Level to Ledger (Customer / Party)
- Using Price List in Sales Voucher Entry
- Automatic Price Selection in Voucher
- Alteration (Modification) of Price List
- Display and Checking of Price List Report
- Multiple Price List Management
- Practical Use of Price List in Business

## Discount on Sale & Discount on Purchase Types of Discount (Trade Discount & Cash Discount)

- Discount on Sales – Concept
- Discount on Purchase – Concept
- Enabling Discount Feature in Tally
- Creating Discount Ledger
- Discount Ledger under Indirect Expense
- Discount Given on Sales Entry
- Discount Received on Purchase Entry
- Item Wise Discount in Sales Voucher
- Ledger Wise Discount in Voucher (%)
- Discount Through Percentage Value
- Discount Through Amount Value
- Discount Effect on Invoice Total
- Display Discount in Invoice Format
- Discount Report Checking
- Practical Entry of Discount in Tally

- Discount on Sales in Sales Voucher
- Ledger Wise Biont in Voucher
- Discount Dscuit Discount in
- Discount Format
- Discount Through Percentage (%)
- Discount Through Amount Value
- Discount Effect on Invoice Total
- Display Discount in Invoice Format
- Discount Report Checking
- Practical Entry of Discount in Tally

## Cost Tracking for Stock Item

- Assigning Cost Centre to Ledger
- Cost Allocation in Purchase Voucher
- Cost Allocation in Sales Voucher
- Cost Allocation for Stock Item
- Item Wise Cost Tracking
- Tracking Stock Item Cost through Voucher Entry

## **Trial Balance Sheet**

- 1. Direct Income and Direct Expense**
- 2. Indirect Income and Indirect Expense**
- 3. Net Profit and Net Loss Calculation**
- 4. Adjustment and Analysis of Profit & Loss**
- 5. Export and Print of Reports**

## **Trial Balance & Profit and Loss – Trial Balance Advance**

- 1. Rectification of Errors using Trial Balance**
- 2. Advanced Profit & Loss Overview**
- 3. Vertical Profit & Loss Statement**
- 4. Comparative Profit & Loss Analysis**
- 5. Ratio Analysis from Profit & Loss**
- 6. Cost Centre Wise Profit & Loss**
- 7. Profit & Loss with Inventory Impact**
- 8. Branch Wise Profit & Loss**
- 9. Advanced Report Configuration (F12 Settings)**
- 10. Export, Print & Share Advanced Reports**

## How to set inventory configuration & features inventory into Menu

- How to set up stock Groups
- How to set up Stock categories
- How to create Stock Items
- How to create Units of measurement
- Inventory voucher types

### Accounting Voucher

**ADVANCE**

- Purchase voucher entry
- Receipt voucher entry
- Journal voucher entry
- Contra voucher entry

### Order Voucher

**ADVANCE**

- Purchase order entry
- Sales order entry

### Inventory Voucher

**ADVANCE**

- Payment voucher entry
- Sales voucher entry
- Debit note voucher entry
- Credit note voucher entry
- Receipt note entry
- Delivery note entry
- Rejection out entry
- Rejection in entry
- Stock journal entry
- Manufacturing Journal entry
- Physical stock voucher entry

### Advance Accounting Features

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- How to create cost categories & Cost centres
- How to configure check printing
- How to set credit limits
- How to do Bank reconciliation

### Tax deducted at source

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- What is TDS PROCESS?
- How to prepare and issue of TDS certificate
- How to do filling E-TDS return
- Enabling TDS
- How its nature of TDS related payments?
- Deductive Types
- How to create TDS masters
- How to Pass TDS voucher entries – Transactions How to do pass
- How to do pass expenses party subject to TDS (General entries)
- How to do TDS on advances paymentes & deducting letter
- How to do adjusting advances against the bill

- How to Enabling payroll in Tally
- How to generate pay slip
- How to create Payroll Masters
- How to Pass Payroll Voucher Entry
- How to view Statements of Payroll
- How to view Attendance Reports
- How to view Payroll Statutory Reports
- Payroll Statutory Computation
- Employees Provident Fund(EPF)
- Reports Employee State – Insurance
- (ESI) Reports Professional Tax Report
- Gradually Report

### Display of Reports

- Accounting reports
- Trial Balance
- Profit & Loss
- Balance Sheet
- Inventory Reports
- Stock Summary
- Sales Register
- Purchase Register

### ● Tax Reports- Challans , Registers

### (ADVANCE )

- E tilling
- Payroll Reports
- Pay Slips
- Salary Register
- PF Challan
- ESI Challan
- MIS Report
- Receivables
- Payables

### GST

- SGST/ CGST/ IGST
- Voucher Entry of GST with different rates
- Payments of GST



### Multi Currency

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- Multi currency enable
- Foreign currency create
- Exchange rate set

### Cost Centre & Cost Category

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- Cost Centre
- Cost Category create
- Multiple Cost Centres use
- Expense allocation
- Cost Centre report

### Godown (Warehouse) Basic Topics

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- What is Godown in Tally?
- Importance of Godown in Inventory Management
- How to Enable Godown in Tally Prime
- Create Single Godown
- Create Multiple Godowns
- Alter and Delete Godown
- Set Default Godown

### Stock Management with Godown

ADVANCE

- Maintain Stock Item with Godown
- Stock Summary with Godown
- Godown-wise Stock Report
- Closing Stock by Godown
- Godown-wise Inventory Details

### Transfer Related Topics

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- What is Stock Transfer?
- Purpose of Stock Transfer
- Types of Stock Transfer
  - Godown to Godown Transfer
  - Branch Transfer
  - Location Transfer

### Practical Transfer Entries

ADVANCE

- How to Enable Stock Transfer Voucher
- Use of Stock Journal Voucher
- Transfer Stock from One Godown to Another
- Inter-Godown Transfer Entry
- Transfer with Different Cost

## Payroll

## ADVANCE

9

- How to Enabling payroll in Tally
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## GST

## ADVANCE

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- Transfer with Different Cost



# GST Advance Topic

## Basic से Advance Level तक

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1. GST Overview & Concepts
2. GST Enable and Configuration in Tally
3. GST Ledger Creation
4. GST Rate & Tax Structure
5. GST Purchase Entry
6. GST Sales Entry
7. GST Advance Receipt & Adjustment

## GST Reports Topics

ADVANCE

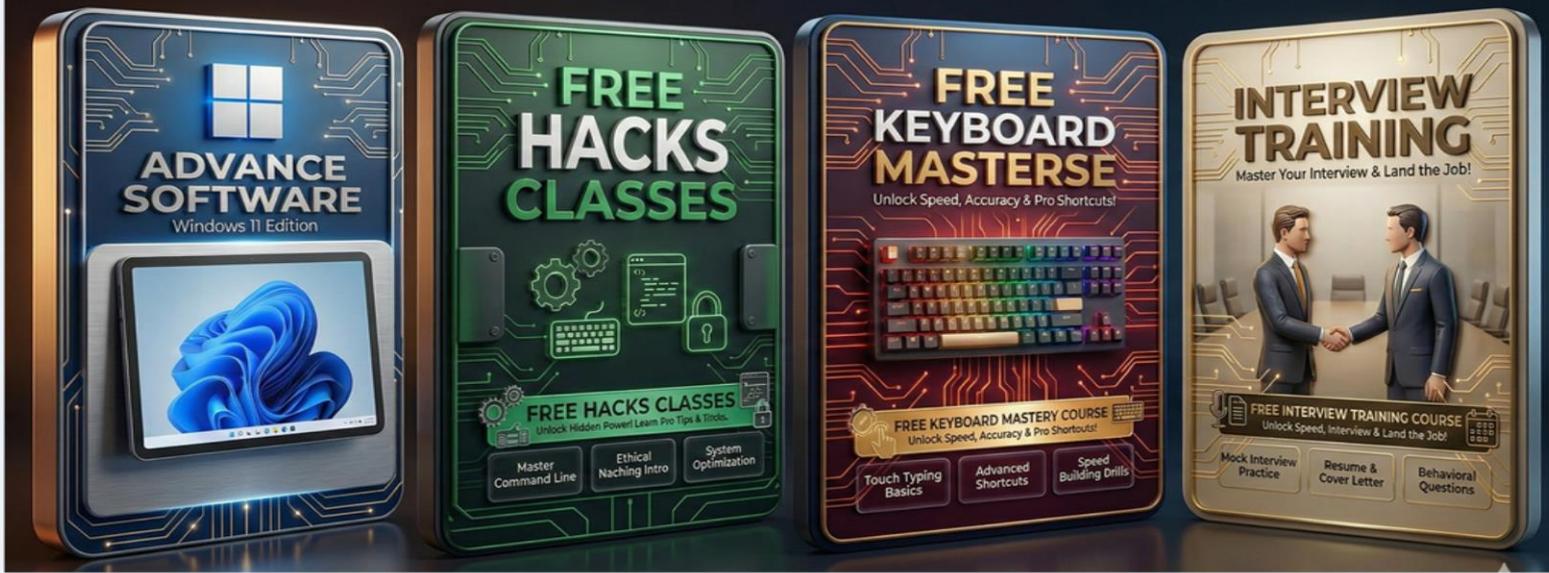
- GST Sales Register
- GST Purchase Register
- GST Summary Report
- GST Outstanding Report

## GST Reports Topics

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- GST Sales Register
- GST Purchase Register
- GST Summary Report
- GST Outstanding Report





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