CURRICULUM

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 Split 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

How to set Inventory configuration & features Inventory info 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
- Purchase voucher entry
- Receipt voucher entry
- Journal voucher entry
- Contra voucher entry

Order Voucher
- 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   (ADVANCE) ✓ ✓
- 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   (ADVANCE) ✓ ✓
- What is TDS PROCESS?
- How to prepare and issue of TDS certificate
- How to do filling E-TDS return
- Enabling TDS
- What is nature of TDS related payments?
- Deductive Types
- How to create TDS masters
- How to Pass TDS voucher entries – Transactions How to do pass TDS on expenses (General entries)
- How to do pass expenses party subject to TDS (General entries)
- How to do accounting multiple expenses & deducting letter
- How to do TDS on advance payments
- How to do adjusting advances against the bill
- How to do changes in TDS percentage computation
- TDS Challan Reconciliation print form 16A
- Form 26Q Annexure to 26Q
- Form 27Q Annexure to 27Q
- Form 26
- Annexure to 26
- Form 27
- Annexure to 27 E- Return
- E- TDS print form 27A

Payroll   (ADVANCE) ✓ ✓
- 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 filling
- Payroll Reports
- Pay Slips
- Salary Register
- PF Challan
- ESI Challan
- MIS Report
- Receivables
- Payables
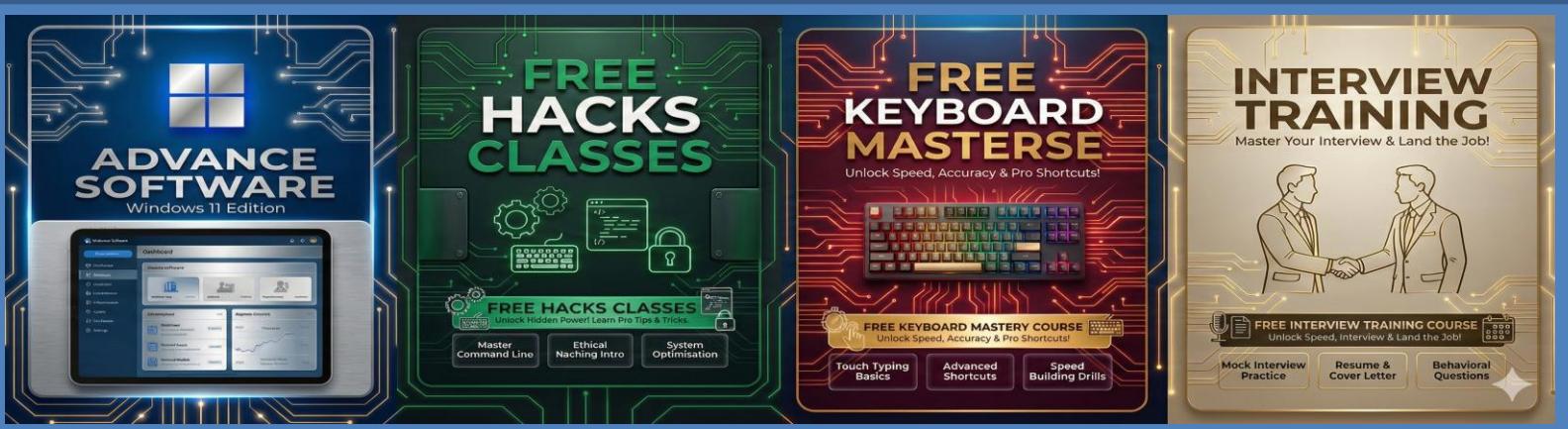
GST

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

GST   (ADVANCE) ✓ ✓

- GST Account Creation
- Voucher Entry of GST with different rates
- HSN Code classifications
- GST Tax Classification
- Various classifications of Goods & services
- Payments of GST
- Filling of Challan GST
- GST Return Like

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