



Power of Simplicity

• **Detailed Syllabus of Tally.ERP9 With GST**

1. Company Info Menu

- Select Company
- Shut company
- Create company
- Alter company
- Security control
- Change tally vault
- Split company data
- Backup
- Restore
- Tally audit feature

2. Accounting Information

- Accounting Configuration & Features
- Group Creation
 - Multiple Group Creation
- Ledger Creation
 - Multiple Ledger Creation
- New Voucher Creation
 - Advance Ledger Creation

3. Inventory Information

- Inventory configuration & features
- Inventory info. Menu
- Stock groups

- Stock categories
- Stock item
 - Unit of measurement
 - Bills of materials
 - Locations / Godowns
 - Batches & Expiry
 - Inventory voucher types
 - HSN Code Updates

4. Voucher Entry

- Accounting voucher
- Inventory voucher
- optional & non-accounting voucher
- Order processing
- Advanced voucher entry

5. Advanced Accounting Features

- Cost category & cost centres
- Budgets
 - Interest calculations
 - Cheque printing
- Credit limits
 - Scenario management
- Reorder levels & reorder quantity
- Price level & price lists

6. Quick setup

- Tally .net
- Excise for manufactures •
Excise for dealer
- Value-Added Tax
- Tax deducted at source •
Tax collected at source

7. Taxation

- Excise for manufacture •
Service tax
- Tax deducted at
source(TDS)&TCS
- Value added tax(VAT) •
Central state tax(CST) •
Payroll features of Tally

8. Data management & Administration

- Backup & Restore
- Split a company, export &
Import of data
- E-Capabilities (E-mail a
report from tally. E.R.P9) •
Uploading the reports
generated from tally.E.R.P9 •
Tally ODBC, Inward
connectivity
- Security controls
- Tally Audit Feature
- Tally Vault

9. Reports

- Display financial statements

(Display balance – sheet,
configuring the balance sheet,
Integrate accounts with
inventory, setting closing
stock manually in the balance
sheet with different stock
valuation methods)

- Display profit & loss
A/c(configuring profit & loss
A/c , income/expense
statement instead of P&L)
- Display trial balance
(configuring in trial balance)
- Display registers & ledgers
(display sales register ,
purchase register, cash book ,
bank book, journal register,
day book, statement of
accounts)

10. Online Taxation Return

- Fill online ITR(Income Tax
Return) download and filling
forms.
- Fill online VAT,CST Return •
Excise Return & Forms
 - Online service tax return
- TCS,TDS return

11. Introduction to GST

- Concept of GST
- Rate of GST
 - GST in other countries
 - Categories of GST
- Other concepts.

12. GST (Goods & Services Tax)

- Start Using Tally.ERP9 For GST Compliance
- Activating GST For Your Company
- Setting Up GST Rates • Updating Stock Items and Stock Groups for GST Compliance
- Updating a Service Ledger for GST Compliance
- Updating Sales and Purchase Ledgers for GST Compliance
- Updating Party GSTIN • Creating GST Ledgers • Creating Income and Expense Ledgers
- Recording Sales and Printing Invoices
- Recording Purchases • Recording a Tax Payment
- Transferring Tax Credits of VAT, excise and service tax to GST
- Other Scenarios
- Sales - Nil Rated, Exempt, SEZ, and Deemed Export
- Recording Sales Returns • Recording Purchase Returns
- Recording Export Sales • Reverse Charge under GST
- Recording an Advance

- Receipt from Customer • Recording an Advance Payment to Supplier
- Recording Journal Vouchers for Adjustments Against Tax Credit
- Recording a Journal Voucher for TDS Adjustment
- Recording a Journal Voucher for TCS Adjustment
- Recording a Journal Voucher for Refund of Tax Credit
- Recording a Journal Voucher for ISD Credit • Recording a Journal Voucher for Transitional Credit
- Recording Journal Vouchers for Other Liabilities
- Recording Journal Vouchers for Reversal of Tax Credit
- GSTR-1
- Returns Summary • Particulars (Computation Details)
- Summary of Exceptions • Table-wise GSTR-1 • Status Reconciliation • Exporting GSTR-1 • Challan Reconciliation