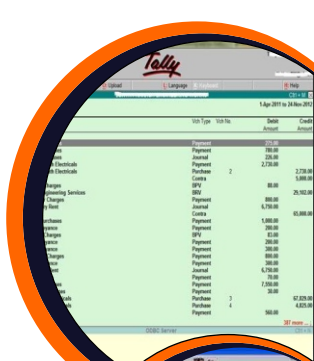


Syllabus

Computer Accounting Using Tally ERP 9.0



Duration:- 2 Months

- Basic Of Accounting
- Accounting Management
- Inventory Management
- GST in Tally

Tally ERP is very popular accounting software which indeed helps a small and medium business. It has all functions of accounting taxation and payroll that a particularly midsize business needs.

● Starting with Basics

Basics of Accounting
Fundamentals of Tally.ERP 9

● Tally Setting

F11: Features
F12: Configure

● Creating Accounting Masters

Ledgers
Groups

● Creating Inventory Masters

Stock Groups
Stock Categories
Locations / Godowns
Unit Of Measure
Stock Items

● Vouchers

Accounting Vouchers - Pre-Defined
Accounting Vouchers - User-Defined
Inventory Vouchers - Pre-Defined
Inventory Vouchers - User-Defined
Accounting Vouchers with Inventory Details

● Invoicing

Account Invoice
Item Invoice

● Advance Accounting Vouchers

Bill Wise Details

● Advance Inventory Vouchers

Purchase Order
Sales Order
Reorder Levels
Adjusting Reorders

● Generating Basic Reports

Balance Sheet
Profit & Loss Account
Stock Summary
Ratio Analysis

● Display

Trial Balance
Day Book
Account Books
Statements of Accounts
Inventory Books
Statements of Inventory
Cash/Funds Flow
Receipt and payments
List of Accounts
Exception Reports

● Multilingual Capabilities

● POS—Point Of Sale

● Job Work Order

● Bill Of Materials

● GST in Tally

Enable in GST
CGST
SGST
IGST
Creating Ledgers
Creating Vouchers
Reports

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