

ZED AGE SYLLABUS

Tally.Erp9

► Basics of Accounting

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double entry System of book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions

► Fundamentals of Tally.ERP 9

Getting Functional with Tally.ERP 9

Creation / Setting up of Company in Tally.ERP 9

► Accounting Masters in Tally.ERP 9

Features

Configurations

Setting up Account Heads

► Inventory in Tally.ERP 9

Stock Groups

Stock Categories

Godowns/ Locations

Units of Measure

Stock Items

Creating Inventory Masters for National Traders

► Voucher Entry in Tally.ERP 9

Accounting Vouchers

Inventory Vouchers

Invoicing

► Advanced Accounting in Tally.ERP 9

Bill-wise Details

Cost Centres and Cost Categories

Voucher Class and Cost Centre Class

Multiple Currencies

Bank Reconciliation

Interest Calculations

Budgets & Controls

Scenario Management

► Advanced Inventory in Tally.ERP 9

Order Processing

Reorder Levels

Tracking Numbers

Batch-wise Details

Additional Cost Details

Bill of Materials (BOM)

Price Levels and Price Lists

Stock Valuation

Zero Valued Entries

Inventory Ageing Analysis

Different Actual and Billed Quantities



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►Value Added Tax (VAT)

- Configuring VAT in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
- Accounting for Interstate Transactions
- Exempt Transactions under VAT
- Purchases from Unregistered dealers
- Claiming ITC on Capital Goods
- Inter-State Branch Transfers
- VAT Reports
- VAT for Composite Dealers

►Central Sales Tax (CST)

- Basics of Central Sales Tax (CST)
- Basics of Central Sales Tax (CST)
- Enabling CST in Tally.ERP 9
- Recording Interstate Transactions in Tally.ERP 9
- Payment of CST
- CST Reports

►Point of Sale (PoS)

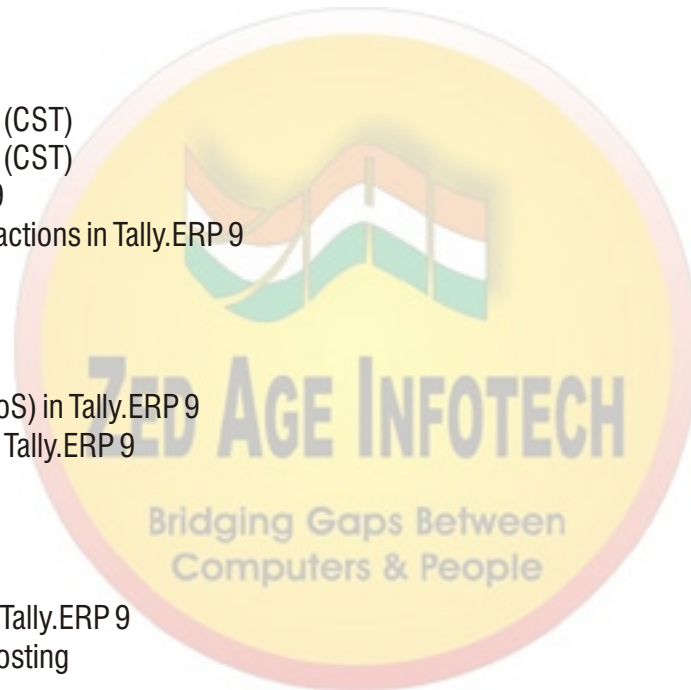
- Features of Point of Sale (PoS) in Tally.ERP 9
- Configuring Point of Sale in Tally.ERP 9
- Entering PoS Transactions
- POS Reports

►Job Costing

- Configuring Job Costing in Tally.ERP 9
- Creating Masters for Job Costing
- Recording Transactions
- Job Costing Reports

►Technological Advantages of Tally.ERP 9

- Tally Vault
- Security Control
- Tally Audit
- Backup and Restore
- Split Company Data
- Export and Import of Data
- ODBC Connectivity
- Web Enabled, Print Preview and Online Help
- Printing of Reports and Cheques
- Tally.NET and Remote Capabilities
- Overview of Tally.NET
- Configure Tally.NET Features
- Connect Company on Tally.NET
- Create Remote Users



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Tally.Erp9

Authorise Remote Users
Remote Access

►Service Tax

Basics of Service Tax
Configuring TALLY.ERP 9 for Service Tax
Creating Masters
Entering Transactions
Accounting for Advance Receipts
Accounting for opening Service Tax Credit
Payment of Service Tax
Service Tax Reports

►Tax Deducted at Source (TDS)

Basic Concepts of TDS
Configuring TDS in Tally.ERP 9
Creation of Masters
Processing Transactions
TDS Reports
Tax Collected at Source
Basic Concepts of TCS
Configuring Tally.ERP 9 for TCS
Creating Masters
Entering Transactions
TCS Reports

►Payroll Accounting and Compliance

Configuring Payroll in Tally.ERP 9
Creating Payroll Masters
Processing Payroll in Tally.ERP 9
Accounting for Employer PF Contributions
Accounting for Employer ESI Contributions
Accounting for Employer ESI Contributions
Payment of Professional Tax
Generating Payroll Reports

