

TallyGURU Release 6.0 - 120 hours

Chapter 1: Fundamentals of Accounting

1.1 Introduction

1.2 Accounting Terms

1.3 Accounting Assumptions, Concepts and Principles

1.3.1 Assumptions

1.3.2 Concepts

1.3.3 Principles

1.4 Double Entry System of Accounting

1.5 Types of Accounts

1.6 Golden Rules of Accounting

1.7 Source Documents for Accounting

Key Takeaways

Practice Exercises

Chapter 2: Journalising and Posting of Transaction

2.1 Introduction

2.2 Recording of Business Transactions

2.2.1 The Accounting Equation

2.2.2 Recording of Transactions in Books of Original Entry/Journal

2.2.2.1 Use of Debit and Credit

2.2.2.2 Rules of Debit and Credit

2.2.2.3 Recording of Business Transactions in Journal

2.3 Ledger

2.3.1 Need for Ledger

2.3.2 Differences between a Journal and a Ledger

2.3.3 Classification of Ledger Accounts

2.3.4 Posting from Journal

2.4 Trial Balance

2.4.1 Methods of Preparation

2.5 Subsidiary Books & Control Accounts

2.5.1 Cash Book

2.5.1.1 Single Column Cash Book

2.5.1.2 Double Column Cash Book

2.5.1.3 Three Column Cash Book

2.5.2 Petty Cash Book

2.5.3 Purchase Book

2.5.4 Purchase Return Book

2.5.5 Sales Book

2.5.6 Sales Return Book

2.5.7 Journal Proper

2.5.8 Control Accounts

2.6 Financial Statements

2.6.1 Trading and Profit & Loss Account

2.6.1.1 Trading Account

2.6.1.2 Profit & Loss Account

2.6.2 Balance Sheet

2.6.2.1 Types of Assets and Liabilities included in Balance Sheet

Key Takeaways

Practice Exercises

Chapter 3: Maintaining Chart of Accounts in Tally.ERP 9

3.1 Introduction

3.1.1 Getting Started with Tally.ERP 9

3.1.2 Mouse and Keyboard Conventions

3.2 Company Creation

3.2.1 Shut a Company

3.2.2 Select a Company

3.2.3 Alter a Company

3.3 Company Features and Configurations

3.3.1 Company Features: F11

3.3.2 Configuration: F12

3.4 Chart of Accounts

3.4.1 Ledger

3.4.2 Group

3.5 Ledger Creation

3.5.1 Single Ledger Creation

3.5.2 Multi Ledger Creation

3.5.3 Altering and Display of Ledgers

3.5.3.1 Ledger Alteration

3.5.3.2 Single Ledger Display

3.5.3.3 Multi Ledger Display

3.5.4 Deleting Ledgers

3.6 Group Creation

3.6.1 Single Group Creation

3.6.2 Multiple Group Creation

3.6.3 Altering and Display of Groups

3.6.3.1 Group Alteration

3.6.3.2 Single Group Display

3.6.3.3 Multi Group Display

3.6.4 Deleting Groups

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 4: Fundamentals of Inventory Management

4.1 Introduction

4.2 Inventory Management

4.3 Terms Used in Inventory Management

4.4 Inventory Valuation

4.4.1 Different Types of Inventory Valuation

4.5 Inventory Management in Tally.ERP 9

Conclusion

Practice Exercise

Chapter 5: Stock Keeping Units

5.1 Introduction

5.2 Inventory Masters in Tally ERP 9

5.3 Creating Inventory Masters

5.3.1 Creation of Stock Group

5.3.2 Creation of Unit of Measure

5.3.3 Creation of Stock Item

5.3.4 Creation of Godown

5.3.5 Defining of Stock Opening Balance in Tally ERP 9

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 6: Recording Day to Day Transactions

6.1 Introduction

6.2 Business Transactions

6.2.1 Source Document or Voucher

6.2.2 Recording Transactions in Tally.ERP 9

6.3 Accounting Vouchers

6.3.1 Receipt Voucher

6.3.2 Contra Voucher

6.3.3 Payment Voucher

6.3.4 Purchase Voucher

6.3.5 Sales Voucher

6.3.6 Debit Note Voucher

6.3.7 Credit Note Voucher

6.3.8 Journal Voucher

6.4 Creation of New Voucher Type

6.5 Automation of Invoices (Voucher Classes)

6.6 Non-Accounting Vouchers

6.6.1 Memorandum Voucher

6.6.2 Optional Vouchers

6.6.3 Reversing Journal

6.7 Recording Provisional Entries

6.8 Recording Inventory Vouchers

6.8.1 Receipt Note Voucher

6.8.2 Delivery Note Voucher

6.8.3 Rejection In Voucher

6.8.4 Rejection Out Voucher

6.8.5 Stock Journal Voucher

6.8.6 Physical Verification of Stocks

Conclusion

Key Takeaways

Shortcut Keys

Practise Exercises

Chapter 7: Accounts Receivable and Payable Management

7.1 Introduction

7.2 Accounts Payable and Receivable

7.3 Maintaining Bill-wise Details

7.4 Activation of Maintaining Bill-wise Details Feature

7.5 New Reference

7.6 Against Reference

7.7 Advance Reference

7.8 On Account

7.9 Credit Limit

7.9.1 Activate Credit Limit

7.9.2 Setting Credit Limits

7.9.3 Exceeding Credit Limits

7.9.4 Exception to Credit Limits

7.10 Payment Performance of Debtors

7.11 Changing the Financial Year in Tally.ERP 9

Conclusion

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 8: Banking

8.1 Introduction

8.2 Banking Payments

8.3 Setting up Banking Features

8.4 Cheque Management

8.4.1 Cheque Printing

8.4.1.1 Single Cheque Printing

8.4.1.2 Multi Cheque Printing

8.4.2 Cheque Register

8.4.2.1 Cancelled Cheque

8.4.2.2 Blank Cheque

8.5 Bank Reconciliation

8.5.1 Manual Bank Reconciliation

8.5.2 Auto Bank Reconciliation

8.6 Deposit Slip

8.6.1 Cash Deposit Slip

8.6.2 Cheque Deposit Slip

8.7 Payment Advice

8.8 Managing of Post-dated Cheques

8.9 Notional Bank

8.10 Post-dated Report

8.11 Handling e-Payments in Tally.ERP 9

8.11.1 e-Payments Report

8.11.2 Exporting e-Payment Transactions from e-Payments Report

8.11.3 Sending Payment Instructions to Bank

8.12 Updating the Bank Details Instantly in Tally.ERP 9

Conclusion

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 9: Allocation and Tracking of Expenses and Incomes

9.1 Introduction

9.2 Cost Centre and Cost Categories

9.2.1 Activation of Cost Category and Cost Centre

9.2.2 Allocation of Expenses and Incomes using Cost Centre

9.2.3 Allocation of Expenses and Incomes using Cost Centre with Cost category

9.2.3.1 Allocation of expenses to multiple cost centres and cost categories

9.3 Automation of Cost Centre and Cost Categories while recording transactions

9.3.1 Cost Centre Classes

9.4 Cost Centre Reports

9.4.1 Category Summary

9.4.2 Cost Centre Break-up

9.4.3 Ledger Break-up

9.4.4 Group Break-up

Conclusion

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 10: MIS Reports

10.1 Introduction

10.2 Advantages of Management Information Systems

10.3 Types of MIS Reports in Tally.ERP 9

10.4 MIS Reports in Tally. ERP 9

10.4.1 Trial Balance

10.4.2 Balance Sheet

10.4.3 Profit and Loss Account

10.4.4 Cash Flow Statement

10.4.5 Funds Flow Statement

10.4.6 Ratio Analysis

10.4.7 Books and Accounting Reports

10.4.7.1 Day Book

10.4.7.2 Receipts and Payments

10.4.7.3 Purchase Register

10.4.7.4 Sales Register

10.4.7.5 Bills Receivable and Bills Payable

10.4.8 Inventory Reports

10.4.8.1 Stock Summary

10.4.8.2 Stock Transfer

10.4.8.3 Movement Analysis

10.4.8.4 Ageing Analysis

Key Takeaways

Shortcut Keys

Practise Exercises

Chapter 11 Storage and Classification of Inventory

11.1 Introduction

11.2 Godown Management

11.2.1 Activating Godown

11.2.2 Creating a Godown

11.2.3 Allocation of Stock to Particular Godown while Defining Opening Balance

11.2.4 Recording of Purchase, Sales and Stock Transfers with Godown Details

11.2.4.1 Purchase of Inventory

11.2.4.2 Recording stock transfer entry using stock journal

11.2.4.3 Sale of Inventory

11.2.5 Maintaining Damaged Goods

11.2.6 Analysing Godown Summary and Stock Movement Reports

11.3 Stock Category

11.3.1 Activation of Stock Categories

11.3.2 Creating Stock Categories

11.3.3 Recording of Transactions

11.4 Movements of Goods in Batches/Lots - Batch wise details

11.4.1 Activating Batch-wise Details in Tally.ERP 9

11.4.2 Using Batch-wise Details in Purchase Invoice

11.4.3 Using Batch-wise Details in Sales Invoice

11.4.4 Expired Batch/Stock Transfer

11.4.5 Batch Reports

11.4.5.1 Batch Vouchers Report

11.4.5.2 Batch Summary Report

11.4.5.3 Transfer Analysis report

11.5 Stock Valuation Methods

11.5.1 Configuration of Stock Valuation Method

11.5.2 Different Types of Costing Methods

11.5.3 Recording of Purchase and Sales Transactions

11.5.4 Stock Valuation based on FIFO Perpetual Method

Conclusion

Key Takeaways

Shortcut Keys

Chapter 12 Management of Purchase and Sales Cycles

12.1 Introduction

12.2 Purchase Order Processing

12.2.1 Activating Order Processing in Tally.ERP 9

12.3 Sales Order Processing

12.4 Viewing Order Details

12.5 Display Columnar Orders & Stock Details

12.6 Sales order outstanding.

12.7 Pre-closure of Order

12.8 Reorder Level

12.9 Display Reorder Status

Conclusion

Key Takeaways

Shortcut Keys

Practise Exercises

Chapter 13 Price Levels and Price Lists

13.0 Introduction

13.1 Activating Price Lists and Defining of Price Levels

13.1.1 Creation of Price List

13.1.2 Using Price List

13.2 Revise Price List

Conclusion

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 14 Manufacturing Process

14.1 Introduction

14.2 Activating of Bill of Materials

14.3 Auto Listing of Components Using Bill of Materials

14.4 Accounting of Manufacturing Process in Tally.ERP 9

14.5 Reports

14.5.1 Stock Journal Register

14.5.2 Transfer Analysis

14.5.3 Cost Estimation

14.5.4 Stock Ageing Analysis

14.6 Transferring of Manufactured Goods from Storehouse to Showroom

Conclusion

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 15 Goods and Services Tax

15.1 Introduction to GST

15.2 Getting Started with GST (Goods)

15.3 Advance adjustments and Entries (Goods)
15.4 Getting Started with GST (Services)
15.5 Advance adjustments and Entries (Services)
Conclusion
Key Takeaways
Shortcut Keys
Practice Exercise

Chapter 16 Tax Deducted at Source (TDS)

16.1 Introduction
16.2 Basic Concepts of TDS
16.3 TDS Process
16.4 TDS in Tally.ERP 9
16.5 Activation of TDS Feature in Tally.ERP 9
16.6 TDS Statutory Masters
16.7 Configuring TDS at Group Level
16.8 Configuring TDS at Ledger Level
16.9 Booking of Expenses in Purchase Voucher
16.10 Recording Transactions
 16.10.1 Expenses Partly Subject to TDS
 16.10.2 Booking Expenses and Deducting TDS Later
 16.10.3 Accounting Multiple Expenses and Deducting TDS Later
 16.10.4 Accounting for TDS on Advance Payments against Transport
 16.10.5 TDS on Expenses at Lower Rate
 16.10.6 TDS on Expenses at Zero Rate
 16.10.7 Deducting TDS on Payments
 16.10.8 Reversal of Expenses with TDS
 16.10.9 Deducting TDS on Expenses with Inventory
 16.10.10 Accounting TDS on Fixed Assets
 16.10.11 Payment of TDS
16.11 TDS Reports
 16.11.1 Challan Reconciliation

16.11.2 TDS Outstandings

16.11.3 E-Return

Conclusion

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 17 - Securing Financial Information

17.1 Introduction

17.2 Security Control

17.2.1 Activation of Security Control and Creation of Security Levels in Tally.ERP
9

17.2.2 Accessing the Company with Data Operator's User Account

17.3 Password Policy

17.4 TallyVault Password

17.4.1 Activation of TallyVault in Tally.ERP 9

17.4.2 Configuration of TallyVault Password while Creating the Company

17.4.3 Configuration of TallyVault Password for Existing Company

17.4.4 Benefits of TallyVault Password

Conclusion

Key Takeaways

Practice Exercises

Chapter 18 Data Management and Financial Year End Process

18.1 Introduction

18.2 Backup and Restore

18.2.1 Backup of Data

18.2.2 Restoring Data from a Backup File

18.3 Export and Import of Data

18.3.1 Exporting and Importing of Data from One Company to Another in XML Format

18.3.2 Exporting of data in other available formats

18.4 E-Mailing in Tally.ERP 9

18.5 Printing Reports

18.6 Managing of Data during Financial Year End Process

18.6.1 Important Pre-Split Activity

18.6.2 Splitting of Data

Key Takeaways

Shortcut Key

Practice Exercises

19 Goods and Services Tax

19.1 Introduction

19.2 Activate GST in Tally.ERP 9

19.3 Accounting of GST Transactions

19.3.1 Purchases from Unregistered Dealers

19.3.2 Imports

19.3.3 Advance Receipts and Payments

19.3.3.1 Accounting Advance Receipt and Sales Invoice in the same month.

19.3.3.2 Advance receipt and sales invoice recorded in different months

19.3.3.3 Reversal of GST on account of cancellation of advance receipt

19.3.3.4 Accounting an advance payment for purchase of taxable goods under reverse charge

19.4 Mixed Supply and Composite Supply under GST

19.4.1 Mixed Supply of Goods

19.4.2 Composite Supply of Goods

19.5 Accounting of Service Transactions

19.6 GST Reports

- 19.6.1 Generating GSTR-1 Report in Tally.ERP 9
- 19.6.2 Generating GSTR-2 Report in Tally.ERP 9
- 19.7 Input Tax Credit Set Off
- 19.8 GST Tax Payment
 - 19.8.1 Time line for payment of GST tax
 - 19.8.2 Modes of Payment
 - 19.8.3 Challan Reconciliation
- 19.9 Exporting GSTR-1 return and uploading in GST portal.

- 20 Filing of TDS Returns
 - 20.1 Introduction
 - 20.2 TDS Reports
 - 20.2.1 Form 26Q
 - 20.2.2 TDS Outstandings
 - 20.3 Payment of TDS
 - 20.3.1 Challan Reconciliation
 - 20.4 E-Return
 - Key Takeaways
 - Shortcut Keys
 - Practise Exercises

- 21 Tax Collected at Source
 - 21.1 Introduction
 - 21.2 Basic Concepts of TCS
 - 21.3 Configuring Tally.ERP 9 for TCS
 - 21.3.1 Enabling TCS in Tally.ERP 9
 - 21.4 Sales of TCS Goods at Lower Rate
 - 21.5 Sales of TCS Goods at Nil Rate
 - 21.6 TCS on Transfer of Right to Use
 - 21.7 Payment of TCS

21.8 TCS Reports

21.8.1 Form 27EQ

21.8.2 Saving Form 27EQ

21.8.3 Return Transaction Book

Key Takeaways

Shortcut Keys

Practice Exercises

22 Job Costing

22.0 Introduction

22.0.1 Features of Job Costing

22.1 Enabling Job Costing

22.1.1 Creating Required Masters

22.1.2 Creating Ledgers for Job Costing

22.1.3 Recording of Job Costing Related Transactions

22.2 Job Costing Reports

22.2.1 Job Work Analysis Report

22.2.2 Materials Consumption Summary Report

22.2.3 Comparative Job Work Analysis Report

Key Takeaways

Shortcut Keys

Practice Exercises

23 Job Work

23.0 Introduction

23.1 Features of Job Order Processing in Tally.ERP 9

23.2 Configuring Job Order Processing in Tally.ERP 9

23.2.1 Company Setup

23.2.2 Enabling Job Order Processing

23.2.3 Voucher Type Setup

23.3 Job Order Processing

23.3.1 Job Work Out Order

23.3.2 Job Work In Order

23.4 Job Order Reports

23.4.1 Job Work Out Reports

Key Takeaways

Shortcut Keys

Practice Exercises

24 Tally Audit

24.0 Introduction

24.1 Enabling Tally Audit Features in Tally.ERP 9

24.1.1 Create User level security

24.1.2 Creation of Masters by Administrator

24.1.3 Recording of Transactions by the Users

24.2 Audit Listing for Voucher Types

24.2.1 Tally Audit Statistics for Masters

24.2.2 Audit Listing for Users

Key Takeaways

Shortcut Keys

Practice Exercises

25 TallyVault

25.0 Introduction

25.1 How to Configure TallyVault

25.1.1 Configuration of TallyVault Password while Creating the Company

25.1.2 Configuration of TallyVault Password for Existing Company

25.1.3 Alteration/Change of TallyVault Password

25.2 Benefits of TallyVault

Key Takeaways

Practice Exercises

26 Synchronization

26.0 Introduction

26.0.1 Data Synchronisation in Tally.ERP 9

26.0.2 Difference between On-demand Synch and Online Synch

26.0.3 Features of On-Demand Synchronisation

26.1 On demand Synchronisation

26.1.1 Sync Status Messages

26.2 Online Synchronisation

26.2.1 Online Synchronisation using Tally.Net

26.3 Export Snapshot

26.4 Import Snapshot

26.5 Transaction Sync Summary Report

26.6 Status Report

26.7 Exceptions Report

Key Takeaways

Shortcut Keys

Practice Exercises

27 Multi-Lingual

27.0 Introduction

27.1 Operating System Requirement for Multi-lingual Support

27.2 Keyboard (Language) Configuration in Tally.ERP 9

27.3 Defining User Interface Language

Key Takeaways

Shortcut Keys

Practice Exercises

28 Control Centre

28.0 Introduction

28.1 Login to Control Centre

28.2 Control Centre for an Account

28.3 Licensing and Configuration

28.3.1 License and Configuration for Single Site

28.3.2 Licensing and Configuration for Multi-site

28.3.3 Creating Configuration Set for a Site

28.3.4 TDL Configuration Management

28.4 Jobs & Recruitment

28.5 Account Profile Management

28.5.1 Change Account Admin

28.5.2 Change Password

28.5.3 Change My Profile

28.5.4 My Sessions

28.6 User Management

28.7 Manage Data Sessions

28.8 Deploying Account TDLs

28.8.1 Unlink TDL Configuration

28.9 Support Centre

Key Takeaways

Shortcut Keys

Practice Exercises

29 SMS Query

29.0 Introduction

29.1 How to Configure SMS in Tally.ERP 9

Key Takeaways

Practice Exercises

- 30 Web Publishing
 - 30.0 Introduction
 - Key Takeaways
 - Practice Exercises

- 31 Group Company
 - 31.0 Introduction
 - 31.1 Consolidation of the Final Reports by Creating a Group Company
 - 31.2 How to check the Consolidated Reports in the Group Company
 - Key Takeaways
 - Shortcut Keys
 - Practice Exercise

- 32 Payroll
 - Introduction
 - 32.1 Setup Payroll in Tally.ERP 9
 - 32.1.1 Company Creation
 - 32.1.2 Activation
 - 32.2 Processing Basic Payroll in Tally.ERP 9
 - 32.2.1 Employee Setup
 - 32.2.2 Creation of Payroll Units
 - 32.2.3 Attendance/Production Types
 - 32.2.4 Creation of Pay Heads
 - 32.2.5 Defining Salary Details for an Employee
 - 32.2.6 Defining Salary Details for an Employee Group
 - 32.2.7 Salary Processing
 - 32.3 Payroll Reports
 - 32.3.1 Statements of Payroll
 - 32.3.2 Attendance Reports
 - 32.3.3 Expat Reports

32.4 Payroll Statutory Deductions and Reports

32.4.1 Creating the Statutory Pay Heads

32.4.2 Define Salary Details

32.4.3 Process Salary

32.4.4 Payment of Salary

32.4.5 Payroll Statutory Reports

32.5 Income Tax

32.5.1 Employee Setup

32.5.2 Provide Income Tax Details

32.5.3 Process Income Tax

32.5.4 Process Salary

Key Takeaways

Shortcut Keys

Practice Exercises