

3. TALLY.ERP 9 – ADVANCED COURSE

Course Code	: TC-03
Eligibility	: 10+2 / Graduate OR Those who have completed basic course.
Level	: Expert.
Suitable for	: People looking for a professional career in Accounting in India / Abroad.
Target	: To become an Accounts Manager who can handle entire accounts including Financial Management, Inventory Management & Taxes.

Lesson 1:- Creating Inventory Masters

Stock Groups, Stock Categories, Units of Measure, Godowns, Stock Items, Voucher Types, Walkthrough for Creating Inventory Masters.

Lesson 2: Inventory Vouchers

Purchase Cycle:-Purchase Order, Receipt Note, Rejection Out
Sales Cycle:-Sales Order, Delivery Note, Rejection In.
Stock Journal and Physical Stock Voucher.
Invoicing.

Lesson 3: Generating Inventory Reports

Stock Summary, Stock Item Summary, Stock Group Summary, Stock Transfer Register, Movement Analysis, Physical Stock Register, Exception Reports.

Lesson 4: Advanced Accounting in Tally.ERP 9

- Bill-wise Details
- Cost Centres and Cost Categories
- Multiple Currencies
- Interest Calculations
- Budgets & Controls
- Banking

Lesson 5: 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

Lesson 6:- Advanced Technical Features

Tally Audit, Export and Import of Data, ODBC Connectivity, Configuring Tally.ERP 9 for Multilingual Capabilities, Web Enabled, Print Preview and Online Help, Control Centre, Support Centre.

Lesson 7: Value Added Tax (VAT)

Basics Concepts in 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.

Lesson 8: Central Sales Tax (CST)

Basic of Central Sales Tax, Enabling CST in Tally.ERP 9, Recording Interstate Transactions in Tally.ERP 9, Payment of CST, CST Reports.

Lesson 9: Tax Deducted at Source

Basic Concepts of TDS, Configuring TDS in Tally.ERP 9, Creating Masters, Recording Transactions, TDS Reports.

Lesson 10: Service Tax

Basics of Service Tax, Configuring Tally.ERP 9 FOR Service Tax, Creating Masters, Recording Transactions, Accounting for Advance Receipts, Accounting for Opening Service Tax Credit, Adjustment of Input Service Tax Credit, Payment of Service Tax, Service Tax Reports.
