

# Tally Certification Training Plan

Courseware – Tally GURU Certification

Application Details – Tally.ERP 9

Session Plan – 120 Hrs

## Session Plan Breakup for Tally.ERP 9 Guru

Chapter (No's)	Name of the Chapter	Hours
1.	FUNDAMENTALS OF ACCOUNTING	3
2.	JOURNALISING AND POSTING OF TRANSACTION	2
3.	MAINTAINING CHART OF ACCOUNT IN TALLY.ERP 9	3
4.	FUNDAMENTAL OF INVENTORY MANAGEMENT	2
5.	STOCK KEEPING UNITS	4
6.	RECORDING OF DAY-TO-DAY TRANSACTIONS	14
7.	ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT	3
8.	BANKING	4
9.	ALLOCATION AND TRACKING OF EXPENSES AND INCOMES	5
10.	MIS REPORTS	2
11.	Storage and Classification of Inventory	2
12.	Management of Purchase and Sales Cycle	2

13.	<b>Price Levels and Price Lists</b>	4
Ch apt	<b>Name of the Chapter</b>	Hours
14.	<b>Manufacturing Process</b>	6
15.	<b>Getting Started with GST</b>	9
16.	<b>Tax Deducted at Source</b>	3
17.	<b>Securing Financial Information</b>	2
18.	<b>Data Management and Financial Year End</b>	3
19.	<b>Goods &amp; Service Tax</b>	6
20.	<b>Tax Deducted at Source (TDS)</b>	3
21.	<b>Tax Collected at Source</b>	3
22.	<b>Job Costing</b>	3
23.	<b>Job Work</b>	3
24.	<b>Tally Audit</b>	2
25.	<b>Interest Calculation</b>	2
26.	<b>Synchronization</b>	1
27.	<b>Multi lingual</b>	1
28.	<b>SMS Query</b>	1
29.	<b>Web Publishing</b>	1

30.	<b>Group Company</b>	1
31.	<b>Payroll, Income Tax, HR (Payroll)</b>	5
Ch apt	<b>Name of the Chapter</b>	Hours
32.	<b>Multi-Currency</b>	2
33.	<b>Budgets and Scenarios</b>	2
34.	<b>Retail Transactions (POS)</b>	2
35.	<b>Tracking of Item-wise Cost Details</b>	3
36.	<b>Tracking Additional Costs Purchases</b>	3
37.	<b>Password Policy</b>	1
38.	<b>Remote Access</b>	3
	<b>Total</b>	120 hrs

## **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 ACCOUNTING
- 1.6 GOLDEN RULES OF ACCOUNTING
- 1.7 SOURCE DOCUMENTS FOR

ACCOUNTING KEYWORDS PRACTICE EXERCISE

## **Chapter 2: JOURNALISING AND POSTING OF TRANSACTION**

- 2.1. INTRODUCTION
- 2.2. RECORDING OF BUSINESS TRANSACTION
  - 2.2.1. THE ACCOUNTING EQUATION
  - 2.2.2. RECORDING OF TRANSACTION IN  
BOOK 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 TRANSACTION IN JOURNAL
- 2.3. LEDGER
  - 2.3.1. NEED FOR LEDGER
  - 2.3.2. DIFFERENCE BETWEEN A JOURNAL  
AND A LEDGER
  - 2.3.3. CLASSIFICATION OF LEDGER  
ACCOUNTS
  - 2.3.4. POSTING FROM JOURNAL
- 2.4. TRAIL BALANCE
  - 2.4.1. METHODS OF PREPARATION
- 2.5. SUBSIDIARY BOOKS & CONTROL ACCOUNT
  - 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 AND 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 ACCOUNT 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. LEDGERS
  - 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 CREATIONS

3.6.1. SINGLE GROUP CREATION

3.6.2. MULTI GROUP CREAYION

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 PRACTICE EXERCISE

**CHAPTER 4: FUNDAMENTAL 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  
PRACTICE EXERCISE

**CHAPTER 5: STOCK KEEPING UNITS**

5.1. INTRODUCTION

5.2. INVENTORY MASTER IN TALLY.ERP 9

5.3. CREATE 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

SHORTCUTS KEYS PRACTICE EXERCISE

**CHAPTER 6: RECORDING OF DAY-TO-DAY  
TRANSACTIONS**

6.1. INTRODUCTION

6.2. BUSINESS TRANSACTION

6.2.1. SOURCE DOCUMENT OR VOUCHER

6.2.2. RECORDING TRANSACTION 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 INVOICE (VOUCHERS  
CLASSES)

6.6. NON-ACCOUNTING VOUCHERS

6.6.1. MEMORANDUM VOUCHER

6.6.2. OPTIONAL VOUCHER

6.6.3. REVERSUNG JOURNAL

6.7. RECORDING PROVISIONAL ENTRIES

6.8. RECORDING INVENTORY VOUCHER

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 KEY TAKEAWAYS SHORTCUTS KEYS  
PRACTICE EXERCISE

**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 FEATURES
- 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 KEY TAKEAWAYS SHORTCUTS KEYS PRACTICE

#### **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 SIP
  - 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 REPORTS
- 8.11. HANDLING E-PAYMENTS IN TALLY.ERP 9
  - 8.11.1. E-PAYMENTS REPORTS

- 8.11.2. EXPORTING E-PAYMENT TRANSACTIONS FROM E-PAYMENTS REPORTS
- 8.11.3. SENDING PAYMENTS INSTRUCTIONS TO BANK
- 8.12. UPDATING THE BANK DETAILS INSTANTLY IN TALLY.ERP 9 KEY TAKEAWAYS SHORTCUT KEYS PRACTICE EXERCISE

#### **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 INCOME USING COST CENTRE
  - 9.2.3 ALLOCATION OF EXPENSES AND INCOME USING COST CENTRE WITH COST CATEGORY
    - 9.2.3.1 ALLOCATION OF EXPENSES TO MULTIPLE COST CENTRE AND COST CATEGORY
- 9.3 AUTOMATION OF COST CENTRE AND COST CATEGORIES WHILE RECORDING TRANSACTION
  - 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 KEY TAKEAWAYS SHORTCUT KEYS PRACTICE EXERCISE

#### **CHAPTER 10: MIS REPORTS**

- 10.1 INTRODUCTION
- 10.2 ADVANTAGES OF MANAGEMENT INFORMATION SYSTEM
- 10.3 TYPES OF MIS REPORTS
- 10.4 MIS REPORTS IN TALLY.ERP 9
  - 10.4.1 TRAIL BALANCE
  - 10.4.2 BALANCE SHEET
  - 10.4.3 PROFIT & LOSS ACCOUNT

- 10.4.4 CASH FLOW STATEMENTS
- 10.4.5 FUND FLOW STATEMENTS
- 10.4.6 RATIO ANALYSIS
- 10.4.7 BOOKS AND ACCOUNTING

#### REPORTS

- 10.4.7.1 DAY BOOKS
- 10.4.7.2 RECEIPT AND PAYMENTS
- 10.4.7.3 PURCHASE REGISTER
- 10.4.7.4 SALES REGISTER
- 10.4.7.5 BILLS RECEIVABLE & 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

TAKEWAYS SHORTCUTS KEYS PRACTISE  
EXERCISES KEY ANSWERS ANNEXURE

### **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 ANALYZING GODOWN SUMMARY AND STOCK MOVEMENT REPORT
- 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 KEY TAKEAWAYS SHORTCUT KEYS PRACTICE EXERCISES

### **Chapter 12: Management of Purchase and Sales Cycle**

- 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 KEY TAKEAWAYS SHORTCUT KEYS PRACTICE EXERCISES

### **Chapter 13: Price Levels and Price Lists**

13.1 INTRODUCTION  
13.2 ACTIVATING PRICE LISTS AND DEFINING OF PRICE LEVELS  
13.2.1 CREATION OF PRICE LIST  
13.2.2 USING PRICE LIST  
13.3 REVISE PRICE LIST 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 TRANSFERRING OF MANUFACTURED GOODS FROM STOREHOUSE TO SHOWROOM  
14.6 REPORTS 14.6.1 STOCK JOURNAL REGISTER  
14.6.2 TRANSFER ANALYSIS 14.6.3 COST ESTIMATION  
14.6.4 STOCK AGEING ANALYSIS KEY TAKEAWAYS  
SHORTCUT KEYS PRACTICE EXERCISES

#### **Chapter 15: Getting Started with GST**

15.1 INTRODUCTION  
15.2 ENABLING GST AND DEFINING TAX DETAILS  
15.3 TRANSFERRING INPUT TAX CREDIT TO GST  
15.4 INTRASTATE SUPPLY OF GOODS  
15.4.1 INTRASTATE INWARD SUPPLY  
15.4.2 INTRASTATE OUTWARD SUPPLY  
15.5 INTERSTATE SUPPLY OF GOODS  
15.5.1 INTERSTATE INWARD SUPPLY  
15.5.2 INTERSTATE OUTWARD SUPPLY 15.6  
RETURN OF GOODS 15.6.1 PURCHASE RETURNS  
15.6.2 SALES RETURNS  
15.7 SUPPLIES INCLUSIVE OF TAX  
15.8 DEFINING TAX RATES AT MASTER AND TRANSACTION LEVELS.  
15.8.1 DEFINING GST RATES AT STOCK GROUP LEVEL

15.8.2 DEFINING GST RATES AT STOCK ITEM LEVEL  
15.8.3 DEFINING GST RATE AT TRANSACTION LEVEL  
15.8.4 HIERARCHY OF APPLYING TAX RATE DETAILS  
15.9 GST REPORTS  
15.9.1 GENERATING GSTR-L REPORT IN TALLY.ERP 9  
15.9.2 GENERATING GSTR-2 REPORT IN TALLY.ERP 9  
15.10 INPUT TAX CREDIT SET OFF 15.11 GST TAX PAYMENT  
15.11.1 TIMELINE FOR PAYMENT OF GST  
15.11.2 MODES OF PAYMENT  
15.11.3 CHALLAN RECONCILIATION  
15.12 EXPORTING GSTR-1 RETURN AND UPLOADING IN GST PORTAL  
15.13 RECORDING ADVANCED ENTRIES  
15.13.1 PURCHASE FROM COMPOSITE DEALER  
15.13.2 EXPORTS  
15.13.2.1 EXPORTS THROUGH LUT/BOND  
15.13.2.2 EXPORTS TAXABLE  
15.13.3 EXEMPTED GOODS  
15.13.4 SEZ SALES  
15.14 ACCOUNTING REVERSE CHARGE UNDER GST  
15.15 ACCOUNTING OF SUPPLY OF SERVICES  
15.16 ACCOUNTING EXEMPTED SERVICES KEY TAKEAWAYS SHORTCUT KEYS PRACTICE EXERCISES

#### **Chapter 16: Tax Deducted at Source**

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 OUTSTANDING
  - 16.11.3 E-RETURN KEY TAKEAWAYS SHORTCUT KEYS PRACTICE EXERCISES

### **Chapter 17: Securing Financial Information**

- 17.1 INTRODUCTION
- 17.2 SECURITY CONTROL
- 17.3 ACTIVATION OF SECURITY CONTROL AND CREATION OF SECURITY LEVELS IN TALLY.ERP 9
- 17.4 ACCESSING THE COMPANY WITH DATA OPERATOR'S USER ACCOUNT
- 17.5 PASSWORD POLICY 17.6 TALLY VAULT PASSWORD
  - 17.6.1 ACTIVATION OF TALLY VAULT IN TALLY.ERP 9
  - 17.6.2 CONFIGURATION OF TALLY VAULT PASSWORD WHILE CREATING THE COMPANY

- 17.6.3 CONFIGURATION OF TALLY VAULT PASSWORD FOR EXISTING COMPANY
- 17.6.4 BENEFITS OF TALLY VAULT PASSWORD 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
- 18.4 EXPORTING AND IMPORTING OF DATA FROM ONE COMPANY TO ANOTHER IN XML FORMAT
  - 18.4.1 EXPORTING OF MASTERS FROM ONE COMPANY TO ANOTHER
  - 18.4.2 IMPORTING OF MASTERS FROM ONE COMPANY TO ANOTHER
- 18.5 EXPORTING OF DATA IN OTHER AVAILABLE FORMATS
  - 18.5.1 EXPORTING OF REPORTS IN EXCEL
  - 18.5.2 EXPORTING OF REPORTS IN PDF FORMATS
- 18.6 E-MAILING IN TALLY.ERP 9
  - 18.6.1 E-MAILING A REPORT
  - 18.6.2 MASS MAILING
- 18.7 PRINTING REPORTS
  - 18.7.1 PRINTING THE BALANCE SHEET
  - 18.7.2 PRINTING PROFIT 8: LOSS ACCOUNT
  - 18.7.3 PRINTING OF CONFIRMATION OF ACCOUNTS
  - 18.7.4 PRINTING OF SALES INVOICE
  - 18.7.5 PRINTING OF COMPANY LOGO
  - 18.7.6 PRINTING OF COMPANY LOGO ON SALES INVOICE
  - 18.7.7 PRINTING OF COMPANY LOGO ON REPORTS
- 18.8 MANAGING OF DATA DURING FINANCIAL YEAR END PROCESS
  - 18.8.1 IMPORTANT PRE-SPLIT ACTIVITY

18.8.2 SPLITTING OF DATA KEY TAKEAWAYS  
SHORTCUT KEYS PRACTICE EXERCISES KEY  
ANSWERS ANNEXURE

### **Chapter 19. Goods and Services Tax**

19.1 INTRODUCTION

19.2 ACTIVATE GST IN TALLY.ERP 9

19.3 ACCOUNTING OF GST TRANSACTION

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 GSTR-1 RETURN AND UPLOADING IN GST  
PORTAL.

### **Chapter 20. Filing of TDS Returns**

20.1 INTRODUCTION

20.2 TDS REPORTS

20.2.1 FORM 26Q

20.2.2 TDS OUTSTANDING'S

20.3 PAYMENT OF TDS

20.3.1 CHALLAN RECONCILIATION

20.4 E-RETURN KEY TAKEAWAYS SHORTCUT KEYS  
PRACTICE EXERCISES

### **Chapter 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 Rated 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

### **Chapter 22. Job Costing**

22.1 Introduction

22.1.1 Features of Job Cost

22.2 Enabling Job Costing

22.2.1 Creating Required Masters

22.2.2 Creating Ledgers for Job Costing

22.2.3 Recording of Job Costing Related  
Transactions

22.3 Job Costing Reports

22.3.1 Job Work Analysis Report

22.3.2 Materials Consumption Summary Report

22.3.3 Comparative Job Work Analysis Report

Key Takeaways Shortcut Keys Practice Exercises

### **Chapter 23. Job Work**

23. 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

#### **Chapter 24. Tally Audit**

24. Introduction  
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