

# Tally Certification Training Plan

Courseware – TallyPROCertification  
Application Details – Tally.ERP 9  
Session Plan – 90 Hours(Vol-1 & Vol-2)

## Session Plan Breakup for Tally.ERP 9 Vol - 1

Chapter (No's)	Name of the Chapter	Hours
1.	FUNDAMENTALS OF ACCOUNTING	4
2.	JOURNALISING AND POSTING OF TRANSACTION	5
3.	MAINTAINING CHART OF ACCOUNT IN TALLY.ERP 9	3
4.	FUNDAMENTAL OF INVENTORY MANAGEMENT	4
5.	STOCK KEEPING UNITS	5
6.	RECORDING OF DAY-TO-DAY TRANSACTIONS	14
7.	ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT	3
8.	BANKING	5
9.	ALLOCATION AND TRACKING OF EXPENSES AND INCOMES	5
10.	MIS REPORTS	2
Total Hours		50

## Session Plan Breakup for Tally.ERP 9 Vol - 2

Chapter (No's)	Name of the Chapter	Hours
1.	<b>Storage and Classification of Inventory</b>	5
2.	<b>Management of Purchase and Sales Cycle</b>	4
3.	<b>Price Levels and Price Lists</b>	4
4.	<b>Manufacturing Process</b>	6
5.	<b>Getting Started with GST</b>	9
6.	<b>Tax Deducted at Source</b>	5
7.	<b>Securing Financial Information</b>	3
8.	<b>Data Management and Financial Year End Process</b>	4
Total Hours		40

## Tally Course Structure

### 1. Fundamentals of Accounting (7Hrs)

- 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 The Golden Rules of Accounting
- 1.7 Source Documents for Accounting
- 1.8 Recording of Business Transactions
  - 1.8.1 The Accounting Equation
  - 1.8.2 Recording of Transactions in Books of Original Entry/Journal
    - 1.8.2.1 Use of Debit and Credit
    - 1.8.2.2 Rules of Debit and Credit
    - 1.8.2.3 Recording of Business Transactions in Journal
- 1.9 Ledger
  - 1.9.1 Need for Ledger
  - 1.9.2 Differences between a Journal and a Ledger
  - 1.9.3 Classification of Ledger Accounts
  - 1.9.4 Posting from Journal
- 1.10 Trial Balance
  - 1.10.1 Methods of Preparation
- 1.11 Subsidiary Books & Control Accounts
  - 1.11.1 Cash Book
    - 1.11.1.1 Single Column Cash Book
    - 1.11.1.2 Double Column Cash Book
    - 1.11.1.3 Three Column Cash Book
  - 1.11.2 Petty Cash Book
  - 1.11.3 Purchase (Journal) Book
  - 1.11.4 Purchases Return (Journal) Book
  - 1.11.5 Sales (Journal) Book
  - 1.11.6 Sales Return (Journal) Book
  - 1.11.7 Journal Proper
  - 1.11.8 Control Accounts
- 1.12 Financial Statements
  - 1.12.1 Trading and Profit & Loss Account
    - 1.12.1.1 Trading Account

- 1.12.1.2 Profit & Loss Account
- 1.12.2 Balance Sheet
  - 1.12.2.1 Types of Assets and Liabilities included in a Balance Sheet

### 2. Chart of Accounts (5 hrs)

- 2.1 Introduction
  - 2.1.1 Getting Started with Tally.ERP
  - 2.1.2 Mouse/Keyboard Conventions
- 2.2 Company Creation
  - 2.2.1 Shut a Company
  - 2.2.2 Select a Company
  - 2.2.3 Alter Company Details
- 2.3 Company Features and Configurations
  - 2.3.1 F11: Company Features
  - 2.3.2 F12: Configuration
- 2.4 Chart of Accounts Ledger Group
- 2.5 Ledger Creation
  - 2.5.1 Single Ledger Creation.
  - 2.5.2 Multi Ledger Creation
  - 2.5.3 Altering and Displaying Ledgers
- 2.6 Group Creation
  - 2.6.1 Single Group Creation
  - 2.6.2 Multiple Group Creation
- 2.7 Displaying Groups and Ledgers
  - 2.7.1 Displaying Groups
  - 2.7.2 Display of Ledgers

### 3. Maintaining Stock Keeping Units (5 hrs)

- 3.1 Introduction
- 3.2 Inventory Masters in Tally.ERP 9
- 3.3 Creating Inventory Masters
  - 3.3.1 Creation of Stock Group
  - 3.3.2 Creation of Units of Measure
  - 3.3.3 Creation of Stock Item
  - 3.3.4 Creation of Godown
  - 3.3.5 Defining of Stock Opening Balance in Tally.ERP 9
  - 3.3.6 Stock Category
- 3.4 Reports 4. Recording of Day-to-Day Transaction (7 hrs)
- 4.1 Introduction
- 4.2 Business Transactions
  - 4.2.1 Source Document or Voucher
  - 4.2.2 Recording Transactions in Tally.ERP 9
- 4.3 Accounting Vouchers
  - 4.3.1 Receipt Voucher (F6)

- 4.3.2 Contra Voucher (F4)
- 4.3.3 Payment Voucher (F5)
- 4.3.4 Purchase Voucher (F9)
- 4.3.5 Sales Voucher (F8)
- 4.3.6 Debit Note Voucher
- 4.3.7 Credit Note (Ctrl+F8)
- 4.3.8 Journal Voucher (F7)

## **5. Accounts Receivable and Payable Management (5 hrs)**

- 5.1 Introduction
  - 5.1.1 Accounts Payables and Receivables
- 5.2 Maintaining Bill-wise Details
- 5.3 Activation of Maintain Bill-wise Details Feature
- 5.4 New Reference
- 5.5 Against Reference
- 5.6 Advance 5.7 On Account
- 5.8 Stock Category Report
- 5.9 Changing the Financial Year in Tally.ERP 9 (while continuing to work in the same Company)

## **6. MIS Reports (5 hrs)**

- 6.1 Introduction
- 6.2 Advantages of Management Information Systems
- 6.3 MIS Reports in Tally.ERP 9
  - 6.3.1 Trial Balance
  - 6.3.2 Balance Sheet
  - 6.3.3 Profit and Loss Account
  - 6.3.4 Cash Flow Statement
  - 6.3.5 Ratio Analysis
  - 6.3.6 Books and Reports
    - 6.3.6.1 Day Book
    - 6.3.6.2 Receipts and Payments
    - 6.3.6.3 Purchase Register
    - 6.3.6.4 Sales Register
    - 6.3.6.5 Bills Receivable and Bills Payable

## **7. Getting Started with GST (17 hrs)**

- 7.1 Introduction
- 7.2 Enabling GST and Defining Tax Details
- 7.3 Transferring Input Tax credit to GST
- 7.4 Intrastate Supply of Goods
  - 7.4.1 Intrastate Inward Supply
  - 7.4.2 Intrastate Outward Supply
- 7.5 Interstate Supply
  - 7.5.1 Interstate Inward Supply

- 7.5.2 Interstate Outward Supply
- 7.6 Return of Goods
  - 7.6.1 Purchase Returns
  - 7.6.2 Sales Returns
- 7.7 Supplies Inclusive of Tax
- 7.8 Defining Tax Rates at Master and Transaction Levels
  - 7.8.1 Defining GST Rates at Stock Group Level.
  - 7.8.2 Defining GST Rates at Stock Item Level.
  - 7.8.3 Defining GST Rate at Transaction Level
  - 7.8.4 Hierarchy of Applying Tax Rate Details
- 7.9 GST Reports

- 7.9.1 Generating GSTR-1 Report in Tally.ERP 9
- 7.9.2 Generating GSTR-2 Report in Tally.ERP 9
- 7.10 Input Tax Credit Set Off
- 7.11 GST Tax Payment
  - 7.11.1 Time line for payment of GST tax
  - 7.11.2 Modes of Payment
  - 7.11.3 Challan Reconciliation
- 7.12 Exporting GSTR-1 return and uploading in GST portal.

- 7.13 Accounting of Supply of Services
- 7.14 Accounting Exempted Services

## **8. Recording Vouchers with TDS(Tax Deducted at Source) (9 hrs)**

- 8.1 Introduction
- 8.2 Basic Concepts of TDS
- 8.3 TDS in Tally.ERP9
- 8.4 Activation of TDS Feature in Tally.ERP 9
- 8.5 TDS Statutory Masters
- 8.6 Configuring TDS at Group Level
- 8.7 Configuring TDS at Ledger Level
- 8.8 Booking of Expenses in Purchase Voucher
- 8.9 TDS Report