



Tally Syllabus

User Interface and Company Management

- Introduction to Tally ERP9
- Installing Tally ERP9 License Server
- Creating a Company
- Data Path for Tally ERP9 Companies
- Altering and Deleting Company
- Gateway of Tally and User

Masters - Ledgers

- Understanding Ledgers
- Creating Ledgers
- Creating Multiple Ledgers
- Altering and Deleting Ledgers
- Practical Examples

Masters - Groups

- Understanding Groups
- Creating Groups
- Altering and Deleting Groups
- Practical Examples

Masters - Billwise Debtors and Creditors Ledgers

- Using Practice Files
- Configuring Billwise Details
- Examples on Creating Billwise Ledgers

Masters - Billwise Debtors and Creditors Ledgers

- Using Practice Files
- Configuring Billwise Details
- Examples on Creating Billwise Ledgers

Payment Voucher

- Understanding Default Vouchers
- Payment in Single Entry Mode (Examples)
- Payment in Double Entry Mode (Examples)

Day Book

- Understanding Day Book Reports
- Altering and Deleting Transactions

Pre-Allocation of Bills



- Pre-Allocation of Bills
- Practical Examples

Receipt Voucher

- Understanding Receipt Vouchers
- Practical Examples

Contra and Journal Voucher

- Understanding Contra for Banking
- Practical Examples on Contra Vouchers

Cheque Printing

- CTS Cheque Printing System
- Practical Examples

Masters: Inventory

- Understanding Inventory
- Integrating Accounts and Inventory
- Practical on Stock Group
- Practical on Godown and Locations
- Practical on Stock Category
- Practical on Units of Measure
- Practical on Stock Items
- Manual Stock Valuation without Inventory

Sales Voucher

- Practical on Sales Voucher
- Printing Sales Invoice

Billing Features

- Different Billing and Actual Quantity
- Additional Cost of Purchase
- Zero Valued Entries

Purchase Order Processing

- Purchase Order Process
- Purchase Order Voucher with Examples
- Receipt Note (Inventory) with Examples
- Rejection-Out Voucher with Examples

Sales Order Processing

- Sales Order Process
- Sales Order Voucher with Examples
- Delivery Note (Inventory) with Examples



- Rejection-IN Voucher with Examples

Debit and Credit Notes

- Debit Note Returns with Examples
- Credit Note Returns with Examples

Bank Reconciliation

- Understanding BRS Process
- Practical Examples

Price List

- Price Listing Masters
- Practical Examples

Credit Limit

- Credit Limits for Customers
- Practical Examples

Stock Transfers

- Understanding Stock Transfers
- Practical Examples

Manufacturing Vouchers

- Bills of Materials
- Practical Examples
- Job Costing and Examples

Batch Wise Details

- Understanding Inventory Batches
- Practical Examples

Re-Order Level

- Understanding ROL
- Practical Examples

Interest Calculations (Auto Mode)

- Activating Interest Calculations
- Practical Examples

Voucher Types and Class

- Voucher Types and Masters
- Practical Examples
- Voucher Class and Masters



- Practical Examples

Point of Sales

- Understanding POS
- Practical Examples

Budgets and Controls

- Budget Masters and Configurations
- Practical Examples
- Budget Reporting and Analysis

Cost Centres and Cost Categories

- Understanding Cost Centres
- Practical Examples
- Understanding Profit Centres
- Practical Examples

Party Ledger Analysis

- Customer and Supplier Balance Checking
- Customer and Supplier Bill Wise Checking
- Overdue Payables and Receivables
- Outstanding Reports and Printing
- Confirmation of Accounts

Purchase and Sales Reporting

- Analyzing Purchase and Sales Register
- Analyzing Debit and Credit Note
- Overdue Payables and Receivables
- Outstanding Reports and Printing

Stock Analysis and Reports

- Stock Registers
- Stock Valuation
- Stock Transfer Report
- Negative Stock Report
- Record Physical Stock and Shortage
- Stock Entry without Perpetual Inventory

Cash and Bank Reports

- Cash Book and Bank Book
- Stock Transfer Report
- Negative Stock Report

Search, Filter and Sorting



- Searching and Finding particular entries
- Sorting with Alias, Numbers and Texts
- List of Ledgers and Groups

Financial Reports

- Trial Balance
- Profit and Loss Account
- Balance Sheet
- Working Capital
- Cash Flow and Fund Flow Statements

Export, Import, Backup and Restore

- Export and Import Formats
- Practical Examples
- Data Backup and Restore

Printing Reports

- Sales Invoice
- Printing Payment and Receipt Vouchers
- Printing Various Other Reports

Miscellaneous

- Inserting Vouchers
- Duplicating Entries
- Split Company Data
- Merge Tally Companies

Tally Advanced

Service Tax

- Understanding Service Tax
- Creating Service Tax Masters
- Examples on Service Income and Expense
- Service Tax (Input) Adjustments
- Section 05 : Tax Reports

Tax Deducted at Source (TDS)

- Understanding TDS
- Creating TDS Masters
- Practical Examples
- TDS Payment
- Tax Reports and Tax Forms

Tax Collected at Source (TCS)

- Understanding TCS
- Creating TCS Masters



- Practical Examples
- TCS Payment
- Tax Reports and Tax Forms

Central Excise

- Understanding Excise Duty
- Example with Case Study
- Creating Excise Accounting Masters
- Creating Excise Inventory Masters
- Excise Purchase
- Manufacturing Entries
- Excise Sales
- CENVAT Credit Adjustments
- Excise Duty Payment
- Excise Reports and Forms

Payroll Accounting

- Understanding Payroll
- Pay Heads and Categories
- Employee Details and Salary Details
- Attendance Entries
- Salary Payment Examples
- Paysheet and Pay Slips

Data Security

- Security Control Setup
- User Security Control

Tally Audit

- Understanding Tally Audit
- Auditing Ledgers and Vouchers

Tally Dot Net Features

- Configuring Dot Net
- Accessing Tally Data from

Multi-Currency

- Configuring Multiple Currencies
- Entries for Foreign Transactions
- Forex Gain and Loss

Central Sales Tax (CST)

- Section 01 Understanding CST and Forms
- Section 02 Creating CST Masters
- Section 03 Practical Examples



- Section 04CST Reports

Value Added Tax (VAT)

- Understanding Value Added Tax
- Practical - Creating Purchase Masters
- Practical - Creating Input Tax Masters
- Practical - Creating Sales Masters
- Practical - Creating Output Tax Masters
- Practical on Units of Measure

Purchase Voucher with VAT

- Practical on Purchase in Single VAT Class
- Practical on Purchase in Multi VAT Class
- Practical on Purchase in Voucher Mode

VAT Reports and Payments

- Calculating VAT Payable
- VAT Tax Ledger Balances
- Practical on VAT Payment
- VAT Reports