

# Tally Certification Training Plan

**Courseware** – Tally GURU Certification

**Application Details** – Tally.ERP 9\_Release 6.4

**Session Plan** – 120 Hours

## 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.	Price Levels and Price Lists	4

<b>Chapter (No's)</b>	<b>Name of the Chapter</b>	<b>Hours</b>
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 Process</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

<b>Chapter (No's)</b>	<b>Name of the Chapter</b>	<b>Hours</b>
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>	<b>120 Hrs.</b>

## Contents

CHAPTER 1: FUNDAMENTALS OF ACCOUNTING .....	0
CHAPTER 2: JOURNALISING AND POSTING OF TRANSACTION .....	0
CHAPTER 3: MAINTAINING CHART OF ACCOUNT IN TALLY.ERP 9.....	1
CHAPTER 4: FUNDAMENTAL OF INVENTORY MANAGEMENT.....	1
CHAPTER 5: STOCK KEEPING UNITS .....	1
CHAPTER 6: RECORDING OF DAY-TO-DAY TRANSACTIONS .....	2
CHAPTER 7: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT.....	2
CHAPTER 8: BANKING .....	3
CHAPTER 9: ALLOCATION AND TRACKING OF EXPENSES AND INCOMES.....	3
CHAPTER 10: MIS REPORTS .....	3
CHAPTER 11: STORAGE AND CLASSIFICATION OF INVENTORY.....	4
CHAPTER 12: MANAGEMENT OF PURCHASE AND SALES CYCLE .....	1
CHAPTER 14: MANUFACTURING PROCESS.....	1
CHAPTER 15: GETTING STARTED WITH GST .....	1
CHAPTER 16: TAX DEDUCTED AT SOURCE.....	2
CHAPTER 17: SECURING FINANCIAL INFORMATION.....	3
CHAPTER 18: DATA MANAGEMENT AND FINANCIAL YEAR END PROCESS.....	3
CHAPTER 19. GOODS AND SERVICES TAX.....	4
CHAPTER 20. FILING OF TDS RETURNS.....	4
CHAPTER 21. TAX COLLECTED AT SOURCE.....	4
CHAPTER 22. JOB COSTING.....	4
CHAPTER 23. JOB WORK.....	4
CHAPTER 24. TALLY AUDIT .....	5
CHAPTER 25. INTEREST CALCULATIONS.....	5
CHAPTER 26. SYNCHRONIZATION .....	5
CHAPTER 27. MULTI-LINGUAL .....	5
CHAPTER 28. CONTROL CENTRE .....	5
CHAPTER 29. SMS QUERY .....	6
CHAPTER 30. WEB PUBLISHING.....	6
CHAPTER 31. GROUP COMPANY .....	6
CHAPTER 32. PAYROLL .....	6

# CONTENTS

## 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  
LIBILITIES 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 EXERCISE**

## 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 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

## 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.

- 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

SHORTCUTS KEYS

PRACTISE EXERCISES

KEY ANSWERS

ANNEXURE

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 & 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
  - 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

## Chapter 25. Interest Calculations

- 25. Introduction
  - 25.1 Activating Interest Calculations
    - 25.1.1 Calculation of Simple Interest in Tally.ERP 9 using Simple Mode
    - 25.1.2 Bringing the Calculated Interest Amount in Books of Account
  - 25.2 Using Advanced Parameters for Interest Calculation
  - 25.3 Calculation of Compound Interest in Tally.ERP 9
  - 25.4 Interest Calculation Reports

Key Takeaways  
Practice Exercises

## Chapter 26. Synchronization

- 26. Introduction
  - 26.1.1 Data Synchronization in Tally.ERP 9
  - 26.1.2 Difference between On-demand Synch and Online Synch
  - 26.1.3 Features of On-Demand Synchronization
- 26.2 On demand Synchronization
  - 26.2.1 Sync Status Messages
- 26.3 Online Synchronization
  - 26.3.1 Online Synchronization using Tally.Net
- 26.4 Export Snapshot
- 26.5 Import Snapshot
- 26.6 Transaction Sync Summary Report
- 26.7 Status Report
- 26.8 Exceptions Report

Key Takeaways  
Shortcut Keys  
Practice Exercises

## Chapter 27. Multi-Lingual

- 27. 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

## Chapter 28. Control Centre

- 28. 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

## Chapter 29. SMS Query

- 29. Introduction
  - 29.1 How to Configure SMS in Tally.ERP 9

Key Takeaways

Practice Exercises

## Chapter 30. Web Publishing

- 30. Introduction

Key Takeaways

Practice Exercises

## Chapter 31. Group Company

- 31. 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

## Chapter 32. Payroll

- 32. 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 Type
    - 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