



Tally [Prime, 9.0, (ERP)], Edit Log

- Begins with
 - ◆ Manual Account
 - ◆ Journal Entries
 - ◆ Group Vouchers
 - ◆ Group Summary
 - ◆ Ledger Posting
 - ◆ Cash Book/Bank Book
 - ◆ Sales Register
 - ◆ Purchase Register
 - ◆ Journal Register
 - ◆ Valuation of stock
 - ◆ Trading Account
 - ◆ Trail Balance
 - ◆ Profit and Loss Account
 - ◆ Balance Sheet
 - ◆ Ration Analysis
 - ◆ Posting closing stock in acc.
- Introduction of Tally
 - ◆ How to manage and operate groups?
 - ◆ Creation of a ledger account
- Advance Usage of Tally
 - ◆ Currency of ledger
 - ◆ Maintain bill-by-bill
 - ◆ Allocate cost centers
 - ◆ Cost categories
 - ◆ Method of calculation
- Interest calculation
 - ◆ Simple Mode (Simple Interest)
 - ◆ Advance mode
 - ◆ Interest calculation reports
 - ◆ Interest calculation on ledger (loan, bank, profit)
 - ◆ Statement of Interest due on invoice
 - ◆ Group Interest calculation
- Credit Limits
 - ◆ How to set credit limits?
 - ◆ Effect of setting credit limits?
 - ◆ Exceeding credit limits
- Cost Centre & Cost Categories

- ◆ Cost categories (for advance usage only)
- ◆ How to manage and operate cost centers?
- ◆ Alter a cost centre
- ◆ Alter cost centre in multiple mode
- ◆ Advance usage
- ◆ How to manage and operate cost centres under cost categories
- ◆ Alter cost center (under cost categories) in multiple mode
- **Budgets**
 - ◆ Budget for groups
 - ◆ Budget for ledger
 - ◆ Budget for cost centers
 - ◆ Alter a budget
- **Voucher Type**
 - ◆ How to Manage and operate voucher type
 - ◆ Create a voucher
 - ◆ Voucher class
 - ◆ Payment voucher
 - ◆ Purchase voucher
 - ◆ Additional accounting entries
 - ◆ Purchase voucher entries without voucher class
 - ◆ Purchase voucher entries with voucher class
- **Currencies**
 - ◆ Create a foreign currency master
 - ◆ Alter currency
 - ◆ Rate of exchange
- **Inventory Information**
 - ◆ Maintain stock-categories?
 - ◆ Maintain batch-wise details?
 - ◆ Set expiry date for batches?
 - ◆ Maintain multiple location/ godowns?
 - ◆ Use tracking numbers?
 - ◆ Use rejection notes?
 - ◆ Use different actual & billed qty?
 - ◆ Track additional cost of purchase
- **Stock Groups**
 - ◆ Creating a stock group
 - ◆ Expert usage
 - ◆ Display or alter a stock group
- **Stock Categories**
 - ◆ Creating a stock categories
 - ◆ Expert usage
 - ◆ Display or alter a stock categorles
- **Stock item**
 - ◆ Creating a stock item
 - ◆ Expert usage
 - ◆ Display or alter a stock item
- **Advanced usage**
 - ◆ Remark
 - ◆ Alternate unit

- ◆ Enter standard rates
- ◆ Bill of material
- **Price List**
 - ◆ Price level
 - ◆ Enable and create price list
 - ◆ Assigning ledger accounts to price level
 - ◆ How to create and use price list
 - ◆ Price levels in voucher entry-invoice
- **Voucher entry**
 - ◆ Type of voucher
 - ◆ Voucher class
 - ◆ Pure Inventory voucher
 - ◆ Bill of material
 - ◆ Purchase and sales order
 - ◆ Invoice entry
 - ◆ Invoice entry
 - ◆ Advance voucher entry
- **Tax deducted at source (T.D.S)**
 - ◆ TDS nature of payment
 - ◆ Deductee type
 - ◆ Booking the TDS expense
 - ◆ TDS challan payment (using the
 - ◆ TDS audit fill button)
 - ◆ TDS report
- **Display information**
 - ◆ Display account books and statement
 - ◆ Display balance sheet
 - ◆ Display profit and loss
 - ◆ Display trial balance
 - ◆ Day book
 - ◆ Books and register
 - ◆ List of voucher
 - ◆ Cost center reports
 - ◆ Outstanding and credit control
 - ◆ Cash and fund flow
 - ◆ Reconciliation of bank account
 - ◆ Display Inventory report and Statement
 - ◆ Ratio analysis
- **Payroll**
 - ◆ Pay heads
 - ◆ Employee group
 - ◆ Salary details
 - ◆ Attendance/overtimes
 - ◆ Gratuity
 - ◆ H.R.A, T.A, D.A
 - ◆ Statement of payroll
 - ◆ Attendance sheet
 - ◆ Attention register
 - ◆ Gratuity report

- **GST**
 - ◆ Basic Concept of Gst
 - ◆ How Gst work?
 - ◆ Enabling Gst Feature In Tally
 - ◆ Software
 - ◆ Recording Gst Transaction in a very smart way
 - ◆ Transaction recording for Manufacturing Unit, Trading Unit & Service Sector Unit
 - ◆ Credit & Debit notes accounting

50 Important topics:

- How To Finalize Books Of account (Profit And Loss, Balance Sheet)
- How To Prepare Final Account Without Books Of Account
- Provisional & Projected Balance Sheets
- Audited & Non Audited Balance Sheets
- Cash Transaction Limit Under
- GST & Income Tax
- GST Annual Return GSTR 9
- GST cash and Credit Ledger Reconciliation
- GST Registration
- Composition Dealer Accounting
- E WAY BILL
- All about RCM
- Importer and Exporter Accounting
- Outstanding Management In Tally Prime
- Cheque Printing In Tally Prime
- Hidden Features Of Tally Prime
- Data Configuration In Tally Prime
- Stock Management In Tally Prime Negative Stock, Stock Transfer
- Sales & Purchase Order Processing In Tally Prime
- Point Of Sales In Tally
- Security Management In Tally Prime
- Gst, Tds, Tcs
- Magic Of Voucher Creatlon
- Magic Of Grouping
- Magic Of Ledger Creation
- TDL & Tally AddOn
- MIS Report
- Quotatlon Process In Tally Prime
- Automatic Interest Calculations
- Voucher Class In Tally Prime
- Invoice & Printing Setup In Tally Prime
- Batch Wise Accounting in Tally Prime
- Cost Centre in Tally Prime
- Online Refund Application
- Difference between TDS & TCS
- Multiple Godown Management
- Automatic Tax Calculation
- Multiple Price Level
- Purchase & Selling price
- MRP Management
- Inclusive of Rate in Tally Prime
- Year and Adjustment Entries
- Alternate Quantity Option in Tally Prime

- EPF & ESIC Return Process
- Concept of Credit and Debit Notes
- Closing Stock Calculation
- Basic of MS Word & Excel
- How to get success in your Career
- How to manage Practical issue of Accounting
- Advantage & Disadvantage of Accounting Career Part Time & Full Time

GST FILLING :

- Understand the GST Portal
- How to prepare GST Return
- How to claim proper ITC
- Live GST 3B Return Filling
- Live GSTR 1/IFF Return Filling GST Payment etc
- GSTR 2A/2B Reconciliation
- Level 3A (All About TDS Return Filling)
- What is TDS & TCS Return
- How to prepald TDS Return
- How to send Data to CA for TDS Return
- How to File TDS Return RPU (Return Preparation Utility)
- All about Form 16, 16A
- All about Form 26AS

INCOME TAX :

- Basics of Income Tax
- Types of Income, Person, ITR
- Forms under Income Tax
- 5 Categories Of Taxable Income
- Chapter Vi-A Deduction
- Exempt Income U/S 10
- Role of TDS & Advance Tax at the time of ITR Filling
- How to Prepare Computation without any Software
- Live Demo of Income Tax Return
- Filling (ITR 1 & ITR 4)

ADVANCE EXCEL:

- Overview of the Basics of Excel
 - ◆ Customizing common options in Excel
 - ◆ Excel formatting
 - ◆ Cell Alignment and Orientation
 - ◆ Number and Custom Number Formatting
 - ◆ Absolute and relative cells
 - ◆ Protecting and un-protecting worksheets and cells
 - ◆ Uses of format as table and benefits
- Use Fill Series
 - ◆ Auto Fill
 - ◆ Justify

- ◆ Flash Fill
- Page Setup
 - ◆ Margin, Orientation
 - ◆ Page Size
 - ◆ Print Area, Print Title
 - ◆ Page Breaks
- Working with Functions
 - ◆ Writing conditional expressions (using IF)
 - ◆ Using logical functions (AND, OR, NOT)
 - ◆ Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
 - ◆ VlookUP with Exact Match, Approximate Match
 - ◆ Nested VlookUP with Exact Match
 - ◆ VlookUP with Tables, Dynamic Ranges
 - ◆ Nested VlookUP with Exact Match
 - ◆ Using VLookUP to consolidate Data from Multiple Sheets
 - ◆ Using VLookUP to consolidate Data from Multiple Sheets
- Data Validations
 - ◆ Specifying a valid range of values for a cell
 - ◆ Specifying a list of valid values for a cell
 - ◆ Specifying custom validations based on formula for a cell
- Working with Templates
 - ◆ Designing the structure of a template
 - ◆ Using templates for standardization of worksheets
- Sorting and Filtering Data
 - ◆ Sorting tables
 - ◆ Using multiple-level sorting
 - ◆ Using custom sorting
 - ◆ Filtering data for selected view (AutoFilter)
 - ◆ Using advanced filter options
 - ◆ Using Wildcard Character with advance filter
 - ◆ Using Filter fuction
 - ◆ Understanding OR and AND logic in filter function
- Working with Reports
 - ◆ Creating subtotals
 - ◆ Multiple-level subtotals
 - ◆ Creating Pivot tables
 - ◆ Formatting and customizing Pivot tables
 - ◆ Using advanced options of Pivot tables

- ◆ Pivot charts
- ◆ Consolidating data from multiple sheets and files using Pivot tables
- ◆ Using external data sources
- ◆ Using data consolidation feature to consolidate data
- ◆ Show Value As (% of Row, % of Column, Running Total, Compare with Specific Field)
- ◆ Viewing Subtotal under Pivot
- ◆ Creating Slicers (Version 2010 & Above)
- **More Functions**
 - ◆ Date and time functions
 - ◆ Text functions
 - ◆ Database functions
 - ◆ Power Functions (Countif, Countifs, Sumif, Sumifs)
 - ◆ Lookup and Reference functions
 - ◆ Information functions
 - ◆ Statistical functions
- **Formatting**
 - ◆ Using auto formatting option for worksheets
 - ◆ Using conditional formatting option for rows, columns and cells
 - ◆ Uses of format as table and benefits
- **Macros**
 - ◆ Relative & Absolute Macros
 - ◆ Editing Macro
- **What-If Analysis**
 - ◆ Goal Seek
 - ◆ Data Tables
 - ◆ Scenario Manager
- **Charts**
 - ◆ Using Charts - Column, Line, Pie, Bar etc
 - ◆ Formatting Charts
 - ◆ Using 3D Graphs
 - ◆ Using Bar and Line Chart together
 - ◆ Using Secondary Axis in Graphs
 - ◆ Sharing Charts with PowerPoint / MS Word, Dynamically
 - ◆ (Data Modified in Excel, Chart would automatically get updated)
- **New Features Of Excel**
 - ◆ Sparklines, Inline Charts, data Charts
 - ◆ Overview of all the new features
- **Final Assignment**

- ◆ The Final Assignment would test contains questions to be solved at the end of the Course

