



## 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 categories
- **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

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- 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 Ffle TDS Return RPU (Return Preparation Utility)
- All about Form 16, 16A
- All about Form 26AS

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