

Website: [www.dw-learnwell.com](http://www.dw-learnwell.com)

Contact: +91 8411002339/+91 7709292162

Email: [info@dw-learnwell.com](mailto:info@dw-learnwell.com)

Classroom

| Corporate

| Online

## Tally ERP Syllabus

---

### Module 01: 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 Interface

### Module 02: Masters – Ledgers/Groups

- Understanding Ledgers/Groups
- Creating Ledgers/Groups
- Creating Multiple Ledgers
- Altering and Deleting Ledgers/Groups

### Module 3: Masters - Billwise Debtors and Creditors Ledgers

### Module 4: Payment Voucher

- Understanding Default Vouchers
- Payment in Single Entry Mode
- Payment in Double Entry Mode

### Module 5: Day Book

- Understanding Day Book Reports
- Altering and Deleting Transactions

### Module 6: Pre-Allocation of Bills

### Module 7: Receipt, Ledgers/Groups Voucher

### Module 8: Cheque Printing

### Module 9: Masters : Inventory

- Understanding Inventory
- Integrating Accounts and Inventory

## Tally ERP Syllabus

---

- 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

### Module 10: GST – Purchase Voucher, Sales Voucher

- Understanding GST
- Practical - GST

### Module 11: GST Reports and Payments

### Module 12: Billing Features

- Zero Valued Entries
- Different Billing and Actual Quantity
- Additional Cost of Purchase
- Discount Column on Invoices

### Module 13: Purchase Order Processing

- Receipt Note (Inventory) with Examples
- Rejection-Out Voucher with Examples

### Module 14: Sales Order Processing Sales Order Process

### Module 15: Debit and Credit Notes

### Module 16: Bank Reconciliation

### Module 17: Price List

### Module 18: Credit Limit

### Module 19: Stock Transfers

---

Website: [www.dw-learnwell.com](http://www.dw-learnwell.com)

Contact: +91 8411002339/+91 7709292162

Email: [info@dw-learnwell.com](mailto:info@dw-learnwell.com)

Classroom

| Corporate

| Online

## Tally ERP Syllabus

---

### Module 20: Manufacturing Vouchers

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

### Module 21: Batch Wise Details

### Module 22: Re-Order Level

### Module 23: Interest Calculations (Auto Mode)

- Activating Interest Calculations

### Module 24: Voucher Types and Class

### Module 25: Point of Sales (POS)

### Module 26: Scenarios and Optional Vouchers

- Scenario Management
- Practical Examples of Optional Vouchers
- Scenario Reporting

### Module 27: Budgets and Controls

- Budget Masters and Configurations
- Budget Reporting and Analysis

### Module 28: Cost Centres and Cost Categories

### Module 29: 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
- Negative Ledgers Report

Website: [www.dw-learnwell.com](http://www.dw-learnwell.com)

Contact: +91 8411002339/+91 7709292162

Email: [info@dw-learnwell.com](mailto:info@dw-learnwell.com)

Classroom

| Corporate

| Online

## Tally ERP Syllabus

---

### Module 30: Purchase and Sales Reporting

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

### Module 31: Stock Analysis and Reports

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

### Module 32: Cash and Bank Reports

### Module 33: Search, Filter and Sorting

### Module 34: Financial Reports

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

### Module 35: Multi Language

### Module 36: Central Sales Tax (CST)

### Module 37: Service Tax

- Understanding Service Tax
- Creating Service Tax Masters
- Examples on Service Income and Expense

Website: [www.dw-learnwell.com](http://www.dw-learnwell.com)

Contact: +91 8411002339/+91 7709292162

Email: [info@dw-learnwell.com](mailto:info@dw-learnwell.com)

Classroom

| Corporate

| Online

## Tally ERP Syllabus

---

- Service Tax (Input) Adjustments
- Tax Reports

### Module 38: Tax Deducted at Source (TDS)

- Understanding TDS
- Creating TDS Masters
- Tax Reports and Tax Forms

### Module 39: Tax Collected at Source (TCS)

- Understanding TCS
- Creating TCS Masters
- Tax Reports and Tax Forms

### Module 40: Central Excise

- Creating Excise Accounting Masters
- Creating Excise Inventory Masters
- Excise Purchase
- Excise Sales
- CENVAT Credit Adjustments
- Excise Duty Payment
- Excise Reports and Forms

### Module 41: Payroll Accounting

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

### Module 42: Finalization Entries

- Finalization Process
-

Website: [www.dw-learnwell.com](http://www.dw-learnwell.com)

Contact: +91 8411002339/+91 7709292162

Email: [info@dw-learnwell.com](mailto:info@dw-learnwell.com)

Classroom

| Corporate

| Online

## Tally ERP Syllabus

---

- Depreciation Entries
- Creating General Reserves
- Provision for Taxation
- Bad Debt Reserves
- Partnership Firm - Transferring Profits
- Outstanding Expenses and Accrued Income
- Changing Financial Year

### Module 43: Data Security

### Module 44: Tally Audit

### Module 45: Tally Synchronization

### Module 46: Multi-Currency

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

### Module 47: Printing Reports

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

### Module 48: Miscellaneous

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