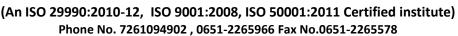


Jharkhand Government Tool Room, Ranchi

(A society of Dept. of Industries, Government of Jharkhand)

Plot 38, Phase I, Tatisilwai Industrial Area, Muri Road, Ranchi- - 835103







NAME OF THE COURSE:- Tally with GST

DURATION: - 02 Months (2HRS/DAY)

Fee: - Rs. 2500/- (Rs. Two Thousand Five Hundred Only)

Fee Structure: - Rs. 1000/- (Part of course fee), At the time of Registration.

Rs. 1500/- On the day of start the course

ELIGIBILITY: - 10th pass

CORE FEATURES OF TALLY ERP COURSE (SYLLABUS)

The main core features of tally are explained.

ACCOUNTING: Accounting is the most important feature of Tally ERP The main thought that comes in mind of a person when hearing about tally is accounting.

BILLING: Billing is important part of business, this feature is included Tally. Actually billing is included in accounting feature whenever you pass an accounting entry simultaneously a bill is generated which can be used for raising or sending invoice.

PAYROLL: This feature is of use when you are having a good number of employees. For maintaining payroll in tally, there are functions like employee categories, employee groups, attendance, pay heads and course employees.

INVENTORY: Maintenance of stock is very important part of business as it gives better control on business sales hence movement of stock is integral part which can be kept under control.

BANKING: In this era of digitalization, without banking no business can survive. Banking functionality is very well covered by Tally. Though it was not present in earlier versions of Tally but it can be usage in ERP-9 TAXATION: TDS GST both direct and indirect tax can be calculated automatically and its returns are also filed online with the help of Tally ERP

Course Syllabus :-

- 1. User Interface and Company Management & JOURNAL ENTRY
- 2. Masters Ledgers
- 3. Masters Groups
- 4. Masters Bill wise Debtors and Creditors Ledger
- 5. Payment Voucher
- 6. Day Book in Tally
- 7. Pre-Allocation of Bills
- 8. Receipt Voucher
- 9. Contra and Journal Voucher
- 10. Cheque Printing in Tally ERP
- 11. Masters: Inventory
- 12. Goods and Services Tax (GST)
- 13. Purchase Voucher with GST
- 14. Sales Voucher with GST
- 15.GST Returns and Payment
- 16. Billing Features in Tally
- 17. Purchase Order Processing
- 18. Sales Order Processing
- 19. Debit and Credit Notes
- 20.Bank Reconciliation in Tally
- 21. Price List in Tally
- 22.Credit Limit
- 23.Stock Transfers
- 24. Manufacturing Vouchers
- 25.Batch Wise Details
- 26.Re-Order Level in Tally
- 27.Interest Calculations (Auto Mode)
- 28. Voucher Types and Class

29. Point of Sales 30. Scenarios and Optional Vouchers 31. Budgets and Controls in Tally 32. Cost Centres and Cost Categories 33.Party Ledger Analysis 34. Purchase and Sales Reporting 35.Stock Analysis and Reports 36. Cash and Bank Reports 37. Search, Filter and Sorting 38. Financial Reports 39. Multi Language 40. Export, Import, Backup and Restore 41. Tax Deducted at Source (TDS) & GST in Tally 42.Payroll Accounting in Tally 43. Finalisation Entries 44. Data Security 45. Tally Audit

46.Data Synchronisation

47. Multi-Currency

48. Printing Reports

49. Miscellaneous

50.Shortcut Keys