



Jharkhand Government Tool Room, Ranchi

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

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(An ISO 29990:2010-12, ISO 9001:2008, ISO 50001:2011 Certified institute)

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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 an important part of business, this feature is included in Tally. Actually, billing is included in the accounting feature whenever you pass an accounting entry simultaneously a bill is generated which can be used for raising or sending an 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 a very important part of business as it gives better control on business sales; hence movement of stock is an 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 used 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