



We Make you IT ready...

**MBPS Infotech**  
*we make you IT ready...*



**TALLY-ERP9**

MBPS Infotech, Near Shrushti Hotel, Sudarshannagar, Pimplegurav, Pune-411061

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**1) Basic of Accounting**

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts & Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions.

**2) Fundamental of Tally ERP 9**

- Getting Functional with Tally ERP 9
- Creation/ Setting up of Company in Tally ERP 9

**3) Accounting Masters in Tally ERP 9**

- Features
- Configuration
- Setting up Accounting Heads

**4) Inventory in Tally ERP 9**

- Stock Groups
- Stock Categories
- Godowns/Locations
- Units of Measures
- Stock Items
- Creating Inventory Masters for National Traders

**5) Voucher Entry in Tally ERP 9**

- Accounting Vouchers
- Inventory Vouchers

**6) Advance Accounting in Tally ERP 9**

- Bill Wise Details
- Cost Centers & Cost Categories
- Voucher Class & Cost Centers Class

**7) Advance Inventory in Tally ERP 9**

- Order Processing
- Stock Valuation
- Zero Values Entry

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#### **8) Value Added Tax (VAT)**

- Configure VAT In Tally ERP 9
- Creates Masters
- Entering Transaction
- Accounting for Returning of Good
- Rate Difference in Purchase/ Sales
- Accounting for Interest Transaction
- Exempt Transaction under VAT
- Purchase from Unregister Dealer
- VAT Reports
- VAT for Composite Dealer

#### **9) Central Sales Tax (CST)**

- Basic of CST
- Enables CST in Tally ERP 9
- Recording Interstate Transaction
- Payment of CST
- CST Reports

#### **10) Point of Sales (PoS)**

- Features of PoS
- Configuring PoS
- Entering PoS Transactions
- PoS Reports

#### **11) Job Costing**

- Configure Job Costing
- Creating Masters For Job Costing
- Recording Transaction
- Job Costing Reports

#### **12) Multilingual Capabilities**

- Configure Tally ERP 9 for Multilingual Capabilities
- Creating Masters
- Entering Transaction in Multiple Language
- Transliteration
- Generating Report

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### **13) Technological Advantages of Tally ERP 9**

- Tally Vault
- Security Control
- Tally Audit
- Backup & Restore
- Split Company Data
- Export & Import Data
- Printing of report & Cheque

### **14) Tally .Net & Remote Capabilities**

- Create Remote User
- Authorize Remote User
- Remote Access

### **15) Application Management & Controls**

- Concept of Control Center
- Installing & Activating Tally ERP 9
- Logging to Control Center
- Managing Accounts using Control Center

### **16) Online Help & Support**

- Features of Support Centers
- Accessing the Support Center
- Using Support Center

### **17) Service Tax**

- Basics of Service Tax
- Configure Service Tax
- Creating Masters
- Entering Transaction
- Accounting for Advance Receipts
- Opening Service Tax Credit
- Payment of Service Tax
- Service Tax Reports

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#### **18) Tax Deducted at Source**

- Basic concepts of TDS
- Configure TDS
- Creating Masters
- Processing Transactions
- TDS Reports

#### **19) Tax Collected at Source**

- Basic Concepts of TCS
- Configuring TCS
- Creating Masters
- Entering Transaction
- TCS Reports

#### **20) Excise for Dealers**

- Basic Concept
- Salient Features
- Enable Dealer Excise
- Creating Masters
- Entering Transaction
- Excise Reports
- Sales & Purchase Extract

#### **21) Excise for Manufacturers**

- Basic Concept of Excise Duty
- Configure Excise
- Creating Masters
- Processing Transaction
- Excise Reports

#### **22) Payroll Accounting & Compliance**

- Configuring Payroll
- Creating Payroll Masters
- Processing Payroll
- Accounting for Employer PF Contribution
- Accounting for Employer ESI Contribution
- Payment of Professional Tax
- Generating Payroll Reports

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