



# Contents Part – A Tally Accounting

#### Day 1

# **Company Info Account Info**

- Introduction
- Loading Tally.ERP 9
- Company Creation
- Company Alteration
- Company Deletion
- Ledger Creation
- Multiple Leger
- Ledger Configuration (F12)
- Ledger Alteration
- Ledger Deletion
- Backup
- Restore
- Trial Balance Report
- Profit & Loss Report
- Balance Report
- Assignment of Day -1

Day 2

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# **Group and Bill Allocation**

- Group Creation
- Pre-defined Group in Tally
- Opening Bill Allocation

# Day 3

# Accounting

- Accounting Entries
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- Receipt Entry
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- Journal Voucher
- Day Book Report
- Other Useful Features of Day Book
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#### Day-4

# **Cost Centre & Cost Categories and BRS**

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- Pre-Defined Cost Center Allocation
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#### Day -5

#### **Stock info And Goods Transfer**

- \*Stock
- \* Stock Group and Stock Category
- \* Creation of Stock Category
- \* Godown Creation
- \* Unit Measurement
- \* Stock Item Creation
- \* Alternative Unit with Compound Style

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- \* Stock Transfer
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# Day -6

#### Purchase Order, Challan ,Bill and Return

- Purchase order
- Receive and Store Goods
- Purchase Bill For Goods
- Rejects Goods
- Debit Note And Credit Note
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#### Day-7

# Sales Order , Challan, Bill, Return And Batch

- Sales Order
- Dispatch Of Goods
- Reject Of Goods
- Sales Bill For Goods
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- Few Important Report Related to Inventory







- Batch Number and Using Alternet Units
- Purchase with Batch Number
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- Assignment of Day -6

#### Day-8

#### **Stock Behavior and Additional Features**

- Purchase & Sales Illustrating Stock Behavior And Features
- Costing Method and Market Valuation Method
- Actual Billed Quantity
- Separate Discount Colum on Invoice
- Price List
- Credit Limit
- Appropriation of Expenses in With inventory
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- Additional Item Description in invoice Entry
- Negative stock warning
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- Recorder Level
- Ageing Wise Report of Party
- Assignment of Day-8

Day -9

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# **Printing Reports**

- Printing Report
- Using the print Alt+P
- Print Preview
- Other Printing
- Sales Order / Quotation Printing
- Cheque Printing

Day -10

**Revision & Class Test on Tally Accounting**