



**www.sharda.weebly.com**

**Tally.ERP 9 Upgrade**

**COURSE DURATION:** 15 Hours (7 Days)

**COURSE FEES:** 2100 (Inclusive All)

**OBJECTIVE:** The course is designed to update the students with the new features ofTally ERP 9 which is an extension of Tally 7.2 and Tally 9 and also enable them to work on the latest version of Tally.

**COVERAGE:** The Course covers Introduction to the newly added features of TallyERP 9 and its comparison with Tally 7.2 and Tally 9. The distinguishing features of Tally ERP 9 are addition of Edit Remote Access, Control Center, Support Center, Enabling for Manufacture and reports like Excise computation report, daily Stock register, PLA Register, Form ER I, CENVAT Credit Availed, CENVAT Credit Register, Advanced TDS, and Advanced Service Tax.

**COURSE STRUCTURE:**

|  |  |
| --- | --- |
| **Lesson** | Topics |
|  |  |
| **1.** | Introduction to Tally ERP 9 |
|  |  |
| **2.** | Tally.Net and Remoter Capabilities |
|  |  |
| **3.** | Application Management and Controls |
|  |  |
| **4.** | Online Help and Support |
|  |  |
| **5.** | Excise for Manufacturers’ |
|  |  |
| **6.** | Tax Deducted at Source |
|  |  |



**TABLE OF CONTENTS:**

**Lesson 1** **Introduction to Tally ERP 9**

− Introduction

− New Features of Tally ERP 9

− Control Center

− Support Center

− Excise for Manufacturers

− Advanced TDS

|  |  |
| --- | --- |
| − | Features in Tally ERP 9 Comparisons between Tally 7.2 and |
|  | Tally 9 |
|  |
| **Lesson 2Tally.Net and Remote Capabilities** |
| − | Overview of Tally.NET |
| − | ConfigureTally.NET Features |
| − Connect Company on Tally.NET |
| − | Create Remote Users |
| − | Authorize Remote Users |
| − | Remote Access |



**Lesson 3** **Application Management and Controls**

− Concept, Features & Advantages of Control Centre

− Installing Tally.ERP 9 & Activating Tally.ERP 9 License

− Logging to Control Centre

− Managing Accounts using Control Centre

− My Tally.NET Accounts

− Licensing & Configuration

− General Configuration, User Management, Profile Management

**Lesson 4** **Online Help and Support**

− Features of Support Centre

− Accessing the Support Centre

− Local Access & Remote Access

− Using Support Centre

− Adding a New Issue/Query

− Reply to an Issue/Query & Close an Issue/Query

− Other Functions



**Lesson 5** **Excise for Manufacturers**

− Introduction Basic Concepts

− Basic concepts of Excise Duty

− Scope and Applicability

− Excise Valuation Methods

− CENVAT Credit

− Registration of Manufacturers

− Requirement of Excise Invoice

− Types of Duties and Methods of Calculations

− Time and Mode of Payment of Duty

− Returns & Timeline

− Configuring Excise in Tally.ERP 9

− Recording Transactions of Sample Data

− Excise Reports & Excise Computation Report

− Daily Stock Register, PLA Register & Form ER 1

− CENVAT Credit Availed & CENVAT Credit Register



**Lesson 6** **Tax Deducted at Source**

− Introduction

− Basic concepts of TDS

− Configuring TDS in Tally.ERP 9

− Enabling TDS in Tally.ERP 9

− TDS Statutory Masters

− Recording Transactions of Sample Data

− TDS Reports

− Computation

− Chalan Reconciliation

− Return

− eTDS Returns

− Outstanding

− Exception Reports