
Contents

| | | |
|-----|--|-----|
| 01 | Basics of Accounting | 001 |
| 02 | Features of Tally.ERP 9 | 006 |
| 03 | Getting Functional with Tally.ERP 9 | 007 |
| 04 | Company Creation | 009 |
| 05 | Company Alteration / Deletion | 011 |
| 06 | F11 Features & F12 Configurations | 013 |
| 07 | Setting up Account Heads | 016 |
| 08 | Group Creation | 017 |
| | <i>Single Group</i> | 017 |
| | <i>Multiple Groups</i> | 018 |
| 09 | Group Alteration / Deletion | 019 |
| 10 | Ledger Creation | 021 |
| | <i>Single Ledger</i> | 021 |
| | <i>Multiple Ledgers</i> | 022 |
| 11 | Ledger Alteration / Deletion | 023 |
| 12 | Multiple Godowns | 024 |
| 13 | Stock Groups | 026 |
| 14 | Stock Categories | 027 |
| 15 | Goods & Service Tax | 028 |
| | GST Option Activation | 028 |
| 16. | GST Ledger Creation | 030 |
| 17 | Units of Measure | 036 |
| 18 | Stock Item Creation | 037 |
| 19 | Order Processing | 041 |
| | <i>Purchase Order</i> | 041 |
| | <i>Receipt Note</i> | 044 |
| | <i>Rejection Out</i> | 045 |
| | <i>Purchase Voucher</i> | 047 |
| | <i>Stock Transfer</i> | 048 |
| | <i>Sales Order</i> | 050 |
| | <i>Delivery Note</i> | 051 |
| | <i>Rejection In</i> | 053 |
| | <i>Sales Voucher</i> | 054 |
| 20 | Invoicing | 056 |
| | <i>Voucher Type Creation GST Sales</i> | 056 |
| | <i>Company Logo in Invoice</i> | 060 |
| | <i>Multi Address in Invoice</i> | 062 |
| 21 | Batch-wise Details | 069 |
| 22 | Separate Actual & Billed Quantities | 075 |



| | | |
|-----|--|------------|
| 23 | Zero Valued Entries | 077 |
| 24 | Additional Costs of Purchase | 079 |
| 25 | Separate Discount Column on Invoices | 084 |
| 26 | Multiple Price Levels & Price Lists | 086 |
| 27 | Point of Sale (POS) | 090 |
| 28 | Bill-wise Details | 093 |
| 29 | Interest Calculation | 107 |
| 30 | Cost Centres & Cost Categories | 115 |
| 31 | Cheque Printing | 122 |
| 32 | Bank Reconciliation | 127 |
| 33 | Bill of Materials(BOM) | 129 |
| 34 | Backup | 145 |
| 35 | Restore | 147 |
| 36 | Split Company Data | 149 |
| 37 | Export & Import of Data | 152 |
| | <i>Export of Data</i> | 152 |
| | <i>Import of Data</i> | 153 |
| | <i>Export to Excel</i> | 155 |
| 38 | Security Control | 157 |
| | <i>User and Passwords</i> | 157 |
| | <i>Security Levels</i> | 160 |
| 39 | TallyVault | 162 |
| 40 | Tally Audit | 164 |
| 41 | Tally.NET | 166 |
| 42 | GST (Goods & Services Tax) | 170 |
| | GST Setup on Company Level | 170 |
| | GST Setup on Stock Group Level | 183 |
| | GST on Stock Item Level | 203 |
| | <i>B 2 B Interstate Purchase</i> | 204 |
| | <i>B 2 B Interstate Sales</i> | 208 |
| | <i>B 2 C Invoices</i> | 213 |
| | <i>Credit/Debit Notes (Registered)</i> | 216 |
| | <i>Nil Rated Invoices</i> | 218 |
| | <i>Export Invoices</i> | 223 |
| | <i>Slab Rate wise Sales</i> | 225 |
| | Supply of Services | 233 |
| 43. | Generating & Printing Reports | 237 |
| | Financial Statements | 237 |
| | <i>Balance Sheet</i> | 237 |
| | <i>Profit and Loss Account</i> | 238 |
| | <i>Trading Account</i> | 239 |

| | | |
|-----|--|------------|
| | <i>Stock Summary</i> | 239 |
| | <i>Ratio Analysis</i> | 240 |
| | <i>Trial Balance</i> | 240 |
| | Books & Registers | 241 |
| | <i>Cash Book</i> | 241 |
| | <i>Bank Book</i> | 241 |
| | <i>Group Summary</i> | 242 |
| | <i>Group Vouchers</i> | 242 |
| | <i>Sales Register</i> | 243 |
| | <i>Purchase Register</i> | 245 |
| | <i>Journal Register</i> | 246 |
| | <i>Credit Note Register</i> | 246 |
| | <i>Debit Note Register</i> | 247 |
| | <i>POS Register</i> | 247 |
| | <i>Day Book</i> | 248 |
| | Statement of Accounts | 249 |
| | <i>Bills Receivable</i> | 249 |
| | <i>Bills Payable</i> | 250 |
| | <i>Ageing Analysis</i> | 250 |
| | <i>Cost Centre Reports</i> | 251 |
| | <i>Statistics</i> | 252 |
| | <i>List of Accounts</i> | 253 |
| | Inventory Books & Registers | 253 |
| | <i>Stock Group Summary</i> | 253 |
| | <i>Sales Orders Book</i> | 254 |
| | <i>Purchase Orders Book</i> | 254 |
| | <i>Stock Movement Analysis</i> | 255 |
| | <i>Stock Ageing analysis</i> | 256 |
| | Statement of Inventory | 257 |
| | <i>Godown Summary</i> | 257 |
| | <i>Stock Category Summary</i> | 258 |
| | <i>Stock Query</i> | 258 |
| | <i>Cost Estimation</i> | 260 |
| | <i>Purchase Bills Pending</i> | 261 |
| | <i>Sales Bills Pending</i> | 261 |
| | <i>Inventory Statistics</i> | 261 |
| | MIS Reports | 262 |
| | <i>Cash Flow Statement</i> | 262 |
| | <i>Fund Flow Statement</i> | 262 |
| | <i>Exceptional Reports</i> | 263 |
| 44. | <i>List of Function Keys</i> | 264 |
| 45. | <i>Self Assesment Test</i> | 268 |
| 46. | <i>Self Assesment Test 2</i> | 269 |
| 47. | <i>FAQs</i> | 274 |