

Student Name-.....
Date of Course Complete.....

MODULE - 1 (Inventory)

1. Purchase
2. Sales
3. Show Profit On sales Register
4. Godown Creation
5. Inter Godown Transfer
6. Stock Transfer
7. BOM
8. Stock Journal
9. Compound Unit
10. Alternate Unit
11. Stock Item
12. Purchase Order
13. Receipt Note
14. Sales Order
15. Delivery Note
16. Order & Stock Detail
17. Rejection In
18. Rejection Out
19. Debit Note
20. Credit Note
21. Debit Note Register
22. Credit Note Register
23. Allow 0 Value Entries
24. Use Different Actual & Billed Qty
25. Separate Discount Column On Invoice
26. Use Multiple Price Level
27. Track Additional Cost Of Purchase
28. Reorder Level
29. Simple Reorder
30. ADV Reorder
31. Reorder Status
32. Stock Group
33. Stock Category
34. Standard Rate
35. Price List
36. Batch Wise Details
37. Stock Query
38. Cost Estimation
39. Negative Stock
40. Purchase Order Summary
41. Sales Order Summary
42. Sales order Book
43. Purchase Order Book

44. Purchase Bill Pending
45. Sales Bill Pending
46. Physical Stock Register
47. Normal Loss
48. Abnormal Loss
49. Set Job Project Name for Job Costing
50. Allow Storage of Materials
51. Inv Report
52. Consumption
53. Alias of Stock Item
54. Number of Decimal Places in Unit
55. Multiple Stock
56. Multiple Stock Group
57. Multiple Stock Category
58. Multiple Godown

MODULE - 2 (ACCOUNTS)

59. Confirmation Of Account
60. Reminder Letter
61. Payment
62. Receipt
63. Contra
64. Journal
65. Cost Center
66. Cost Category
67. Use Pre- Defined Cost Center During Entry
68. Depreciation
69. Job Costing
70. Interest Calculation
71. Interest Receivable
72. Interest Payable
73. Interest Allow Voucher Type
74. Interest Received Voucher Type
75. Allow Multi Currency
76. Income/ Exp Statement Instead of P/L
77. Integrate Account and Inventory
78. Allow Invoicing
79. Maintain Budgets and Control
80. Use Reversing Journal and Optional Voucher
81. Enable Cheque Printing
82. Credit Limit

83. Customer Turnover
84. Post Dated Chaque
85. Point Of Sale
86. Pos Register
87. Discount
88. Trade Discount
89. Bank Reconciliation Statement
90. Debtors and Creditors Report
91. Bill Reference type
92. Negative Ledger
93. Over Due Receivable
94. Over Due Payable
95. Maintain Bill Wise Details
96. For Non- trading A/C Also
97. Imprest
98. A/c Report
99. Purchase Register(Quarterly F5)
100. Sales Register (Quarter F5)
101. Sales Register (Extract F6)
102. Purchase Register (Extract F6)
103. DLY BRK-UP (Ledger)
104. Columnar (Ledger)
105. Columnar (Register)
106. Category Summary
107. Bank Receipt Voucher type
108. Bank Payment Voucher type
109. Multiple Ledger
110. Multiple Group
111. Multiple Cost Center
112. Multiple Cost Category
113. Bank Deposit Voucher type
114. Bank Withdraw Voucher type
115. Bank transfer Voucher type
116. Budgets Creation
117. Budgets Variance

MODULE - 3 (TAX)

118. Vat
119. Purchase On Vat (Voucher Class)
120. Purchase On Different Vat
121. Purchase On Different Vat (Voucher Class)
122. Vat on Capital Goods
123. Import Export
124. Vat Refundable On Export Goods
125. URD Dealer
126. MRP
127. Sales of goods on Approval
128. VAT Adjustment

129. VAT Payment
130. Branch Transfer
131. Vat Column
132. Print vat Analysis of item
133. Print Actual Qty Coolum
134. CST
135. CST Adjustment
136. CST Payment
137. Form Receivable
138. Form Issuable
139. Auto Fill CST
140. Used for Calculation Taxes, Discount
141. Purchase of Goods
142. Service Tax
143. TCS
144. TCS Challan
145. TCS Nature of Goods
146. Allow Alterations of TCS Rates for Lower Collections

MODULE 4 (Fundamentals Of Accounting)

147. Double Entry System
148. Transition
149. Capital
150. Drawing
151. Assets
152. Liabilities
153. Goods
154. Stock
155. Debtor's
156. Creditor's
157. Bad debts
158. Doubt Ful-Debts
159. Solvent
160. Insolvent
161. Revenue
162. Profit
163. Gain
164. Expenses
165. Income
166. Loss
167. Discount
168. Debit Note
169. Credit Note
170. Expenditure
171. Type of Accounts
172. Golden Rules Of Journal Entries

MODULE - 5 (Data Entry)

- 173. 100 Journal Entries
- 174. Ledger
- 175. Group
- 176. Shortcuts Key

MODULE - 6 (Other feature)

- 177. Create Alter & Delete a Co.
- 178. Group Company
- 179. Back Up
- 180. Import of Data
- 181. Statistics
- 182. Language
- 183. Ageing Analysis
- 184. Transfer to Excel
- 185. Transfer to Ms Word
- 186. Security Control
- 187. Tally 7.2 Transfer to Tally 9
- 188. Split Data
- 189. Range
- 190. Voucher Numbering
- 191. Change Period
- 192. Chg Vch
- 193. Auto Columns
- 194. New Columns
- 195. Use Common Narration
- 196. Narration of Each Entry
- 197. Make Optional As Default
- 198. Print After Save voucher
- 199. Rounding
- 200. Override Using item Default
- 201. Rounding Method
- 202. Include these Group
- 203. Exclude these Group
- 204. Tally Vault
- 205. Tally Audit
- 206. Change Tally Vault
- 207. Item Invoice
- 208. A/C Invoice
- 209. As Voucher
- 210. Narration Copy (Ctrl +R)
- 211. Entry Copy (Alt+2)
- 212. Hide Report
- 213. Unhide Report
- 214. Method of Voucher Numbering
- 215. Prefill With Zero
- 216. With of numerical Part
- 217. Prefix Detail

- 218. Suffix Detail
- 219. Show Monthly reports with Graphs
- 220. Use Separate menu for final A/C Statement
- 221. Multiple Stock Group
- 222. Multiple Stock Category
- 223. Multiple Godown
- 224. Multiple Stock Item
- 225. Multiple Ledger
- 226. Multiple Group
- 227. Multiple Cost Center
- 228. Multiple Cost Category

MODULE -7 (Excise Mfg)

- 229. Excise unit
- 230. Serial Number
- 231. Update Excise Duties
- 232. Excise detail
- 233. Purchase Excise
- 234. Sales excise
- 235. Purchase Dealer Excise
- 236. Tariff/Vat Commodity
- 237. Issue Of Production
- 238. Production
- 239. Cen Vat Adjustment Voucher Type
- 240. Excise Computation
- 241. Daily Stock Register
- 242. P.L.A Register
- 243. CENVAT Credit Availed
- 244. CENVAT Credit Register
- 245. CENVAT ADJ
- 246. Excise Payment

MODULE -8(TDS)

- 247. Allow Advance Entries in TDS Master
- 248. Use Advance TDS Entry
- 249. Ignore Surcharge Exemption Limit
- 250. Set Ignore Income Tax Limit
- 251. Set Zero/Lower Deduction
- 252. TDS Deducted Now
- 253. TDS Computation
- 254. Challan Reconciliation
- 255. 16 A Form
- 256. TDS Outstanding
- 257. TDS Payment

- 258. TDS Not Deducted
- 259. TDS Payment
- 260. Unknown Deducted Type
- 261. Pan Not Available

(MODULE 9- PAYROLL)

- 262. Unit Work
- 263. Attendance Production Type
- 264. Pay Head
- 265. Employee Group
- 266. Employee
- 267. Salary Detail
- 268. Salary payable voucher type
- 269. EPF Contribution Voucher Type
- 270. ESI Contribution Voucher Type
- 271. Net Payment Voucher Type
- 272. Attendance
- 273. ESI Challan
- 274. EPF Challan
- 275. Gratuity
- 276. EPF
- 277. ESI
- 278. Bonus

(MODULE 10- Printing)

- 279. Copies
- 280. Titling
- 281. Print Language
- 282. No Preview
- 283. With preview
- 284. Sub Titling
- 285. Page Nos
- 286. Pre Printed
- 287. Plain Paper
- 288. Print Format
- 289. Select Printer
- 290. Page Setup
- 291. Print Sc
- 292. Original Copy
- 293. Quotation
- 294. Performa Invoice
- 295. Print Quantity Column
- 296. Print Actual Quantity Column
- 297. Print Rate Column
- 298. Print Vat% Column
- 299. Print Date & Time
- 300. Print Batch Details
- 301. Print Narration
- 302. Print Declaration
- 303. Print Vat Analysis of Item

- 304. Print in Simple Format

**(MODULE 11-
CONFIGURATION)**

Ledger Configuration

- 305. Allow Aliases Along With name
- 306. Allow Language Aliases Along With name
- 307. Allow Advance Entry in Masters
- 308. Add Notes for Ledger Accounts
- 309. Use Addresses for Ledger Accounts
- 310. Use Contact Details for Ledger Accounts

Group Configuration

- 311. Allow Aliases Along With name
- 312. Allow Language Aliases Along With name
- 313. Allow Advance Entry in Masters

Cost Category Configuration

- 314. Allow Aliases Along With name
- 315. Allow Language Aliases Along With name
- 316. Allow Advance Entry in Masters

Cost Center Configuration

- 317. Allow Aliases Along With name
- 318. Allow Language Aliases Along With name

Voucher Type Configuration

- 319. Allow Aliases Along With name
- 320. Allow Language Aliases Along With name

Employee Group Configuration

- 321. Allow Aliases Along With name
- 322. Allow Language Aliases Along With name

Employee Configuration

- 323. Allow Aliases Along With name
- 324. Allow Language Aliases Along With name
- 325. Show Statutory Details
- 326. Show Passport and Visa Details
- 327. Show Contact Detail

Attendance type Configuration

- 328. Allow Aliases Along With name
- 329. Allow Language Aliases Along With name

Pay head Configuration

- 330. Allow Aliases Along With name
- 331. Allow Language Aliases Along With name
- 332. Allow Advance Entry in Masters
- 333. Allow Aliases Along With name
- 334. Allow Language Aliases Along With name
- 335. Add notes of Ledger Accounts

Salary Details Configuration

- 336. Allow to Override Slab Percentage
- 337. Show pay Head Type
- 338. Show Calculation Type
- 339. Show Computed on

Stock Group Configuration

- 340. Allow Aliases Along With name
- 341. Allow Language Aliases Along With name

Stock Category Configuration

- 342. Allow Aliases Along With name
- 343. Allow Language Aliases Along With name

Stock Item Configuration

- 344. Allow Aliases Along With name
- 345. Allow Language Aliases Along With name
- 346. Allow ADVANCE Entries in Master
- 347. Calculate VAT on MRP/Marginal
- 348. Use PART NUMBER for Stock Item
- 349. Use Description for Stock Item
- 350. Use REMARKS for Stock Item
- 351. Specify Default Ledger Allocation For Invoicing
- 352. Use ALTERNATE UNITS For Stock Item
- 353. Allow Std. Rates for State Item
- 354. Allow component list details (Bill of Materials)

Godown Configuration

- 355. Allow Aliases Along With name
- 356. Allow Language Aliases Along With name
- 357. Use Address For Godowns

Reorder Level Configuration

- 358. Show Advance Details
- 359. Show Reorder Rounding Limit
- 360. Show Advance Min QTY
- 361. Show Advance Details

Payment Configuration

- 362. Skip Date Field in Create mode Faster Entry
- 363. Use Single Entry mode for Pymt/Reciept/Contra
- 364. Use payment As Contra
- 365. Use Cr./Dr. instead of TO/By During Entry
- 366. Warn on Negative Cash Balance
- 367. Show Common Table for TDS Helper
- 368. Pre- Allocate Bills for Payment/receipt
- 369. Show Cost Center/ Employee Details
- 370. Show Inventory Details
- 371. Show Table of bill Details for Selection
- 372. Show Bill Wise Details
- 373. Show Ledger Current Balance
- 374. Show Balance as on Voucher Date

Receipt Configuration

- 375. Skip Date Field in Create mode Faster Entry
- 376. Use Single Entry mode for Pymt/Reciept/Contra
- 377. Use payment As Contra
- 378. Use Cr./Dr. instead of TO/By During Entry
- 379. Warn on Negative Cash Balance
- 380. Pre- Allocate Bills for Payment/receipt/Contra
- 381. Show Cost Center/ Employee Details
- 382. Show Inventory Details

- 383. Show Table of bill Details for Selection
- 384. Show Bill Wise Details
- 385. Show Ledger Current Balance
- 386. Show Balance as on Voucher Date

Contra Voucher Configuration

- 387. Skip Date Field in Create mode Faster Entry
- 388. Use Single Entry mode for Pymt/Receipt/Contra
- 389. Use Cr./Dr. instead of TO/By During Entry
- 390. Warn on Negative Cash Balance
- 391. Show Cost Center/ Employee Details
- 392. Show Ledger Current Balance
- 393. Show Balance as on Voucher Date

Journal Configuration

- 394. Skip Date Field in Create mode Faster Entry
- 395. Use Cr./Dr. instead of TO/By During Entry
- 396. Warn on Negative Cash Balance
- 397. Allow Cash Accounts in journals
- 398. Allow Alteration of TDS Rates for Lower Deductions
- 399. Allow Alteration of TDS Nature of Payment in Expenses
- 400. Show common Table for TDS Helper
- 401. Show Cost Center/ Employee Details
- 402. Show Inventory Details
- 403. Show Table of bill Details for Selection
- 404. Show Bill Wise Details
- 405. Show Ledger Current Balance
- 406. Show Balance as on Voucher Date

Purchase Invoice Configuration

- 407. Accept Supplementary Details
- 408. Allow Separate Buyer and Consignee names
- 409. Use Common Ledger A/c for Item Allocation
- 410. Use Default for Bill Allocations

- 411. Use Additional Description for stock Item
- 412. Specify import shipping Details
- 413. Specify Marks & Nos/ Container No.
- 414. Specify no. and Kind of packages
- 415. Show Turnover achieved with Customer
- 416. Allow Alterations of TDS Rates for Lower Deductions
- 417. Warn on Negative Stock Balance
- 418. Honor Expiry Dates usage for Batches
- 419. Allow Selections of VAT/Tax Class during Entry
- 420. Activate E1 or E2 Transactions(vat)

Stock Journal Configuration

- 421. Skip Date field in create mode faster Entry
- 422. USE Ref. number in Stock Journal
- 423. Show balance as on voucher date
- 424. Warn on negative stock balance
- 425. Honor Expiry Dates usage for Batches

Balance Sheet Configuration

- 426. Show Vertical Balance Sheet
- 427. Profit & Loss, Both As Liabilities
- 428. Show Percentage
- 429. Show Working Capital Figure
- 430. Method of Sowing Balance Sheet
- 431. Scale Factor for value
- 432. Appearance of Names

PROFIT &LOSS A/C CONFIGURATION

- 433. Show Vertical Profit & loss A/c
- 434. Show Percentage
- 435. Show With Gross Profit
- 436. Scale Factor for value
- 437. Appearance of Names

STOCK SUMMARY CONFIGURATION

- 438. Show Quantity
- 439. Show Rates
- 440. Show Value



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- 441. Show opening Balance
- 442. Show Closing Balance
- 443. Show Goods in wards
- 444. Show Goods Out Wards
- 445. Show All item (incl. 0 B/L)
- 446. Show Consumption And Gross Profit
- 447. Show Using Alternate Unit
- 448. Show trail Unit of Compound Unit
- 449. Appearance of stock item name
- 450. Appearance of Names
- 451. Scale Factor for value
- 452. Shorting Method

TRAIL BALANCE

CONFIGURATION

- 453. Show Opening Balance
- 454. Show transition
- 455. Show Closing Balance
- 456. Scale Factor for value
- 457. Appearance of Names
- 458. Show Percentage
- 459. Shorting Method

DAY BOOK CONFIGURATION

- 460. Format
- 461. Show Narration Also
- 462. Show bill Wise Detail Also
- 463. Show Cost center Detail Also
- 464. Show Inventory Detail Also
- 465. Select Voucher to Show
- 466. Appearance of Names
- 467. Sorting Method

CASH BANK BOOK CONFIGURATION

- 468. Show Opening Balance
- 469. Show Transition
- 470. Show Closing Balance
- 471. Show Percentage
- 472. Appearance of Names
- 473. Sorting Method
- 474. Scale Factor for value

STATISTICS CONFIGURATION

- 475. Show Vertical Statistics
- 476. Sort by parent voucher typ

PAYSLIP CONFIGURATION

- 477. Show Vertical Payslip
- 478. Show Employee Details
- 479. Show Joining Details
- 480. Show Attendance/Production Details
- 481. Display Production type in Tail unit
- 482. Show year to date value
- 483. Show Gross Salary
- 484. Remove 0 Entries

VAT COMPUTATION CONFIGURATION

- 485. Show All Vat Classification
- 486. Show CST Details

FORMS ISSUABLE CONFIGURATION

- 487. Show All Voucher
- 488. Show Voucher of
- 489. Short By party Name

PAYSHEET CONFIGURATION

- 490. Appearance of Payhead type
- 491. Show net Amount Column
- 492. Show Column Subtotal
- 493. Show Payslip name for Ledger
- 494. Include employee group and Name Categories
- 495. Show Grand total
- 496. Show Attendance Details
- 497. Display Production type in tail unit
- 498. Format
- 499. Show Employee number
- 500. Show Employee Designation