

Accounts payable and receivable using Tally (3days – 24 Hrs)

Module 1: Introduction to Tally

1. Say Hello to Tally
2. Download and Install Tally Prime
3. Company Creation and Alteration
4. Company Features and Configuration

Module 2: Company Info and Accounts Info

1. Chart of Accounts
2. Creations of Groups and Subgroup
3. Creations, Alteration and Deletion of Ledgers
4. Trial Balance
5. Balance Sheet

Module 3: Accounting Entries & Bill Allocations

1. Opening Bill Allocation
2. Enable Bill wise Entry
3. Accounting Entries
4. Party Payments/Receipt
5. Advance Payment/Receipt
6. Reporting: Day Book, Cash/Bank Book

Module 4: Creation of Inventory Masters and Goods Transfer

1. Stock Group Creation
2. Stock Category Creation
3. Unit of Measurement (UOM)
4. Multiple Godown
5. Stock Item
6. Stock Transfer

Module 5: Purchase Order Processing

1. Purchase Order
2. Receipt Note
3. Rejection Out
4. Purchase Bill
5. Purchase Return/ Debit Note

Module 6: Sales Order Processing

1. Sales Order
2. Delivery Note
3. Rejection In
4. Sale Invoice
5. Sales Return/Credit Note
6. Some Important Reports Related to Inventory

7. Stock Query
8. Movement Analysis
9. Periodic Sales and Purchase Summary (Party wise)

Module 7: Batch and Use of Multiple Currency

1. Batch Number
2. Purchase entry with Batch Number
3. Sales Voucher with Batch Details
4. Batch Report
5. Use of Multiple currency

Module 8: Advance Inventory Entries

1. Zero Value Entries
2. Actual & Bill Quantity
3. Separate Discount Column on Invoice
4. Standard Rate
5. Credit Limits
6. Additional Cost of Purchase
7. Price List
8. Price List Linking at Customer Ledger Account

Module 9 Interest calculation

1. Interest calculation against party ledger
2. Charge Interest

Module 10: Introduction to Accounts Receivable and Payable Process

1. Meaning Accounts Receivable
2. Meaning Accounts Payable
3. Difference between Accounts Receivables and Accounts Payables
4. Accounts Receivable Payment Processing
5. Advantage of Receivable Management
6. Process of Better Management of Accounts Receivables
7. Tips for efficient Accounts Receivable Management
8. Accounts Payable Payment processing
9. Process of Accounts Payable Payment
10. Advantage of Trade Payable Management

Module 11: Accounts Receivable and Payable Management in Tally

1. Describe the usage of bill-wise entry in purchase, sales, payment and receipt vouchers.
2. Manage outstanding by keeping track of receivables and payables
3. Aging wise Report of Party
4. Checking due dates of receivable and payable accounts

Module12: Non-Accounting Vouchers, Budgets and Scenarios

1. Different types of Non-Accounting Vouchers
2. Scenario Management
3. Budgeting & Control
4. Post Dated Cheque Management

Module13: Generating & Printing Reports

1. Analyze and generate the reports like Stock Query, Godown wise Stock Availability, Stock Summary Analysis and Movement Analysis report
2. Compare the reports quarterly
3. Generate Financial Statements
4. Generate Books and Registers
5. Take Print of invoice and Reports