ISDM (INDEPENDENT SKILL DEVELOPMENT MISSION)

Course Syllabus: Tally Prime for Beginners (1-Month Duration)
Course Duration: 1 Month (4 Weeks)
Mode: Online/Offline
Total Sessions: 20 Sessions (5 per week)
Assessment: Weekly Assignments & Final Project

Week 1: Introduction to Tally Prime & Basic Accounting Concepts
Session 1: Introduction to Tally Prime
- Overview of Accounting & ERP
- Features and Benefits of Tally Prime
- Installation and Setup of Tally Prime
- Navigating the Tally Prime Interface

Session 2: Basic Accounting Principles
- Types of Accounts (Personal, Real, Nominal)
- Golden Rules of Accounting
- Accounting Terms & Concepts
- Double Entry System

Session 3: Creating and Managing Company in Tally Prime
- Company Creation
- Altering & Deleting a Company
- Company Features and Configuration

Session 4: Ledger & Group Management
- Creating, Altering, and Deleting Ledgers
- Group Creation & Modification
- Ledger Configuration

Session 5: Voucher Entry Basics
- Introduction to Vouchers
- Types of Vouchers (Payment, Receipt, Journal, Purchase, Sales)
- Practical Voucher Entry

◆ **Assignment 1:** Create a company in Tally Prime and enter 5 basic transactions using different vouchers.