TallyPrime

Tally Prime
Full Detailed Syllabus

SEEREE
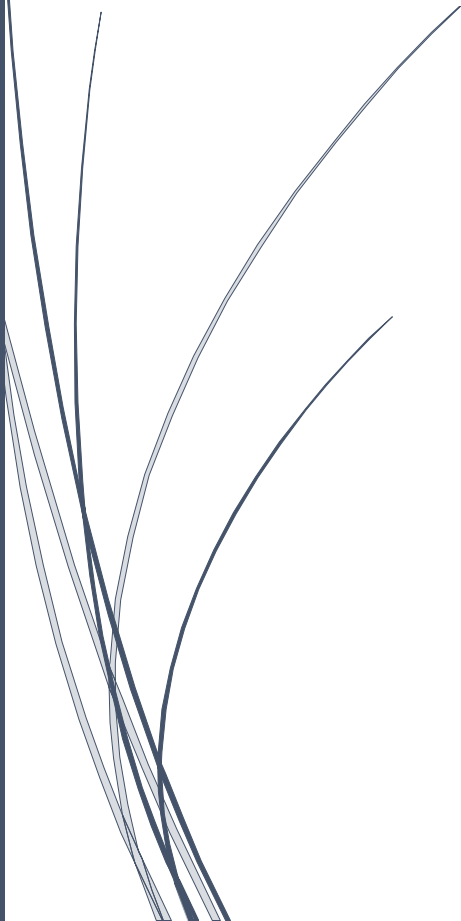
Basic Accounting Concept

- Introduction to Tally Prime
- What is accounts
- What is accounting
- Golden Rules of Accounting
- Exercise 1
- Types of Business Organization
- Create Master
- What is Ledger
- Pre Define Tally Group
- Types of Voucher
- Exercise 2
- Terminology of Accounting

Overview of Tally Prime

- Download and Install
- Create Company
- Configuration
- Introduction of Features
- Voucher Transaction of Entry
- View Reports

Accounting (Case Study-1)

- Service organization
- Financial year from 1-Apr-2023 to 31-Mar-2024
- Debit, Credit – By, To

- ➤ Voucher
- ➤ Create Ledger
- ➤ Create Group
- ➤ Cost Center
- ➤ Cost Categories
- ➤ Transaction Entry 12 Months
- ➤ Provision Entries
- ➤ Adjustment Entries
- ➤ Closing Entries
- ➤ Day Book, Trial Balance
- ➤ Profit & Loss accounting
- ➤ Balance Sheet
- ➤ Export Closing Balance
- ➤ Create New Company
- ➤ Import Opening Balance

Inventory Management with GST (Case Study-2)

- ➤ Trading organization with GST
- ➤ Financial year from 1-Oct-2020 to 31-Mar-2021
- ➤ Taxation System CGST, SGST, IGST
- ➤ Stock Item, Unit of measure
- ➤ Stock Group, Stock Category
- ➤ Create Godown / Locations
- ➤ Transaction Entry 12 Months
- ➤ Purchase, Sales, Invoice
- ➤ Purchase returns, Sales returns

- ➢ Tax on reverse charge entry
- ➢ Credit Note, Debit Note - Voucher
- ➢ Inventory Reports, Tax Reports
- ➢ Stock Summary
- ➢ Export & Printing
- ➢ Closing & Opening Balance

Service Organization with GST (Case Study-3)

- ➢ Interest calculation
- ➢ GST Report
- ➢ GSTR-1
- ➢ GSTR-2
- ➢ GSTR-3B
- ➢ Pay GST

Manufacturing Organization with GST (Case Study-4)

Payroll Management (Case Study-5)

TDS

Tally Features

- ➢ Purchase order
- ➢ Sales Order
- ➢ Display All Report Configuration
- ➢ Accounting Feature
- ➢ Inventory Feature
- ➢ Configuration

- ➢ Security
- ➢ Tally Vault
- ➢ Backup company Data
- ➢ Restore company Data
- ➢ Split Company
- ➢ Import and Export Configuration
- ➢ Printing Configuration
- ➢ Short-cut of Tally Prime
- ➢ Etc...

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