## **BASIC TALLY PRIME GST**

| An I     | SO 9001:2008 C | ertified   | Name :      |                  | Course : |                  | Mob No.: |            |              |
|----------|----------------|--|-------------|------------------|----------|------------------|----------|------------|--------------|
| CC       | MPUTER INS     | TITUTE   | IMS NO. :   | Admission Date : |          | Start Date :     |          | End Date : |              |
| SR<br>NO | DATE           |  | TOPICS NAME |                  |          | DAYS<br>REQUIRED | STUD     | ENT SIGN   | FACULTY SIGN |
| 1        |                | Introduction Of Accounting, Types Of Account, Golden Rules Of Accounting,      |             |                  |          | 3                |          |            |              |
|          |                | Journal Entries Problems   |             |                  |          | 5                |          |            |              |
| 2        |                | Ledger Posting,Trial Balance,Balance Sheet ,Profit & Loss                      |             |                  |          | 4                |          |            |              |
| 3        |                | Discount Entries Problems  |             |                  |          | 3                |          |            |              |
|          |                | Introduction Of Tally Prime,Installation Tally Prime                           |             |                  |          | 1                |          |            |              |
| 4        |                | Company Creation, Security Control   |             |                  |          | 2                |          |            |              |
| 5        |                | Definition of Groups, Under Groups, Ledger creation                            |             |                  |          | 1                |          |            |              |
| 6        |                | Accounting Vouchers  |             |                  |          | 1                |          |            |              |
| 7        |                | Group Introduction, Trial Balance- Trading A/c, P&L A/c, Balance<br>Sheet      |             |                  |          | 1                |          |            |              |
| 8        |                | Inventory / Stock  |             |                  |          | 3                |          |            |              |
| 9        |                | Godowns  |             |                  |          | 1                |          |            |              |
| 10       |                | Cost Center And Cost Category  |             |                  |          | 2                |          |            |              |
| 11       |                | Payroll  |             |                  |          | 3                |          |            |              |
| 12       |                | Import And Export, Convert Data To Excel, PDF, JPEG, XML                       |             |                  |          | 2                |          |            |              |
| 13       |                | TDS (Tax Deducted At Source)   |             |                  | rce)     | 2                |          |            |              |
| 14       |                | BRS (Bank Reconciliation Statement)  |             |                  |          | 2                |          |            |              |
| 15       |                | GST (Goods And Service Tax), GST Introduction, GST Registrat<br>HSN, GST Rates |             |                  |          | 1                |          |            |              |
| 16       |                |  | Intra       |                  | 1        |                  |          |            |              |
| 17       |                | Intra Service(Sgst,Cgst)   |             |                  |          | 1                |          |            |              |
| 18       |                | Inter Goods(Igst)  |             |                  |          | 1                |          |            |              |
| 19       |                | Inter Service(Igst)  |             |                  |          | 1                |          |            |              |
|          |                | FINAL EXAM   |             |                  |          |                  |          |            |              |