

BASIC TO ADVANCE TALLY PRIME - 3 MONTHS

OVERVIEW & FOUNDATIONS

INTRODUCTION TO TALLYPRIME

- ✓ Installing and activating Tally
- ✓ Creating, altering, deleting companies
- ✓ Gateway of Tally and features
- ✓ Basic accounting terms: Assets, Liabilities, Expenses, Income
- ✓ Creating ledgers and groups
- ✓ Voucher entry basics: Payment, Receipt, Journal, Contra
- ✓ Accounting Vouchers & Reports
- ✓ Sales & Purchase Vouchers
- ✓ Debit Note and Credit Note
- ✓ Ledger creation with GST settings
- ✓ Voucher Class concept
- ✓ Bill-wise details
- ✓ Printing vouchers and invoices
- ✓ Day Book and Trial Balance

INVENTORY MANAGEMENT

- ✓ Inventory Masters: Stock Group, Stock Item, Units
- ✓ Godowns/Location Management
- ✓ Inventory vouchers: Delivery Note, Receipt Note, Rejection In/Out
- ✓ Stock Journal entries
- ✓ Inventory reports: Stock Summary, Movement Analysis

GST (GOODS AND SERVICES TAX)

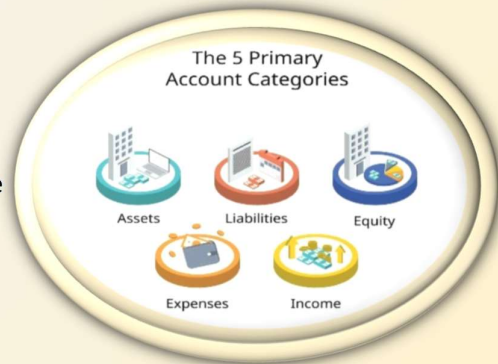
- ✓ Enabling GST in Tally
- ✓ Creating GST ledgers and configuring tax rates
- ✓ GST on Sales and Purchase vouchers
- ✓ GST Returns (GSTR-1, GSTR-3B)
- ✓ HSN/SAC Code setup
- ✓ GST reports

BANKING & RECONCILIATION

- ✓ Cheque Book Management
- ✓ Bank Reconciliation Statement (BRS)
- ✓ Cheque Printing Configuration
- ✓ Deposit Slip and Payment Advice
- ✓ Auto Reconciliation using bank statements

ADVANCED ACCOUNTING & INVENTORY

- ✓ Cost Centers and Cost Categories
- ✓ Budgets and Controls
- ✓ Credit Limits
- ✓ Price Levels and Price Lists
- ✓ Batch-wise and Expiry-based Inventory
- ✓ Multiple Stock Valuation Methods



Tax Invoice					
KR Enterprises User Name : Datta, Code : 07 E-Mail : dattaj@gmail.com			Invoice No. : 10801 Date : 1-Apr-22 Invoice Date : 1-Apr-22 Invoice Time : 10:00:00 AM		
Supplier's Name : KR Enterprises Supplier's Code : 07 Supplier's Address : Datta, Code : 07			Supplier's Contact No. : 9876543210 Supplier's Email : dattaj@gmail.com Supplier's Website : www.kr.com		
AB Designers C/S : 07XXXXXXX State Name : Datta, Code : 07			Delivery Note No. : 10801 Delivery Note Date : 1-Apr-22 Delivery Note Time : 10:00:00 AM Delivery Note Address : Datta, Code : 07		
AB Designers C/S : 07XXXXXXX State Name : Datta, Code : 07			Delivery Note No. : 10801 Delivery Note Date : 1-Apr-22 Delivery Note Time : 10:00:00 AM Delivery Note Address : Datta, Code : 07		
Description of Goods 1. Linsen Fabric GST @ 12% SGT @ 12%			Quantity 2,000 mtr Rate 500.00 Amount 10,00,000.00		
Total 2,000 mtr ₹ 11,20,000.00			Tax Amount (in words) INR Eleven Lakh Twenty Thousand Only		
Tax Amount (in words) INR One Lakh Twenty Thousand Only			Tax Amount (in words) INR One Lakh Twenty Thousand Only		
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PAYROLL, TDS & MIS REPORTS

- ✓ Payroll configuration
- ✓ Creating employee records
- ✓ Defining salary structures
- ✓ Payslip generation and reports
- ✓ TDS configuration and deduction
- ✓ TDS reports and returns
- ✓ MIS Reports: Cash Flow, Fund Flow, Ratio Analysis

SECURITY, DATA MANAGEMENT & FINAL REVIEW

- ✓ User Roles and Security Levels
- ✓ Tally Vault and Audit Trail
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Exporting, Emailing, and Printing Reports
- ✓ Remote Access and Tally.
- ✓ Final Assessment & Practice Exercises



FEATURES OF AUDIT TRAIL IN TALLY



Accurately tracks
changes in data



Maintains transparent
financial transactions



Prevent fraudulent
practices



Ensures proper verification
of all kinds of data



**JOB OREIENED
COURSES**

**100% JOB
GUARNTTEE**

**EXPERIENCED
FACULTY**

WEEKLY TEST

**PROJECT &
ASSIGNMENT
WORK**