# TALLY Course Content

Our TALLY Course content is structured to cover all the modules within TALLY. From basic to advance, we give TALLY training online in a manner that is easy to understand.

Below is the detailed course content for TALLY Training

## Contents

### Module 1: Fundamentals of Tally Prime
- ☐ Introduction of Tally Prime
- ☐ Creating and formation of Company
- ☐ Altering and Shutting of Company

### Module 2: Ledger and Vouchers
- ☐ Ledger and their creation
- ☐ Voucher and their types
- ☐ Bank and cash entries in tally
- ☐ Changing of Period and dates

### Module 3: Entries and Book Maintenance
D Contra entries
- ☐ Journal entries
- ☐ Day Book, Cash Book and Ledger Maintenance

### Module 4: Reconciliation
- ☐ Bank reconciliation
- ☐ Ledger reconciliation

### Module 5: Maintaining of Bills and orders
- ☐ Bill of Allocations
- ☐ Purchase Bills
- ☐ Sale Bills
- ☐ Debit Note and credit Note
- ☐ Purchase order and sale order

### Module 6: Stock Maintenance
D Accounts with Inventory
- ☐ Creation of Stock and unit of measure
- ☐ Inventory Management

### Module 7: Costing and Budgeting
- ☐ Cost Centre and Analysis
- ☐ Budget Controls
- ☐ Interest Calculations and their parameters
- ☐ Generation of Various Reports

### Module 8: Tally Configuration and Features
D Advance Accounting Features
- ☐ Advance Inventory Features

### Module 9: Other Features
- ☐ Back and restore
- ☐ Split of company
- ☐ Online help and support
- ☐ Multilingual capabilities
- ☐ Export of Data

### Module 10: Adjustment Entries
- ☐ Provisional and yearly end adjustment entries

### Module 12: TDS
- ☐ Concept of TDS
- ☐ TDS entries in Tally
- ☐ Adjustments, payment and Challan

### Module 13: GST
- ☐ Basic Concept of GST and their Benefits
- ☐ Master Creation of Local sale and purchase in GST

### Module 14: Interstate and ITC Adjustment Entries
- ☐ Interstate sale and purchase in GST
- ☐ Adjustment of Taxes CGST, SGST and IGST

### Module 15: Reverse Charge mechanism and Returns ☐ Reverse Charge and supply of goods and services
- ☐ Generation of Reports, Challans and returns in GST

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| Fees Details: Tally Prime | (Module 1 to 10) | Duration: 1 Month |
| Tally Prime with GST and TDS | (Module 1 to 15) | Duration: 1.5 Month |