

Tally Prime

Course Duration: 4 months

Qualification: open to all individuals interested in learning Tally Prime.

Eligibility:

No prior programming experience required; open to all individuals interested in learning Tally.

Medium of Instruction:

English

Duration:

Minimum 4 months and Maximum 5 months

Program Details:

The program has been divided into 7 modules. Consequently, there will be examinations at every end of module. For beginners it is first important to build command over programming concepts. In this course our goal is to help you to be confident with the coding fundamentals.

Curriculum: View Specialization:

Module 1: Introduction to Tally Prime

1. What is Tally Prime
2. Tally Prime Interface Overview
3. Tally Installation
4. Company Creation
5. Company Configuration Settings

Module 2: Basics of Accounting in Tally Prime

1. Accounting Principles Basics
2. Ledger Creation
3. Group Creation
4. Receipts & Payments Vouchers

5. Journal Voucher Basics
6. Contra / Payment / Receipt Voucher

Module 3: Inventory Management

1. Stock Groups Creation
2. Stock Categories
3. Stock Items Creation
4. Units of Measurement
5. Godown (Warehouse) Management
6. Delivery Note
7. Receipt Note
8. Stock Journal
9. Stock Transfer Voucher

Module 4: GST Implementation

1. GST Basics in India
2. GST Setup in Tally
3. Recording GST Sales
4. Recording GST Purchases
5. Return Outward / Return Inward (GST Returns)
6. GST Report Generation
7. TDS / TCS Management



Module 5: Payroll & Employee Management

1. Payroll Basics
2. Employee Master Creation
3. Salary Structure Creation
4. Payroll Vouchers
5. Payslip Generation

6. Payroll Reports
7. PF & ESI Compliance

Module 6: Advanced Features

1. Budget Creation
2. Budget Control
3. Cost Centers
4. Cost Categories
5. Multi-Currency Setup
6. Data Backup
7. Data Restore
8. Import / Export Data

Module 7: Final Project

1. Real Business Case Simulation
2. Full Company Accounting
3. Financial Reports Preparation
4. GST Entries (Sales/Purchase>Returns)
5. Final Project Submission

