



TALLY PRIME

Duration: 3 Months

Course Fee: ₹8,999

Module 1: Accounting

Fundamentals

Topics Covered

- Introduction to Accounting
- Accounting Concepts & Principles
- Types of Accounts
- Golden Rules of Accounting
- Accounting Cycle
- Journal & Ledger
- Trial Balance
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Capital & Revenue Expenditure
- Depreciation
- Cash & Bank Transactions

Practical

- Manual Accounting Entries
- Financial Statement Preparation

Module 2: Introduction to Tally Prime

Topics Covered

- Features of Tally Prime
- Company Creation
- Company Alteration & Deletion
- Company Configuration
- Security Control

- User Management
- Backup & Restore
- Split Company Data
- Company Features

Practical

- Create Multiple Companies
- Configure Company Settings

Module 3: Masters Creation

Topics Covered

- Groups
- Ledgers
- Stock Groups
- Stock Categories
- Stock Items
- Units of Measurement
- Godowns (Warehouses)
- Cost Centres
- Cost Categories
- Price Levels & Price Lists
- Voucher Classes

Practical

- Business Master Setup
- Inventory Configuration

Module 4: Voucher Entry Accounting Vouchers

- Contra Voucher
- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Sales Voucher
- Purchase Voucher
- Debit Note Voucher
- Credit Note Voucher
- Memorandum Voucher



- Reversing Journal Voucher
- Optional Voucher

Inventory Vouchers

- Receipt Note
- Delivery Note
- Rejections In
- Rejections Out
- Stock Journal
- Physical Stock
- Material In
- Material Out

Practical

- Complete Daily Accounting
- Business Transactions
- Voucher Corrections

Module 5: Inventory

Management

Topics Covered

- Inventory Masters
- Batch-wise Details
- Expiry Date Management
- Multiple Godowns
- Stock Transfers
- Manufacturing Entries
- Bill of Materials (BOM)
- Reorder Levels
- Stock Valuation
- Stock Aging Analysis
- Inventory Reports

Practical

- Trading Business Inventory
- Warehouse Management

Module 6: GST Management

GST Fundamentals

- Introduction to GST

- GST Registration
- GST Structure
- CGST
- SGST
- IGST
- UTGST
- GST Rates
- HSN & SAC Codes

GST in Tally

- GST Configuration
- GST Ledgers
- GST Stock Items
- GST Purchase & Sales
- Reverse Charge Mechanism (RCM)
- Input Tax Credit (ITC)
- GST Adjustments

GST Returns

- GSTR-1
- GSTR-2A
- GSTR-2B
- GSTR-3B
- GSTR-9 (Overview)

E-Filing

- GST Portal Overview
- GST Return Preparation
- GST Reconciliation

Practical

- GST Billing
- GST Return Preparation
- GST Reports

Module 7: Banking & Digital

Accounting

Topics Covered

- Banking Transactions
- Bank Ledger Creation



- Bank Reconciliation Statement (BRS)
- Cheque Printing
- Cheque Management
- Digital Payments
- UPI Transactions
- NEFT
- RTGS
- IMPS
- Payment Gateway Entries
- Sales Register
- Purchase Register
- Ledger Reports
- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Cash Flow Statement
- Fund Flow Statement
- Ratio Analysis
- Receivable & Payable Reports

Practical

- Bank Reconciliation
- Digital Payment Recording
- Cost Centre Reports
- Budget Reports
- MIS Reports

Module 8: Payroll Management

Topics Covered

- Employee Creation
- Employee Groups
- Attendance Management
- Salary Structure
- Payroll Processing
- Salary Slips
- Bonus
- Overtime
- Leave Management
- PF & ESI Basics
- Gratuity Basics

Practical

- Salary Processing
- Payroll Reports

Module 9: MIS & Financial

Reports

Topics Covered

- Day Book
- Cash Book
- Bank Book

Practical

- Monthly MIS Reports
- Financial Analysis

Module 10: Taxation & Compliance

Topics Covered

- TDS Basics
- TCS Basics
- TDS Configuration
- TDS Entries
- TDS Reports
- Professional Tax (PT)
- Income Tax Basics
- PAN & TAN
- Form 16 Overview
- E-Way Bill
- E-Invoice Basics

Practical

- TDS Transactions
- Tax Reports
- E-Way Bill Preparation



Module 11: Data Management & Security

Topics Covered

- Company Backup & Restore
- Data Export & Import
- XML & Excel Export
- PDF Reports
- User Roles & Permissions
- Data Security
- Password Protection

Practical

- Secure Company Data
- Report Export
- Backup Management

Module 12: Practical Training & Live Projects

Practical Assignments

- Trading Company Accounting
- Service Company Accounting
- Manufacturing Company Accounting
- GST Billing System
- Payroll Management
- Inventory Control
- Bank Reconciliation
- Monthly GST Return Preparation

Live Projects

- Complete Business Accounting
- GST Filing Project
- Inventory Management System

- Financial Reporting Project

Software Covered

- Tally Prime (Latest Version)
- Microsoft Word
- GST Portal Overview
- PDF Tools
- Google Drive (Document Sharing)

Additional Skills

- Business Documentation
- Invoice Preparation
- Quotation & Purchase Order
- Tax Invoice
- Debit/Credit Notes
- Business Communication
- AI Tools for Accounting Productivity
- Excel for Accounting & MIS