# CERTIFICATE IN TALLY PRIME

**DURATION: 150 Hours**
**TOTAL CREDITS: 5**

## COURSE SYLLABUS

# Objective

If you are new to the field of Accounting and Finance, **Tally Essential** is an ideal course to support your career development. It covers a comprehensive range of topics, from fundamental to intermediate concepts in Financial Accounting.

This course is designed to help you gain a solid understanding of core areas such as **Accounting, Inventory Management, Basic Taxation (including GST and TDS), and streamlining Company Books of Accounts**. All practical exercises and applications are carried out using the latest **TallyPrime** software, ensuring that your skills are aligned with current industry standards and software updates.

# Exit Profile

- Proficient in recording and managing essential business transactions using TallyPrime.
- Adept at handling GST-related transactions and ensuring compliance with statutory tax regulations.
- Capable of managing TDS transactions effectively while meeting all applicable regulatory requirements within TallyPrime.

# Career Path

- Accounts Executive
- Junior Accountant
- Tally Operator / Tally Accountant
- Inventory Manager
- Billing Executive
- Freelance Accountant / Consultant

# Course Outline

| Course Name: | CERTIFICATE IN TALLY PRIME | Duration: | 150 H |
|---|---|---|---|
| Module | Topic | Duration. | Total Duration. |
| **Module - I** | INTRODUCTION TO TALLY PRIME | 2 | 50 H |
| | WORKING TALLY PRIME IN EDUCATIONAL MODE | 2 | |
| | MAINTAINING CHART OF ACCOUNTS | 4 | |
| | RECORDING AND MAINTAINING ACCOUNTING TRANSACTIONS | 15 | |
| | BANKING | 10 | |
| | GENERATING FINANCIAL STATEMENTS AND MIS REPORTS | 4 | |
| | DATA SECURITY | 4 | |
| | COMPANY DATA MANAGEMENT | 9 | |
| **Module - 2** | STORAGE AND CLASSIFICATION OF INVENTORY | 10 | 50 H |
| | ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT | 5 | |
| | PURCHASE AND SALES ORDER MANAGEMENT | 15 | |
| | BUDGETS AND SCENARIOS | 10 | |
| | GENERATING & PRINTING REPORTS | 10 | |
| **Module - 3** | GOODS AND SERVICE TAX | 20 | 50 H |
| | TAX DEDUCTED AT SOURCE (TDS) | 5 | |
| | MANAGEMENT OF BUSINESS DATA | 5 | |
| | EXPORT AND IMPORT OF DATA | 5 | |
| | OPEN DATABASE CONNECTIVITY (ODBC) | 5 | |
| | PRINTING OF COMPANY LOGO ON VOUCHERS, INVOICES & REPORTS | 2 | |
| | MOVING TO THE NEXT FINANCIAL YEAR | 8 | |

# Course in Detail

## MODULE - 1

### INTRODUCTION TO TALLY PRIME

- Features of Tally Prime
- Downloading and Installation of Tally Prime
- Types of Licenses in Tally Prime
- Activate New License
- Reactivate License in Tally Prime
- Use License from Network in A Multiuser Environment

### WORKING TALLY PRIME IN EDUCATIONAL MODE

- Company Creation and Setting Up Company Features in Tally Prime
- Getting Started with Tally Prime
- Navigating from Anywhere to Anywhere in Tally Prime
- F12 Configuration in Tally Prime
- Alter Company Details
- Shut the Company

### MAINTAINING CHART OF ACCOUNTS

- Introduction to Chart of Accounts
- Creation, Alteration & Deletion of Masters in Tally Prime (Both Accounting & Inventory)
- Multi-Masters Creation and Display.

### RECORDING AND MAINTAINING ACCOUNTING TRANSACTIONS

- Recording Transactions in Tally
- Accounting Vouchers in Tally Prime.
- Recording Accounting Vouchers in Tally Prime (Receipt, Payment, Contra, Journal, Purchase, Sales, Debit Note and Credit Note).

### BANKING

- Banking Payments
- Cheque Printing (Both Single & Multiple Cheque Printing)
- Deposit Slip (Cheque/Cash)
- Payment Advice
- Bank Reconciliation (Auto/Manual)

### GENERATING FINANCIAL STATEMENTS AND MIS REPORTS

- Final Accounts Reports in TallyPrime (Introduction)
- Generating Financial Reports in TallyPrime. (Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow & Fund, Flow Analysis Report, Receipts and Payments)
- MIS Reports in Tally (Stock Summary Analysis, Daybook, Cash and Bank Book, Purchase Register, Sales Register, Journal Register)

## DATA SECURITY

- Introduction
- Security Control
- Activation of Security Control
- Creation of Security Levels (User Roles)
- Creation of Users and Passwords for Company
- Accessing the Company Using Security Levels
- Auto Login
- Tally Vault

## COMPANY DATA MANAGEMENT

- Backup & Restoring of Company Data
- Company Data Repair
- Migration of Tally.ERP 9 Company Data to TallyPrime

# MODULE - 2

## STORAGE AND CLASSIFICATION OF INVENTORY

- Introduction to Supply Chain
- Types of Suppliers
- Inventory Management
- Terms Used in Inventory Management (Theory Part)
- Inventory Masters in Tally Prime
- Creation of Inventory Masters in Tally Prime
- Tracking of Movements of Goods in Batches/Lots
- Activation of Batches/Lots for Stock Items
- Allocation of Batch/Lots Details in Purchase Invoice.
- Selling of Stock Items from Batch/Lots.
- Identifying the Expired Batch in Sales Invoice.
- Returning of Expired Batch Stock Items.
- Batch Reports
- Price Levels and Price Lists.
  - ❖ Activating Price Lists and Defining of Price Levels
  - ❖ Creation of Price List
  - ❖ Price Level &Price List Usage in Saks Voucher
  - ❖ Revise Price List.

## ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT

- Accounts Payable and Receivable
- Maintain Bill-Wise Entry
- Activation of Bill-Wise Entry
- Specifying of Credit Limit for Parties (For Individual & Multiple Ledger)
- Sales Voucher Restriction Based on Credit Limit.
- Splitting of Credit Sale into Multiple Bills
- Payment Performance of Debtors
- Bills Payable and Receivable Reports in Tally Prime
- Bills Receivable
- Ageing Analysis of Outstanding
- Generating Reminder Letter in Tally Prime
- Generating Confirmation of Accounts in Tally Prime
- Bills Settlement
- Bills Payables

**PURCHASE AND SALES ORDER MANAGEMENT**

- **Purchase Order Processing**
  - ❖ Recording Purchase Order
  - ❖ Recording Receipt Note
  - ❖ Recording Rejection Out
  - ❖ Recording Purchase
  - ❖ Recording Debit Note
  - ❖ Recording Payment
- **Sales Order Processing**
  - ❖ Recording Sales Order
  - ❖ Recording Quotation
  - ❖ Recording Delivery Note
  - ❖ Recording Rejection In
  - ❖ Recording Sales
  - ❖ Recording Receipt
- **Order Outstanding**
  - ❖ Purchase Order Outstanding
  - ❖ Sales Order Outstanding
  - ❖ Pre-Closure of Orders
- **Reorder Level**
  - ❖ Display Reorder Status
- Godown Transfer in Tally Prime
- Tracking Additional Costs of Purchase
- Configuration of Additional Cost of Purchases in Tally Prime
- Cost/Profit Centres Management
- Cost Centre and Cost Categories
- Allocation of Expenses to Multiple Cost Centres and Cost Categories.
- Cost Centre Reports

**BUDGETS AND SCENARIOS**

- Introduction
- Creation of Budget
- Recording Transactions
- Display Budget and Variance Report for Group Budget.
- Scenario Management

**GENERATING & PRINTING REPORTS**

- Introduction to Reporting Information.
- On the Fly Reporting
- Inventory Report (Stock Summary, Godown Wise Stock Availability, Moving Analysis, Stock Query)
- Financial Report (Profit/Loss Account and Balance Sheet)
- Books and Reports (Purchase & Sales Register)
- Printing of Invoice and Report.

# MODULE - 3

**GOODS AND SERVICE TAX**

**INTRODUCTION TO GST**

- GST Registration
- GST Tax Structure
- Manage HSN/SAC Code.
- Determination of Tax
- Supply of Goods and Services
- Invoicing
- Input Tax Credit

**E-WAY BILL**

- Component. Of E-Way Bill
- Who Must Generate E-Way Bill
- Validity of E-Way Bill
- E-Way Bill Process Flow

**GST E-INVOICING**

- Benefits of E-Invoicing The Business
- Date of Implementing GST E-Invoicing
- Entities Exempted for E-Invoices
- Generating E-Way Bill with E-Invoice
- Modification of E-Invoice

- Role of E-Invoice in GST Returns
- Various Mode of Generating E-Invoice
- Role of IRP in E-Invoice
- The Practice of Generating GST E-Invoice
- E-Invoice Details
- Invoice Reference Number (IRN)

**GST IN TALLY PRIME**

- Creation of Company and Activating GST
- Introducing Capital into The Business
- Creation of Masters in Tally Prime.

**HIERARCHY OF CALCULATING TAX IN TRANSACTIONS**

- Defining GST Rates at Company Level, Stock Group Level, Stock Item Level, Accounting Group Level, Ledger Level and Transaction Level.

**RECORDING GST COMPLIANT TRANSACTIONS**

- Intrastate Supply of Goods & Services
- Interstate Supply of Goods & Services
- Purchase and Sales Returns of Goods with GST
- Supplies Inclusive of Tax.

**E-WAY BILL REPORT IN TALLY**

- Export for E-Way Bill   Report
- Exporting Bulk or Consolidated C-Way Bill I N Voices
- Update E-Way Bill Information

**INPUT TAX CREDIT SET OFF AGAINST LIABILITY**

- Adjusting Input Tax Credit Against Tax Liability.

**GST TAX PAYMENT**

- Timeline for Payment T of GST Tax
- Modes of Payment
- Challan Reconciliation

**GENERATING GST RETURNS FOR REGULAR DEALER IN TALLY**

- GSTR-1
- GSTR-3B
- GSTR-9 -GST Annual Computation.

**FILING GST RETURNS IN TALLY**

- Filing GSTR-1 Returns
- Filing GSTR-3B RETURNS
- FILING GSTR-9 -GST Annual Computation Returns.

### GENERATING E-INVOICE IN TALLY PRIME

- Recording Outward Supply and Generating E-Invoice Without C-\'\Lay Bill
- Recording Outward Supply and Generating E- Invoice with E-Way Bill
- E-Invoice Report.

### QUARTERLY RETURN MONTHLY PAYMENT SCHEME

- Creation of Company and Activating GST in TallyPrime
- Accounting Intrastate Supply of Goods & Services
- Input Tax Credit Set Off Against Liability and Tax Payment
- Invoice Furnishing Facility (IFF) In QRMP Scheme.

### COMPOSITION DEALER UNDER GST REGIME

- Introduction
- Conditions to Be Satisfied Under the Scheme
- Creation of Company and Activating GST in TallyPrime
- Accounting Intrastate and Interstate Supply of Goods
- Generating GST Returns for Composition Dealer in Tally
- GST Tax Payment.

### TAX DEDUCTED AT SOURCE (TDS)

### INTRODUCTION

- Introduction to TDS
- Basic   Concepts of TDS
- TDS Process
- TDS in TallyPrime
- Activation of TDS in TallyPrime
- TDS Statutory Masters

### CONFIGURATION OF TDS AT DIFFERENT LEVELS

- Configuration of TDS at Group Level and Ledger Level.

### RECORDING TDS COMPLIANT TRANSACTIONS IN TALLYPRIME

- Expenses Partly Subject to TDS
- Booking Expenses and 'TDS Deduction on Crossing Exemption Limit
- Accounting Multiple Expenses and Deducting TDS Later
- TDS On Expenses at Lower and Zero Rate
- TDS On Expenses at Higher Rate
- Recording Transaction When TDS Exemption Limit Is Not Crossed

### TDS   EXCEPTIONS

### TDS PAYMENT TO DEPARTMENT

- Resolving Uncertain Transaction.

- TDS Outstanding
- Payment of Tax to The Income Tax Department
- Generating TDS Challan
- Interest Payment to Income Tax Department on Delayed Tax Payment

**TDS REPORT**

- Challan Reconciliation
- Form 26Q
- E-Return
- Changes in TDS Rates from 1" April 2021

**MANAGEMENT OF BUSINESS DATA**

- Exporting of Data in Available Formats
- Export and Import of Data

**EXPORT AND IMPORT OF DATA**

- Export and Import of Masters from One Company to Another in Xml Format
- Export and Import of Transactions from One Company to Another in Xml Format
- Exporting Reports to MS Excel
- Exporting Reports to Pdf

**OPEN DATABASE CONNECTIVITY (ODBC)**

**PRINTING OF COMPANY LOGO ON VOUCHERS, INVOICES & REPORTS.**

**MOVING TO THE NEXT FINANCIAL YEAR**

- Changing Current Period and Continue Voucher Entry in The Same Company Data
- Company Data Handling Through Export and Import of Data
- Split Company Data
- Create A New Company and Maintain Books of Accounts for The New Financial Year
- Creating Group Company Data
- Comparative Final Accounts Reports of Two Companies