

Tally Prime with GST Tax (Accounting Course)

1. Duration – 3 Months
2. Online Test-2
3. Final Exam – 1
4. Certificate
5. Branch – Dankaur, G.B. Nagar

Registration Document

- ✓ Mark sheet – 10th/12th/Graduation/other
- ✓ Aadhar Card Photo Copy
- ✓ 2- Photo Passport size

📖 Tally Syllabus (Basic to Advance)

✦ 1. Introduction

- Tally क्या है?
- Tally Prime और ERP9 में अंतर
- Company Creation / Alter / Delete
- Tally Gateway, Menu समझना

🏠 2. Accounting Fundamentals

- Accounting Concepts (Debit-Credit Rules)
- Voucher Types (Contra, Payment, Receipt, Journal, Sales, Purchase etc.)
- Ledger Creation (Assets, Liability, Income, Expense)
- Group Creation

📦 3. Inventory Management

- Stock Group, Stock Category
- Unit of Measure, Godown, Batch
- Stock Item Creation
- Stock Valuation Method (FIFO, LIFO, Avg. Cost)
- Reorder Level

💰 4. GST in Tally

- GST Concept
 - GST Registration Types
 - HSN / SAC Code सेट करना
 - GST Ledger Creation (CGST, SGST, IGST)
 - GST Voucher Entry (Sales/Purchase)
 - GST Return (GSTR-1, 3B)
 - GST Invoice, E-Invoice / E-Way Bill Basics
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☐ 5. Bank Features

- Bank Reconciliation
 - Cheque Printing Setup
 - Bank Import & Auto Reconcile
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☐ 6. Bills & Outstanding Management

- Bills Wise Entry
 - Credit Note / Debit Note
 - Interest Calculation
 - Bill Settlement
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7. GST Advance Features

- Reverse Charge Mechanism (RCM)
 - Composition Scheme
 - TDS/TCS Setup & Entry
 - Input Tax Credit
 - GST Return Filing Practical
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8. Payroll & Salary

- Payroll Masters
- Employee Creation

- Salary Structure
- PF / ESI Calculation
- Payslip Printing
- Attendance Sheet

☐ 9. Cost Center & Cost Category

- Project-wise accounting
- Department-wise profit analysis
- Cost report

☐ 10. MIS Reports

- Day Book, Ledger, Trial Balance
- Profit & Loss, Balance Sheet
- Ratio Analysis
- Cash Flow, Fund Flow
- Inventory Reports

11. Security & Backup

- Data Backup / Restore
- Import & Export Data
- User Security Control
- Password Protection
- Tally Audit

12. Advance Features

- Tally Prime Shortcut Keys
- Multiple Currency
- Multi Location Inventory
- Budgets & Control
- Export/Import Excel Data

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- Printing Format Setup (Invoice, Ledger, Reports)
- Email, Invoice PDF,
- Logo Setting
- Voucher Customize/ Group Customize

🏁 Course Duration

Level	Duration
Basic	30 Days
Advance	60 Days
Total	90 Days
