Accountant Course - Syllabus

1. Introduction to Tally Prime

- What is Tally Prime

- Features & uses

- Installation and Activation

- Gateway of Tally and Tally User Interface

- Company creation, selection, alteration, and deletion

- F11 (Features) & F12 (Configuration)

- Currency and Regional configurations

2. Company Creation & Basic Settings

- Creating a company

- Financial year & accounting period

- Enable GST, inventory, and taxation

- Ledger & voucher settings

3. Accounting Basics in Tally

- Golden rules of accounting

- Accounting rules and concepts

- Types of accounts

- Ledger creation

  - Capital

  - Expenses

  - Income

  - Assets

  - Liabilities

- Groups in Tally

- Accounting Vouchers in Tally

- Banking Reconciliation Statement (BRS)

4. Understanding Vouchers in Tally

- Contra Vouchers

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- Payment Vouchers

- Receipt Vouchers

- Journal Vouchers

- Purchase Vouchers

- Sales Vouchers

- Creating, Altering, Deleting Vouchers

- Posting entries in vouchers with accounting principle & Concepts

5. Cost Centers & Cost Categories

- Understanding Cost Centers and Cost Categories

- Creating cost Centers

- Creating Cost Categories

- Allocating expenses

- Simple cost analysis

- Cost Centers Reports

6. Reports in Tally

- Trial Balance

- Profit & Loss Account

- Balance Sheet

- Cash Flow Statement

- Fund Flow Statement

- Tally Report Model – Drill down reports

- Day Book and Bank book

- Purchase and Sales Register

- Outstanding Reports

- Ratio Analysis

- Dashboard

7. Backup & Restore

- Company backup

- Restore data

- Data security basics

Inventory Management

8. Inventory Master

- Understanding Inventory in Tally
- Integrating Accounts and Inventory
- Stock Groups
- Stock Categories
- Stock Items
- Units of Measure
- Price Lists
- Godowns / Locations
- Opening stock entry

9. Inventory Vouchers

- Purchase Order
- Receipt Note
- Rejection Out
- Purchase Voucher
- Sales Order
- Delivery Note
- Rejection In
- Sales Voucher
- Credit Note and Debit Note
- Stock Journal / Manufacturing Journal
- Bill of Materials
- Physical Stock

10. Inventory Reports

- Stock Summary
- Godown/Location Summary
- Stock Ageing Analysis
- Movement Analysis

- Stock Query

Goods and Services Act (GST)

11. GST Basics

- What is GST
- Types of GST
  - CGST
  - SGST
  - IGST
- GST registration types
- When GST Mandatory
- Tax Invoice / Credit Note / Debit Note
- GST rates (5%, 12%, 18%, 28%)
- HSN & SAC codes

12. GST Configuration in Tally Prime

- Enable GST in company
- GST details setup
- Tax ledgers Creation
- Setting GST rates for stock items in Company level, Group Level and Inventory Level

13. GST Transactions

- Supply under GST
- Local GST purchase & sales
- Interstate GST purchase & sales
- GST on services
- Input Tax Credit (ITC)
- ITC Reversal
- Reverse Charge Mechanism
- Printing GST Invoices

14. GST Returns

- Understanding GST Returns Filing and due dates
- GSTR-1
- GSTR-3B
- GSTR-2B
- GSTR-9
- GSTR-9C
- Invoice Management System (IMS)
- Viewing GST reports in Tally
- GST liability & ITC reports

15. E-Invoice

- Meaning of E-Invoice
- Difference between Normal Invoice and E-Invoice
- Who must generate E-Invoice
- When E-Invoice Mandatory
- Invoice Reference Number (IRN)
- Invoice Registration Portal (IRP)
- Auto population in GSTR1

16. E-Way Bill

- Meaning of E-Way Bill
- Supplier / Recipient / Transporter
- When E-Way Bill Mandatory
- E-Way Bill Structure
- Validity of E-Way Bill
- Updating and cancellation of E-way Bill