

ACCOUNTING & TALLY PRIME COURSE

COURSE DURATION : 30 Days
DURATION : 1 Hrs Monday to Friday
TIME : 08.30 TO 09.30 PM

SYLLABUS

Chapter -1

Fundamentals of Accounting

Day 1 & 2 - 21st & 22nd Dec'20

- Introduction
- Accounting Terms
- Accounting Assumptions, Concepts and Principles
 - Assumptions
 - Concepts
 - Principles
- Double Entry System of Accounting
- Types of Accounts
- Golden Rules of Accounting
- Source Documents for Accounting

Chapter -2

Introduction, Downloading and Installation of Tally Prime

Day 3 - 23rd Dec'20

- Introduction to Tally Prime
- Downloading & Installation of Tally Prime
- Company Creation
 - Getting Started with Tally Prime
 - Shut a Company
 - Select a Company
 - Alter Company Details
 - Company Features and Configurations

Chapter -3

Migration Tally. ERP 9 Data to Tally Prime

Day 4 – 24th Dec'20

Chart of Accounts

Creating Inventory Masters

- Migration Tally. ERP9 Data to Tally Prime
- Chart of Accounts
 - Ledger Creation
 - Group Creation
 - Deletion of Ledgers and Group
- Creating Inventory Masters
 - Creation of Stock Group
 - Creation of Units of Measure
 - Creation of Stock Item
 - Creation of Godown
 - Stock Category

Chapter -4

Recording Accounting Vouchers with bill-wise details in Tally Prime

Day 5 - 5th Jan'21

Chapter -5

Viewing MIS Reports in Tally Prime

Day 6 - 6th Jan'21

Chapter -6

Enabling GST and Recording GST Transaction in Tally Prime

Day 7, 8 & 9 – 7th, 8th & 11th Jan'21

- Creation of Accounting Masters
 - Creation of Inventory Masters
 - Recording GST complaint transactions
 - Generating GST Returns in Tally

Chapter -7

Enabling TDS and Recording TDS Transactions

Day 10 & 11 – 12th & 14th Jan'21

- Creation of TDS Masters and Recording /transactions

Chapter -8

Order Processing and Recording of Inventory Vouchers

Day 12 & 13 - 15th & 18th Jan'21

- Purchase Order Processing
- Sales Order Processing

Chapter -9

Activating Credit Limit and Exceeding the Credit Limit

Day 14 - 19th Jan'21

- Activating the Credit Limit
- Exceeding the Credit Limit

Chapter -10

Banking Features

Day 15 - 20th Jan'21

- Cheque Management & Printing
- Manual Bank Reconciliation

Chapter -11

Cost Centres and Cost Categories

Day 16 - 21st Jan'21

- Allocation of Expenses and Incomes Using Cost Centres

Chapter -12

Storage and Classification of Inventory

Day 17 & 18 - 22nd & 25th Jan'21

- Recording of Stock Transfers with Godown Details
- Activating Batch-wise Details
- Price Level and Price Lists

Chapter -13

Manufacturing Process Using Bill of Materials

Day 19 & 20 - 27th & 28th Jan'21

- Using Bill of Materials
- Accounting of Manufacturing Process

Chapter -14

Backup and Restore of Company Data Export and Import of Data

Day 21 & 22 - 29th Jan & 1st Feb'21

- Backup of Data
- Restoring Data From Backup File
- Export and Import of Data
- Exporting of Data in Other Available formats

Chapter -15

E-Mailing & Security control

Day 23 - 2nd Feb'21

- Emailing
- Change User
- Auto Login

Chapter -16

Enabling GST and Recording Advanced Gst Transactions

Day 24 – 30 - 3rd to 5th & 8th -11th Feb'21

- Creation of Accounting Masters
- Creation of Inventory Masters
- Hierarchy of Applying Tax Rate Details
- Recording GST compliant transactions
- Generating GST Returns