TALLY PRIME

Tally is computerized accounting software for complete Accounting, Inventory, Taxation and Payroll requirements. Tally is capable of handling any kind of business transactions and it is used by many individuals and business groups to maintain their accounts. This course covers all the details of Tally, Accounting System, Creating Accounts & Inventory Master, VAT, TDS, Service Tax and GSTIN. After completing this course one can apply for the post of accountant in office.

TALLY PRIME (Duration 3 Months Regular)
• Introduction
• Accounting System
• Creating Accounts & Inventory Masters
• VAT, TDS, TCS, SERVICE TAX
• GST (Goods & Services Tax)
Course fee: ₹ 5,500/-(Incl. Reg & Exam fees)
One time total fee with Exam fee: ₹5000/-
Two times installment fee: ₹2600X2 = ₹5200/-
Three times installment fee:₹2000X2+1500 = ₹5500/-

Documents Required for TALLY PRIME

1. 10TH MARKSHEET XEROX
2. AADHAAR CARD XEROX
3. ONE COLOUR PHOTOGRAPH (Passport Size)

GURUKUL INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

TALLY PRIME SYLLABUS

1. Basics of Accounting

Type of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping
Mode of accounting, Financial Statements, Transactions, Recording Transaction.

2. Fundamental of Tally Prime

- ✓ Getting fundamental with Tally Prime
- ✓ Creation & Setting up of Company
- ✓ Accounting Masters in Tally Prime
- ✓ F11 Features
- ✓ F12 Configurations
- ✓ Setting up Account Head

3. Inventory in Tally Prime

- ✓ Stock Group
- ✓ Stock Categories
- ✓ Godowns / Locations
- ✓ Units of Measure
- ✓ Stock Items

4. Voucher Entry in Tally Prime

- ✓ Accounting Vouchers
- ✓ Inventory Vouchers
- ✓ Invoicing

5. Advance Accounting in Tally Prime

- ✓ Bill-wise details
- ✓ Cost Centers and Cost Categories
- ✓ Multicurrency
- ✓ Bank Reconciliation
- ✓ Interest Calculations
- ✓ Budgets & Controls
- ✓ Scenario Management

6. Advanced Inventory in Tally Prime

- ✓ Order Processing
- ✓ Re-order Level
- ✓ Tracking Number
- ✓ Batch-wise details
- ✓ Additional Cost Details
- ✓ Bill of Materials (BOM)
- ✓ Price Level and Price List
- ✓ Stock Valuation
- ✓ Inventory Ageing Analysis
- ✓ Different and Billed Quantities

7. Goods and Services Tax

- ✓ Basics of GST
- ✓ Configuring GST Features
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ GST Report
- ✓ GST Filing

8. Tax Deducted at Sources (TDS)

- ✓ Basic Concepts of TDS
- ✓ Configuring TDS in Tally Prime
- ✓ Creation Masters
- ✓ Processing Transaction
- ✓ TDS Reports

9. Payroll and Compliances

- ✓ Configuration Payroll in Tally Prime
- ✓ Creating Payroll Masters
- ✓ Processing Payroll in Tally Prime
- ✓ Accounting for Employer PF Contribution
- ✓ Accounting for Employer ESI Contribution
- ✓ Payment of Professional Tax

10. Point of Sales (POS)

- ✓ Features of Point of Sales (Pos) in Tally Prime
- ✓ POS Invoice
- ✓ POS Report

11. Job Costing

- ✓ Configuration Job Costing in Tally
- ✓ Creating Master for Job Costing
- ✓ Recording Transactions
- ✓ Job Costing Report

12. Technological Advantages of Tally Prime

- ✓ Tally Vault
- ✓ Security Control
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company data
- ✓ Export & Import
- ✓ ODBC Connectivity
- ✓ Online Help
- ✓ Printing Report
- ✓ Data Synchronization

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