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Tally Prime

Full Detailed Syllabus



TallyPrime

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Mela Maidan, Lakhimpur-Kheri Uttar Pradesh, India 262701

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Basic Accounting Concept

- Introduction to Tally Prime
- What is accounts
- What is accounting
- Golden Rules of Accounting
- Exercise 1
- Types of Business Organization
- Create Master
- What is Ledger
- Pre Define Tally Group
- Types of Voucher
- Exercise 2
- Terminology of Accounting

Overview of Tally Prime

- Download and Install
- Create Company
- Configuration
- Introduction of Features
- Voucher Transaction of Entry
- View Reports

Accounting (Case Study-1)

- Service organization
- Financial year from 1-Apr-2020 to 31-Mar-2021
- Debit, Credit - By, To

- Voucher
- Create Ledger
- Create Group
- Cost Center
- Cost Categories
- Transaction Entry 12 Months
- Provision Entries
- Adjustment Entries
- Closing Entries
- Day Book, Trial Balance
- Profit & Loss accounting
- Balance Sheet
- Export Closing Balance
- Create New Company
- Import Opening Balance

Inventory Management with GST (Case Study-2)

- Trading organization with GST
- Financial year from 1-Oct-2020 to 31-Mar-2021
- Taxation System CGST, SGST, IGST
- Stock Item, Unit of measure
- Stock Group, Stock Category
- Create Godown / Locations
- Transaction Entry 12 Months
- Purchase, Sales, Invoice
- Purchase returns, Sales returns

- Tax on reverse charge entry
- Credit Note, Debit Note - Voucher
- Inventory Reports, Tax Reports
- Stock Summary
- Export & Printing
- Closing & Opening Balance

Service Organization with GST (Case Study-3)

- Interest calculation
- GST Report
- GSTR-1
- GSTR-2
- GSTR-3B
- Pay GST

Manufacturing Organization with GST (Case Study-4)

Payroll Management (Case Study-5)

TDS

Tally Features

- Purchase order
- Sales Order
- Display All Report Configuration
- Accounting Feature
- Inventory Feature
- Configuration

- Security
- Tally Vault
- Backup company Data
- Restore company Data
- Split Company
- Import and Export Configuration
- Printing Configuration
- Short-cut of Tally Prime
- Etc...

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Address

Head Office: UPCI Computer Education, Mela Maidan
Lakhimpur Kheri, Uttar Pradesh, India 202701.

Contact: Jitendraupciss@gmail.com

Website: www.upicss.com, www.upcissyoutube.com