



Tally Academy - Ayodhya

KB INSTITUTE OF TECHNOLOGY & MANAGEMENT

Certificate Course in Tally Prime Accounting & GST

Course Duration: 6 Months

Course Overview:

Tally Prime is a comprehensive business management and accounting software widely used by organizations for accounting, inventory management, taxation, payroll, and financial reporting. This course provides practical knowledge of Tally Prime with GST and other business accounting features required in industry.

Eligibility:

- 10+2 (Intermediate) or equivalent.
- Basic knowledge of computers is desirable.

Course Objectives

After completing this course, students will be able to:

- Understand the fundamentals of computerized accounting using Tally.
- Create and manage company accounts, ledgers, groups, and vouchers.
- Maintain inventory records and stock management systems.
- Generate financial statements and management reports.
- Apply budgeting, cost centre accounting, and job costing concepts.
- Perform GST, TDS, and TCS related accounting procedures.
- Implement security, backup, restoration, and audit features in Tally.
- Process payroll and statutory compliance requirements.

Mode of Training

- Theory Classes
- Practical Sessions

- Lab-Based Learning
- Project Work

Software & Infrastructure:

- Tally Prime Latest Version
- Windows Operating System
- Computer Lab with Internet Facility
- Printer for Report Generation

Assessment Scheme

- Attendance
- Assignments
- Practical Work
- Final Examination

Unit-wise Syllabus

UNIT - I

Tally configuration & INI setup, data directory & folders configuration, single & multiple user, Tally screen components, mouse / keyboard conventions & key, combinations, switching between screen areas, quitting Tally. Maintaining company data, basic company details, create/alter/select/load/close a company, chart of accounts, company features, configuration.

UNIT – II

Create, Alter & Display Groups and Ledgers, All accounting voucher types and transactions, Create and Alter new Voucher type, Item and Account Invoice transactions, Excise Invoice, Export Invoice, Transactions using Bill-wise details Create, Alter & Display Cost Centre and Cost Categories, Cost centre& Cost Category allocation in voucher entry, Creating Cost centre Class, Invoice entry in a Class situation, Create, Alter & Delete Foreign Currencies, Voucher entry using foreign currency, Bank Reconciliation, Interest calculations using simple & advance parameters, Interest calculations on outstanding balances & on

invoices, Use of voucher class, adjustment of interest, Creation of voucher class, Invoice entry in a class situation.

UNIT – III

Create, Alter & Delete Budgets for groups, ledgers & cost centres, Defining credit limit & credit period, Display Budgets & variances, Create, Alter & Delete a scenario. Enabling Job Costing in Tally, Master creation & configuration for Job costing, Creation of Voucher type & Voucher class for Stock Transactions, Creation of Transfer journal for transfer of stock between godowns, Consumption journal Transactions, payment voucher, Godown summary Report, Job Work Analysis, Material consumption summary. Reports like balance sheet, Profit & Loss account, Ratio analysis, Trial Balance. Accounts books like cash/bank book, All ledgers, Group summary & vouchers, Sales, purchase & journal registers, Cost centre & category summary, Cost centre breakup, ledger & group breakup, outstanding receivables & payables, interest receivable & payable, Statistics, Cash & Fund flow, Day book, List of Accounts, Reversing Journals, optional vouchers, post-dated vouchers.

UNIT – IV

Create, Alter & Display Stock Groups and Stock Items, Stock item behavior using costing and market valuation method, other behavior like treating all sales as new manufacture, treating all purchases as consumed, treating all rejections inward as scrap, ignoring negative balances, Treating difference due to physical counting, Create, Alter & Display Stock categories, Create, Alter, Display simple & compound units of measures, Stock items using alternate units, Defining standard cost & selling price, Defining Rate of duty, Defining MRP, Create, Alter & Display Godowns, Allocation of items to the Godowns, All inventory voucher types and transactions (Purchase Order, Sales Order, Receipt Note, Delivery Note, Rejection Out, Rejection In, Stock Journal, Physical Stock), Inventory details in accounting vouchers, Defining re-order level, Transactions using tracking numbers, Use of batch-wise details in voucher, Additional cost details in vouchers, Creating Bill of material, Cost estimation, Creating Price list & defining Price levels, invoice using Price list, Zero valued entries, Transactions in case of Different actual & billed quantities. Reports like Stock summary, Inventory books like Stock item, Group summary, Stock

transfers, Physical stock register, Movement analysis, Stock group & item analysis, stock category analysis, Ageing analysis, Sales order & Purchase order book, Statement of inventory related to Godowns, categories, stock query, Reorder status, Purchase & Sales order summary, Purchase & Sales bill pending, Exception reports like negative stock & ledger, overdue receivables & payables, memorandum vouchers, optional vouchers, post-dated vouchers, reversing journals.

UNIT – V

Cheque Printing, Common Printing Options, Different Printing Formats, Creating Group Company, Use of Tally vault, Using Security control & defining different security levels, Use of Tally Audit. Backup & Restore, Splitting company data, Export & Import of Data, Introduction to Goods and Service Tax – Concept of GST, Objectives, GST Registration, Managing HSN & SAC Code, Types of GST – CGST, SGST, IGST, UTGST, GST Reports – GSTR-1, GSTR-2, GSTR-3B, Input Tax Credit (ITC), Reverse Charge Mechanism (RCM), Introduction to Tax Deducted at Source – Basic Concept of TDS, TDS Process, Introduction to Tax Collected at Source, Payroll.

Course Outcomes

Upon successful completion of the course, students will be able to:

- Configure and manage company data in Tally Prime.
- Record accounting transactions using vouchers.
- Maintain inventory and stock records efficiently.
- Generate financial statements and management reports.
- Perform GST, TDS, TCS, payroll, and statutory compliance activities.

Career Opportunities:

After successful completion of the course, learners can work as:

- Tally Operator
- Accounts Assistant
- GST Executive
- Billing Executive

- Inventory Executive
- Payroll Assistant
- Junior Accountant
- Office Administrator
- Accounts Executive

Certification:

Students who successfully complete the course and qualify the assessment shall be awarded a Certificate in Tally Prime Accounting & GST by KB Institute of Technology & Management.

Teaching Methodology

- Lectures
- Demonstrations
- Hands-on Practice
- Case Studies
- Project-Based Learning
- Interactive Discussions

Reference Books

- **Tally Prime with GST** – BPB Publications.
- **Official Tally Prime Training Guide** – Tally Education Pvt. Ltd.
- **Computerized Accounting Using Tally ERP 9** – Kogent Learning Solutions.
- **Financial Accounting Using Tally** – Vikas Publishing House.
- **Tally ERP 9 Made Simple** – P. K. Jain.
- **Practical Guide to GST with Tally Prime** – Taxmann Publications.

Web Resources

- Tally Solutions Official Website
- Tally Education Portal
- GST Portal