

Detail Content of 20 Hours Tally Prime Course

1st Batch - Weekdays Evening

Time - 8.00 PM to 10.00 PM (Monday to Friday)

1	Monday, 3 October, 2022	Introduction to Tally	2 Hours	Introduction to Tally Prime Downloading & Installation of Tally Prime Company Creation Migration Tally. ERP9 Data to Tally Prime
2	Tuesday, 4 October, 2022	Creation of Ledgers	2 Hours	Chart of accounts Ledger Creation, Group Creation and Deletion of Ledgers and Group Creating Inventory Masters Creation of Stock Group, Stock Item, Unit of measurement Practical Problem
3	Thursday, 6 October, 2022	Type of Vouchers	2 Hours	Recording Accounting Vouchers with bill-wise details in Tally Prime. Purchase Voucher, Purchase Return Voucher And Payment to Vendor Sales Voucher, Sales Return Voucher And Payment Receipt Various MIS reports in Tally Prime Practical Problem
4	Friday, 7 October, 2022	Order Processing	2 Hours	Purchase Order Processing Sales Order Processing Cost Centres and Cost Categories Allocation of Expenses and Incomes Using Cost Centres Practical Problem
No Class on Saturday and Sunday				
1	Monday, 10 October, 2022	Enabling GST and Recording GST Transaction in Tally Prime	2 Hours	Creation of Inventory Masters Hierarchy of Applying Tax Rate Details Practical Problem
2	Tuesday, 11 October, 2022	Enabling GST and Recording GST Transaction in Tally Prime	2 Hours	Creation of Accounting Masters enabling GST Recording GST complaint transactions Generating GST Returns in Tally Practical Problem
3	Wednesday, 12 October, 2022		2 Hours	GST Practical Problems
4	Friday, 14 October, 2022	Enabling TDS	2 Hours	Enabling TDS and Recording TDS Transactions Creation of TDS Masters and Recording /transactions Practical Problems
No Class on Saturday and Sunday				
5	Monday, 17 October, 2022	Export Transactiona	2 Hours	Multicurrency Transactions Practical Example
6	Tuesday, 18 October, 2022	Misc. Topics	2 Hours	Backup and Restore of Company Data Export and Import of Data Rounding off method Company's Logo on Invoice
		Total Duration	20 Hours	