

ACCOUNTING AND TALLY PRIME – 2nd Live Batch

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 – 19th & 22nd Feb'21

• Introduction • Accounting Terms • Accounting Assumptions, Concepts and Principles o Assumptions o Concepts o 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 Feb'21

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

Chapter -3 Migration Tally. ERP 9 Data to Tally Prime : Day 4 – 24th Feb'21

Chart of Accounts Creating Inventory Masters

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

Chapter -4 Recording Accounting Vouchers with bill-wise details in Tally Prime : Day 5 - 25th Feb'21

Chapter -5 Viewing MIS Reports in Tally Prime : Day 6 - 26 Feb'21

Chapter -6 Enabling GST and Recording GST Transaction in Tally Prime : Day 7, 8 & 9 –1st, 2nd & 3rd March'21

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

Chapter -7 Enabling TDS and Recording TDS Transactions : Day 10 & 11 – 4th & 5th March'21

• Creation of TDS Masters and Recording /transactions

Chapter -8 Order Processing and Recording of Inventory Vouchers : Day 12 & 13 - 8th & 9th March'21

- Purchase Order Processing • Sales Order Processing

Chapter -9 Activating Credit Limit and Exceeding the Credit Limit : Day 14 - 10th March'21

- Activating the Credit Limit • Exceeding the Credit Limit

Chapter -10 Banking Features : Day 15 - 11th March'21

- Cheque Management & Printing • Manual Bank Reconciliation

Chapter -11 Cost Centre and Cost Categories : Day 16 - 12th March'21

- Allocation of Expenses and Incomes Using Cost Centre

Chapter -12 Storage and Classification of Inventory : Day 17 & 18 - 15th & 16th March'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 - 17th & 18th March'21

- Using Bill of Materials • Accounting of Manufacturing Process

Chapter -14 Backup and Restore of Company Data : Day 21 & 22 - 19th & 22nd March'21

Export and Import of Data • 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 - 23rd March'21

- Emailing • Change User • Auto Login

Chapter -16 Enabling GST and Recording Advanced Gst Transactions : Day 24-30 : 24th March '21 to 31st March'21 & April 1st'21

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