

# ACCOUNTING & TALLY PRIME COURSE

**COURSE DURATION : 30 Days (1 Hrs Monday to Friday)**

**Time:- 8:30 to 9:30 PM**

English Medium				
S.No	Date	Topic	Duration	Detailed Coverage
1	Friday, 19 November, 2021	Chapter -1-Fundamentals of Accounting	2 Hour	· Introduction
	Monday, 22 November , 2021			· Accounting Terms
· Accounting Assumptions, Concepts and Principles				
· Assumptions				
· Concepts				
· Principles				
· Double Entry System of Accounting				
· Types of Accounts				
· Golden Rules of Accounting				
· Source Documents for Accounting				
2	Tuesday, 23 November , 2021	Chapter -2-Introduction, Downloading and Installation of Tally Prime	1 Hours	· Introduction to Tally Prime
				· Downloading & Installation of Tally Prime
				· Company Creation
				· Getting Started with Tally Prime
				· Shut a Company
				· Select a Company
				· Alter Company Details
				· Company Features and Configurations
3	Wednesday, 24 November , 2021	Chapter -3-Migration Tally. ERP 9 Data to Tally Prime Chart of Accounts Creating Inventory Masters	1 Hours	· Migration Tally. ERP9 Data to Tally Prime
				· Chart of Accounts
				· Ledger Creation
				· Group Creation
				· Deletion of Ledgers and Group
				· Creating Inventory Masters
				· Creation of Stock Group
				· Creation of Units of Measure
				· Creation of Stock Item
· Creation of Godown				

				· Stock Category
4	Thursday, 25 November, 2021	Chapter -4-Recording Accounting Vouchers with bill-wise details in Tally Prime.	1 Hours	----- --
5	Friday, 26 November, 2021	Chapter -5-Viewing MIS Reports in Tally Prime	1 Hour	----- -
6	Friday, 26 November, 2021	Chapter -6-Enabling GST and Recording GST Transaction in Tally Prime	3 Hour	· Creation of Accounting Masters
	Monday, 29 November, 2021			· Creation of Inventory Masters
	Tuesday, 30 November, 2021			· Recording GST complaint transactions
				· Generating GST Returns in Tally
7	Wednesday, 1 December, 2021	Chapter -7-Enabling TDS and Recording TDS Transactions	2 Hour	· Creation of TDS Masters and Recording /transactions
	Thursday, 2 December, 2021			
8	Friday, 3 December, 2021	Chapter -8-Order Processing and Recording of Inventory Vouchers	2 Hour	· Purchase Order Processing
	Monday, 6 December, 2021			· Sales Order Processing
9	Tuesday, 7 December, 2021	Chapter -9-Activating Credit Limit and Exceeding the Credit Limit	1 Hour	· Activating the Credit Limit
				· Exceeding the Credit Limit
10	Wednesday, 8 December, 2021	Chapter -10-Banking Features	1 Hour	· Cheque Management & Printing
				· Manual Bank Reconciliation
11	Thursday, 9 December, 2021	Chapter -11-Cost Centres and Cost Categories	1 Hour	· Allocation of Expenses and Incomes Using Cost Centres
12	Friday, 10 December, 2021	Chapter -12-Storage and Classification of Inventory	2 Hour	· Recording of Stock Transfers with Godown Details
	Saturday, 11 December, 2021			· Activating Batch-wise Details
				· Price Level and Price Lists
13	Monday, 13 December, 2021	Chapter -13-Manufacturing Process Using Bill of Materials	2 Hour	· Using Bill of Materials
	Tuesday, 14 December, 2021			· Accounting of Manufacturing Process
14	Wednesday, 15 December, 2021	Chapter -14-Backup and Restore of Company Data Export and Import of Data	2 hour	· Backup of Data
				· Restoring Data From Backup File

	Thursday, 16 December, 2021			<ul style="list-style-type: none"> <li>· Export and Import of Data</li> <li>· Exporting of Data in Other Available formats</li> </ul>
15	Friday, 17 December, 2021	Chapter -15-E-Mailing & Security control	1 hour	<ul style="list-style-type: none"> <li>· Emailing</li> <li>· Change User</li> <li>· Auto Login</li> </ul>
16	Saturday, 18 December, 2021 to Friday, 24 December, 2021	Chapter -16-Enabling GST and Recording Advanced Gst Transactions	7 hour	<ul style="list-style-type: none"> <li>· Creation of Accounting Masters</li> <li>· Creation of Inventory Masters</li> <li>· Hierarchy of Applying Tax Rate Details</li> <li>· Recording GST compliant transactions</li> <li>· Generating GST Returns</li> </ul>