ACCOUNTING & TALLY PRIME COURSE
COURSE DURATION : 30 Days (1 Hrs Monday to Friday)
Time:- 8:30 to 9:30 PM

S.No	Date	Topic	Duration	Detailed Coverage
		English Medium		
1	Monday, 29 November, 2021 Tuesday,30 November, 2021	Chapter -1-Fundamentals of Accounting	2 Hour	· Introduction · 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	Wednesday, 1 December, 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	Thursday, 2 December, 2021	Chapter -3-Migration Tally. ERP 9 Data to Tally Prime
		Chart of Accounts
		Creating Inventory Masters
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			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	Friday, 3 December, 2021	Chapter -4-Recording Accounting Vouchers with bill-wise details in Tally Prime.	1 Hours	--------------
5	Monday, 6 December, 2021	Chapter -5-Viewing MIS Reports in Tally Prime	1 Hour	————

6	Tuesday, 7 December, 2021
	Wednesday, 8 December, 2021
	Thursday, 9 December, 2021
		Chapter -6-Enabling GST and Recording GST Transaction in Tally Prime	3 Hour	· Creation of Accounting Masters
				  · Creation of Inventory Masters
				  · Recording GST complaint transactions
				  · Generating GST Returns in Tally

7	Friday, 10 December, 2021 Monday, 13 December, 2021	Chapter -7-Enabling TDS and Recording TDS Transactions	2 Hour	· Creation of TDS Masters and Recording /transactions
8	Tuesday, 14 December, 2021 Wednesday, 15 December, 2021	Chapter -8-Order Processing and Recording of Inventory Vouchers	2 Hour	· Purchase Order Processing · Sales Order Processing
9	Thursday, 16 December, 2021	Chapter -9-Activating Credit Limit and Exceeding the Credit Limit	1 Hour	· Activating the Credit Limit · Exceeding the Credit Limit
10	Friday, 17 December, 2021	Chapter -10-Banking Features	1 Hour	· Cheque Management & Printing · Manual Bank Reconcillation
11	Monday, 20 December, 2021	Chapter -11-Cost Centres and Cost Categories	1 Hour	· Allocation of Expenses and Incomes Using Cost Centres
12	Tuesday, 21 December, 2021 Wednesday, 22 December, 2021	Chapter -12-Storage and Classification of Inventory	2 Hour	· Recording of Stock Transfers with Godown Details · Activating Batch-wise Details · Price Level and Price Lists
13	Thursday, 23 December, 2021 Friday, 24 December, 2021	Chapter -13-Manufacturing Process Using Bill of Materials	2 Hour	· Using Bill of Materials · Accounting of Manufacturing Process
14	Monday, 27 December, 2021 Tuesday, 28 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 · Export and Import of Data · Exporting of Data in Other Available formats
15	Wednesday, 29 December, 2021	Chapter -15-E-Mailing & Security control	1 hour	· Emailing · Change User · Auto Login
	Thursday, 30 December, 2021			· Creation of Accounting Masters

16	to Wednesday, 5 January, 2022	Chapter -16-Enabling GST and Recording Advanced Gst Transactions	7 hour	· Creation of Inventory Masters
				· Hierarchy of Applying Tax Rate Details
				· Recording GST compliant transactions
				· Generating GST Returns