PROYAS ACADEMY

www.csctally.in

KEY FEATURES OF TALLY PRIME
• GST • TDS • TCS • BOM • POS • JOB COSTING • REMOTE ACCESS

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LEARNING TALLY PRIME

SEMISTER-I

LESSON 1 : BASIS OF ACCOUNTING
- Types of Accounts
- Golden Rules of Accounting
- Accounting Principles, concepts and Conversations
- Double Entry System of Book Keeping
- Mode of Accounting
- Financial Statements
- Recording of Transactions

LESSON 2: FUNDAMENTALS OF TALLY PRIME
- Functional Features of Tally
- Technology Advantages
- Data Migration Capability
- Features Pertaining To Duties and Taxes
- Functional With Tally Startup
- Creation/setting Up of a Company In Tally
- Working With Multiple Companies

LESSON 3 : CREATING ACCOUNTING MASTERS IN TALLY PRIME
- F11 : Company Features
- F12: Configurations
- Accts / Inventory
- Voucher Entry
- Printing
- Data Configuration
- TDL Configuration
- Advance Configuration
- Setting Up Accounts Heads
- Accounts Group and Ledger Creation

LESSON 4 : CREATING INVENTORY MASTERS IN TALLY PRIME
- Creating Stock Group
- Creating Stock Category
- Creating Godown/location
- Creating Units Of Measures
- Creating Compound Units Of Measures
- Creating Stock Item

LESSON 5 : TALLY.NET AND REMOTE CAPABILITIES
- Overview Of Tally.net
- Remote Access

LESSON 6 : VOUCHER ENTRY IN TALLY PRIME
- Accounting Vouchers
- Inventory Vouchers
- Creating An Alternative Vouchers Type
- Recording Accounting Transactions
- Recording Inventory Transactions
- Displaying Trial Balance
- Displaying Stock Summary
- Item Invoicing and Accounting Invoicing

SEMISTER-II

LESSON 7 : ADVANCE ACCOUNTING TALLY PRIME
- Bill-wise Details
- Bill-wise Out Standing Report
- Cost Center And Catagories
- Displaying Cost Centers Reports
- Voucher Class And Cost Center Class
- Creating Multiple Foreign Curriences
- Voucher Entry Using Foreign Curriences
- Displaying And Adjusting Forex Gain/loss
- Bank Reconciliation
- Interest Calculations
- Budgets & Controls
- Displaying Budgets And Varience
- Scenario Management

LESSON 8 : ADVANCE INVENTORY IN TALLY PRIME
- Order Proccessing
- Reorder Levels
- Using Tracking Numbers
- Using Batch-wise Details
- Additional Cost Details
- Bills of Materials(BOM)
- Price Levels And Price Lists
- Stock Valuations
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Billed Quantities

LESSON 9 : POINTS OF SALE
- Features of Point of Sale(POS)in Tally Prime
- Creating POS Vouchers Type
- Entering POS Voucher Type
- Entering POS Transactions
- POS Reports

LESSON 10 : TECHNOLOGICAL ADVANTAGES OF TALLY PRIME
- Using Tally Vault Features
- Activate Security Control
- Using Tally Audit Features
- Backup And Restore
- Split Company Data
- Export And Import Of Data
- ODBC Connectivity
- Web Enabled , Print Preview
- Printing of Reports And Cheques

LESSON 11 : GOODS AND SERVICE TAX (GST)
- Introduction To GST
- Indirect Taxation Prior GST
- GST Implementation in India
- Process of Registration Under GST
- Mixed Supply And Composition Supply
- Transition To GST
- Invoicing
- Input Credit Mechanism
- GST Returns
- Getting Started With GST in Tally
- Interstate Supply Of Goods
- Return Of Goods
- Defining Tax Rates At Masters And Transaction Levels
- Hierarchy Of Applying Tax Rates Details
- GST Reports
- Input Tax Credit Set Off
- Challan Reconciliation, GST Tax Payment
- Exporting Returns And Uploading To GSTIN
- Migrating To Tally .ERP9
- UQC For GST
- Composite Scheme
- Transaction & GST Computation
- GSTR-4 Report
- Json File Generation Directly From Tally
- E-way Bill Generation
- E-way Bill Export For Return
- Generating GSTR-1 ,GSTR-2, GSTR-3B
- Purchase From URD
- Reverse Charge Liability
- Exempted, Nil Rated , SEZ Purchase
- GST Adjustment & Payment
- Exclusive Economic Zone /deemed Export

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SEMISTER-III

LESSON 12 : TAX DEDUCTED AT SOURCE (TDS)

- Basis Concepts of TDS
- Configuring TDS In Tally.
- Creation Of Masters
- Processing Transactions
- TDS Reports

LESSON 13 : TAX COLLECTED AT SOURCES (TCS)

- Basic Concepts of TCS
- Configuring TallyERP.9 For TCS
- Creating Mastres
- Exporting Transactions
- TCS Reports

LESSON 14 : ADVANCE PART

- Purchase From Composition Dealer
- Purchase From Unregistered Dealer
- Exports
- Imports
- Exempted Goods
- SEZ Sales
- Advance Receipts And Payments
- Mixed Supply And Composite Supply Of Goods
- Getting Started With GSt Service

LESSON 15 : JOB COSTING

- Configuring Job Costing In Tally.
- Creating Masters For Job Costing
- Recording Transactions
- Job Costing Reports

LESSON 16 : PAY ROLL

Payroll Configuring • Employer ESI Contribution • Pay sheet • Attendance Register • Payroll Masters • Payment of Professional Tax • Payroll statement • Employee Pay Head Break up • Processing Payroll • Payroll Register • Gratuity Report • Employer PF Contributions • Pay Slip • Attendance Sheet Group Summary • **Reports**

TAXATION COURSE

Income Tax (I.T.)
- Return of ITR Form 1 to 4
- TDS & TCS
- Online Tax Payment
- Refund through online

Professional Tax
- Enrollment of Professional Tax
- Registration of Professional Tax
- Return of Professional Tax

Goods Service Tax (GST)
- E- Registration
- E- Return (GSTR-1, GSTR-2, GSTR-3B)
- E-Way Bill
- Tax Computation, Challan Gereation & Online Payment
- Composite scheme (GSTR-4)
- Input Tax credit claim (ITC)
- GST Transaction (CGST, SGST, IGST)

ADVANCE EXCEL COURSE
- Mathematical Functions
- If Formulas / More if Formulas
- Date & Time Function
- Statistical Function & Other Function
- Lookup & Reference Functions
- Array with Multiple Formulas
- Text Functions & Data Validation
- Pivot Table & Pivot Charts
- Advanced Chart Technique
- Report Development
- Live Project Session

COMPUTER BASIC COURSE

- Fundamental of Computers
- Windows
- MS Word
- MS Excel
- MS Powerpoint
- Internet & E-mail operation

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