

*Tally*

ESSENTIAL COMPREHENSIVE



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# TallyEssential



## Chapter 1: Fundamentals of Accounting

### Chapter 1: Fundamentals of Accounting

**Duration: 5 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Understanding the Concepts and Golden Rules of Accounting
- Posting of Journal Entries
- Preparing Financial Statements of Accounting
- Maintaining Subsidiary Books & Control Accounts
- Depreciation
- Computerised Accounting

## Chapter 2: Introduction to TallyPrime

### Chapter 2: Introduction to TallyPrime

**Duration: 3 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction and Features to TallyPrime
- Download and Installing TallyPrime
- Types of License in TallyPrime
- Managing License in TallyPrime
- Working TallyPrime in Educational Mode
- Getting Started with TallyPrime
- Company Creation and Setting up Company Features in TallyPrime.
- Navigating from Anywhere to Anywhere in TallyPrime – Top Menu, Right Buttons, Go To, Switch To, and Keyboard Shortcut keys.
- Alter and Shut Company

## Chapter 3: Maintaining Chart of Accounts

### Chapter 3: Maintaining Chart of Accounts

**Duration: 5 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction to the Chart of Accounts
- Creating a Company Chart of Accounts
- Creating Accounting Masters
- Creating of Inventory Masters
- Alteration of Masters
- Deletion of Masters
- Multi-Masters Creation and Display of Chart of Accounts

## Chapter 4: Recording and Maintaining Accounting Transactions

### Chapter 4: Recording and Maintaining Accounting Transactions

**Duration: 6 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction
- Recording Transaction in Tally
- Recording Accounting Vouchers

## Chapter 5: Banking

### Chapter 5: Banking

**Duration: 6 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction
- Banking Payment
- Configure and Printing Cheque in TallyPrime
- Generating and Printing Deposit Slip in TallyPrime
- Generating and Printing Payment Advice in TallyPrime
- Bank Reconciliation Statement

## Chapter 6: Generating Financial Statements and MIS reports

### Chapter 6: Generating Financial Statements and MIS reports

**Duration: 2 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction
- Generating Financial Accounts Reports in TallyPrime
  - Trial Balance
  - Profit & Loss A/c
  - Balance Sheet
  - Cash Flow and Funds Flow
  - Receipts and Payments
- Generating MIS (Management Information System) Reports
  - Stock Summary
  - Daybook
  - Cash and Bank Books
  - Purchase Register
  - Sales Register
  - Journal Register

## Chapter 7: Data Security

### Chapter: Data Security

**Duration: 2 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction to Data Security & Security Control
- Activation of Security Control in Tally
- Creating of Security levels, Creation of Users and passwords for Company
- Accessing the company with the Data Operators User Account
- Change user feature in Tally
- Activation of TallyVault
- Auto login option in Tally

## Chapter 8: Company Data Management

### Chapter 8: Company Data Management

**Duration: 2 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction to the Data Backup and Restore
- Data Backup of Company in Tally
- Restoring of Company Data from a Backup file in TallyPrime
- Company Data Repair
- Migration of Tally.ERP 9 Data to TallyPrime

## Chapter 9: Goods and Services Tax

### Chapter 9: Goods and Services Tax

**Duration: 3 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction to GST
  - o GST Tax Structure
  - o Determination of Tax
  - o GST Registration
  - o Managing HSN Code/SAC
  - o GST Rate Structure
  - o Supply of goods and services
  - o Invoicing
  - o Input Tax credit
  - o E-Way Bill
- Activate GST for a company in TallyPrime
- Record Intrastate Inward and Outward Supplies
- Record Interstate Inward and Outward Supplies
- Print GST Invoice
- Input Tax Credit set-off
- GST tax payment
- Generate GSTR-1, GSTR-3B, GSTR-9

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## Chapter 1: Storage and Classification of Inventory

### Chapter 1: Storage and Classification of Inventory

**Duration: 4 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction of Storage and Classification of Inventory
- Inventory Management
- Creation of Inventory Masters in TallyPrime
- Creation and Maintaining of Batch-Wise Details
- Selling of stock items from available Batch/Lot
- Returning of Expired Batch Stock Items
- Viewing the Batch Reports
- Creation and Maintaining Price Levels and Price Lists
- Use Price Lists while Recording the Sales Transaction
- Revision of Price List for different Price Levels

## Chapter 2: Accounts Receivable and Payable Management

### Chapter 2: Accounts Receivable and Payable Management

**Duration: 6 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Explain accounts Payable and Receivable
- Maintain and activate bill-wise entry in Tally
- Describe the usage of Bill-wise entry in the purchase, sales, payment, and receipt Voucher
- Manage outstanding by keeping track of receivable and payables
- Generate reminder letters and confirmation of accounts
- Split the single sales bill into multiple bills

## Chapter 3: Purchase and Sales Order

### Chapter 3: Purchase and Sales Order Management

**Duration: 6 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Maintaining complete purchase and sales order processing
- Viewing the order outstanding reports
- Pre-closing of order
- Reorder Levels

## Management

### Chapter 4: Tracking Additional Costs of Purchase

**Chapter 4: Tracking Additional Costs of Purchase**

**Duration: 4 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Track additional Costs of Purchase like
  - Packing Cost
  - Transportation Cost
- Purchase Transaction with Additional Cost Details in Voucher Mode
- Purchase Transaction with Additional Cost Details in Item Invoice Mode
- Recording of Debit Note Voucher with Additional Cost

### Chapter 5: Cost/Profit Centres Management

**Chapter 5: Cost/Profit Centres Management**

**Duration: 3 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Create and maintain cost centres
- Create and maintain the cost categories
- View reports relating to cost centres and cost categories
- Generate reports related to cost centre and categories

### Chapter 6: Budget and Scenarios

**Chapter 6: Budget and Scenarios**

**Duration: 3 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Understand the meaning and importance of maintaining budget in an organisation
- Create and Maintain budgets
- Generating of variance reports
- Vouchers used in scenario management
- Generating of Reports



## Chapter 7: Generating & Printing Reports

### Chapter: Generating & Printing Reports

**Duration: 4 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Understand and Generate Reports like:
  - Stock query
  - Godown wise stock availability
  - Stock summary analysis
  - Movement Analysis
- Quarterly Comparison of Reports
- Generating Financial Statements
- Generating Books and Registers
- Printing of invoice and reports

## Chapter 8: Goods and Services Tax

### Chapter: Goods and Services Tax

**Duration: 3 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

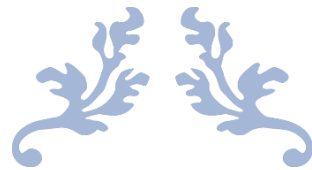
- Introduction to GST
  - Invoicing
  - Debit Note and Credit Note under GST
  - E-Way Bill
- Activate GST for a company in TallyPrime
- Defining GST Rates at Company Level, Stock Item Level and Ledger Level.
- Record Intrastate Inward and Outward Supply of Goods and Services
- Record Interstate Inward and Outward Supply of Goods
- Print GST Invoice with e-Way Bill
- Accounting Debit Note and Credit Note with GST
- Input Tax Credit set-off
- GST tax payment
- Generate and File GSTR-1, GSTR-3B, GSTR-9 using JSON file

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# TallyEssential

Level  
**3**

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1) swer all questions. Extend help whenever required.

## Chapter 1: Goods and Services Tax (GST)

### Chapter 1: Goods and Services Tax (GST)

**Duration: 14 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction to GST
- Activate GST for a company in TallyPrime
- Configuring tax rates at a different level
- Record Intrastate Inward and Outward Supplies
- Record Interstate Inward and Outward Supplies
- Print GST Invoice
- Record purchase and sales returns
- Accounting inclusive of tax
- Input Tax Credit set-off
- GST tax payment
- Generate and file GSTR-1, GSTR-3B, GSTR-9 and e-Way bill reports
- Generating e-Invoice in TallyPrime
- Introduction to composition dealer
- Conditions to be satisfied under the composition scheme
- Accounting supply of goods under composition scheme
- Generate GSTR-4 return.

## Chapter 2: Tax Deducted at Source (TDS)

### Chapter 2: Tax Deducted at Source (TDS)

**Duration: 10 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction to TDS
- Configuring Tax Deducted at Source (TDS) in Tally
- Configuration of TDS at different levels – accounting group and ledger
- Recording different types of TDS transactions like Accounting of
- Expenses partly subjected to TDS
- Multiple expenses and deducting TDS later
- TDS at Zero, Lower and Higher rates
- Payment of TDS to government
- Generating TDS reports and challans
- E-Filing TDS

## Chapter 3: Management of Business Data

### Chapter 3: Management of Business Data

**Duration: 4 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction
- Exporting of Data in available formats
- Export and Import of Data
- Export and Import of Masters from one company to another in XML format
- Export Reports in MS Excel
- Export Reports in PDF
- Open Database Connectivity (ODBC)
- Printing of Company Logo on Vouchers, Invoices and Reports.

## Chapter 4: Moving to the next financial Year

### Chapter 4: Moving to the next financial Year

**Duration: 4 Hours**

**Session Outcome:**

At the end of the session the student will be able to:

- Introduction
- Changing the current period and continue voucher entry in the same company data
- Company data handling through export and import of data
- Split company data
- Create a new company and maintain books of accounts for the new financial year.
- Creating group company data
- Comparative yearly report of two companies

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