TallyEssential

Level 1

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