



TallyEssential



Chapter 1: Storage and Classification of Inventory

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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

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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

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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

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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

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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
