

TallyPrime Course Outline

Section 1: TallyPrime Basics

- Overview on Tally - History, Advantages, Releases
- Tally License Modules and Pricing
- Download & Installation, Update TallyPrime
- Change default data saving path of Company
- Create your first company-Create, Alter, Shut, Delete, Default Loading Company
- TallyPrime - pre-defined voucher an Introduction
- Essentials for Passing Vouchers
- Traditional Recording vs Smart Recording
- Tally Primes Single Entry Mode vs Double Entry Mode
- Recording Simple Purchases and Sales
- Recording Contra, Receipt, Payment vouchers in Tally Prime
- Recording Journals in Tally Prime
- How to Update Opening balance of ledger,
- Opening Stock for Items

Section 2: Billing in TallyPrime with GST

- What is GST-a short Introduction to GST
- GST Classifications and Place of Supply
- Know Your PAN & GST Number
- Know About HSN-SAC Codes
- Know difference between Taxable, Exempted, Nil Rated
- Types of GST Registrations & Their Applicable Returns
- Recording GST Purchases & Sales Traditional Method
- Recording GST with Auto Billing
- GST Rates Configuration on different levels
- GST Rates Based on Product Price
- Recording GST Services
- Recording GST Expenses Claimable and Non-claimable
- Recording GST Assets - claimable and non-claimable
- How to View ITC at Risk Balance
- Billing Configuration - Company Logo
- Billing Configuration - Additional Description for Stock items & Ledgers
- Billing Configuration - Enable Rate Inclusive of Taxes column
- Billing Configuration - Update Sales Voucher Numbering
- Printing Preferences-Cust Seal and Signature, Jurisdiction, Bank Details,
- Optimize Printing Paper Size



Section 3: Reverse Charge Mechanism

- (RCM) Management
- RCM vs FCM
- Notified Goods and Services in RCM
- RCM on GTA Services

Section 4: Inventory Management

- Inventory Management - Introduction, Importance, Advantages
- Creation of Unit of Measurement
- Stock Group - Creation and Alteration
- Stock Category - Creation and Alteration
- Stock Items - Creation and Alteration
- Activation of Batches for Stock Item
- Allocation of batch details in purchase invoice
- selling of stock items from batch and Identifying of expired batch in sales
- selling of stock items from batch and identifying of expired batch in sales

- Returning of Expired Batch Stock Item
- Activating Price Levels
- defining price levels, creating price list, usage of price list in sale voucher
- Revise Price List
- Different Types of Inventory Valuations
- Activation of Purchase Order and Sales
- Activation of Delivery & Receipt Notes
- Activation of Debit & Credit Note
- purchases management - purchase order, receipt note, purchase, purchase register
- Sales Management - Sales Order, Delivery Note, Sales, Sales Return
- Creation of Godown
- How to Create and Manage Multiple Godowns in TallyPrime

Section 5: Bill-wise Accounts I Accounts Receivable & Payable Management

- Bill-wise Accounts - An Introduction
- Bill-wise Accounts Purchases
- Bill-wise Accounts - Sales
- Bill-wise Accounts - Tracking Overdue Supplies
- Bill-wise Accounts - Advances Management
- Ageing Analysis in Tally Prime
- GST Calculation on interest

Section 6: TallyPrime with Banking

- Cheque book configuration in TallyPrime
- Cheque Printing in TallyPrime
- Enabling All Banking Transaction Types
- An introduction to post dated cheques management
- Post dated cheques management in TallyPrime
- Introduction to Bank Reconciliation Statement
- Manual Bank Reconciliation

Section 7: TallyPrime Year End Duties

- Golden Rules of Accounts
- Capital & Drawings related adjustments
- Party settlements, Discounts, Bad debts
- Appreciation & Depreciation Adjustments
- Prepaid & Outstanding Adjustments
- Data Backups & Split Company Setups for New Financial Year

