TALLY PROFESSIONAL

The aim of this course is to present depth knowledge of TallyPrime used in any type of organization including small industry and big enterprises. The Course has been designed to provide TallyPrime skills professionally. Each Level of this course gives perfectness in each topic to the students. After completion of this course a student will be able to:

- Knowledge of Account, Finance and Inventory
- Understand the function of a originations
- Create and Manage Company in different manner
- Manage a company data with accounts and inventory in Tally
- Tax management such as GST, TDS, TCS etc.
- Manufacturing and Cost Management
- Prepare and Printing of Voucher, Invoice, Account statement, Reports etc.
- Security and data Management
- Payroll Management System
- Excise for manufacturer, Importer and Dealer.

COURSE DESCRIPTIONS	
Course Name	Tally Professional
Abbreviation	TP
Course Duration	06 Month (Three Months)
Course Medium	Hindi or English
Course Category	Accounting
Number of Exam	02
Mode of Course	Offline
Description	This Course covers the topics from basic to advanced tally concepts including Basic Accounting concepts, accounts and inventory with tally, TDS, TCS, GST and Payroll transactions in tally. This Course is managed in two Modules. The Details of each topic and modules are as follow:

1. Basic Accounting Concepts

1.1 What is an account?

1.2 What is an accounting?

    1.2.1 Attributes of Accounting

    1.2.2 Types of Accounting

    1.2.3 Methods of Accounting

1.3 Accounting Equation

1.4 Accounting Terminology

1.5 Books of Accounts

    1.5.1 Cash Book

    1.5.2 Journal Book

    1.5.3 General Ledger Book

1.6 Classification of Accounts

    1.6.1 Golden Rules of Accounting

1.7 Organization

    1.7.1 Service Organization

    1.7.2 Trading Organization

    1.7.3 Manufacturing Organization

2. TallyPrime and Licensing

2.1 Licensing in TallyPrime

    2.1.1 License Options

    2.1.2 Site Licensing

2.2 Tally Software Services (TSS)

    2.2.1 Renew TSS

2.3 Tally Virtual User

    2.3.1 Configure TallyPrime for Virtual Usage

    2.3.2 Virtual Use of TallyPrime

    2.3.3 Use TVU Packs for Free Trial

2.4 TallyPrime and Licensing

    2.4.1 Activate New License

    2.4.2 Using Educational version

    2.4.3 Tally.ERP9 Users move to TallyPrime

    2.4.4 Updating the TallyPrime

6. Voucher Types

7. Voucher Entry

18. Manufacturing

19. Job Work

20. Job Costing

21. Goods and Service Tax

21.1 Concepts of GST

21.2 New Compliances Under GST

21.3 Using Input Tax Credit

21.4 GST Registration

      21.4.1 Composition Scheme

      21.4.2 HSN Code

21.5 Enable GST in Tally

21.6 Creating GST Classification

      21.6.1 Setup GST Rate

      21.6.2 Create Unit under GST

21.7 Creating Stock Item

      21.7.1 Creating Stock Group

      21.7.2 Creating Stock Items Using GST Classification/Stock Group

      21.7.3 For Non - GST Goods

      21.7.4 Set MRP Details

      21.7.5 Set slab-wise GST details

      21.7.6 Mapping UoM to UQC

21.8 Creating Purchase & Sales Ledger

      21.8.1 Creating Sales Ledger

      21.8.2 Create Common Sale Ledger

      21.8.3 Creating Service Ledger

      21.8.4 Creating Purchase Ledger

      21.8.5 Create Common Purchase Ledger

21.9 Create Party Ledger

21.10 Creating Income & Expenses Ledger

21.11   Creating GST Ledgers

21.12 Recording Purchase for GST

      21.12.1 Record Local Purchase

      21.12.2 Record Interstate Purchase

      21.12.3 Purchase of Fixed Assets

      21.12.4 Purchases on Nil Rated

      21.12.5 Purchases on Exempt

      21.12.6 Purchases from Other Territory

      21.12.7 Deemed Exports

      21.12.8 Purchases from SEZ

      21.12.9 Purchase Return in GST

21.13 Recording Sales for GST

      21.13.1 Record Local Sales

22. Tax Deducted at Sources-TDS

23. TCS

24. Payroll Introduction

25. Payroll Masters

26. Payroll Vouchers

27. Payroll Reports