



# JEEWAN JYOTI IT & MANAGEMENT CENTER

## TALLY PRIME +GST SYLLABUS

### UNIT- I

#### FUNDAMENTALS OF ACCOUNTING

- Introduction
- Accounting Terms
- Accounting Assumptions, Concepts and Principles o Assumptions o Concepts o Principles
- Double Entry System of Accounting
- Types of Accounts
- Golden Rules of Accounting
- Source Documents for Accounting

#### INTRODUCTION, DOWNLOADING AND INSTALLATION OF TALLY PRIME

- Introduction to Tally Prime
- Downloading & Installation of Tally Prime
- Company Creation
  1. Getting Started with Tally Prime
  2. Shut a Company
  3. Select a Company
  4. Alter Company Details
  5. Company Features and Configurations

#### MIGRATION TALLY. ERP 9 DATA TO TALLY PRIME

- Chart of Accounts
- Creating Inventory Masters
- Migration Tally. ERP9 Data to Tally Prime
- Chart of Accounts
  1. Ledger Creation
  2. Group Creation
  3. Deletion of Ledgers and Group
- Creating Inventory Masters
- Creation of Stock Group
- Creation of Units of Measure
- Creation of Stock Item
- Creation of Godown
- Stock Category

#### RECORDING ACCOUNTING VOUCHERS WITH BILL-WISE DETAILS IN TALLY PRIME

#### VIEWING MIS REPORTS IN TALLY PRIME



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### UNIT- II

#### **FENABLING GST AND RECORDING GST TRANSACTION IN TALLY PRIME**

- Creation of Accounting Masters
  1. Creation of Inventory Masters
  2. Recording GST complaint transactions
  3. Generating GST Returns in Tally

#### **ENABLING TDS AND RECORDING TDS TRANSACTIONS**

- Creation of TDS Masters and Recording transactions

#### **ORDER PROCESSING AND RECORDING OF INVENTORY VOUCHERS**

- Purchase Order Processing
- Sales Order Processing

#### **ACTIVATING CREDIT LIMIT AND EXCEEDING THE CREDIT LIMIT**

- Activating the Credit Limit
- Exceeding the Credit Limit

#### **BANKING FEATURES**

- Cheque Management & Printing
- Manual Bank Reconciliation

#### **COST CENTRES AND COST CATEGORIES**

- Allocation of Expenses and Incomes Using Cost Centres



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### UNIT- III

#### STORAGE AND CLASSIFICATION OF INVENTORY

- Recording of Stock Transfers with Godown Details
- Activating Batch-wise Details
- Price Level and Price Lists

#### MANUFACTURING PROCESS USING BILL OF MATERIALS

- Using Bill of Materials
- Accounting of Manufacturing Process

#### BACKUP AND RESTORE OF COMPANY DATA EXPORT AND IMPORT OF DATA

- Backup of Data
- Restoring Data From Backup File
- Export and Import of Data
- Exporting of Data in Other Available formats

#### E-MAILING & SECURITY CONTROL

- Emailing
- Change User
- Auto Login

#### ENABLING GST AND RECORDING ADVANCED GST TRANSACTIONS

- Creation of Accounting Masters
- Creation of Inventory Masters
- Hierarchy of Applying Tax Rate Details
- Recording GST compliant transactions
- Generating GST Returns