



Adhyayan
IT COMPANY

SYLLABUS FOR
TALLY
PRIME

TALLY PRIME

Module 1: Introduction to Tally Prime

1. Overview of Tally Prime

- Introduction to Tally Prime
- Features and Benefits
- Installation and Configuration

2. Getting Started with Tally Prime

- Creating a New Company
- Altering and Deleting Company
- Gateway of Tally and User Interface

Module 2: Basic Accounting in Tally Prime

1. Basics of Accounting

- Introduction to Accounting Principles
- Types of Accounts
- Accounting Vouchers in Tally Prime

2. Creating Masters

- Creating and Managing Groups
- Creating and Managing Ledgers
- Configuring Voucher Types

3. Voucher Entry

- Sales and Purchase Vouchers
- Receipt and Payment Vouchers
- Contra and Journal Vouchers

4. Basic Inventory Management

- Creating Stock Groups, Categories, and Items
- Units of Measure and Godowns
- Inventory Vouchers

Module 3: Advanced Accounting in Tally Prime

1. Bill-wise Details

- Maintaining Bill-wise Details for Debtors and Creditors
- Adjusting Bills Against Payments and Receipts

2. Cost Centres and Cost Categories

- Creating and Allocating Cost Centres
- Cost Categories and Tracking Costs

3. Bank Reconciliation

- Bank Reconciliation Process
- Importing Bank Statements and Automatic Reconciliation

4. Budget and Control

- Creating Budgets
- Budget Variance Reports

5. Interest Calculation

- Interest Calculation for Receivables and Payables
- Configuring and Generating Interest Reports

Module 4: Advanced Inventory Management

1. Order Processing

- Sales Order and Purchase Order Processing
- Tracking Orders and Generating Order Reports

2. Multiple Godowns and Batch-wise Details

- Managing Multiple Godowns
- Batch-wise and Expiry Date Management

3. Price Levels and Price Lists

- Creating Price Levels
- Defining and Applying Price Lists

4. Inventory Aging Analysis

- Generating Inventory Aging Reports
- Managing Slow-Moving and Fast-Moving Items

Module 5: GST (Goods and Services Tax) in Tally Prime

1. Introduction to GST

- Overview of GST
- GST Rates and Structure

2. GST Configuration in Tally Prime

- Enabling GST and Setting Up Tax Details
- Creating GST Ledgers and Inventory Masters

3. GST Transactions

- Recording GST Sales and Purchase Transactions
- Recording GST Payment and Return Entries

4. GST Reports and Returns

- Generating GST Reports (GSTR-1, GSTR-2, GSTR-3B, etc.)
- Filing GST Returns from Tally Prime

Module 6: Payroll Management in Tally Prime

1. Introduction to Payroll

- Overview of Payroll in Tally Prime
- Configuring Payroll Settings

2. Employee Management

- Creating Employee Masters
- Defining Salary Structures

3. Payroll Processing

- Processing Payroll and Generating Payslips
- Provident Fund, ESI, and Gratuity Management

4. Payroll Reports

- Generating Payroll Statements and Reports
- Statutory Reports for Payroll

Module 7: Financial Reporting and Analysis

1. Financial Statements

- Generating and Analyzing Profit & Loss Account
- Balance Sheet and Cash Flow Statements

2. Ratio Analysis

- Understanding and Analyzing Key Financial Ratios

3. MIS Reports

- Management Information System (MIS) Reports
- Customizing and Generating MIS Reports

Module 8: Tally Prime Utilities and Advanced Features

1. Data Management and Security

- Data Backup and Restore
- Security Control and User Management

2. Multilingual Capabilities

- Enabling and Using Multilingual Features

3. Remote Access and Synchronization

- Configuring Remote Access
- Data Synchronization Between Locations

4. Tally Prime Customization

- Introduction to TDL (Tally Definition Language)
- Basic Customization using TDL

Assessment Methods

- Assignments and Projects
 - Regular assignments based on each module
 - Project work to apply theoretical knowledge
- Examinations
 - Mid-term and final examinations to test understanding
- Practical Tests
 - Hands-on tests to assess practical skills