

# (TALLY WITH GST) COURSE SYLLABUS

## Course Overview

Looking for a job in accounting taxation or payroll? We will suggest a course that makes your career bright in accounting. Tally is one such course in Accounting which can help you climb your career ladder at a faster pace.

A Tally course is a program where you will get to understand the software in-depth and learn concepts related to inventory management, GST and TDS calculation, modifying company details, etc.



**Duration:** 3 Months

## Job Prospects

Once you finish a professional course in software like Tally, your chances of getting hired for the job profile of an Accountant by a multinational corporation or a company of your own choice will increase exponentially. Here are the major career prospects you can explore after finishing a Tally course:

## Job Profiles

- Accounting Clerk
- Accounting Associate
- Accounts Assistant
- Accounts Executive
- Accounts Officer
- Accounts Supervisor
- Tally Operator
- Tally Accounts Manager
- Tally Accounts Executive
- Tally Junior Accountant
- Tax Accountant
- Bookkeeper
- Investment Banker
- Financial Tally Analyst

## Course Content

### Basic of Accounting

- Types of accounting
- Accounting terminologies
- Journal
- Ledgers
- Trial balance
- Financial statements

### Introduction to Tally Prime

- Creation and customization of Company, Masters and Accounting Masters
- Create
- Alter
- Backup
- Restore
- Delete

## Voucher

- Types of voucher
  - Contra
  - Payment
  - Receipt
  - Journal
  - Sale
  - Purchase
  - Debit note
  - Credit note

## Cost Category and Cost Centre

- Single cost centre
- Multiple cost centre
- Altering multiple cost centre

## Inventory Control

- Stock group
- Stock category
- Stock item
- Units
- Godown
- Multiple locations
- Stock summary

## Order Processing

- Purchase order
- Receipt note
- Rejection outwards
- Sales order
- Delivery note
- Rejection inwards

## Advanced Voucher Class, Point of Sale, Price Level, Price List.

## Bill of Material

## Budget and Export

- Multiple budget for different period
- Budget variance
- Export of various reports in different formats

## Financial Reports

- Account books
- Statements of account
- Bank reconciliation
- Cheque book maintenance

## Goods and Services Tax

- Introduction and history of GST
- Various slabs of GST
- HSN codes
- SAC codes
- Types of GST returns
  - GSTR 1
  - GSTR 2
  - GSTR 3B
- Difference between Tax invoice and Bill of Supply
- Multiple rates products in single invoice
- Multiple rates products with service in single invoice

## Implementation of GST for Goods and Services

## TDS and TCS Voucher Entries