



TallyPrime

BECOME
Tally Accountant

Learn



TallyPrime

Free update on **GST**



Team of NSDC Certified,
Accountants, CA/CS Faculty



Student toolkit



Online panel will be provided..

FREE
3 DAYS
DEMO
CLASSES



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Tally Prime (Basic Level)

Module 1: Introduction to Accounting & Tally

- Basics of Accounting (Assets, Liabilities, Income Expenses)
- Golden Rules of Accounting
- Introduction to Tally Prime Interface
- Company Creation, Opening & Closing

Module 2: Company Setup & Configuration

- Setting up Features and Configurations
- Security Control & Password Setup
- Managing Multiple Companies
- Backup & Restore Company Data

Module 3: Masters in Tally

- Creating Groups & Ledgers
- Stock Items, Units & Godowns
- Chart of Accounts

Module 4: Basic Transactions

- Recording of Accounting Vouchers:
Payment, Receipt, Contra, Journal, Purchase, Sales, Debit Note, Credit Note
- Difference between Single Entry & Double Entry

Module 5: Bank & Cash Management

- Cheque Management
- Bank Reconciliation
- Petty Cash Transactions

Tally Prime (Basic Level)

Module 6: Basic Reports

- Day Book, Trial Balance
- Profit & Loss Account
- Balance Sheet
- Stock Summary

Module 7: GST (Introduction)

- What is GST & Why It's Important
- Activating GST in Tally
- Creating GST Ledgers & Items
- Recording GST Sales & Purchase Entries
- Viewing GST Reports

Learning Outcomes:

After completing this course, students will be able to:

- Handle all day-to-day accounting tasks independently
- Understand ledger posting & report generation
- Manage small business accounts confidently in Tally Prime

Course Details:

- Duration: 1.5 – 2 Months
- Mode: Online / Offline
- Certificate: Tally Prime (Basic Level) Completion Certificate



TallyPrime

Learn

with

Goods &
Services Tax

GST



Tally Prime

CONTACT FOR FREE
Demo Classes By
By Experts



100%
JOB
ASSISTANCE
