Tally Prime with GST & Payroll

Course Overview

Tally Prime is India's most trusted accounting software used by businesses for financial management, GST compliance, and payroll. This course helps you master Tally from basic to advanced level with real-world business scenarios.

Prerequisite: Basic knowledge of accounting concepts
Ideal For: Accountants, students, business owners, finance professionals

Module 1: Introduction to Tally Prime

- Installing & Activating Tally Prime
- Company Creation & Configuration
- Tally Interface & Navigation
- Shortcut Keys & Menu Structure
- Backup & Restore Company Data

Module 2: Accounting in Tally

- Ledger & Group Creation
- Voucher Entry (Payment, Receipt, Contra, Journal)
- Debit & Credit Notes
- Opening Balances
- Trial Balance, Profit & Loss, Balance Sheet
- Day Book & Cash Book
- Bank Reconciliation Statement

Module 3: GST in Tally

- GST Configuration & Activation
- Creating GST Ledgers
- GST Sales & Purchase Entries
- CGST, SGST, IGST Handling
- GST Returns (GSTR-1, GSTR-3B)
- GST Reports & Filing Preparation
- Reverse Charge Mechanism

Module 4: Inventory Management

- Stock Groups, Categories & Items
- Units of Measurement
- Godown Creation
- Purchase & Sales with Inventory
- Stock Journal & Transfer
- Inventory Reports (Stock Summary, Movement Analysis)

Module 5: Payroll & Employee Management

- Enabling Payroll in Tally
- Employee Master Creation
- Salary Structure & Attendance
- Payroll Vouchers
- Payslip Generation
- PF, ESI & Professional Tax Setup
- Payroll Reports

Module 6: Taxation & Compliance

- TDS Configuration & Deduction
- TDS on Payments & Salaries
- TDS Returns & Reports
- Income Tax Basics
- Audit Trail & Compliance Reports
- Exporting Data for CA Review

Module 7: MIS & Business Reports

- Ratio Analysis
- Cash Flow & Fund Flow
- Budgeting & Forecasting
- Cost Centres & Cost Categories
- Multi-location Reporting
- Exporting Reports to Excel / PDF
- Emailing Reports from Tally

Final Capstone Project

Project Title: Complete Business Setup in Tally
Features:

- Company Creation with GST
- Ledger & Inventory Setup
- Sales/Purchase Entries
- Payroll Configuration
- GST & TDS Reports
- MIS Dashboard
- Backup & Export

Deliverables

- Course Notes (PDF + Word)
- Practice Company Files
- GST & Payroll Templates
- Interview Q&A (Tally + Accounting)
- Certificate of Completion