VIJAY KUMAR CHIRUTHA

Tally ERP / TallyPrime

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Tally ERP / TallyPrime Training Syllabus – Module Wise

Module 1: Introduction to Tally

- Overview of Accounting & Tally
- Versions: Tally ERP 9 & TallyPrime
- Tally installation & activation
- Tally interface & navigation
- Company creation, alteration, and selection
- Tally features & benefits

Module 2: Basic Accounting Concepts

- Accounting principles & concepts
- Types of accounts
- Debit & credit rules
- Accounting vouchers in Tally
- Types of vouchers: Payment, Receipt, Journal, Contra, Sales, Purchase

Module 3: Masters in Tally

- Chart of Accounts
- Ledger creation & modification
- Group creation & classification
- Inventory Masters
  - Stock Groups
  - Stock Categories
  - Units of Measure
  - Godown / Location management
- Cost Centres & Cost Categories

Module 4: Transactions in Tally

- Recording day-to-day transactions
- Sales & Purchase entry
- Payment & Receipt entry
- Contra entries
- Journal voucher entry
- Inventory transactions: Stock journal, Physical stock

Tally ERP / TallyPrime Training Syllabus – Module Wise

Module 5: GST in Tally

- Overview of GST
- GST configuration in Tally
- Tax ledgers & GST classifications
- Recording GST transactions
- GST reports: GSTR-1, GSTR-2, GSTR-3B
- GST return filing basics

Module 6: Advanced Accounting in Tally

- Bank reconciliation statement
- Post-dated vouchers
- TDS & TCS configuration
- Multi-currency accounting
- Budgeting & scenario management
- Interest calculation & payroll integration (basic)

Module 7: Inventory Management

- Stock management basics
- Tracking stock movements
- Batch-wise & expiry-date tracking
- Reorder levels & stock valuation
- Multiple Godowns & location tracking
- Integration with accounting

Module 8: Reporting in Tally

- Day Book & Ledger reports
- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Cash Flow & Fund Flow statements
- Stock summary & Stock audit reports
- GST and statutory reports

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Module 9: Payroll in Tally

- Payroll configuration
- Employee creation & group creation
- Salary structure & components
- Attendance & payroll vouchers
- Payroll reporting & statutory compliance (PF, ESI, TDS)

Module 10: Tally Customization & Security

- User roles & security levels
- Password management
- Tally Audit & log reports
- Data backup & restore
- Tally TDL introduction (basic)

Module 11: Real-Time Projects

- Company accounts management project
- GST billing & return preparation
- Inventory & stock management project
- Payroll management project
- End-to-end accounting & reporting project

Module 12: Interview Preparation & Certification Prep

- Common Tally interview questions
- Practical exercises & scenario-based questions
- Resume & portfolio guidance
- Preparation for Tally ERP 9 / TallyPrime certification

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- **NCERTS, IB, STATE BOARD EXAMS**
- **NATIONAL LAW COMPETITIVE EXAMS**
- **STATE POLICE DEPT EXAMS**
- **CAT/CSAT/EMCET/GATE EXAMS**
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