



The Institute of Professional Accountants (Govt. Regd.)

E-54, Main Vikas Marg, Laxmi Nagar, Delhi-110092

Tel. 011-22041221, 9213855555, Website: www.tipa.in

Tally Prime Course

Duration:- 2 Months

Topics:- (Part 1)

1) Company Info Menu

- How to Select company
- How to Shut company
- How to Create company How to Alter company
- How to apply Security control
- How to Change tally vault
- How to Split company data
- How to take Back up
- How to Restore Back up
- How to use Tally audit features

2)Country specific configuration

- How to fill up Country details
- How to change Style of dates How to Configuration of numbers
- How to use Other options
- Loading A Company
- How to Select company
- How to change Company name How to set Financial year

4) F -12 Configuration

- How to use General
- How to use Numeric symbols
- How to use Accts/inventory info.
- How to pass Voucher entry
- How to prepare Invoice / orders entry
- How to take Printing
- How to send E- mailing
- How to do Data configuration

5)F-11 Features

- How to use Accounting features
- How to use Inventory features

6)Accounts Information

- How to activate Functions in accounts info. Menu
- How to prepare Groups Tally ERP 9
- How to prepare Ledgers
- How to enter Voucher entries

7)Inventory Information

- How to set Inventory configurations & features Inventory info. Menu
- How to set up Stock groups
- How to set up Stock categories How to create Stock items
- How to create Units of measurement
- How to create Bills of materials Locations / Godown
- Inventory voucher types

8)Voucher Entry

- Payment voucher entry
- Receipt voucher entry
- Journal voucher entry
- Sales voucher entry
- Purchase voucher entry
- Debit note voucher entry
- Credit note voucher entry
- purchase order entry
- Sales order entry
- Receipt note entry
- Delivery note entry
- Rejection out entry
- Rejection in entry
- Stock journal entry
- Manufacturing journal entry
- Physical stock voucher entry



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9) Advanced Accounting

Features

- How to create cost categories & cost Centres
- How to configure Cheque printing
- How to set Credit limits
- How to do Bank Reconciliation

10) Tax Deducted at source

- What is TDS Process
- How to prepare and Issue of TDS Certificate How to do Filing of E-TDS Return
- Enabling TDS
- What is Nature of TDS related payments Deductee types
- How to Create TDS Masters (Expense ledger, Party Ledger, Tax ledger)
- How to pass TDS Voucher Entries/Transactions How do pass TDS on expenses (Journal Voucher)
- How to pass Expenses partly subject to TDS (Journal voucher)
- How to do Accounting multiple expenses and deducting TDS later
- How to record TDS on advance payments
- How to do Adjusting advances against the bill
- How to Changes in TDS Percentage Computation
- TDS Challan Reconciliation Print Form 16A
- Form 26Q Annexure to 26Q Form 27Q Annexure to 27Q
- Form 26
- Annexure to 26
- Form 27
- Annexure to
- 27 E-Return
- E-TDS, Print form 27A

11) Payroll

- How to Enabling payroll in tally
- How to generate pay slip
- How to Create Payroll Masters
- How to pass Payroll Voucher Entry
- How to view Statements of payroll
- How to view Attendance-Reports
- How to view Payroll Statutory Reports Payroll Statutory Computation Employees Provident Fund (EPF) Reports Employees State -Insurance (ESI) Reports Professional Tax Report, Gratuity Report

12) Display of Reports

- Accounting Reports ?
- Trial Balance,
- Profit & Loss,
- Balance Sheet
- Inventory Reports ?
- Stock Summary,
- Sales Register,
- Purchase Register
- Tax Reports- Challans, Registers,
- E Filing
- Payroll Reports ? Pay Slips,
- Salary Register,
- PF Challan,
- ESI Challan
- MIS Reports ?
- Receivables,
- Payables,

13) GST

- GST Account Creation
- SGST / CGST/ IGST
- Voucher entry of GST with different rates
- HSN Code classifications
- Various classification of Goods and Services
- Payment of GST
- Filing of Challan GST
- GST Returns like :-
- GSTR1, GSTR2, GSTR3, GSTR4