



TallyPrime

**Duration: 6 Months**

## TALLY ESSENTIAL LEVEL-1

Fundamentals of Accounting	Company Data Management
Introduction to Tally	Goods and services tax(GST)Introduction
Maintaining Chart of accounts	Prepare GST Purchase invoice
Recording accounting transaction	Prepare GST Sales invoice
Banking	GST Reports
Generating financial and MIS reports	Company backup & restore
Data Security	Export company data

## TALLY ESSENTIAL LEVEL-2

Storage and classification of inventory	Discount columns in invoices
Accounts receivable and payable management	Item cost tracking
Purchase and sales order management	Goods and services tax(GST)Introduction
Tracking Additional cost of purchase	GSTR1 Transactions
Cost/profit centers management	GSTR2 Transactions
Budgets and scenarios	GSTR3B report
Generating and printing reports	Annual Computation
Manufacturing process	GST Rates setup
Maintain expiry dates for stock items	Import company data
Maintain Price Levels	Email reports
Stock journal transactions	Split company data
POS (Point of sales)	Data path configuration
Actual and billed quantity columns	Tally vault password

## TALLY ESSENTIAL LEVEL-3

Using GST(Goods & Services Tax) in Tally	TDS Transactions
GSTR1,2,3B	form 26 and 27Q in TDS
Maintaining accounts as Composition dealer	TCS Transactions
Cmp-08 ,GSTR4 Reports	Form 27EQ in TCS
E-way Bill	Tax payment transactions
E-invoicing	Payroll transactions
TDS(Introduction)	Allowances,deductions,Income tax