

St Thomas College, Kozhencherry

Certificate Course in Tally Prime



Name of the Department: Department of Commerce (Aided) in association with G-Tec Computer Education, Kozhencherry

Course Coordinator: Dr. Leena K Cherian, Mr. Justin Thomas Philip

Duration of the Course: 3 months (72days / 108hrs)

Course Objectives:

If you are a beginner in the Accounting and Finance domain, then Tally Essential is the course designed for your career growth. It covers topics from basic to intermediate Financial Accounting concepts. The course will help you understand how to perform basic to intermediate Accounting, Inventory and Basic Taxation (GST, TDS), and Simplification of Company Books of Accounts to name a few. The practical applications will be done on the new Tally Prime software to keep you at par with the new releases.

Course Outcomes:

1. Become a Professional Accountant
2. IT Educator- Accounting Division
3. Accounting Executive

Course Outline

Module 1: (24 D/36H)

TALLY ESSENTIAL LEVEL 1

- INTRODUCTION TO TALLY PRIME
- WORKING TALLY PRIME IN EDUCATIONAL MODE
- MAINTAINING CHART OF ACCOUNTS
- RECORDING AND MAINTAINING ACCOUNTING TRANSACTIONS
- BANKING
- GENERATING FINANCIAL STATEMENTS AND MIS REPORTS
- DATA SECURITY
- COMPANY DATA MANAGEMENT

Module 2: (24D/36H)

TALLY ESSENTIAL LEVEL 2

- STORAGE AND CLASSIFICATION OF INVENTORY
- PURCHASE AND SALES ORDER MANAGEMENT
- SALES ORDER PROCESSING
- ORDER OUTSTANDING
- REORDER LEVEL
- BUDGETS AND SCENARIOS
- GENERATING & PRINTING REPORTS

Module 3: (24D/36H)

TALLY ESSENTIAL LEVEL 3

- GOODS AND SERVICE TAX
- E-WAY BILL
- GST IN TALLY PRIME
- HIERARCHY OF CALCULATING TAX IN TRANSACTIONS
- RECORDING GST COMPLIANT TRANSACTIONS
- E-WAY BILL REPORT IN TALLY
- INPUT TAX CREDIT SET OFF AGAINST LIABILITY
- GENERATING GST RETURNS FOR REGULAR DEALER IN TALLY

Mode of Evaluation:

ONLINE/OFFLINE

Attendance: Daily attendance

Test: Class test and Final exam

Recommended Readings:

1. TALLY PRIME TEXT BOOK

Published by: G-TEC EDUCATION



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