

Tally Prime with GST Course Syllabus

Total Duration: 90hrs

Module 1: TallyPrime Fundamentals and GST Setup

Chapter 1: Introduction to TallyPrime

- Overview of Tally software: from Tally 7.2 to Tally ERP 9 to TallyPrime
- Features of TallyPrime: Simplified UI, GoTo Search, Multi-tasking, Voucher Editing
- Installation steps and license activation
- Introduction to Gateway of Tally, Configuration menu, and the Top Menu bar
- Creating a company profile: GSTIN, fiscal year, base currency, email, password
- Security control: Admin setup, multi-user support, and TallyVault encryption
- Opening multiple companies, shutting, and company switching



Chapter 2: Basic Accounting Concepts & Interface Flow

- What is accounting? Why businesses need it
- Double-entry system: practical understanding
- Types of accounts: Real, Personal, Nominal
- Golden rules of accounting: Debit and Credit simplified
- Flow of accounting in Tally: Masters → Transactions → Reports
- Tally's real-time reporting engine and live data flow

Chapter 3: Group & Ledger Creation

- Understanding Group Hierarchy (Primary and Sub-groups)
- Predefined vs User-defined groups

- Creating ledgers with GST details, mailing info, and tax control
- Creating ledgers for sales, purchase, direct/indirect income/expenses
- Party ledgers (creditor/debtor) with registration type (Regular/Composite/Unregistered)
- GST Nature of Transactions in ledger setup
- Practical assignments: 20+ ledger creations for a sample business

Chapter 4: Voucher Entry System

- Enabling and configuring voucher types
- Recording basic vouchers:
 - Payment, Receipt, Contra, Journal
 - Sales, Purchase
 - Debit and Credit Notes
- Narration and reference entries
- Using shortcut keys (F4 to F9) for vouchers
- Creating optional and post-dated vouchers
- Practice: Record 20 real-world transactions for different voucher types

Chapter 5: Bill-Wise Details & Credit Management

- Enabling bill-wise features for party ledgers
- Tracking invoices and receipts with reference numbers
- Setting credit periods, due dates, and credit limits
- Outstanding management reports (Receivables, Payables)
- Ageing reports and payment performance analysis

- Scenario: Creating and clearing a party invoice with overdue tracking

Chapter 6: Inventory & Stock Management

- Creating stock items, stock groups, stock categories
- Units of Measurement (UOM) – simple and compound
- Batch-wise inventory, MRP, and expiry date tracking
- Multi-godown setup and transfer entries
- Reorder level and inventory valuation methods (FIFO, LIFO, Avg. Cost, etc.)
- Practical: Record stock inward/outward and perform inventory adjustments

Chapter 7: Understanding GST in India

- Basics of GST: CGST, SGST, IGST, UTGST
- GSTIN format, tax structure, and compliance
- Types of dealers: Regular vs Composition
- Overview of Input Tax Credit (ITC)
- Time of supply, Place of supply, Tax invoice vs Bill of supply
- Common business scenarios under GST

Chapter 8: GST Activation & Setup in TallyPrime

- Enabling GST in F11 → Statutory features
- Setting up:
 - GSTIN, State, Registration type
 - E-invoice enablement
 - Reverse Charge Mechanism (RCM)

- Setting HSN/SAC codes at ledger/item level
- Assigning GST rate slabs (5%, 12%, 18%, 28%)
- Tax ledgers creation: Output CGST, SGST, IGST, Cess
- Validating setup through “GST Rate Setup” dashboard

Chapter 9: GST Transactions (Sales & Purchases)

- Recording Intra-State and Inter-State sales with GST
- GST-compliant invoice printing and preview
- Recording purchase entries with ITC
- Handling unregistered suppliers and reverse charge
- GST on advance receipts and adjustment against future sales
- Mixed supply and composite supply transactions
- Assignments: Create GST invoices for a trading business

Chapter 10: E-Invoice & E-Way Bill Management

- What is e-invoice? Applicability and mandatory use
- Enabling e-invoicing in Tally
- IRN generation process and QR code printing
- Generating JSON file and uploading to the IRP portal
- Creating and validating e-way bills from sales vouchers
- Error handling and resubmission process

Module 2: GST Compliance & Utility Tools

Chapter 11: GSTR-1 Preparation & Filing

- Understanding sections of GSTR-1 (B2B, B2C, Credit/Debit Notes)
- Generating GSTR-1 summary in TallyPrime
- Viewing transaction-wise and consolidated reports
- Exporting in JSON/Excel for portal upload
- Tally GSTR-1 vs Portal Comparison

Chapter 12: GST Adjustments & Journal Entries

- Adjustment of tax liability and ITC reversals
- Entries for GST on advance payments
- GST refunds and re-credit journal entries
- Accounting for interest and late fee on returns
- Journal voucher vs Adjustment Note in Tally

Chapter 13: GST Reports & Compliance Tools

- GST computation report
- HSN Summary, B2B/B2C Summary
- Input Credit Register, Tax Ledger analysis
- Filing checklist: daily, monthly, quarterly
- Audit-ready documents for tax professionals

Chapter 14: Special GST Scenarios

- Import transactions with IGST
- Export sales with and without payment of tax
- LUT setup in Tally
- Branch transfers under GST
- E-commerce sales and TCS deductions
- GST for service-based businesses

Chapter 15: Security, Audit Trail & User Management

- Enabling audit trail (as per MCA mandate)
- User creation and permission setup
- Activity tracking, user logs
- Tally Audit features
- Protecting GST data with role-based access



Chapter 16: Final Practice Projects

- Full GST setup for a company
- Create 50+ transactions across sales, purchase, RCM
- Generate and file GSTR-1 and GSTR-3B
- Perform 2A reconciliation
- Export data and present in audit format
- Bonus: Create business reports for top management