

Tally Prime Course Syllabus

Total Duration: 60hrs

Module 1: Fundamentals of Business Accounting

Chapter 1: Introduction to TallyPrime

- What is Tally and its evolution
- Benefits and real-world applications
- Downloading, installing, and activating TallyPrime
- Navigating the interface: Gateway of Tally, GoTo Button, Help Menu
- Exploring menus, shortcut keys, and user interface elements

Chapter 2: Business Accounting Principles

- Introduction to Bookkeeping
- Types of Accounts and Transactions
- Accounting Standards and Concepts
- Golden Rules of Accounting
- Basic Financial Statements Overview
- Manual accounting vs Computerized accounting

Chapter 3: Company Creation and Setup

- Creating a company in TallyPrime
- Fiscal year and currency setup
- Setting up secure access with usernames and passwords

- Altering, deleting, or shutting a company
- TallyVault encryption and data privacy

Chapter 4: Masters – Ledgers and Groups

- Default vs Custom Accounting Groups
- Creating, Altering, and Deleting Ledgers
- Assigning opening balances
- Displaying and printing group/ledger lists
- Practical demo: Building a full chart of accounts

Chapter 5: Voucher Management

- Introduction to vouchers and types
- Recording entries:
 - Contra (cash/bank)
 - Payment & Receipt
 - Journal adjustments
 - Purchase & Sales
- Editing and deleting vouchers
- Optional, post-dated and reversing vouchers

Chapter 6: Cost Centers and Department Tracking

- Enabling cost centers and categories
- Creating departmental-wise expense tracking
- Allocating incomes and expenses

- Generating cost center reports and comparisons

Module 2: Inventory, Banking & Business Control

Chapter 7: Inventory Management

- Activating inventory in TallyPrime
- Creating stock groups, stock items, and categories
- Units of Measure: Simple and compound
- Setting up opening balances for stock
- Tracking stock movement using:
 - Receipt Note
 - Delivery Note
 - Stock Journal



Chapter 8: Multi-Godown and Location Management

- Concept of godowns and warehouses
- Creating multiple godowns
- Recording godown-based stock movements
- Inventory analysis by location

Chapter 9: Price List and Discount Management

- Creating and activating price lists
- Configuring customer-specific pricing
- Quantity-wise and date-wise price levels
- Automatic discounts and margin settings

Chapter 10: Banking Features in TallyPrime

- Bank Ledger Setup and Configuration
- Cheque Management: Setup and printing
- Bank Reconciliation (BRS): Manual and Auto
- Generating Payment Advice and Deposit Slips
- E-payments, NEFT/RTGS entry handling

Chapter 11: Credit Management and Outstanding Tracking

- Customer-wise credit limit setup
- Ageing analysis of outstanding receivables
- Tracking overdue payments
- Generating receivables/payables reports
- Sending reminders via print/email

Module 3: Business Controls, Reporting & Data Handling

Chapter 12: Financial Statements and Reports

- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Day Book and Ledger Reports
- Cash/Bank Book and Summary

Chapter 13: Advanced Reporting & MIS

- Ratio Analysis and Key Performance Indicators

- Monthly reports for management
- Comparative financial statements
- Customizing report views and columnar reporting
- Exporting reports to Excel, PDF

Chapter 14: Budgeting and Forecasting

- Budget creation by group and ledger
- Setting up cost center budgets
- Variance analysis and monthly tracking
- Scenario Management for projections

Chapter 15: Data Security, Backup, and Administration

- Creating multiple users and defining roles
- Access control and security levels
- Tally Audit and activity tracking
- Company data backup and restore
- Year-end procedures and data splitting