



Course name: Certificate Course in Advance GST Accounting with Tally Prime

Prof name: Chintan Gor

Duration: 20 Sessions (15 Sessions Online + 5 Sessions Offline- 90 mins each)

Lecture Schedule: Tuesday's and Thursday's

Timings: 3.00pm to 4.30pm

Fees: ₹2500/-

Course Objective: Understanding Tally Prime: Gain a comprehensive understanding of the Tally Prime software and its features, including navigation, user interface, and inventory functionalities. Explore how to configure Tally Prime for GST compliance, including setting up GST rates, tax ledgers, and other GST-related configurations and reporting.

Career Opportunity: After learning Tally Prime with GST, potential career opportunities include: GST Accountant, Tax Consultant, Accounting Executive, Financial Analyst, Audit Assistant, Finance Manager, Entrepreneur, Business Analyst etc

Course Contents:

Beginner Level	Intermediate Level	Advance Level	Expert Level
Basics of Accounting	Interest Calculations	Scenario Management	Statutory Info
Accounting Principles	Stock Categories	Optional / Post Dated	Exception Reports
Golden Rules of Accounting	Order Processing	Vouchers	Statistics
Tally Fundamentals	Batchwise Details	Reversing Journal	Cash Flow and Funds Flow
Chart of Accounts	Manufacturing Journal	Price List	Intro. to GST / Model of GST
Accounting Masters	Additional Cost of Purchase	Re Order Levels	GST Classification
Inventory Masters	Multiple BOM	Alternate / Compound UOM	GST Master / Stock Creation
Units of Measures	Voucher Class	Export of Data	GST Different Tax Rate
Accounting Vouchers	Budgets and Controls	Import of Data	GST Invoice / GST Report
Purchase / Sale	Credit Limit	Export Formats	GST Challans / Returns
Receipt / Payment	Cost Centre & Cost Category	ODBC in Tally	TDS (Tax Deducted at Source)
Contra / Journal	Multiple Currencies	Consolidation / Split of Accounts	TCS (Tax Collected at Source)
Debit Note / Credit Note	Stock Valuation Methods	Company Logo Printing	POS (Point of Sale)
Inventory Vouchers	Bank Reconciliation	Using Phonetic Keyboard	Payroll
Stock Journal / Physical Stock	Statement	Layout	Income Tax
Stock Summary	F11 - Features / F12 - Configuration	Bill Settlement	Advance Banking Features
Trial Balance	Security Controls and Tally	Receipt and Payment Statement	Setting up of Tally
Profit & Loss Account	Vault	Web Browser	Migrating Data
Balance Sheet			



	Tally Audit Financial / Inventory Reporting Printing from Tally	E-mail & Uploading Backup & Restore Multi Linguistic Features	Advance Configuration in tally
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Examination:

Level wise practical Assignments, Final MCQ exam after the course completion.