

Certificate Course in Tally Prime

Course Duration: 4 Months

Course Overview

The **Certificate Course in Tally Prime** is designed to provide students with complete **practical knowledge of computerized accounting**. The course covers fundamentals to advanced features, including **GST, TDS, Payroll, Inventory, Cost Centers, Order Processing, Price Lists, and Reporting**. The focus is on developing **job-ready skills** for careers in business accounting, office administration, and freelancing.

Course Objectives

By the end of this course, learners will:

1. Understand basic accounting principles and apply them using **Tally Prime**.
 2. Master the creation and management of companies, ledgers, and vouchers.
 3. Handle **inventory, GST, TDS, payroll, cost centers, and order processing**.
 4. Learn to design and use **Price Lists** for flexible product pricing.
 5. Generate **business reports and financial statements**.
 6. Gain confidence to work as professional accountants in offices and industries.
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Course Outcomes

After completing this course, students will be able to:

- Operate **Tally Prime professionally** for daily accounting tasks.
 - Manage **orders, cost centers, price lists, payroll, and taxation**.
 - Implement **multi-level pricing strategies** for customers and products.
 - Prepare and analyze **financial statements and reports**.
 - Handle **business accounting independently** in real-life environments.
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Course Syllabus (Module-Wise)

Module 1: Fundamentals of Accounting & Tally Prime

- Accounting Concepts & Principles
 - Manual vs. Computerized Accounting
 - Introduction to Tally Prime
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Module 2: Company Creation & Configuration

- Creating, Altering & Deleting Companies
 - Company Features & Configurations
 - Security Control, Backup & Restore
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Module 3: Masters – Ledgers, Groups & Vouchers

- Groups & Ledger Creation
 - Voucher Types: Payments, Receipts, Sales, Purchases, Journal, Contra
 - Debit & Credit Notes
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Module 4: Inventory Management

- Stock Groups, Categories & Items
 - Units of Measure & Godown Management
 - Inventory Adjustments & Stock Reports
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Module 5: Cost Centers & Cost Categories

- Introduction to Cost Centers & Categories
 - Creating & Allocating Cost Centers
 - Departmental / Project Accounting
 - Cost Center Reports & Analysis
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Module 6: Order Processing

- Sales Orders & Tracking
- Purchase Orders Management

- Delivery Notes, Receipt Notes, Rejection Notes
 - Order Processing Reports
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Module 7: Price List Management ☒

- Creating & Configuring Price Lists
 - Multi-Level Pricing (Retail, Wholesale, Seasonal Pricing)
 - Assigning Price Lists to Stock Items
 - Price List Reports & Practical Use Cases
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Module 8: GST in Tally Prime

- GST Configuration & Ledgers
 - Recording GST Transactions
 - GSTR-1, GSTR-3B Preparation
 - GST Reports & Return Filing
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Module 9: TDS in Tally Prime

- Introduction to TDS
 - TDS Configuration & Ledger Creation
 - Recording TDS Vouchers
 - TDS Reports
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Module 10: Payroll Management

- Payroll Setup & Employee Creation
 - Salary Structures & Attendance
 - Payroll Vouchers & Payslip Generation
 - Payroll Reports
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Module 11: Banking & Reconciliation

- Bank Reconciliation Statements (BRS)
 - Cheque Printing & Deposit Slips
 - Electronic Fund Transfers (EFT)
 - Banking Reports
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Module 12: Financial Reporting & Final Accounts

- Trial Balance, Profit & Loss A/c, Balance Sheet
 - Ratio Analysis, Cash Flow & Funds Flow
 - Exporting & Printing Reports
 - Audit Trail & Compliance
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Module 13: Industrial Applications & Project Work

- Case Studies: Business & Office Accounting
 - GST & TDS Practical Filing
 - Cost Center & Price List Implementation Project
 - Order Processing Case Study
 - Final Project: Complete Business Accounting Simulation
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☒ **Teaching Methodology:** Hands-on Practical + Real-Life Case Studies

☒ **Outcome:** Students become **job-ready Tally Prime professionals** with advanced accounting skills.