GODWIT INSTITUTE OF ACCOUNTING

Tally®
POWER OF SIMPLICITY

TallyEssential Comprehensive Certification Course.

A complete guide on Business Accounting.

Course Details

TallyEssential course covers topics from basic to intermediate financial accounting concepts. It is available in three levels. Enclosed below are the topic details covered under each level.

Level 1 (Recording & Reporting)

Chapter 1: Fundamentals of Accounting

This chapter summarizes the Fundamentals of Accountancy, starting with the accounting terms, concepts, right up to the double entry system of accounting. It explains the need and usage of Golden Rules of Accounting in the books of accounting and recording the business transactions.

Chapter 2: Introduction to TallyPrime

This introductory chapter on Accounting using Tally explains how simple it is to download and install Tally in the system. This chapter helps you understand the simplest way of creating a company and the company features and configurations.

Chapter 3: Maintaining Chart of Accounts

This chapter shows you how simple it is to create, alter and display the Chart of Accounts such as Ledgers, Groups, Stock Items, and Units of Measure Creation.

Chapter 4: Recording and Maintaining Accounting Transactions

This chapter covers how to record transactions such as Receipt, Contra, Payment, Purchase, Sales, Debit Note, Credit Note, and Journal Vouchers with practical scenarios.

Chapter 5: Goods and Services Tax

The chapter includes the introduction of GST, GST in TallyPrime, Recording GST compliant transactions, Input Tax Credit Set Off against Liability, GST Tax Payment, and Generating GST Returns for Regular Dealer in Tally.

Chapter 6: Banking

This chapter covers the basic Banking Feature, Cheque Printing, Bank Reconciliation, Generating Deposit Slips including Payment Advice.

Chapter 7: Generating Financial Statements and MIS Reports

This chapter covers all MIS reports in Tally; Trail Balance, Balance Sheet, Profit and Loss account, Cash Flow Statement, Ratio Analysis, Daybook, Receipts and Payments, Purchase and Sales Register including Inventory Reports.

Chapter 8: Data Security

This chapter covers Securing Financial Information of the Company, Creating Security Control, User Roles, Creation of Users, and Change User.

Chapter 9: Company Data Management

This chapter covers how to securely take company data and restore without any data loss.

Level 2 (Accounts Payable and Receivable)

Chapter 1: Storage and Classification of Inventory

This chapter helps you understand the meaning and types of inventories. Also covers the creation of inventory masters such as Stock Groups, Stock Category, Warehouse, and Batches.

Chapter 2: Accounts Receivable and Payable Management

This chapter covers the fundamentals and concepts of Outstanding Management, Enabling Bill-wise practical business scenarios on the given references such as, New Reference, Against Reference, Advance Reference, On account Reference with illustrations along with Bill Settlement and Credit Limit feature.

Chapter 3: Purchase and Sales Order Management

This chapter covers Management of Sales and Purchase Cycle, Placing an Order, Handling Rejections, Raising an Invoice against the order and complete it with receipts and payments.

Chapter 4: Tracking Additional Costs of Purchase

This chapter covers how to maintain additional costs incurred on the purchase of stock.

Chapter 5: Goods and Services Tax

The chapter includes Recording GST-compliant transactions, E-Way Bill Report in Tally, Input Tax Credit Set Off against Liability, GST Tax Payment amongst other topics.

Chapter 6: Cost/Profit Centers Management

This chapter covers how to allocate expenses and incomes to different cost units of the organization, automation of allocation of cost center by creating cost center classes in Tally, and updating the reports instantly, once after recording the transactions.

Chapter 7: Budgets and Scenarios

This chapter covers how to maintain Budgets & Scenario Management in Tally.

Chapter 8: Generating and Printing Reports

This chapter covers how to generate and print all Books and Registers in Tally including Inventory Reports.

Level 3 (Taxation and Compliance)

Chapter 1: Goods and Services Tax

This chapter covers Goods and Services Tax and enables recording intrastate and interstate transactions, purchase and sales return transaction with GST supplies inclusive of tax, purchase from composition dealer, exports and supply of exempted goods along with the procedure of adjusting input credit against available liability making tax payment to the government, generating GSTR-1 and GSTR-3B in Tally. This chapter also explains the composition dealer basic transactions and generating returns.

Chapter 2: Tax Deducted at Source

This chapter covers Tax Deducted at Source and enables configuring TDS at different levels and record Basic TDS transactions, TDS payment to the government, generating TDS challan, and generating TDS reports.

Chapter 3: Management of Business Data

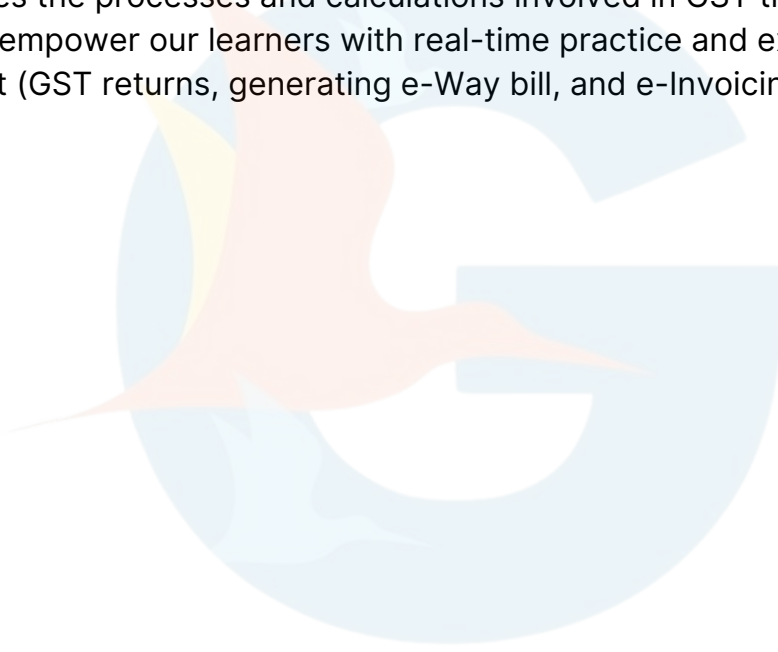This chapter covers Export and Import, and Open Database Connectivity (ODBC).

Chapter 4: Moving to the Next Financial Year

This chapter covers Export and Import, Splitting Company, and Group Company.

GST SIMULATION

GST (Goods and Services Tax) simulation is a practical and interactive training tool that replicates the processes and calculations involved in GST transactions. This is designed to empower our learners with real-time practice and expertise in GST management (GST returns, generating e-Way bill, and e-Invoicing).

For More Details and Registration Contact Us!

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