



Course Syllabus: Diploma In Tally Prime with GST-6 Months

Here is a detailed syllabus for a six-month Accounting with Tally Prime and GST course. This course is designed to provide students with comprehensive knowledge and practical skills in accounting, proficiency in Tally Prime software, and expertise in GST compliance.

90 Minutes Classes | Exam-Online | SEM-1 | Free classes for 1 months after completion of the course.

Accounting with Tally Prime and GST Course Syllabus (6 Months)

Month 1: Fundamentals of Accounting

Week 1: Introduction to Accounting

- Basic accounting concepts and principles
- Types of accounts and the golden rules of accounting
- Understanding the double-entry system

Week 2: Financial Statements

- Overview of financial statements (balance sheet, income statement, cash book)
- The role and importance of financial statements in business

Week 3: Accounting Cycles

- Recording transactions, journal entries, and ledgers
- Trial balance and adjustments

Week 4: Practical Accounting Exercises

- Hands-on practice with basic accounting exercises
- Creating simple financial statements

Month 2: Introduction to Tally Prime

Week 1: Getting Started with Tally Prime

- Overview of Tally Prime interface
- Creating and setting up a company in Tally Prime

Week 2: Master Creation in Tally Prime

- Creating ledgers and groups
- Inventory masters: stock groups, stock categories, stock items, stock units

Week 3: Voucher Entries in Tally Prime

- Types of vouchers: sales, purchase, payment, receipt, journal, contra and others
- Recording and modifying voucher entries
- Reporting and Printing

Week 4: Practical Sessions in Tally Prime

- Practice sessions on ledger creation and voucher entries
- Real-world scenarios and exercises
- Accounting of a Non-Trading Sector

Month 3: Advanced Accounting in Tally Prime

Week 1: Inventory Management in Tally Prime

- Managing stock, units of measure, and Godown
- Recording inventory transactions

Week 2: Payroll Management in Tally Prime

- Setting up payroll, creating employee masters
- Processing payroll and salary payments

Week 3: Cost Centers and Budgets

- Creating cost centers and categories
- Budgeting in Tally Prime and variance analysis

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Week 4: Financial Reporting in Tally Prime

- Generating financial reports: balance sheet, P&L statement, cash flow
- Customizing and analyzing reports

Month 4: Introduction to GST

Week 1: Basics of GST

- Overview of GST: concepts and principles
- Types of GST: CGST, SGST, IGST, UGST
- GST rates and HSN/SAC codes

Week 2: GST Registration and Compliance

- GSTIN, registration process, and compliance requirements
- Input tax credit (ITC) and how it works

Week 3: Configuring GST in Tally Prime

- Enabling GST in Tally Prime
- Setting up GST details in company features

Week 4: Practical Sessions on GST Setup

- Configuring GST settings in Tally Prime
- Creating GST-compliant masters in Tally Prime

Month 5: GST Transactions and Return Filing in Tally Prime

Week 1: Recording GST Transactions in Tally Prime

- Sales and purchase entries with GST
- Sales and purchase returns

Week 2: GST on Services

- Recording transactions for services with GST
- Reverse charge mechanism

Week 3: Input Tax Credit (ITC)

- Understanding ITC and availing credit
- Recording ITC in Tally Prime

Week 4: GST Adjustment Entries

- Adjustments for advances, discounts, and other adjustments
- Practical sessions on recording GST adjustments

Month 6: GST Reporting and Advanced Topics

Week 1: Generating GST Reports in Tally Prime

- GSTR-1, GSTR-2, GSTR-3B, GSTR-4, GSTR-9
- Service Tax
- Understanding and generating various GST reports

Week 2: Filing GST Returns

- Exporting data for GST returns
- Filing returns using Tally Prime and the GST portal

Week 3: GST Reconciliation

- Reconciling GSTR-2A with purchase registers
- Handling mismatches and amendments

Miscellaneous Classes

- TDS, TCS, HRA, PF, ESI and Data Transfer
- Spreadsheets
- Introduction to spreadsheet software (Microsoft Excel, Google Sheets)
- Creating and managing spreadsheets
- Basic formulas and functions
- Practical session: Working with spreadsheets



Week 4: Final Project and Certification

- Comprehensive project involving real-world GST transactions
- Generating and filing final GST returns
- Certification exam and issuance of certificate upon successful completion

Additional Resources and Activities

- **Weekly Assignments and Quizzes:** To reinforce learning
- **Practical Labs:** Hands-on sessions for all major topics
- **Practical Assignments:** Hands-on tasks related to weekly lessons

Fee Structure

Total Package Cost: Rs.6500/-

Monthly Fees:

- **Registration Fee:** Rs.1500/-(One Time Payment)
- **Installment Payment:** Rs.1162/-(1162 x 4 Installment)
- **RFID Card & Exam Fee:** Rs.350/-(One Time Payment)

Payment Options

- **Full Payment: Rs.5,525/-** (includes a 15% discount if paid upfront, making it Rs.5,525/-)

Benefits Included:

- **Access to Online Learning Portal:** 24/7 access to course materials, assignments, and additional resources
- **Free Wi-Fi:** Available at the training center
- **Certificate of Completion:** Issued upon successful completion of the course
- **Job Placement Assistance:** Support in finding relevant job opportunities after course completion

This six-month Accounting with Tally Prime and GST course at CT Training Centre is designed to equip students with essential accounting skills, proficiency in Tally Prime software, and comprehensive knowledge of GST compliance, making them well-prepared for careers in accounting and finance.

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