

SMART



GST



Basics of Accounting

Self-Assessment Test - 1

Features of TallyPrime

Introduction to TallyPrime

Creating A Company

Altering a Company's Features and Configuration

Accounting Master
Creation

Ledger Alteration / Creation of a Single Ledger for Practical Example

Viewing Opening Trial Balance

Trading Creating Ledgers for, Profit and Loss A/c

Self-Assessment Test - 3

Assignment – 1 without GST

Example - TallyPrime with GST

Ledger Creation for A/cs related to GST

Bill-wise Details

Selecting/Shutting/Altering/
Deleting a Company

Company Creation – Practical

Setting up Account Heads

Introduction to Goods and Service Tax (GST)

Example of manual accounting for simple trading accounting without GST

Balance Sheet

Finalisation of Accounts

Backup

Restore

Split Company Data

Voucher Entry with GST

Printing Sales Invoice with GST

Passing Credit Note Entry

Generating & Printing Reports

GST Reports - GSTR-3B

Do it Yourself and **Generate the Reports** Self-Assessment Test - 4 **Assignment - 2 Assignment - 3 Self-Assessment Test** 1 to 4 Answers

Do it Yourself and **Generate the Reports** Self-Assessment Test - 4 **Assignment - 2 Assignment - 3 Self-Assessment Test**

1 to 4 Answers

Automatic Cheque Numbering Data Entry with image of **Vouchers and Invoice Petty Cash Book** transactions in Tally **View Different Books and Generating Monthly Reports Bank Reconciliation**

TallyPrime Top Menu at a **Glance** TallyPrime Gateway of Tally, Right Hand Button Bar of Vouchers & **Company Features Configurations Creating Company with Opening Balances (already existing** Company) TallyPrime Top Menu at a **Glance** TallyPrime Gateway of Tally, Right Hand Button Bar of Vouchers & Reports **Company Features**

Configurations Creating Company with Opening Balances (already existing Company)

Do it Yourself **Self-Assessment** Test - 5 Inventory - (Stock of Goods) **Security Deposit Purchase of Fixed Assets with GST**

Managing Inventory

Ledger Creation – Purchase,
Sales and GST

Entering Vouchers with
Inventory

Invoicing

GST on Services

Multiple Price Levels & Price Lists

Point of Sale (POS)

Bill-Wise Details

Interest Calculation

Cost Centres and Cost Categories

Batch Wise Details

Different Actual & Billed
Quantities

Zero Valued Entries

Additional Cost of Purchase

Use Discount Column in Invoices

Cheque Printing

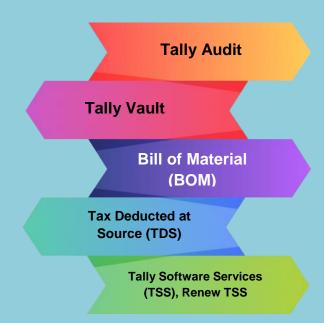
Payment of Insurance Premium with GST (Claiming ITC)

Order Processing

Credit Note for Scheme Discount with GST

Interstate Transactions





Remote Access

Self-Assessment

Keyboard Shortcuts in TallyPrime