



Tally Prime

SMART TALLY SPECIALIST



VOLUME 1

TABLE OF CONTENTS



Basic Accounting (Manual)



Starting TallyPrime



Creating Company



Creating Ledgers



Voucher Entry



Altering Ledgers



**Creating Multiple
Ledgers**



Altering Vouchers



Daybook



Single Entry Mode



Ledgers



**Viewing the Trial Balance
in TallyPrime**




**Profit & Loss Account
in TallyPrime**



**Balance Sheet in
TallyPrime**




Gross Loss



**Trial Balance
(Gross Loss)**



**Profit & Loss Account
(Gross Loss)**



**Balance Sheet
(Gross Loss)**




Net Loss



**Trial Balance
(Net Loss)**



**Profit & Loss Account
(Net Loss)**



**Balance Sheet
(Net Loss)**



Deleting Voucher




**Progressive Computer
System**



**Year End Routine
in TallyPrime**



Split Company Data




**Team Work Sales &
Service Case Study**



Company Creation



**Transactions for
April 2019**




**Trial Balance for
April 2019**



**Transactions for
May 2019 to
March 2020**



Depreciation



**Entering Closing Stock on
Physical Counting and
Evaluation**



Provisions



**Extending the
Accounting Period**



**Transactions for
April 2020**



**Finalization of the
Period April 2019 to
March 2020**



**The Primary Ledger -
Profit & Loss A/c**



List of Accounts



List of Transactions

VOLUME 2

TABLE OF CONTENTS



Casestudy - Abhijit Enterprises



Basic Inventory Transaction and Invoicing using TallyPrime



Data Entry using Invoice Format



Understanding Direct and Indirect Expenses / Incomes



Case Study - Hunger Remedies



Bill Wise Outstanding Receivable



Bill Wise Outstanding Payable



Bank Reconciliation



Cheque printing and Post-Dated Transactions



Grouping of Accounts



Case Study - Specialist Electricals



Purchase Return (Debit Note)



**Sales Return
(Credit Note)**



**Using Alternate and
Compound Units for
Stock Items**



**Classification of
Stock Items**

VOLUME 3

TABLE OF CONTENTS



GST in TallyPrime



Defining GST at Company Level



Defining GST at Stock Group Level



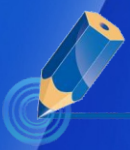
Defining GST at Stock Item Level



B2B Inter-State Sales



B2C(Large) Inter-State Sales



B2C (Small) Inter-State Sales



Defining GST at Ledger Level



Credit Note



Debit Note



Nil Rated Invoices



Exports



**Advance Received Towards
Supply of Services**




**Availing of Input Credit -
April 2020**



Supply of Services



**Import of Goods
under GST**



**Services received from
Goods Transport Agency**



**Availing of Input Credit -
May 2020**



GST Returns



Change in Tax Rate



**Availing off Input Credit
and Payment of Tax**



**GST Based of
Item Rate**




**Effect of Additional
Charges & Discount on
Assessable Value**



**Trade Discount &
Round Off**



eWay Bill



e-Invoicing



**Raja Pipes
Case Study**



**Samarth Electricals
Case Study**



**Printing Reports and
Documents**



**E-Mailing Reports and
Documents**



**Exporting Data and
Reports
to be View or Edited**



**Backup & Restore
of Data**