

SMART TALLY XPERT



Tally Prime

VOL - 1

TABLE OF CONTENTS

What is an Accountant ?

Basics of Accounting

**Introduction to
Accounting**

**Monetary Transactions
and
Non-Monetary Transactions**

Need for Accounting

Types of Accounts

**Golden Rules of the
Accounts
(Rules of Debit and Credit)**

**Some Important
Definitions and Terms**

**Single Entry and
Double Entry
System of Book Keeping**

**Types of Business
Organisations**

Sales Process

Purchase Process

Manage your Inventory

Introduction to Payroll

**Get Familiar with
TallyPrime Features**

Home Screen

**Business Data
Recording**

**Create Stock Items,
Stock Groups and
Stock Categories**

Create Units

Alter or Delete Masters

**Record Transactions in
Different Modes / Change
Mode**

**Open other Options /
Go To (Alt + G)**

**Move to Other Options /
Switch To (Ctrl + G)**

Print Invoices

**Alter or Delete
Transactions**

**Real Time Reports and
Related TallyPrime
Features**

**TallyPrime Features
for
Viewing Reports**

**Print, E-mail, Fax
and Export Reports**

**TallyPrime Features for
Report Views**

**TallyPrime Features
for Data Entry
from Reports**

**TallyPrime Features
for
Finding What You Want**

**Quickly complete tasks
that come in-between**

**Quickly move to a
different task**

Data-Driven Actions

**TallyPrime Features for
Tweaking Your Setting**

**Set Personal
Preferences | Configuration**

Language

Country

Start-up Options

Display Settings

Licensing in TallyPrime

How to Start TallyPrime

**How to Start TallyPrime
for
New Users – Activate License**

**How to start TallyPrime in
Educational version |
Try it for free**

**Update/Configure using
Tally.ERP 9 License**

Migrate to TallyPrime

**Update to the Latest Release
of
TallyPrime**

**Start Using TallyPrime
for
Your Business Transactions**

**Computer
and
Computerised
Accounting System**

**Components
of
Computer**

**Limitations of A Computer
and
Computerised Accounting**

**Role of Computers
in
Accounting**

**Salient Features
of
CAS**

Grouping of Accounts

Using Software of CAS

**Softwares
of
Computerised
Accounting System**

**Advantages
of
Computerised
Accounting System**

**Accounting Information
System
(AIS)**

**Comparison of the Manual
and
Computerised Accounting
Systems**

**Difference between
Manual Accounting
and
Computerised Accounting**

Accounting Softwares

**Factors Affecting the Decision
of
Selection an
Accounting Software**

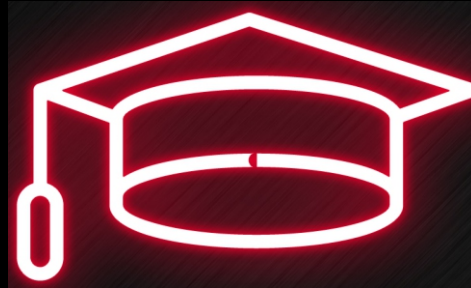
**Computerised
Accounting**

**Need and Requirements
of
Computerised Accounting**

**Basic Requirements
of the
Computerised Accounting
System**

Questions and Answers

**Keyboard Shortcuts
in
TallyPrime**



SMART TALLY XPERT



Tally Prime

VOL - 2

TABLE OF CONTENTS

**Basic Accounting
(Manual)**

Starting TallyPrime

Creating the Company

Creating Ledgers

Voucher Entry

Altering 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)**

**Creating Multiple
Ledgers**

Altering Vouchers

Daybook

Single Entry Mode

Ledgers

Start TallyPrime

Net Loss

**Trial Balance
(Net Loss)**

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

Deleting Voucher

**Team Work Sales
&
Services Case Study**

**Transactions for
April 2019
to
March 2020**

Depreciation

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

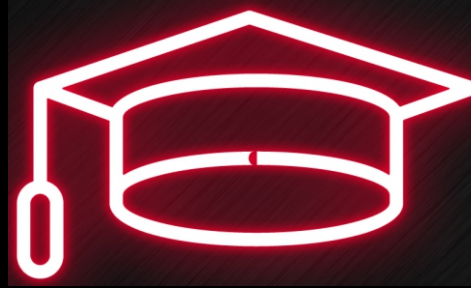
Provisions

**Extending the
Accounting Period**

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

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

List of Transactions



SMART TALLY XPERT



Tally Prime

VOL - 3

TABLE OF CONTENTS

**Basic Inventory Transaction
and
Invoicing using TallyPrime**

**Data Entry using
Invoice Format**

Grouping of Accounts

Voucher Types

**Bill Wise Outstanding
Receivable**

**Bill Wise Outstanding
Payable**

**Interest Calculations in
TallyPrime**

**Interest on Loans /
Advances (Asset)**

**Interest on Outstanding
Receivables**

**Interest on Loan Given
(Simple Interest)**

**Interest on Payable
& Loans with
Advanced Parameters**

Bank Reconciliation

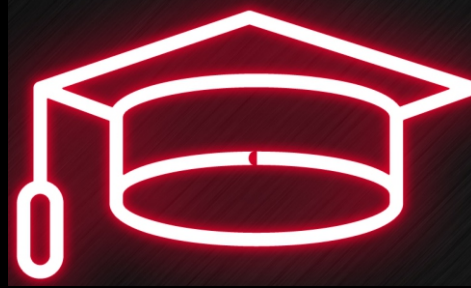
**Cheque printing and
Post-Dated Transactions**

**Using Multiple Currency -
Foreign
Exchange Transactions**

**Understanding Direct
and Indirect
Expenses / Incomes**

**Additional Cost
of Purchase**

**Integrate Accounts
and Inventory**



SMART TALLY XPERT



Tally Prime

VOL - 4

TABLE OF CONTENTS

**Purchase Order Processing
(Purchase Against
Purchase Orders)**

**Sales Order Processing
(Sales Against Sales Orders)**

**Goods Receipt Note
(Purchase Against
Goods Receipt Note)**

**Delivery Note /
Delivery Challan
(Sales Against Goods
Delivery Note)**

**Purchase Return
(Debit Note)**

Sales Return (Credit Note)

**Rejection Outward Note
(Debit Note Against
Rejections Outward)**

**Rejection Inward Note
(Credit Note Against
Rejections Inward)**

**Reorder Level Monitoring
(ROL)**

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

Classification of Stock Items

Group Wise Stock Summary

**Aging Analysis of Stock Items
(Maintaining Batches)**

**Multiple Godowns /
Stock Location**

Manufacturing Voucher Type

Cost Centre

**Cost Centre Group
& Categories**

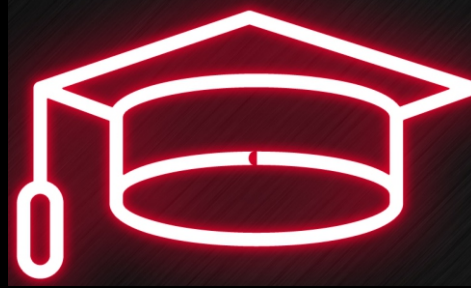
Job Costing

**Using Discount, Actual
and Billed Quantity
& Free Sample**

**Price List and
Price Levels**

POS - Point of Sales

**Multiple Mailing
Details & Logo Printing**



SMART TALLY XPERT



Tally Prime

VOL - 5

TABLE OF CONTENTS

INTRODUCTION

CURRENT INDIRECT TAX

JOURNEY OF GST

WHAT IS GST?

WHY GST?

HIGHLIGHTS OF GST

STRUCTURE OF GST

**TAXES SUBSUMED
UNDER GST**

DETERMINATION OF TAX

**INPUT TAX
CREDIT SET OFF**

REGISTRATION

**COMPOSITION LEVY
UNDER GST**

SUPPLY UNDER GST

TIME OF SUPPLY

**UNDERSTANDING
DISTINATION
BASED CONSUMPTION TAX**

VALUE OF SUPPLY

INVOICING

**INPUT CREDIT
UNDER GST**

RETURNS

**PAYMENT
OF TAX**

LIABILITY TO PAY

**CONSEQUENCES OF
NON COMPLIANCE**

**ACCOUNTS AND
OTHER RECORDS**

REFUND OF TAX

**TAX WRONFULLY
COLLECTED
AND DEPOSITED**

**INPUT SERVICE
DISTRIBUTOR (ISD)**

JOB WORK

**NON RESIDENT
TAX PAYER**

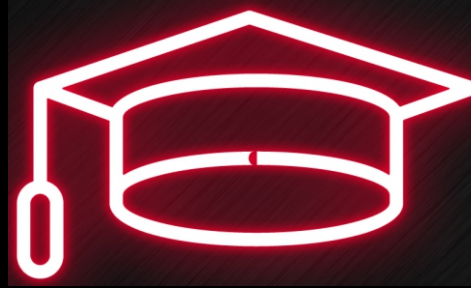
E-COMMERCE

COMPLIANCE RATING

**GST PRACTITIONER
(GSTP)**

TRANSITION TO GST

TAX RATE STRUCTURE



SMART TALLY XPERT



Tally Prime

VOL - 6

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**

Supply of Services

**Import of Goods
under
GST**

**Services received from
Goods Transport Agency**

GST Returns

Change in Tax Rate

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

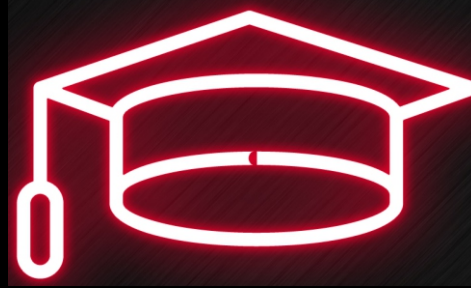
**GST Based of
Item Rate**

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

**Trade Discount &
Round Off**

eWay Bill

e-Invoicing



SMART TALLY XPERT



Tally Prime

VOL - 7

TABLE OF CONTENTS

Payroll

Payroll in TallyPrime

Printing Reports and Documents

E-Mailing Reports & Documents

ODBC Open Database Connectivity

Exporting Data and Reports to be View or Edited

**Exporting and Importing
Data using XML**

**Synchronization Using
IP Address (Direct Sync)**

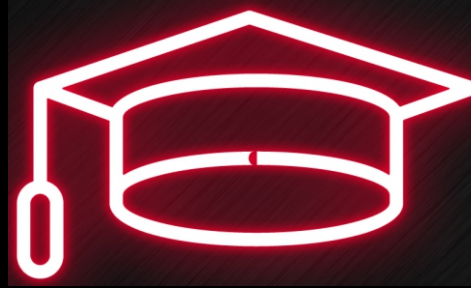
**Synchronization Using
Tally.NET**

Remote Edit

**Browser Access to
Tally Reports**

**Backup & Restore
of Data**

**Multi Lingual
TallyPrime**



SMART TALLY XPERT



Tally Prime

VOL - 8

TABLE OF CONTENTS

Assignments Xpert Volume III

- Assignment 1: Lesson 1 & 2 Basic Inventory Transactions and Invoicing
- Assignment 2: Lesson 1 & 2 – Invoicing – Additional Assignment
- Assignment 3: Lesson 3 – Account Groups – Additional Assignment
- Assignment 4: Lesson 4 – User Defined Voucher Types
- Assignment 6: Lesson 5 & 6 – Bill wise Outstanding
- Assignment 7: Lesson 5 & 6 – Adjustment of Dishonoured Cheque
- Assignment 8: Lesson 7,8,9 & 10 – Interest Calculations
- Assignment 9: Lesson 11 – Bank Reconciliation

Assignments Xpert Volume IV

- Assignment 10: Lesson 1 – Purchase Orders
- Assignment 11: Lesson 1 – Purchase Orders – Additional Assignment
- Assignment 12: Lesson 2 – Sales Orders
- Assignment 13: Lesson 3 & 4 – Receipt Note & Delivery Note
- Assignment 14: Lesson 1 to 4 – PO, RN, Purchase & SO, DN & Sales
- Assignment 15: Lesson 5 & 6 – Purchase, Sales, Debit & Credit Note
- Assignment 16: Lesson 7 & 8 – Rejection In, CN & Rejection Out, DN
- Assignment 17: Lesson 9 – Reorder level (ROL)
- Assignment 18: Lesson 9 – Reorder level – Additional Assignment
- Assignment 19: Lesson 10 – Using Alternate Unit and Compound Unit
- Assignment 20: Lesson 11 – Grouping & Categorization of Stock Items
- Assignment 21: Lesson 12 – Maintaining Batches
- Assignment 22: Lesson 13 & 14 Inter Godown Transfer & Manufacturing Journal
- Assignment 23: Lesson 15 Cost Center
- Assignment 24: Lesson 16 Cost Center Categories
- Assignment 25: Lesson 15,18 & 19 Discount, Free Item and Price list
- Assignment 26: Lesson 15,18 & 19 Cost Centre Discount, Free Item and Price list

Assignments Xpert Volume VII

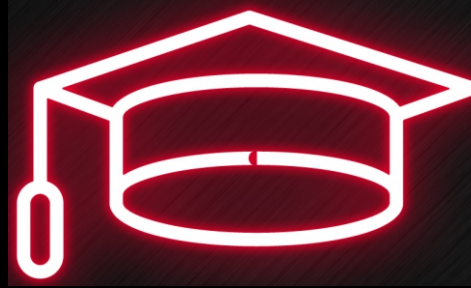
Assignment 27: Lesson 21 & 25 Logo Printing & Quotation

Assignment 28: Lesson 24 Splitting of Company Data

Assignment 29: Lesson 25 Security Control

Assignment 30: Lesson 2 & 3 Printing & e-mailing

Assignment 31: Lesson 13 TDL (Tally Definition Language)



SMART TALLY XPERT



Tally Prime

VOL - 9

TABLE OF CONTENTS

Interview - Types of Interview

Interview Skills

Preparing for the Interview
Attending the Interview
What to expect in the Interview?

General Interview Questions

HR Interview Questions & Answers
How to face Interview?
Types of Questions
Quick tips before Interview
Bank Interview
Campus Interview
Panel Interview
Technical Interview
Phone interview
Etiquette
How to dress for Interview?
Mistakes
Interview Preparation & Basic Tips
Interview Body Language

Group discussion

GD- Important Tips
GD- Important Parameters

**Tips to improve
Interview Performance**

**What is a CV or
Resume?**

Things you should do while writing a CV
CV Mistakes & Pitfalls to Avoid

**Resume Preparation
Guidelines**

Important Points to Cover

**15 Golden Tips for
CV/Resume**

Resume Mistakes

**Difference between
Resume,
CV & Biodata**

Resume Samples

Questions & Answers