



PRIMAX EDUCACADEMY

(Under Primax Educational Trust)
UDYAM Reg. No. UDYAM-KR-03-0090770
Bengaluru, Karnataka, India

Organizing

5-DAYS

HANDS ON VIRTUAL- TRAINING PROGRAM ON FINANCIAL ACCOUNTING & GST USING TALLY PRIME



For Registration

Registration Fee

19-Feb
to
23-Feb

2024

Timings:
7.00 PM to 10.00 PM

Rs. 1,200/-

[CLICK HERE](#)

About Tally Prime

Tally Prime is a complete business management software solution which caters to all the business needs. A true all-rounder; the software takes care of everything ranging from financial accounting, inventory management to banking, payroll and much more. What is outstanding is that the software keeps you connected with your business at all times, through its trusted remote access. Not only that, it is also error free and provides complete data security along with flexibility to suit your business processes. The perfect solution to accelerate the growth of your business using Tally. The workshop will be in online mode with convenient timings for both faculties, UG and PG students.

Objective of the Training Program

Empowering individuals with comprehensive knowledge of Tally Prime to drive their professional growth and success

Vision

To become the most trusted online platform for the individual who aspire to upgrade themselves

Mission

To enlighten individuals by empowering them to upgrade their skills

Instruction

1. Come prepared and engaged for each session.
2. Actively participate and collaborate with peers and the tutor.
3. Complete assigned practice exercises to reinforce learning.
4. Seek clarification and ask questions as needed.
5. Dedicate time outside of class for further practice.

TRAINING CONTENTS

Day-1	Day-2
Fundamentals of Accounting <ul style="list-style-type: none">• Introduction• Accounting Terms• Accounting Assumptions, Concepts and Principles• Double Entry System of Accounting• Types of Accounts• Golden Rules of Accounting• Source Documents for Accounting• Introduction to Tally Prime• Downloading & Installation of Tally Prime• Company Creation• Getting Started with Tally Prime	<ul style="list-style-type: none">• Migration Tally. ERP 9 Data to Tally Prime• Ledger Creation• Group Creation• Deletion of Ledgers and Group• Creation of Stock Group• Creation of Units of Measure• Creation of Stock Item• Creation of Go-down• Stock Category
	Day-3
	<ul style="list-style-type: none">• Recording Accounting Vouchers with bill-wise details in Tally Prime• Viewing MIS Reports in Tally Prime 4.0• Enabling GST and Recording GST Transaction in Tally Prime• Creation of Inventory Masters• Recording GST-compliant transactions• Generating GST Returns in Tally• Creation of TDS Masters and Recording /transactions
Day-4	Day-5
<ul style="list-style-type: none">• Purchase Order Processing• Sales Order Processing• Activating / Exceeding the Credit Limit• Cheque Management & Printing• Manual Bank Reconciliation• Allocation of Expenses and Incomes Using Cost Centres• Recording of Stock Transfers with Godown Details• Activating Batch-wise Details• Price Level and Price Lists	<ul style="list-style-type: none">• Using Bill of Materials• Accounting of Manufacturing Process• Backup of Data• Restoring Data from Backup File• Export and Import of Data• Exporting of Data in Other Available formats

Key Information

- **Duration:** 5 days
- **Timings:** 7.00 PM to 10.00 PM
- There will be 'No Spot Registration'
- Limited to 50 seats only.
- Demo/StudentsTrial version software will be provided to the registered participants.
- Video Recording sessions will be provided to the registered participants (Only View)

Resource Person



Mr. Jai Shankar. A
Corporate Trainer & Mentor
Chennai

Further Contact

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