TALLY WITH GST



3 Hours per Day | **Total Duration: 30 Hours (10 Days)**

DAY 1 — Introduction to Tally & Accounting Fundamentals

- Introduction to Tally and its applications
- Basic accounting concepts and principles
- Understanding Debit and Credit
- Creating and managing companies
- **Practical:** Company creation and configuration

DAY 2 — Masters Creation

- Creating Groups, Ledgers, and Stock Items
- Units of Measurement and Stock Groups
- Opening balances
- **Practical:** Creating accounting and inventory masters

DAY 3 — Accounting Vouchers

- Payment, Receipt, Contra, and Journal Vouchers
- Sales and Purchase Vouchers
- Debit Note and Credit Note
- **Practical:** Recording daily business transactions

DAY 4 — Inventory Management

- Stock Groups, Categories, and Items
- Godowns and Inventory Allocation
- Purchase and Sales Management
- Stock Transfer
- **Practical:** Managing inventory transactions

DAY 5 — GST Fundamentals

- Introduction to GST
- Types of GST: CGST, SGST, and IGST
- GST configuration in Tally
- Creating GST-compliant ledgers
- **Practical:** GST setup and configuration

DAY 6 — GST Transactions

- GST Purchase and Sales Entries
- Intra-State and Inter-State Transactions
- Input Tax Credit (ITC)
- GST Debit and Credit Notes
- **Practical:** Recording GST transactions

DAY 7 — Taxation & Payroll Basics

- TDS and TCS concepts
- Introduction to Payroll
- Employee and Salary Masters
- Salary and Payroll Vouchers
- **Practical:** Basic payroll processing

DAY 8 — Banking & Financial Reports

- Bank Reconciliation Statement (BRS)
- Cash and Fund Flow
- Profit & Loss Account
- Balance Sheet
- Trial Balance
- **Practical:** Financial report preparation

DAY 9 — GST Returns & Compliance

- GST reports in Tally
- GSTR-1 and GSTR-3B concepts
- Tax liability and input tax analysis
- GST reconciliation
- **Practical:** Preparing GST reports

DAY 10 — Final Practical Project

- Complete company accounting setup
- Recording purchase, sales, and GST transactions
- Inventory and banking management
- Financial statements and GST reports
- **Practical:** Final accounting project and assessment