NIELIT LUCKNOW

TALLY PRIME WITH GST

ACCOUNTING • INVENTORY • GST • TDS
PAYROLL • REPORTING • PRACTICAL
WORK

FACULTY / TRAINER	ARVINDRA SHARMA	PRACTICAL TRAINING

WHY STUDENTS CHOOSE THIS COURSE

ACCOUNTING Build strong accounting fundamentals	TALLY PRIME Master real business transactions	GST Practical GST & return reporting
TDS TDS deduction & return concepts	INVENTORY Stock, batch & inventory reports	PAYROLL Salary, EPF & ESI processing

DETAILED SYLLABUS

UNIT	MODULE	PRACTICAL TOPICS COVERED
01	Financial Accounting	Accounting meaning, objectives, concepts, conventions, types of accounts, debit & credit rules and accounting cycle.
02	Company & Account Masters	Company creation, configuration, financial year, groups, ledgers, voucher settings and master management.
03	Voucher Types & Entry	Contra, Payment, Receipt, Journal, Purchase, Sales, Debit Note, Credit Note and practical voucher entry.
04	Reports & Financial Statements	Day Book, Ledger, Trial Balance, Profit & Loss, Balance Sheet, Cash/Bank Book and outstanding reports.
05	Accounts with Inventory	Stock groups, categories, units, stock items, godowns, opening stock and inventory configuration.
06	Inventory Voucher Entry	Purchase/Sales with stock, Receipt Note, Delivery Note, Stock Journal, transfers, returns and Physical Stock.
07	Inventory Reports	Stock Summary, movement analysis, ageing, godown reports, batch-wise reports and stock valuation.
08	GST Concepts & Setup	GST meaning, concepts, advantages, documents, dealer types, GSTIN, tax invoices, HSN/SAC and GST configuration.
09	GST Practical Working	Supplier/customer masters, GST rates, purchase, sales, ITC, output tax, tax ledgers and intra/inter-state transactions.
10	GST Reports & Returns	GSTR-1, GSTR-3B, GST computation, input/output tax, liability, payment and return-related reports.
11	TDS Theory & Working	TDS concepts, applicability, deductees, payment types, sections/rates, thresholds, TDS ledgers and deduction.
12	TDS Return	TDS reports, challan/deductee details, corrections, Form 26Q and practical return workflow.

UNIT	MODULE	PRACTICAL TOPICS COVERED
13	Cost Centres & Budgets	Cost centres/categories, allocation, departmental/project-wise analysis, budgets and variance reporting.
14	Advanced Features & Security	Scenarios, Memorandum/Reversing Journal concepts, backup, restore, user security, passwords and access control.
15	Payroll Management	Employee masters, attendance, pay heads, salary structure, payroll vouchers, payslips and payroll reports.
16	EPF, ESI & Salary	Salary calculation, deductions, EPF/ESI concepts, employee/employer contribution and salary accounting.

WHAT YOU WILL BE ABLE TO DO

1. Create and configure companies, ledgers, inventory masters and tax ledgers.	2. Record complete day-to-day accounting, purchase, sales and inventory transactions.
3. Prepare professional accounting and inventory reports for business analysis.	4. Configure GST and work with purchase, sales, ITC, tax liability and GST reports.
5. Understand GSTR-1 and GSTR-3B preparation and GST payment workflow.	6. Perform TDS accounting and understand TDS reporting and Form 26Q workflow.
7. Use Cost Centres and Budgets for department/project-wise financial control.	8. Protect Tally data through backup, restore, passwords and user-level security.
9. Maintain payroll, salary, EPF and ESI-related accounting records.	10. Develop practical skills applicable to real-world accounting office work.

BUILD YOUR ACCOUNTING CAREER WITH PRACTICAL TALLY SKILLS

ACCOUNTING → TALLY PRIME → INVENTORY → GST → TDS → PAYROLL

NIELIT LUCKNOW	FACULTY: ARVINDRA SHARMA
TALLY PRIME WITH GST	Practical • Skill-Based • Job-Oriented