

# Accounting with Tally ERP 9 & Prime

✉ info@icltskills.in | 🌐 www.icltskills.in

**Course Duration:**

3 Months

**Eligibility:**

10th Pass or Equivalent

**Tools & Software Used:**

Tally ERP 9, Tally Prime

**Learning Mode:**

Hands-on training with real-world case studies and assignments

## **Module 1: Fundamentals of Accounting**

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- ✓ Introduction to Accounting Principles
- ✓ Journal Entries, Ledger, Trial Balance
- ✓ Profit & Loss Accounts and Balance Sheet
- ✓ Types of Accounts and Golden Rules of Accounting

## ₹ **Module 2: Getting Started with Tally ERP 9**

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- ✓ Overview and Features of Tally ERP 9
- ✓ Installation and Activation
- ✓ Company Creation and Configuration
- ✓ Accounting Features and Statutory Settings

## **Module 3: Voucher Entry and Day-to-Day Transactions**

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- ✓ Understanding Voucher Types: Payment, Receipt, Contra, Journal
- ✓ Sales and Purchase Vouchers
- ✓ Debit & Credit Notes
- ✓ Bank Reconciliation

## **Module 4: Inventory Management and GST Compliance**

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- ✓ Inventory Masters: Stock Items, Units, Groups
- ✓ Stock Categories and Batches
- ✓ Introduction to GST and Tally Configuration
- ✓ GST-enabled Invoice Creation
- ✓ Generating GST Returns and Reports

## **Module 5: Payroll and Employee Management**

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- ✓ Creating Employee Masters
- ✓ Salary Structures and Pay Heads
- ✓ Attendance and Leave Management
- ✓ Generating Payslips and Payroll Reports

## **Module 6: Tally Prime and Advanced Features**

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- ✓ Introduction to Tally Prime
- ✓ Comparing ERP 9 and Prime Interface
- ✓ Data Backup, Restore, and Security
- ✓ User Management and Role-based Permissions
- ✓ Reports: Financial, Inventory, GST, and Payroll

## Learning & Certification

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- ✓ Mastery of accounting concepts using Tally
- ✓ Proficiency in handling business transactions and GST
- ✓ Payroll and inventory management skills
- ✓ Certified knowledge of both Tally ERP 9 and Tally Prime

