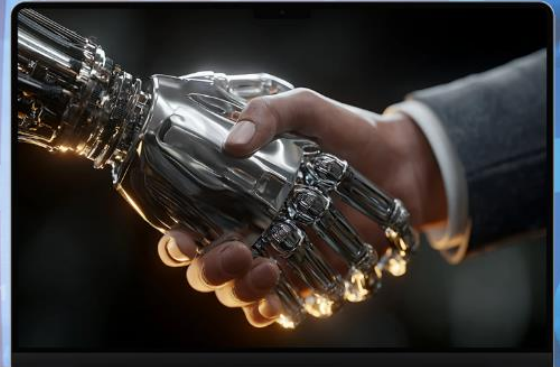




# AMA COMPUTER ACADEMY

## CERTIFICATE ADVANCED TALLY PRIME



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 [amacomputeracademy.com](http://amacomputeracademy.com)

# OCOC Advanced Tally Prime

## Objectives of the Course:

- To provide in-depth knowledge and hands-on experience with Tally Prime for managing financial accounting, inventory, and payroll processes.
- To develop skills in data synchronization, cost center management, and scenario management for efficient business operations.
- To enable learners to understand and apply banking utilities, interest calculations, and payroll setups including statutory compliances.
- To offer practical knowledge of GST, TDS, TCS, and other compliance features in Tally for legal and regulatory reporting.
- To enhance the ability to handle advanced inventory management, job costing, and budgeting using Tally's features.
- To empower students with the ability to manage payroll transactions, income tax, and other employee-related computations.

## Outcomes of the Course:

- Gain expertise in financial accounting and transaction management using Tally Prime.
- Successfully implement cost centers, cost categories, and perform interest calculations in different business scenarios.
- Acquire proficiency in GST, TDS, and TCS compliance, ensuring accurate tax returns and reports.
- Demonstrate the ability to configure and execute data synchronization and manage job work orders effectively.
- Handle complex payroll management systems including statutory deductions like PF, ESI, NPS, and professional tax.
- Utilize advanced inventory control, including price levels, reorder levels, and stock management reports.
- Apply scenario management for budget forecasting and financial variance analysis.

## Course Introduction:

The Advanced Tally Prime Course covers the essentials of financial accounting, inventory management, payroll processing, and compliance with taxation laws like GST, TDS, and TCS. Through hands-on exercises and case studies, learners will gain practical experience in managing cost centers, banking utilities, data synchronization, and advanced inventory operations. This course also focuses on advanced features such as interest calculations, job costing, and scenario management, providing a complete toolkit for effective business management in today's digital era. By the end of the course, learner will be proficient in using Tally Prime to streamline and optimize business processes.

## Course Syllabus:

- **Basic Tally - Topics covered and introduced**
  - Financial Accounting
  - Financial Reports
  - Company Data Setup
  - Purchase & Sales Transaction in Tally
  - Receipt Transaction & Payment Transaction
  - Other Accounting Voucher
- **Centre & Cost Categories I**
  - What is Cost Category?
  - Example of Cost Centre and Cost Category
  - Cost Centre Data Setup in Tally
  - Creation of Cost Category & Centre in Tally
  - Ledger Master Setup with Cost Centre
  - Cash Expenses with Cost Centre 1 & 2
  - Cash Receipt with Cost Centre
- **Cost Centre & Cost Categories II**
  - Inventory, Service & Assets Purchase with Cost Centre
  - Inventory Sales & Service Sales with Cost Centre
  - Journal Transaction with Cost Centre
  - Cost Category Summary & Other Cost Centre Report
  - Daybook Report with Cost Centre
- **Styles Cost Centre Class & Reversing Journal**
  - Cost Centre Class Configuration
  - Cost Centre Class - Expense Booking & Revenue Recognition
  - Data Setup with Feature Activation
  - Accounting Transaction
  - Reversing Journal on Opening Master
  - Other Reversing Journal
  - Scenario Report in Tally
- **Case Study - Cost Centre & Scenario Management**
  - Case Study Data Setup
  - Cost Centre Creation
  - Inventory Purchase
  - Standard Expenses with Cost Centre Class
  - Inventory Sales with Cost Centre
  - Scenario Configuration
  - Reversing Journal
  - Cost Centre & Scenario Report

- **Banking Utilities**

- What is Banking?
- Banking Utilities in Tally
- Mode of Banking Transaction in Tally
- Cash Deposit Slips & Cheque Deposit Slips in Tally
- Payment Advice
- Cheque Printing & Cheque Register in Tally
- Method of Bank Reconciliation

- **Bank Reconciliation & E-Payments**

- Manual Bank Reconciliation Introduction
- Manual Bank Reconciliation Process
- Bank Reconciliation
- E-Payment in Tally
- Bank Ledger Configuration
- E-Payment Transactions
- E-Payment Reports & Reconciliation

- **Interest Feature in Tally**

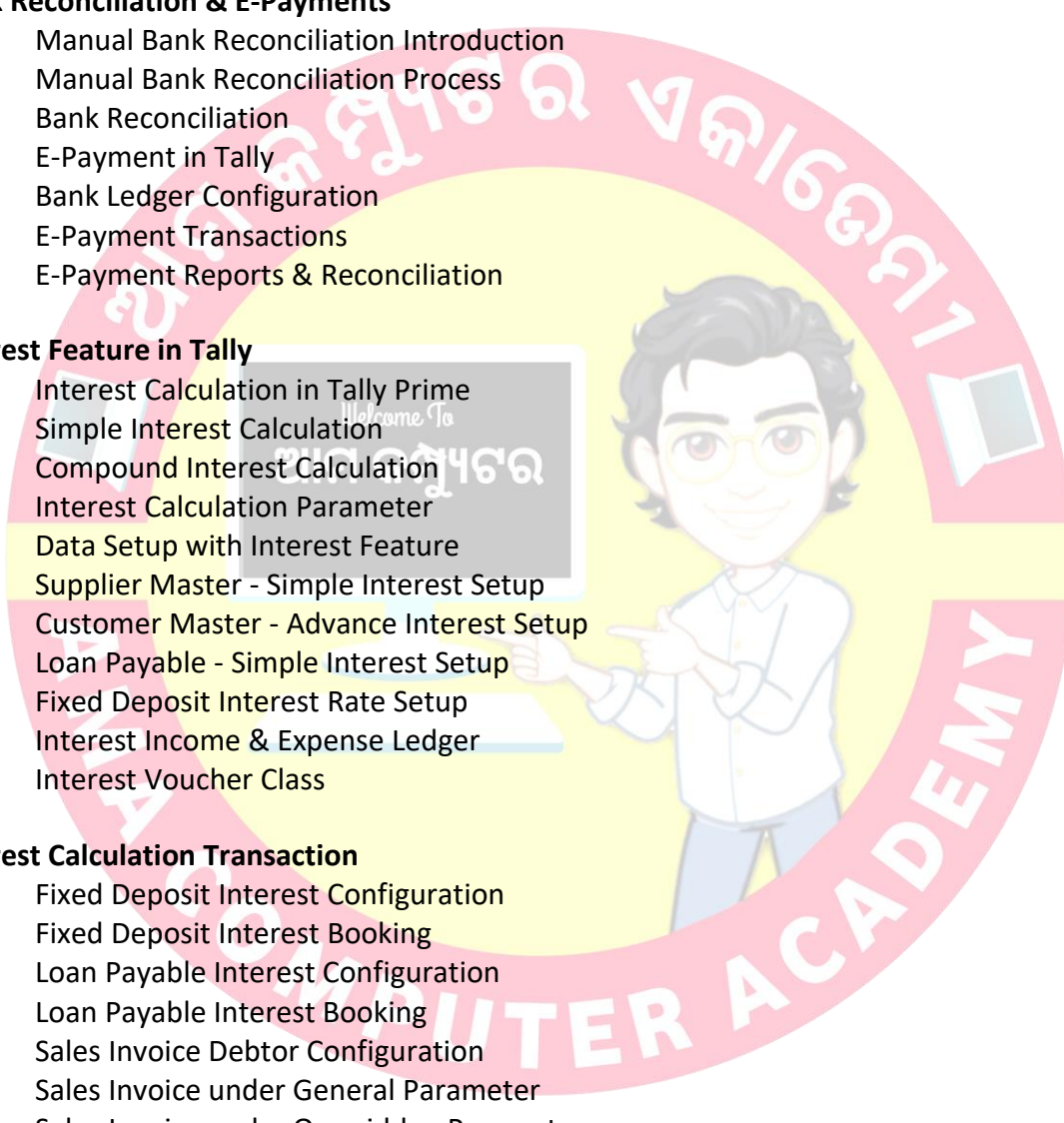
- Interest Calculation in Tally Prime
- Simple Interest Calculation
- Compound Interest Calculation
- Interest Calculation Parameter
- Data Setup with Interest Feature
- Supplier Master - Simple Interest Setup
- Customer Master - Advance Interest Setup
- Loan Payable - Simple Interest Setup
- Fixed Deposit Interest Rate Setup
- Interest Income & Expense Ledger
- Interest Voucher Class

- **Interest Calculation Transaction**

- Fixed Deposit Interest Configuration
- Fixed Deposit Interest Booking
- Loan Payable Interest Configuration
- Loan Payable Interest Booking
- Sales Invoice Debtor Configuration
- Sales Invoice under General Parameter
- Sales Invoice under Overridden Parameter
- Receipt against sales with Interest
- Interest Calculation Report in Tally

- **Interest Calculation - Case Study**

- Interest Calculation Case Study – Data Setup
- Purchase Invoice with General Parameter
- Purchase Invoice with Overridden Parameter
- Payment against Purchase Invoice with Interest



- Compound Interest Configuration on Loan Payable
- Compound Interest Booking on Loan Payable
- Compound Interest Configuration on Investment
- Compound Interest Booking on Investment
- Bank Ledger Configuration with Interest
- Interest Calculation on Bank Balance

- **Tally SME Feature**

- Import of Master using Excel Format
- Import of Transaction using Excel Format
- Digital Signature from Tally
- E Mail with Digital Signature from Tally
- Dashboard Report in Tally
- Natural Query Language in Tally
- What is ODBC in Tally?
- Data Extraction using ODBC
- TSS Feature in Tally

- **Introduction of Data Synchronization**

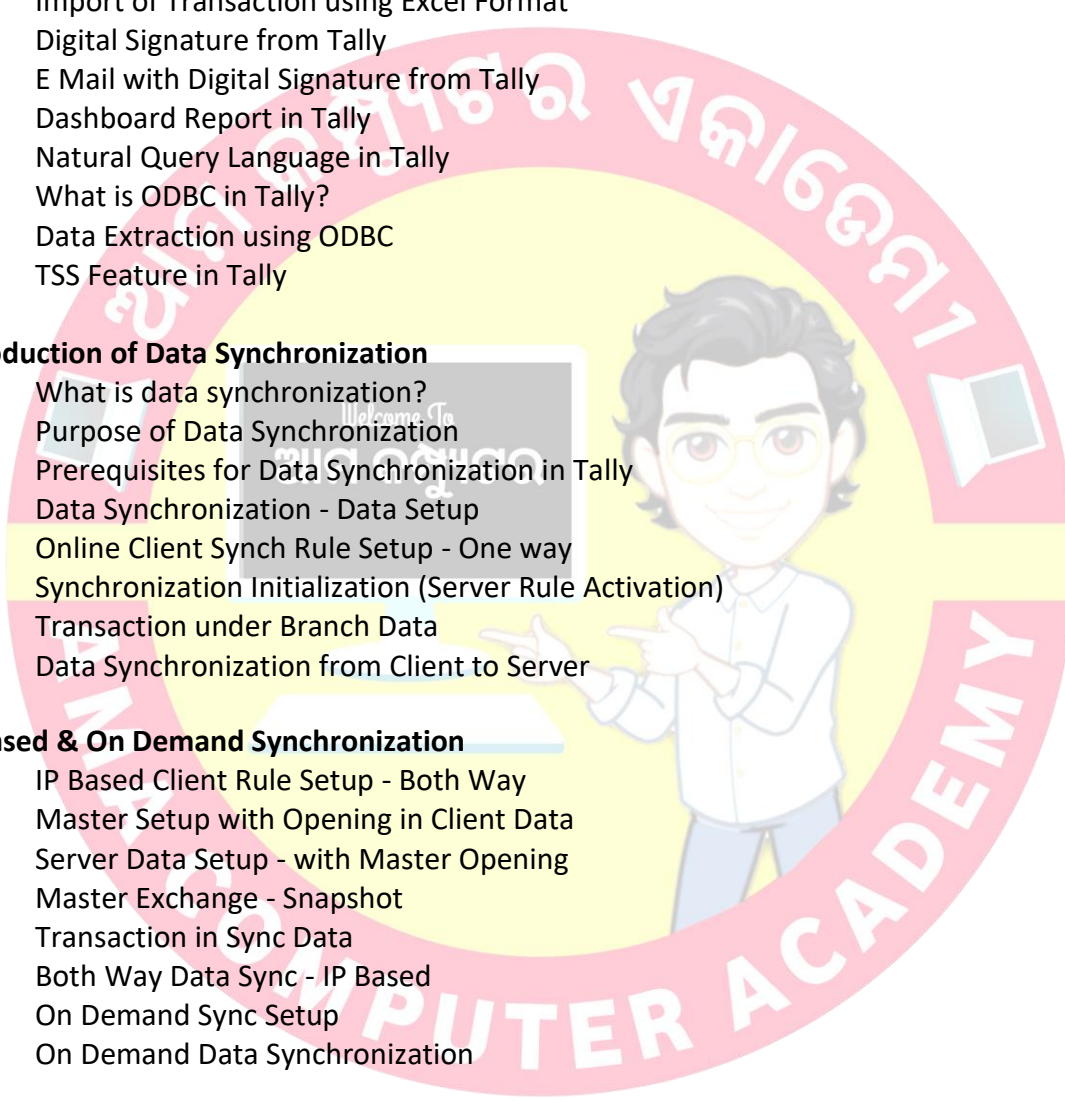
- What is data synchronization?
- Purpose of Data Synchronization
- Prerequisites for Data Synchronization in Tally
- Data Synchronization - Data Setup
- Online Client Synch Rule Setup - One way
- Synchronization Initialization (Server Rule Activation)
- Transaction under Branch Data
- Data Synchronization from Client to Server

- **IP Based & On Demand Synchronization**

- IP Based Client Rule Setup - Both Way
- Master Setup with Opening in Client Data
- Server Data Setup - with Master Opening
- Master Exchange - Snapshot
- Transaction in Sync Data
- Both Way Data Sync - IP Based
- On Demand Sync Setup
- On Demand Data Synchronization

- **IP Case Study - Cost Centre with Interest Feature**

- Data Setup using Master Sync Rule
- Cost Centre Setup in Data
- Party Master Setup with Advance Interest Parameter
- Material Purchase with Cost Centre
- Service Purchase with Cost Centre
- Expense Booking Sub Cost Centre
- Expenses with Cost Centre Class
- Inventory Sales with Cost Centre



- Interest Voucher Class
- Payment & Receipt with Interest

- **Payroll Setup in Tally**

- Payroll Feature in Tally Prime
- Payroll Cycle in Tally
- Payroll Components - Earning & Deductions
- Payroll Data Setup in Tally
- Employee Master Setup - General Details
- Employee Master Setup - Statutory Details
- Payroll Attendance Master
- Earning Pay head Setup - Basic & HRA
- Earning Pay head Setup - Other Allowances
- Deductions Pay head Setup
- Payroll Vouchers

- **Payroll Transaction in Tally**

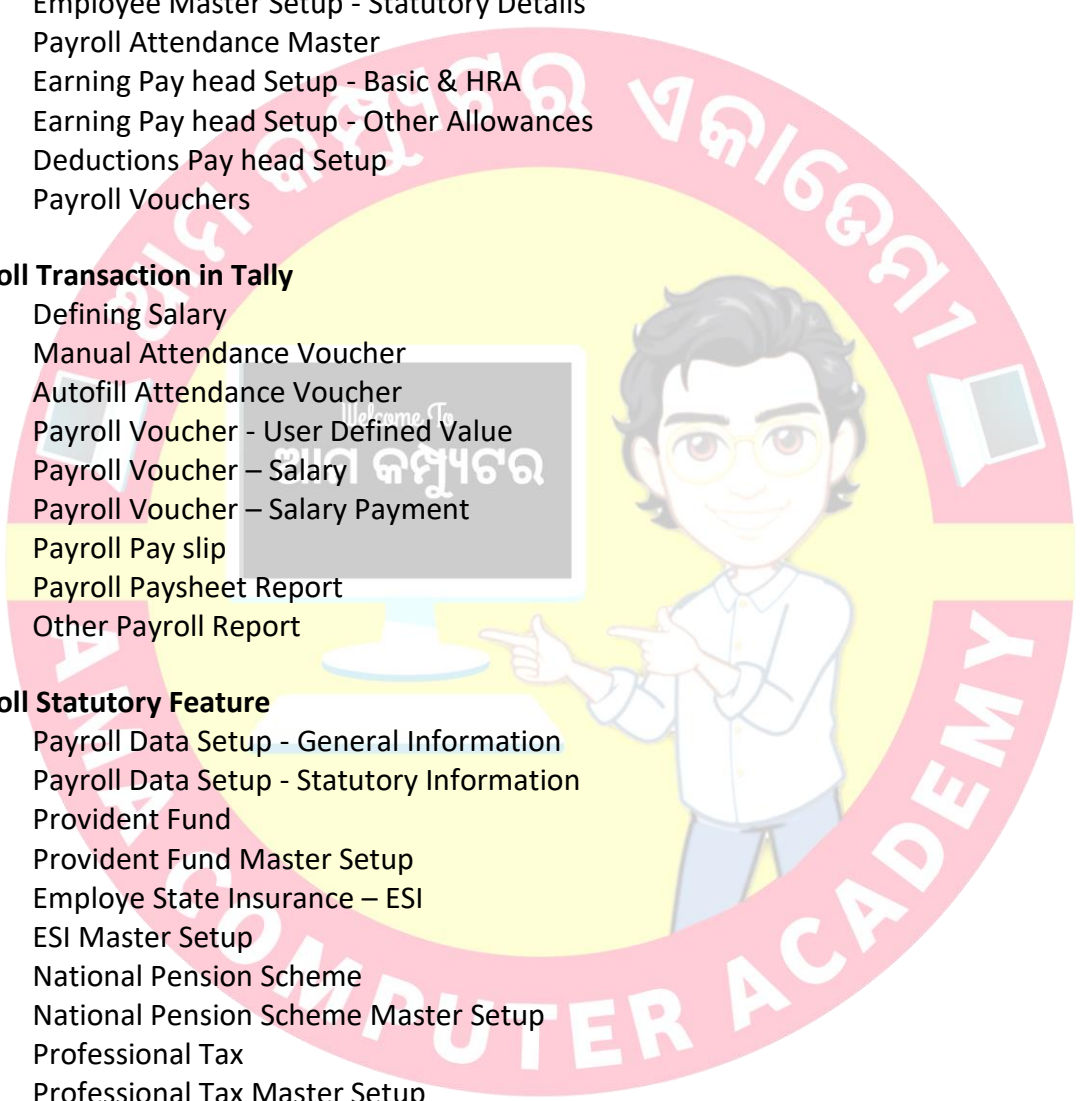
- Defining Salary
- Manual Attendance Voucher
- Autofill Attendance Voucher
- Payroll Voucher - User Defined Value
- Payroll Voucher – Salary
- Payroll Voucher – Salary Payment
- Payroll Pay slip
- Payroll Paysheet Report
- Other Payroll Report

- **Payroll Statutory Feature**

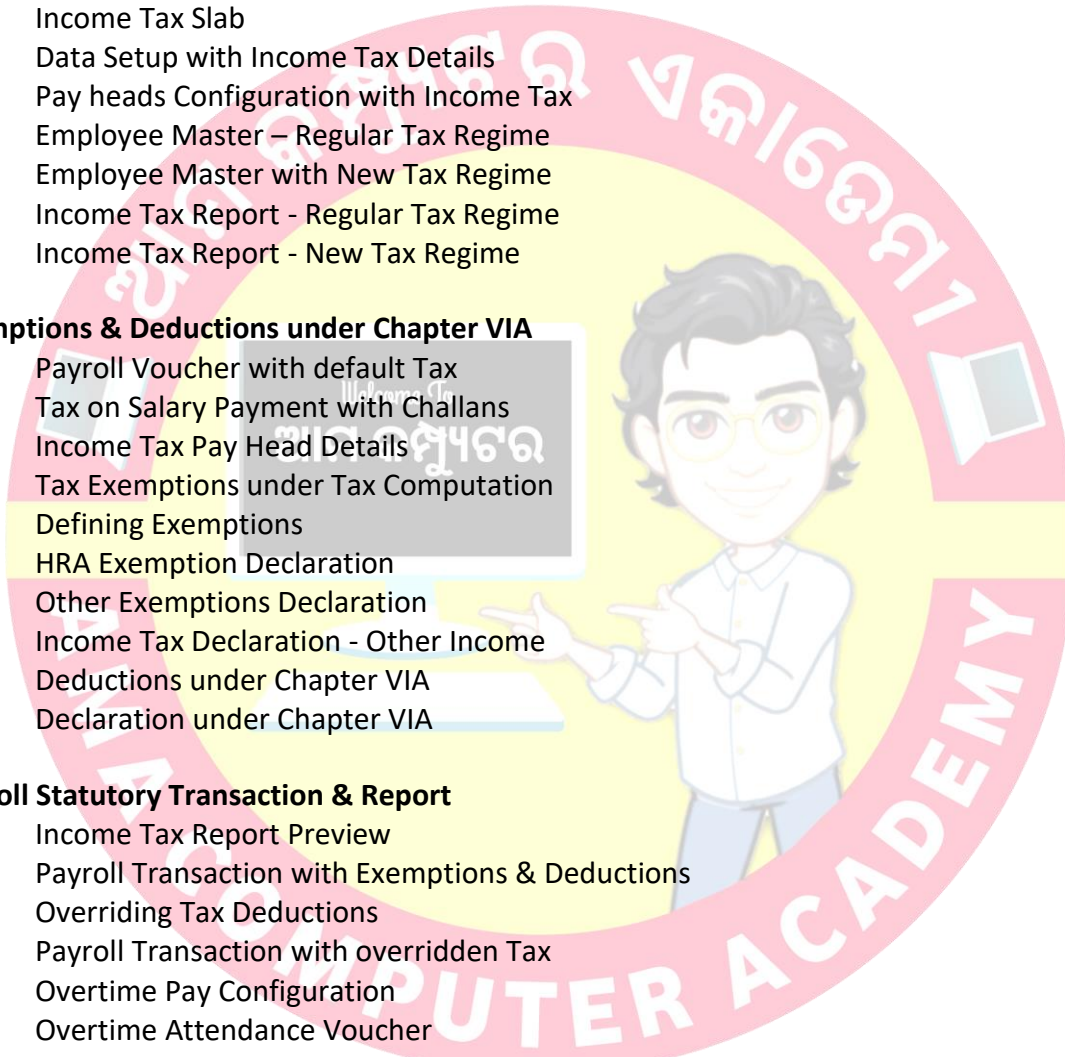
- Payroll Data Setup - General Information
- Payroll Data Setup - Statutory Information
- Provident Fund
- Provident Fund Master Setup
- Employee State Insurance – ESI
- ESI Master Setup
- National Pension Scheme
- National Pension Scheme Master Setup
- Professional Tax
- Professional Tax Master Setup

- **Advance Payroll Transaction**

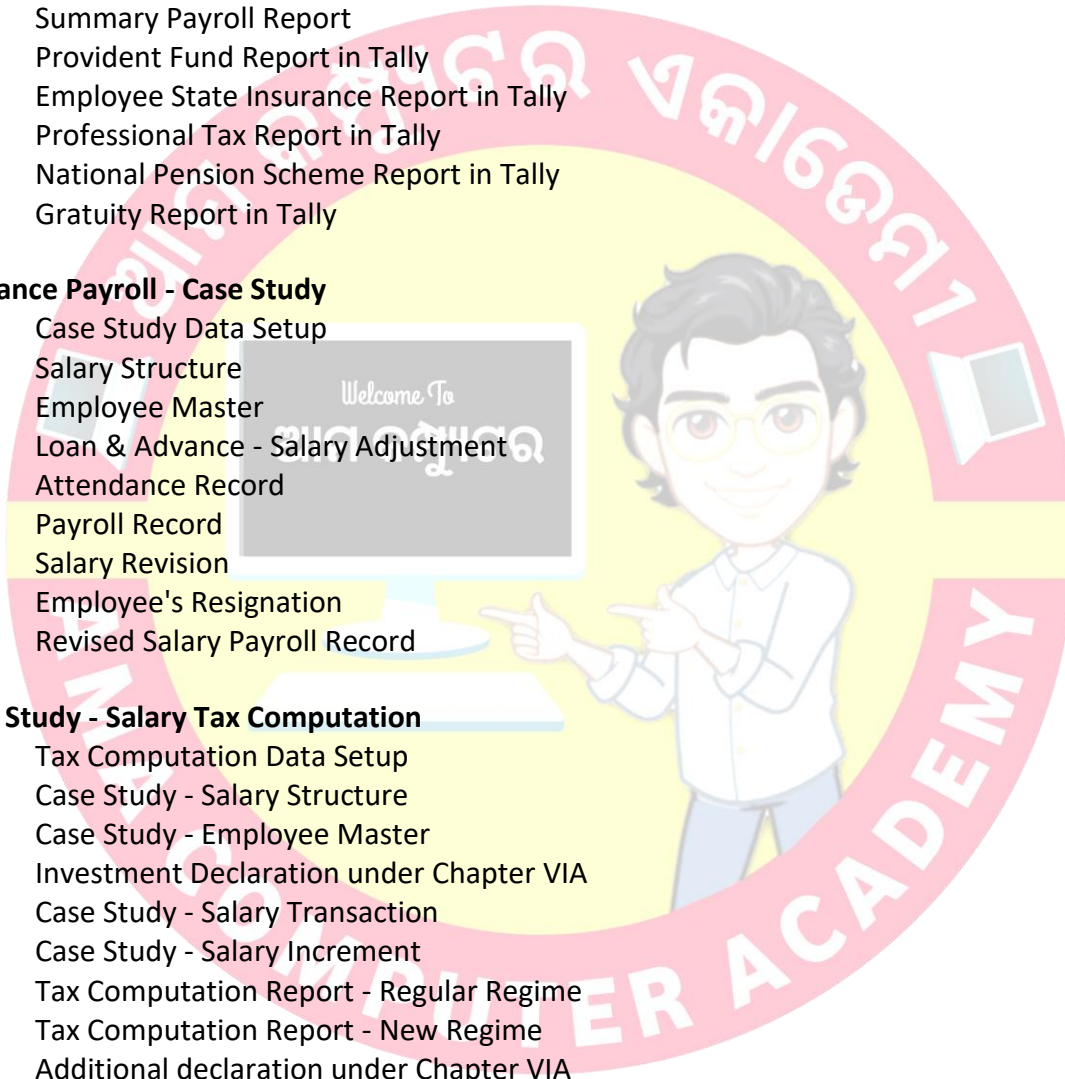
- Salary Structure with PF, PT & ESI
- Salary Structure with PF, PT & NPS
- Attendance Record
- Salary Payroll Voucher
- Employer's PF Contribution
- Employer's Other Charges
- Employer's ESI Contribution



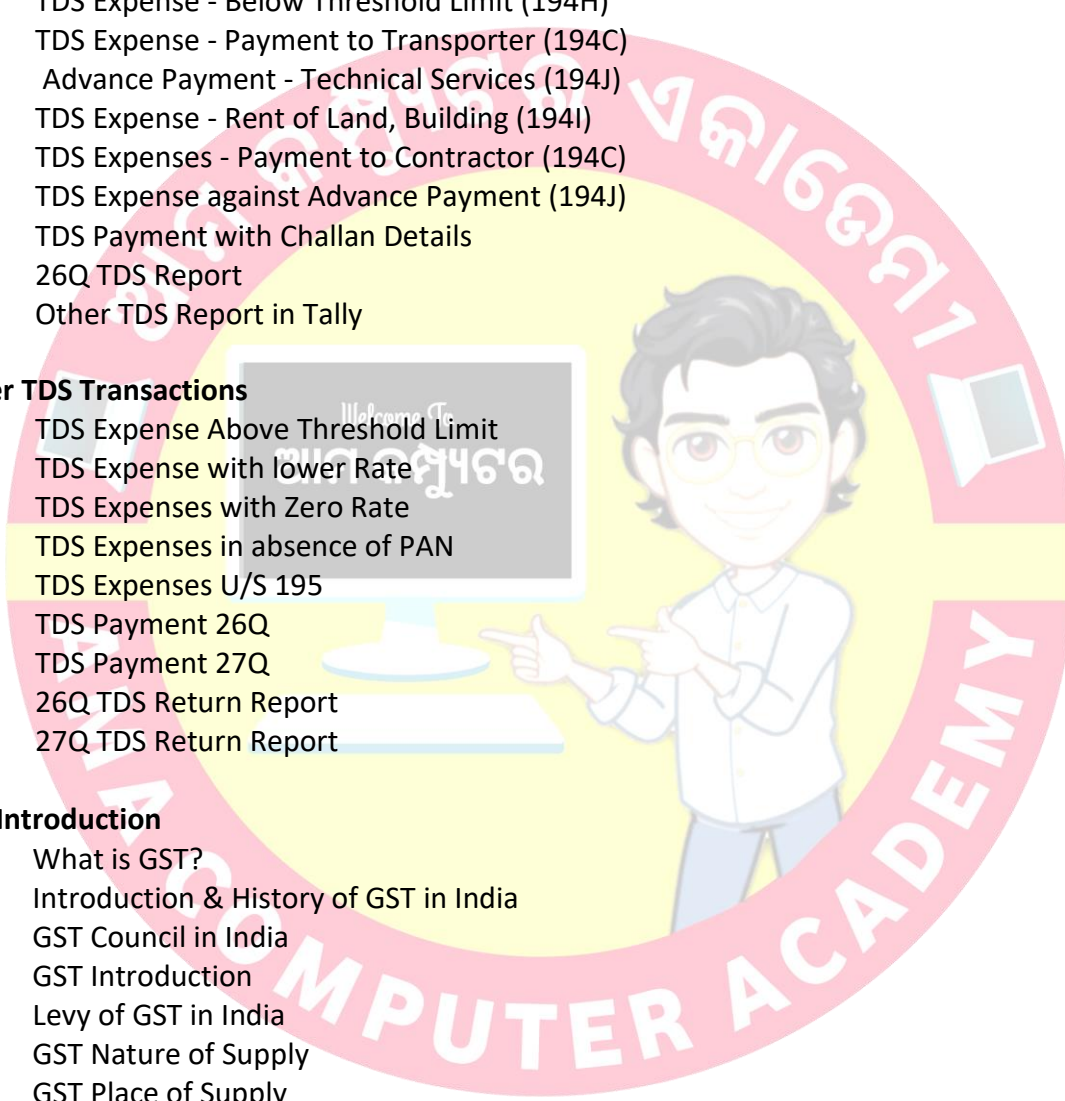
- Employer's NPS Contribution
  - Payroll Salary Payment
  - Payroll Statutory Payment – PF, ESI, PT & NPS
- **Payroll Income Tax Setup**
    - Case Study Data Setup
    - Income Tax (Tax on Salary)
    - Applicability of Income Tax on Salary
    - Income Tax Regime
    - Old Tax Vs New Tax Regime
    - Income Tax Slab
    - Data Setup with Income Tax Details
    - Pay heads Configuration with Income Tax
    - Employee Master – Regular Tax Regime
    - Employee Master with New Tax Regime
    - Income Tax Report - Regular Tax Regime
    - Income Tax Report - New Tax Regime
- **Exemptions & Deductions under Chapter VIA**
    - Payroll Voucher with default Tax
    - Tax on Salary Payment with Challans
    - Income Tax Pay Head Details
    - Tax Exemptions under Tax Computation
    - Defining Exemptions
    - HRA Exemption Declaration
    - Other Exemptions Declaration
    - Income Tax Declaration - Other Income
    - Deductions under Chapter VIA
    - Declaration under Chapter VIA
- **Payroll Statutory Transaction & Report**
    - Income Tax Report Preview
    - Payroll Transaction with Exemptions & Deductions
    - Overriding Tax Deductions
    - Payroll Transaction with overridden Tax
    - Overtime Pay Configuration
    - Overtime Attendance Voucher
    - Payroll transaction with Overtime Pay
    - Payroll - Employer's Statutory Contribution
    - Payment of Statutory dues
    - Tax Computation Report – Analysis
    - Statutory Challan Reconciliation
- **Other Payroll Transaction**
    - What is Gratuity?
    - Gratuity Pay head Setup
    - Revision of Salary



- New Joinee Employee Setup
  - Previous Employer Details
  - Advance to Employee
  - Attendance Voucher – August
  - Payroll Voucher with Arrear Salary
  - Pay slip & Paysheet Report
- **Payroll Statutory Report**
    - Income Tax Computation Report Old Regime & New Regime
    - Tax Computation Report & Return
    - Summary Payroll Report
    - Provident Fund Report in Tally
    - Employee State Insurance Report in Tally
    - Professional Tax Report in Tally
    - National Pension Scheme Report in Tally
    - Gratuity Report in Tally
- **Advance Payroll - Case Study**
    - Case Study Data Setup
    - Salary Structure
    - Employee Master
    - Loan & Advance - Salary Adjustment
    - Attendance Record
    - Payroll Record
    - Salary Revision
    - Employee's Resignation
    - Revised Salary Payroll Record
- **Case Study - Salary Tax Computation**
    - Tax Computation Data Setup
    - Case Study - Salary Structure
    - Case Study - Employee Master
    - Investment Declaration under Chapter VIA
    - Case Study - Salary Transaction
    - Case Study - Salary Increment
    - Tax Computation Report - Regular Regime
    - Tax Computation Report - New Regime
    - Additional declaration under Chapter VIA
    - Case Study - Revised Salary Transaction
    - Tax Computation Related Report
- **TDS Compliances in Tally**
    - TDS - Tax Deducted at Source
    - Applicability of TDS
    - Common TDS Nature of Payment
    - TDS Cycle
    - TDS Returns & Forms



- TDS Process with Example
  - TDS Data Setup in Tally
  - TDS Nature of Payment Setup
  - TDS Party Master Setup
  - TDS Expense Master Setup
  - TDS Duty Ledger Setup
- **Advance TDS Transactions**
    - TDS Expense - Professional Service 194J
    - TDS Expense - Below Threshold Limit (194H)
    - TDS Expense - Payment to Transporter (194C)
    - Advance Payment - Technical Services (194J)
    - TDS Expense - Rent of Land, Building (194I)
    - TDS Expenses - Payment to Contractor (194C)
    - TDS Expense against Advance Payment (194J)
    - TDS Payment with Challan Details
    - 26Q TDS Report
    - Other TDS Report in Tally
  - **Other TDS Transactions**
    - TDS Expense Above Threshold Limit
    - TDS Expense with lower Rate
    - TDS Expenses with Zero Rate
    - TDS Expenses in absence of PAN
    - TDS Expenses U/S 195
    - TDS Payment 26Q
    - TDS Payment 27Q
    - 26Q TDS Return Report
    - 27Q TDS Return Report
  - **GST Introduction**
    - What is GST?
    - Introduction & History of GST in India
    - GST Council in India
    - GST Introduction
    - Levy of GST in India
    - GST Nature of Supply
    - GST Place of Supply
    - Books & Data Management under GST
  - **GST Registration**
    - Types of GST Registration
    - Criteria for GST Registration
    - Mandatory Criteria for GST Registration
    - Process of GST Registration
    - Amendment of GST Registration
    - Cancellation or surrender of GST Registration



- **Advance GST Transaction**

- GST Data Setup
- Multi Rate GST Inward Supply – Goods
- Multi Rate GST Outward Supply – Goods
- Multi Rate GST Outward Supply – Service
- Debit & Credit Note under GST
- Debit Note Transaction with GST
- Credit Note Transaction with GST
- Transaction under Special Cases
- Preview of GSTR1 Return Report
- Preview of GST3B Return Report

- **E-Way bill & E Invoice under GST**

- What is E-Way Bill
- Requirement of E-Way Bill
- E-Way Bill Setup in Data
- What is E-Invoice
- Requirement of E-Invoice
- E-Invoice Setup in Data
- Goods Inward Supply with E-Way Bill
- E Waybill & E Invoice Outward Transaction
- E Waybill Report
- E Invoice Report

- **GST Zero Rated Supply**

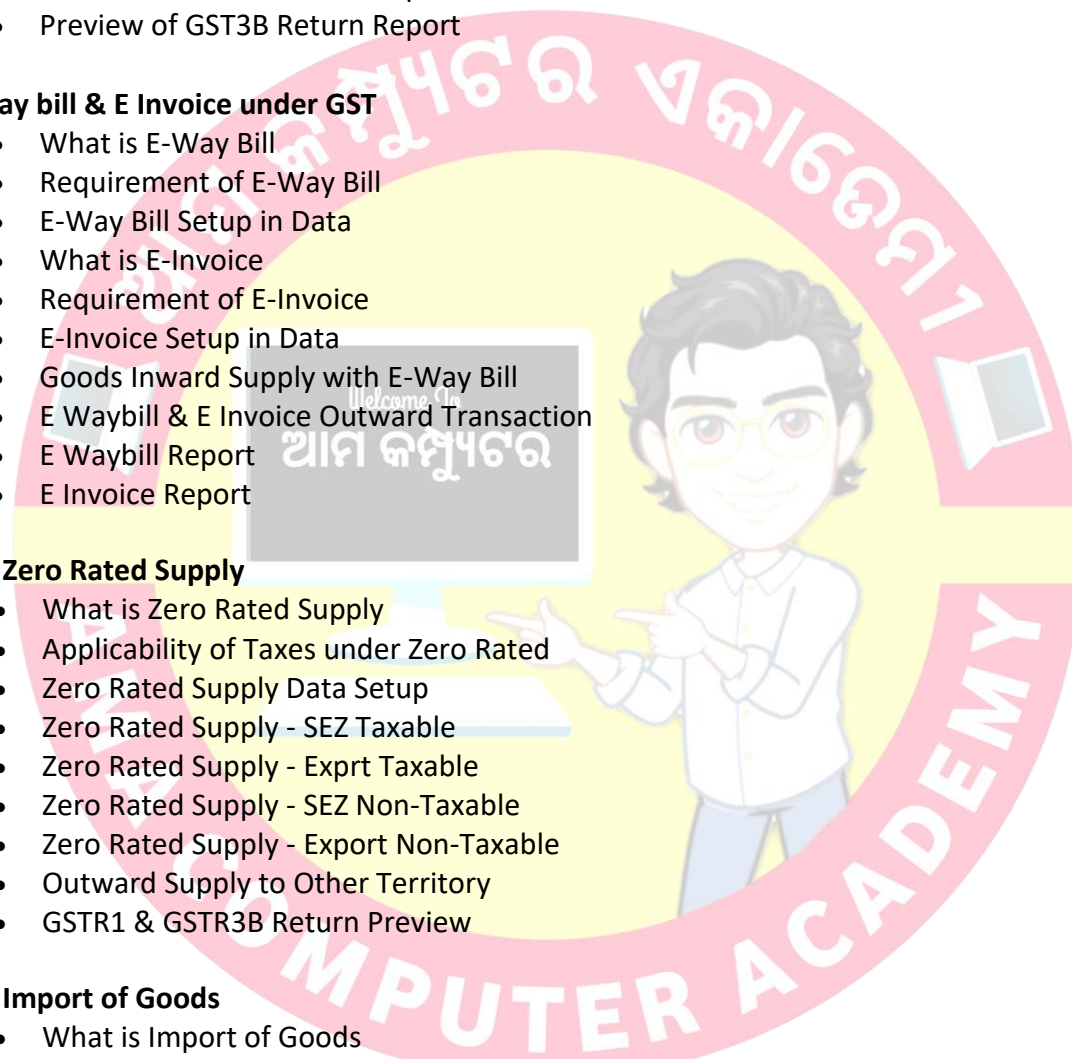
- What is Zero Rated Supply
- Applicability of Taxes under Zero Rated
- Zero Rated Supply Data Setup
- Zero Rated Supply - SEZ Taxable
- Zero Rated Supply - Exprt Taxable
- Zero Rated Supply - SEZ Non-Taxable
- Zero Rated Supply - Export Non-Taxable
- Outward Supply to Other Territory
- GSTR1 & GSTR3B Return Preview

- **GST Import of Goods**

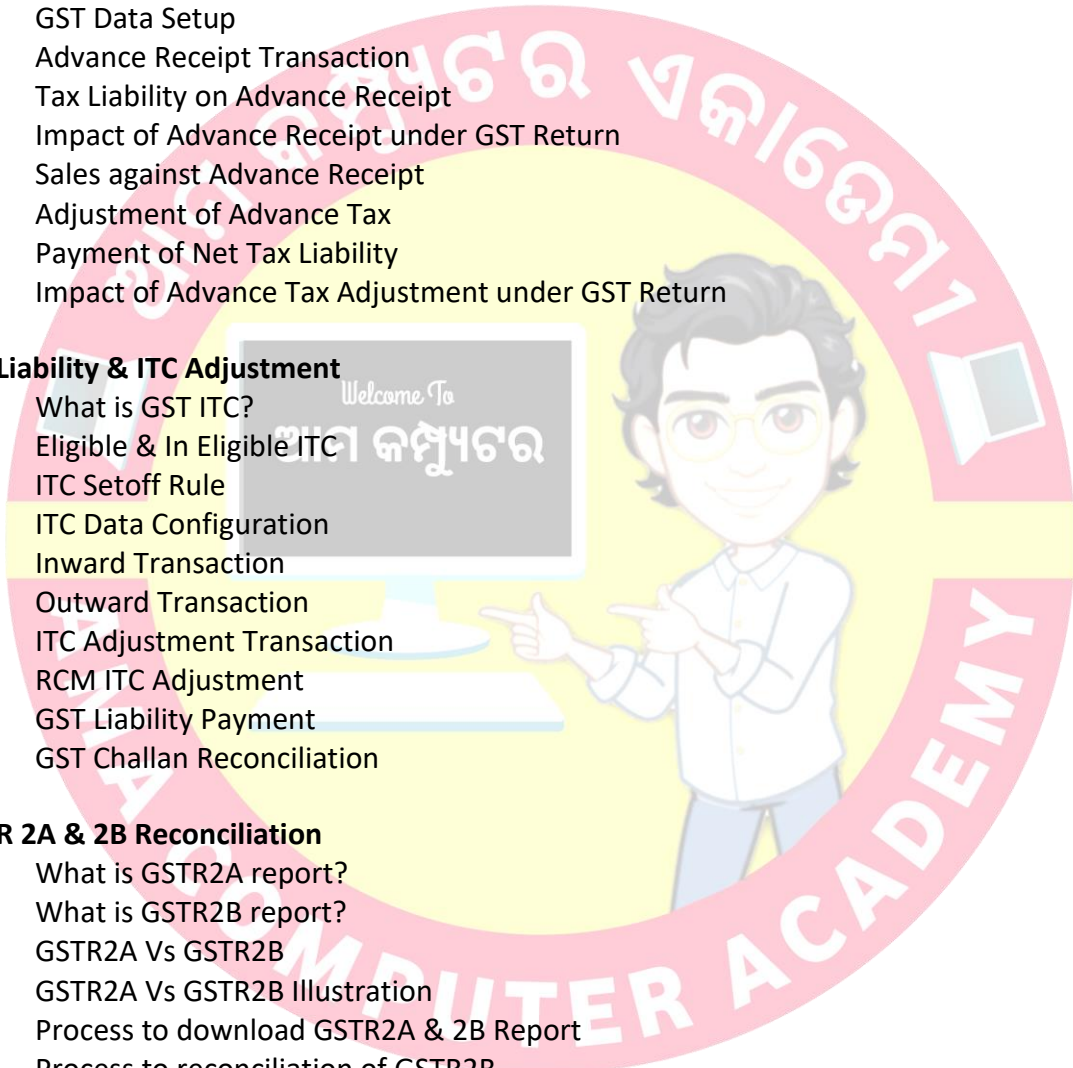
- What is Import of Goods
- Applicability of GST under Import of Goods
- Other Taxes Levied on Import of Goods
- Import Goods Data Setup
- Master Configuration for Import
- Import Purchase Transaction
- GST Adjustment Transaction
- GSTR3B Return Report

- **GST RCM & Advance Receipt**

- What is RCM?



- Applicability of Taxes under RCM
- RCM Data Setup
- Import Service Transaction with RCM
- RCM Inward Supply
- Liability & ITC Accrual under RCM
- Payment of RCM Tax Liability
- GSTR3B Return Report Preview
  
- **GST Adjustment**
  - Advance Receipt under GST
  - GST Data Setup
  - Advance Receipt Transaction
  - Tax Liability on Advance Receipt
  - Impact of Advance Receipt under GST Return
  - Sales against Advance Receipt
  - Adjustment of Advance Tax
  - Payment of Net Tax Liability
  - Impact of Advance Tax Adjustment under GST Return
  
- **GST Liability & ITC Adjustment**
  - What is GST ITC?
  - Eligible & In Eligible ITC
  - ITC Setoff Rule
  - ITC Data Configuration
  - Inward Transaction
  - Outward Transaction
  - ITC Adjustment Transaction
  - RCM ITC Adjustment
  - GST Liability Payment
  - GST Challan Reconciliation
  
- **GSTR 2A & 2B Reconciliation**
  - What is GSTR2A report?
  - What is GSTR2B report?
  - GSTR2A Vs GSTR2B
  - GSTR2A Vs GSTR2B Illustration
  - Process to download GSTR2A & 2B Report
  - Process to reconciliation of GSTR2B
  - GSTR2B reconciliation with Purchase
  - Classification of ITC
  - Computation of ITC Claimable
  
- **GSTR1 Return Filing**
  - What is GSTR1 Return Report?
  - GSTR1 Return Component
  - Monthly GSTR1 Vs Quarterly GSTR1
  - GSTR1 Return Report from Tally



- Error & Rectification from GSTR1 Return
- Reconciliation of GSTR1 data
- Export of GSTR1 using JSON format
- Export of GSTR1 using offline tool
- Upload of JSON file on GSTR1 Return
- Online GSTR1 return verification
- GSTR1 Related Report from Tally

- **GSTR3B Return Filing**

- What is GSTR3B Return
- GSTR3B Return Component
- Monthly GSTR3B Vs Quarterly GSTR3B
- GSTR3B Return report from Tally
- GSTR3B Report Error Corrections
- GSTR3B Report reconciliation
- Preparation of GSTR3B Data
- Computation of Tax Payable
- Adjustment Transaction
- Uploading GSTR3B Return Online
- GSTR3B Return Related Report

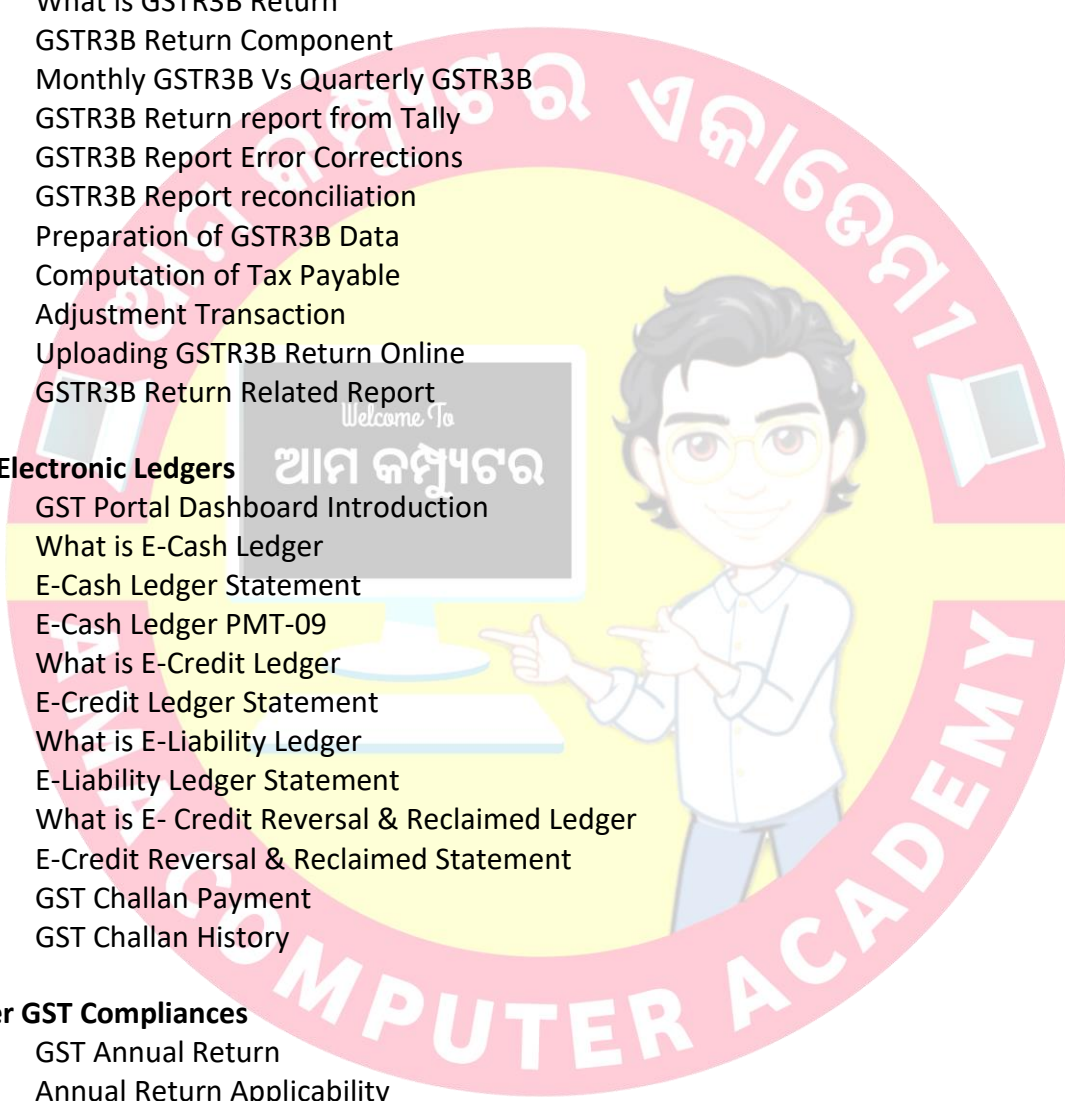
- **GST Electronic Ledgers**

- GST Portal Dashboard Introduction
- What is E-Cash Ledger
- E-Cash Ledger Statement
- E-Cash Ledger PMT-09
- What is E-Credit Ledger
- E-Credit Ledger Statement
- What is E-Liability Ledger
- E-Liability Ledger Statement
- What is E- Credit Reversal & Reclaimed Ledger
- E-Credit Reversal & Reclaimed Statement
- GST Challan Payment
- GST Challan History

- **Other GST Compliances**

- GST Annual Return
- Annual Return Applicability
- GST Audit & Return
- Annual GST Return in Tally
- Annual GST Return Preview on Portal
- LUT Application
- Notice & Order Dashboard
- DRC-03 Challan & Applicability
- Tax Liability & ITC Comparison

- **GST for Composite Dealer**



- What is Composite Dealer?
- Eligibility criteria for composite dealer
- Limitation of Composite dealer
- Data Setup – Composition
- Party Ledger Master Setup – Composition
- Duty Ledger Master Setup – Composition
- Goods Inward Transaction
- Goods Outward Supply
- GST Return Report – Composition

- **GST for Composite Dealer - Return**

- Data Setup for Composition Scheme
- Party Ledger Master Setup
- Service Ledger Setup
- GST Ledger Setup
- Service Inward Supply
- Service Outward Supply
- RCM Inward Supply
- RCM Liability Booking
- CMP-08 Return Preview
- CMP-08 Return Preparation

- **TCS Compliances**

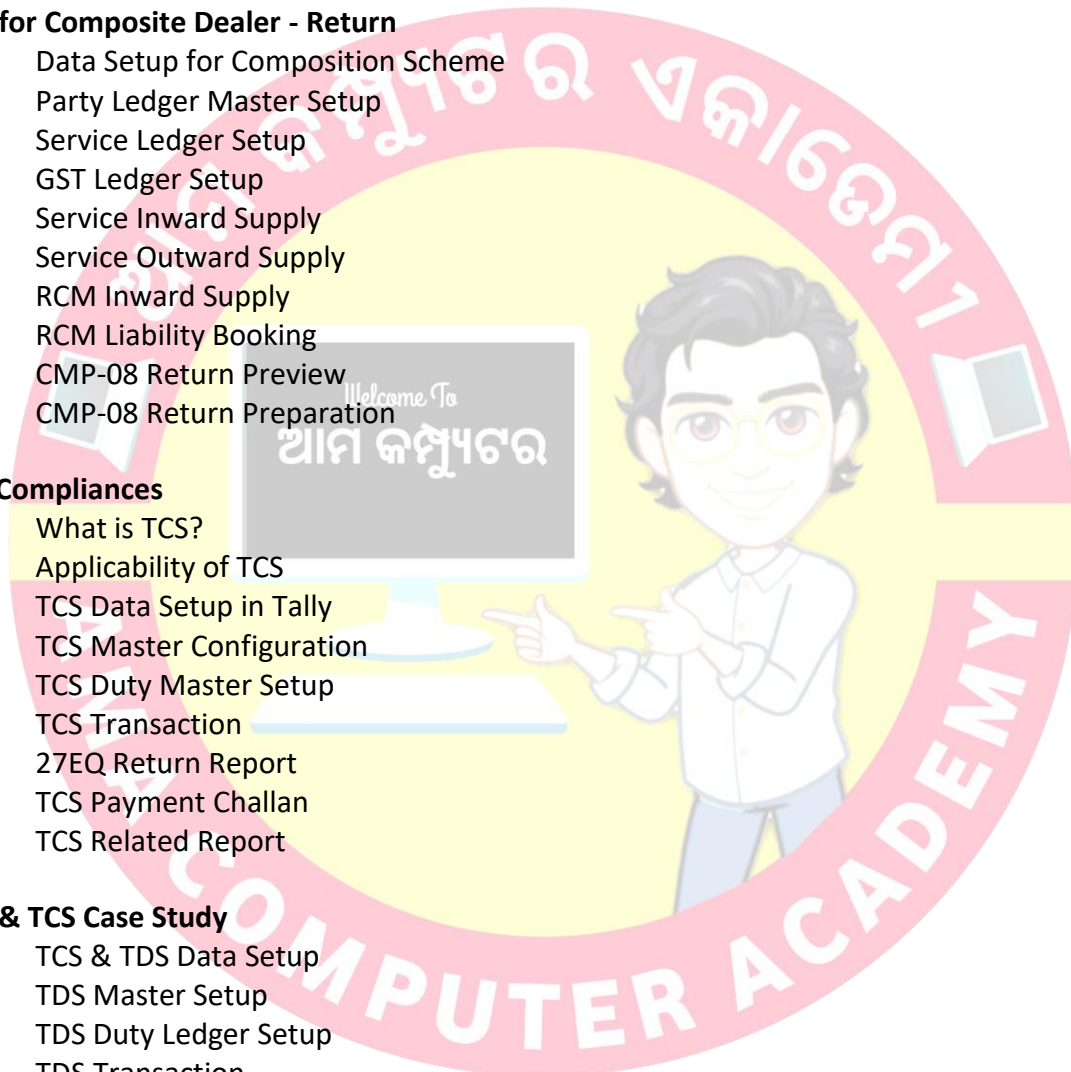
- What is TCS?
- Applicability of TCS
- TCS Data Setup in Tally
- TCS Master Configuration
- TCS Duty Master Setup
- TCS Transaction
- 27EQ Return Report
- TCS Payment Challan
- TCS Related Report

- **TDS & TCS Case Study**

- TCS & TDS Data Setup
- TDS Master Setup
- TDS Duty Ledger Setup
- TDS Transaction
- TCS Master Setup
- TCS Duty Ledger Setup
- TDS Liability Payment
- TCS Liability Payment
- TDS & TCS Return Report

- **Case Study GST, TDS & TCS**

- Data Setup in Tally
- Customer Master Setup with GST & TDS



- Supplier Master Setup with GST & TCS
- Income & Expense Master Setup with GST TDS & TCS
- Duties & Tax Ledger Setup
- Inward Supply with GST & TDS
- Outward Supply with GST & TCS
- Payment of TDS & TCS
- ITC Adjustment & GST Payment

- **Advance Inventory - Price Level**

- What is Price Level & Price List
- Data Configuration Price Level
- Price Level Master Setup
- Defining Price Level & Price List
- Price Level Setup at Ledger Master
- Purchase Transaction
- Sales Transaction
- Overriding Price Level
- Inventory Report

- **Advance Price Level**

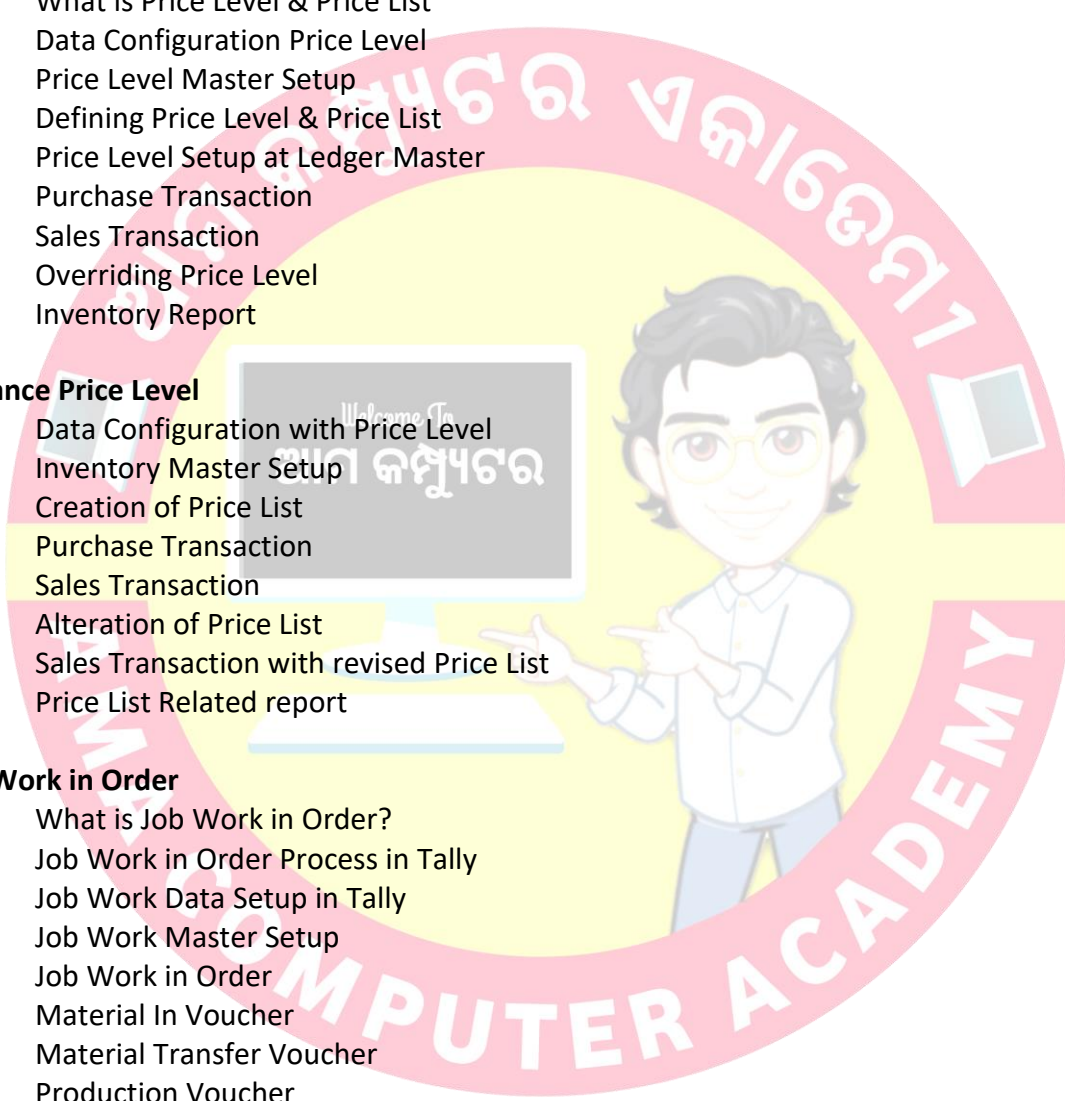
- Data Configuration with Price Level
- Inventory Master Setup
- Creation of Price List
- Purchase Transaction
- Sales Transaction
- Alteration of Price List
- Sales Transaction with revised Price List
- Price List Related report

- **Job Work in Order**

- What is Job Work in Order?
- Job Work in Order Process in Tally
- Job Work Data Setup in Tally
- Job Work Master Setup
- Job Work in Order
- Material In Voucher
- Material Transfer Voucher
- Production Voucher
- Material Out Voucher
- Job Order Inventory Report
- Job Work in Order Report

- **Job Work Out Order**

- What is Job Work Out Order?
- Job Work Out Order Process in Tally
- Job Work Data Setup in Tally
- Job Work Master Setup



- Job Work Out Order
- Material Out Voucher
- Material In Voucher
- Job Order Inventory Report
- Job Work in Order Report

- **Budget & Scenario Management**

- What is budget & Types of Budgets in Tally
- Budget Creation & Data Setup
- Accounting Group Budget
- Accounting Ledger Budget
- Cost Centre Budget
- What is Scenario Management
- Scenario Setup
- Transaction under Budget & Scenario
- Budget & Variance Report
- Scenario Management Report

- **Tally SME Feature**

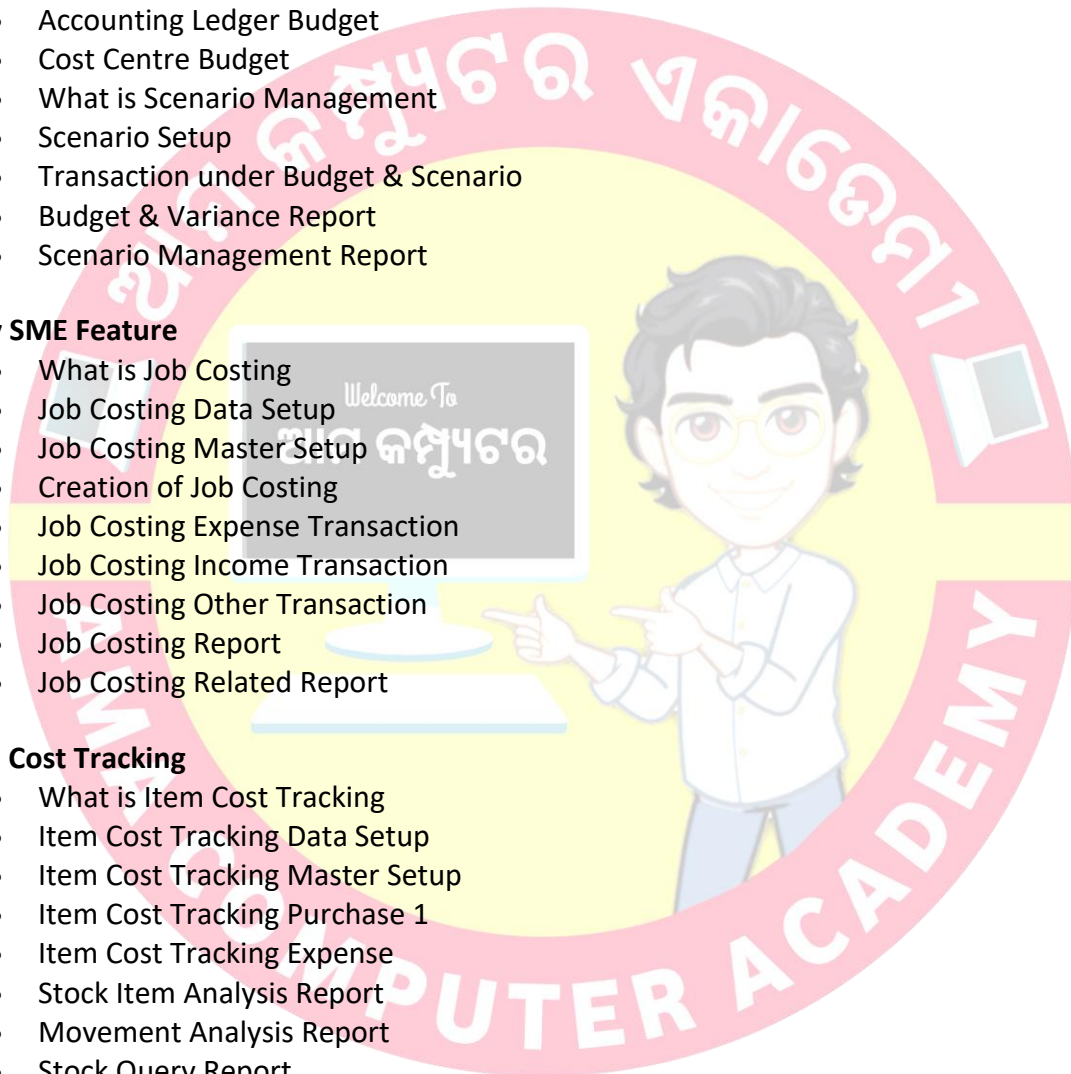
- What is Job Costing
- Job Costing Data Setup
- Job Costing Master Setup
- Creation of Job Costing
- Job Costing Expense Transaction
- Job Costing Income Transaction
- Job Costing Other Transaction
- Job Costing Report
- Job Costing Related Report

- **Item Cost Tracking**

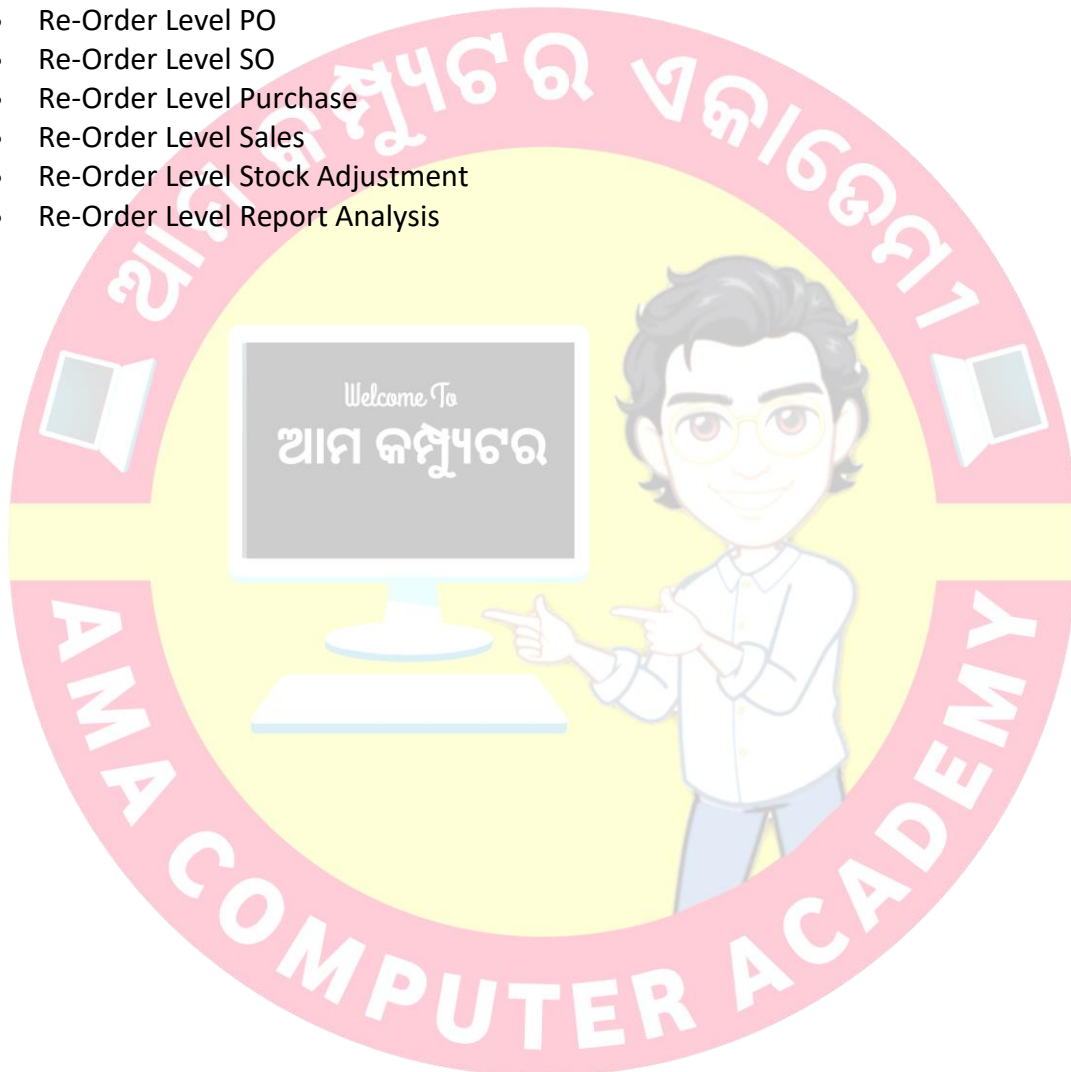
- What is Item Cost Tracking
- Item Cost Tracking Data Setup
- Item Cost Tracking Master Setup
- Item Cost Tracking Purchase 1
- Item Cost Tracking Expense
- Stock Item Analysis Report
- Movement Analysis Report
- Stock Query Report

- **Reorder Level**

- What is Re-Order Level
- Use & Benefits of Re-Order Level
- Types of Re-Order Level in Tally
- Re-Order Level Data Setup in Tally
- Re-Order Level Master Configuration
- Simple Re-Order Level Setup
- Re-Order Level SO



- Re-Order Level PO
  - Re-Order Level Purchase
  - Re-Order Level Sales
  - Re-Order Level Stock Consumption
  - Re-Order Level Report
- **Advance Re-Order Level**
    - Re-Order Level Data Setup
    - Re-Order Level Inventory Master
    - Advance Re-Order Level Setup
    - Re-Order Level PO
    - Re-Order Level SO
    - Re-Order Level Purchase
    - Re-Order Level Sales
    - Re-Order Level Stock Adjustment
    - Re-Order Level Report Analysis



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