

Tally GST Course

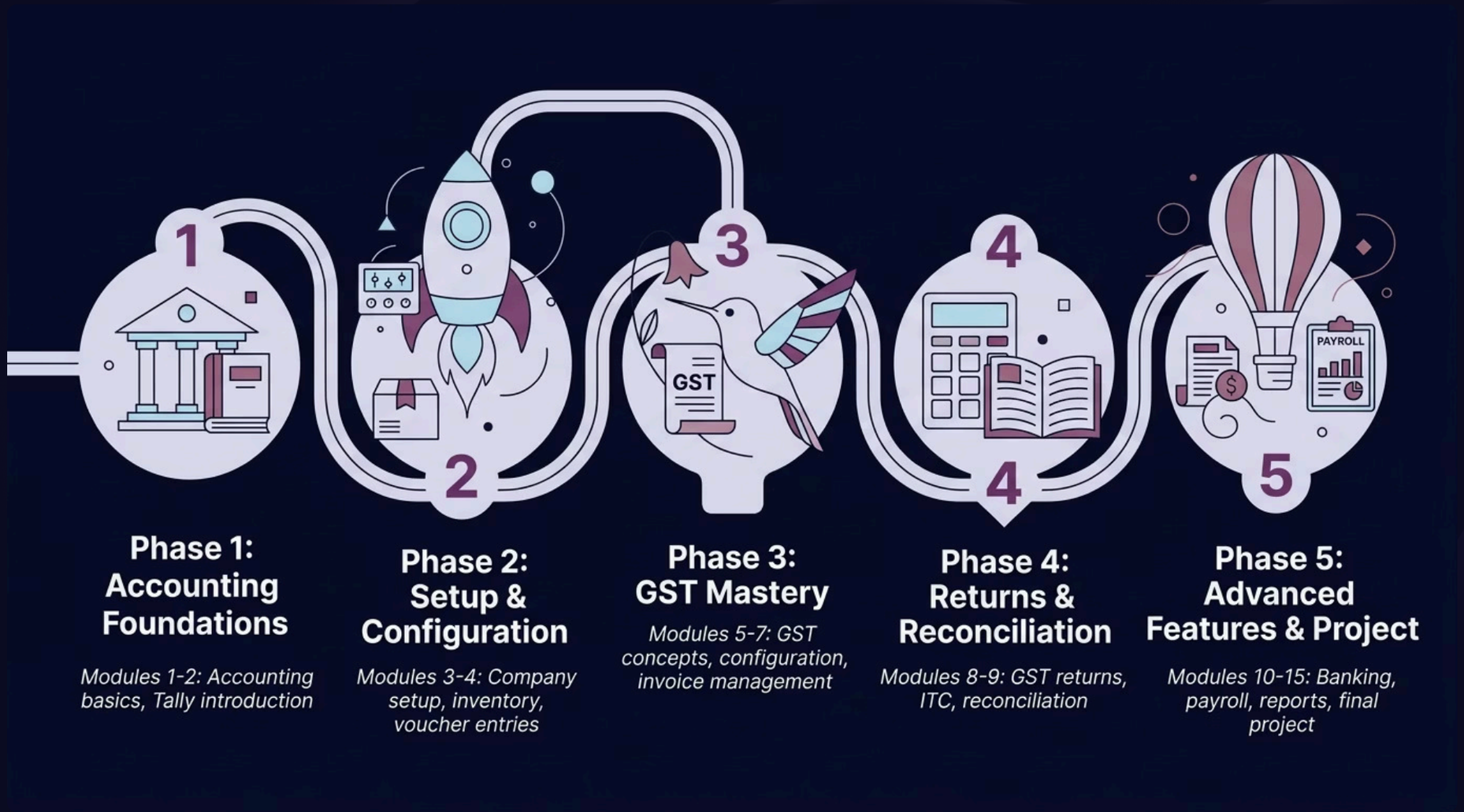
A comprehensive, hands-on program covering accounting fundamentals, GST concepts, and practical Tally Prime skills — from company setup to final accounts and GST return filing.

15 MODULES | BEGINNER TO ADVANCED | PRACTICAL FOCUS

Course Roadmap

What You'll Learn

This course is structured into 15 focused modules, taking you from core accounting principles through to real-world GST compliance and Tally Prime mastery.



Phase 1: Accounting Foundations

Modules 1-2: Accounting basics, Tally introduction

Phase 2: Setup & Configuration

Modules 3-4: Company setup, inventory, voucher entries

Phase 3: GST Mastery

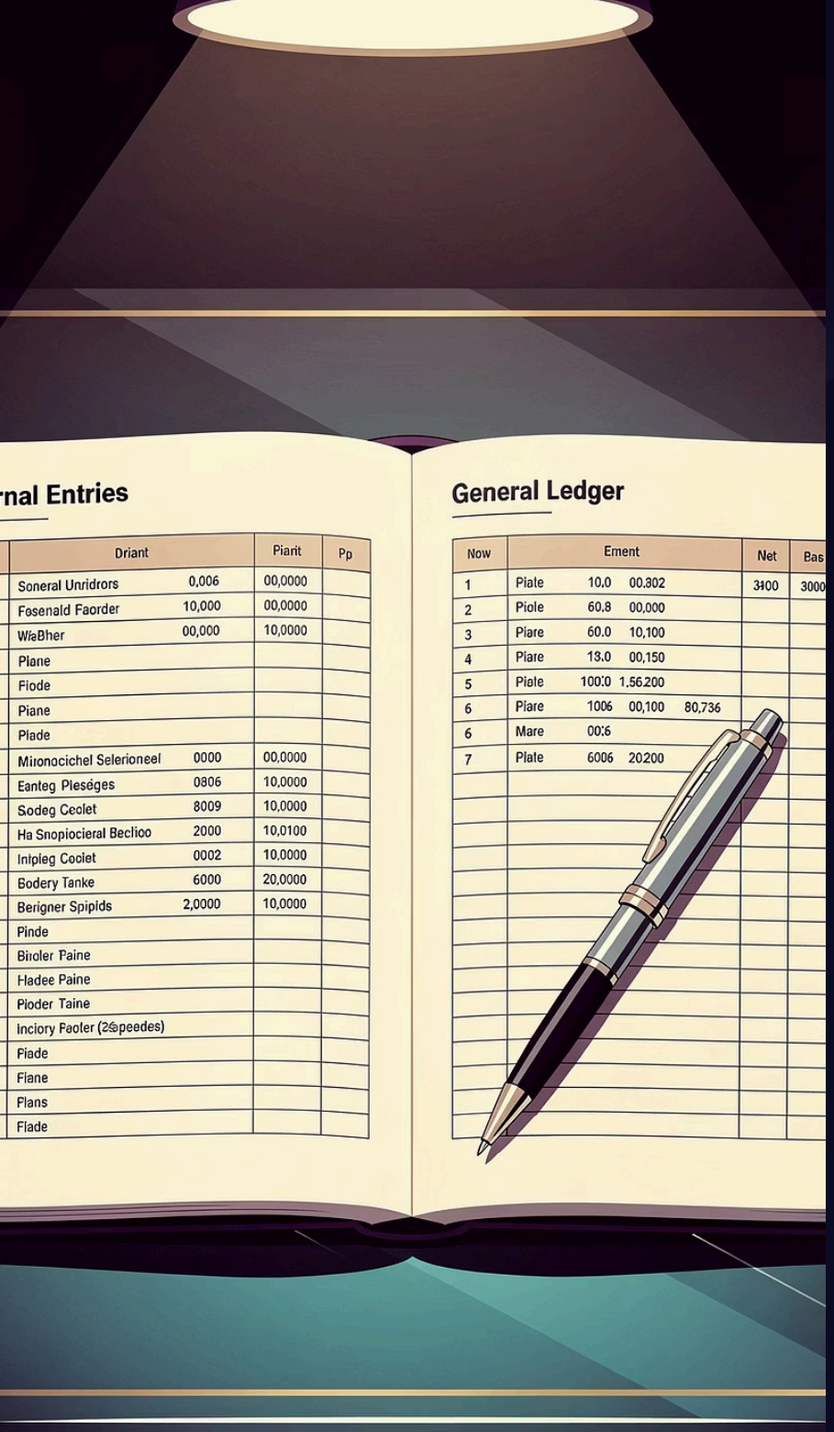
Modules 5-7: GST concepts, configuration, invoice management

Phase 4: Returns & Reconciliation

Modules 8-9: GST returns, ITC, reconciliation

Phase 5: Advanced Features & Project

Modules 10-15: Banking, payroll, reports, final project



Module 1: Introduction to Accounting

Before diving into software, every bookkeeping professional needs a firm grasp of the underlying principles. This module builds that essential foundation.

1

Meaning & Basics

Understand what accounting is, why it matters, and the core concepts behind recording financial transactions systematically.

2

Types of Accounts

Explore Real, Personal, and Nominal accounts — the three classifications that form the backbone of double-entry bookkeeping.

3

Golden Rules

Memorize and apply the three golden rules of accounting that govern every debit and credit entry in any transaction.

4

Final Accounts

Get an overview of journal entries, ledger posting, trial balance preparation, and the structure of final accounts.

What is Tally Prime?

Tally Prime is India's leading business accounting and compliance software — trusted by millions of businesses for bookkeeping, inventory management, GST filing, payroll, and financial reporting.

- Intuitive and menu-driven interface
- Real-time financial data access
- Fully GST-compliant out of the box
- Supports multi-company and multi-user environments

Module 2: Getting Started with Tally Prime

This module walks you through the installation, initial setup, and navigation of Tally Prime so you can work confidently from day one.

Installation & Setup

Download, install, and activate Tally Prime on your system with the correct license configuration.

Company Creation

Create a new company, set the financial year, and configure basic company details and preferences.

Gateway of Tally

Navigate the central dashboard — the Gateway of Tally — to access all modules, menus, and reports efficiently.



Module 3: Company & Inventory Setup

A properly configured company in Tally is the foundation for accurate reporting and compliance. This module covers everything from security controls to stock management.

Company Configuration

Set up financial year, books beginning date, security controls, and user access permissions to ensure data integrity from the start.

Inventory Features

Activate inventory management and configure stock groups, stock categories, and individual stock items with proper units of measurement.

Godowns & Locations

Create multiple storage locations (godowns) to track stock across different warehouses, branches, or physical storage areas.

Module 4: Accounting in Tally

This is where theory meets practice. Learn to create ledgers, organize accounts into groups, and record every type of financial transaction using Tally's voucher system.

Ledgers & Groups

Ledgers are the individual accounts in Tally. Every transaction is posted to a ledger, which belongs to a predefined group (like Sundry Debtors, Capital Account, etc.). Correct grouping ensures your balance sheet and P&L are auto-generated accurately.

Voucher Entry Basics

Vouchers are the primary data-entry documents in Tally. Understanding when to use each type is critical to maintaining clean books.

Contra

Cash/bank transfers

Payment

Outgoing payments

Receipt

Incoming receipts

Journal

Adjustments & entries

Sales

Sales transactions

Purchase

Purchase transactions

CHAPTER 2 GST MASTERY

GST: The Core of Modern Compliance

Goods and Services Tax (GST) is India's unified indirect tax system. Mastering GST is the single most critical skill for any bookkeeping professional today.

CGST

Central GST — collected by the central government on intrastate sales

SGST

State GST — collected by the state government on intrastate sales

IGST

Integrated GST — levied by the center on interstate and import transactions

Module 5: GST Concepts

A thorough understanding of GST mechanics is essential before configuring it in Tally. This module covers the full conceptual framework.

GSTIN & HSN/SAC Codes

GSTIN is the unique 15-digit tax identification number for registered businesses. HSN codes classify goods; SAC codes classify services — both are mandatory on GST invoices.

Input Tax Credit (ITC)

ITC allows businesses to offset tax paid on purchases against tax collected on sales, preventing tax-on-tax cascading. Understanding eligible vs. ineligible ITC is critical.

Reverse Charge Mechanism

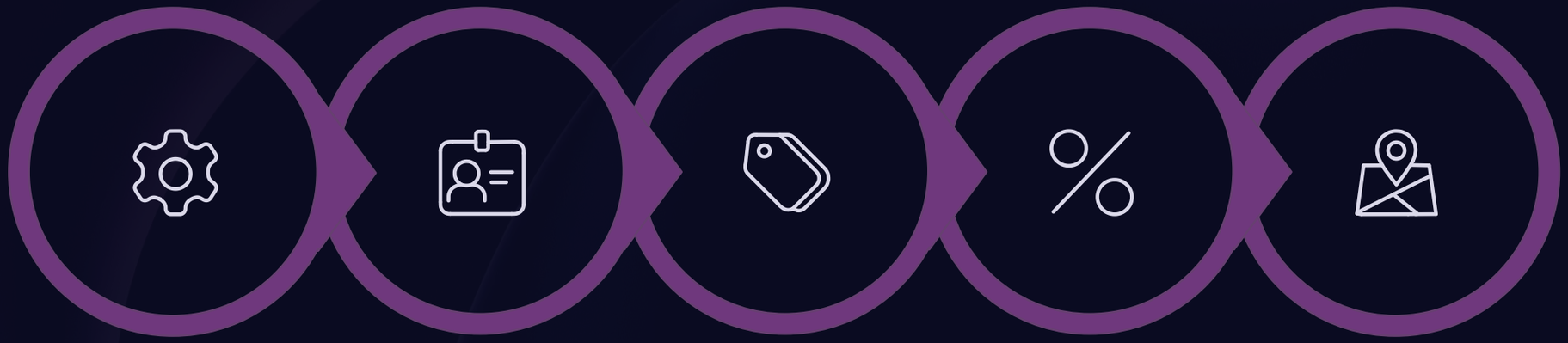
In certain cases, the buyer is liable to pay GST instead of the seller. This applies to specific goods, services, and purchases from unregistered dealers.

Composition vs. Regular Scheme

Small businesses may opt for the Composition Scheme with lower flat tax rates and reduced compliance — but they cannot collect ITC or issue tax invoices.

Module 6: GST Configuration in Tally

Once GST concepts are clear, you'll configure Tally Prime to handle all compliance requirements automatically — from enabling GST to setting up state-wise transaction rules.



Enable GST

Set Registration

Classify Ledgers

Configure Tax Rates

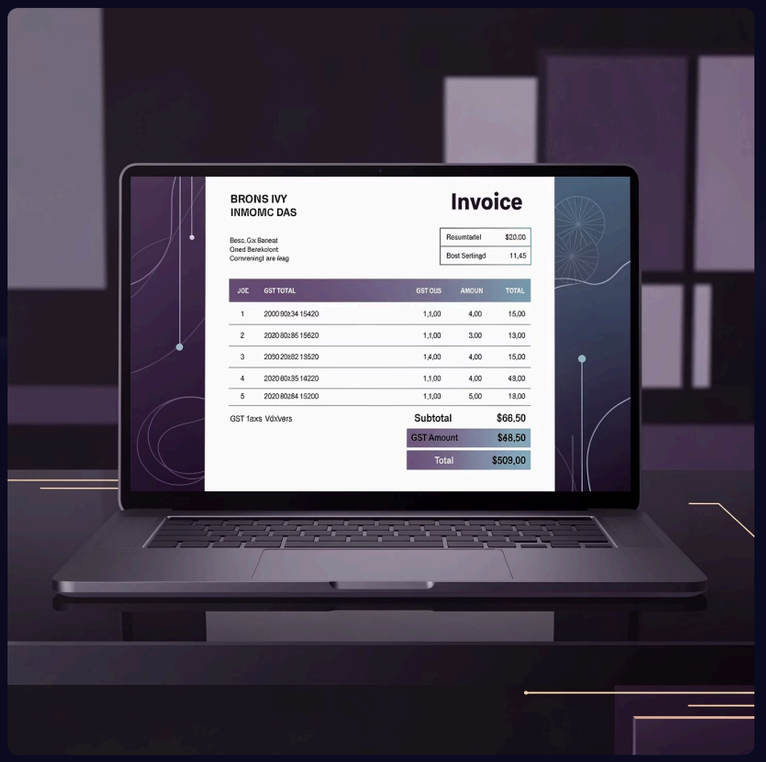
Set Place of Supply

Correct GST configuration ensures that every sales and purchase entry automatically calculates the right tax amount, segregates CGST/SGST from IGST, and flows into the correct return report — saving hours of manual work each month.

Module 7

GST Invoice Management

Accurate invoice creation is the cornerstone of GST compliance. This module covers every invoice type you'll encounter in practice, ensuring your records are audit-ready at all times.



01

Tax Invoice (Sales with GST)

Standard B2B and B2C invoices with CGST/SGST or IGST breakdowns, HSN codes, and supplier/recipient details.

02

Bill of Supply & Export Invoice

Bill of supply for composition dealers or exempt supplies; export invoices for zero-rated overseas transactions.

03

Reverse Charge & Adjustments

Record reverse charge entries for unregistered purchases; handle discounts, round-offs, and debit/credit note adjustments.

04

E-Way Bill Basics

Understand when an e-way bill is required for goods movement and how to generate and link it with transactions in Tally.

Chapter 3

GST Returns & Reconciliation

Filing accurate GST returns on time is a legal obligation. Modules 8 and 9 equip you with everything needed to prepare, verify, and export return data directly from Tally.



GSTR-1

The outward supply return filed monthly or quarterly. Covers B2B invoices, B2C transactions, credit notes, debit notes, exports, and HSN summaries. Tally auto-populates this from your sales vouchers.



GSTR-3B

The monthly self-assessed summary return showing total tax liability, ITC claimed, and net tax payable. Must be filed even for nil periods. Tally generates this report with a single click.



Return Data Export

Export GSTR-1 and GSTR-3B data directly from Tally in JSON format for upload to the GST portal — eliminating manual data entry and reducing errors significantly.

Module 9: Input Tax Credit & Reconciliation

ITC management is one of the most error-prone areas of GST compliance. This module teaches you to claim correctly, identify mismatches, and fix common errors before filing.

Eligible vs. Ineligible ITC

Not all purchases qualify for ITC. Learn which items are blocked under Section 17(5) — like personal expenses, motor vehicles, and food — and how to record them separately.

Credit & Debit Note Adjustments

Record purchase returns via debit notes and sales returns via credit notes with correct GST treatment so ITC is accurately adjusted in the relevant return period.

Purchase Reconciliation

Compare your purchase register in Tally against supplier filings on the GST portal to identify and resolve ITC mismatches before they trigger notices.

Chapter 4

Banking, Payroll & Advanced Features

Module 10: Banking in Tally

Manage all bank-related transactions efficiently and maintain a clean, reconciled bank book at all times.

- Create and configure bank ledgers
- Record cheque payments and receipts
- Perform Bank Reconciliation Statement (BRS)
- Handle post-dated cheques and direct bank transfers

Module 11: Payroll in Tally

Automate your payroll workflow — from employee setup to salary processing and statutory compliance reporting.

→ Employee & Pay Head Setup

Create employee masters, define salary components (basic, HRA, allowances), and configure pay heads and salary groups.

→ Attendance & Salary Processing

Record attendance and leaves, then process salary vouchers automatically based on attendance data.

→ PF, ESI & Professional Tax

Configure statutory deductions for Provident Fund, Employee State Insurance, and Professional Tax, and generate compliance reports.

Module 12: Reports in Tally

Tally Prime's reporting suite gives you instant visibility into every aspect of your business — from daily transactions to year-end financial statements. These reports are essential for decision-making and statutory compliance.



Day Book & Cash Book

View all vouchers entered on a specific date. The cash book tracks all cash inflows and outflows, giving a real-time cash position.



Ledger & Group Reports

Drill down into any ledger to see its complete transaction history. Group summaries aggregate balances across related ledgers for quick analysis.



GST Reports

GSTR-1, GSTR-3B, HSN summary, and ITC summary reports — all generated automatically from your voucher data, ready for filing.



Final Accounts

Auto-generated Balance Sheet, Profit & Loss Account, and Trial Balance that update in real-time as you post entries — no manual preparation required.



Outstanding Reports

Track receivables and payables by party, aging, or due date. Identify overdue invoices instantly to maintain healthy cash flow.

Module 13: Practical GST Accounting

This is the hands-on application module where you apply everything learned to real-world business scenarios. Accuracy here builds the confidence needed for professional practice.

1

Purchases

Record purchases from registered dealers (with ITC) and unregistered dealers (with reverse charge), applying correct GST treatment in each case.

2

Sales Scenarios

Process local intrastate sales (CGST+SGST) and interstate sales (IGST) with accurate tax calculation, party details, and HSN/SAC codes.

3

Services & Expenses

Record GST on services received and business expenses, applying SAC codes and determining correct tax heads.

4

Month-End Closing

Calculate net GST liability after adjusting ITC, pass necessary journal entries, and prepare the data for GSTR-3B filing.



Module 14

Tally Backup & Data Security

Protecting your company data is as important as recording it correctly. This module ensures you can safeguard, recover, and manage Tally data with full confidence.



Backup & Restore

Create regular backups to local or external storage and restore data in the event of system failure or accidental deletion.

Data Splitting

Split a large company file by financial year to keep data organized and improve system performance over time.

Data Migration

Migrate data from older Tally versions or external systems seamlessly into Tally Prime without losing historical records.

User Access Control

Set strong passwords and define role-based access levels so each user can only view or edit what they are authorized for.

MODULE 15 CAPSTONE PROJECT

Final Practical Project

The capstone project brings together every skill developed throughout the course. You will build a complete, audit-ready set of books for a simulated business — from scratch to final reports.



Completing this project gives you a portfolio-ready demonstration of your Tally GST skills — something you can show to employers or clients as proof of practical competence.



You're Ready to Begin

This course equips you with the complete skill set required for modern bookkeeping and GST compliance. Whether you're starting your accounting career or upgrading your professional credentials, Tally GST proficiency is your competitive advantage.

15

Modules

Structured chapters from basics to advanced

8+

GST Topics

Covering every aspect of GST compliance

100%

Practical Focus

Every module includes hands-on Tally exercises

Start with Module 1 to build your accounting foundation, or jump to Module 5 if you already have accounting knowledge and want to focus on GST. The course is designed to work both ways.