

**TALLY PRIME (Certification in Financial Accounting)**

S.No	Topics	Signature
<b>BASIC TALLY &amp; ACCOUNTING FEATURES</b>		
1	Introduction & Basic details of tally	
2	Starting Tally	
3	Creating, Selecting, Altering, deleting & closing a Company	
4	Backup & Restore Companies	
5	Introduction to Ledger	
6	Creating , Selecting , Altering, deleting & display ledger	
7	Introduction to groups	
8	Creating , Selecting , Altering, deleting & display Groups	
<b>ACCOUNTING VOUCHER ENTRIES</b>		
9	Capital A/c Entries	
10	Payment Entry	
11	Receipt Entry	
12	Contra Entry	
13	Journal	
14	Purchase Entry	
15	Sales Entry	
<b>INVENTORY VOUCHER ENTRIES</b>		
16	Introduction to Inventory	
17	Creating, altering , Deleting & displaying Unit of measure	
18	Creating, altering , deleting & displaying Stock group	
19	Creating, altering , Deleting & displaying stock items	
20	Stock Categories	
21	Purchase with Inventory	
22	Sales With Inventory	
23	Sales Register	
24	Purchase register	
<b>ADVANCED INVENTORY VOUCHER ENTRIES</b>		
25	Order Processing - Purchase Order	
26	Order Processing - Sales order	
27	Purchase Return - Debit Note	
28	Sales Return - Credit Note	
29	Maintain Multiple Godowns	
30	Maintain Bill Wise Details	
<b>REVISION TESTS</b>		

S.No	Topics	Signature
<b>REPORTS</b>		
31	Maintain Batchwise Details	
32	Transfer of material (Stock Journal Voucher)	
33	Use different Actual & Billed Quantities	
34	Track Additional Cost of Purchase	
<b>REPORTS</b>		
35	Trial Balance	
36	Profit & Loss account	
37	Balance Sheet	
38	Day Book	
39	Journal Register	
40	Reconciliation a Bank Statement	
41	Statistics	
42	Physical Stock Verification & Register	
43	Movement Analysis	
44	Ageing Analysis	
45	Stock Query	
46	Stock Cost Estimation	
47	Cash Flow & Fund flow	
48	List of Accounts	
49	Exception Reports	
50	Inventory Reports & Statements	
51	Stock Journal	
52	Stock summary & Valuation Methods	
53	Printing / Export / Import Reports	
<b>GST - TAXATION</b>		
54	GST TAX DETAILS	
55	Integrated GST	
56	CGST	
57	SGST	
58	UTGST	
59	GSTon Goods	
60	GSTon Services	
<b>Shortcut Keys &amp; Online Support</b>		
<b>FINAL EXAMINATION</b>		