



TECH NEXTGEN ACADEMY

ADVANCED TALLY

Account. Control. Analyze. Report. Grow.

Advanced Level

Practical Classroom Training

Project-Based Learning

Duration: 4 Months



MASTER BUSINESS ACCOUNTING WITH TALLYPRIME

Basic Tally teaches you how to record business transactions.

Advanced Tally teaches you how to manage, control and analyze business accounts professionally.

At **Tech NextGen Academy**, Advanced Tally is designed for students, accounts professionals and aspiring Accounts Executives who want to move beyond basic voucher entry and develop practical skills in **TallyPrime, GST, advanced accounting, inventory, banking, payroll, taxation workflows, financial reporting and MIS.**

Through practical exercises, business scenarios, accounting case studies and a complete accounting simulation, you will learn how to handle the accounting requirements of a real business.

OUR GOAL: From Tally User → Professional Accounts Executive

WHO IS THIS COURSE FOR & PREREQUISITES

PERFECT FOR

- ✓ Students & Graduates
- ✓ Accounts Executives & Managers
- ✓ Accounting & Finance Professionals
- ✓ Tally Users & Billing Professionals
- ✓ MIS & Reporting Professionals
- ✓ Job Seekers, Freshers & Entrepreneurs
- ✓ Small Business Owners
- ✓ Anyone looking to upgrade from Basic Tally

PREREQUISITES

- ✓ **Basic accounting knowledge** is recommended.
- ✓ **Basic Tally/TallyPrime knowledge** is strongly recommended.
- ✓ Knowledge of GST fundamentals is helpful but not mandatory.

01 ADVANCED ACCOUNTING CONCEPTS**BUILD A STRONG ACCOUNTING FOUNDATION**

- Accounting principles, concepts & accounting cycle | Debit & Credit rules
- Capital & Drawings | Assets & Liabilities | Revenue & Expenses | Income & Expenditure
- Current & Non-Current Assets | Current & Non-Current Liabilities
- Trading Account, Profit & Loss Account & Balance Sheet preparation
- Adjusting entries: Accruals, Prepaid expenses, Outstanding expenses, Depreciation, Provisions, Bad debts, Closing stock & accounting adjustments

PRACTICAL: Prepare adjustment entries and understand their impact on: Trading A/c → Profit & Loss A/c → Balance Sheet.

02 ADVANCED TALLYPRIME CONFIGURATION**CONFIGURE TALLY FOR PROFESSIONAL ACCOUNTING**

- TallyPrime interface, Company creation, alteration, configuration & security controls
- Financial year settings, Books beginning from, User access & password protection
- Voucher & Invoice configuration, Voucher numbering, Printing preferences & GST configuration
- Backup & restore, Keyboard shortcuts, Navigation techniques, Search & quick creation/alteration of masters
- Day Book navigation & Drill-down reporting

PRACTICAL: Configure a complete company according to a realistic business requirement.

03 ADVANCED LEDGER & ACCOUNTING MASTERS**CREATE A PROFESSIONAL ACCOUNTING STRUCTURE**

- Groups & sub-groups: Primary groups, Current assets/liabilities, Capital, Fixed assets, Investments, Loans, Duties & taxes, Direct/Indirect expenses & income
- Sundry Debtors, Sundry Creditors, Bank & Cash accounts setup
- Advanced Master Configuration: Bill-wise details, Cost centres, Inventory allocation, GST details, Bank details, Credit limits, Opening balances, Maintain balances bill-by-bill

PRACTICAL: Design the complete ledger structure of a trading business.

04 ADVANCED VOUCHER & TRANSACTION MANAGEMENT**RECORD BUSINESS TRANSACTIONS ACCURATELY**

- Voucher Types: Contra, Payment, Receipt, Journal, Sales, Purchase, Debit Note, Credit Note, Stock Journal, Physical Stock, Receipt Note, Delivery Note
- Advanced Handling: Multiple ledgers in vouchers, Bill-wise allocation, Inventory allocation, Adjustment entries
- References: New Ref, Against Ref, On Account, Advance transactions
- Narration & voucher control, Voucher alteration, cancellation & deletion

PRACTICAL: Record a complete month of business transactions from opening balances to closing entries.

05 ADVANCED INVENTORY MANAGEMENT

CONTROL STOCK LIKE A PROFESSIONAL

- Stock groups, categories, items, units of measure, godowns & multiple godowns
- Opening stock, stock valuation, batch-wise inventory, expiry tracking introduction
- Reorder levels, minimum & maximum stock levels, stock transfer, stock adjustment & physical stock verification
- Inventory Transactions: Purchase/Sales orders, Receipt/Delivery notes, Rejections In/Out
- Reporting: Stock summary, Godown summary, Stock ageing, Movement analysis, Reorder analysis

PROJECT: Create and manage inventory for a multi-product business with multiple storage locations.

06 ADVANCED PURCHASE, SALES & INVOICING

MASTER THE COMPLETE BILLING CYCLE

- **Purchase Workflow:** Purchase Order → Receipt Note → Purchase Invoice → Payment
- **Sales Workflow:** Sales Order → Delivery Note → Sales Invoice → Receipt
- Advanced Invoicing: Accounting vs Item invoices, Discounts, Additional charges, Round-off, Transportation, Customer/Supplier details, Credit vs Cash sales, Returns

PRACTICAL: Create professional purchase and sales workflows for a realistic trading business.

07 ADVANCED GST IN TALLYPRIME

MANAGE GST TRANSACTIONS WITH CONFIDENCE

- GST concepts, registration basics, GSTIN, Taxable & exempt supplies, Rates, HSN/SAC, CGST, SGST, IGST, Input Tax Credit (ITC), Output GST, RCM intro, Inter/Intrastate
- GST Transactions: Purchase/Sales, Returns, Debit/Credit Notes, ITC & Liability adjustments
- GST Reporting: GST reports, Tax liability analysis, ITC analysis, GSTR-1 & GSTR-3B overview, Exception reports, Reconciliation concepts

"Practical GST recording and reporting are taught using business scenarios. Tax compliance and filing requirements are explained as per applicable rules."

PROJECT: Maintain GST transactions for a business and prepare GST-related reports for review.

08 GST RECONCILIATION & ERROR CONTROL

FIND. CHECK. RECONCILE. CORRECT.

- Purchase & Sales reconciliation, Input tax reconciliation, GST ledger verification
- Invoice matching concepts: Missing/Duplicate invoices, Incorrect GSTIN/Tax rates, HSN/SAC errors, Tax differences, Mismatch identification & correction workflow

PRACTICAL: Work with intentionally incorrect GST data and identify, reconcile and correct the errors.

09 ADVANCED BANKING & RECONCILIATION

CONTROL CASH & BANK TRANSACTIONS

- Cash & Bank ledger management, Cheques, Deposits, Withdrawals, Bank charges, Interest entries, Post-dated transactions & payment tracking
- Bank Reconciliation Statement (BRS): Bank statement comparison, Unpresented cheques, Uncredited deposits, Bank charges, Direct bank transactions & correcting errors

PRACTICAL: Prepare a Bank Reconciliation Statement using a realistic bank statement and Tally records.

10 RECEIVABLES, PAYABLES & CREDIT CONTROL

MANAGE MONEY OWED TO AND BY THE BUSINESS

- **Receivables:** Debtors, customer balances, credit sales, bill-wise details, overdue invoices, customer ageing, collection tracking
- **Payables:** Creditors, supplier balances, credit purchases, overdue purchases, supplier ageing, payment planning
- **Credit Control:** Credit limits, payment terms, overdue analysis, collection follow-up, outstanding reports

PROJECT: Prepare a complete Receivables & Payables Control Report for a business.

11 COST CENTRE, COST CATEGORY & BUDGETING

TRACK WHERE MONEY IS BEING SPENT

- Cost centre fundamentals, categories, department/employee/project/branch-wise expense allocation & reports
- Budgeting: Creating budgets (Expense, Sales, Purchase), Budget vs Actual, Variance analysis, Identifying overspending

PRACTICAL: Analyze the performance of different departments using cost centres and budgets.

12 PAYROLL & SALARY MANAGEMENT

MANAGE EMPLOYEE PAYROLL IN TALLYPRIME

- Payroll fundamentals, Employee masters/groups, Attendance types, Pay heads, Salary structures, Earnings, Deductions, Overtime, Attendance-based salary
- Payroll vouchers, Payslips, Payroll reports
- Compliance Overview: PF, ESI, Professional Tax, TDS on salary

PRACTICAL: Create employee records and process monthly payroll for a small organization.

13 ADVANCED ACCOUNTING REPORTS & ANALYSIS

TURN ACCOUNTING DATA INTO BUSINESS INFORMATION

- Financial Reports: Day/Cash/Bank Books, Ledger, Trial Balance, Trading A/c, Profit & Loss A/c, Balance Sheet, Cash Flow & Funds Flow intro
- Advanced Analysis: Expense, Income, Gross/Net Profit margins, Sales, Purchase, Debtor, Creditor & Inventory analysis

PRACTICAL: Analyze the financial performance of a business using TallyPrime reports.

14 MIS REPORTING & MANAGEMENT DECISION SUPPORT

FROM ACCOUNTING DATA → MANAGEMENT INSIGHTS

- MIS Reports: Daily, Weekly, Monthly reports (Sales, Purchase, Expense, Outstanding, Inventory, Collection, Payment, Profitability)
- Management Analysis: Target vs Actual, Budget vs Actual, MoM comparison, Customer/Product/Branch-wise analysis
- Exporting reports to Excel/PDF, Printing & Sharing management-ready reports

PROJECT: Create a complete Monthly Accounts & MIS Reporting System.

15 DATA SECURITY, BACKUP & ACCOUNTING CONTROL

PROTECT BUSINESS FINANCIAL DATA

- Company backup & restoration, Security controls, Password control, User permissions, Audit trail concepts
- Error Control: Detecting duplicate entries, wrong ledger/voucher selection, incorrect dates/balances/tax rates, suspense issues

PRACTICAL: Perform a complete Accounting Data Health Check and identify potential errors.

16 ADVANCED ACCOUNTING AUDIT & ERROR DETECTION

CHECK BEFORE YOU REPORT

- Verification of Trial Balance, Ledgers, Cash/Bank, Debtors/Creditors, GST ledgers, Stock, Outstandings
- Expense/Income classification review, Suspense review, Negative cash identification, Unusual/Duplicate transaction checking

PRACTICAL: Audit a sample company containing deliberately introduced accounting errors and prepare an Error & Correction Report.

17 REAL-WORLD ACCOUNTS EXECUTIVE SIMULATION

WORK LIKE A REAL ACCOUNTS PROFESSIONAL

Experience an end-to-end simulated business accounting cycle across 14 practical steps: Company Setup → Accounting Structure → Inventory Setup → Purchase → Sales → GST → Banking → Receivables & Payables → Payroll → Cost Control → Error Checking → Financial Reporting → MIS → Presentation.

FINAL OUTPUT: A complete Business Accounting & TallyPrime Project demonstrating professional accounting skills.

CAPSTONE PROJECT & DELIVERABLES

COMPLETE BUSINESS ACCOUNTING PROJECT

Students will manage the complete accounting operations of a simulated business using TallyPrime from initial setup to final presentation.

FINAL DELIVERABLES:

- Complete TallyPrime Company Data
- Bank Reconciliation Statement
- Cost Centre Analysis
- Purchase & Sales Records
- Receivables & Payables Report
- MIS & Financial Statements
- GST Transaction Reports
- Inventory & Payroll Reports
- Error Correction & Final Presentation

TECH NEXTGEN LEARNING METHOD & JOURNEY

LEARN → PRACTICE → RECORD → VERIFY → RECONCILE → ANALYZE → REPORT → GROW

WHAT YOU WILL BE ABLE TO DO

- ✓ Manage full accounting operations using TallyPrime
- ✓ Create professional accounting & ledger structures
- ✓ Record advanced vouchers, purchases & sales workflows
- ✓ Manage inventory, godowns & stock transfers
- ✓ Handle GST transactions, liability & reconciliation

- ✓ Perform Bank Reconciliation (BRS) & Cash management
- ✓ Manage Receivables, Payables & Credit control
- ✓ Process payroll, salary structures & payslips
- ✓ Generate Trial Balance, P&L, Balance Sheet & MIS
- ✓ Detect accounting errors & maintain data security

ASSESSMENT & CERTIFICATION

Your progress is evaluated through:

- Accounting Assignments & Voucher Challenges
- GST, Invoicing & Reconciliation Exercises
- Payroll, Banking & Cost Centre Tasks
- Practical Tests & Capstone Project
- Viva & Final Presentation

Score	Grade
90–100%	A+
80–89%	A
70–79%	B+
60–69%	B
Below 60%	Needs Improvement

 **TECH NEXTGEN ACADEMY**
Advanced Tally Course Completion Certificate

CONTINUE YOUR ACCOUNTING JOURNEY

PROFESSIONAL ACCOUNTS & FINANCE ADVANCEMENT:

Advanced GST & Taxation | TDS & TCS | Advanced Payroll | Advanced Excel for Accounts | MIS Reporting & Automation | Financial Analysis | Power BI for Finance & Accounts | Business Analytics | Accounting Process & Compliance | Professional Accounts Executive Skills

DON'T JUST ENTER TRANSACTIONS. LEARN TO CONTROL THE ACCOUNTS.

From Business Transactions → Accurate Accounts → Financial Control → Better Decisions

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 **Admissions Open | Limited Seats**