



TECH NEXTGEN ACADEMY

BASIC TALLY WITH TALLYPRIME & GST

Record. Manage. Analyze. Grow.

FOUNDATION LEVEL

PRACTICAL CLASSROOM TRAINING

PROJECT-BASED LEARNING

DURATION: 4 MONTHS



BUILD A STRONG FOUNDATION IN ACCOUNTING & TALLY

Every business needs accurate accounts. From recording purchases and sales to managing expenses, inventory, GST, banking and financial reports, accounting plays a critical role in the day-to-day operation of every organization.

At **Tech NextGen Academy**, you will learn **TallyPrime from the ground up**, starting with accounting fundamentals and progressing toward practical business accounting.

You will work with realistic business transactions, create companies, set up ledgers, record vouchers, manage inventory, handle GST transactions, reconcile bank accounts and generate financial reports.

Our Goal: From Accounting Beginner → Confident Tally Professional.



WHO IS THIS COURSE FOR?

Perfect for:

- Students & Graduates
- Job Seekers & Freshers
- Aspiring Accountants
- Accounts Executives
- Billing Professionals
- Small Business Owners
- Office & MIS Professionals
- Commerce Students
- Finance Professionals
- Skill Seekers



Prerequisite

- Basic computer knowledge is recommended.
- No previous Tally knowledge is required.
- Basic accounting knowledge is helpful but **not mandatory**.



WHAT YOU WILL MASTER

01 — ACCOUNTING FUNDAMENTALS

UNDERSTAND ACCOUNTING BEFORE USING TALLY — TallyPrime is a powerful accounting tool, but strong accounting fundamentals are essential for using it correctly.

Accounting Basics

- What is Accounting? & Bookkeeping?
- Importance & Accounting cycle
- Business transactions, Assets, Liabilities
- Capital, Revenue, Income, Expenses
- Purchases, Sales, Debtors, Creditors
- Stock / Inventory concepts

Types of Accounts & Rules

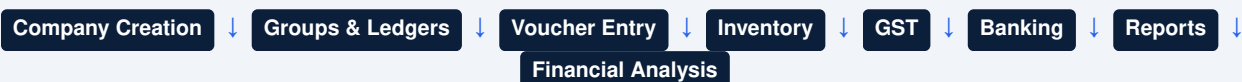
- Personal, Real, Nominal Accounts
- Rules of Debit & Credit
- Understanding account balances
- Practical Debit & Credit identification
- **Accounting Equation:**
Assets = Capital + Liabilities

PRACTICAL: Analyze real-world business transactions and determine: *Account → Type → Debit/Credit → Effect*

02 — INTRODUCTION TO TALLYPRIME

GET STARTED WITH TALLYPRIME — Role of Tally in business, TallyPrime interface, Gateway of Tally, Navigation, Menus, Search & Go To, Keyboard shortcuts, Company information, and workflow.

TALLYPRIME WORKFLOW



PRACTICAL: Explore TallyPrime and perform basic accounting operations using a sample company.

03 — COMPANY CREATION & CONFIG.

- Creating & configuring a new company
- Address, Financial Year, Books beginning
- Accounting, Inventory & GST configuration
- Company alteration, selection & closure
- Basic company security, Backup & restore

PRACTICAL: Create & configure a complete company for a simulated trading business.

04 — GROUPS, LEDGERS & MASTERS

- **Groups:** Primary, Sub-Groups, Predefined, Alteration
- **Ledgers:** Creation, Alteration, Deleting, Balances
- **Common Ledgers:** Cash, Bank, Capital, Sales, Rent, Salary, Debtors, Creditors, Discounts

PRACTICAL PROJECT: Create a complete Chart of Accounts for a sample business.

05 — VOUCHERS & DAY-TO-DAY TRANSACTIONS

Accounting Vouchers: Contra, Payment, Receipt, Journal, Sales, Purchase, Debit Note, Credit Note.

Transactions: Capital, Deposits, Cash/Credit Purchases & Sales, Supplier Payments, Customer Receipts, Expenses, Returns & Discounts.

PRACTICAL: Record complete set of daily transactions for a simulated business.

06 — JOURNAL ENTRIES & ADJUSTMENTS

- Journal entries & Adjustment entries
- Outstanding & Prepaid expenses
- Accrued income & Income in advance
- Depreciation, Bad debts, Interest
- Rectification of basic accounting errors

PRACTICAL: Record adjustment entries and analyze effect on P&L Account → Balance Sheet.

07 — INVENTORY MANAGEMENT

- Stock Groups, Categories, Items, Units of Measure
- Inventory Transactions: Purchases, Sales, Transfers, Adjustments
- Physical stock & Stock Valuation concepts
- Reports: Stock Summary, Movement & Analysis

PROJECT: Manage complete inventory of a simulated trading business.

08 — PURCHASE, SALES & INVOICING

- Purchase & Sales Vouchers (Cash/Credit/Inventory)
- Invoice Creation: Numbering, Rates, Discounts
- Tax calculation, Invoice setup & Printing

PRACTICAL PROJECT: Create professional purchase/sales invoices and maintain stock records.

09 & 10 — GST FUNDAMENTALS & GST IN TALLYPRIME

GST Fundamentals

- GST Structure: CGST, SGST, IGST, UTGST
- GSTIN, HSN, SAC, Taxable Value, GST Rates
- Input Tax Credit (ITC) & Output Tax fundamentals

PROJECT: Create a GST-enabled business and record local & interstate transactions with tax reports.

GST in TallyPrime

- Enabling GST & Ledger / HSN Setup
- Local & Interstate Purchase/Sales
- GST Invoicing, Tax Breakups & Printing
- GSTR-1 & GSTR-3B overview, Error Detection

11 — BANKING & RECONCILIATION

- Cash vs Bank, Ledgers, Receipts & Payments
- Cheques, Deposits, Withdrawals, Bank charges
- **Bank Reconciliation (BRS):** Reconciling statements & entries in TallyPrime

PROJECT: Reconcile simulated bank statement with TallyPrime records.

12 — DEBTORS, CREDITORS & OUTSTANDINGS

- Receivables (Debtors) & Payables (Creditors)
- **Bill-wise Management:** New Ref, Agst Ref, On Account
- Due dates, Outstanding invoices, Ageing analysis

PRACTICAL: Prepare and analyze Customer Receivables & Supplier Payables reports.

13 — INCOME, EXPENSES & PROFITABILITY

- Direct vs Indirect Expenses & Income
- Operating, Admin & Selling Costs
- Gross Profit vs Net Profit, Profit Margins

PRACTICAL: Analyze business income and expenses to determine profitability.

14 — REPORTS & FINANCIAL STATEMENTS

- Day Book, Cash/Bank Book, Trial Balance
- **Profit & Loss Account & Balance Sheet**
- Ratio analysis, Cash Flow, Drill-down reports

PROJECT: Generate & interpret Trial Balance → P&L → Balance Sheet.

15 — ERROR CHECKING & ACCURACY

- Finding Common Errors: Ledgers, Vouchers, GST, Stock
- Rectifying voucher & master errors
- Verifying Trial Balance & GST Data

PRACTICAL: Receive an incorrect company file and identify/correct all errors.

16 — EXPORT, PRINTING & DATA MANAGEMENT

- Report configuration, PDF & Excel Export
- Invoice Printing & Layout customization
- Company Backup, Restore & Data Security

PRACTICAL: Customize, print, and export professional accounting reports.



17 — REAL-WORLD SIMULATION & CAPSTONE PROJECT

DON'T JUST LEARN TALLY. RUN A BUSINESS IN TALLY.

You will work as a simulated **Junior Accounts Executive** executing end-to-end accounting tasks:

Business Understanding → Company Creation → Masters Setup → Inventory & GST Setup → Opening Balances → Transaction Entry → Banking & BRS → Receivables/Payables → Financial Reporting → Error Audit → Final Review



CAPSTONE PROJECT DELIVERABLES

- Complete TallyPrime Company
- Chart of Accounts & Inventory Records
- Purchase, Sales & GST Invoices
- Bank Reconciliation Reports
- Receivables & Payables Statements
- Trial Balance, P&L Account & Balance Sheet
- Error Correction Audit Report
- Final Project Presentation



TECH NEXTGEN METHOD & LEARNING JOURNEY

LEARNING METHODOLOGY

01. CONCEPT → 02. DEMO → 03. PRACTICE → 04. VERIFY → 05. ANALYZE → 06. REPORT → 07. PRESENT



WHAT YOU WILL BE ABLE TO DO

- Understand Debit/Credit & classify business accounts.
- Create companies, groups, ledgers & stock items in TallyPrime.
- Record day-to-day transactions, vouchers & bank entries.
- Create professional GST invoices & manage CGST/SGST/IGST.
- Perform Bank Reconciliation & manage Debtors/Creditors.
- Generate Trial Balance, Profit & Loss Account & Balance Sheet.
- Detect and correct common accounting errors.
- Backup, restore & export financial data to Excel/PDF.



ASSESSMENT & GRADING

Evaluated through exercises, vouchers, reconciliation, capstone project & viva.

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

WHY TECH NEXTGEN ACADEMY?

Not just Tally classes. A complete practical accounting learning experience.

- Accounting Fundamentals
- TallyPrime Practical
- GST Training
- Inventory Management
- Billing & Invoicing
- Banking & BRS
- Receivables/Payables
- Financial Reporting
- Error Detection & Correction
- Real-World Business Simulation
- Project-Based Training
- Assessment Certification



CONTINUE YOUR ACCOUNTING JOURNEY

After completing **Basic Tally with TallyPrime & GST**, progress toward:

- Advanced TallyPrime & Accounting
- Advanced GST, Taxation, TDS & TCS
- Payroll & Salary Management
- Advanced Excel & Power BI for Finance
- MIS Reporting & Business Automation
- Professional Accounts Executive Skills

TECH NEXTGEN ACADEMY

Learn Today. Lead Tomorrow.

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