

MASTER IN TALLY PRIME WITH GST, TDS, TCS & PAYROLL 100% PRACTICAL | JOB-ORIENTED | CAREER-FOCUSED (2026/2027)

ABOUT THE INSTITUTE

Fastrack Institute [A Unit ICMS IT & Skill Development] is a premier professional training institute committed to providing industry-oriented education in the fields of Information Technology, Accounts, Finance, Taxation, and Skill Development. The institute focuses on practical learning, live projects, industry exposure, and job-oriented training programs. Our mission is to prepare students for real office, business, industrial, and corporate environments.

COURSE HIGHLIGHTS

- 100% Practical Training
- Live Company Accounting Practice
- GST Practical with Returns
- Payroll Management Training
- TDS & TCS Practical Work
- Inventory & Stock Management
- Banking & Financial Accounting
- Final Accounts Preparation
- Interview Preparation
- Government Recognized Certificate
- Experienced Faculty
- Lifetime Support & Guidance
- 100% Job Placement Assistance

COURSE OBJECTIVES

The objective of this course is to develop professional accounting and taxation skills among students using Tally Prime software. Students will learn complete business accounting, inventory management, GST compliance, payroll processing, taxation, banking operations, and financial reporting.

After successful completion of the course, students will be able to work as:

- Accounts Executive
- GST Executive
- Tally Operator
- Billing Executive
- Payroll Executive
- Store & Inventory Executive
- Finance Assistant
- Office Administrator
- MIS Executive
- Data Entry & Accounts Assistant

Eligibility and Duration

- Minimum Qualification: 10th / 12th / Graduation
- Basic Computer Knowledge Preference
- Max 3 Months

TRAINING METHODOLOGY

- Daily Hands-On Practice
- Real Business Scenarios
- Assignment & Projects
- Practical Tests
- Industrial Accounting Practice
- Project-Based Learning

COURSE SYLLABUS

Complete Practical Lab Syllabus with GST, Payroll & Taxation

Section 1:

- Lab 1.** How to Create a Company, Shut, Alter and Delete Company.
- Lab 2.** How to Create, Alter, and Delete Stock Group,
- Lab 3.** How to Create, Alter, and Delete Stock Category
- Lab 4.** How to Create, Alter, and Delete Stock Unit
- Lab 5.** How to Create, Alter, and Delete Stock Item.
- Lab 6.** How to Create, Alter and Delete Ledger.

Section 2

- Lab 7.** Record the Purchase Entries Using Purchase Voucher (Item Invoice Mode)
- Lab 8.** Record the Sales Entries Using Sales Voucher (Item Invoice Mode)
- Lab 9.** Create Debit Note Entries (Purchase Return) Using Debit Note Voucher
- Lab 10.** Create Credit Note Entries (Sales Return) Using Credit Note Voucher
- Lab 11.** How to Alter and Delete any Voucher Entry In Tally Prime

Section 3

- Lab 12.** Configure Single and Double entries Feature in Tally Prime
- Lab 13.** Record the Payment Using Payment Voucher
- Lab 14.** Record Receipt Entries Using Receipt Voucher
- Lab 15.** Record Banking Entries Using Contra Voucher
- Lab 16.** Configure and Use Journal Voucher Properly

Section 4

- Lab 1.** Transfer the goods from one Location to another Location Using Stock Journal
- Lab 2.** Create Purchase Order , Receipt Note , Rejection Out - > Purchase Voucher
- Lab 3.** Create Sales Order , Delivery Note , Rejection In - > Sales Voucher
- Lab 4.** Create physical "Verification of Stock" Using Physical Stock Voucher
- Lab 5.** Stock Transformation Using Manufacturing Journal Bill of Materials (BOM)
- Lab 6.** Point of Sales (POS) Feature In Tally Prime

Section 5

- Lab 7.** Configure Bill wise Maintenance Feature in Tally Prime
- Lab 8.** Configure Batch Wise Maintenance Feature in Tally Prime
- Lab 9.** Enable and Create Cost Center In Tally Prime
- Lab 10.** Configure Price List and Standard Rates In Tally Prime
- Lab 11.** Configuration Actual and Billed, Discount Columns , Trade Discount In invoices
- Lab 12.** Description of Stock Item & Configure Zero Value Entries

Section 6

- Lab 13.** How to Add Additional Cost on Purchase, Manufacturing and Transfer of Goods,
- Lab 14.** Create Backup and Restore in Tally prime.
- Lab 15.** Tally Vault Password Security
- Lab 16.** Configure Security control (Admin and User)
- Lab 17.** Split company data

Section 7

- Lab 18.** XML Data Interchange
- Lab 19.** Create and Export PDF Excel of Tally Report
- Lab 20.** Configure Company Logo and Voucher Numbering
- Lab 21.** Purchase Service Using Purchase Voucher (Account Invoice Mode)
- Lab 22.** Create Service bills Using Sales Voucher (Account Invoice Mode)

Section 8

Lab 23. PAYROLL

- a. Employee Group
- b. Attendance
- c. Employee Detail
- d. Pay Heads : Earning and Deductions
- e. Define Salary
- f. Create Attendance
- g. Create Payroll
- h. Generate Payslip and Pay Statement
- i. Payment Advice
- j. Advance Salary
- k. Employee Attendance with Overtime

Section 9

Lab 24. TDS(Tax Deducted At Source)

- a. Understanding TDS
- b. Creating TDS Masters
- c. Practical Examples
- d. TDS Payment

Lab 25. TCS (Tax Collected At Source)

- a. Understanding TCS
- b. Creating TCS Masters
- c. Practical Examples
- d. TCS Payment

Section 10

- Lab 26.** GST (Goods and Service Tax)
- About Goods and Services Tax (GST) Understanding SGST, CGST & IGST
 - Activating Tally in GST
 - Creating GST Masters in Tally
- Lab 27.** Practical on Intra-State Purchase Entry in GST (SGST + CGST)
- Lab 28.** Practical on Inter-State Purchase Entry in GST (IGST)
- Lab 29.** E-Way Bill Configuration and Generation
- Lab 30.** GST Purchase Entry for Unregistered Dealer in Tally
- Lab 31.** Practical on Intra-State Sales Entry in GST (SGST + CGST)
- Lab 32.** Practical on Inter-State Sales Entry in GST (IGST)
- Lab 33.** Debit Note and Credit Entries with GST
- Lab 34.** Printing GST Sales Invoice from Tally Prime
- Lab 35.** GST Adjustment and Final Payment
- Lab 36.** Input Tax Credit (ITC) Adjustment
- Lab 37.** Prepare GST Return in Excel Format : GSTR 1 GSTR 2 and GSTR3b
- Lab 38.** Preparation and Printing of Final Accounts

CERTIFICATION

After successful completion of the course, students will be awarded a Government Recognized Certificate from the institute.

JOB PLACEMENT ASSISTANCE

The institute provides:

- Interview Preparation
- Resume Building
- Placement Assistance
- Office Practice Sessions
- Communication Skills Support
- Career Guidance

WHY CHOOSE ICMS?

- Experienced Faculty
- Modern Computer Labs
- Practical Learning Environment
- Individual Student Attention
- Industry-Oriented Curriculum
- Professional Notes & Lab Manuals
- Affordable Fee Structure
- Government Recognized Certification
- Placement Support

IMPORTANT INSTRUCTIONS

- Students must maintain regular attendance.
- Practical assignments are compulsory.
- Students must complete all projects and assessments.
- Certificates will be issued after successful completion of the course.
- Institute rules and regulations must be followed.

Fastrack Institute of IT and CSE [A Unit of ICMS]

Government Approved Institute