

# Syllabus

## TallyEssential

### Recording & Reporting

- Fundamentals of Accounting
- Introduction to TallyPrime
- Maintaining Chart of Accounts
- Recording and Maintaining Accounting Transactions
- Banking
- Generating Financial Statements and MIS Reports
- Data Security
- Company Data Management
- Goods and Services Tax (GST)

### Inventory, Payable And Receivable

- Storage and Classification of Inventory
- Accounts Receivable and Payable Management
- Purchase and Sales Order Management
- Tracking Additional Costs of Purchase
- Cost/Profit Centres Management Budgets and Scenarios
- Generating and Printing Reports
- Goods and Services Tax (GST)

### Taxation and Compliance

- Goods and Services Tax (GST)
- Tax Deducted at Source
- Management of Business Data
- Moving to the Next Financial Year

## Overall Grade

A+	$\geq 75\%$
A	60% to 74%
B	36% to 59%

