

# Professional Accounting with Tally & GST

## Computerized Accounting, Taxation Basics & Business Compliance

**Stream:** Accounting & Tally Operations

**Level:** Professional Diploma (Intermediate)

**Duration:** 4 Weeks

**Mode:** Hybrid

## Executive Summary

**Professional Accounting with Tally & GST** is a structured academic program designed to build professional competency in **Accounting & Tally Operations**.

The program follows a progressive learning model combining academic grounding, applied skills, and industry alignment.

This course is positioned at the **Professional Diploma** level and targets learners at the **Intermediate** stage.

Successful completion demonstrates structured problem-solving ability, applied knowledge, and readiness for professional or advanced academic pathways.

## Course Overview

This course prepares learners for real-world accounting roles by developing hands-on competence in computerized accounting, GST fundamentals, and business financial operations using Tally.

## Learning Outcomes

---

- Upon completion, learner will be able to apply core accounting principles in real business scenarios.
- Upon completion, learner will be able to set up and configure companies in Tally for professional use.
- Upon completion, learner will be able to create and manage ledgers and accounting groups accurately.
- Upon completion, learner will be able to record day-to-day financial transactions using appropriate vouchers.
- Upon completion, learner will be able to handle sales, purchase, and inventory-related accounting entries.
- Upon completion, learner will be able to manage banking transactions and perform bank reconciliation.
- Upon completion, learner will be able to configure and use GST features within Tally.
- Upon completion, learner will be able to record GST-compliant transactions and generate GST reports.
- Upon completion, learner will be able to understand GST compliance structure and return workflows at an operational level.
- Upon completion, learner will be able to process basic payroll entries and understand statutory components.
- Upon completion, learner will be able to use cost centres to track departmental or project-wise expenses.
- Upon completion, learner will be able to generate and interpret financial statements such as Profit & Loss and Balance Sheet.
- Upon completion, learner will be able to maintain accounting data accuracy, backups, and audit trails.
- Upon completion, learner will be able to execute end-to-end accounting workflows for small businesses and MSMEs.
- Upon completion, learner will be able to perform accounting tasks professionally in office or accounting firm environments.

# Curriculum Structure

---

## Module 1 — Transition from Manual to Computerized Accounting

**Concept Focus:** Shift learners from accounting theory to disciplined software execution

### Week 1 — Accounting Fundamentals Recap & Digital Readiness

Revision of debit-credit rules, account classification, journal-ledger flow, and financial logic. Learners align manual accounting concepts with computerized workflows and understand how accounting logic is enforced inside software systems.

## Module 2 — Tally Environment & Company Setup

**Concept Focus:** Establish system navigation and setup discipline

### Week 2 — Introduction to Computerized Accounting & Tally Environment

Overview of computerized accounting systems and the role of Tally in real businesses. Learners explore interface layout, navigation logic, menus, shortcuts, and end-to-end workflow orientation.

### Week 3 — Company Creation & Configuration in Tally

Hands-on creation of company data including financial year setup, base currency, chart of accounts structure, and essential configuration aligned with business and statutory requirements.

## **Module 3 — Accounting Masters & Core Transactions**

**Concept Focus:** Build clean accounting structure and execution accuracy

### **Week 4 — Ledger Creation & Accounting Masters**

Creation and classification of groups and ledgers including customers, suppliers, expenses, income, assets, and capital. Emphasis on logical grouping and future report accuracy.

### **Week 5 — Voucher Entry: Core Accounting Transactions**

Practical entry of receipt, payment, journal, and contra vouchers. Focus on narration standards, voucher discipline, audit-friendly practices, and error prevention.

## **Module 4 — Sales, Purchase & Inventory Operations**

**Concept Focus:** Establish transaction flow before tax complexity

### **Week 6 — Sales & Purchase Accounting (Non-GST Phase)**

Recording sales and purchase transactions without GST to strengthen accounting logic, invoice structure understanding, and transaction flow consistency.

### **Week 7 — Inventory & Stock Management Fundamentals**

Introduction to stock groups, stock items, units of measure, valuation basics, and inventory-linked accounting entries used in trading businesses.

## **Module 5 — GST Configuration & Compliance Execution**

**Concept Focus:** Introduce GST as a statutory extension of accounting

### **Week 8 — GST Concepts, Structure & Compliance Overview**

Understanding GST fundamentals including tax structure (CGST, SGST, IGST), taxable supplies, registration awareness, and compliance responsibilities in accounting systems.

### **Week 9 — GST Configuration in Tally**

Practical setup of GST in Tally including tax ledgers, GST rates, HSN/SAC mapping, and compliance-oriented configuration settings.

### **Week 10 — GST-Enabled Sales & Purchase Transactions**

Execution of GST-enabled sales and purchase vouchers with automatic tax calculation, input/output GST tracking, and validation of tax accuracy

### **Week 11 — GST Reports, Returns Awareness & Compliance Review**

Generation and interpretation of GST summaries and reports. Return formats explained through simulated data (no live filing).

## **Module 6 — Banking, Reports & Payroll Awareness**

**Concept Focus:** Complete operational accounting readiness

### **Week 12 — Bank Accounting & Reconciliation**

Handling bank ledgers, cheque transactions, payment modes, and preparation of bank reconciliation statements to ensure financial accuracy.

### **Week 13 — Financial Statements & Payroll Awareness**

Generation and interpretation of trial balance, Profit & Loss Account, Balance Sheet, and overview of payroll structure with statutory awareness (PF/ESI/TDS concepts only).

## Module 7 — Capstone Simulation & Professional Validation

**Concept Focus:** Validate job-ready accounting execution

### Week 14 — Capstone Business Simulation & Final Assessment

End-to-end simulated business workflow covering company setup, daily accounting, GST handling, banking, reporting, and professional accounting discipline. Includes supervised practical evaluation.

## Certification

### Certified Computerized Accounting & GST Associate (CCAGA)

The Certified Computerized Accounting & GST Associate (CCAGA) certification validates a learner's ability to perform day-to-day computerized accounting operations using industry-standard accounting software, with foundational GST compliance awareness.

This certification confirms that the holder can

- > Maintain computerized books of accounts
- > Execute accounting transactions using Tally
- > Configure basic GST settings and tax ledgers
- > Generate financial and GST-related reports
- > Follow compliance-aware accounting workflows

The certification is designed for junior accounting roles, billing executives, accounts assistants, and compliance support staff, and serves as a formal job-ready credential as well as a bridge into advanced GST, compliance, and ERP programs.