



TallyPrime & Taxation

Learn Accounting, GST, TDS & Income Tax with Hands-on Practice

A PRACTICAL COURSE BY DQ LEARNINGS

Course at a Glance

3

Months Duration

Structured, instructor-led learning with guided software practice

5

Core Modules

TallyPrime, GST, TDS, Income Tax, and Advanced Reporting

1

Certificate

Course completion certificate issued by DQ Learnings

A career-focused programme that brings together accounting fundamentals, practical TallyPrime operation, GST, TDS and Income Tax — so learners understand how routine business accounts and taxation work together in the real world.



More Than a Software Course

Most programmes teach buttons and menus. This programme teaches the **accounting and taxation workflow** that TallyPrime helps you execute.

- ❑ The core idea: Do not learn TallyPrime as a collection of buttons. Learn the business and taxation workflow that the software helps you perform — then the software becomes a tool, not a mystery.

Why These Skills Matter

Accounting and taxation are operational skills that affect every part of a business — billing, purchases, sales, payments, inventory, compliance and reporting. Employers need people who understand *what* is being recorded and *why*.



Accounting Knowledge

Understand what is being recorded and why every entry matters to the business.



TallyPrime Practice

Turn accounting concepts into actual entries, ledgers and financial reports.



GST, TDS & Income Tax

Understand tax treatment, transactions, compliance workflows and return filing.



Report Reading

Check whether books and tax-related information make sense — and communicate findings.

The Learning Cycle

DQ Learnings structures this programme around a complete, repeating learning loop — from concept to confident application.



Who This Course Is For

Students (Class 10/12)

Build a practical, job-relevant accounting skill early in your career journey.

Commerce & Management Students

Complement your academic studies with hands-on software-based accounting exposure.

Graduates & Job Seekers

Prepare for accounting, billing or taxation-related entry-level roles with demonstrable skills.

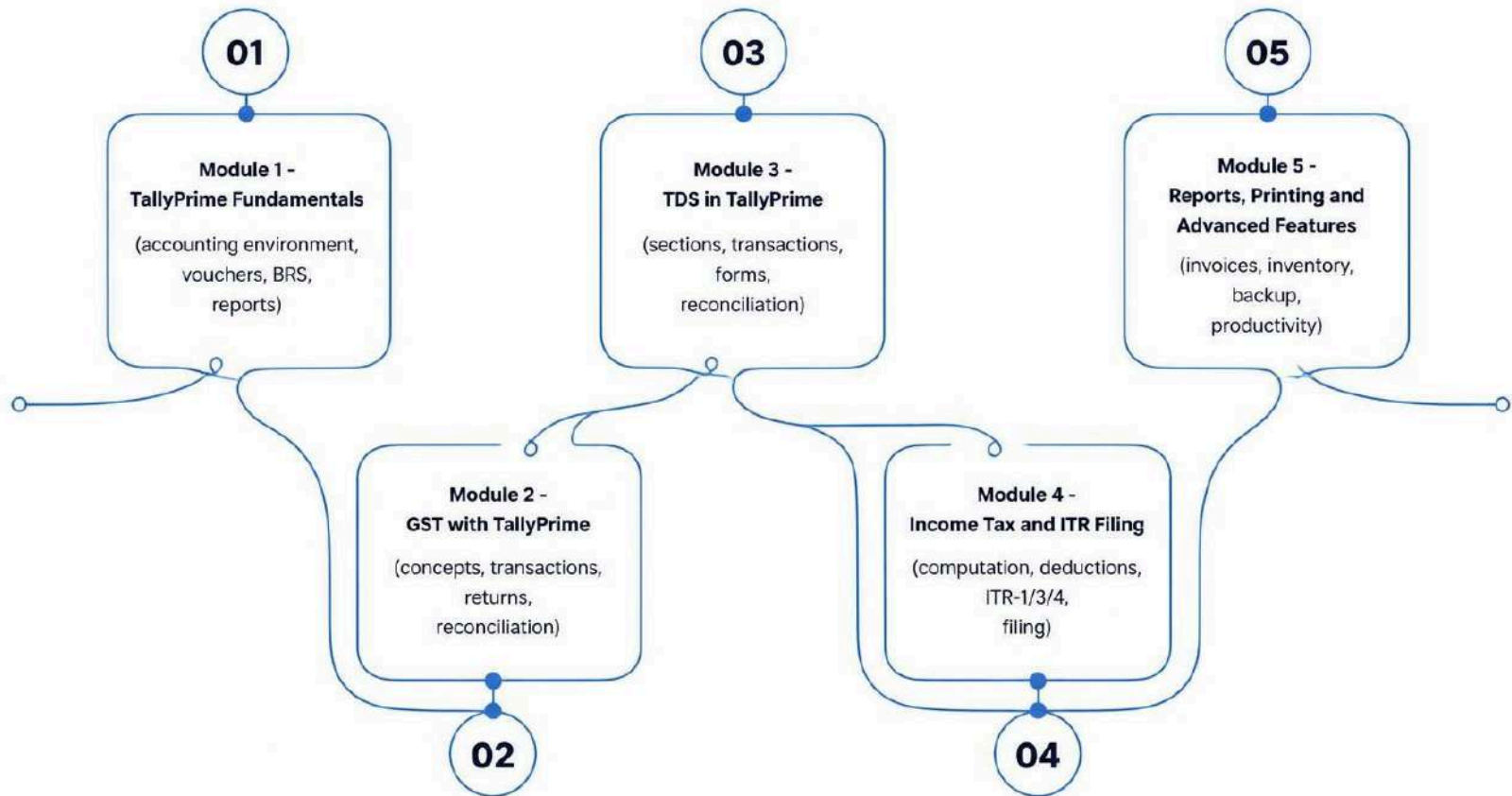
Working Professionals

Strengthen your accounting and compliance knowledge to grow in your current role.

Business Owners

Gain a clearer understanding of your day-to-day accounts, GST and taxation workflows.

Five Modules. One Connected Skill.



MODULE 1

TallyPrime Fundamentals

Start by building confidence inside the TallyPrime environment — understanding how accounting flows through the software before adding taxation complexity.

Core Topics

- Installation and company creation
- Ledgers, groups and stock items
- Accounting voucher entries
- Purchase, sales, receipt and payment
- Contra, journal, debit and credit notes
- Bank Reconciliation Statement (BRS)

Practical Direction

Learners should be able to move from a real business transaction to the correct TallyPrime entry — and then verify how that entry changes the relevant ledger, report or financial statement.

Reports Covered

- Trial Balance
- Profit & Loss Account
- Balance Sheet
- MIS and business reports

MODULE 2

GST with TallyPrime

Build practical GST understanding — from classification and configuration to transactions, returns and reconciliation — all within the TallyPrime environment.

Concepts & Setup

Introduction to GST, HSN/SAC codes, classification rules and GST configuration in TallyPrime.

Transactions & ITC

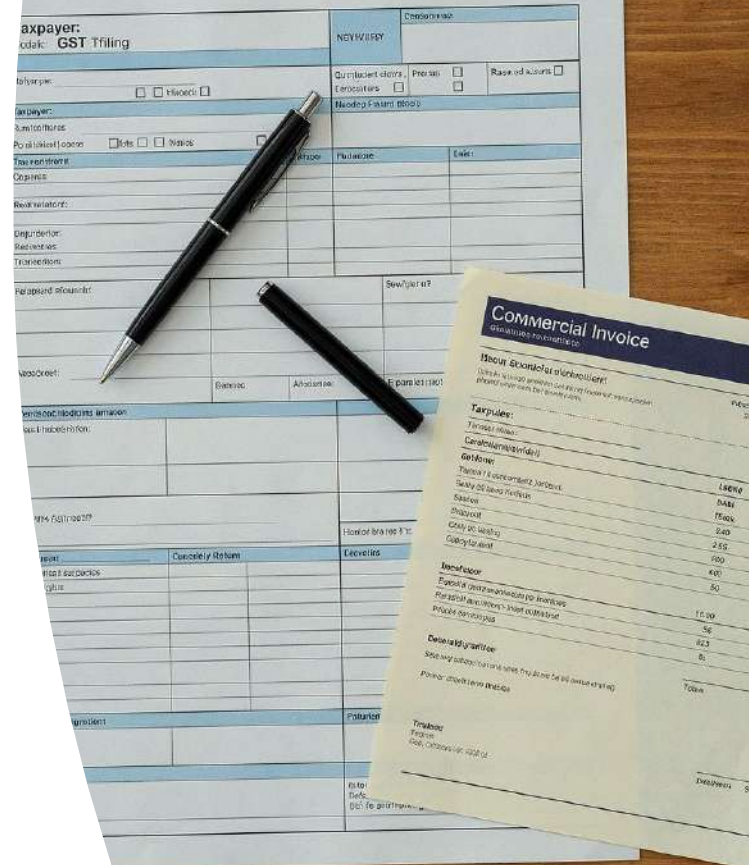
Recording GST transactions, understanding Input Tax Credit (ITC) and transaction checking.

Returns & Filing

GSTR-1, GSTR-3B concepts, NIL filing, payment workflows and return-filing procedures.

Reconciliation & E-Documents

GSTR-2A/2B reconciliation, E-Way Bill generation, E-Invoice registration and cancellation workflows.



TDS in TallyPrime

Learn the operational side of Tax Deducted at Source — from understanding applicable sections through to transaction entry, challan, return and reconciliation.

1 Concepts & Configuration

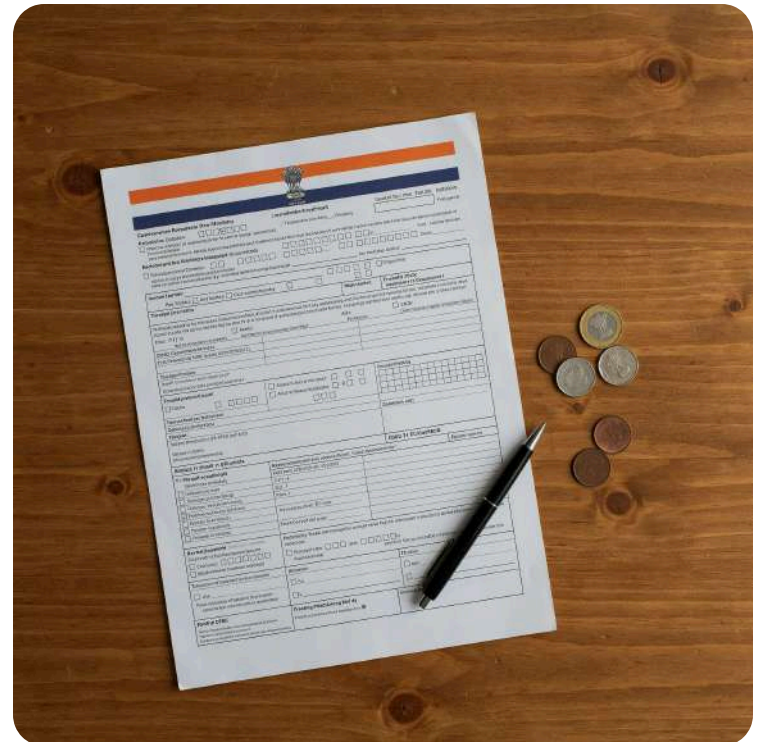
TDS sections, applicability, TallyPrime configuration and TDS-related master creation.

2 Transactions & Challans

Recording TDS entries, managing challans and understanding payment-related workflows.

3 Returns & Reconciliation

Forms 24Q, 26Q, 27Q, 27EQ; Form 16 and 16A concepts; TDS reconciliation and practical case studies.



Income Tax & ITR Filing

Introduce direct taxation concepts and structured return-filing workflows so learners can understand how income tax computation and return preparation actually work.

1

Tax Foundations

Basics of Income Tax, heads of income, deductions available and tax computation structure.

2

Return Categories

Understanding ITR-1, ITR-3 and ITR-4 — who files which form and why.

3

Filing Workflow

Filing ITR through the online process; analysing AIS, 26AS and Form 16 as supporting documents.

4

Practical Cases

Work through realistic income tax computation and return preparation scenarios.

 The focus is on understanding the information required for return preparation and following a structured workflow. Actual tax outcomes depend on the applicable law, the individual's facts and current rules.

MODULE 5

Reports, Printing & Advanced Features

Turn accurate accounting data into usable business information and polished professional documents — completing the full TallyPrime skill set.



Invoice & Voucher Customisation

Logo, seal, signature setup and professional printing configurations.



Stock & Inventory Reports

Multi-location concepts, inventory tracking and stock reporting in TallyPrime.



Data Security & Backup

Data protection, backup, restore and TallyPrime productivity features for daily use.

INVOICE

Invoice No: INV-2024-0847

Date: March 14, 2024

Due Date: April 14, 2024

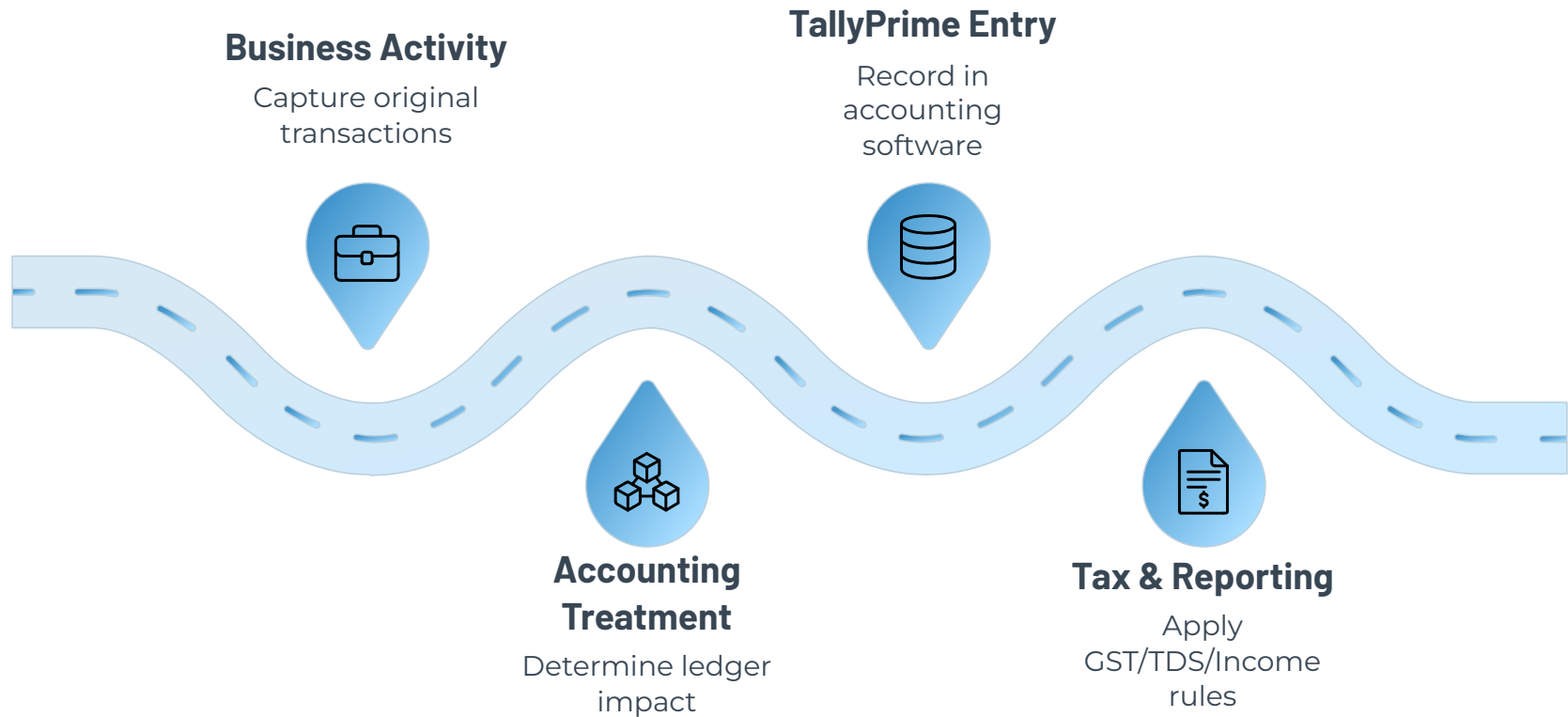
Description	Qty	Unit Price	Total
Consulting Services	40	\$150.00	\$6,000.00
Project Management	20	\$155.00	\$5,600.00
Project Management	20	\$125.00	\$2,500.00
Software License	1	\$899.00	\$899.00

Subtotal: \$9,399.00
Tax (8%): \$751.92
Total Due: \$10,150.92

Q1 FINANCIAL REPORT			
Calculated:	Actuals:	Current:	Forecast:
Total Revenue	\$100,000	\$100,000	\$100,000
Total Expenses	\$80,000	\$80,000	\$80,000
Net Profit	\$20,000	\$20,000	\$20,000
Operating Profit	\$15,000	\$15,000	\$15,000
EBITDA	\$10,000	\$10,000	\$10,000
EBIT	\$5,000	\$5,000	\$5,000
EBT	\$3,000	\$3,000	\$3,000
Net Income	\$2,000	\$2,000	\$2,000

The Complete Accounting Workflow

A strong learner can trace any business activity through the entire chain — from the original transaction to a useful management report.



No step in this chain should feel isolated. Each module in the programme reinforces how the stages connect in practice.

What Learners Practise

TallyPrime & Accounting

- Creating a company and setting up accounting masters
- Recording purchase, sales, receipt, payment, contra and journal entries
- Working with debit and credit notes
- Managing stock items and inventory information
- Performing bank reconciliation
- Reading Trial Balance, P&L and Balance Sheet

GST, TDS & Income Tax

- Configuring GST and recording GST transactions
- Understanding GST return and reconciliation workflows
- Generating E-Way Bills and E-Invoices
- Configuring TDS and recording TDS-related transactions
- Understanding TDS return forms and reconciliation
- Preparing ITR workflows and analysing Form 16 and AIS

Practice Through Business Cases

Instead of only demonstrating features, trainers present realistic business situations. Learners decide what needs to be recorded, how it should be configured, what tax treatment applies and how the result should be checked.

Company Setup

A new business is created and its accounting masters need to be configured from scratch.

Purchase & Sales Workflow

A purchase transaction is recorded with applicable GST treatment; a sales invoice is generated and its impact reviewed.

Bank Reconciliation

A bank statement is matched against TallyPrime records and differences are identified and resolved.

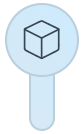
Compliance Scenarios

GST transactions are reviewed before return work; TDS treatment is applied and reflected correctly; ITR documents are organised.



The Learning Progression

The programme moves deliberately from foundation to professional readiness — each stage building on the one before.



Foundation

Accounting terminology, software navigation and setting up masters.



Execution

Perform routine accounting transactions confidently and accurately.



Taxation

Connect transactions with GST, TDS and Income Tax concepts in TallyPrime.



Compliance Workflow

Understand return, reconciliation, payment and filing processes end-to-end.



Reporting & Application

Read financial reports, solve business cases and demonstrate practical competence.

How Delivery Works

The strongest delivery model combines demonstration with guided practice and independent work. Learners spend meaningful time on the software — not just watching the trainer.

1

Concept Briefing

Introduce the business concept before any software demonstration begins.

2

Live Demo

Trainer demonstrates the TallyPrime workflow in a real business context.

3

Guided Practice

Learners replicate the transaction with trainer support and feedback.

4

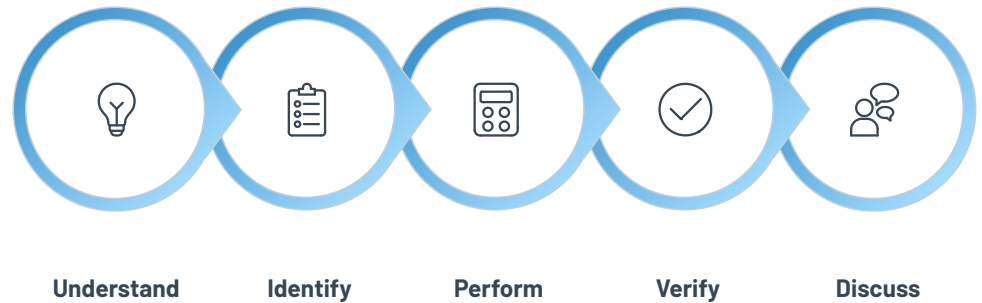
Independent Assignment

Learners work through new scenarios independently, building speed and confidence.

Each session also includes case-based practice, report checking, error correction, doubt resolution and periodic practical evaluation.



A Typical Learning Session



Practical Outputs You Will Build

By the end of the programme, learners have a concrete portfolio of practical work — not just a certificate, but evidence of hands-on capability.



Configured Practice Company

A fully set-up TallyPrime company with accounting masters and transaction records.



Purchase & Sales Workflows

Sample purchase and sales transactions with applicable GST treatment and reports.



BRS & Financial Statements

Bank reconciliation exercises alongside Trial Balance, P&L and Balance Sheet work.



GST & TDS Exercises

GST transaction, reconciliation, E-Way Bill, E-Invoice and TDS accounting exercises.



ITR Preparation Exercises

Income tax computation and ITR filing workflow exercises with supporting document analysis.



Final Integrated Case

A complete accounting and taxation case that brings all five modules together.

Career-Focused Skills

The programme builds a practical skill set that can support entry-level and developing roles across accounting, billing, taxation and business administration.

TallyPrime Operation

Accounting entry, company setup, voucher management and software productivity skills.

Bookkeeping & Transactions

Basic bookkeeping, transaction recording, bank reconciliation and inventory reporting.

GST Compliance Awareness

GST accounting, return workflow understanding and reconciliation practices.

TDS & Income Tax Awareness

TDS transaction handling, reconciliation, ITR workflow and filing process knowledge.

Financial Reporting

Reading financial statements, MIS reports and using data for routine business decisions.

Document Discipline

Invoice and voucher preparation, data accuracy, backup and professional documentation habits.

Possible Work Areas

Accounts Assistant

Support day-to-day bookkeeping, transaction recording and ledger maintenance.

Billing Executive

Prepare invoices, manage billing workflows and handle customer and supplier accounts.

TallyPrime Operator

Operate TallyPrime for businesses — entries, reports, inventory and day-to-day accounting.

GST / Taxation Support

Assist with GST transaction recording, return workflows, TDS entries and reconciliation tasks.

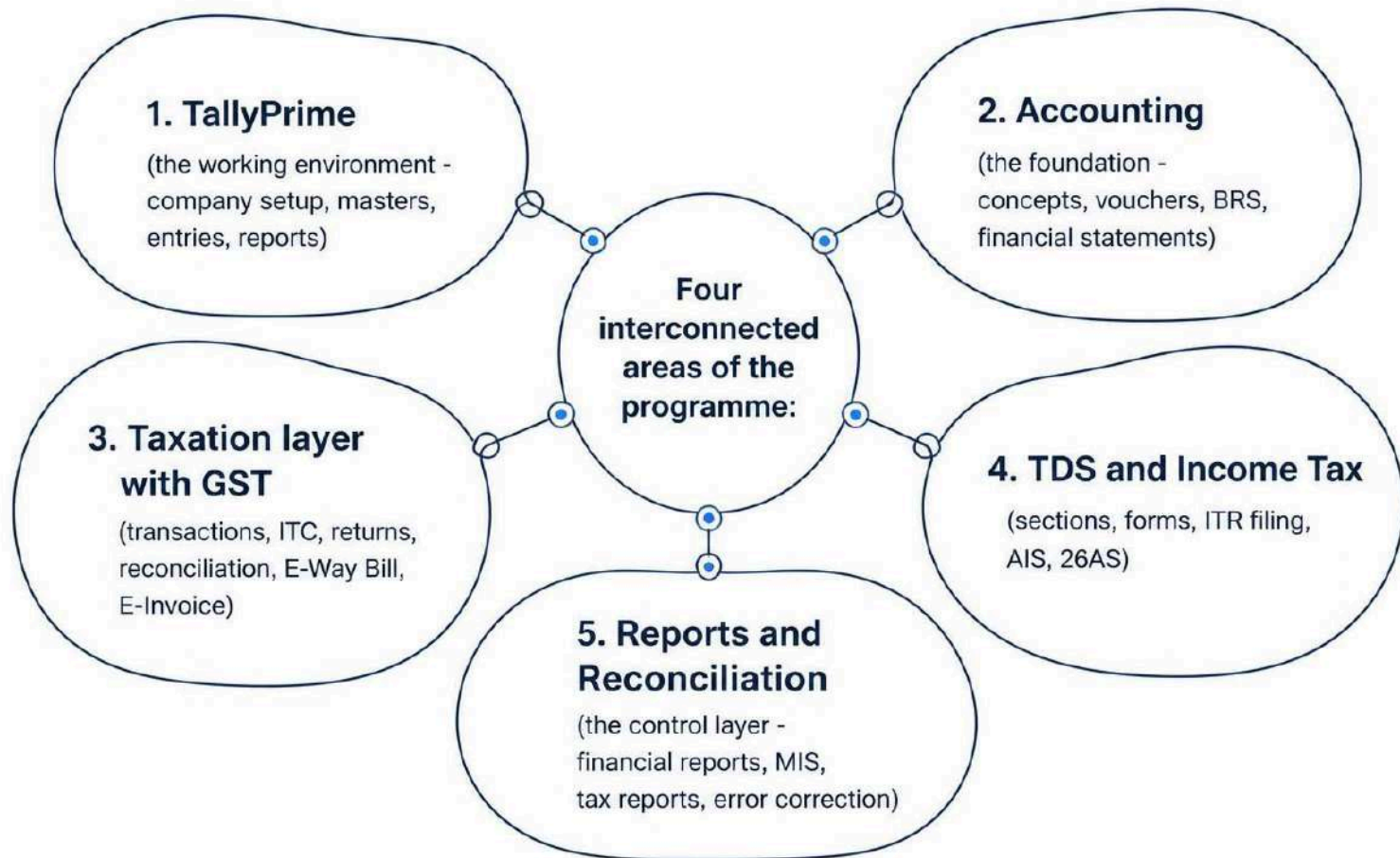
Freelance Accounting Support

Provide bookkeeping or accounting support for small businesses, traders or professional offices.

- ❑ A course builds skills and readiness — it cannot guarantee a job, income or specific salary. Outcomes depend on practice, communication, accuracy, experience and the learner's own effort.

One Programme. Four Integrated Areas.

Instead of taking separate beginner-level courses for software, GST, TDS and Income Tax, learners build a connected foundation through one structured programme. The value is in seeing how subjects interact in real accounting work.



Why Learn at DQ Learnings

Practical-First Learning

The emphasis is on doing — not watching software demonstrations. Learners practise transactions, not just observe them.

Connected Curriculum

Accounting, GST, TDS and Income Tax are taught as a unified workflow — not as isolated subjects.

Business-Case Practice

Realistic scenarios strengthen application skills and problem-solving — bridging classroom learning and workplace tasks.

Expert Trainer Guidance

Trainer-led doubt resolution, periodic evaluation and structured feedback throughout the programme.



Course Snapshot

Course	TallyPrime & Taxation
Duration	3 Months
Format	Practical, instructor-led with hands-on software practice
Core Areas	TallyPrime, Accounting, GST, TDS, Income Tax, ITR Filing, Reports & Advanced Features
Learning Emphasis	Practical application, business cases and job-focused skills
Certificate	Course completion certificate issued by DQ Learnings
Target Audience	Students, graduates, job seekers, working professionals and business owners
Delivery	Concept briefing → live demo → guided practice → independent assignment → evaluation



Learn. Practise. Apply. Grow.

The goal is straightforward: help learners become genuinely comfortable with the work that happens behind business accounts and taxation. Finish the programme with stronger understanding, practical experience and real work to demonstrate what you have learned.

"Do not learn TallyPrime as a collection of buttons. Learn the accounting and taxation workflow that the software helps you execute."

— DQ Learnings Philosophy

[Enrol Now](#)