



TallyPrime with GST

Complete Practical Training for Accounting, GST Filing, E-Invoicing & More

2 MONTHS

DQ LEARNINGS

Learn. Practise. Implement. Grow.

What This Programme Is About

A practical accounting and taxation programme designed to help learners build hands-on capability in **TallyPrime** — covering GST transactions, GST filing concepts, e-invoicing, e-way bills, document configuration and day-to-day accounting workflows.

The programme is designed for students, freshers, job seekers, working professionals and business owners who want **practical, job-ready accounting skills** using real software in real scenarios.

The emphasis throughout is on **doing the work**, not memorising menus. Every section connects software operation with accounting logic and GST compliance requirements.

The Core Goal

Build a learner who can work confidently with common accounting and GST workflows in TallyPrime — from company setup to e-invoicing.

Duration

2 Months — structured, progressive, practical.



Why TallyPrime Skills Matter

Accounting software is useful only when the operator understands the transaction, the accounting treatment and the compliance requirement behind it. This programme brings all three together.

Software Alone Is Not Enough

Knowing where to click does not make you an accountant. This programme builds the reasoning behind every entry.

GST Is Embedded, Not Added On

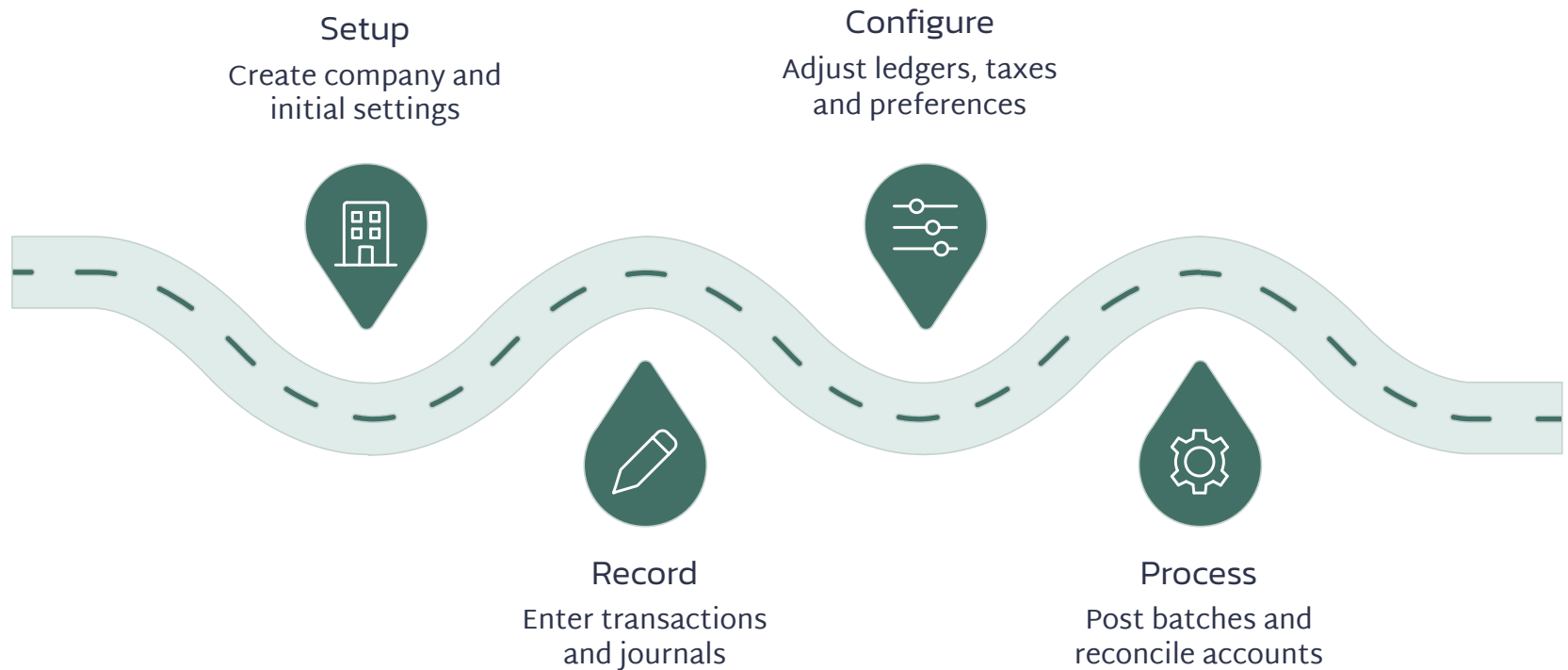
GST configuration and transactions are woven into every accounting workflow — not treated as a separate, disconnected topic.

Practical Over Theoretical

Learners practise with real scenarios — purchase entries, tax slabs, e-invoices — so the knowledge sticks and transfers to real work.

A Practical Learning Journey

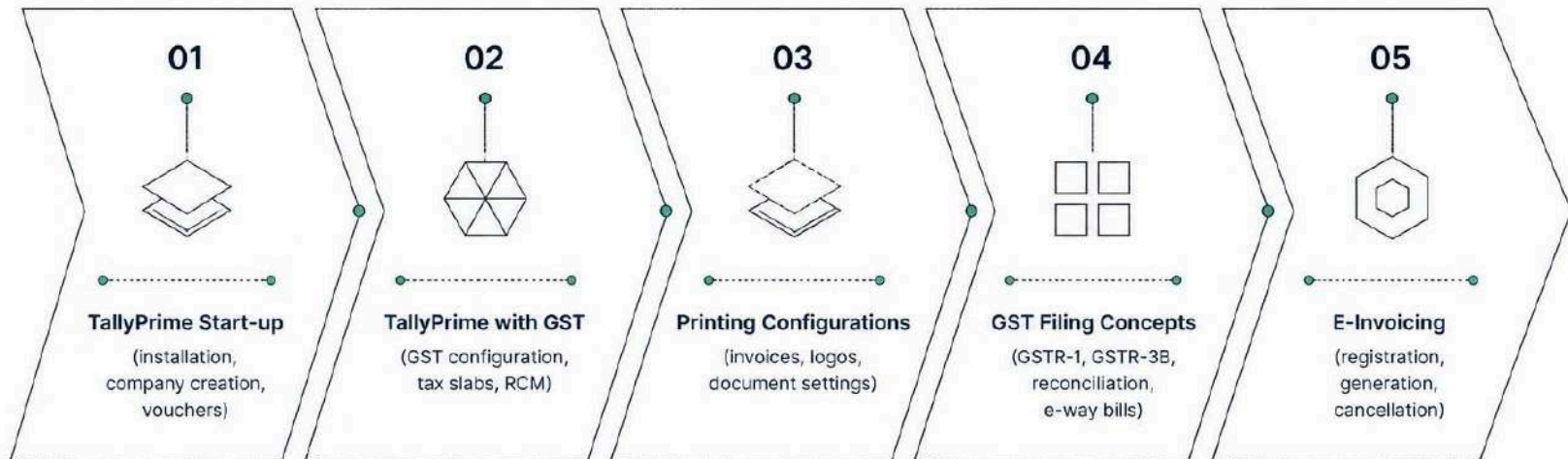
The programme is structured as a progressive journey — from setting up a company to managing compliance workflows. Each stage builds on the previous one.



Learners move through company creation, transaction recording, GST configuration, reporting and compliance-oriented processes — always connecting the accounting entry to the business purpose behind it.

Five Connected Capability Areas

The curriculum is built around five capability areas that together create a complete, practical foundation for accounting and GST work in TallyPrime.



MODULE 1

TallyPrime Start-up

Start with the software and the accounting workflow. This module ensures learners understand how TallyPrime works from the ground up — before a single GST entry is recorded.

1 Installation & Launch

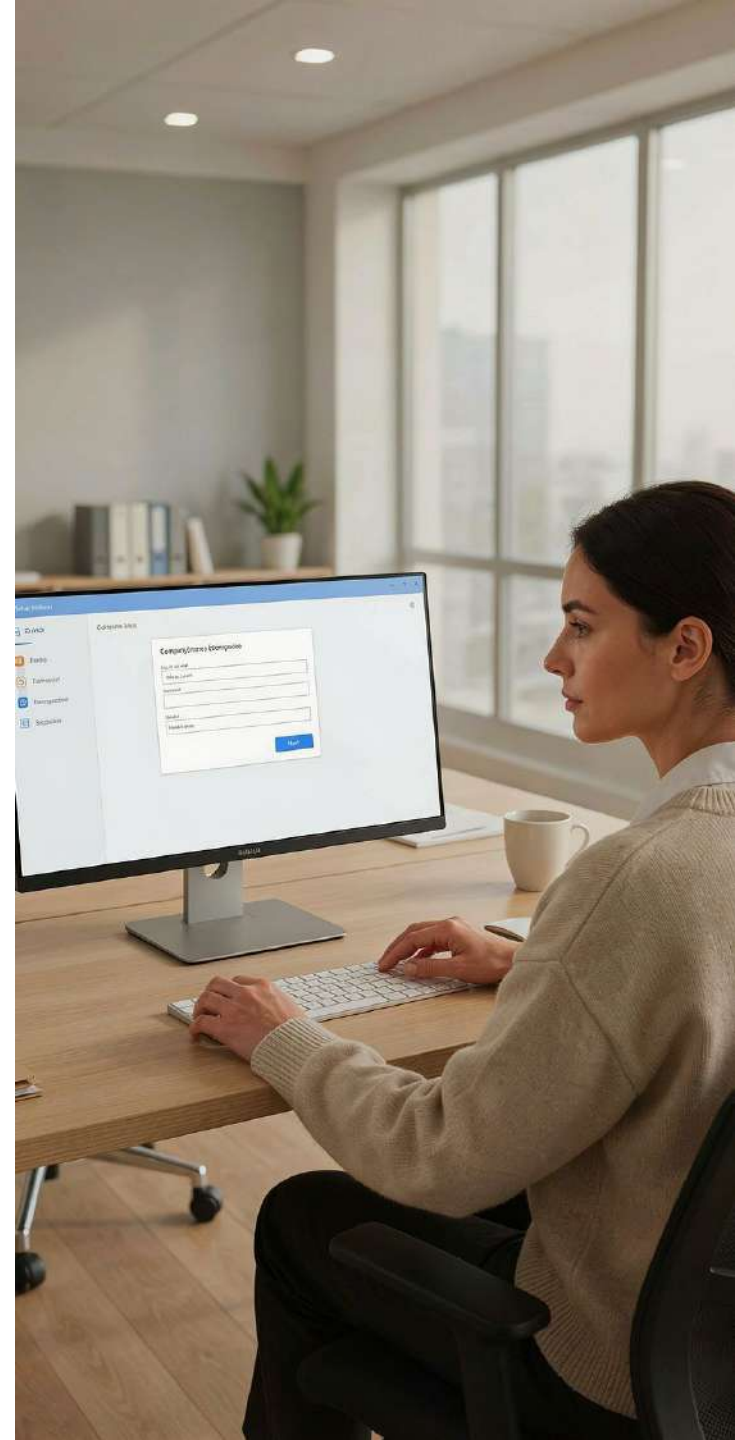
Downloading, installing and launching TallyPrime; understanding Education Mode and licence activation.

2 Company Management

Creating, altering and deleting a company; understanding how company data is structured in TallyPrime.

3 Voucher Recording

Recording purchase, sales, contra, receipt, payment and journal vouchers — the core of everyday accounting.



MODULE 2

TallyPrime with GST

GST becomes part of the accounting workflow rather than a separate topic. Learners work through GST configuration and recording of GST-compliant transactions — understanding not just **how** to record, but **why** the configuration matters.

- Introduction to GST and classifications
- Place of supply concepts
- Creating a company and enabling GST
- Recording GST transactions — single and multiple tax slabs
- GST configuration at group level
- Enabling auto-billing in TallyPrime

GST Services

Recording service transactions with correct GST treatment and tax codes.

GST Expenses & Assets

Handling GST on expenses and capital asset purchases in TallyPrime.

Reverse Charge (RCM)

Recording reverse charge mechanism transactions — a key compliance requirement.

MODULE 3

TallyPrime Printing Configurations

Professional accounting work depends on correctly configured documents. This module covers how invoice and voucher output can be configured for real business use — going beyond data entry to document presentation.



Invoice Numbering & Logo

Update voucher numbering sequences and set up logo printing on invoices and documents.



Seal, Signature & Descriptions

Add customer seals, authorised signatures and additional item descriptions for professional output.



Bank Details & Jurisdiction

Include jurisdiction, bank details, invoice status and GST rate-inclusive columns as required.



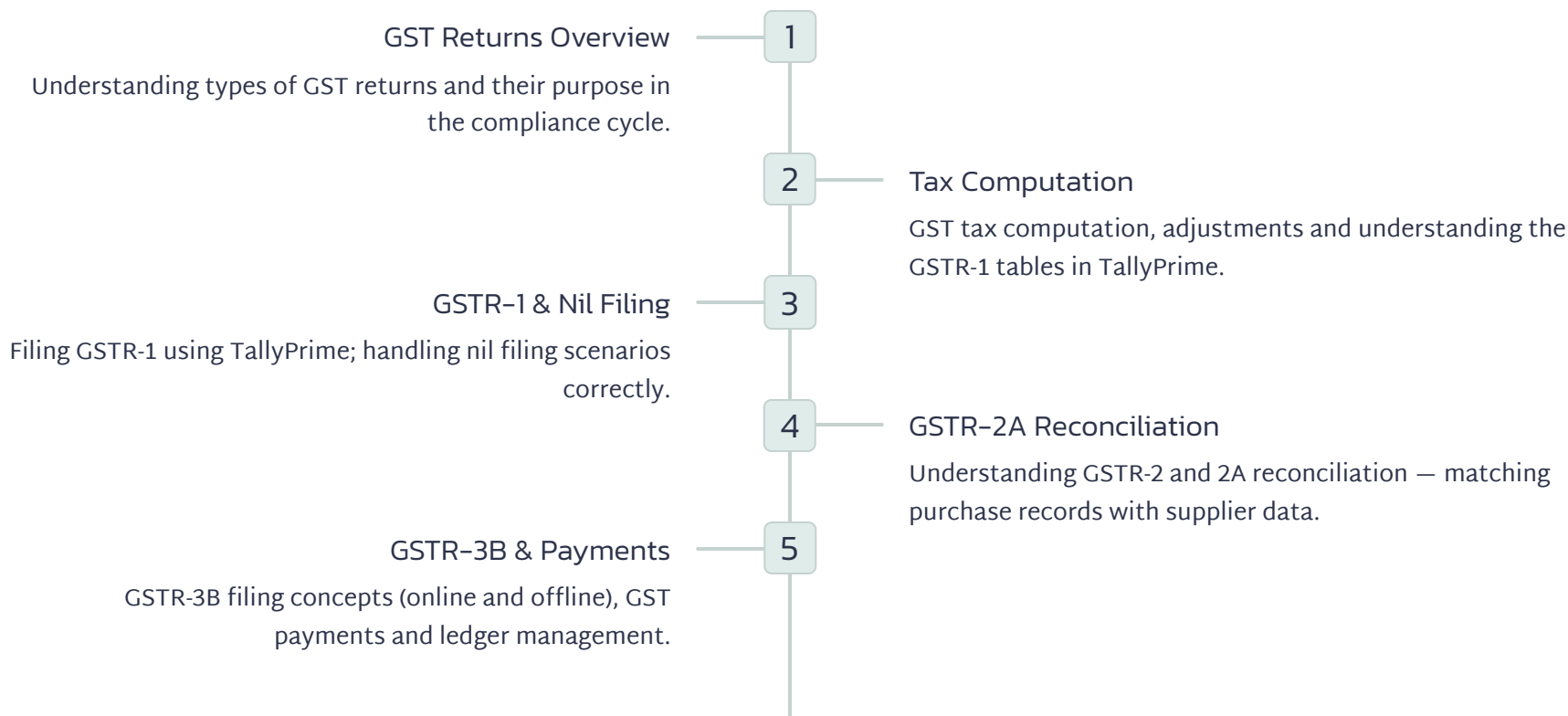
Paper Size Optimisation

Configure printing paper size preferences to match business stationery and printing requirements.

INVOICE				
Invoice No: INV-2024-0847				
Date: March 14, 2024		Due Date: March 28, 2024		
Bill To: Meridian Holdings Ltd. 42 Commerce Street London, UK SW1A 1AA		From: Northfield & Co. 18 Oakwood Avenue Manchester, UK M1 4BT		
Description	Qty	Qty	Unit Price	Total
Web Design Services	1		£1,200.00	£1,200.00
SEO Optimization	1		£650.00	£650.00
Monthly Hosting (12 months)	1		£240.00	£240.00
Subtotal: £2,090.00				
VAT (20%): £418.00				
Total Due: £2,508.00				

GST Filing Concepts

This module introduces the concepts required to understand GST returns and related compliance workflows. Learners work through the relationship between transactions, tax computation, return data and filing — building **operational understanding**, not just theoretical awareness.



❗ Actual filing requirements may change with applicable rules and system updates. Always refer to current statutory guidance when performing live compliance work.

E-Way Bill Workflows

What Is an E-Way Bill?

An e-way bill is a compliance document required for the movement of goods above a specified value threshold in India. It must be generated before goods leave the supplier's premises.

Why It Matters

Non-compliance with e-way bill requirements can result in penalties and detention of goods. Learners gain hands-on familiarity with the full lifecycle of an e-way bill.

What Learners Practise

01

Registration

E-way bill portal registration and setup.

02

Generation

Generating e-way bills for applicable transactions from TallyPrime.

03

Vehicle Updates

Updating vehicle numbers when transport details change mid-journey.

04

Cancellation

Understanding when and how to cancel an e-way bill correctly.

E-Invoicing

E-invoicing is treated as an operational workflow within the accounting process. Learners work through registration, enablement, generation and cancellation — understanding the role TallyPrime plays in the e-invoicing ecosystem.

Registration & Enablement

E-invoice registration on the IRP portal; enabling e-invoicing within TallyPrime settings.

API User Creation

Creating API users to enable TallyPrime to communicate with the Invoice Registration Portal (IRP).

Generating E-Invoices

Generating e-invoices using Tally API logins and using Excel utility as an alternate method.

E-Way Bill cum E-Invoice

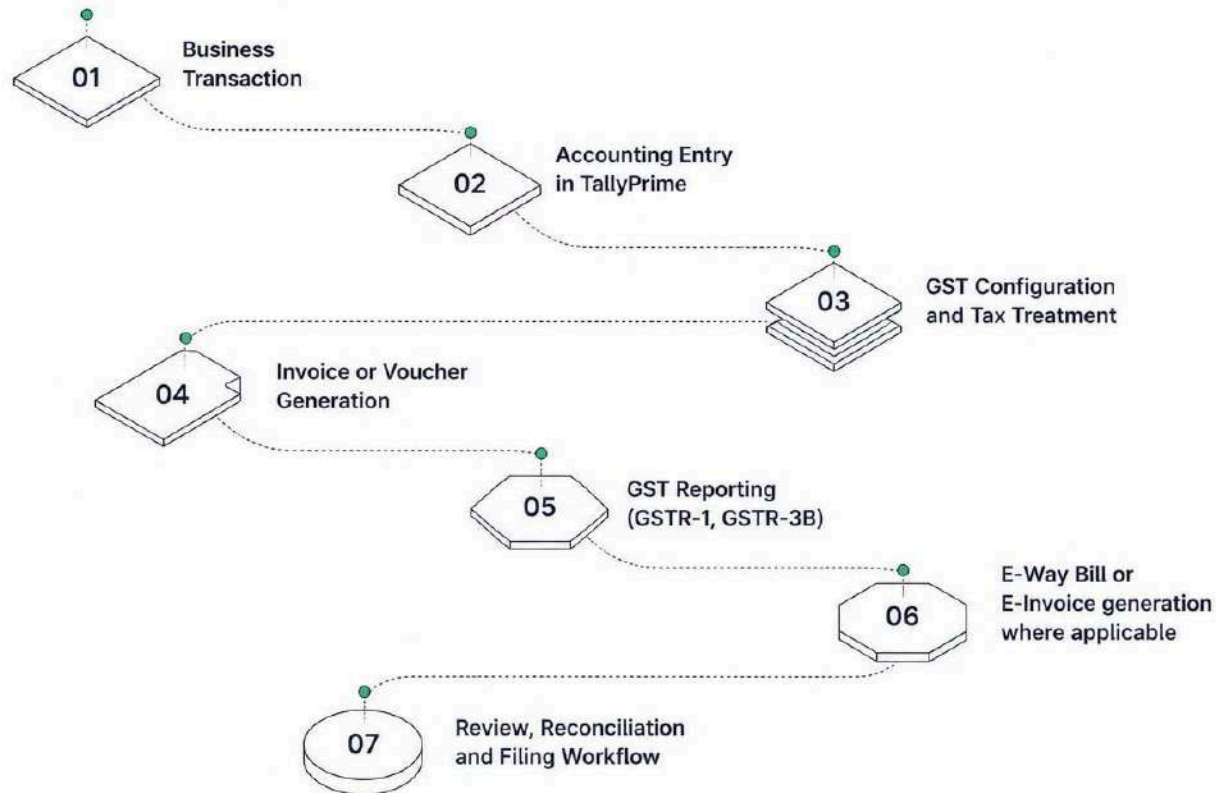
Generating a combined e-way bill and e-invoice in a single workflow where applicable.

Cancellation

Cancelling an e-invoice correctly within the permitted time window and updating records.

From Accounting Entry to Compliance Workflow

The programme is designed around a **connected workflow** — not isolated topics. Every piece of learning is linked so learners can follow a transaction from its origin to compliance.



This connection is what turns software training into **practical accounting capability** — a learner can trace every compliance output back to the transaction that created it.

Who This Programme Is For



Students & Freshers

Build practical skills alongside academic knowledge — stand out in the job market with hands-on TallyPrime and GST capability.



Working Professionals

Upgrade your accounting and GST software skills while working — add TallyPrime proficiency to your existing experience.



Business Owners

Understand your accounting and GST workflow better — manage your books, invoicing and compliance with greater confidence.



Job Seekers

Strengthen your profile for entry-level accounting, billing, finance or taxation roles with demonstrable software skills.

Practical Training: Learn by Doing

Why Practice Matters

TallyPrime with GST should not be a theory-only course. Every concept is connected to actual software operations and real business scenarios.

Familiarity comes through **repetition**. The more learners practise within TallyPrime, the more comfortable and accurate their work becomes — in training and in real roles.

What You Will Practise

- Company creation and configuration exercises
- Transaction recording practice — purchases, sales, journals
- GST configuration exercises across business scenarios
- GST transaction recording with different tax slabs
- Invoice and printing configuration practice
- GST return and reporting exercises
- E-way bill workflow practice
- E-invoice workflow — generation and cancellation
- Troubleshooting common transaction-level issues

Skills You Will Build

The programme develops a practical, connected skill set relevant to accounting and business operations — across software, GST and compliance workflows.



TallyPrime Operation

Navigate and operate TallyPrime confidently for daily accounting tasks.



GST Configuration

Set up GST masters, tax slabs and compliance settings for a business in TallyPrime.



GST Reporting & Filing

Understand GSTR-1, GSTR-3B and reconciliation concepts — and how TallyPrime supports them.



Transaction Recording

Record purchases, sales, receipts, payments, contra and journal entries accurately.



Invoice & Voucher Management

Configure and generate professional invoices and vouchers for business use.



E-Invoicing & E-Way Bills

Generate, manage and cancel e-invoices and e-way bills within TallyPrime workflows.

The Learning Progression

Think of the programme as a seven-stage progression — each stage builds capability that the next stage depends on. Nothing is taught in isolation.



Practise

Apply the full workflow repeatedly through practical exercises until it becomes second nature.



Comply

Work with e-way bills and e-invoicing — the compliance-facing end of the accounting workflow.



Report

Understand GST reporting, GSTR-1, GSTR-3B and filing concepts within TallyPrime.



Process

Handle GST-related accounting workflows — services, expenses, RCM and multi-slab transactions.



Configure

Set up GST masters, group-level configuration and invoice printing preferences.



Record

Enter common business transactions correctly using TallyPrime vouchers.



Start

Learn the TallyPrime environment, installation and company setup from scratch.

Why This Course Is Structured This Way

A learner who only knows TallyPrime navigation may still struggle when faced with a real business transaction.

Software skills without accounting understanding leave gaps. When a real purchase order arrives or an RCM entry is needed, navigation alone is not enough — the learner needs to understand the **treatment** behind the entry.

A learner who understands only GST theory may struggle to execute the transaction inside accounting software.

Theory without software practice means compliance knowledge cannot be applied when it matters. This programme brings **both sides together** — accounting software operation and GST-oriented business processes — making the learning practical, sequential and connected to real work.

Career-Focused Skills

The skills developed in this programme are relevant to a range of accounting and business roles. These capabilities can support work in bookkeeping, billing, accounting assistance, GST operations and business finance administration.

Bookkeeping & Accounts Assistance

Record and maintain day-to-day transactions using TallyPrime — a core requirement in most accounting support roles.

Billing & Invoicing Operations

Generate professional invoices, manage voucher numbering and configure document outputs for business use.

GST-Related Operations

Handle GST configuration, transaction recording and filing concepts — increasingly required in finance and admin roles.

E-Invoicing & E-Way Bill Management

Manage compliance documents using TallyPrime — a practical skill for businesses subject to these requirements.

- ❏ Career outcomes depend on the learner's broader qualifications, practice, experience and individual employer requirements. This programme builds a strong practical foundation — the rest is up to you.

Programme Snapshot

2

Months Duration

A structured, focused programme you can complete in two months with consistent practice.

5

Capability Areas

TallyPrime Start-up, GST, Printing, Filing Concepts and E-Invoicing — fully integrated.

100%

Practical Training

Every module is built around hands-on exercises, not passive theory or reading alone.

1

Certificate Awarded

Course Completion Certificate from DQ Learnings on successful completion of the programme.



Learn. Practise. Implement. Grow.

TallyPrime with GST is built for learners who want to move beyond theory and develop practical accounting software capability. Start with TallyPrime. Understand accounting transactions. Add GST. Work with filing concepts. Learn e-way bills and e-invoicing. Practise the workflow until the pieces connect.

The outcome is not simply completion of lessons — it is a **stronger working foundation** in TallyPrime and GST-related accounting processes.

DQ Learnings

Skills Today • Better Tomorrow