



Skills that **Pay.
Not Certificates
that Hang.**

**PRACTICAL TALLY
PRIME WITH GST**





This program is ideal for:

- Commerce students & fresh graduates
- Working professionals
- Business owners & entrepreneurs
- Employment seekers
in Accounting & Finance



ABOUT US

Kubicus provides case study-driven Tally Prime program built for India's accounting landscape. **Our curriculum is structured around real business scenarios from day-to-day bookkeeping to GST filing, inventory management, TDS, and payroll processing.**

Every class blends concepts with hands-on entries. By Day 30, you will be ready to handle the accounts of any small or medium-sized Indian business independently.



We offer job-oriented learning built around current market requirements. Our goal is to upskill every candidate with the right tools, the right thinking, and the confidence to apply from Day 1.



OUR MISSION

To provide practical, Case study-driven Tally Prime and GST training that bridges the gap between classroom learning and real-world Indian accounting requirements equipping every student with job-ready skills from Day 1.

OUR VISION

To be the most trusted Tally and accounting training program in India producing skilled professionals who can handle the complete financial operations of any business with confidence and accuracy.

COURSE OUTLINE

PRACTICAL TALLY PRIME WITH GST

MODULE 1:

INTRODUCTION TO INDIAN ACCOUNTING & TALLY PRIME

PRACTICAL:

Explore interface

HOMEWORK:

Identify business documents

What is Accounting?: Understand the meaning, need, & branches of accounting & how it differs from book-keeping.

Tally Prime Overview & Interface: Learn Tally's history, how to install & activate it, & navigate the Gateway of Tally using keyboard shortcuts.

Course Introduction: Understand the 1-month course structure & how each module builds toward job-ready accounting skills.

MODULE 2:

FUNDAMENTALS OF ACCOUNTING: GOLDEN RULES & JOURNAL

PRACTICAL:

Journal Examples

HOMEWORK:

10 Journal Entries

Accounting Concepts & Conventions: Learn going concern, accrual, consistency, prudence, & materiality concepts along with an overview of GAAP & Indian Accounting Standards.

Golden Rules & Debit-Credit Logic : Understand the three types of accounts: Personal, Real, Nominal and how the double-entry system works.

Journal Entry: Learn to record business events accurately using the journal format before entering them in Tally.

COURSE OUTLINE

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MODULE 3:

COMPANY CREATION & LEDGER MANAGEMENT

PRACTICAL:

Create Company, Ledgers
& Enter Balances

HOMEWORK:

Create Own Company, Create
Ledgers, Prepare balance sheet

Creating a Company in Tally Prime:

Learn to use the company creation wizard, setting financial year, base currency, & GST registration details.

Groups & Ledger Masters: Understand pre-defined groups in Tally & learn how to create, alter, & delete ledgers with correct parent group mapping.

Opening Balance: Learn to enter opening balances correctly & verify that the balance sheet tallies before transactions begin.

MODULE 4:

DAILY TRANSACTION ENTRIES

PRACTICAL:

Voucher entry practice

HOMEWORK:

15 entries

Payment, Receipt & Contra Vouchers:

Learn to record cash & bank payments, receipts, petty cash, & fund transfers using contra vouchers.

Journal & Adjustment Vouchers:

Understand how to pass depreciation, provision, rectification, & prepaid adjustment entries in Tally.

Purchase & Sales Vouchers: Learn invoice mode vs. voucher mode & the difference between item invoice & account invoice in Tally.

COURSE OUTLINE

PRACTICAL TALLY PRIME WITH GST

MODULE 5:

DEBIT/CREDIT NOTES, BILL-WISE DETAILS & OUTSTANDING MANAGEMENT

PRACTICAL:

Create ledgers /
Enter balances

HOMEWORK:

20 ledgers + Prepare
opening balance sheet

Debit Note & Credit Note: Understand when & why debit and credit notes are raised & how to link them to original invoices in Tally.

Bill-Wise Outstanding Tracking: Learn to enable bill-wise details & track debtor & creditor outstanding using New Ref, On Account, and Agst Ref.

Outstanding Reports: Learn to generate and read Outstanding Receivables & Payables reports for business decision-making.

MODULE 6:

INVENTORY MANAGEMENT

PRACTICAL:

Create Items, Stock entry
& Warehouse setup

HOMEWORK:

Stock master, Practice Set
& Transfer concept

Stock Groups, Categories & Items:

Learn to create stock groups, sub-groups, categories, & units of measure with HSN codes in Tally.

Inventory Vouchers - Receipt, Issue & Transfer: Understand purchase orders, sales orders, GRNs, delivery notes, & material transfers in Tally's inventory module.

Godowns, Warehouses & Stock Report:

Learn to create godown locations, transfer stock between them, & read stock summary & movement analysis reports.

COURSE OUTLINE

PRACTICAL TALLY PRIME WITH GST

MODULE 7:

GST FUNDAMENTALS & SETUP IN TALLY PRIME

PRACTICAL:

Concept Understanding,
Enable & Create GST

HOMEWORK:

Invoice study &
Setup GST

Introduction to GST: Understand India's GST structure, applicability, tax slabs (0%, 5%, 12%, 18%, 28%), & its impact on daily business transactions.

CGST, SGST & IGST: Learn the difference between intra-state (CGST + SGST) & inter-state (IGST) supplies & how they appear in invoices.

GST Setup & Tax Ledgers in Tally: Learn to enable GST in Tally Prime, enter GSTIN details, & create CGST, SGST, & IGST ledgers with correct tax classification.

MODULE 8:

GST TRANSACTIONS & ADVANCED GST

PRACTICAL:

Purchase/Sales GST

HOMEWORK:

10 Bills

GST Purchase & Sales Entries: Learn to record GST-compliant purchase & sales invoices in Tally with item-wise tax breakup & ITC eligibility tagging.

GST on Expenses & Services: Understand how to record GST on service purchases & general expenses for both registered & unregistered vendor scenarios.

Advanced GST - RCM & Adjustments: Learn Reverse Charge Mechanism (RCM) entries, GST payment vouchers, and Input Tax Credit (ITC) adjustment in Tally.

COURSE OUTLINE

PRACTICAL TALLY PRIME WITH GST

MODULE 9:

GST RETURNS & COMPLIANCE REPORTS

PRACTICAL:

RCM / Expenses /
GST Reports

HOMEWORK:

20 Entries

GSTR-1, GSTR-3B & ITC Reconciliation:

Learn how GSTR-1 & GSTR-3B are structured & how Tally generates these reports directly from voucher data.

E-Way Bill & E-Invoicing: Understand when an E-Way Bill is required, the threshold limits, & how to generate it from Tally along with E-Invoice IRN basics.

GST Reports in Tally: Learn to navigate and interpret all GST reports available in Tally & understand how they feed into return filing.

MODULE 10:

BANKING, BANK RECONCILIATION & TDS

PRACTICAL:

Reconciliation & TDS entry

HOMEWORK:

Prepare BRS & Practice

GST Purchase & Sales Entries: Learn to create and manage bank account ledgers in Tally and record all bank-related transactions accurately.

Bank Reconciliation Statement (BRS): Understand how auto & manual BRS works in Tally & how to reconcile book entries against a bank statement.

TDS - Tax Deducted at Source: Learn TDS applicability under Sections 194C, 194J, and 194H, & how to create TDS ledgers & record deductions in Tally.

COURSE OUTLINE

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MODULE 11:

PAYROLL MANAGEMENT

Payroll Setup in Tally: Learn to enable the Payroll module in Tally & configure employee masters, pay heads, & salary structures.

Processing Monthly Salary: Understand how to run the monthly payroll cycle in Tally, calculating gross salary, deductions, & generating pay slips.

PRACTICAL:

Salary Entry

HOMEWORK:

Monthly Salary

Payroll Reports & Statutory Compliance:

Learn to generate payroll statements, PF reports, & ESI reports and understand their role in statutory compliance.

MODULE 12:

FINANCIAL REPORTS

Balance Sheet in Tally: Learn to generate the Balance Sheet in Tally & understand how assets, liabilities, & capital are structured.

Profit & Loss Account: Understand how to read the Profit & Loss Account in Tally, identify key income and expense heads, & compare periods.

PRACTICAL:

Report Analysis

HOMEWORK:

Error Finding

Trial Balance, Cash Flow & Ratio Analysis:

Learn to use the Trial Balance, Day Book, & Cash Flow Statement & calculate key financial ratios in Tally.

COURSE OUTLINE

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MODULE 13

FULL CASE STUDY

PRACTICAL : BUSINESS SETUP & COMPLETION

HOMEWORK : REPORTS

MODULE 13

CAREER PLAYBOOK

PRACTICAL : REVISION, INTERVIEW PREPARATION,
VIVA, FINAL TEST & FEEDBACK

PRACTICAL TALLY PRIME WITH GST

₹ 12,499/-

COURSE DURATION: 1 MONTH

MODE OF TRAINING:

OFFLINE SESSIONS

(AHMEDABAD CENTER)



TOOLKITS



TALLY
PRIME



MICROSOFT
EXCEL



GST
PORTAL



INCOME TAX
PORTAL



E-WAY BILL
PORTAL



CHATGPT &
AI SEO TOOLS

TERMS & CONDITIONS

We, the undersigned, hereby declare and agree to the following:

- That I am seeking admission to Kubicus (Growthify Plus Private limited) of my own free will and accord, and that no undue influence or misrepresentation has been made to me regarding the program, its outcomes, or its fee structure.
- That I shall be fully responsible for my personal safety, conduct, and belongings at all times within or outside the Kubicus (Growthify Plus Private limited) premises. The institute & its staff shall not be held liable for any accident, injury, loss, or mishap occurring to me or caused by me during or in connection with the program.
- That I understand my enrolment may be terminated without refund on grounds of misconduct, habitual absenteeism, misuse of mobile phones or the internet during sessions, disruptive behaviour, or engagement in any illegal, indecent, or unethical activity within or outside the institute.
- That issuance of a completion certificate is subject to a minimum attendance of 80% across all scheduled sessions of the program. Students who do not meet this threshold will not be eligible to receive a certificate, irrespective of their performance in assessments. No exceptions will be made unless approved in writing by the institute.
- That Kubicus (Growthify Plus Private limited) may, at its discretion, provide placement assistance and career support to students who have successfully completed the program and met the attendance requirement. Such support may include resume guidance, interview preparation, and referrals to relevant opportunities. This does not constitute a guarantee of placement, employment, or any specific outcome, and Kubicus (Growthify Plus Private limited) and Horizon learning academy (calculus advisors LLP) shall bear no liability in the event a student does not secure a position following the program.
- That in the event of my successful placement, career transition, or notable achievement following completion of this program, I grant Kubicus and Growthify the right to use my name, photograph, testimonial, and related information for marketing and publicity purposes across print, digital, and social media platforms, unless I expressly opt out in writing.
- That I consent to receiving communications from Kubicus (Growthify Plus Private limited) including emails, SMS alerts, WhatsApp messages (text, images, videos, and documents), and other notifications on the contact details provided by me in this form.
- That all information furnished by me in this application form is true, accurate, and complete to the best of my knowledge. I understand that if any information is found to be incorrect or falsified, my admission may be cancelled immediately without any refund of fee paid.
- That I have read and understood the program details, batch schedule, fee structure, and all policies communicated to me verbally or in writing, and I agree to abide by the rules and regulations of Kubicus (Growthify Plus Private limited).
- That the fee paid towards this program is non-refundable once paid in any circumstances, with written approval of the institute only the candidate can be assigned to future batches.
- That in the event of any unforeseen circumstances including but not limited to force majeure, public health emergencies, or logistical disruptions; Kubicus (Growthify Plus Private limited) reserves the right to reschedule, relocate, or modify sessions, including a temporary shift to online delivery, without any obligation to refund fees.
- That Kubicus (Growthify Plus Private limited) reserves the right to modify batch timings, faculty assignments, session formats, or program content where necessary, with reasonable advance notice to enrolled students.
- That all disputes arising out of or in connection with this enrolment shall be subject to the exclusive jurisdiction of the courts of Ahmedabad, Gujarat only.



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