

Raj Global Technical Institute

Accredited by National Institute of Electronics & Information Technology (NIELIT),
formerly known as the DOEACC Society, ACCR No. O-2427, CCC-9908490

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Information Booklet cum Syllabus

Tally Prime Course

Course Duration

Recommended Duration

- 3 Months (Basic + GST)
- 6 Months (Advanced + Practical + Payroll)



January 2026

Eligibility

- Minimum Qualification: **10+2 or equivalent**
 - Basic computer knowledge
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Course Objectives – Tally Prime

- To provide a solid foundation in computerized accounting using Tally Prime.
 - To develop understanding of basic accounting principles and their practical implementation in Tally.
 - To enable students to create and manage companies, ledgers, and vouchers efficiently.
 - To train learners in recording day-to-day business transactions such as sales, purchases, receipts, and payments.
 - To build skills in inventory management including stock items, units, and godowns.
 - To provide in-depth knowledge of GST and its implementation in Tally, including GST billing and returns.
 - To develop the ability to manage banking operations such as bank reconciliation and cheque handling.
 - To introduce payroll management for employee salary processing and pay slip generation.
 - To enhance knowledge of advanced accounting features like cost centers, budgets, and multi-currency transactions.
 - To train students in generating and analyzing financial reports such as Profit & Loss Account, Balance Sheet, and Trial Balance.
 - To introduce data security, backup, and user management features in Tally.
 - To prepare students for real-world accounting roles in businesses, firms, and organizations.
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Tally Prime Syllabus

● Module 1: Introduction to Tally

- Introduction to Tally Prime
 - Features & advantages of computerized accounting
 - Company creation, alteration, deletion
 - Gateway of Tally overview
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● Module 2: Accounting Basics

- Basic accounting concepts & principles
 - Types of accounts (Personal, Real, Nominal)
 - Golden rules of accounting
 - Double entry system
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● Module 3: Ledger & Groups

- Creating groups in Tally
 - Creating ledgers
 - Predefined vs custom groups
 - Altering and deleting ledgers
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● Module 4: Voucher Entry

- Types of vouchers:
 - Payment Voucher
 - Receipt Voucher
 - Contra Voucher
 - Journal Voucher
 - Sales & Purchase Voucher
- Voucher configuration

● Module 5: Inventory Management

- Stock groups, categories & items
- Units of measurement
- Godowns (warehouses)
- Stock valuation methods

● Module 6: GST (Goods and Services Tax)

- Introduction to GST
- GST setup in Tally
- GST ledger creation
- CGST, SGST, IGST entries
- Purchase & sales with GST
- GST returns (GSTR-1, GSTR-3B basics)

● Module 7: Banking

- Bank ledger creation
- Bank reconciliation (BRS)
- Cheque printing
- E-payments & e-receipts

● Module 8: Payroll Management

- Employee creation
 - Salary structure
 - Attendance & payroll processing
 - Pay slip generation.
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● Module 9: Advanced Accounting

- Cost centers & cost categories
 - Budget & controls
 - Multi-currency transactions
 - Interest calculation
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● Module 10: Taxation (Advanced)

- TDS (Tax Deducted at Source)
 - TCS (Tax Collected at Source)
 - GST advanced features
 - E-invoicing & E-way bill
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● Module 11: MIS Reports

- Trial Balance
 - Profit & Loss Account
 - Balance Sheet
 - Ratio analysis
 - Cash flow & fund flow
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● Module 12: Data Management & Security

- Backup & restore
 - Data migration
 - User roles & security control
 - Audit features
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● Module 13: Advanced Features of Tally

- Order processing (Sales & Purchase orders)
 - Job costing
 - Manufacturing (BOM – Bill of Materials)
 - Price levels & discount management
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● Module 14: Practical Training

- Real business transactions
- GST billing practice
- Company accounts handling
- Case studies

🎯 Final Project

- Create a complete company in Tally
 - Record all transactions (Purchase, Sales, GST)
 - Generate financial reports
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Certification

After successful completion of the course, students will receive **Tally Prime** from **Raj Global Technical Institute**.

Career Opportunities

After completing this course, students will:

- Handle complete accounting in Tally
- Manage GST billing and returns
- Prepare financial statements
- Work in accounts departments, CA firms, and businesses