



# RAJ GLOBAL TECHNICAL INSTITUTE

कम्प्यूटर का ज्ञान रोजगार का वरदान, एक कदम तरक्की की ओर ॥

## TALLY.ERP 9 SYLLABUS

### 1. Basics of Accounting

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions

### 2. Fundamentals of Tally.ERP 9

- Getting Functional with Tally.ERP 9
- Creation / Setting up of Company in Tally.ERP 9

### 3: Accounting Masters in Tally.ERP 9

- F11:Features
- F12: Configurations
- Setting up Account Heads

### 4: Inventory in Tally.ERP 9

- Stock Groups
- Stock Categories
- Godowns / Locations
- Units of Measure
- Stock Items
- Creating Inventory Masters for National Traders

### 5: Voucher Entry in Tally.ERP 9

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

## 7: Advanced Inventory in Tally.ERP 9

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch- wise Details
- Additional Cost Details
- Bill of Materials (BoM)
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Billed Quantities

## 8: Value Added Tax (VAT)

- Configuring VAT in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
- Accounting for Interstate Transactions
- Exempt Transactions under VAT
- Purchases from Unregistered Dealers
- Claiming ITC on Capital Goods
- Inter-State Branch Transfers
- VAT Reports
- VAT for Composite Dealers

## 9: Central Sales Tax (CST)

- Basics of Central Sales Tax (CST)
- Enabling CST in Tally.ERP 9

### HEAD OFFICE ADDRESS:-

Raj Global Technical Institute  
(Barhai Tola ) Mukeriganj Sadar Azamgarh 276001,  
Uttar Pradesh, India,  
Tel: No. 05462-229465,  
Mob. No. 09453260011  
Email Id: rajglobalazm@gmail.com  
Email Id: info@rgti.in