**Tally Prime**

**Course Overview**

The **Tally Prime** course offers comprehensive training on Tally Prime, the latest version of the popular accounting software widely used by businesses for financial management and compliance. This course covers all aspects of Tally Prime, from basic accounting entries to advanced features like GST compliance, inventory management, payroll, and report generation.

Ideal for accountants, small business owners, finance professionals, and students, this course equips learners with practical skills to manage accounts efficiently and comply with regulatory standards using Tally Prime.

**Course Objectives**

By the end of this course, learners will be able to:

* Understand the basics of accounting and the role of Tally Prime.
* Set up company data and manage masters (ledgers, groups, stock items).
* Record various business transactions accurately.
* Handle GST compliance and generate tax reports.
* Manage inventory, purchase, and sales processes.
* Process payroll and statutory compliance.
* Generate and analyze financial statements and reports.
* Customize Tally Prime features to suit business requirements.

**Syllabus Breakdown**

**Module 1: Introduction to Tally Prime**

* Overview of Tally Prime and its features
* Installing and activating Tally Prime software
* Navigating the user interface and basic settings
* Understanding accounting concepts and Tally terminology

**Module 2: Company Setup and Configuration**

* Creating and configuring a company
* Defining accounting and inventory features
* Setting up user roles and security controls

**Module 3: Masters Creation**

* Creating ledger accounts and groups
* Defining stock categories, units, and items
* Setting up cost centers and cost categories

**Module 4: Recording Transactions**

* Voucher types and their uses
* Recording purchase, sales, receipts, and payments
* Handling contra, journal, and credit/debit notes
* Managing bank transactions and reconciliations

**Module 5: Inventory Management**

* Stock management and tracking
* Recording inventory in/out and adjustments
* Using reorder levels and stock valuation methods
* Managing batch-wise and expiry-date tracking

**Module 6: GST and Taxation**

* Setting up GST in Tally Prime
* Recording GST transactions and tax types
* Generating GST returns (GSTR-1, GSTR-3B)
* Handling TDS and TCS in Tally

**Module 7: Payroll Management**

* Setting up payroll masters
* Recording employee details and attendance
* Processing salary, PF, ESI, and other statutory compliances
* Generating payroll reports and payslips

**Module 8: Reporting and Analysis**

* Generating financial statements (Balance Sheet, P&L)
* Analyzing cash flow and funds flow statements
* Customizing reports and using filters
* Exporting reports to Excel and PDF

**Module 9: Advanced Features and Customization**

* Backup, restore, and data security
* Importing and exporting data
* Customizing invoice formats and vouchers
* Integration with banking and other software

**Career Opportunities**

Skills in Tally Prime open up job opportunities in areas such as:

* **Accountant**
* **Finance Executive**
* **Tax Consultant**
* **Payroll Executive**
* **Auditor**
* **Bookkeeper**
* **Small Business Owner**

Mastering Tally Prime allows professionals to efficiently manage business accounts, ensure compliance, and contribute to financial decision-making.