



# TallyPrime

## TALLY PRIME COURSE

Tally Prime is **complete business management software for small and medium business**. Tally Prime helps you manage accounting, inventory, banking, taxation, banking, payroll and much more to get rid of complexities, and in turn, focus on business growth.

Tally Prime comes with a wide range of banking features/utilities that help you manage all your banking needs easily. Using Tally Prime's banking features such as auto bank reconciliation, pre-defined cheque formats, cheque management, e-payments etc. makes banking an effortless task.

**Duration:** 90 to 180 Hrs.

**Scope:**

**Students may serve as freelancers in small and medium businesses, assisting companies with their accounting needs.** Account management is among the most critical areas of any company's operations, and it's essential to the organization's growth.

### Average Salary

According to Pascal India, the average salary for A Tally Expert (Accountant) is Rs 233,899 per year. Most people with this job move on to other positions after 20 years in this field. Experience strongly influences pay for this job.

### Uses Of Tally

As I mentioned above various uses of Tally, now let's take a detailed look at its key uses.

#### Accounting

Accounting is the basic function of Tally for which it is popular across the world. Tally has several different functions to make accounting easy, they are, Contra (Only for cash and bank related entries), Payment (For payment entries), Receipt (For receipt entries), Journal (For entries which doesn't include cash or bank and for closing entries), Sales (For sales billing), Purchases (For purchase billing), Credit Note, Debit Note, Reverse Journal, Memos and many more. These functions make the accounting procedures easy and quick.

#### Billing

The best thing in Tally is that when you create a billing entry you do not have to create again accounting entry for the same bill. Here, your work gets reduced, this software also reduces redundancy in entering a big amount of data. So if you are having a shop and you do billing from your accountant, on the tally, they do not have to again perform accounting for the same bills as it already done by tally.

## **Payroll**

This feature is of use when you are having a good number of employees. If yours or your client's business has a good amount of transactions then you may require Tally. With the help of features which tally offers like Attendance, Employee Categories, Employee Groups, Pay Heads and Employees help you to maintain payroll.

For manufacturers, tally offers functions such as Units (Work) and Production Types by which information regarding production done by employees in specific units can also be measured. Complex payroll calculations are automatically done in Tally when we use the Payroll function.

## **How To Start Learning Tally?**

There are many institutes where you can learn Tally, you can learn it online as well. There are plenty of websites where you can learn Tally for free and get certified. There are government courses also available where you can pursue a tally course. This course covers the topics on concept, tools and techniques of accounting using Tally. The main contents of the course are accounting process, recording transactions, generating and printing of reports & invoices.

So now you have a better understanding of how and why tally is used, you are now free to learn tally and pursue your desired career.

## **Tally Jobs**

### **Admin Executive**

Admin executives perform administrative and office support tasks. Duties may include attending telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills, Internet research abilities and strong communication skills are required.

### **Accounts Executive**

These professionals are found in every industry, the major duties here are preparing daily sales report into excel spreadsheets, collecting daily cash receipts from all heads and process accounts payable cheques. Maintaining accounting documents in the database and preparing payment voucher are also their day-to-day tasks.

### **Audit Executive**

Auditors professionals working in the accounting departments of a huge range of firms. They are responsible for examining the money going in and out of organisations and keeping its records. Their key roles are collating, checking and analysing spreadsheet data, examining company accounts, financial control systems and other financial management tasks.

### **Financial Analyst**

Financial Analysts are the one who plans, analyze and create financial reports for companies. Their ultimate goal is to improve the financial status of the company by analyzing results, monitoring variances, identifying trends and recommending actions to management.

### **Account Manager**

An Account Manager handles management of sales and relationships with particular customers for a company. An account manager maintains the company's existing relationships with a client or group of clients to continue using the company for business.

### **Senior Accountant**

Senior accountants are responsible for resolving account problems, maintaining general ledger and bank statements. Having excellent analytical skills, familiar with accounting principles to analyze financial reports is the part of senior accountant's job.

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Offline fee may vary institute to institute according to course.