

Tally Prime Course

Master Modern Accounting with Tally Prime at Elegant Training Center!

Become job-ready in accounting, VAT, and business management using Tally Prime—the most popular accounting software in the UAE and India. This course is designed for beginners, accountants, entrepreneurs, and office staff looking to handle real business transactions, VAT, inventory, payroll, and financial reporting with complete confidence.

Upcoming Batches

Talk to Raj Sir for schedule and batch details

Join Our Tally Prime Course in Dubai

Automate Your Accounting. Stay Compliant. Succeed in Business.

Learn everything from Tally Prime basics to advanced features with step-by-step guidance from expert trainers. Work on real company scenarios, practice files, and get ready to handle accounts for any business—retail, trading, or services.

Why Choose Tally Prime?

- ✓ Most trusted accounting solution for SMEs in the UAE & India
 - ✓ Easy VAT/GST compliance and reporting
 - ✓ Real-time business insights—sales, purchases, receivables, payables
 - ✓ Powerful inventory and stock management tools
 - ✓ Fast payroll setup, payslips, and statutory calculations
 - ✓ One-click financial statements (P&L, Balance Sheet, GST/VAT reports)
 - ✓ User-friendly interface with shortcut keys and automation
 - ✓ Secure data management, backup, and multi-user access
 - ✓ Preferred by employers for accounts, admin, and finance roles
-

Who Should Join?

- ✓ Freshers, students, and job seekers in accounting/finance
- ✓ Accountants and office admins
- ✓ Business owners and entrepreneurs
- ✓ Anyone looking to manage VAT, inventory, or payroll with ease
- ✓ Users upgrading from Tally ERP 9

Getting Started with Tally Prime

- Introduction to Tally Prime: Interface and Features
- Creating, modifying, and securing a company in Tally
- Understanding company data management and backup

Chart of Accounts & Master Data

- Setting up Chart of Accounts: Groups, Ledgers, and Sub-groups
- Creating Inventory Masters: Stock Groups, Categories, and Items
- Configuring Cost Centers and Cost Categories for detailed expense tracking

Tax Configuration – VAT Setup and Entries

- Enabling and configuring VAT in Tally Prime
- Recording VAT-compliant sales and purchase entries
- Making VAT adjustments and preparing VAT reports
- Understanding Input/Output VAT and compliance

Purchase and Sales Transactions

- Creating Purchase and Sales Invoices
- Recording Debit Notes, Credit Notes, and their use
- Order Processing: Purchase Orders, Sales Orders, and Payments
- End-to-end process workflow from orders to payments/receipts

Inventory Management & Case Study

- Inventory entry with and without inventory features
- Maintaining inventory with opening balances and movement
- Case Study: Complete accounting cycle with inventory – from entries to financial statement preparation (Trial Balance, Profit & Loss, Balance Sheet)

- Case Study: Accounting without inventory and statement preparation
-

Cost Centers, Categories & Expense Tracking

- Creating and assigning cost centers and categories
 - Allocating expenses to various cost heads
 - Generating and analyzing cost center reports for management insights
-

Advanced Inventory & Stock Reporting

- Setting up and managing Stock Groups, Categories, and Items
 - Generating stock reports: Stock Summary, Stock Movement, and Valuation
 - Analyzing stock age, fast-moving and slow-moving items
-

Voucher Entries & Bank Reconciliation

- Understanding all voucher types: Payment, Receipt, Contra, Journal, Sales, Purchase, etc.
 - Making adjustment and closing entries at period end
 - Performing Bank Reconciliation and understanding unreconciled items
-

Fixed Asset Accounting

- Recording purchases, sales, and depreciation of fixed assets
 - Managing fixed asset registers and generating asset reports
-

Advanced Reporting & Analysis and Financial Statement Preparation


- Sales and Profit Analysis using Tally's MIS reports
- Ageing analysis of vendors and receivables
- Inventory ageing and movement analysis
- Customizing reports and exporting to Excel or PDF
- Preparing and reviewing Profit & Loss Account, Balance Sheet, and Cash Flow Statement

- Interpreting financial statements for business decision making
-

Course Highlights

- 100% practical, hands-on learning with real case studies
 - Free practice files and data for exercises
 - Step-by-step guidance and troubleshooting
 - Flexible timings: weekday, weekend, and evening batches
 - Small batch size for personal attention
 - Completion certificate from Elegant Training Center (KHDA-attested available)
-

Duration

 **18 to 22 hours** (depends on batch and pace)

Career Benefits

- Accounts Assistant
 - Junior/Senior Accountant
 - Admin Executive
 - Office Manager
 - Business Owner
 - Payroll or Inventory Specialist
 - Any role requiring practical accounting knowledge
-

 **Contact us now for upcoming batch schedules and fees.**

Call/WhatsApp: +971 54 749 5664

Email: info@elegant-training.ae

Make accounting easy—become a Tally Prime expert with Elegant Training Center!

Choose Elegant Training for Tally Prime

Learn the Right Way. Work Smarter. Get Hired Faster.

JOB-READY PRACTICAL TRAINING

No just theory—you work with real transactions, tax filings, and business reports like you'll see in actual offices.

SIMPLE, STEP-BY-STEP TEACHING

Trainers break down every process, explain shortcuts, and answer all your questions—no confusion, only confidence.

FLEXIBLE CLASS TIMINGS FOR BUSY LEARNERS

Pick weekday, weekend, or evening batches—online or classroom, plus recorded sessions for revision.

EXPERT, CERTIFIED TRAINERS

Learn from professional accountants with years of Tally experience in UAE and Indian business contexts.

HANDS-ON ASSIGNMENTS & PROJECTS

Prepare books of accounts, file VAT returns, manage inventory, process payroll—get feedback on every assignment.

Tally Prime Course – FAQs

1. Who teaches the Tally Prime course?

Expert trainers with real accounting and business experience in the UAE and India.

2. Do I need accounting background?

No! We start from basics and build up—perfect for beginners or anyone switching to Tally.

3. Will I learn UAE VAT and Indian GST?

Yes, with real-world examples and filing practice.

4. What practical tasks will I perform?

Sales, purchase, receipts, payments, inventory, payroll, VAT returns, bank reconciliation, reporting.

5. Can I get personal attention and support?

Yes—small batches, individual doubt-clearing, and after-class help available.

6. Are classes online and in-person?

Yes, join from anywhere or attend in Dubai; recorded sessions included.

7. Will I get practice files and templates?

Absolutely! All exercises use real business data for maximum job readiness.

8. Do I get a certificate?

Yes, plus KHDA-attested certificate (optional, extra charge).

9. How does this help my career?

Tally Prime is a must-have skill for jobs in accounting, admin, and finance.

10. How do I register and what support will I get?

Contact us at +971 54 749 5664 or info@elegant-training.ae.

Get notes, files, full trainer support, and your completion certificate.

**Master practical accounting and tax skills—become a Tally Prime expert with
Elegant Training Center!**