



**National Institute of Electronics  
and Information Technology**

(An ISO 9001:2015 certified Organization)

Ministry of Electronics and Information Technology

Government of India

# Online Course Prospectus

## Financial Accounting using Tally

### Course Description

The objective of the course is to impart basic to advance level knowledge and skills in Tally Prime software. The course provides an in-depth knowledge of various features such as Record-keeping, Account Receivable/ Payable management, Inventory, GST, TDS and Bank Reconciliations etc.

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## Who can attend?

Anyone who is interested to build their career in Accounting and Inventory Management.

## Course Content

- Basics of Financial Accounting
- Company Creation and Maintenance
- Deleting/Backup/Restore/Securing Company
- Creating - Ledger, Voucher and Voucher Entries
- Cash Book, Trial Balance, Profit & Loss Account, Balance Sheet, BRS
- Discount Entry, Return Entry
- Inventory - Introduction and Maintenance
- TDS - Introduction, Concepts and Implementation in Tally
- TCS - Introduction, Concepts and Implementation in Tally
- GST - Introduction, Concepts and Implementation in Tally

## Prerequisite

Candidate must have basic knowledge of computers.

## Duration

4 Weeks (40 Hrs.)

## Certificate

e-Certificate will be issued to each participant after completion of the training. The participant needs to maintain minimum 75% attendance during the online classes and is required to score minimum 50% marks in the online test in order to successfully complete the course.

## Minimum Requirements

- Candidate must have latest computer/laptop and Internet connection with good speed.
- Software: Tally Prime(Educational mode)

## How to Apply

Interested candidates may apply online on the link <https://nielit.gov.in/haridwar/content/online-courses> after submitting the Course Fee in following account:

<b>Name</b>	:	NIELIT Haridwar
<b>Account Number</b>	:	12922122001331
<b>IFSC Code</b>	:	PUNB0129210
<b>Bank Name</b>	:	Punjab National Bank
<b>Branch</b>	:	Pentagon Mall, SIDCUL, Haridwar

**NOTE:** Copy of transaction slip is required to be uploaded at the time of filling online form. Candidate may keep a copy of the same for future reference.

## Terms and Conditions

1. In case, any registered candidate could not attend the online session due to technical issue at their side there will not be any refund of the course fee and the sessions will not be repeated.
2. In case, the online course is cancelled/postponed due to some technical issue at NIELIT side and new date is not convenient to the candidate, our liability is limited to the refund of the course fee and NIELIT shall not be responsible for any consequential damages.

## Course Coordinator

**Mr. Varun Mishra**

Ph: 9368349990, Email: [haridwar@nielit.gov.in](mailto:haridwar@nielit.gov.in)



**NIELIT Haridwar** is the Regional Centre of NIELIT in the state of Uttarakhand and is situated in SIDCUL Haridwar. It is well known for the advanced training programmes in the areas of Future Skills such as **Cloud Computing, Machine Learning, Artificial Intelligence, Internet of Things, MATLAB, Big Data, Embedded Systems etc** in addition to the various **National Skill Qualification Framework (NSQF)** aligned long-term and short-term courses in Electronics & Information Technology. The Centre has **MOUs** with various prestigious institutions and Universities of Uttarakhand for academic collaboration, technical support, summer/industrial training and internships of the students. The Centre provides a conducive learning environment with the state-of-the-art infrastructure and expert faculties.

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Website: <https://www.nielit.gov.in/haridwar/>

