

# National Institute of Electronics and Information Technology, Haridwar

## Certificate Course in "Financial Accounting using Tally"



### Course Objective

The objective of the course is to provide a complete customized solution of computerized accounting and help in getting employment. This course provides an in-depth knowledge of Record-keeping, Account receivable, Payable management, Inventory, GST, TDS, and Bank Reconciliations.

### Duration

6 weeks - Online Mode

### Requirement

Candidates must have latest computer and Tally ERP-9 software installed in it.

### Course Material

e-Content will be provided in form of presentations/e-handouts, links etc. Online assignments will be given to participants. An online quiz will be conducted at the end of the course.

### Certificate

e-Certificate will be issued to each participant after the completion of the training. 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.

For Registration,


**CLICK HERE**

### Course Contents

1	Basics of Financial Accounting
2	Fundamental of Tally
3	Company Creation and Maintenance
4	Introduction and Maintain of Inventory
5	Creating - Ledger, Voucher and Voucher Entries
6	Cash/Bank Book, Trial Balance, Profit & Loss A/c, Balance Sheet, BRS
7	GST - Introduction, Concepts and Implementation in Tally
8	TDS - Introduction, Concepts and Implementation in Tally
9	Deleting/Backup/Restore/Securing Company

### How to Apply

Candidate may apply online at following link: <http://nielit.gov.in/haridwar/content/online-courses>. Fee is to be submitted to the following account and details to be submitted in online registration form.



Name	NIELIT Haridwar
Account No.	12922122001331
IFSC No.	ORBC0101292
Bank Name	Oriental Bank of Commerce
Branch	SIDCUL Haridwar

For any further information/clarification, please contact on 9368349990.

Contact Details: NIELIT Haridwar, 2<sup>nd</sup> Floor, Government Polytechnic Building, Plot No-6C, Sector-11, Near Pentagon Mall, SIDCUL, Haridwar, Uttarakhand – 249403, Phone:- 01334-235617, 235054, 9368349990 E-Mail: haridwar@nielit.gov.in