



Syllabus of CCFA

Objective:

Module-1

Computer Fundamentals

Module-2

Financial Accounting with Tally

Module-1 Computer Fundamentals

What is Computer, Basic Applications of Computer; Introduction to Components of Computer System, Keyboard and Mouse, Other input/output Devices, CPU, Basics of Computer Memory, Concepts of Hardware and Software, Applications of IECT, Connecting Keyboard, Mouse, Monitor and Printer to CPU and checking power supply.

Basics of Windows, The User Interface, Using Mouse, Using right Button of the Mouse and Moving Icons on the screen, Creating Short-Cuts, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows, Common utilities like notepad, paint, calculator etc., using CD/DVD Writer, Pen/USB Drive.

Module-2 Financial Accounting with Tally

Basics of Accounting:

Accounting Principles, Concepts and Conventions, Double Entry System, Rules of Accounting, Mode of Accounting, Financial Statement.

Business Organizations:

Service organization, trading organization, manufacturing organization.

Accounting on Computers:

Accounting System, Benefits of accounting on computers, factors contributing to changes.

Tally Fundamentals:

Features of Tally, Getting functional with tally, Creation/Setting of Company in Tally, F11 - Features, F12 - Configurations.

Processing Transaction in Tally & Report Generation:

Ledgers and groups, accounting vouchers, recording transaction of Sample Data, Financial reports in tally- Balance sheet, P & L account, Account Book, Day Book, List of Accounts.

Introduction of Trading Organization:

Trading organization, Introduction to Inventory.

Purchase and sales including VAT and Sales Tax:

Cash and credit purchase, three way matching principles, Cash and credit sales, Price Levels, Revenue recognition principles, Accounting and commercial terms associated



with purchase and sales. Bill of exchange, Duties and Taxes.

Overview of Tally features:

Accounting and Inventory features, Tally's capabilities for a trading organizations, Inventory reports, Point of sales, printing reports.

Introduction to manufacturing organizations:

Manufacturing organizations, Introduction to inventory, costing, Fiscal Environment of a manufacturing organization.

Purchase, sales and manufacturing:

Process in manufacturing, Purchase, Sales, Scrap, Waste, Spoilage and Defectives in manufacturing organizations.

TCS, TDS, FBT, Service Tax and Excise Dealer:

TCS reports, TDS reports, Service tax reports, Excise dealer reports and FBT as applicable.

Budgeting, Scenario Mgmt, Variance Analysis:

Budgets definition and types, Stages of budgeting, Advantages of Budgeting, Budgets in tally, Scenario Forecast, Scenario management in tally, Variance analysis.

Ratio Analysis:

Financial ratio, profitability ratio, activity ratio, investment return and market performance ratio.

Cash Flow and Fund flow management:

Preparation of fund flow statement, Limitation of fund flow statement, Analysis of fund flow statement, Classification of cash flow statement, preparation of cash flow statement, Analysis of cash flow statement.

Analysis and Managing Inventory:

History of inventory, financial aspect of inventory, Inventory cost, Age-wise analysis of Inventory, Reorder levels.

Tally System Administration:

Consolidation of accounts, split company data, export and import of data, ODBC compliance, WEB-enabled.