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.


Module-2  Financial Accounting with Tally

Basics of Accounting:

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:

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:**

**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.