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CCFA

Certificate Course in Financial Accounting

COURSE CODE : CC-02

COURSE CONTENT & SYLLABUS

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CCCF A

Certificate Course in Financial Accounting

COURSE CONTENTS

COURSE CODE – CC-02

ELIGIBILITY : 10TH CLASS & ABOVE

DURATION : 3 MONTH

FINANCIAL ACCOUNTING WITH 7.2, 9.0, ERP

SUBJECT CODE - NT

MANUAL ACCOUNTING

TALLY

ACCOUNTING IN TALLY 7.2, 9.0, ERP

CUSTOMIZATION OF COMPANY

ACTIVATION OF ACCOUNTING FEATURES IN COMPANY

ACTIVATION OF INVENTORY FEATURES IN COMPANY

ACTIVATION OF TAXATION FEATURES IN COMPANY

USES OF VALUE ADDED TAX (VAT)

USES OF CENTRAL SALE TAX (CST)

USES OF SERVICE TAX

USES OF EXCISE DUTY

USES OF TAX COLLECT AT SOURCE (TCS)

USES OF TAX DEDUCTED AT SOURCE (TDS)



CCCF A

Certificate Course in Financial Accounting

COURSE SYLLABUS

FINANCIAL ACCOUNTING WITH TALLY 7.2, 9.0 ERP

A. MANUAL ACCOUNTING

- A-1 INTRODUCTION OF ACCOUNTING
- A-2 BASIC CONCEPT OF ACCOUNTING
- A-3 RULES OF ACCOUNTS
- A-4 TYPES OF RULES
- A-5 SIMPLE & COMPOUND ENTRIES OF ACCOUNTS
- A-6 INTRODUCTION OF JOURNALS
- A-7 INTRODUCTION OF FINAL ACCOUNTS
- A-8 PREPARATION OF TRIAL BALANCE, TRADING ACCOUNTS, PROFIT & LOSS ACCOUNT & BALANCE SHEET
- A-9 PREPARATION OF CLOSING ENTRIES
- A-10 RECTIFICATION OF ERRORS

B. ACCOUNTING IN TALLY 7.2, 9.0ERP

- B-1 CREATION OF COMPANY
- B-2 CREATION OF LEDGER IN COMPANY
- B-3 POSTING ENTRIES IN DIFFERENT VOUCHERS
- B-4 SELECTION, SHUTTING, ALTERATION & DELETION OF COMPANY
- B-5 ALTERATION & DELETION OF LEDGER & VOUCHER IN TALLY

C. CUSTOMIZATION OF COMPANY

- C-1 ACTIVATION OF GENERAL FEATURES OF ACCOUNTS
- C-2 ACTIVATION OF INVOICING FEATURES SUCH AS PURCHASE & SALES ORDERS, DEBIT & CREDIT FEATURES
- C-3 ACTIVATION OF COST CATEGORY & CENTERS
- C-4 ACTIVATION OF INTEREST CALCULATION OF COMPANY
- C-5 ACTIVATION OF BUDGET & CONTROL
- C-6 ACTIVATION OF STOCK CATEGORIES CREATION
- C-7 ACTIVATION OF DISCOUNT COLUMN ON INVOICE
- C-8 ACTIVATION OF GODOWN
- C-9 ACTIVATION OF PRICELIST

D. ACCOUNT WITH INVENTORY IN TALLY 7.2, 9.0ERP

- D-1 INTRODUCTION OF INVENTORY
- D-2 ACTIVATION OF INVENTORY FEATURE IN COMPANY
- D-3 CREATION OF STOCK GROUP, STOCK ITEM & UNIT OF MEASURES
- D-4 POSTING ENTRIES IN INVOICE MODE
- D-5 CREATION OF INVOICE
- D-6 ALTERATION & DELETION OF INVOICE
- D-7 PRINTING OF INVOICE

E. VALUE ADDED TAX (VAT)

- E-1 INTRODUCTION OF VAT
- E-2 TYPES OF VAT
- E-3 TYPES OF RATES
- E-4 ACTIVATION OF VAT IN COMPANY
- E-5 ACTIVATION OF FEATURES RELATED TO VAT IN COMPANY
- E-6 ACTIVATION OF INPUT & OUTPUT VAT ON INVOICE
- E-7 ACCESSING OF VAT REFUNDABLE OR VAT PAYABLE
- E-8 ACCESSING OF VAT REPORT
- E-9 PRINTING OF VAT REPORT

F. CENTRAL SALE TAX (CST)

- F-1 INTRODUCTION OF CST
- F-2 INTRODUCTION OF TYPES OF CST
- F-3 INTRODUCTION OF RATES OF CST
- F-4 INTRODUCTION OF DIFFERENT FORMS OF CST
- F-5 POSTING OF CST ENTRIES IN TALLY
- F-6 REVIEW OF CST REPORT IN TALLY
- F-7 PRINTING CST REPORT

G. SERVICE TAX

- G-1 INTRODUCTION OF SERVICE TAX
- G-2 ACTIVATION OF SERVICE TAX FEATURE IN TALLY
- G-3 BASIC DETAILS OF SERVICE TAX
- G-4 INTRODUCTION OF EDUCATION CESS & SECONDARY EDU CESS
- G-5 POSTING OF ENTRIES OF SERVICE TAX IN TALLY
- G-6 ACCESSING & REVIEW OF SERVICE TAX REPORT IN TALLY
- G-7 PRINTING REPORT OF SERVICE TAX

H. EXCISE DUTY

- H-1 INTRODUCTION OF EXCISE DUTY
- H-2 INTRODUCTION OF TYPES OF EXCISE DUTY
- H-3 ACTIVATION OF FEATURE RELATED TO EXCISE DUTY
- H-4 CREATION OF LEDGER, STOCK RELATED TO EXCISE DUTY
- H-5 POSTING ENTRIES IN VOUCHER & INVOICE

CERTIFICATE COURSE IN FINANCIAL ACCOUNTING

H-6 PREPARE & ACCESSING OF EXCISE REPORT IN TALLY

H-7 PRINTING OF EXCISE REPORT

I. TAX COLLECT AT SOURCE (TCS)

I-1 INTRODUCTION OF TCS

I-2 ACTIVATION OF FEATURES RELATED TO TCS

I-3 CREATION OF LEDGER & STOCK RELATED TO TCS

I-4 POSTING ENTRIES IN VOUCHER & INVOICE

I-5 PREPARE & ACCESSING OF TCS REPORT IN TALLY

I-6 PRINTING OF EXCISE REPORT

J. TAX DEDUCTED AT SOURCE (TDS)

J-1 INTRODUCTION OF TDS

J-2 ACTIVATION OF FEATURES RELATED TO TDS

J-3 CREATION OF LEDGER & STOCK RELATED TO TDS

J-4 POSTING ENTRIES IN VOUCHER & INVOICE

J-5 PREPARE & ACCESSING OF TDS REPORT IN TALLY

J-6 PRINTING OF TDS REPORT

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