

**Name of Unit of Qualification** : Concepts of Financial Accounting  
**Duration** : 60 Hours  
**Topics** : Financial Accounting

Performance Criteria (OUTCOME) No.	Contents	Duration	
		Theory	Practical
OUTCOME-1: Core Skills to Prepare Financial Accounting	<p><b>Introduction to Accounting</b>            What is Accounting, Financial Accounting Books of Accounts, Cash, Journal, General Ledger Classification of Accounts and Rules of Debits and Credit, Financial Statement, Trial Balance, Final Accounts Statements, O / S Bills Tracking</p> <p><b>Inventory Management</b>            Inventory Analysis, Depreciation, Delivering In &amp; Out, Purchase &amp; Sales Invoice, Debit &amp; Credit Notes            Foundation of Accounts, Ledger Accounts and Groups, Account Groups, Liability Side, Assets Side, Income Side, Expense Side</p>	10	15

<p>OUTCOME-2: Advance Skills to Prepare Financial Accounting</p>	<p><b>Capital Account</b> Capital, Reserves &amp; Surplus (Retained Earnings) Loans (Liabilities), Bank overdraft, Secured Loans &amp; Unsecured Loans Current Liabilities, Duties &amp; Taxes, Provisions, Sundry Creditors, Current Liabilities <b>Fixed Assets</b> Investments Current Assets, Stock in Hand, Deposits (Assets), Loans &amp; Advances (Assets), Sundry Debtors, Cash in hand, Bank Account Miscellaneous Expense &amp; Suspense Account, Sales &amp; Purchases, Direct &amp; Indirect Income, Direct &amp; Indirect Expenses</p>	10	25
	<p><b>Inventories</b> Introduction Types of inventory, Inventory in case of manufacturing, Raw materials, Work-in-progress, Finished goods / stock, Inventory in case of trading concern, Finished goods / stock Basis of inventory valuation, Cost, Net realizable value Techniques of Inventory valuation, Historical cost methods, FIFO, LIFO, Average Price, Weighted average price, Non-Historical cost methods Inventory Record system, Periodic Inventory system, Perpetual inventory system</p>		

**Name of Unit of Qualification** : Preparation of Account Books Using Accounting Packages

**Duration** : 90 Hours

**Topics** : Prepare Account Books Through Accounting Package (Tally)

Performance Criteria (OUTCOME) No.	Contents	Duration	
		Theory	Practical
OUTCOME-1: Acquiring The Skills To Prepare Account Books Through Accounting Package	<p><b>Tally</b> Introduction to Tally, Tally Fundamentals, Features of Tally, Tally start up screen and components, Tally clock, Switching between screen area- Ctrl-n &amp; Ctrl-m, Quitting Tally.</p> <p><b>Maintaining Company Data</b> Basic Company Details, Creation, Modification, Tally – Accounting &amp; Inventory, Chart of accounts – Group, Ledger, Introduction to F11- Features, Introduction to F12- Configurations, Maintaining stock details, Inventory Masters, Displaying and altering stock group, Creating and altering multiple stock categories, Creating and altering unit of measure.</p> <p><b>Tally Vouchers</b> Accounting Vouchers, Contra Voucher (F4), Payment Voucher (F5), Receipt Voucher (F6), Journal Voucher (F7), Sales Voucher (F8), Credit note Voucher (Ctrl+F8), Purchase Voucher (F9), Debit note Voucher (Ctrl +F9), Reversing Journal (F10), Memo Voucher (Ctrl+F10), Optimal Voucher, Postdated Voucher, Inventory Vouchers, Inventory Vouchers, Purchase order, Sales order, Rejection out, Rejection In, Stock journal, Delivery Note, Receipt Note, Physical note, Invoicing.</p>	15	30

<p>OUTCOME-2: Acquiring The Skills To Prepare Account Books Through Accounting Package</p>	<p><b>Display and Reporting</b> Financial report, Financial Statutory Report, Balance sheet, Profit &amp; Loss A/C, Trial Balance, Sales Register, Purchase Register, Journal Register, Cash Book, Bank Book and Ledger, Financial MIS Report, Group Summary, Group Vouchers, Statement of Accounts, Cost center, out standings , Interest calculations ,statistics, Inventory Report, Inventory Statutory Report, Inventory MIS Report.</p> <p>Technology Advantages of Tally, Tally Vault, Security control, Tally Audit, Backup and Restore, Split company data, Export and Import of data, ODBC Compliance Printing, New features in Tally 9, Value Added Tax (VAT), Tax Deduction at Source (TDS), Service Tax, Pay Roll Accounting.</p>	15	30
--	---	----	----

