

SYLLABUS FOR DIPLOMA IN PRACTICAL FINANCIAL ACCOUNTING

Paper I-Principles of Accountancy

Module 1

Accounting-Definition-functions-Principles of single entry and double entry system-Accounting equation-Types of Accounts-Rules of accounting-Accounting standards

Module 2

Accounting concepts-conventions-phases of accounting-Journal-ledger-trial balance

Module 3

Preparation of cash book-Pass book-bank Reconciliation statements

Module 4

Preparation of final statements of accounts

Module 5

Manual system of accounting-meaning-advantages-limitations-computerised system of accounting-Accounting as a system

Paper II-Introduction to Tally

Module 1

Tally origin-features-accounting features-inventory features-starting tally-start up screen component-processing icons-multilingual feature of tally-quitting tally

Module 2

Company creation-creating-selecting-deleting-shutting a company-altering company details-changing data directories-auto selection of company

Module 3

Predefined groups in tally-primary groups-subgroups-display-alteration of groups-ledger accounts-creation-display-alteration

Module 4

Tally vouchers-meaning-receipt voucher-payment voucher-entering-deleting-cancelling-printing a voucher-post dated vouchers

Module 5

Security control-meaning-need-creation-display-alteration of security-Tally Audit

Paper III Financial Tally

Module 1

Preparation of Trial Balance-P/L account-balance sheet

Module 2

Interest-simple/compound interest calculation-setting up ledger master-interest reports

Module 3

Receivables and payables management-activating bill wise details-sales entries-purchase entries-purchase returns-sales returns

Module 4

Cost-cost centre-cost categories-display-creation of cost categories-alteration-allocation of transaction

Module 5

VAT -VAT documents-CST-types of dealers-VAT composition reports-VAT composition calculation-VAT return payment