

## **COMPUTERISED FINANCIAL ACCOUNTING (TALLY & MS OFFICE) [C49]**

<b>Course Name:</b> Computerised Financial Accounting (Tally & MS Office)	<b>Course Code:</b> C49
	<b>Eligibility:</b> SSLC/ ABOVE
<b>Duration:</b> 120Hrs.( 3 Months)	<b>Course Fee :Rs. 6,000/- +(GST)</b> 02 Installments: 1.Rs. 3,000/- + GST, at the time of Registration 2.Rs. 3,000/- + GST, at the time of Admission

### **SYLLABUS**

- Introduction to Accounting ; - Definition, Basic terms, Objectives, Advantages, Limitations, Methods, Types of accounting, Accounting concepts & conventions and Rules of accounting
- Posting and journalizing
- Ledger preparation, Trial balance
- Financial Statements;- preperation of Trading and Profit & Loss A/c and Balance Sheet
- Introduction to Tally\_ ERP\_9 - Startup, Screen components, Mouse/ Keyboard coventions, Quitting.
- Company creation, Alteration, Deletion, Shut(close) company and company creation
- Set-Up of Accounts- Group creation, Alteration, Deletion
- Ledger Accounts Set- Up - Single Ledger Creation, Alteration, Deletion, Multi Ledger Creation, Alteration, Deletion
- Accounting Vouchers
- Inventory/ items & goods/ Stock;-Single& Multiple Stock Group Creation, Single& Multiple Stock Item Creation
- Featurs of Tally\_ERP\_9:- Accounting Features, Inventory Features, Statutory & Taxation Features
- VAT
- GST;- IGST,CGST,SGST
- Adv. Inventory Featurs;- order processing, receiving, rejuctions, stock journal
- Manufacturing Journal, Bill of Material, Point of Sale, Cost Centre, and Cost category
- Bank Reconciliation Statement
- Payroll
- Fundamentals
- Introduction to Word Processing, MS Excel, MS PowerPoint

## PARTICULARS OF STRENGTH

Name of School ..... Certificate Course - Computerised .....

Name of Teacher in charge.....STD.....DIV. *Financial*  
*Accounting*

MAL Medium ☐      ENG Medium ☐[illegible][illegible]

NO. OF STUDENTS STUDYING FIRST LANGUAGE

Malayalam			Arabic			Urdu			Sanskrit		
B	G	T	B	G	T	B	G	T	B	G	T



## Register of Attendance and Fees for the Month of \_\_\_\_\_

No. on roll at the beginning of the month ...	Average No. on roll during the month ...
No. admitted during the month ...	Average Attendance
No. left during the month ...	Total School Days
No. on roll at the end of the month ...	...

Inspecting Officer

## Standard

Current fees collected	...	Balance of current fees due	...
Arrear fees collected	...	Balance of arrear fees due	...
Fine	...	Balance of fine due	...
<b>Total</b>	<u>                    </u>	<b>Total</b>	<u>                    </u>
		<b>Head Master</b>	<u>                    </u>



## Register of Attendance and Fees for the Month of

No. on roll at the beginning of the month	...
No. admitted during the month	...
No. left during the month	...
No. on roll at the end of the month	...

Inspecting Officer

Current fees collected	...
Arrear fees collected	...
Fine	...

Balance of current fees due	...
Balance of arrear fees due	...
Balance of fine due	...

Head Master



## Standard

Admission No.	S.No.	NAME	Days Eng: Date																	
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	1	SHAMILA K		X									X					X		
	2	MUEGEDHA YD		X									X					X		
	3	FATHIMATHUL BINZIYA		X									X					X		
	4	FATHIMA HANGENA K		X									X					X		
	5	ARSHIDHA MP		X									X							
	6	JUSAILA MOL		X									X							
	7	PAVITHRA RAJ		X									X							
	8	SILTIYA KK		X									X							
	9	RIMSHIDHA K		X									X							
	10	SALMAN FARIS											X							
	11	ARJUN K		X									X							
	12	NAVAS RASHID MP		X									X							
	13	ADARSH VP		X																
	14	AKHEEL ABLI HURAIRA		X																
	15	SHIFAII KS		X																
	16	HAIFA																		
	17	SHAFNA MC		X									X							
	18	ASHLEA M (Stapped)																		
	19	FATHIMA ASNA RAHMAN		X									X							
	20	HUSNA NASRIN KP											X							
	21	JASMIYA NASRIN K		X									X							
	22	SHRILA N		X									X							
	23	AFARA M		X									X							
	24	SHAHANA SHAN N		X									X							
	25	SATIA		X									X							
	26	AYISHA NASRIN K											X							
	27	SANA FATHIMA		X									X							
	28	REHNA SHIRIN M																		
	29	MIDHUNA PP		X									X							
	30	AKSHAYA TT		X									X							
	31	SREESHNA K		X									X							
	32	DHARSHANA KP		X									X							
	33	VISMAYA MP		X									X							
	34	NEHA NASRIN NASREEN		X									X							
	35	MIDHUN DAS AT		X									X							
														</						

No. on roll at the beginning of the month	...
No. admitted during the month	...
No. left during the month	...
No. on roll at the end of the month	...

Average No. on rool during the month ...	
Average Attendance	...
Total School Days	...

**Class Teacher**

Inspecting Officer

18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of days present	No. of days absent up to date	Admission fee	Date of Payment	Tuition Fee				Special Fee				Total		Date of Payment	Initials of class Teacher	Remarks																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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Current fees collected	...
Arrear fees collected	...
Fine	...

Total

Balance of current fees due	...
Balance of arrear fees due	...
Balance of fine due	...

Total

Head Master



MAY

## Standard

No. on roll at the beginning of the month ...	
No. admitted during the month ...	
No. left during the month ...	
No. on roll at the end of the month ...	

Inspecting Officer

Current fees collected	..
Arrear fees collected	..
Fine	..

Balance of current fees due	...
Balance of arrear fees due	...
Balance of fine due	...

Head Master



## Standard

[illegible]

No. on roll at the beginning of the month	...
No. admitted during the month	...
No. left during the month	...
No. on roll at the end of the month	...

**Class Teacher**

Average No. on rool during the month ...	
Average Attendance ...	
Total School Days ...	

Inspecting Officer

[illegible]

Current fees collected	...
Arrear fees collected	...
Fine	...

**Total**

Balance of current fees due	...
Balance of arrear fees due	...
Balance of fine due	...

Total ...

Head Master



## Standard

Inspecting Officer

Head Master



## Standard

[illegible]

Head Master



## Register of Attendance and Fees for the Month of

No. on roll at the beginning of the month	...	Average No. on roll during the month	...
No. admitted during the month	...	Average Attendance	...
No. left during the month	...	Total School Days	...
No. on roll at the end of the month	...		...

Inspecting Officer

## Standard

Current fees collected ...	Balance of current fees due ...
Arrear fees collected ...	Balance of arrear fees due ...
Fine ...	Balance of fine due ...

Total

Head Master







## Standard

[illegible]

Current fees collected	...	Balance of current fees due	...
Arrear fees collected	...	Balance of arrear fees due	...
Fine	...	Balance of fine due	...

Head Master