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

Course Name: Computerised Financial	Course Code: C49
Accounting (Tally & MS Office)	Eligibility: SSLC/ ABOVE
Duration:120Hrs.( 3 Months)	Course Fee :Rs. 6,000/- +(GST) 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, Quiting.
- 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
- Features 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 Reconcilation Statement
- Payroll
- Fundamentals
- Introduction to Word Processing, MS Excel, MS PowerPoint

# PARTICULARS OF STRENGTH

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21 Jasmiya NASRIN : k
22 shibiland 23 AFARA.M 24 Shahana Shan N 25 Saila 26 Auisha Nashin X 27 SANA PATHIMA 28 REHNA SHIRIN-M 29 MIDHUMA P.P. 30 AKSHAYA.T.T 31 SRGESHNA.K DHARSAVA . K.P 33 Vismaya M.P. 34 NEHA MASREEN No. PRESENT DAILY A.N. PERCENTAGE Current fees collected ... No. on roll at the begining of the month ... Average No. on rool during the month ... Average Attendance Total School Days Balance of current fees due ... Arrear fees collected ... No. admitted during the month Balance of arrear fees due ... No. left during the month No. on roll at the end of the month Balance of fine due Total Total ... Class Teacher Inspecting Officer **Head Master** 

Register of Attendance and Fees for the Month of

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

No. PRESENT DAILY

A.N. PERCENTAGE

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

Class Teacher

Admission No.

SHAMILISA MUFGEDHA .Y.M

6 JUSAILA MOL

7 PAVITHRY RAT

8 SILTINA KK RIMSHIDHA K 10 SALMAN FARIS

11 ARTUN K

13 ADARSH VP

15 SHIFALL KS 16 HAIFA

25 6AJLA

3 FATHIMATHUL BINZIYA

12 NAVAS RASHID MP

14 AKHEEL ABLI HURAIRA

17 SHAFNA MC 18 ASHLFA M (Stepped) 19 FATHIMA ASNA RAHMAN 20 HUSNA NASRIN KP

OI JASMIYA NASKIN K J2 SHTBILA N 23 AFARA M

24 SHAHANA SHAN N

26 AVISHA NASRIN K 27 SANA FATHIMA 28 REHNA SHIRIN M 29 MIDHUNA PP

30 AKSHAYA TT

33 VISMAYA MP

34 NEHA NASREN NASREEN 35 MIDHUN DAS AT

31 SREESHNA K 32 DHARSHANA KP

4 FATHIMA HANGENA K 5 ARSHIDHA MP

Inspecting Officer

Class Teacher

Inspecting Officer

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Standard Register of Attendance and Fees for the Month of 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Voor date Proceeding Research Lee Course of Date of Payment Initials of class Teacher Special Fee **Tution Fee** Total Fine Fine Fees Eng: NAME Rs. Ps. Rs. Ps. Date SHAMILA - K 2. MUFEEDINA. VM FATHIMATHUL BINZLYA FATHIMA HANGENA . K 5. ARSHIOHA . MP 6. JUSAILA MOL 7. PAVITHRA RAT 8. SHILTIYA. KK 9. RIMSHIDHA - K X 10. SALMAN FARIS II ARTUN . K AV. 12 NAVAS RASHID MP 13 ADARSH · VP 14 AKHEEL ABU HURAIR . 15 SHIFALL KS 16 HAIFA 9 17 SHAFNA · MC a a 18 ASHIFA - M X 19 FATHIMA ASNA RAHMAN a 9 20 HUSNA NASRIN . KP a 21 TASMIYA WASRIN. K 91 22 SHIBILA. N 0 0 23 AFARA M 84 SHAHANA SHAN . N a 25 SAJLA X 26 AYISHA NASRIN. K 9 27 SANA FATHIMA 28 REHNA SHIRIN . M 29 MIDHUND . PP 30 AKSHAYA . TT 31 SREENA . K SREESHNA. IT 32 OHARSHANA - KP 33 VISMAYA M.P 34 NEHA WASREEN 35 MIDHUN DAS A.T No. PRESENT DAILY F.N. PERCENTAGE Current fees collected ... No. on roll at the begining of the month ... Balance of current fees due ... No. admitted during the month Arrear fees collected Fine

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

Total

Balance of arrear fees due Balance of fine due

Total

## Register of Attendance and Fees for the Month of Auges b

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Head Master

Standard

Special Fee

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September Register of Attendance and Fees for the Month of Standard 18 19 20 21 22 23 24 25 26 27 28 29 30 31 No of day be seen the property of th Admission No. Days Tution Fee Special Fee Total Eng: NAME 6 7 8 9 10 11 12 13 14 15 16 17 Fine Date 1 SHAMILA. K. 2 MUFEEDHA . VM 3 FATHIMATHUL BINZIYA 4 FATHIMA HANGENA . K 5 ARSHIDHA, M.P. 6 JUSAILA MOL 7 PAVITHRA RAJ 8 SHILTIYA-K. K 9 RIMSHIDHA- K.V TO SALMAN PARIS
II ARJUN, IC
II NAVAS RASHIP M.P
IS ADARSH V.P 14 AKHEEL ABLI HURAIR 15 SHIFALL KS 14 HAIFA SHAPNA . M. C 19 FATHIMA ASNA RAHMAN 20 HUSNA NASRIN . K.P 22 5 HIB1 LA - N 23 AFARA - M 24 SHAHNA SHAN 25 SAJLA 15 SAJLA

16 AYISHA NASRIN IC

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28 REHNA SHIRIN M

29 MIDHUNA - P - P

30 AKSITA YA - T - T

3 I SR EENASHASA K

32 DHARSHANA K 33 VISMAYA . M . P NEHA NASREEN No. PRESENT DAILY F.N. A.N. PERCENTAGE No. on roll at the begining of the month ... Average No. on rool during the month ... Average Attendance Balance of current fees due ... Current fees collected ... No. admitted during the month Balance of arrear fees due ... Arrear fees collected No. left during the month Total School Days Fine Balance of fine due No. on roll at the end of the month Total ... Total Class Teacher Inspecting Officer Head Master

#### Register of Attendance and Fees for the Month of November Standard 18 19 20 21 22 23 24 25 26 27 28 29 30 31 No oct days of the following of Initials of lass Teache Tution Fee Special Fee Total NAME Eng: Fees | Fine 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 Date -SHAMILA IK MUFEEDING . VM FATHIMATHUL BINZLYA FATHIMA HANGENA. K ARSHIOHA MP TUSAILA MOL PAVITHRA RAT SHILTIYA · KK RIMSHIDHA . KV SALMON FARIS ARJUN . K NAVAS RASHID MP ADDRESH VP AKHEEL ABU HURAIR SHIFALL KS HAIFA SHAFNA MC 17 18 FATHIMA ASNA RAHMAN 20 HUSNA NASRIN KP SHIPPIN SHIBILA N AFARA M SHAHANA SHOW SATLA AYISHA MASRIN K SANA FATHIMA RALINA SHIRIN M MIDHUND PP AKSHAYA TT SHREESHINA K DHARSHANA KP VISMAYA MP NEHA MASREEN No. PRESENT DAILY F.N. PERCENTAGE No. on roll at the begining of the month ... Average No. on rool during the month ... Balance of current fees due ... Current fees collected No. admitted during the month Balance of arrear fees due ... Average Attendance Arrear fees collected No. left during the month Balance of fine due Total School Days No. on roll at the end of the month Total Total

Class Teacher

Inspecting Officer

Total

Head Master