

## Certificate Course in Financial Accounting Using Tally

### 1. UNIT -I

Introduction to Accounting - Fundamentals of Accounts, Definition of Accounting, Recording of Transactions, Recording of Transactions, Trail Balance and Rectification of Errors.

### 2. UNIT II

Branches of accounting, double entry system, rules of accounting, mode of accounting, financial statement, business organizations.

### 3. UNIT III

- What is Tally?
- Types of Accounting - Personal A/c, Real a/c, Nominal a/c
- Processing transaction in Tally
- Creating a New Company
- What is Ledger and Accounts Groups - Capital A/c, Cash in Hand A/c, Bank Account A/c, Bank OD A/c, Direct
- Expenses A/c, Fixed Assets A/c, Indirect Expenses A/c, Indirect Income A/c, Purchase A/c, Sales A/c, Sundry
- Creditors A/c, Sundry Debtors
- Accounting Vouchers
- Generating and printing reports, Financial Reports in Tally

### 4. UNIT IV

Introduction to Inventory, Purchase and Sales, Accounting and Inventory Report in Tally.

Tax calculation in tally.

Course Duration: 1 Month  
Timings: 1:30 Hrs. Daily (Mon-Sat)  
Fees: Rs.2550 /-