



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

Short-term Course on Computerised Financial Accounting using Tally

[Scheme 2018]

Duration : 75 Hrs.

Course Fee: Rs. 3,000/-+GST

Module 1 : Introduction to Computers (5 Hrs)

Concept of Hardware and Software - Block diagram - functional units - Input, Output, Memory, CPU.
Familiarization of IO-Devices - Keyboard, mouse (optical, wireless), scanners – Monitors - Printers -Type of printers - Dot matrix, Inkjet, Laser, Thermal. - Familiarization of IO ports – Concept of Networks
Software - System software - Operating system - Application Software

Module 2 : Accounting Principles (10 Hrs)

Accounting-Need of accounting-Transaction-Types of Accounts-Analyzing a transaction- Debits and Credits-
Accounting principles-Accounting concepts-Accounting conventions-Common terms-Accounting cycle-
Source documents-Journal-Ledger-Trail balance-Final accounts-Trading&Profit and loss account-Balance
sheet-Final accounts with adjustments

Module 3 : Computerized Accounting (5 Hrs)

Computerized Accounting-Limitations of manual accounting-Advantages of computerized accounting-
Features of computerized accounting

Module 4 : Using Tally Accounting software (20 Hrs)

Tally- Features of Tally - Gateway of Tally-Company creation – Select/Shut/Alter/Delete a company-
Voucher types - Accounting Groups - Managing and operating groups - Ledger-Single /multiple ledger-
creation/altering/displaying/deleting - Accounting vouchers - entry/alter/delete vouchers - Final accounts –
Reports - Trial balance, Income & expenditure, Balance sheet – Printing.

Module 5 : Inventory Management (15 Hrs)

Inventory-Stock Groups-Stock categories - Godowns- Units of measure-Stock items-Inventory vouchers and
reports-Stock journal-Manufacturing Journal-Price list-Orders and reports

Module 6 : Additional Reports (10 Hrs)

Bank reconciliation statement-Cost centre-Budget-Interest calculations-Scenario management-Accounts
with inventory - Group Company

Module 7: Duties and Taxes (10 Hrs)

Methods of duties and taxes in Tally-Sales Tax-VAT-GST (Goods and Services Tax)

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*Note: Student shall have minimum 75% attendance in the course and shall pass the evaluation test
conducted by the training centre to become eligible for course certificate.*

Thiruvananthapuram
February 21, 2018

Sd/-
Director