

Subject Code	Subject	Syllabus	Total Duration (Hrs)	Theory (Hrs)	Practical (Hrs)
C15-04	Financial Accounting & Inventory Control using Tally	<p>Introduction : Financial Accounting, What is Accounting, Advantages of Accounting, Books of Accounts, Cash Book, Journal, General Ledger, Classification of Accounts, Rules of Accounting, Financial Statement, Trial Balance, Final Account Statement.</p> <p>Introduction to Tally: Company information, create, display alter, backup, restore, recovery of data, quit, gateway of tally, ledgers, ledger alteration, ledger display, budgets, groups, cost centres, voucher entry, voucher types.</p> <p>Accounts organization: Ledger Accounts, Groups.</p> <p>Accounts Groups: Liabilities side, Assets side, Income Side, Expenses side, Capital Accounts- Capital, Reserve & Surplus,</p> <p>Loans: Bank OB, Secured Loans, Unsecured loans, Current Liabilities, Fixed Assets.</p> <p>Business, types of business transactions, accountancy, basic accounting terminologies, classification of accounts, trading, trading account, profit & loss, trail balance, inventory control, objectives of inventory control, Inventory reports, inventory control techniques, ABC plan, Order cycling system, stock valuation methods, FIFO, LIFO, AVCO Periodic inventory.</p> <p>Inventory Information (Tally): Features, Inventory Masters, Stock Groups, Shock categories, Stock item, Godowns, Unit of Measure.</p>	50	20	30
Total			50	20	30