Fundamentals of Accounting

Day	Topic	Options covered	Hours
Day1	Introduction of accounting	Definition of accounting Book keeping Accounting system & concepts	1
Day2		Types of accounts Golden rules of accounts	1
Day3	Accounting cycle	Journal Ledger	1
Day4		Practical's on journal entries	1
Day5		Practical's on ledger accounts	1
Day6	Trial balance	Trial balance meaning Methods of preparation	1
Day7	Final accounts	Trading A\C	1
Day8		Profit & loss account	1
Day9		Balance sheet	1
Day10		Practical on final accounts	

Tally.ERP9 GST

Day	Topic	Options covered	Hours
Day1	Computerized accounting	• Tally introduction • Tally versions	1
Day2		• Company creation • Use of function keys	1
Day3	Company features	• Accounting features • Inventory features • Statutory features	2
Day4			
Day5	Accounts info	• Ledgers • Groups	1
Day6		• Practical's on ledgers and groups	1
Day7	Accounting vouchers	• Contra • Payment • Receipt • Journal • Sales • Credit note • Purchases • Debit note	1
Day8	Cost centers	• Cost categories • Cost centers • Practical's on cost centers	1

Day9	Vouchers practical problem	• Practical problem on
		   ○ F4→ contra vouchers
		   ○ F5→ payment vouchers
			2

Day10			
Day11	Vouchers practical problem	• Practical problem on • F6→ receipt vouchers • F7→journal vouchers	2
Day12			
Day13	Inventory info	• Stock group • Stock category • Stock item • Unit of measurement • Go down • Practical's on stock item	1
Day14	Vouchers practical problem	• Practical problem on • F9→purchases • Ctrl+f9 →debit note • F8→ sales • Ctrl+f8→credit note	1
Day15	Bank reconciliation	• Practical problem on bank reconciliation statement.	1

Day	Topic	Options covered	Hours
Day17	Non accounting vouchers(theory & demo)	• Reversing journal • Memorandum • Optional	1
Day18	Foreign currency	• Practical problem on foreign currency	1
Day19 Day20	Interest calculation	• Practical problem on interest calculation	2
Day22	Production management	• Implementation of manufacturing process	1
Day23		• Point of sales	1
Day24		• Job costing	1
Day25	Management information system (mis).	• Ratio analysis • Funds flow analysis • Cash flow analysis	1
Day26 Day27	statutory & taxation	• GST introduction • practical problem on GST	2
Day28 Day29		• practical problem on GST multiple rates	2
Day30 Day31		• service tax • practical problem on service tax under GST	2

Wings Accounting Package

Day	Topic	Options covered	Hours
Day1	Company menu	• Introduction • Features • Browsing	1
Day2		• Company creation • Close company • Open company • Security options	1
Day3	Master menu	• Masters creation • Departments • Godown's • Account	2
Day4		• Product • Taxes • Currency	
Day5	Entry menu	• Vouchers introduction • Receipt voucher • Payment voucher • Petty cash voucher • Opening balance • Journal entry voucher	1
Day6	Practical problem	• Practical problem on vouchers	1
Day7	Practical problem	• Practical problem on bank reconciliation statement.	1
Day8		• Stock vouchers • Opening stock voucher • Purchase voucher • Purchase returns voucher • Sales voucher • Sales return voucher	1
Day9	Practical problem	• Practical problem on stock vouchers	1

Day	Topic	Options covered	Hours
Day10	Practical problem	• Practical problem on tds	1
Day11	Inventory vouchers	• Inventory vouchers • Delivery note • Material receipt note • Internal consumption • Internal transfer • Inventory excess • Inventory shortage	1
Day12	Inventory vouchers	• Practical problem on stock journal voucher	1
Day13 Day14	Inventory vouchers	• Practical problem on inventory vouchers	2
Day15	Configuration report	• Configuration report button • Adding of columns • Deleting of columns • Adding of sub columns • Back ground color • Saving configuration report • Export to excel (spread sheet)	1

Focus 5

Day	Topic	Options covered	Hours
Day1	Company menu	• Introduction • Company creation • Working with visibility pass word	1
Day2		• Edit company • Backup & restore • Deleting of company(utility menu) • Finalization of accounts	1
Day3		• Security options	1
Day4	Create masters	• Create masters • Accounts tree • Products tree • Department	1
Day5		• Chart of accounts • Practical problems on masters	1
Day6		• Practical problems on masters	1
Day7	Vouchers	• Vouchers introduction • Receipt voucher • Payment voucher • Petty cash • Postdated cheque receipt • Postdated cheque payment	1
Day8		• Practical problem on vouchers	1
Day9	Journal vouchers	• Journal vouchers • Opening balances voucher • Debit note voucher • Credit note voucher • Journal entry voucher • Practical problem on journal vouchers	1
Day10		• Practical problem on basic vouchers	1
Day11	Bank reconciliation	• Practical problem on bank reconciliation statement.	1
Day12	Inventory vouchers	• Inventory vouchers • Opening stock voucher • Sales invoice • Sales returns • Purchases • Purchase returns o Problem on inventory vouchers	1

Day	Topic	Options covered	Hours
Day13	Practical problem	Practical problem on interest calculation	1
Day14	Stock journal	<u>Stock journal vouchers</u> • Add production batch numbers • Issues to production • Receipt from production • Shortage in stock • Excesses in stock • Practical problem on stock journal voucher	1
Day15	Practical problem	Practical problem on discount & vat	1

ex-next generation syllabus			
Day	**Topic**	**Options covered**	**Hours**
Day1	introduction	• introduction • features • browsing	1
Day2	company menu	• company creation • close company • use company • modify company • export company • user manager • log off • exit	1
Day3		• save company as template • close books • print preview • print set up • delete company • backup & restore • consolidate	1
Day4	setup menu	o <u>masters</u> • narrations • analysis categories • charges • chart of accounts • stock item creation	2
Day5			
Day6	document [or] vouchers →f12	o <u>vouchers introduction</u> • deposits • withdrawals • transfers • journal • receipt • payment	1
Day7	practical problem	• practical problem on vouchers	1
Day8	practical problem	• practical problem on budget variance	1
Day9	stock vouchers	o stock vouchers introduction • purchase • purchase returns • sales • sales returns • debit note • credit note	1
Day10	practical problem	• problem on stock vouchers	1