

4) Diploma in Computerised Financial Accounting (D.C.F.A)

Financial accounting has now hopped onto the technology bandwagon and is widely using the assistance of computers. The rise in computerised financial accounting packages usage has revolutionised the accounting industry. Today, more businesses rely on people with computerised financial accounting skills to take on most of the accounting tasks. From the smallest home office to the largest multi-national enterprise, business owners and managers use accounting software to help run their businesses.

Course Objectives

- To manage day-to-day activities in bookkeeping
- To manage accounts receivable/ payable, make payroll entries and generate reports
- To learn bank reconciliation, prepare an annual budget
- To learn financial procedures such as bookkeeping, control accounts, general and subsidiary ledgers, end of fiscal period adjustments and statements, banking, inventory control and payroll preparation and reporting

Course Content

- Computer Fundamentals, Windows
- Tally ERP
 - Basic Accounts: accounting principles, branches of accounts, journal entry preparation, ledger posting, trial balance and final accounts preparation.
 - Introduction to Tally: company and group company creations, ledger creation, voucher entry posting, bank reconciliation statement, own group and own voucher type creation.
 - Tally Accounting Features: multi-currencies, outstanding management, budgeting, automatic interest calculation and pay roll.
 - Inventory Accounts: stock items, invoice entries, godown, stock group and category, units (Compound & Alt units), sales and purchase orders, manufacturing journal, stock journal, tracking number, delivery receipt note and rejection notes, price list, manufacturing journal
 - Taxation Features: value added tax (VAT), service tax, tax deducted at source (TDS), fringe benefit tax (FBT)
 - Technical Features: security levels, import and export data, backup and restore, split company data

Eligibility

The candidate should be a graduate with accounting subjects or should have completed his/her plus two in Commerce.

Course Duration

75 hours

Contact

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