



# MODERN COMPUTER INSTITUTE

BALBHADRAPUR, SUPAUL

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## CFA

### Certificate in Financial Accounting

Duration : Three Months

#### Module - 1 Operating System

- ★ Fundamental
- ★ MS-Windows 7/8/10
- ★ Internet

#### Module - 2 Accounting Introduction

- ★ Book - Keeping
- ★ Account
- ★ Journal
- ★ Ledger
- ★ Trial Balance
- ★ Financial Statements
- ★ Trading Account
- ★ Profit and Loss Account
- ★ Balance Sheet (Position Statement)



#### Module - 3 Accounts Only

- ★ Introduction to Tally.ERP 9
- ★ Create and Select Company
- ★ Accounts Information and Account Group
- ★ Charts of Accounts
- ★ Creation of Group and Ledger
- ★ Create a Ledger and Voucher Entry Screen
- ★ Voucher
- ★ Purchase and Sales Voucher
- ★ Journal Voucher
- ★ Memo Voucher
- ★ Report



#### Module - 4 Accounts with Inventory

- ★ Introduction to Account with Inventory
- ★ Invoice Entry
- ★ Inventory Vouchers
- ★ Display Inventory Report & Statements
- ★ Cost Categories & Cost Centres
- ★ Discount
- ★ Payroll
- ★ Manufacturing
- ★ TDS
- ★ Goods and Services Tax (GST)
- ★ Project Work
- ★ More...