TALLY SYLLABUS

MONTH-1

UNIT 1: ACCOUNTING AND ITS FUNCTIONS

- 1.0 Introduction
- 1.1 Objectives
- 1.2 The Scope of Accounting
- 1.3 The Emerging Role of Accounting
- 1.4 Accounting as an Information System
- 1.5 The Role and Activities of an Accountant
- 1.6 Accounting Personnel
- 1.7 The Nature of the Accounting Function
- 1.8 The Organisation for Accounting and Finance

UNIT 2: ACCOUNTING CONCEPTS AND STANDARDS

- 2.0 Introduction
- 2.1 Objectives
- 2.2 The Accounting Framework
- 2.3 Accounting Concepts
- 2.4 Accounting Standards
- 2.5 The Changing Nature of Generally Accepted Accounting Principles
- 2.6 Attempts towards Standardisation
- 2.7 Accounting Standards in India

UNIT 3: JOURNAL, LEDGER AND TRIAL BALANCE

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Accounting Equation
- 3.3 Classification of Accounts
- 3.4 Definitions of Journal and Ledger
- 3.4.1 The Journalising Process
- 3.4.2 Ledger Posting
- 3.4.3 Balancing an Account
- 3.5 Trial Balance
- 3.6 Objectives of Preparing Trial Balance
- 3.6.1 The Total Method of Preparing the Trial Balance
- 3.6.2 The Balance Method of Preparing the Trial Balance
- 3.6.3 The Limitations of Trial Balance
- 3.7 The Accounting Cycle

MONTH-2

UNIT 1: ANALYSIS OF FINAL ACCOUNTS

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Trading Account
 - 1.2.1 Opening/Closing Stock
 - 1.2.2 Net Purchases

- 1.2.3 Direct Expenses
- 1.2.4 Net Sales
- 1.3 Profit and Loss Account
- 1.4 Difference between Trading and Profit & Loss Account
- 1.5 Balance Sheet
- 1.6 Constructing a Balance Sheet
- 1.7 Classification of Balance Sheet's Items
- 1.8 Adjustment Entries
 - 1.8.1 Closing Stock
 - 1.8.2 Depreciation
 - 1.8.3 Bad Debts
 - 1.8.4 Provision for Bad and Doubtful Debts
 - 1.8.5 Outstanding Expenses (Assets)
 - 1.8.6 Prepaid Expenses (Assets)
 - 1.8.7 Accrued Income
 - 1.8.8 Income Received in Advance (Liability)

UNIT 2: FUND FLOWAND CASH FLOW STATEMENTS

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Statements of Changes in Financial Positions
- 2.3 Analysing Changes in Working Capital
- 2.4 Fund Flow Statement

- 2.5 Sources of Funds
- 2.6 Uses (Applications) of Funds
- 2.7 Preparation of Fund Flow Statement
- 2.8 Cash Flow Statement
- 2.9 Sources and Uses of Cash
- 2.10 Preparation of Cash Flow Statement

UNIT 3: RATIO ANALYSIS

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Categories of Ratios
- 3.2.1 Long-term Solvency Ratios
- 3.2.2 Liquidity Ratios (Short-term Solvency Ratios)
- 3.2.3 Activity or Turnover Ratios
- 3.2.4 Profitability Ratios
- 3.2.5 Market Test Ratios
- 3.3 Utility of Ratio Analysis
- 3.4 Diagnostic Role of Ratios
- 3.5 Application of Formulas

MONTH-3

UNIT 1: FINANCIAL MANAGEMENT

- 1.0 Introduction
- 1.1 Objectives

- 1.2 Evolution of Financial Management
- 1.3 Significance of Financial Management
- 1.4 Principles of Financial Management
 - 1.4.1 Investment Decision
 - 1.4.2 Financing Decision
 - 1.4.3 Dividend Decision
 - 1.4.4 Liquidity Decision
- 1.5 Objectives of Financial Management
- 1.6 Economic Profit vs. Accounting Profit
- 1.7 Agency Relationship
 - 1.7.1 Problems Related with Agency Relationship
 - 1.7.2 Costs of the Agency Relationship
- 1.8 The Changing Financial Landscape
- 1.9 Organisation of Financial Management
- 1.10 Tasks and Responsibilities of Modern Financial Manager

UNIT 2: TIME VALUE OF MONEY

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Determining the Future Value
 - 2.2.1 Shorter Compounding Period
 - 2.2.2 Effective vs. Nominal Rates
 - 2.2.3 Continuous Compounding



2.3 Annuity

UNIT 3: INVESTMENT APPRAISAL METHODS

- 3.0 Introduction
- 3.1 Objectives
- 3.2 The Investment Problem
- 3.3 Capital Investment and Firm's Value
- 3.3.1 Stages in Capital Budgeting Process
- 3.3.2 Importance of Capital Investment Decisions
- 3.3.3 Types of Investment Decisions
- 3.4 Investment Evaluation Criteria

UNIT 4: WORKING CAPITAL DECISIONS

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Characteristics of Current Assets
- 4.3 Operating Cycle Concepts
- 4.4 Factors Influencing Working Capital Requirements
- 4.5 Sources of Working Capital
- 4.6 Strategies of Working Capital Management
- 4.7 Estimating Working Capital Requirement

MONTH-4

UNIT 1: CASH AND TREASURY MANAGEMENT

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Facets of Cash Management
 - 1.2.1 Motives for Holding Cash
 - 1.2.2 Cash Planning
 - 1.2.3 Determining Optimum Cash Balance
- 1.3 Methods of Cash Flow Budgeting
- 1.4 Investing Surplus Cash
- 1.5 Cash Collection and Disbursements
- 1.6 Treasury Management
 - 1.6.1 Treasury Risk Management
 - 1.6.2 Functions of the Treasury Department

UNIT 2: RECEIVABLES MANAGEMENT

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Terms of Payment
- 2.3 Credit Policy Variables
- 2.4 Credit Evaluation

- 2.5 Monitoring Receivables
- 2.6 Factoring

UNIT 3: INVENTORY MANAGEMENT

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Reasons for Holding Inventory
- 3.3 Objectives of Inventory Management
- 3.4 Techniques of Inventory Control
- 3.4.1 Traditional Techniques
- 3.4.2 Modern Techniques

MONTH-5

UNIT 1: ORGANISATIONAL OVERVIEW

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Organisation and its Types
- 1.3 Organisational Structure
- 1.4 Organisational Characteristics
- 1.5 Organisational Functions
- 1.6 Life Cycle of an Organisation

1.7 Vertical and Horizontal Organisations

UNIT 2: MANAGEMENT FUNC AND BUSINESS PROCESSES

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Management Functions and Levels
- 2.3 Business Functions and Processes
- 2.3.1 Sales and Marketing
 - 2.3.2 Manufacturing and Production
 - 2.3.3 Finance and Accounts
 - 2.3.4 Human Resource
 - 2.3.5 Materials Management
- 2.4 Information Systems Requirements
- 2.5 Requirement Analysis
- 2.6 Tools and Methods for Requirement Analysis

UNIT 3: MANAGEMENT SYSTEMS

- 3.0 Introduction
- 3.1 Objectives



- 3.2 Management System Types
- 3.3 Management System Requirements
- 3.4 Levels of Management Activities
 - 3.4.1 Transaction Processing Systems (TPS)
- 3.4.2 Knowledge Work Systems (KWS)
- 3.4.3 Office Automation Systems (OAS)
 - 3.4.4 Management Information Systems
 - 3.4.5 Decision-Support Systems
 - 3.4.6 Executive Support Systems (ESS)

UNIT 4: BUSINESS VALUES OF INFORMATION SYSTEM

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Impact of Information Systems
- 4.3 Empirical Studies
- 4.4 Cost Value Performance
- 4.5 Total Cost of Ownership
- 4.6 Culture for Information Systems
- 4.7 Decision Management with Information Systems

MONTH-6

UNIT 1: MANAGEMENT AND IT APPLICATIONS

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Portfolio Management?
- 1.3 Design and Implementation of Portfolio Management
- 1.4 Portfolio Management Methods
- 1.5 Risk Management
- 1.6 Disaster Management
- 1.7 Portfolio Management Issues and Challenges
- 1.8 Tools and Techniques
- 1.9 Emerging Technologies

UNIT 2: ENTERPRISE RESOURCE PLANNING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 ERP how different from Conventional Packages
- 2.3 Curtain Raiser to ERP System
- 2.4 Brief History of ERP
- 2.5 Forces, which Makes ERP Strong and Successful
- 2.6 Need of ERP
- 2.7 ERP Components
- 2.8 Distinctive ways of implementing an ERP

- 2.9 Guidelines for ERP Implementation
- 2.10 Practicalities in an ERP Implementation
- 2.11 Options for Implementing an ERP System
- 2.12 Conquering Implementation of ERP
- 2.13 Dynamics that Shape the Price Tag of ERP
- 2.14 ERP Benefits
- 2.15 Customers Expectation in ERP Packages
- 2.16 Stumbling Blocks
- 2.17 ERP System Accomplishment
- 2.18 Steps for Avoiding Pitfall
- 2.19 Suggestions to an ERP Vendor
- 2.20 FAQ- Frequently Asked Questions
- 2.21 Customer Relationship Management
- 2.22 Supply Chain Management

UNIT 3: INTELLIGENCE INFORMATION SYSTEMS

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Knowledge Management in Organisation
 - 3.2.1 First and Second Generation Knowledge Management
 - 3.2.2 Knowledge
 - 3.2.3 Approach for Successful Implementation of Knowledge Management
- 3.3 Creating, Developing and Sharing Knowledge
 - 3.3.1 Knowledge Creation and Sharing



- 3.3.2 Capturing Knowledge
- 3.3.3 Knowledge transfer and Organisation
- 3.3.4 Drivers of Knowledge Management
- 3.3.5 Knowledge Representation
- 3.4 Artificial Intelligence in Business
- 3.5 Business Analytics
- 3.6 Business Intelligence
- 3.7 Role of Business Intelligence
 - 3.7.1 Marketing
 - 3.7.2 Sales and Orders
 - 7.7.3 Human Resource
 - 3.7.4 Finance and Accounts
- 3.8 Business Intelligence Tools
- 3.9 Business Intelligence Reports

UNIT 4: SOCIAL, ETHICAL AND LEGAL ASPECTS

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Society in the Information Age
- 4.3 Moral Dimensions
- 4.4 Technology Trends and Ethical Issues
- 4.5 Ethical Principles and Dilemma
- 4.6 Responsibility, Accountability and Liability
- 4.7 Information Right and Acts



