

## Fundamentals of Accounts

- 1.1. Accounting Terms
- 1.3. Double Entry System of Accounting
- 1.4. Types of Accounts
- 1.5. The Golden Rules of Accounting
- 1.6. Source Documents for Accounting
- 1.7. The Accounting Equation

## Maintaining Chart of Accounts

- 2.1. Creating Groups
- 2.2. Creating Ledgers with proper grouping
- 2.3. Mentioning Opening Balance in Ledgers
- 2.4. Create and Maintain Subsidiary books and control accounts

## Maintaining Stock Keeping Units(SKU)

- 3.1. Creating Stock Items
- 3.2. Creating Unit of Measurement
- 3.3. Creating Stock Groups
- 3.4. Parallel Classifications: Creating Stock Categories

## Performing the accounting entry/ Recording Day to day business transactions

- 4.1. Verification of documents before accounting
- 4.2. Process invoices
- 4.3. Recording Payment/Receipt vouchers
- 4.4. Record Cash Deposits/ Withdrawal
- 4.5. Recording Purchase and Sales vouchers
- 4.6. Recording Purchase and Sales invoices with inventory details
- 4.7. Process Purchase return and sales return
- 4.8. Recording for provisions

## MIS Reports

- 5.1. Financial Statements (Balance Sheet, Trial Balance, P&L)
- 5.2. Books and Registers (Daybook, Receipt & Payments, Receivables & Payables, etc.)

## Recording Tax invoices for Trading Businesses(VAT)

- 6.1. Configuring Tax Rates
- 6.2. Recording transactions with statutory details

## Recording Tax invoices for Service Industries(Service Tax)

- 7.1. Configuring Tax Rates
- 7.2. Recording transactions with statutory details

## Recording vouchers with TDS

- 8.1. Configuring Tax Rates
- 8.2. Recording transactions with statutory details

## Present and proposed scheme of indirect Taxation

- 9.1. Features of proposed GST
- 9.2. Illustration to showcase Tax Benefit under GST
- 9.3. IGST Model
- 9.4. Features of constitution Amendment bill
- 9.5. GST NET (GSTN) & GST Operations
- 9.6. Transition Provision

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