# yasham
## Academy

## Advance Your Career
### Become Job ready
### in 3-5 months

# Professional
# Accountant

## What is Professional Accountant?

An accountant is a professional who performs accounting function such as audits or financial statement analysis.

## What They Do?

Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

## Why Professional Accountant?

Demand for well qualified and experienced accountancy professional is increasing steadily.

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# Professional Accountant – Career Track

## Level 1

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| **Introduction to Financial Accounting** | • Accounting<br>• Methods of Accounting<br>• Financial Accounting Concept<br>• Recording of Transactions<br>• Accounts Books<br>• Final Accounts<br>• Manual Accounting vs Computerized Accounting<br>• Computerized Accounting Software<br>• Accounting without codes<br>• Budgets, MIS and Ratio analysis (in short) |
| **Introduction to GST** | • Basics of GST<br>• Objectives of GST<br>• GST at Global level<br>• List of Goods not covered under GST<br>• Registration Process Under GST to be added<br>• Registered and Unregistered Dealers and Effects of Purchases from Unregistered Dealers. |
| **Tally with GST** | • Upgrading to Tally.ERP 9 Release 6.4.5<br>• Start Using Tally.ERP 9 for GST Compliance<br>    • Activate GST<br>    • Set up tax rates<br>    • Update or create ledgers as required<br>• Recording Sales and Printing Tax Invoices<br>• Recording Purchases<br>• Recording a Tax Payment<br>• Transferring Tax Credits of VAT, excise and service tax to GST |
| **Maintaining Company Data** | • Gateway of Tally<br>• Creating and Maintaining a Company<br>• Loading a Company<br>• Maintaining Group Company<br>• F11 : Company Features<br>• F12 : Configuration |

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# Level 1

| Incorporation of various laws under GST | • List of all taxes that are subsumed into GST to be given separately here<br>• Reverse charge mechanism introduction of GST to be given<br>• Central taxes which will be included in CGST<br>• State taxes which will be included in SGST<br>• IGST<br>• GST Rates |
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| Inventory | • Stock Groups<br>    1. Creating a Stock Group<br>    2. Creating Multiple Stock Groups<br>    3. Displaying a Stock Group<br>• Stock Categories<br>    1. Creating a Stock Categories<br>    2. Creating Multiple Stock Categories<br>    3. Displaying a Stock Category<br>• Stock Items<br>    1. Creating a Stock Item<br>    2. Creating a Stock item in Advance Mode<br>    3. Displaying a Stock Item |
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| Bills of Materials | • Creating Single Bill of Materials for a Stock Item<br>• Creating Manufacturing Journal for a Stock Item with Single Bill of Material<br>• Creating Multiple Bill of Material for a Stock Item<br>• Creating Manufacturing Journal for a Stock Item with single / Multiple BOM created with Type of Item |
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| Level 1 project | • Ens to end Project for a small company - implementing all the above concepts. |
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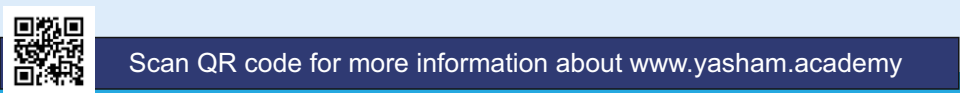
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# Level 2

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| **Batched and Expiry Dates** | • Activating Batch - Wise Details<br>• Manufacturing date and Expiry date for batches |

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| **Inventory Voucher Class** | • Creating Stock Journal Voucher Class<br>• Predefined Voucher Types in Tally ERP 9 |

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| **Payroll** | • Payroll Features of Tally.ERP 9<br>• Enabling Payroll in Tally.ERP 9<br>• Five Easy Steps to Generate a Pay Slip<br>• Payroll Voucher Entry / Transactions<br>• Payroll Reports |

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| **TDS** | • Getting Started with TDS<br>• Configuration TDS<br>• Masters<br>• Transactions<br>• TDS Reports<br>• Union Budget Chnages for TDS - 2018 - 19 |

# Level 2

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| **Reports** | • Basic Features of Displaying Reports<br>• Modifying Reports<br>• Display Financial Statements<br>• Display Registers & Ledgers<br>• Display Inventory Reports & Statements<br>• Management Information System (MIS) Reports<br>• Printing Reports |

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| **Data Management** | • Backup & Restore<br>• Split a Company<br>• Import Data<br>• Export of Data<br>• E - Capabilities |

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| **Level 2 project - end to end application** | • End to end Project for a medium to large company - implementing all the above concepts. |

Check with our student counsellor for the next batch & enrol today

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