



Institute of  
Continuing  
Education

# Basic & Professional Course on Accounts & Financial Activities



# Overview

The course has been designed to provide individuals with a comprehensive understanding of basic accounting principles and financial activities that are essential for managing financial resources of businesses. This course is suitable for beginners who have little to no experience in accounting and finance.

The course typically covers the following topics:

- **Introduction to Accounting:** The course begins with an introduction to accounting and its importance in business. This includes an overview of financial statements, bookkeeping, and the accounting cycle.
- **Financial Statements:** Students learn how to prepare and analyze financial statements such as income statements, balance sheets, and cash flow statements.
- **Accounting Software:** Students are introduced to accounting software such as QuickBooks, Xero, and Sage, which are used to automate bookkeeping and accounting processes.
- **Taxation:** The course covers the basics of tax law, including income tax, sales tax, and payroll tax.
- **Financial Analysis:** Students learn how to analyze financial data to make informed business decisions. This includes understanding financial ratios, forecasting cash flows, and identifying trends.
- **Budgeting and Forecasting:** Students learn how to prepare budgets and forecasts to manage financial resources effectively.
- **Auditing:** The course covers the basics of auditing, including the role of auditors, audit procedures, and the importance of internal controls.
- **Professional Ethics:** Students learn about ethical principles and professional conduct in accounting and finance.

Overall, the Basic & Professional Course on Accounts & Financial Activities provides students with a foundational understanding of accounting and financial activities. Upon completion of the course, students should be able to manage financial resources, prepare financial statements, analyze financial data, and understand the basics of taxation and auditing.

## TRAINING TOPICS

1. Company Name clearance, Memorandum of Association, Article of Association, Form X, Form XII, Form XV and others form of RJSC and Activity of RJSC
2. Trade License
3. ETIN of individual and company
4. EBIN
5. Requisition for payment disbursement
6. Selection of Accounts Head for every Financial Transaction (Assets, Liabilities, Income & Expenditure)
7. Types of Assets, Liabilities, Expenditure & Income
8. Ledger
9. Make payment by debit voucher (Cash payment & Bank payment)
10. Received payment by credit voucher
11. Ensure your vouching with proper supporting (Debit Voucher, Credit & Journal Voucher)
12. Need to take approval from Management after preparing debit voucher
13. Invoice prepare with proper supporting & Mushok challan 6.3
14. Need to be filed, all of your voucher & others documents.
15. Daily Cash Statement
16. Filing your all documents (voucher, Invoice, daily statement and others)
17. VAT inclusive & Exclusive method
18. Vendor Payment by considering source VAT & AIT
19. Revenue received by considering source VAT & AIT
20. Prepare Mushok challan 6.1, 6.2, 6.3, 6.6, 6.10, 9.1
21. Monthly VAT Return submit by manual & online
22. Bank Reconciliation
23. Journal to maintain provision
24. Salary Sheet
25. Advance salary, AIT & P.F adjust with Salary

## AREA OF ADVANCE TRAINING ON “ACCOUNTS & FINANCIAL ACTIVITIES”

1. RJSC activities
2. VAT in details
3. TAX in details (Individual & Company)
4. H.S Code & Customs duty on import stage
5. Financial Institute loan details regarding PDF, Factoring, Revolving, CC , Term loan
6. Revenue Schedule
7. AIT Schedule
8. Bank Deposit Analysis
9. Deferred Tax Calculation
10. Basic information regarding IAS
11. Fixed Assets Depreciation
12. Cost Volume Profit Analysis
13. Cost Sheet
14. Present value and future value of money
15. Cash Flow Statements
16. Fund Flow Statements
17. Types of Capital
18. Consulate Salary sheet
19. Salary Certificate
20. Individual Tax Calculation
21. Individual Tax Return Submit
22. Fixed Assets Managements
23. Stock Maintain
24. Fixed Cost, Variable Cost, Types of Overhead
25. Technic to fixed the sales value by considering the security deposit, VAT & AIT
26. Trial Balance
27. Income statement
28. Receipt and Payment A/C
29. Financial Statement
30. Management Report