



# ACCOUNTING BABA



## BASIC ACCOUNTING TRAINING

### CHANAKYA I

Basic Accounting Training covering all the topics of the beginner level accounting, for the aspirants desiring to start their career in this profession.

# WHO CAN ENROLL?



01 Part Time Accountants

House Wives 02



03 College Students

Business Owners 04



05 Admin Staff Of Small Companies

Data Entry Operators 06



07 Amateurs



# INCLUSIONS:

## 1 BASICS OF ACCOUNTING TERMS

Debit & Credit, Sales/ Purchase & Sales Return/ Direct Expense / Direct & Indirect Expenses/ Direct & Indirect Income, Debtors & Creditors, Assets & Liabilities, Profit and Loss Account/ Balance Sheet/ Capital



## 2 ACCOUNTS

- Accounting of Transactions
- Purchase/ Sales, Advance Receipt/ Advance Payments,
- Cash Income/ Cash Expense, Bank Entries (Revenue & Capital) (Income & Expense), TDS



## 3 BASICS OF GST

Purchase Invoice/ Sales Invoice, Advance Receipt/ Advance Payments, Basic GST Rates, Basic GST Forms, Composition and Regular Scheme of GST



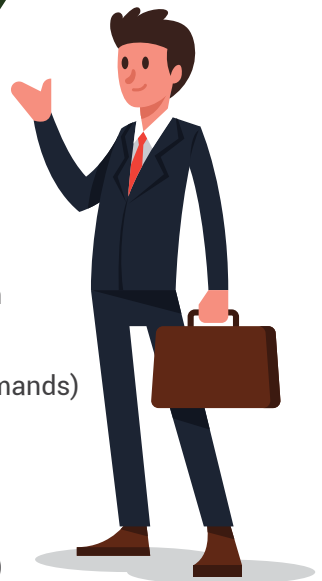
## 4 BASIC KNOWLEDGE OF ERP SOFTWARE

- Company and Master Creation
- GST Set up, Calculation and Reports
- Voucher Entries (Sales/ Purchase/ Expense Entries)
- Basic Monthly and Annual Reports



# TOPICS COVERED:

1. Basics of Accounts & history
2. Accounting Terms
3. Basics of Accounting (cash & accrual)
4. Accounting Equation
5. Rules of Debit & Credit
6. Basics of GST & its impacts on transactions along with the explanation of regular & composition scheme.
7. Basics of Accounting Software (interface & basic commands)
8. Basics Journal Entries with GST (in software)
9. Ledgers, Cash Book & Bank Book (Manual & Software)
10. Trial Balance & Suspense Account
11. Other Financial reports (how to see them & basics of it)



## VIDEO LECTURES BY:

**NIRAJ JITENDRA SHAH**  
CA, ICWA, M.COM

He has been working as a faculty for all calculative subjects like Accounts, Costing, Financial Management, Mathematics, and Statistics at The Institute of Professional Studies at Surat for CA, CS, & ICWA since 2009.



## CERTIFICATION:

You will be entitled to a certificate post clearing the exam from Accounting Baba.

## BENEFITS OF TRAINING:

- A prime opportunity to expand your Accounting knowledge base
- Gets you a step ahead in your career
- Certification gives an edge to candidates to get a job on Accounting Baba portal
- National level CA's certificate is an added advantage to your resume
- Your certificate score gets shared among the top recruiting companies



319, Avalon - The Commercial Hub, Amba Talawadi,  
Opp. Ankur School, Katargam, Surat, Gujarat 395004

Contact: 98 567 05000 | 98 567 55000 | 98 567 65000

mail - [info@theaccountingbaba.com](mailto:info@theaccountingbaba.com) | website: [www.theaccountingbaba.com](http://www.theaccountingbaba.com)