

# UAE ACCOUNTING

2 MONTHS DURATION



## MODULE 1 | BUSINESS ACCOUNTING FUNDAMENTALS

- Basics of Accounting & Accounting process
- Journal entries & Adjusting entries
- Classification of Balance sheet
- Reconciliation: Bank, Vendor, Customer

## MODULE 2 | TALLY SOFTWARE TRAINING

- Features of Tally Prime
- Charts of Accounts: Create & Alter
- Maintain Receivables & Payables Bill wise concept
- Maintain Accounts with Inventory including Godowns
- Enable VAT features in Accounting & Inventory transactions
- VAT Entries: Purchase-Sales, Purchase Return-Sales Return, RCM
- VAT Returns checking process: VAT 201
- How to export VAT 201 as a PDF format
- Maintain Purchase cycle and Sales cycle transactions
- How to generate Ageing wise report in Debtors and Creditors
- Stock Manufacturing transaction
- Auto Bank Reconciliation through Excel
- Set Credit limits & Interest calculation
- Cost Centre Management
- Data Backup & Restore
- Various reports under Tally Prime

## MODULE 3 | MS EXCEL

- Basic and Advanced Excel Formulas
- Cell Reference: Relative | Mixed | Absolute
- If Function: If | If with and | If with Or | If with Nested If



- Conditional Formatting Tools
- Financial Function: PMT | PPMT | IPMT
- Data: Sorting | Filter | Advance Filter
- Function: Count-If | Count-Ifs | Sum-If | Sum-Ifs
- V Lookup & H Lookup Formulation
- V Look Up with Match & Index with Match Function
- Double & Three V-lookup Concepts
- Pivot Table & Pivot Charts
- Classical Pivot tables with Matching Reports
- What If Analysis Tools
- Data Validation Tools
- Other Misc. Topic



**H.O:** C.G. Road,  
Ahmedabad

**Branch:** Baroda

**[www.munimji.co.in](http://www.munimji.co.in)**

**CALL: 955 855 66 22**

**100% JOB  
ASSISTANCE**

T&C Apply\*