



Computerized Accounting

(MS Excel, QuickBook, Tally, Power Point)



ABOUT YOUEXCEL

VISION

YouExcel is a FINTECH training consultancy which envisions to bridge the gap between potential employees and employers by creating a job-ready human resource in a practical learning environment that is in consonance with the technological requirements of the employer organization.

MISSION

YouExcel's mission is to enhance retainability and skill upgradation of the existing employees of an organization by addressing and responding to the changing skills landscape in real time among fresh graduates and mid-level professionals thereby contributing towards the welfare of the economy, employer and employee.

OUR VALUABLE CORPORATE CLIENTS

PUBLIC SECTOR



PRIVATE SECTOR



RECOGNIZED BY:



Program Overview

Launch your career in accountancy by learning and applying modern Accounting software. Gain the professional skills you need to succeed by learning bookkeeping, full accounting cycle, accounting terminologies, transactions recording process flow, use of double-entry accounting system till the publishing of Final Accounts report in a fully integrated computerized accounting software. The software covered in this training are Financial Accounting, MS Excel, Quickbook, Tally & Power Point.



Modules

Module 1

Financial Accounting

Module 2

Microsoft Excel

Module 3

QuickBook Accounting Software

Module 4

Tally Accounting Software

Module 5

Microsoft Power Point

Course Outline

Module 1

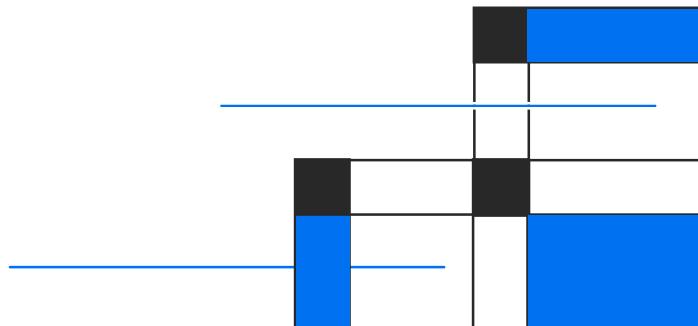
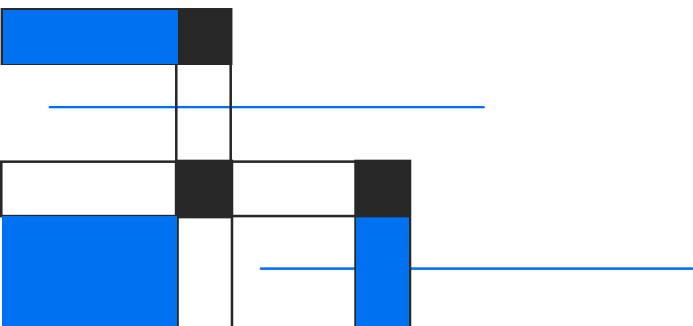
Financial Accounting

Introduction to Accounting and Basic Concepts

- Definition and Purpose of Accounting
- Role in Business Decision-making
- Entity Concept, Money Measurement, Duality Principle
- Going Concern, Accounting Period
- Introduction to GAAP

Accounting Equation and Double Entry Bookkeeping

- Component: Assets, Liabilities, Equity
- Relationship and Balance of the Accounting Equation
- Double Entry Bookkeeping (Principals and Application)
- Journal Entries
- Ledger Accounts



Financial Statements Preparation

- Steps in the Accounting Cycle
- Adjusting Entries and the Trial Balance
- Income Statement
- Balance Sheet (Statement of Financial Position)
- Cash Flows
- Statement of Changes in Equity
- Closing Entries

Analysis of Business Transactions and Financial Statements

- Accrual Vs Cash Basis Accounting
- Prepayments
- Matching Principles
- Bad Debts
- Inventory Valuation (Methods: FIFO, LIFO, W-AVG)
- Petty Cash Management and Bank Reconciliation
- Common size Financial Statements
- Horizontal and Vertical Analysis
- Depreciation
- Ratio Analysis

Introduction to Microsoft Excel

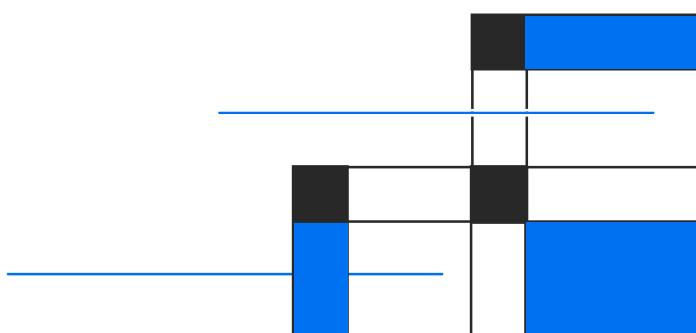
- Overview of Excel interface
- Understanding workbooks, worksheets, rows, columns and cells
- Navigation techniques (Scrolling, zooming, selection)
- Basic data entry and editing
- Saving and Opening Workbooks
- Introduction to Formulas and Functions

Data Collaboration

- Sharing Workbooks
- Protecting Worksheets and Workbooks
- Using Hyperlink for Navigation

Data Management

- Sorting Data (Single and Multiple Level)
- Filtering Data (Auto and Advanced Filter)
- Using Tables for data organization
- Data Validation



Advanced Formulas and Functions

- Logical Functions (IF, AND, OR)
- Lookup Functions (LOOKUP, VLOOKUP, HLOOKUP, INDEX, MATCH)
- Text Functions (LEN, LEFT, RIGHT, MID, CONCATENATE)
- Date and Time Functions (TODAY, NOW, DATE, TIME)
- Financial Functions (PMT, RATE, NPER, PV, FV)
- Financial Accounting application in MS Excel

Module 3

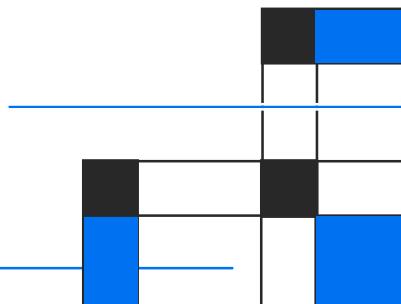
QuickBook Accounting Software

Introduction to QuickBooks

- Overview of QuickBooks
- Navigating the QuickBooks Interface
- Opening a sample company
- QuickBooks Menus
- Company Preferences and Setting

New Company Set-up Wizard

- Entering Company Info
- Setting up QuickBooks preferences
- Choosing a start date
- Setting up income and expense accounts
- Finishing the Interview
- Getting help while using QuickBooks



Basic Functions

- Creating, editing and managing Accounts
- Journal entry
- General ledger

Managing Customer and Sales

- Customer Center
- Creating and managing Customers
- Creating Customer Invoices
- Recording Sales Receipts
- Managing Estimates and Sales Orders
- Credit Memos/ Refund
- Transportation & other charges
- Customers and Receivables Reports

Managing Vendors and Purchases

- Vendor Center
- Creating and managing Vendors
- Entering Bills and Paying Vendors
- Managing Purchase Orders and receiving Inventory
- Handle Vendor credits and refunds
- Vendors and Payable Reports

Introduction to Tally

- Understanding the user interface
- Creating and editing Ledger, stock items, unit of measure
- Stock categories and Godowns

Voucher Entries

- Types of Vouchers (Payment, receipt, Contra, Journal, Sales, Credit Note, Purchase, Debit Note, Purchase Order, Sales Order)
- Accounting and Inventory Vouchers
- Purchase/ Sale Discount

Inventory Management

- Managing Stock Items and Unit of Measure
- Bill of Material and Manufacturing Journal

Payroll Management

- Configuring Payroll Masters
- Salary Details and Earning /Deductions
- Processing Payroll and Generating Payroll Reports

Utilities and Additional Features

- Data Backup and Restore
- Security and Access Controls
- Integration with MS Excel
- Taxation
- Real Life Case studies and Scenarios

Reports

- Financial Statements
- Day Book
- Statements of Accounts
- Accounts Books
- Statements of Inventory
- Inventory Books

Introduction to Microsoft PowerPoint

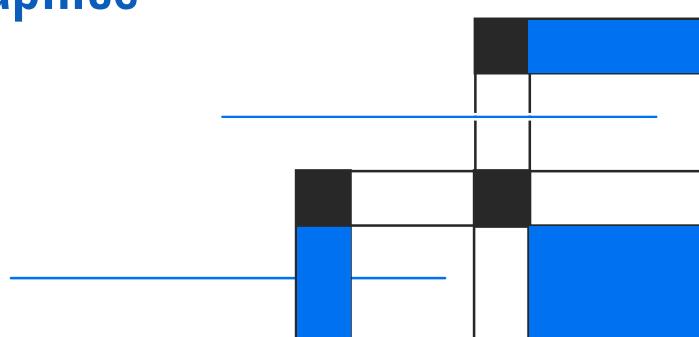
- Overview of PowerPoint
- Use and Application of PowerPoint
- Understanding the Ribbon and Tabs
- Creating a New Presentation
- Opening and Saving Presentation
- Using Different Views (Normal, Slide Sorter, Reading View, Slide Show)

Creating and Formatting Slides

- Adding, deleting and duplicating slides
- Formatting slides (Background, Color scheme)
- Text Formatting (Text Box, adjusting text alignment, using bullet points and number)
- Inserting Shapes and Icons
- Grouping and ungrouping and arranging objects

Enhancing Visual Appeal

- Inserting Images, videos and Graphics
- Using SmartArt graphics

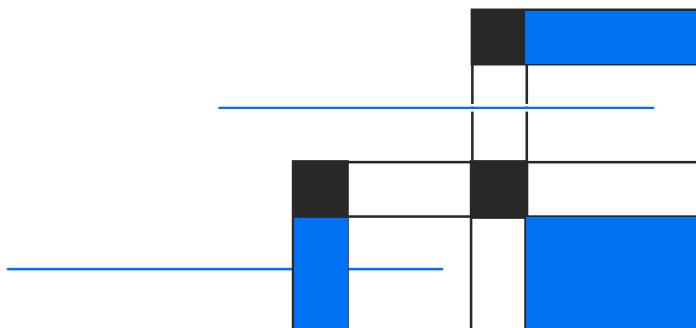
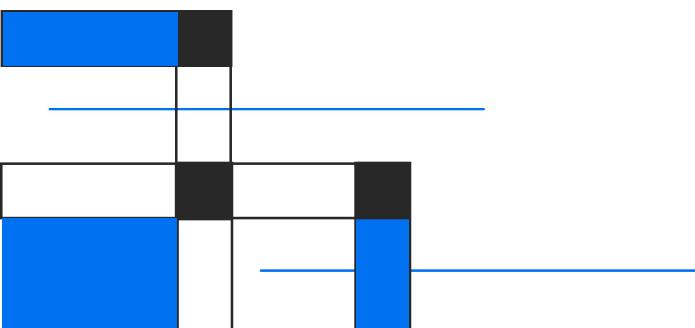


Working with Data

- Inserting Charts (Pie, Bar, Line, etc)
- Creating and Formatting tables

Tips for Effective Presentations

- Choosing Effective colors and fonts
- Creating Visually Appealing Slides
- Structuring Presentations



Learning Outcomes

Upon completion of this program, participants will:

- Understand and apply fundamental accounting principles.
- Prepare and analyze financial statements.
- Utilize Microsoft Excel for data management and financial analysis.
- Navigate and use QuickBooks & Tally for business transactions and financial reporting.
- Create engaging and professional presentations using Microsoft PowerPoint.

Silent Features:

- Learn to apply accounting knowledge through real-world examples, enhancing your practical skills.
- Learn to efficiently manage, sort, and filter large datasets, improving data organization.
- Create charts, tables, and SmartArt graphics for clear and effective data presentation.
- Navigate QuickBooks easily, making it accessible even for beginners
- Develop a well-rounded skill set covering essential accounting software and tools.
- Enhance your job prospects with proficiency in multiple accounting and presentation software.
- Gain skills that are crucial for career advancement in accounting, finance, and business management.

Duration :

- **3 Months**
- **48 Hours**

Value Added Services

- Experienced professional trainers with practical field exposure
- 100% job and business oriented training
- Certificate of completion recognized from Trade Testing Board, Government of Pakistan
- Claim Continuing Professional Development (CPD) hours for the training
- Video recorded session with personalized Learning Management System (LMS) access login id for 12 months
- Fully equipped training center venue for on-campus trainings readily available with laptops, projectors and air-conditioning
- Live physical on-campus and online sessions



Recommended For

The Program is useful for those who may have the understanding of Basics Accounting and they would like to have the thorough skills in Accounting Software. The course is recommended for:

- Fresh Intermediates
- Fresh Graduates
- Professionals involved in Accounting field

Prerequisites

- Basic understanding of using a computer, including navigating the operating system, using a mouse and keyboard, and managing files and folders.
- Ability to read and understand course materials, follow instructions, and write reports or assignments.
- A genuine interest in accounting, finance, and the use of technology in these fields.



TRAINING FACILITATORS PROFILE

Farhan Shahid Qazi

holds BSc Applied Accounting from Oxford Brookes University, UK. He has earned “Train the Trainer Certificate” by the Association of Talent Development (ATD), USA. He is the Deputy Convener of Skills Development Committee of FPCCI for 2024-25.



Farhan's cross-cultural international business and work exposure of over 12 years working in London, Dubai and Karachi and working in a Fortune 500 company has enabled him to positively influence the youth in achieving their career goals and learning employability skills from the training platform of his educational entrepreneurial venture registered as 'YouExcel'.

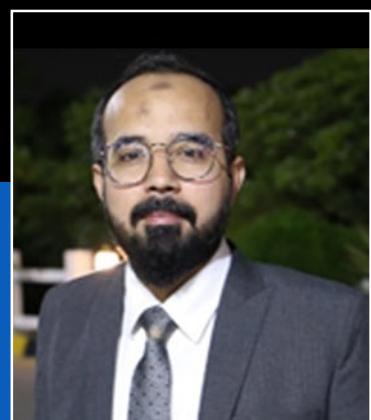
Professional Certifications:

- Professional Certification in 'Train the Trainer', Association of Talent Development, USA
- Professional Certification in 'Certified Digital Marketer', Eureka Digital Marketing, Pakistan
- Professional Certification in 'Personality Development', Nadia Training Institute, UAE
- Certificate in Career Counselling', HR Walay, An HR Family, Pakistan

TRAINER PROFILE

Mr. Muhammad Zohaib

Mr. Muhammad Zohaib is currently serving as a Manager Accounts at Bahria University. He is qualified MBA with a specialization in Finance from Muhammad Ali Jinnah University Karachi.



Additionally, he has completed various relevant courses in his field to enhance his professional and academic qualification.

The incumbent is highly qualified, professional and bestowed with vast (10 Years) experience in the fields of teaching and corporate sector. He has firm grip on delivering skilled comprehensive training programs that cover a wide range of software applications including, QuickBooks, Tally, Peachtree and customized ERP systems as well. His proven ability to simplify complex in technical concepts to facilitate on learning experiences, ensuring participants improve their efficacy in computerized accounting methods.

Customized Training Solutions

YouExcel offers high impact and innovative customized in-house training solutions, to suit your team and business, contact our training consultants.



Register Now

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