



Be Future Ready





Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY





Oxford Certified

Busy Accounting Course - 2 to 4 Months

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A Job-Oriented Course to Shape Your Future

Duration:- 2 to 4 Months

Introduction to Busy

- ♦ Key modules and functionalities overview
- Advantages for finance professionals
- Understanding basic accounting in Busy
- Exploring dashboard and menus
- Executing frequently used tasks



Affordable Fees



Company Creation

- Entering organization information
- Defining the financial year period
- Setting up GST registration details
- Creating and managing user accounts
- Backup creation and data restoration

Master Setup

- Creating customer and supplier records
- Building inventory masters
- Defining tax configurations
- Preparing ledgers and groups
- Establishing price categories



Inventory Control

- Creating stock items
- Managing batches and serial numbers
- Setting up unit conversions
- Defining reorder points
- Performing stock adjustments





Voucher Entry Essentials

- Recording sales and purchase vouchers
- Processing payments and receipts
- Posting journal transactions
- Creating contra vouchers
- Using debit and credit notes

Manufacturing & Production Accounting

- Defining production stages
- Setting up Bill of Materials (BOM)
- Entering job work details
- Tracking consumption of raw material
- Analyzing production costs



GST Management

- Defining GST rates and rules
- Recording GST-related vouchers
- Generating GSTR reports and summaries
- Adjusting GST liabilities and payments
- Preparing GST return filing





TDS (Tax Deducted at Source)

- Configuring TDS master settings
- Recording TDS deduction entries
- Preparing TDS payable registers
- Printing TDS certificates
- ❖ Filing TDS returns

Payroll Processing

- Creating employee masters
- Designing salary structures
- Recording payroll vouchers
- Computing PF and ESI contributions
- Generating payroll-related reports



MIS & Business Reports

- Preparing financial statements
- Inventory monitoring and analysis
- Tax and GST summary reports
- Customizing report layouts
- Exporting MIS reports to Excel





Year-End Closing Activities

- Closing accounting books
- Carrying forward balances
- Preparing annual reports
- Passing audit and adjustment entries
- Transitioning to new financial year

Data Safety & Recovery

- Setting role-based access rights
- Backup planning and management
- Automating backup schedules
- Managing data errors or corruption
- Restoring database from backup



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Discover More Learning Paths

Discover more learning paths designed to expand your skills, boost your career opportunities and help you achieve your goals.

- ★ Tally Prime 2 to 4 Months
- Advanced Excel 2 Months
- Busy Accounting 2 to 4 Months
- Business Analytics 6 Months
- ♣ E-Accounting 12+2 Months
- E-Accounting Banking & SAP 18 Months
- MS Office with AI Power 2 Months
- Ms Office and Advanced Excel 3 Months
- Power BI 1.5 Months
- Power BI and Advanced Excel 3 Months
- SAP FICO 3 Months
- Tax Return Filing 5 Months
- Tally and Advanced Excel 6 Months
- Tally-Advanced Excel and Power BI 7 Months





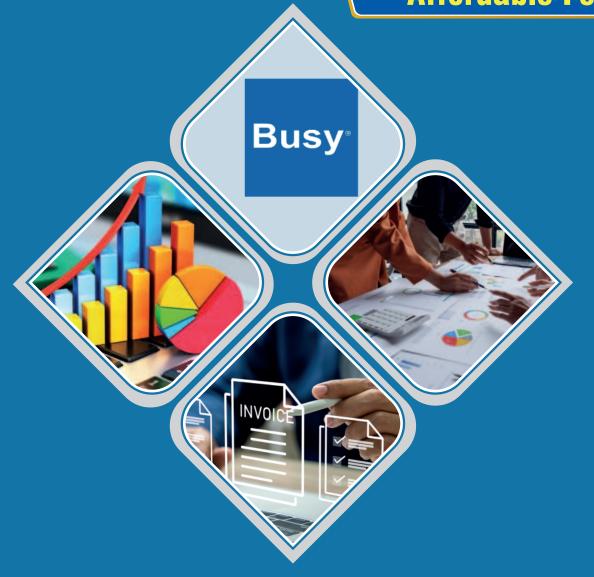
Online Programs: One-on-One

Learn online with our one-on-one training program. These classes are highly customised to fulfil your needs for business growth and advanced career opportunities.

- Advanced Excel Online
- Business Analytics Online Course
- Tally Prime Online Course
- Ms Office Online Course
- Busy Online Course
- Power BI Online Course
- Power BI and Advanced Excel Online Course
- SAP FICO Online Course
- Tax Return Filing Online Course

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Quality Education & Affordable Fees





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