



ACICA

ADVANCED CERTIFICATION IN INTERNATIONAL COMPUTERISED ACCOUNTING



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Duration: 108 Hours

Objectives:

An advanced certification program to make you an expert in manual, practical and computerized accounting. The course strides through the accounting concepts & standards, then leads to practical accounting and ends with computerized accounting packages – Tally Prime & Sage 50 or Quick Books.

Course Outline:

Module 1 Basic Accounting

- ❖ Basic Accounting Concepts
- ❖ Basic Terms of Accounting
- ❖ Rules of Accounting
- ❖ Method and Types of Accounting
- ❖ Primary Books
- ❖ Ledger Posting
- ❖ Final Accounting Process



Module 2 Computerized Accounting Packages

Tally Essential International

- ❖ Introduction to Tally Prime
- ❖ Working Tally Prime in Educational Mode
- ❖ Maintaining Chart of Accounts
- ❖ Recording and Maintaining Accounting Transactions
- ❖ Banking
- ❖ Generating Financial Statements and MIS Reports
- ❖ Data Security
- ❖ Company Data Management
- ❖ Storage and Classification of Inventory
- ❖ Accounts Receivable and Payable Management
- ❖ Purchase and Sales Order Management
- ❖ Budgets and Scenarios
- ❖ Generating & Printing Reports



GCC VAT Using Tally



- ❖ GCC VAT
- ❖ Creating Company & activate GCC VAT
- ❖ Creating Masters & Set GCC VAT Rates
- ❖ Creating & Updating Party Ledger
- ❖ GCC VAT Purchases
- ❖ GCC VAT Sales
- ❖ Sales in accounting invoice Mode
- ❖ Import of Goods & Services, and export under GCC VAT
- ❖ Supply of profit margin & transfer of right use and advances
- ❖ Received under GCC VAT
- ❖ Subsequent
- ❖ Sales
- ❖ GCC VAT Payments



QuickBooks

- ❖ Introduction of Foreign Accounting and its concept
- ❖ Interface the QuickBooks Accounting
- ❖ Chart of Accounts
- ❖ Inventory Management
- ❖ Purchase Management
- ❖ Sales Management
- ❖ Entering Bill and Paying bill
- ❖ Estimate and its conversion
- ❖ Create invoice and Enter sales receipt
- ❖ Credit note management
- ❖ Receive payment
- ❖ Statutory Transactions
- ❖ Report management



OR

sage50 ACCOUNTING

- ❖ Installation Process
- ❖ Company Creation
- ❖ Chart of Account
- ❖ Customer & Vendor Master
- ❖ Inventory Master
- ❖ General Journal Entry
- ❖ Purchase Management
- ❖ Sales Management
- ❖ Payroll Management
- ❖ Job Costing
- ❖ Assembly
- ❖ Banking



CERTIFICATION IN SAP FINANCE AND CONTROL

Duration: 80 Hours

Objective:

Aspiring a career in Finance domain that too in a reputed firm? Certification in SAP Finance and Control can be your key to it. SAP FICO power user module will take you from the basics of SAP Accounting until the final reports in the most structured way it in global platform at G-TEC. This would cover all major transactions from daily entry to management reports to make you a complete SAP FICO expert.

Course Outline:

SAP FI Integration, SAP Finance and Controlling, General Ledgers, Accounts Payable/Receivable, Asset Accounting, Bank related transactions, SAP Controlling Organisation structure, Planning in Management Accounting, Creating Balance Sheet and P/L



Examinations

IAAP Examination (Mandatory)

Tally International Examination (Mandatory)

Tally GCC VAT, Quick Books Examination (Optional)

IAAP Membership (Optional)

SAP FICO Power User - Online (Optional)

Career Path

Professional accountant
Accounts Officer
Accounting Executive
Accounts Manager
International Bookkeeper
Audit Assistant



G-TEC EDUCATION

G-TEC Group of Institutions

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