

## **Business Accounting Process (BAP) Accounts Payable and Receivable**

### **About the Course**

ArthaVidhya redefines skill development training by its innovative concept of VIRTUAL OFFICE.

The course is Online, Interactive and Job oriented, and enables students to learn and practice the accounting processes performed across enterprises in India.

Students will be made to work as a finance person in their customised virtual office, carrying out various transactions in a simulated environment. It helps users in understanding process steps and documentation requirements to complete multiple and complex corporate transactions.

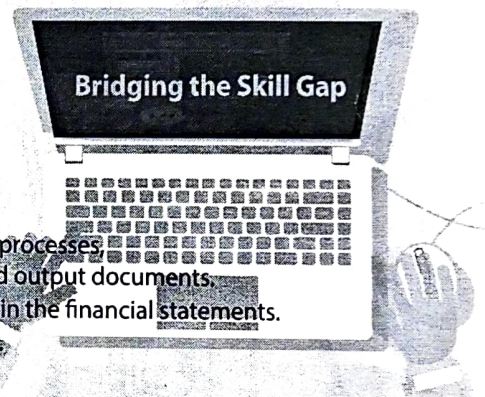
The course is GST compliant. GST learning module helps students to understand the concepts of GST, implication and its structure with examples. Students will carry out GST based transactions while working in the virtual office.

As the course is online, students can do the course from anywhere and at anytime.

Upon completion of the course, student would have learnt to apply the accounting concepts that a corporate enterprise requires.

### **Benefits to the Student**

- Builds confidence in students to face interviews.
- Industry relevant curriculum created by industry experts.
- Gain complete process knowledge by doing the course.
- Perform 24+ accounting process covering over 90+ transactions.
- Practice and gain internship experience equivalent to 3 months.
- Learn each process in detail including process steps, documents that initiate processes, documents referenced during process execution, worksheets preparation and output documents.
- Review financial statements and understand the impact of every transaction in the financial statements.
- Learn about the roles of various persons involved in execution of the process.
- Get hints / reports / FAQs to identify and improve on mistakes.
- Have chance to repeat the process till it is completed successfully without mistakes.
- Receive a Certificate upon successful completion of the course.



### **Eligibility and Duration**

- Minimum Qualification is 10+2
- Students pursuing or completed B.Com / M.Com / BBA / BBM / MBA / or Students pursuing CWA / CA / CS or accountants aspiring to improve skills in finance and accounting.
- Recommended course duration is 60 hrs.

The course corresponds to the National Occupation Standards (NOS) prescribed by the (NSDC) National Skill Development Corporation and the corresponding Qualification Packs or Job roles identified by the Sector skill Councils of NSDC and fall within the NSQF standards.

**Sector Skill Council**

**Course**

**Qualification Pack Code**

BFSI

Accounts Payable / Receivable

BSC / Q 0901

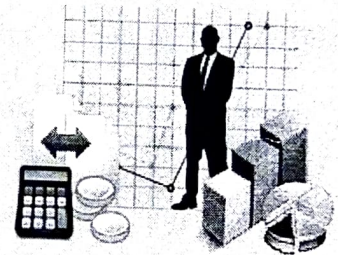
# Course Content

## Modules in the course

- ▶ GST Module ▶ Includes basics of GST, introduction, benefits, invoicing, input / output concept and GST terminologies.
- ▶ Investments and loans into business ▶ Includes accounting for capital and loans received.
- ▶ Purchase booking ▶ Includes accounting for vendor advance payment, raw material and capital goods purchases and treatment of Purchase returns.
- ▶ Invoicing and sales booking ▶ Includes accounting for receipt of advance from customer, credit sales of products and services and sales return.
- ▶ Receipts ▶ Includes accounting for collection from customers against sales and other income.
- ▶ Payments ▶ Includes accounting for payment to supplier against purchases and overheads.
- ▶ Introduction to Softskills ▶ Includes communication skills, personal effectiveness skills, interview skills.

## Accounts Executive (Accounts Payable and Receivable)

1. BSC / N 0901 Understanding the purchase order, purchase journal, supplier and payment details
2. BSC / N 0902 Understanding the customer purchase order, payment terms, delivery challan and sales journal
3. BSC / N 0903 Booking credit purchase in the purchase journal
4. BSC / N 0904 Booking credit sales in the sales journal
5. BSC / N 0905 Verification of the documents
6. BSC / N 0906 Preparation of payment voucher
7. BSC / N 0907 Preparation of mode of payment
8. BSC / N 0908 Updating voucher with payment details
9. BSC / N 0909 Preparing receipt voucher
10. BSC / N 0910 Performing the accounting entry
11. BSC / N 0911 Record keeping



## Assessment

Our assessment system is quite unique and inbuilt in the course at all levels

- Continuous assessment during transaction.
- Revise / Recap at the end of each module.
- Realtime office.
- Final quiz.
- Job readiness test.

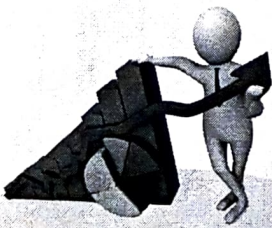
## Course Fees

- a). Online course – Fees - Rs.6000 + GST@18% (Rs. 7080/-)

## Course Support

- i. The course is faculty free and support to student is provided through online chat, available from 8:00 am to 10.00 pm on all days.

**Note :** Access to PC with internet is mandatory for doing the course.



**ePalmleaf ITES Pvt Ltd**

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