

# ACCOUNTS PRO

A CREDIT WORTHY COURSE

Accounts  
PRO

- Generate Financial Statements
- Create and Maintain Accounting Books
- Create Accounting Vouchers
- Display and Configure Accounting Reports
- Pass Entries for VAT Payment

Funds Flow Summary	
Sources	Applications
1. Apr 2000 20 Apr 2000	1. Apr 2000 20 Apr 2000
Capital Account	Capital Account
Share Capital	Share Capital
Reserves	Reserves
Total	Total

The rise in use of computerised financial accounting programs has brought about a drastic change in the accounting industry. From the smallest home office to the largest multinational enterprise, business owners and managers depend on computers to manage their accounts. This dependence has in turn created the need for computer literate accountants.

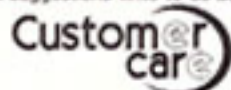
Aptech brings to you a comprehensive course on computerised accounting. A short-term, value-for-money course, it aims to equip you with all the skills required to make you proficient in the usage of accounting software. The course is ideal for commerce graduates, secretaries and accountants who wish to pursue a successful career or upgrade their skills with the latest technology.

## THE COURSE WILL COVER:

- Introduction to Basic Accounting
- Trial Balance, Adjustments and Final Accounts
- Creation of a Company
- Creation of Masters, Ledgers
- Cost Categories and Cost Centers
- Vouchers
- Company and Configuration Features
- Inventory Information
- Stock Items
- Accounting Reports
- Account Books
- Cash Flow and Funds Flow
- Inventory Reports
- The Basics of VAT
- VAT Entries

\*conditions apply.

For feedback & suggestions write to us at



customercare@aptech.ac.in  
Working towards customer delight

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CHANGE  
LIVES  
GLOBALLY

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COMPUTER EDUCATION  
www.aptech-education.com

Regd Office: Aptech Limited, Aptech House, A-65, M.I.D.C., Marol, Andheri (E), Mumbai- 400093, INDIA. Tel.:+ 91-22-2827 2300. Fax: 022 2827 2399.

As Aptech is not a university, its courses are not required to be recognized by UGC

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