



FUTURE INFOTECH
Computer & Typing Academy

Smart Strategies for Growth, Skills & Success
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BUSY ACCOUNTING COURSE

Module 1 – Accounting Fundamentals

- Basics of Accounting
 - Golden Rules of Accounting
 - Journal, Ledger & Trial Balance
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Module 2 – Company Creation in BUSY

- Create Company & Financial Year
 - Ledger & Group Creation
 - Opening Balances
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Module 3 – Accounting Entries

- Purchase, Sales, Payment & Receipt
 - Contra & Journal Entries
 - Credit & Debit Notes
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Module 4 – Inventory Management

- Stock Groups & Units
 - Godown Management
 - Stock Valuation
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Module 5 – GST in BUSY

- GST Setup
- Tax Invoices & Returns



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- GST Reports
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Module 6 – Payroll & Banking

- Employee Creation
 - Salary Processing
 - Bank Reconciliation
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Module 7 – Final Accounts

- Profit & Loss A/c
 - Balance Sheet
 - Outstanding & Adjustment Entries
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Module 8 – Reports & Backup

- Day Book, Trial Balance
 - Data Backup & Restore
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Duration: 2–3 Months

Career Options: Accountant, Accounts Executive, Billing Executive