Model Curriculum

Accounts Executive
(Accounts Payable & Receivables)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an "Accounts Executive (Accounts Payable and Receivable)", in the "BFSI" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Accounts Executive (Accounts Payable and Receivable) This course will help you to improve your carrier prospects and able to get the job of Accounts Paybale/Receivables
Programme Duration	Regular Batch- 2 Months Part Time Batch- 3 Months Weekend Batch- 4 Months
Pre-requisites to Training	Minimum qualification – Graduation in commerce or allied subjects/Diploma in commercial Practice
Fees	Total Rs 8,000/=

Training Outcomes	After completing this programme, participants will be able to:
Type of Suppliers	• Comprehend the details about the purchase journal, the contents thereof, and supplier category and payment particulars.
Purchase Process	• Describe the customer purchase order, sales journal and documents such as the delivery challan.
Goods Receipts	• Recognize relevant terminologies and documents related to the purchase booking process such as purchase order, purchase journal, invoice, material receipt report etc., and book the credit purchase in the books of accounts after having authorized by the senior / manager.
Sales Process	• Recognize relevant terminologies and documents related to the sales booking process such as sales order, sales journal, invoice, etc., book the credit sale in the books of accounts after having authorized by the senior/ manager.
Credit Control	• Recognize relevant terminologies and documents related to the credit sales/purchases booking process. The person has to verify the documents those are in his record, with that of the trigger documents, analyse, verify and validate the correctness of these documents before processing the relevant transaction to be recorded into the books of accounts.
Payment Process	• Prepare the payment voucher by verifying and validating supplier information, creating transactional documents in the correct supplier's name, determine the mode of payment and authorization from the senior/ manager regarding the same.
Payment Method	• Ascertain the mode of payment (whether cash/cheque or NEFT transaction), prepare the mode of payment by ascertaining the amount payable to the supplier and get the payment voucher authorized by the senior/ Manager. • Obtain the authorized payment details from the concerned person and update the voucher with payment details, like, cheque no./ NEFT transaction no.etc.
Final Accounting in Tally ERP	• Prepare the receipt voucher by referring to the invoice raised on the customer, the value on the invoice, and the mode of receipt of money (cash/ bank instruments/ NEFT), generate transactional documents and get it authorized by the senior/ Manager.