N·S·D·C National Skill Development Corporation
Transforming the skill landscape

Skill India
कौशल भारत - कुशल भारत

Affordable Fees

Be Future Ready

Busy®

OXFORD SOFTWARE INSTITUTE

Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY

Oxford Certified

Busy Accounting Course - 3 Months

Authorised Grade A Training Partner of National Skill Development Corporation, Ministry of Skill Development, Government of India.

Busy Accounting Course - 3 Months

A Job-Oriented Course to Shape Your Future

Duration:- 3 Months

Affordable Fees

Introduction to Busy

- Key modules and functionalities overview
- Advantages for finance professionals
- Understanding basic accounting in Busy
- Exploring dashboard and menus
- Executing frequently used tasks

Company Creation

- Entering organization information
- Defining the financial year period
- Setting up GST registration details
- Creating and managing user accounts
- Backup creation and data restoration

Master Setup

- Creating customer and supplier records
- Building inventory masters
- Defining tax configurations
- Preparing ledgers and groups
- Establishing price categories

Busy Accounting Course - 3 Months

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Inventory Control

- Creating stock items
- Managing batches and serial numbers
- Setting up unit conversions
- Defining reorder points
- Performing stock adjustments

Voucher Entry Essentials

- Recording sales and purchase vouchers
- Processing payments and receipts
- Posting journal transactions
- Creating contra vouchers
- Using debit and credit notes

Manufacturing & Production Accounting

- Defining production stages
- Setting up Bill of Materials (BOM)
- Entering job work details
- Tracking consumption of raw material
- Analyzing production costs

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GST Management

- Defining GST rates and rules
- Recording GST-related vouchers
- Generating GSTR reports and summaries
- Adjusting GST liabilities and payments
- Preparing GST return filing

TDS (Tax Deducted at Source)

- Configuring TDS master settings
- Recording TDS deduction entries
- Preparing TDS payable registers
- Printing TDS certificates
- Filing TDS returns

Payroll Processing

- Creating employee masters
- Designing salary structures
- Recording payroll vouchers
- Computing PF and ESI contributions
- Generating payroll-related reports

Busy Accounting Course - 3 Months

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MIS & Business Reports

- Preparing financial statements
- Inventory monitoring and analysis
- Tax and GST summary reports
- Customizing report layouts
- Exporting MIS reports to Excel

Year-End Closing Activities

- Closing accounting books
- Carrying forward balances
- Preparing annual reports
- Passing audit and adjustment entries
- Transitioning to new financial year

Data Safety & Recovery

- Setting role-based access rights
- Backup planning and management
- Automating backup schedules
- Managing data errors or corruption
- Restoring database from backup

Busy Accounting Course - 3 Months

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Discover More Learning Paths

Discover more learning paths designed to expand your skills, boost your career opportunities and help you achieve your goals.

- Tally Prime - 3 Months
- Advanced Excel - 2 Months
- Busy Accounting - 3 Months
- Business Analytics - 6 Months
- E-Accounting - 12 Months
- E-Accounting Banking & SAP - 18 Months
- MS Office with AI Power - 2 Months
- Ms Office and Advanced Excel - 3 Months
- Power BI - 1.5 Months
- Power BI and Advanced Excel - 3 Months
- SAP FICO - 2 Months
- Tax Return Filing - 4 Months
- Tally and Advanced Excel - 5 Months
- Tally-Advanced Excel and Power BI - 6 Months

Online Programs: One-on-One

Learn online with our one-on-one training program. These classes are highly customised to fulfil your needs for business growth and advanced career opportunities.

- Advanced Excel Online
- Business Analytics Online Course
- Tally Prime Online Course
- Ms Office Online Course
- Busy Online Course
- Power BI Online Course
- Power BI and Advanced Excel Online Course
- SAP FICO Online Course
- Tax Return Filing Online Course

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Quality Education & Affordable Fees

EXCELLENCE THROUGH INNOVATION

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