

10 weeks training course on

# PRACTICAL ACCOUNTING

New batch starting from

**January 09, 2023**

**at Softax Karachi**

Monday & Tuesday

07:00 PM to 09:00 PM

## COURSE OBJECTIVES

This course is especially designed for individuals who wish to pursue career in Accounting and Finance.

After completion of course, individuals will be able to effortlessly handle the accounts of an organization which may be helpful in growth of their career.

## WHO SHOULD ATTEND?

- Individuals who wish to pursue a career in Accounting.
- Accountants who like to excel in terms of better position and compensation.

## COURSE INSTRUCTOR

Mr. Aurangzeb is working in the field of Accounting and Finance for over thirteen years. He did MBA Finance from Karachi University. Having vast experience from different companies, he is currently working in a multinational company as a CEO.

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## ABOUT SOFTAX

Softax (Private) Limited has been established in 1997 with an objective to part with affordable quality training in the field of Taxation & Corporate laws, Internal Audit, Accounting and Finance etc. by introducing a unique teaching concept of "learning for solutions". Today Softax is proud to have trained over 32,000 Corporate Executives and arranged more than 900 workshops and short courses.

## REGISTRATION DETAILS?

Please send following information of participant(s) through e-mail:

1. Name
2. Designation
3. Organization
4. Phone #
5. Cell #
6. E-mail

**Course Fee: Rs. 25,000/-**

*(Inclusive of Taxes, Relevant Case Studies and Certificate of Participation)*

## For more details, contact:

Mr. Shayan Khan (Asst. Coordinator)  
C: 0333-2003304

or

Mr. Daniyal Soomro (Coordinator)  
C: 0321-5596119

### Softax (Private) Limited

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## COURSE CONTENTS

- Introduction to Financial Accounting
  - a. History
  - b. Definition
- Head of Accounts/Elements of Financial Statements
  - a. Assets
  - b. Liabilities
  - c. Equity
  - d. Expenses
  - e. Revenue
- Objective of accounting
- Accounting Cycle
- Bookkeeping/Double Entry Bookkeeping
  - a. Rules of Debit Credit
  - b. Nature of Accounts
- Monthly/Year-end Adjustments
- Cash vs Accrual basis
- Petty Cash
  - a. Introduction
  - b. Recording of Petty Cash
  - c. Journal entries
- Budgeting
  - a. Introduction
  - b. Variance Analysis (Budget v Actual)
- Accounts Payable
  - a. Introduction
  - b. Journal entries
  - c. Purchase Cycle
- Accounts Receivable
  - a. Introduction
  - b. Journal entries
  - c. Sales Cycle
- Bank Reconciliation Statement
- Payroll
  - a. Introduction
  - b. Journal entries
  - c. End of Service benefits
- Depreciation
  - a. Introduction
  - b. Journal entries
  - c. Methods of Depreciation (Straight line, Reducing Balance method)
- Preparation of Financial Statement
  - a. Income Statement
  - b. Balance Sheet
  - c. Cash flow Statement
  - d. Statement of Changes in Equity
  - e. Notes