

Tentative Schedule for Monthly Training Session

Day 1	15 Minutes 20 Minutes 5 Minutes	Introduction & Essence	Takeaways of the session Topics & Benefits Job Opportunites	Essence
Day 2	10 Minutes 10 Minutes 20 Minutes	Basics & Broadview	Transactions, groupings Management Expectations AP,AR,GST,TDS,TB,PL and BS	
Day 3	40 Minutes	Interlinked Subject	Basic Reports Transactions	S u b j e c t
Day 4	40 Minutes	AP & AR	Better accounting Transaction life cycle	
Day 5	40 Minutes	AP & AR	Transaction life cycle	
Day 6	40 Minutes	AP & AR	Group Discussion	
Day 7	40 Minutes	Compliance	AR - GST, TDS AP - GST, TDS	
Day 8 & 9th	40 Minutes	Compliance	Detailed GST	
Day 10th & 11th	40 Minutes	Compliance	Detailed TDS	
Day 12th	40 Minutes	Data management	Trackers & Templates	A c c o u n t i n g
Day 13th	40 Minutes	Data management	Excel tools, Smart Controls	
Day 14th	40 Minutes	Accounting	AR	
Day 15th	40 Minutes	Accounting	AP	
Day 16th	40 Minutes	Accounting	Others and Impact	
Day 17th	40 Minutes	Softwares	Overall knowledge	
Day 18th	40 Minutes	Softwares	Practicals	
Day 19th	40 Minutes	Managerials	Reconciliations	R e t u r n s
Day 20th	40 Minutes	Managerials	Reportings	
Day 21st	40 Minutes	Managerials	GST Returns	
Day 22nd	40 Minutes	Managerials	TDS Returns	
Day 22nd	40 Minutes	Managerials	Revision	
23,24,25	40 Minutes	Backup	Job skills..etc	

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