

Basic Practical Accounting Package

March 15, 2022
15 to 20 Days

Basic Practical Accounting Package Training in Nepal

Hamrojbs provides practical and worthy accounting training that enhance trainee's skills in manual and computerized accounting that makes them much familiar with Nepal Government's tax system, laws, accounting concept, rules, Income Tax, VAT, TDS and popular accounting software presently used in Nepal. After consulting with accounting experts, we have designed the Accounting training courses in such a way that the trainees could implement the learned skills at workplace in confident manner. The syllabus covers vital components including accounting business practices, financial recording, inventory management, financial reporting, banking transaction and general accounting practices and current amendments in Nepal.

Who can attend?

- Graduated students (Any Faculty)
- Any employer or employee
- Junior Assistants
- Operational, Finance, and Maintenance Fresher's/Professionals
- Professionals Who Wish to Develop Career in business and account

Courses Outline

Benefits and Scope of Practical Accounting

- Abundance of career opportunities after completion of training
- Internship/Placement opportunity for deserving trainees at reputed organizations
- Highly growth of skills and knowledge for real time working competencies
- Exclusive training on accounting software by team of experts
- Regular practical classes on accounting and taxation
- Depth understanding of recording and reporting accounting transactions
- Highly experienced Accountants and lecturers as instructors
- Practical exercise of final account preparation (balance sheet, income statement and so on)
- Understand taxation principles and practices in Nepalese context
- Open classrooms with all training resources readily available
- Chances of promotion in an existing job

Accounting Concept

- Accounting Terminology
- Accounting Rules
- Accounting Process
- Accounting System
- Debit Credit rules
- Core Accounting Concept
- Book Keeping

Recording Transaction

- Journal
- Ledger
- Cash Book
- Day Book
- Purchase/Sales Register
- Debit/Credit Note Register
- Assets Vs Expenditure

Microsoft excel

- Getting Started
- Entering and Editing Data
- Modifying a Worksheet
- Using Basic Functions
- Formatting Worksheets
- Working With Charts
- Printing Workbooks

Computerized Software Tally ERP 9

Company Info

- Create/Modify/Delete Company
- Change password

Account Info

- Create/Modify/Delete Account Group
- Create/Modify/Delete Account Ledger

Inventory Info

- Create Simple
- Create/Modify/Delete Stock Group
- Create/Modify/Delete Stock Item
- Create/Modify/Delete Stock Categories

Accounting Voucher Entry (Trade Business)

- Purchase/Sales
- Receipt/Payment
- Contra Entry
- Journal
- Purchase/Sales Return
- Other Return

Voucher Entry (Other)

- Multi-Currency
- Cost Centers
- Interest Calculation

Order Processing

- Purchase Order/Receipt Note
- Sales Order/Delivery Note

Voucher Entry (Electronics)

- Purchase Voucher
- Purchase Return
- Sales Voucher
- Sales Return

Voucher Entry (Grocery)

- Batch, Mfg
- Expire Date

Others

- Backup/Restore
- Security Control
- Year Ending

Nepal Government Tax

Concept of Tax

- Definition of Tax
- Types of Income
- Person
- Income yea

Income from Employment

- Meaning of Employment income
- Amounts included in Employment Income
- Amounts excluded from Employment Income
- Allowable reduction
- Calculation of total Tax liability from Employment

Tax Returns

- Annual Tax returns & Tax payments
- Tax Payment Methods

Nepal Government VAT

- General concept of VAT
- VAT Payment and Return
- VAT applicable transactions

Fine and penalties

- Calculation of fines for delay in submission of returns
- non- compliance of provisions

Tax Deduct at source (TDS)

- Tax withholding rate
- Tax applicable payments
- TDS Return and Withholding Certificate

Other

- VAT vs Income Tax
- BRS Reconciliation
- Purchase and sales System
- Using Inland Revenue Department portal
- Types of Invoices
- Cash and Bank Management System
- VAT and TDS Reconciliation
- Overview of an Organization Internal Control System
- Current Accounting and Taxation Practices in Nepal