

# Basic Practical Accounting Package

March 15, 2022  
15 to 20 Days

## Basic Practical Accounting Package Training in Nepal

**Hamrojobs** 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 year

### **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