



UAE

ACCOUNTING & TAXATION

4 MONTHS DURATION

MODULE 1 | BUSINESS ACCOUNTING FUNDAMENTALS

- Basics of Accounting & Accounting process
- Journal entries & Adjusting entries
- Classification of Balance sheet
- Reconciliation: Bank, Vendor, Customer

MODULE 2 | TALLY SOFTWARE TRAINING

- Features of Tally Prime
- Charts of Accounts: Create & Alter
- Maintain Receivables & Payables Bill wise concept
- Maintain Accounts with Inventory including Godowns
- Enable VAT features in Accounting & Inventory transactions
- VAT Entries: Purchase-Sales, Purchase Return-Sales Return, RCM
- VAT Returns checking process: VAT 201
- How to export VAT 201 as a PDF format
- Maintain Purchase cycle and Sales cycle transactions
- How to generate Ageing wise report in Debtors and Creditors
- Stock Manufacturing transaction
- Auto Bank Reconciliation through Excel
- Set Credit limits & Interest calculation
- Cost Centre Management
- Data Backup & Restore
- Various reports under Tally Prime

MODULE 3 | UAE VAT

- Basics of VAT, Goods & Services Classification
- Input VAT, Output VAT, RCM
- Time & Place of Supply of Goods & Services

- VAT Registration & Deregistration
- VAT on Domestic, GCC & Export supplies
- VAT Return Filing (Form 201)
- VAT Audit, Documentation & Penalties
- Understanding of Government Portal

MODULE 4 | UAE CORPORATE TAX (CT)

- CT Overview & Taxable Income calculation
- Exempt Income, Unrealized Gains/Losses
- Deductible vs Non-deductible expenses
- Interest & Entertainment expense rules
- Related Party transactions & Transfer pricing
- Intra-Group Transfer & Business Restructuring Relief,
- Tax loss relief & Group relief
- Residency Rules: RP/Natural Person/Non-resident/PE/Nexus
- Free Zone Persons (0% rules), Exempt Persons
- Transitional Rules, Small Business Relief, Penalties
- Corporate Tax Return (CTR) Filing
- Understanding of Government Portal

MODULE 5 | MS EXCEL

- Basic and Advanced Excel Formulas
- Cell Reference: Relative | Mixed | Absolute
- If Function: If | If with and | If with Or | If with Nested If
- Conditional Formatting Tools
- Financial Function: PMT | PPMT | IPMT
- Data: Sorting | Filter | Advance Filter
- Function: Count-If | Count-Ifs | Sum-If | Sum-Ifs
- V Lookup & H Lookup Formulation
- V Look Up with Match & Index with Match Function
- Double & Three V-lookup Concepts
- Pivot Table & Pivot Charts
- Classical Pivot tables with Matching Reports
- What If Analysis Tools
- Data Validation Tools
- Other Misc. Topic

MODULE 6 | INCORPORATION OF A COMPANY IN UAE

- Step by Step process to Incorporate a Company in Mainland
- Step by Step process to Incorporate a Company in Free Trade Zone

MODULE 7 | BUSINESS COMMUNICATION (SS/PD) PPT ONLY

- Personal Interview Skills
- Professional Body Language
- Workplace Etiquettes
- E-Mail Correspondence



H.O: C.G. Road,
Ahmedabad

Branch: Baroda

www.munimji.co.in

CALL: 955 855 66 22



T&C Apply*