



# TRAINING ACADEMY & ACCOUNTING EXCELLENCE CC

## Sage Pastel Authorised Training Centre & Dealer

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## Bookkeeping Fundamentals (Introduction to Bookkeeping)

Whether you are a professional and an already experienced Sage Pastel user or just a *beginner*, Sage Pastel's training solutions will assist you to contribute to your company's overall success, and you will feel more confident to get the maximum use out of your accounting software.

All courses are designed to give you hands on, practical accounting software training in a classroom environment. Furthermore, training is provided through our **Sage Pastel Authorised Training Centres (ATCs)**, with highly experienced trainers providing you with the knowledge and guidance you require during the course.



**FASSET SETA Accreditation Number: QAP/585/008**

*Sage Pastel has been accredited by FASSET, the SETA for Finance, Accounting, Management Consulting and other Financial Services as a Training Delivery and Assessment Site. This allows employers who send their employees on Training and who contribute to Skills Development Levies (SDL), to claim grants pertaining to the Training attended and thus recovering portions of SDL paid.*

**This comprehensive training programme covers the basic bookkeeping terms and concepts, show how to deal with basic bookkeeping documents and how to use them in a manual accounting system.**

### *[Target Learners]*

This course has been designed for learners who are required to work on any of the Pastel Accounting software packages, and who have had little or no exposure to bookkeeping.

### *[Training]*

This is a two day (12 hour) course.

### *[Delivery Methods]*

The delivery methods include:

- Self study.
- Facilitated workshops.

### *[Assessments]*

The assessment forms part of the course and has to be written within 6 months from the commencement date of your classroom training or self study course. To make it easier for you, all the Pastel assessments are now ONLINE. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a PC with internet access).

## *[Course Outline]*

### **Bookkeeping Introduction**

The different types of companies in South Africa.  
What is accounting/bookkeeping?  
The bookkeeping and accounting cycle.  
The accounting equation.  
Transactions and accounts.

### **Value Added Tax (VAT)**

What is VAT?  
The different VAT categories.  
VAT processing.  
Calculating VAT.  
The mark-up, gross margin and VAT.  
Completing the VAT201 report.

### **Source Documents**

Source documents.  
Receipts.  
Deposit books / slips.  
Cheque counterfoils.  
Petty cash vouchers.  
Tax invoices.  
Credit notes/returns.

### **Inventory**

Inventory systems.  
Costing methods.

### **Subsidiary Journals**

Introduction.  
Cashbook journals.  
The cashbook receipts journal.  
The cashbook payments journal.  
Petty cash journals  
Creditors and creditors allowances journals.  
Debtors and debtors allowances journals.  
The general Journals.  
Reconciling your journals.

### **The General Ledger**

Different sections of a general ledger.  
Posting to the general ledger.  
Closing off ledger accounts.

### **The Trail Balance**

Integrated inventory.  
Post from your general ledger to your trail balance.

### **The Statement of Income**

Posting to your statement of income.

### **The Statement of Financial Position**

Posting to your statement of financial position.

### **Bank Reconciliation**

Introduction  
The bank reconciliation process.

***Course Duration: 9h00 – 16h00 (2 Days)***

***Investment per Delegate: R3,100.00 incl VAT***

***(Always check out our current specials)***