

Sage Pastel Bookkeeping Fundamentals Course

This comprehensive training program covers the basic bookkeeping terms and concepts. This also shows how to deal with basic bookkeeping documents and how to use them in a manual accounting system.

Training

This is a two day (12 hour) course.

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 VAT 201 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 allowance journals
- Debtors and debtors allowance journals
- The general journal
- Reconciling your journals

The General Ledger

- Different sections of a general ledger
- Postin to the general journal
- Closing off ledger accounts

The Trial Balance

- Integrated inventory
- Post from your general ledger to your trial balance

The Statement of Income

- Posting to your statement of income

Bank Reconciliation

- Introduction
- The bank reconciliation process