

BOOKKEEPING FUNDAMENTALS TRAINING

Overview

This comprehensive training programme covers the basic bookkeeping terms and concepts,

Target Learners

Individuals who are required to operate any of the Pastel Accounting packages, but have had little or no exposure to bookkeeping.

Duration

Two days

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 allowances journals
Debtors and debtors allowances journals. The general journal. Reconciling your journals.

The General Ledger

Different sections of a general ledger. Posting to the general ledger.
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

The Statement of Financial Position

Posting to your statement of financial position

Bank Reconciliation

Introduction

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 Sage 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).