

# PASTEL | TRAINING

## PASTEL TRAINING

### Pastel Introduction to Bookkeeping

This training program will introduce learners to basic Bookkeeping terms and concepts. This brief overview course will show learners how to deal with basic bookkeeping documents and how to use them in a manual accounting system.

### Entrance Requirements

Learners need to meet the following prerequisites before attending this course.

1. Mathematical Literacy at NQF Level 3.

### Target Learners

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

### Training and Cost

This is a two day course. / R2950.00 incl, this includes the assessment.

### Delivery Methods

Delivery methods include:

- Self study
- Facilitated workshops

### Benefits

All the transactions introduced in this course will be used again when learning Pastel Accounting Partner 2005. As a learner this helps you to cross the line from manual accounting system, to Softline Pastel's easy-to-use and powerful accounting system for SMEs

## Course Outline

### **Bookkeeping Concepts**

Familiarise yourself with different types of accounts, the double entry system, trial balance, income statement, balance sheet and types of companies.

### **Dealing with Cash, Customers and Suppliers**

Understand, practice completing and recording receipts, deposit slips, cheques and EFT payments. Working with the Cashbook, posting journal transactions to the General ledger. Completing VAT returns. Complete purchase orders and briefly explore customer credit policies.

### **Petty Cash and Customer Processing**

This lesson will show you how to work with petty cash, draw accounts as well as petty cash withdrawals, balancing and processing the sales journal.

### **Bank and Stock**

This will help you to overview the bank statements, the inventory, the quotation, sales order and fill in a tax invoice.

### **Value Added Tax**

This lesson will explain what VAT is, how to register for VAT, how to cancel a registration, and how to do your tax periods.

## Assessments

The assessment is not part of the course but is included in the course price. Assessments must be completed within six months of attending the course.