

Bookkeeping Training

[Pastel Introduction to Bookkeeping]

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.

[Entrance Requirements]

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

1. Mathematical Literacy at NQF Level 3 or Standard 8/Grade 10 Mathematics.

If a learner is not yet competent in the required prerequisites then he/she must first complete the relevant courses before enrolling for this course. It is essential that the course prerequisites are met so as to avoid students being asked to leave and the course fees being forfeited

[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 will take place on the last day. If you wish to write the assessment at a later date, the following rules apply:

- You need to write the assessment within 30 days of attending the course.
- An additional assessment fee will be charged.
- You will need to make arrangements with the training centre to allocate time for the assessment.

[Course Outline]

Bookkeeping Concepts

This lesson will familiarise you with the different types of accounts, the double entry system, Trial Balance, Income Statement, Balance Sheet and types of companies.

Dealing with Cash, Customers and Suppliers

In this lesson you will have an understanding in completing and recording receipts, deposit slips, cheques and EFT payments. Working with the Cash Book, posting journal transactions to the General Ledger, completing VAT returns, completing 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 lesson will help you to understand 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.

[Book Pastel Training at Preferred Solutions]

Step 1

E-mail training@prefsol.co.za with your requirements or contact us: 021 945 1279 / 021 945 4510

Step 2

A course enrolment form will be sent to your with all relevant course information.

Step 3

Once you have completed the course enrolment form please fax or email it back to us. On receipt of your documentation we send you a pro-forma invoice to make payment.

Step 4

All course fees are due 2 working days prior to the course. Please fax proof of payment to 021 945 2905 or e-mail it to training@presol.co.za

Step 5

Once payment has been receive, a course confirmation and map to the training centre will be sent to you

[Contact the Preferred Training Team]

Bellpark Plaza, Unit 11B, C/O Durban & De Lange Road, Bellville, 7530 – (Opposite SARS)

