



## PASTEL PARTNER/XPRESS 2009 | INTRODUCTION TO BOOKKEEPING



### COURSE DURATION: TWO DAYS (2)

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 no prior exposure to a manual accounting system, but should be numerically literate.

**Target Learners** Any Individual operating any of the Pastel Accounting packages, but have had little or no exposure to bookkeeping.

**Assessments** - There is no assessment attached to this course. Learners wishing to qualify as Bookkeepers would need to attend a longer, more in-depth bookkeeping course

through an accredited training centre. Letters of attendance are issued at the end of the training session.

**Delivery Methods** Instructor led, group-paced, classroom-delivery learning model, with structured hands-on activities.

**Benefits** - All the transactions introduced in this course will be used again when learning

Pastel Accounting Partner 2009. 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 DETAILS

#### 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 and 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.