



PO Box 14955  
Farrarmere  
Benoni 1518

Tel : 011 425 5225  
Fax: 011 849 3004

E-mail : [info@tctraining.co.za](mailto:info@tctraining.co.za)  
Website: [www.tctraining.co.za](http://www.tctraining.co.za)

Managing Director: T. Webster

## Sage Bookkeeping Fundamentals Course

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

### 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.

### 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 account

#### Value Added Tax (VAT)

- What is VAT?
- The different VAT categories
- VAT processing
- Calculating VAT
- The mark-up, gross margin and VAT
- Completing the VAT201 report



PO Box 14955  
Farrarmere  
Benoni 1518

Tel : 011 425 5225  
Fax: 011 849 3004

E-mail : [info@tctraining.co.za](mailto:info@tctraining.co.za)  
Website: [www.tctraining.co.za](http://www.tctraining.co.za)

Managing Director: T. Webster

### 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



PO Box 14955  
Farrarmere  
Benoni 1518

Tel : 011 425 5225  
Fax: 011 849 3004

E-mail : [info@tctraining.co.za](mailto:info@tctraining.co.za)  
Website: [www.tctraining.co.za](http://www.tctraining.co.za)

Managing Director: T. Webster

### The Statement of Financial Position

- Posting to your statement of financial position

### Bank Reconciliation

- Introduction
- The bank reconciliation process

### **Assessments**

The Assessment has to be written within 6 months from the commencement date of your training. 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 provided you have a computer with internet access. Assessments are offered only in English.