

## Pastel Partner 2007: Book Keeping Terms and Concepts

### Course Specifications

Software: Pastel Partner 2007 (ver. 9)  
Course length: 1.0 day(s)  
Certification: Preparation towards Record business financial transactions  
NQF Level: 4  
NQF Credits: 5 (114736)



## PASTEL | ACCOUNTING

Authorised Training Centre

### Course Content

#### Lesson 1: Getting to know Softline Pastel

##### Lesson Objectives

In this introductory session you will be introduced to the book keeping training course and what you can expect from it. We will also overview the Pastel range of products according to their use.

##### Lesson Overview

- A. Introducing the Introduction to Bookkeeping Training Course
- B. Softline Pastel Corporate Profile
- C. Customer Added Value
- D. Pastel E-Business
- E. Pastel Evolution Range
- F. Pastel Partner Product Range
- G. Pastel Accountants Forum

#### Lesson 2: Bookkeeping Concepts

##### Lesson Objectives

In this lesson you will be introduced to the work place and its accounting structure. The different types of accounts found in an accounting system and the double entry system. You will learn about the "IT" formula and what "T" accounts are.

You will also be looking at the Income Statement and Balance Sheet and what financial information about the Company can be found in these reports.

Tasks are included for better understanding and information is supplied regarding the different types of Companies and their requirements.

##### Lesson Overview

- A. The Workplace and its Accounting Structure
- B. What does an Accountant do?
- C. Types of Accounts
- D. Basic Bookkeeping Rules
- E. Types of Companies

#### Lesson 3: Dealing With Cash and Suppliers

##### Learning Objectives

In this lesson you will learn about the Basic Monthly Bookkeeping Cycle, what are source documents and which Journals they will be entered into. You will learn how to post entries from your Journals into the various General Ledger accounts.

##### Lesson Overview

- A. Basic Monthly Bookkeeping Cycle
- B. Source Documents – Cash Book Journal
  - a. Receipts
  - b. Bank Deposit Slip
  - c. Cheques
  - d. EFT Payments
- C. Cash Book Journal
- D. General Ledger
- E. VAT Form
- F. Purchase Order – Source Document
- G. Purchase Journal
- H. Fixed Assets Register
- I. Organisational Structure
- J. Customer Credit
- K. Tax Invoice – Source Document
- L. Sales Journal

#### Lesson 4: Petty Cash and Customer Processing

##### Learning Objectives

In this lesson you will learn about the Petty Cash Journal, the source documents used and how to reconcile this journal with the cash box. What are drawings and customer processing.

### Lesson Overview

- A. Petty Cash
  - a. Petty Cash Journal
  - b. Petty Cash Receipts
  - c. Petty Cash Vouchers
  - d. General Ledger Posting from the Petty Cash Journal
- B. Drawings
- C. Petty Cash Balancing
- D. Customer Processing

### Lesson 5: Bank and Stock

#### Learning Objectives

In this lesson you learn how to close off your Cash Book and reconcile the Cash Book Journal with the Bank Statement. You will also be looking at the different Inventory (Stock) methods.

#### Lesson Overview

- A. Bank Statements
- B. Bank Reconciliation
- C. Inventory
- D. 2nd Month of Trading

### Addendum

#### Learning Objectives

#### Value Added Tax

This section is meant merely as a guide to understanding the main principles and working of the Value Added Tax system.

#### Lesson Overview

- A. What is VAT
- B. Registering for VAT
- C. Cancellation of registration
- D. Tax periods
- E. Accounting basis
- F. VAT Types
- G. Appointment
- H. Duties as a tax vendor
- I. Documents to keep
- J. Tax invoice