

## A "grass-root" approach to Financial Accounting.

A must for both your financial and non-financial staff!

### Seminar Outline:

#### Introduction to Bookkeeping

- Bookkeeping concepts and methodology. Account types, double entry system, cash books, journals, trial balance, supporting documents.

#### Customers

- Various customer transactions.
- Customer documents: Tax invoices, debit and credit notes, customer statements and ageing of customers.

#### Suppliers

- Supplier transactions.
- Supplier documents: Supplier invoices, purchase orders, goods received notes, credit and debit notes, remittance advice and supplier ageing.

#### Inventory/Stock

- Inventory entries, cost of sales and inventory accounts.

#### Cash Book and Bank

- Cash Book: recording transactions, reversing transactions and balancing.
- Bank reconciliations.

#### General Ledger

- Different General Ledger account types.
- Balancing the General Ledger.
- Making General Ledger entries.
- General Ledger adjustments.

#### VAT

- Calculating input and output tax.
- Calculating VAT on capital goods.
- Completing the VAT201 Return.

### Dates & Venues

Date:	Area:	Venue:
10 Aug	Cape Town	Southern Sun Newlands
12 Aug	Pretoria	Pastel Payroll Centurion
18 Aug	Durban	Kingfisher Conference Centre
22 Aug	Johannesbu	Conferencing @ Softline

### Seminar Duration:

Registrations: 08h30 to 09h00

Duration: 09h00 to 16h30

### Investment per delegate:

LIMITED OFFER: Book before 29 July 2011 and receive a 15% discount. Now Only: R1, 444.15 incl. VAT per delegate

### Seminar Outline cont.:

#### Trial Balance

- Explaining the Trial Balance.
- Setting up the Trial Balance.
- Balancing and reconciling to the Trial Balance.
- Making adjustments to the Trial Balance.

**This seminar will not cover the practical application of Accounting Principles on Pastel Accounting. This is only a theoretical approach to Accounting Principles.**

Please complete the Booking Form below and fax it back to +27 11 304 4271 or contact us on +27 11 304 4390

Company Name: \_\_\_\_\_ Serial No / Account No: \_\_\_\_\_

Delegate Name 1: \_\_\_\_\_ Delegate Name: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Cell No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Course Name: \_\_\_\_\_ Date Attending: \_\_\_\_\_

Food Requirements / Allergies: \_\_\_\_\_

#### Payment Option 1: Deposit/Transfer (Please attach proof of payment together with your booking form)

Account Details: Pastel Payroll – a Division of Softline (Pty) Ltd, ABSA Sandton Business Centre, Branch Code: 331155, Acc No: 4063360120.

#### Payment Option 2:

To pay via Credit Card, please visit [www.pastelpayroll.co.za](http://www.pastelpayroll.co.za) and click on the "Pay Pastel Payroll Online" link at the top of the homepage in the red shape, as shown in the screen shot to the right:

>Pay Pastel Payroll Online

#### Important Notice

Seats are allocated on a first-come-first-served basis. • Bookings will only be confirmed once a proof of payment has been received for the full Seminar price. If your proof of payment has not been received by the day before the allotted Seminar date, it will be assumed that you are not attending • Cancellations are only accepted upon written notification at least 5 working days prior to the course commencement date failing which a 20% cancellation fee will be levied. An exception is made however in the event that death of a family member has occurred or hospitalisation in respect of the intended delegate for which valid proof thereof is received • Failure to cancel within 5 working days of the Seminar commencement date will incur a 20% cancellation fee. • Failure to cancel within 2 working days of the Seminar commencement date will incur a 50% cancellation fee. • Substitutions can, however, be made at any time. • Pastel Payroll reserves the right to cancel any Seminar should there be an insufficient number of delegates booked for that Course. In the event that a Seminar is cancelled, the delegate will be informed at least 5 working days before the allotted commencement date, barring unforeseen circumstances such as death or hospitalisation. In addition, the intended delegate will be offered the opportunity to reschedule for a new date; alternatively a full refund will be issued. I hereby agree to the above terms and conditions.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_