



Tel: 044 873 0439
Cell: 083 790 7236
Email: desre@scca.co.za

Northern Computer Training Centre t/a

Southern Cape Computer Academy

Reg no: 2004/004276/23

Computer Training with a Difference

ICDL Authorised training centre

MICT/SETA Fully accredited centre

Sage Pastel Accounting and Payroll authorized training centre

Cnr 61 Fichat & Bamboo Streets, George South, George, 6530

The content of the three **Sage Pastel** courses includes the following:

Sage Pastel Accounting

BOOKKEEPING FUNDAMENTALS (15 hours course)

1. BOOKKEEPING INTRODUCTION
 - The different types of companies in South Africa
 - The bookkeeping and accounting cycle
 - The accounting equation
 - Transactions and accounts
2. VALUE ADDED TAX (VAT)
 - What is VAT?
 - The different VAT categories
 - VAT Processing
 - The mark-up, gross margin and VAT
 - Completing the VAT 201 report
3. SOURCE DOCUMENTS
 - Receipts
 - Deposit books/slips
 - Cheque counterfoils
 - Petty cash vouchers
 - Tax invoices
 - Credit notes and returns
4. INVENTORY
 - Inventory systems
 - Costing methods
5. SUBSIDIARY JOURNALS
 - Cashbook journals
 - The cashbook receipts journal
 - The cashbook payments journal
 - Petty cash journals
 - Creditors and creditors allowances journals
 - Debtors and debtors' allowances journals
 - General journal
 - Reconciling your journals

6. THE GENERAL LEDGER
 - Different sections of a general ledger
 - Posting to the general ledger
 - Closing off ledger accounts
7. THE TRIAL BALANCE
 - Integrated inventory
 - Post from your general ledger to your trial balance
8. THE STATEMENT OF INCOME
 - Posting to your statement of income
9. THE STATEMENT OF FINANCIAL POSITION
 - Posting to your statement of financial position
10. BANK RECONCILIATION
 - The bank reconciliation process

PASTEL PARTNER INTERMEDIATE V14 ACCOUNTING (40 hours course)

- Installing Sage Pastel Partner Version 14
- Working in the Demo Company
- Using the Auto Setup
- The Edit Menu – Customers
- The Edit Menu – Suppliers
- The Edit Menu – Inventory and General Ledger
- Creating and Editing Accounts and Inventory Item
- Processing
- Second Month of Training
- The View Menu
- Sundry Optimisation

Sage Pastel Payroll & HR

PASTEL PAYROLL (30 hours course)

- a. PAYROLL LEGISLATION
 - Introduction to Payroll
 - A-Z of running Payroll
 - Monthly Payroll run
 - Responsibility of the Payroll Administrator
 - UIF and PAYE submissions
- b. PAYROLL BASIC SOFTWARE
 - Navigation Tools and Help function
 - Setup assistant user defined fields, Transactions
 - Creating cost centres, Job codes, Pay Points, Occupations, Bank and Branch codes
 - Creating & Processing, Payslips, Leave, Backups, Transaction codes
- c. ADVANCED
 - Import and Export information
 - Creating a new company
 - Year to date tools
 - Create new Transaction Templates and formulae
 - User access levels

- Batch transactions
 - Calculation totals
 - The application of rate tables
- d. TAX TRAINING
- Tax methods
 - Income / Earning
 - Transactions
 - Deduction transaction
 - Fringe benefits
 - Factors that influence tax calculation
 - Calculating tax correctly
- e. PROBLEM SOLVING TECHNIQUES IN RESPECT OF:
- Tax
 - Leave
 - Payroll Reporting
 - Backups

