

## PASTEL ACCOUNTING TRAINING - COURSE CONTENT

### 3 Days group training @ R3000 each

#### Create company and set-up

- 1) Create customer & suppliers
- 2) Edit or create general ledger codes
- 3) Create stock items

#### Customer processing

- 1) Sales invoice
- 2) Credit note
- 3) View statements, age analysis, customer detailed ledger

#### Supplier processing

- 1) Supplier invoice (Purchase)
- 2) Return & debit
- 3) View supplier age analysis, supplier detailed ledger

#### Bank processing

- 1) Payments & receipts
- 2) Bank reconciliation

#### Journals

#### Reporting General ledger

- 1) Trial balance
- 2) Income statement
- 3) Balance sheet
- 4) Detailed ledger of income and expense accounts

#### Reporting Inventory

- 1) Inventory valuation report

#### Reporting Tax

- 1) Vat report

Pastel exercise manual + vat guide & lunch included.