



Bookkeeping Fundamentals Course

Course Overview

This course covers basic bookkeeping terms and concepts. You will learn how to deal with basic bookkeeping documents and how to use them in a manual paper-based accounting system.

Target Learners

This course has been designed for learners who are required to work with accounts but have had little or no exposure to bookkeeping.

Duration & Delivery Methods

The delivery methods include:

- Distance and Online Learning - at your own pace up to a maximum of 12 months.
- Classroom course over 2 days followed by up to 12 months to complete the online assessment.
- Virtual course over 2 days (using Zoom / Microsoft Teams) followed by up to 12 months to complete the online assessment.

Assessments

The assessment forms part of the course and is included in the course fee. It has to be written within 12 months from the start date of your course. The assessment is done online on the Sage website. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a computer with internet access). Assessments are offered only in English.

Certification & Assessment Duration

An Electronic Certificate is issued by Sage once you successfully achieve a minimum result of 75% for the online assessment.

Entrance Requirements

Learners need to have basic mathematical literacy in order to enrol for this course.

*This course covers the theory of bookkeeping but **does not** cover computerised bookkeeping.*

*We strongly recommend taking a **course bundle** (details further down below) which consists of this theory course PLUS a Sage Business Cloud Accounting or Sage Pastel Partner course. This way you will also be learning computerised bookkeeping.*

Also the course bundle will teach you practical skills as opposed to theory only.

Course Outline

Bookkeeping Introduction

- The different types of companies in South Africa
- The bookkeeping and accounting cycle
- The accounting equation
- Transactions and accounts

Value Added Tax (VAT)

- User Setup
- Creating a new entry type
- What is VAT?
- The different VAT categories
- VAT processing
- The mark-up, gross margin and VAT
- Completing the VAT 201 report

Source Documents

- Receipts
- Deposit books / slips
- Cheque counterfoils
- Petty cash vouchers
- Tax invoices
- Credit notes / returns

Inventory

- Inventory systems
- Costing methods

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
- 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

The Statement of Financial Position

- Posting to your statement of financial position

Bank Reconciliation

- The bank reconciliation process

Distance and Online Learning Course FAQs

The Distance and Online Learning courses are our most popular course offerings. This section covers some **Frequently Asked Questions (FAQ's)**.

Is the course certified?

It is exactly the same certificate as the classroom course i.e. the same online exam is written and the same certificate is issued by Sage once you pass the online assessment.

What do I receive when I register?

Once you have registered and made payment we will courier your learning material to you. It will take 1-2 days to get to you if you are in a major centre and a few more days if you are in an outlying area. We will email you a tracking number so that you can track your parcel from the time it leaves us until it reaches you.

This parcel includes:

- The official course manual which covers all the learning material

In addition to the course material above, you will receive a login to our online student portal where:

- a) You will be able to post any questions you have on the course material and a qualified trainer will assist you.
- b) You will be able to practice on our comprehensive mock assessment (as many times as you like) before taking the actual exam. This is extremely helpful as the final exam has a pass mark of 75% and our mock exams will show you exactly where you need to work further on before taking the final exam.

Is the course easy to complete?

Yes, it is. Read through the testimonials of our past students below. This course has been designed to be easy to complete and you are fully supported online throughout your journey.

How long does it take to complete?

Work on 16 hours of study time to go through the material and then some additional time to revise and practice on the mock assessment. Past students have taken anywhere from 1 week up to a few months depending on how much time they could dedicate to studying

Course Pricing Schedule – Sage Bookkeeping Fundamentals

MODE OF LEARNING	COURSE FEE EXCLUDING STUDENT PORTAL	COURSE FEE WITH STUDENT PORTAL ACCESS
Classroom course - 2 days	R6 200 incl. VAT	R7 200 incl. VAT
Virtual Course (Zoom / Microsoft Teams) - 2 days	R4 600 incl. VAT	R5 600 incl. VAT
Distance and Online Learning (at your own pace)	Not applicable	R2 900 incl. VAT

For course dates please go to:

<http://www.talentstream.co.za/training/bookkeeping-courses/#coursedates>

If you choose the classroom course option we strongly recommend adding the student portal access which will assist you in passing the online examination (which have to write within 6 months after attending the course).

Our Student Portal contains comprehensive mock exams that you can practice on before taking the final exam on the Sage website.

The mock exams will give you a very good idea of how well prepared you are before taking the final exam. It will highlight for you which areas you need to work on further.

Then, if there are areas that you need further help with, you can post your questions on the Forum in the Student Portal and a qualified trainer will assist you.

You can read more about it here:

<https://www.talentstream.co.za/need-access-student-portal/>

Course Bundles – Distance and Online Learning - Pricing Schedule

The Bookkeeping Fundamentals course covers the theory only.

We **strongly recommend** that you combine this course with a Sage Business Cloud Accounting (previously called Sage One) or Sage Pastel Partner course so that you can learn computerised bookkeeping as well.

The course bundle will ensure that you are learning practical skills as well instead of theory only.

By taking a Course Bundle you also save as the bundle costs less than the individual courses taken separately. Please note that course bundles are only available on Distance and Online learning. For other learning modes you need to do each course separately.

COURSE BUNDLE DISTANCE AND ONLINE LEARNING	BUNDLE COURSE FEE DISTANCE AND ONLINE LEARNING
Sage Bookkeeping Fundamentals + Sage One Business Cloud Accounting	R4 900 incl. VAT
Sage Bookkeeping Fundamentals + Sage Pastel Partner Intermediate	R8 500 incl. VAT
Sage Bookkeeping Fundamentals + Sage Pastel Partner Practitioner	R10 500 incl. VAT

Student Testimonials

I was looking online for a Sage Pastel distance learning course to do. I just typed in "online Pastel course", didn't scroll far down when I found Talent Stream. It was the most informative and detailed outline of the course and very affordable! I was so impressed that I firstly did the Bookkeeping course and I am now enrolled in the Pastel course.

I want to thank the Talent Stream personnel for getting back to me so quickly. Zunaid even corresponded with me on a Saturday to answer my last questions!! They are amazing!!! Even when I had difficulty remembering where to go into on the site, they helped with a smile! And believe me, I bothered them a lot...

I will be doing a lot more through them as I have never had such a good and exceptionally quick service from ANY other training facility!!! I definitely RECOMMEND them to anyone that wants to better themselves!!

Thank you guys so much!!

[Shannon Ackermanm](#)

[Completed the Bookkeeping Fundamentals Course via Distance and Online Learning](#)

The whole process was quite quick for me as I made payment and the next day I had my study manual delivered to me.

I was able to go through the entire manual and I completed all the assessments in the manual. I found the course content understandable and well structured.

I was then ready to complete the online assessment which was also easy to do as I had 90 minutes to complete and review my answers. After completion of the online assessment my certificate was immediately emailed to me.

Now I am ready to do my Sage Pastel course online.

[Takalani Mudau](#)

[Completed the Bookkeeping Fundamentals Course via Distance and Online Learning](#)

I needed to have knowledge on Pastel to open up new opportunities for myself. While searching the Internet I came across Talent Stream. What got me was the affordability of the course and the fact that I could do it from home. Zunaid was very helpful no matter how many times or at what time I phoned.

Just before I did my online exam they brought the mock exam in. This really helped a lot to prepare for the real thing. I passed with ease.

Thank you I will look into all the other courses you provide.

[Beulah Fourie](#)

[Completed the Pastel Partner Intermediate – Distance Learning Course](#)

I came across Talent Stream when I was looking for a Pastel training course online. It appealed to me because I could study at my own pace from home and then do the assessment online when I was ready.

As long as you have an understanding of bookkeeping, learning Pastel, whether in a class or distance learning, won't be difficult.

When I had a question or a problem, Zunaid would reply to my e-mail or return my call as soon as he was able and help me with it.

I would definitely recommend and consider using Talent Stream again in the future.

[Dina Concalves](#)

[Completed the Pastel Partner Intermediate – Distance Learning Course](#)

Thank you for this great program, it's affordable, it shows you step by step how to install and use the software, making it easy to understand. It's great to do it via the distance learning option, I did it at my own time, speed and in the convenience of my own home. :-)

Zunaid Khan was an awesome tutor!!! The mock assessments was the cherry on the cake, it helped me to prepare for my assessment.

Thank you very much!!!!

[Maralize Meyer Smit](#)

[Completed the Pastel Partner Intermediate – Distance Learning Course](#)

Course Registration process

The course registration process is fully online.

Step 1

Visit the website: <http://www.talentstream.co.za/register-sage/>

Select the course you want to register for. If you want to register for a COURSE BUNDLE (i.e. a Sage Bookkeeping Fundamentals + Pastel course included together) then please select the Pastel course that will be included in the bundle. Click on Continue.

Step 2

Fill out all your details on this page. Select whether you wish to register for a classroom course or a distance and online learning course. Course prices information will appear based on your selected course.

You may also provide a VAT number for the tax invoice. Select your payment method (EFT or Credit Card).

Please note: Credit Card payments are only available for Distance and Online Learning Registrations.

Step 3

Click on button at the bottom that says "Register for the course" to submit your registration.

Step 4

If you selected Credit Card as your payment option, you will be redirected to the PayFast website to make payment by credit card.

If you selected EFT as your payment option, a pro-forma invoice will be generated and emailed to you.

For Classroom course bookings you will also receive a terms and conditions form to sign and return (by scanning and emailing it back to us).

Step 5

For EFT Payments, you have **2 days** in which to **make payment** for the course and to send the proof of payment to Talent Stream. Email your proof of payment to: sagepayments@talentstream.co.za

When sending through your proof of payment, please quote your **unique reference number which you will find on the pro-forma invoice**.

Step 6

Once payment has been confirmed, you will receive your course confirmation.