

COURSE OUTLINE



Peresoft Cashbook

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Address
PO Box 25334
Monument Park
0105
South Africa

Head Office & Training
1001 Clifton Avenue
Lyttelton Manor
Centurion
South Africa

Tel: 0861-11-1680
Fax: 0866-838-922
e-mail: sales@acctech.biz
Web: www.acctech.biz

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Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

A. Course Outlines

1. Free online pre-training assessments

Not sure how familiar you are with the software – then click on the link below and/or forward the link to your colleague(s) in order to distinguish what you know.

- Peresoft Cashbook Pre-Training Assessment <[Click Here](#)>

2. Peresoft Cashbook

Course description

During this course we take the user through the set-up options of cashbook, bank accounts, source and distribution codes, tax groups and key reports. Included are the capturing of all type of transactions and reconciliation to the Bank Statement.

Course duration

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites

Students should possess basic knowledge in bookkeeping or accounting theory, basic bookkeeping or accounting theory, and basic knowledge of Windows.

Documentation

The following documentation is included with the course

- Peresoft Cashbook user guide
- User competency assessment
- Certificate of attendance

After attending you will be able to

- Understand how to create bank accounts
- Control your receipts and payments
- Do electronic funds transfers
- Understand how your bank reconciles
- Keeping your control accounts balanced
- Update vendors and customers from cashbook
- The open ended system makes it easier for the user

Who should attend?

- Cashbook clerks
- Bookkeepers
- Accountants
- Financial officers
- Auditors
- Internal auditors
- Sage 300 users with rights
- Anybody that works with banks or reconciliations to do with cash receipts and cash payments



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Topics covered

Cashbook set-up options

Bank accounts

Source codes

Distribution codes

Tax groups

Key reports required



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2626 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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