

PASTEL PARTNER 2009 TRAINING

Pastel Partner 2009 Advanced

This training course is designed to give you the knowledge and skills necessary to perform a bookkeeper to balance sheet function.

Entrance Requirements

Learners need to meet the following prerequisites before attending this course.

1. Bookkeeping NQF Level 3 qualification or equivalent.
2. Computer Literacy at NQF Level 3.
3. Mathematical Literacy at NQF Level 3.
4. Pastel Partner Intermediate.

Target Learners

This course is designed for any person who is proficient Pastel and wants to improve their skills. It is designed to give learners a better understanding of the more involved processes in Pastel, at a supervisor level.

Training Investment

This is a two day course.

Delivery Methods

Delivery methods include:

- Self study
- Facilitated workshops

Benefits

The course will give you a sound knowledge of advanced processes in Pastel Partner 2009. Even the most seasoned Pastel Partner user will gain new skills and insights.

Once you have passed the assessment, you will have a SETA accredited certificate in the most widely used computerised accounting package in South Africa.

Course Outline

Advanced Functions in the File Menu

Consolidating Companies, Export / Import, Data Integrity, Restore, Send and Receive Accountant Data, Printer / Font Setup.

Advanced Functions in the General Ledger

User Setup, Creating a New Entry Type, Editing the Tax Box Layout, Budgets, Cost Codes, Depreciation, Accruals, Purchase of an Asset, Tax in the General Journal, Importing a Bank Statement in the Bank Reconciliation, Using a Salaries and Wages Control Account.

Advanced Customer Functions

Multiple Delivery Addresses, Discounts and Special Prices, Make One for All Feature, Processing an RD Cheque, Accounting for Bad Debts , Mail Merge feature.

Advanced Supplier Functions

Additional Cost Invoices, Processing Invoices with Customs Tax

Advanced Functions in the Change Menu

Delete History / Clear Files, Delete Inactive Customers / Suppliers, Open Item / Balance Forward Conversions, Reconcile / Unreconcile Cash Book, Renumber Codes, Block Customers / Suppliers Assistant.

Advanced Functions in the Utility Menu

Control Centre, Microsoft Office Integration.

Other Advanced Functions

Forms Designer, Inventory Selling Price Adjustment, Business Intelligence Centre Overview, ACT! Overview.

Pastel Bank Manager

Eases the cashbook processing process.

Pastel Cash Manager

Introduction, Installing Cash Manager, Setting Up Cash Manager, Processing in Cash Manager, Compacting the Database.

Assessments

The assessment is not part of the course and is not included in the course price. Assessments must be completed within four weeks of attending the course.