

PASTEL PARTNER 2009 TRAINING

Pastel Partner 2009 Intermediate

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

Target Learners

This course is designed for any person who uses Pastel and wants to improve their skills. It also accommodates people who have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system.

Training

This is a 4 day course.

Delivery Methods

Delivery methods include:

- Self study
- Facilitated workshops

Benefits

The course will give you a sound knowledge of day-to-day and month end 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

Installation

Preparing to install, Installing Pastel Partner 2009, Registering Pastel Partner 2009.

Working in the Demo Company

Open a company in Pastel, Navigate in Pastel Partner using the four navigation methods.

Creating a New Company

Setting up a Company, Using the Pastel Setup Assistant.

Auto Setup

Auto Setup Menu, Auto Setup Process.

Edit Masterfiles

Edit General Ledger, Edit Suppliers, Edit Inventory, Edit Customers.

Take On Balances

Preparation, Taking On General Ledger Balances, Taking On Customer Balances, Taking On Supplier Balances, Taking On Inventory Balances.

Introduction to Processing

To Do Lists, Notes on Processing

Supplier Processing

Create a Purchase Order, Goods Received Notes, Supplier Invoices, Return and Debit, Supplier Journal.

Customer Processing

Create a Quotation; Sales Orders, Tax Invoices, Credit Notes, Debit Notes, Customer Journals.

Cash Book Processing

Reference Numbers, Settings, Processing in the Payments cash book, Inter - Account Transfers, Processing in the Receipts cash book, Processing petty cash transactions.

Monthly Processing

Customer monthly processes, Supplier monthly processes, other monthly processes, Inter Account Transfers, Processing in the Receipts cash book, Processing petty cash transactions.

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.