

## PASTEL PARTNER 2009 TRAINING

### Pastel Partner 2009 Processing

This training course is designed to give you the knowledge and skills necessary to perform a clerk function using Pastel Partner 2009.

### 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 two 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. 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

### **Working in the Demo Company**

Open a Company in Pastel; Navigate in Pastel using the four navigation methods.

### **Edit Masterfiles**

Edit General Ledger; Edit Suppliers; Edit Inventory; Edit Customers.

### **Introduction to Processing**

To Do Lists; Notes on Processing.

### **Supplier Processing**

Create a Purchase Order; Goods Received Notes; Supplier Invoices; Return and Debit; Supplier Journals.

### **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 and other monthly processes.

## 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.