

sage PASTEL

A C C O U N T I N G

EVOLUTION TRAINING

Pastel Evolution End User Module 1: Practitioner Course

This course consists of the following structure and content:

Course name:	*Unit Standards:	Duration:	Brief Course Outline:
General Ledger Module	12990 - Prepare ledger balances and an initial trial balance. 12995 - Maintain Financial records and prepare general ledger accounts.	1 Day	This course entails the following: <ul style="list-style-type: none"> • Installing and Registering the Pastel Evolution Product. • Registering a Segmented General Ledger. • Evolution Fundamentals. • Setting up the General Ledger defaults. • Processing cashbook and journal batches. • Processing opening balances. • The different reports available. • Customising reports within Evolution.
Accounts Receivable Module	12998 - Record income and receipts.	1 Day	This course entails the following: <ul style="list-style-type: none"> • Setting up the Customer defaults and master files. • Processing standard transactions. • The different reports available. • Customising reports within Evolution.
Accounts Payable Module	12898 - Make and record payments.	1 Day	This course entails the following: <ul style="list-style-type: none"> • Setting up the Supplier defaults and master files. • Processing standard transactions. • The different reports available. • Customising reports within Evolution.
Inventory Module	This is an Outcome Based Learning Intervention.	1 Day	This course entails the following: <ul style="list-style-type: none"> • Setting up the Inventory defaults and master files. • Processing inventory transactions such as invoices, goods received notes, supplier invoices, remittances etc. • The different reports available. • Customising reports within Evolution.
Order Entry Module	This is an Outcome Based Learning Intervention.	1 Day	This course entails the following: <ul style="list-style-type: none"> • Setting up the Order defaults. • Processing Purchase and Sales Orders. • The different reports available. • Customising reports within Evolution.

*The Unit Standard alignments are subject to change according to FASSET requirements and SAQA updates. These courses are explained in more detail further on in this document.

Entrance Requirements

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

1. Computer Literacy at NQF Level 3.
2. Mathematical Literacy at NQF Level 3.
3. Bookkeeping NQF Level 3 qualification or equivalent.

Target Learners

This course is developed for learners with a well established accounting background and/or qualification wanting to attend Pastel Evolution training to enhance their skills on using the product.

Training

This is a 5 day course.

Delivery Methods

Delivery methods include:

- Self Study
- Facilitated Workshops

*The deliverables does not include an Evolution Product CD.

Benefits

This course will provide a broad product information base and create greater awareness and confidence when using Pastel Evolution. Learners will learn about the different features in the product, as well as why they need to know this information and how it affects them in a practical way.

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.

Course Outline

Installing Pastel Evolution

Preparing to Install, Installing Pastel Evolution, Creating a Common Database, Registering Your Product.

Evolution Fundamentals

Logging into a Company, Copying a Company, Linking Workstations to Databases, Removing the Company from the Company Database, Deleting the Company Database, System Explorer Elements, The work area and Multiple Windows, Shortcut keys, Setting up a Retail Organisation, Creating a new Company Database, Backing up Company Data, Restoring your Company Database, Using On-Line Help, Utilities menu, Icons.

General Ledger Set up

Setting up your defaults, Creating transaction types, Creating new accounts, Editing existing accounts, Familiarising yourself with the Common functions, Performing maintenance processes.

Accounts Receivable Set up

Setting up your defaults, Creating transaction types, Creating and Editing Customer Accounts.

Accounts Payable Set up

Setting up your defaults, Creating transaction types, Creating and Editing Supplier Accounts.

Inventory Set up

Setting up your defaults, Creating transaction types, Creating and Editing Inventory Accounts.

Order Entry Set up

Setting up your defaults, Creating and Editing Order Statuses.

General Ledger Transactions

Creating new journal, cashbook and petty cash batches, Editing existing batches, Validating Batches, Processing batches, Updating batches, Printing batches, Processing opening balances, Bank Reconciliation.

Accounts Receivable Transactions

Processing standard transactions including receipts, discounts, post dated cheques, bad debts etc.

Accounts Payable Transactions

Processing standard transactions including payments, discounts, returns etc.

Inventory Transactions

Processing inventory transactions like stock takes, invoicing, goods received notes, returns, adjustments etc.

Order Entry Transactions

Processing purchase and sales orders.

Reports

Different Reports are defined and explained, Generating Reports, Printing Reports, Emailing Reports, Customising Reports.