



## **PASTEL PARTNER V11 - Advanced**

### **Entrance Requirements**

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

1. Bookkeeping NQF Level 3 or Grade 10
2. Computer Literacy at NQF Level 3 or Grade 10
3. Mathematical Literacy on Grade 10
4. Pastel Partner Intermediate Course

### **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.

### **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 computerized accounting package in South Africa.

**Duration:** 2 days

**Training Investment:** R2 950 incl. VAT

### **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 /Un-reconcile 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**

#### **Pastel Cash Manager**

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

### **Assessments**

**Assessments are mandatory in order to obtain certification for attending a course.**

The assessment fee is included in the course price. Students have 6 months in which to write their assessment from the day they attend the training. No extensions will be granted.