



PASTEL PARTNER V11 – Intermediate

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

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 computerized system.

Benefits

The course will give you a sound knowledge of day-to-day and month end processes in Pastel Partner V11. 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: 4 days

Training Investment: R4 950 incl. VAT

Course Outline

Installation

Preparing to Install, Installing Pastel Partner V11, Registering Pastel Partner V11

Working in the Demo Company

Open a Company in Pastel, Navigate in Pastel 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 Master files

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

Take On Balances

Preparation, Taking on General Ledger, Customer, Supplier and 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 in the Petty Cash, Cash Book

Monthly Processing

Customer Monthly Processes, Supplier Monthly Processes, Other Monthly Processes.

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.