



PASTEL XPRESS V11

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

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 Xpress 2009. Once you have passed the assessment, you will have a competency certificate in the most widely used computerized accounting package in South Africa.

Duration: 3 days

Training Investment: R3 450 incl. VAT

Course Outline

Installation

Preparing to Install; Installing Pastel Xpress V11; Registering Pastel Xpress 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.

Setup Menu

Edit Masterfiles

Edit General Ledger, Suppliers, Inventory, Customers.

Take On Balances

Preparation; Taking on General Ledger, Customer, Supplier and Inventory Balances.

Introduction to Processing

Notes on Processing

Supplier Processing

Create a Purchase Order; 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 in the Petty Cash, Cash Book.

Monthly Processing

Customer, Supplier and 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.