

Pastel Partner Version 11 Training

[Pastel Partner Version 11 – Advanced (Module 1-part 2)]

This comprehensive training course gives you the knowledge and skills necessary to perform a bookkeeper to balance sheet function.

[Entrance Requirements]

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

1. Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping
2. Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy
3. Mathematical Literacy or Standard 8/Grade 10 Mathematics
4. Pastel Partner Intermediate Course (Module 1)

If you are not yet competent in the required prerequisites, you must first complete the relevant courses before enrolling for this course. It is essential that the course prerequisites are met so as to avoid being asked to leave and the course fees being forfeited.

[Target Learners]

This course has been designed to give you a better understanding of the more involved processes in Pastel, at a supervisor level.

[Training]

This is a two day (12 hour) course.

[Delivery Methods]

The delivery methods include:

- Self study
- Facilitated workshops

[Assessments]

The assessment forms part of the course and will take place on the last day. If you wish to write the assessment on a different day, the following conditions will apply:

- The assessment must be written within 30 days of attending the course
- An additional assessment fee will be charged
- You will need to make arrangements with an Authorised Training Centre to allocate time for the assessment

[Course Outline]

The course includes the following content:

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

- A way to ease cash book processing
- Setup
- Processing in bank manager

Pastel Cash Manager

- Keeping control of customer payments
- Installing Cash Manager
- Setting Up Cash Manager
- Processing in Cash Manager
- Compacting the database

[Book Pastel Training at Preferred Solutions]

Step 1

E-mail training@prefsol.co.za with your requirements or contact us: 021 945 1279 / 021 945 4510

Step 2

A course enrolment form will be sent to you with all relevant course information.

Step 3

Once you have completed the course enrolment form please fax or email it back to us. On receipt of your documentation we send you a pro-forma invoice to make payment.

Step 4

All course fees are due 2 working days prior to the course. Please fax proof of payment to 021 945 2905 or e-mail it to training@prefsol.co.za

Step 5

Once payment has been received, a course confirmation and map to the training centre will be sent to you

[Contact the Preferred Training Team]

Bellpark Plaza, Unit 11B, C/O Durban & De Lange Road, Bellville, 7530 – (Opposite SARS)

