

Pastel Partner Version 11 Training

This course is
accredited by Fasset
at an NQF level 4
and carries 10
credits.



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

This comprehensive training course will give you the knowledge and skills necessary to perform a bookkeeper to trial balance function using Pastel Partner.

[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

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]

If you use Pastel and want to improve your skills, or if you have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system, this course is for you.

[Training]

This is a 4 day (24 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

[Benefits]

This particular course has been recognised and accredited by Fasset at an NQF level 4 and carries 10 credits.

[Course Outline]

The course includes the following content:

Installation

- Preparing to install
- Installing Pastel Partner Version 11
- Registering Pastel Partner Version 11

Working in the Demo Company

- Open a company in Pastel
- Navigate in Pastel Partner 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

- Taking on General Ledger balances
- Taking on Customer balances
- Taking on Supplier balances
- Taking on 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 petty cash transactions

Monthly Processing

- Customer monthly processes
- Supplier monthly processes
- Other monthly processes
- Inter Account transfers
- Processing in the receipts cash book
- Processing petty cash transactions

[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)

