

Pastel Partner Version 11 Training

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



[Pastel Partner Version 11 – Processing]

This comprehensive training course will give you the knowledge and skills necessary to perform a clerk function using Pastel Partner Version 11.

[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 on 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 want to improve your Pastel skills, or 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 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

[Benefits]

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

[Course Outline]

The following is handled in the course:

Working in the Demo Company

- Open a Company in Pastel
- Navigate in Pastel using the four navigation methods

Edit Masterfiles

- Edit General Ledger
- Edit Suppliers
- Edit Inventory
- Edit Customers

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 your 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 receive, 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)

