

Pastel Evolution Training

[Pastel Evolution - Accounts Payable Module]

This comprehensive training course covers the Pastel Evolution Accounts Payable Module.

[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 want to learn how to enhance your creditors' setup and processing skills, this course is for you.

[Training]

This is a one day (6 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 day of training. 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 5 and carries 8 credits.

[Course Outline]

This course will teach you how to log in and navigate within the Pastel Evolution software including the default settings of the Accounts Payable module.

You will be taught how to create and maintain supplier records.

Supplier transactions will also be covered:

- Supplier invoices
- Supplier returns
- Remittances
- Supplier discounts
- Allocations

The different reports available to aid in managing your suppliers will be introduced and explained.

[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@presol.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)

