



## PASTEL PARTNER V11 | ADVANCED TRAINING WORKSHOP

### Entrance Requirements

Learners need to meet the following prerequisites before attending any of these workshops:

- Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping.
- Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy.
- Mathematical Literacy or Standard 8/Grade 10 Mathematics.
- Pastel Partner V11 Intermediate Course.

If the learner is not yet competent in the required prerequisites then the learner must first complete the relevant courses before enrolling for any of these workshops. Should we find a learner on one of our courses that does not meet the prerequisites they will be asked to leave and the course fee will be forfeited.

### Assessments

The assessment forms part of the course and has to be written within 6 months from the commencement date of your classroom training. To make it easier for the learner all the Pastel assessments are now ONLINE. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a PC with internet access).

**COURSE DURATION:** TWO days (2)

**Delivery Method:** Facilitated Workshop

This training course is designed to give you the knowledge and skills necessary to perform advanced Pastel Partner V11 functions

### COURSE DETAILS

**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 a 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 / Unreconcile Cash Book, Renumber Codes, Block Customers / Suppliers Assistant.

**Advanced Functions in the Utility Menu** - Control Centre, Microsoft Office Integration.

To register for any of these workshop please complete the registration form on the next page and fax back to 086 579 4640 together with your Proof of Payment.

For further inquiries email: [info@lemays.co.za](mailto:info@lemays.co.za)



Please complete and return with proof of payment to: 086 579 4640

<b>Delegate Name:</b>	<b>Company Name:</b>				
<b>ID Number:</b>	<b>Company VAT Number:</b>				
<b>Postal Address:</b>	<b>Postal Address:</b>				
<b>Tel:</b>	<b>Tel:</b>				
<b>Fax:</b>	<b>Fax:</b>				
<b>Cell:</b>	<b>Cell:</b>				
<b>E-mail :</b>	<b>E-mail :</b>				
<b>Course Name:</b>					
<b>Course Date:</b>	<b>How did you learn about LTC?</b>				
<b>Course Times:</b> Courses are presented from <b>09h00 – 16h30</b> . These times include tea breaks and a lunch break.  <b>Meal Requirements: Allergies</b> Should you have any dietary preferences i.e. vegetarian, halaal, kosher etc? Please state if applicable: _____ <b>Direct Deposit</b> <b>Account Details: Lemay’s Training Centre CC,</b> <b>Standard Bank, Clearwater</b> <b>Branch Code: 00 001 206</b> <b>Account No: 402222768</b>	<b><u>Credit Card Payments–THE CARD USED FOR PAYMENT NEEDS TO BE PRESENTED ON THE DAY THE COURSE STARTS FOR AUTHENTICATION PURPOSES.</u></b>  Card Holder: _____ Card Number: _____ Expiry Date: _____ CCV Number: _____ Amount: _____ Signature: _____ Please Tick <table border="1"> <tr> <td>Straight:</td> <td>Budget : 3 Months</td> </tr> <tr> <td></td> <td>Budget : 6 Months</td> </tr> </table>	Straight:	Budget : 3 Months		Budget : 6 Months
Straight:	Budget : 3 Months				
	Budget : 6 Months				
<b>➤ TERMS &amp; CONDITIONS :</b> ➤ ➤ Seats are allocated on a first-come-first-served basis and are secured on receipt of payment and booking forms only. ➤ Payment is required strictly a week before commencement date of the course. Proof of payment to be faxed to 011 – 672 7779 ➤ <b>NO CANCELLATIONS WILL BE ACCEPTED, THE FULL COURSE FEE WILL BE CHARGED</b> – although substitutions may be made as agreed with Lemay’s Training Centre. Delegate must attend next scheduled course ➤ Lemay’s Training Centre CC reserves the right to cancel any course should there be an insufficient number of delegates booked for a course. ➤ Secure parking available ➤ Certificates issued by PASTEL on completion of an assessment ( pass mark 75%) <b>I hereby agree to the above terms and conditions and that I meet the Entrance Requirements for the course that I am registering for.</b>					
<b>Applicant’s Signature:</b> _____ <b>Date:</b> ____/____/20____					