



## Pastel Xpress V11 | Training Course

### Entrance Requirements

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

- 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.

If a learner is not yet competent in the required prerequisites then he/she must first complete the relevant courses before enrolling for this course. Should we find a student on one of our courses that do not meet the prerequisites they will be asked to leave and all the course fee will be forfeited.

**Target Learners** - This course is designed for any person who wants to improve their processing skills using Pastel Xpress V11 software.

**Assessments** - The assessment is part of the course and has to be written within 6 months from the commencement date of the learners classroom training. All Pastel assessments are now ONLINE. This means that assessments can be written in the learners own time and in the comfort of the learners home (as long as the learner has a PC with internet access.)

### COURSE DURATION

THREE DAYS (3) (18 HOUR COURSE)

### COURSE OUTLINE

#### Installation

- Preparing to Install Pastel Xpress V11.
- Installing Pastel Xpress V11.
- Registering Pastel Xpress V11

**Navigate** - Navigate in Pastel using the four navigational methods in the Demo Company.

**Create a New Company** - Create and Set Up a New Company in Pastel Xpress V11.

**Master Files** - Create General Ledger, Customer, Supplier and Inventory Accounts.

**Take on Balances** - Take on General Ledger, Customer, Supplier and Inventory Balances.

#### Processing

- Supplier Processing – Purchase Orders, Supplier Invoices, Returns and Supplier Journal.
- Customer Processing – Quotation, Sales Order, Credit and Debit Notes, and Customer Journal.
- Cash Book/Petty Cash– Payments and Receipts, Inter Account Transfers and Bank Reconciling.
- Monthly Processing – Customers, Suppliers and Other.

To register for this 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>				
<p><b>Course Times:</b> Courses are presented from <b>09h00 – 16h30</b>. These times include tea breaks and a lunch break.</p> <p><b>Meal Requirements: Allergies</b> Should you have any dietary preferences i.e. vegetarian, halaal, kosher etc? Please state if applicable: _____</p> <p><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></p>	<p><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></p> <p>Card Holder: _____ Card Number: _____ Expiry Date: _____ CCV Number: _____ Amount: _____ Signature: _____</p> <p>Please Tick</p> <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				
<p>➤ <b><u>TERMS &amp; CONDITIONS :</u></b></p> <p>➤ Seats are allocated on a first-come-first-served basis and are secured on receipt of payment and booking forms only.</p> <p>➤ Payment is required strictly a week before commencement date of the course. Proof of payment to be faxed to 011 – 672 7779</p> <p>➤ <b>NO CANCELLATIONS WILL BE ACCEPTED, THE FULL COURSE FEE WILL BE CHARGED – although substitutions may be made as agreed with Lemay's Training Centre. Delegate must attend next scheduled course</b></p> <p>➤ Lemay's Training Centre CC reserves the right to cancel any course should there be an insufficient number of delegates booked for a course.</p> <p>➤ Secure parking available</p> <p>➤ Certificates issued by PASTEL on completion of an assessment ( pass mark 75%)</p> <p><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></p> <p><b>Applicant's Signature:</b> _____ <b>Date:</b> ____/____/20____</p>					