



Pastel Partner 2009 – GL Manager Module

This comprehensive training programme will cover the functions and features of the Pastel Partner General Ledger add-on 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 on Standard 8/Grade 10 Mathematics

Target Learners

This course is designed specifically for learners who want to enhance their General Ledger processing skills in a Pastel Partner 2009 environment.

Training

This is a half day course.

Delivery Method

Facilitated workshop

Benefits

This course will provide a broad product information base and create greater awareness and confidence when using Pastel Partner 2009. Learners will be taught about the different features in the product, as well as why they need to know this information and how it affects them in a practical way.

Assessments

The assessment is not part of the course and is not included in the course price.

Course Outline

The General Ledger Manager module allows you to make changes to your General Ledger that is not possible to do by editing accounts. You would use the General Ledger Manager to restructure your General Ledger to reflect changes in your business or to correct errors that have been made when creating accounts. For example if you selected the incorrect chart of accounts when creating your company and have then worked in the company, you can adjust the General Ledger using this module.

You will cover the following course objectives:

- Renumber General Ledger Accounts.
- Delete General Ledger Accounts.
- Consolidate General Ledger Accounts.
- Change Financial Categories.
- Change GAAP Categories.
- Print the Audit Trail.