



## Pastel Partner 2009 – Point of Sale Module

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This comprehensive training programme covers the Pastel Partner Point of Sale (POS) 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 Point of Sale processing and management skills in a Pastel Partner 2009 environment.

### Training

This is a half day course.

### Delivery Methods

Facilitated workshop

### Benefits

This course will provide a broad product information base and create greater awareness and confidence when using the Pastel Partner 2009 Point of Sale module. Learners will be taught about the different features in the product 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

Pastel Point of Sale (POS) is a simple and secure retail solution. Pastel Point of Sale is powerful, yet easy to set-up and operate.

You will cover the following course objectives:

- Setting Up Point of Sale
  - Settings in Pastel
  - Settings in Point of Sale
  - Setting up Backup Paths
- Processing Point of Sale transactions
  - Shortcut transactions
  - Processing PoS transactions
  - Processing Cash In / Out
  - Processing using the touch screen
  - Supervisor processing
  - Updating documents
- Point of Sale Reports
  - Outstanding documents
  - Batch listings
  - Cash up variance report
  - Daily sales reports
  - Monthly sales report
- Compacting the Database