



## Pastel Partner 2009 – Receipting

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This comprehensive training programme covers the Pastel Partner Receipting 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 work on the Pastel Partner 2009 Receipting module. This module has been designed to assist companies who create invoices with no guarantee of payment. Some examples of businesses that fall in this category are schools, non-governmental organisations or Section 21 companies and publishing companies.

### 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 the Pastel Partner 2009 Receipting 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 Receipting is a specialised add-on module that allows you to enter data once in order to process and print receipts. You can do this without having to use your cash book. Once you are ready, Pastel Receipting will automatically move the receipts into your cash book for you.

You will cover the following course objectives:

- Setting up the Receipting module
- Processing in Receipting module
- Receipting module reports