



## Pastel Partner 2009 – Time and Billing Module

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This comprehensive training programme covers the Pastel Partner Time and Billing 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 specifically designed for learners who want to enhance their processing skills when using the Time and Billing module. This module is designed to assist service orientated businesses that need to bill customers for services provided to them.

### 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 Time and Billing 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

The Pastel Partner Time and Billing module allows you to bill your employees' time to your customers. Simply fill out timesheets for your employees and charge your customers via activities. The activities that you create are the services you sell to your customers.

You will cover the following course objectives:

- Setting up Time and Billing
- Processing timesheets
- Generating Time and Billing invoices
- Time and Billing reports