



Pastel Partner 2009 – Year End

This comprehensive training programme covers the Pastel Partner Year End process.

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 or Standard 8/Grade 10 Mathematics
4. Pastel Partner End User Course.

Target Learners

This course is designed specifically for learners who work on Pastel Partner 2009. It will assist you when you need to run the Year End Assistant to consolidate your business transactions for the past financial year. This procedure is fully automated and prepares your company for the new year.

Training

This is a half day course.

Delivery Methods

Facilitated workshops

Benefits

This workshop will provide a broad product information base and create greater awareness and confidence when preparing for and running a Year End using Pastel Partner.

Assessments

There is no assessment for this course.

Course Outline

This course includes the following content:

- Preparing to run Year End
 - Setting up the Retained Income account
 - View open batches – jumping to another User
 - Processing an Inventory Count
 - Cash book transactions to process at Year End
 - Journals to process at Year End
 - Pre-Year End customer account adjustments
 - Foreign currency revaluation
 - Checking Data Integrity
 - Printing the necessary reports
- The Year End Checklist
- Running the Year End Assistant
- Possible Problems and Solutions
- After Year End
 - Confirming that your company is ready for the New Year
 - Posting Year End adjustments