

PASTEL PARTNER 2009 | ADVANCED TRAINING COURSE



COURSE DURATION: TWO DAYS (2)

This training course is designed to give you the knowledge and skills necessary to perform advanced Pastel Partner 2009 functions

COURSE DETAILS

Entrance Requirements - Pastel Fundamentals; OR A recognized accounting qualification; OR A pass on a pre-requisite assessment.

Target Learners - This course is designed for any person who is proficient Pastel and wants to improve their skills. It is designed to give learners a better understanding of the more involved processes in Pastel, at a supervisor level.

Assessments - The assessment is not part of the course and is not included in the course price. Assessments are to be completed within four weeks of completing the training course.

Delivery Methods - Instructor-led, group-paced, classroom-delivery learning model, with structured hands-on activities.

Benefits - The course will give you a sound knowledge of advanced processes in Pastel Partner 2009. Even the most seasoned Pastel Partner user will gain new skills and insights.

Once you have passed the assessment, you will have a SETA accredited certificate in the most widely used computerised accounting package in South Africa.

Advanced Functions in the File Menu - Consolidating Companies, Export / Import, Data Integrity, Restore, Send and Receive Accountant Data, Printer / Font Setup.

Advanced Functions in the General Ledger - User Setup, Creating a New Entry Type, Editing the Tax Box Layout, Budgets, Cost Codes, Depreciation, Accruals, Purchase of an Asset, Tax in the General Journal, Importing a Bank Statement in the Bank Reconciliation, Using a Salaries and Wages Control Account.

Advanced Customer Functions - Multiple Delivery Addresses, Discounts and Special Prices, Make One for All Feature, Processing an RD Cheque, Accounting for Bad Debts, Mail Merge feature.

Advanced Supplier Functions - Additional Cost Invoices, Processing Invoices with Customs Tax.

Advanced Functions in the Change Menu - Delete History / Clear Files, Delete Inactive Customers / Suppliers, Open Item / Balance Forward Conversions, Reconcile / Unreconcile Cash Book, Rename Codes, Block Customers / Suppliers Assistant.

Advanced Functions in the Utility Menu - Control Centre, Microsoft Office Integration.

Other Advanced Functions - Forms Designer, Inventory Selling Price Adjustment, Business Intelligence Centre Overview, ACT! Overview.

Pastel Cash Manager - Introduction, Installing Cash Manager, Setting Up Cash Manager, Processing in Cash Manager, Compacting the Database.