

PASTEL PARTNER 2009 | INTERMEDIATE TRAINING COURSE

COURSE DURATION: FOUR DAYS (4)



This comprehensive training program was designed to give you the knowledge and skills necessary to perform day to day functions as well as giving you the necessary Supervisory skills to assist with the setting up of the software in order to work efficiently with Partner 2009.

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 uses Pastel and wants to improve their skills. It also accommodates people who have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system.

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 day-to-day and month end processes in Pastel Partner 2009.

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

Installation - Preparing to Install and Register Pastel Partner 2009.

Navigate - Navigate in Pastel using the four navigational methods.

Create a New Company - Create and Set Up a New Company in Pastel Partner 2009.

Master Files - Create General Ledger, Customer, Supplier and Inventory Accounts.

Take on Balances - Take on General Ledger, Customer, Supplier and Inventory Balances

Processing

- **Supplier Processing – Purchase Orders, Goods Received Notes, Supplier Invoices, Returns and Supplier Journal**
- **Customer Processing – Quotation, Sales Order, Credit and Debit Notes, and Customer Journal**
- **Cash Book/Petty Cash– Payments and Receipts, Inter Account Transfers and Bank Reconciling**
- **Monthly Processing – Customers, Suppliers and Other**

Unit Std	Description	NQF Level	Credits
114736	Record Business Financial Transactions	4	5