

PASTEL PARTNER 2009 | PROCESSING TRAINING COURSE

COURSE DURATION: TWO DAYS (2)



This training course is designed to give you the knowledge and skills necessary to perform a clerical function using the Pastel Partner 2009 Software.

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

Entrance Requirements - Pastel Introduction to Bookkeeping; 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.

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.

Navigate

Navigate in Pastel using the four navigational methods.

Master Files

Create General Ledger, Customer, Supplier and Inventory Accounts

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