

## Pastel Xpress 2009 | Training Course



### COURSE DURATION - THREE DAYS (3)

This training course is designed to give you the knowledge and skills necessary to be able to use the Pastel Xpress 2009 software.

### COURSE OUTLINE

**Installation** - Preparing to Install and Register Pastel Xpress 2009.

**Navigate** - Navigate in Pastel using the four navigational methods.

**Create a New Company** - Create and Set Up a New Company in Pastel Xpress 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, 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.

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

**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.

**Benefits** - The course will give you a sound knowledge of day-to-day and month end processes in Pastel Xpress 2009.

Unit Std	Description	NQF Level	Credits
114736	Record Business Financial Transactions	4	5
117424	Calculate and Record Vat	3	5