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Pastel Accounting level 1 course content (2-day)

Course Description:

Bookkeeping Fundamentals course is a comprehensive training programme which covers the basic bookkeeping terms and concepts, shows how to deal with basic bookkeeping documents and how to use them in a manual accounting system.

Target Audience

This course has been designed for learners who are required to work on any of the Pastel Accounting Software packages, and who have had little or no exposure to bookkeeping.

Prerequisites

Learners need to have Mathematical Literacy or Standard 8/Grade 10 Mathematics to complete this course.

Course Outline:

1. Bookkeeping Introduction

- Topic A: Types of companies
- Topic B: The Double Entry System
- Topic C: Bookkeeping and Accounting Cycle

2. Introduction to VAT

- Topic A: Introduction to VAT
- Topic B: Terms used in VAT
- Topic C: VAT processing
- Topic D: Calculating VAT
- Topic E: Bank statements

3. Source Documents

- Topic A: Receipts
- Topic B: Deposit books / slip
- Topic C: Cheque counterfoils
- Topic D: Petty cash vouchers
- Topic E: Tax invoices
- Topic F: Credit notes and Returns

4. Inventory

- Topic A: Inventory Systems
- Topic B: Costing Methods

5. Subsidiary Journals

- Topic A: Cash book Journal
- Topic B: Customer and Supplier Journals
- Topic C: Petty Cash Journals
- Topic D: General Journal
- Topic E: Closing off Journals
- Topic F: Credit Notes and Returns

6. General Ledger

- Topic A: The different sections of the general ledger
- Topic B: Posting from the subsidiary journals to the general ledger
- Topic C: Closing off accounts in the general ledger

7. Trial Balance

- Topic A: Post your General Ledger to your Trial Balance

8. Income Statement

- Topic A: Post from Trial Balance to Income Statement

9. General Ledger

- Topic A: Post from your Trial Balance to your Balance sheet

Pastel Accounting level 2 course content (4-day)

Course Description:

Pastel Intermediate course equips businesses to streamline their accounting and management process. Pastel enables you to perform the type of process required: Opening a new company, Customer and Supplier documentation, cash book entries, bank reconciliations, Journal entries, Processing and View options.

Target Audience

Anyone that needs to learn Pastel Partner 11 and perform daily tasks on it.

Prerequisites

Basic Bookkeeping Knowledge as well as proper IT skills.

Course Outline:

1. Installation

- Topic A: Preparing to Install
- Topic B: Installing Partner V11
- Topic C: Registering your Partner V11

2. Working in the Demo Company

- Topic A: Open a Company in Partner
- Topic B: Navigating in Partner V11

3. Creating a New Company

- Topic A: Setting up a Company
- Topic B: Using the Partner Setup Assistant

4. Auto Setup

- Topic A: Auto Setup Menu
- Topic B: Auto Setup Process

5. Edit Menu

- Topic A: The Edit Menu
- Topic B: Edit General Ledger
- Topic C: Edit Suppliers
- Topic D: Edit Inventory
- Topic E: Edit Customers

6. Take on Balances

- Topic A: Preparation
- Topic B: Taking on General Ledger Balances
- Topic C: Taking on Customer Balances
- Topic D: Taking on Supplier Balances
- Topic E: Taking on Inventory Balances

7. Introduction to Processing

- Topic A: To Do Lists
- Topic B: Notes on Processing

8. Supplier Processing

- Topic A: Purchase Order
- Topic B: Goods Received Note
- Topic C: Supplier Invoices
- Topic D: Return and Debit
- Topic E: Supplier Journals

9. Customer Processing

- Topic A: Create a quote
- Topic B: Sales Orders
- Topic C: Tax Invoices
- Topic D: Credit Notes
- Topic E: Debit Notes
- Topic F: Customer Journals

10. Cash Book Processing

- Topic A: Reference Number
- Topic B: Settings
- Topic C: Processing in the Payments Cash Book
- Topic D: Inter Account Transfers
- Topic E: Processing in the Receipts Cash Book
- Topic F: Processing in the Petty Cash Book

11. Monthly Processing

- Topic A: Customer Monthly Processes
- Topic B: Supplier Monthly Processes
- Topic C: Other Monthly Processes

Pastel Accounting level 3 course content (2-day)

Course Description

Pastel Advanced is a comprehensive training course that gives you the knowledge and skills necessary to perform as a bookkeeper to balance sheet function.

Target Audience

This course has been designed to give you a better understanding of the more involved processes in Pastel, at a supervisor level.

Prerequisites

Learners need to meet the following prerequisites before attending this course: , Bookkeeping NQF Level 3 qualification or Standard 8 / Grade 10 Bookkeeping, Computer Literacy at NQF Level 3 or Standard 8 / Grade 10 Computer Literacy, Mathematical Literacy or Standard 8 / Grade 10 Mathematics, Pastel Partner Version 11 Intermediate

Course Outline

1. Advanced Functions in the File Menu

- Topic A: Consolidating Companies
- Topic B: Export / Import
- Topic C: Data integrity
- Topic D: Restore a Company
- Topic E: Send and Receive Accountant Data

2. Advanced Functions

- Topic A: User Setup
- Topic B: Creating a New Entry Type
- Topic C: Editing the Tax Box Layout
- Topic D: Budgets
- Topic E: Cost codes
- Topic F: Depreciation
- Topic G: Accruals
- Topic H: Purchase of an Asset
- Topic I: Tax in the General Journal
- Topic J: Using a Salaries and Wages Control Account

3. Advanced Customer Functions

- Topic A: Multiple Delivery Addresses
- Topic B: Discounts and Special Prices
- Topic C: Make One for All feature
- Topic D: Processing and RD Cheques
- Topic E: Accounting for Bad Debts
- Topic F: Mail Merge feature

4. Advanced Supplier Function

- Topic A: Additional Cost Invoices
- Topic B: Processing invoices with Customs Tax

5. Advanced Functions in Change Menu

- Topic A: Delete History / Clear files
- Topic B: Delete Inactive Customers / Suppliers
- Topic C: Open Item / Balance Forward Conversions
- Topic D: Reconcile / Unreconcile Cash Book
- Topic E: Renumber codes
- Topic F: Block Customers / Suppliers Assistant

6. Advanced Functions Utility Menu

- Topic A: Control Centre
- Topic B: Microsoft Office Integration

7. Other Advanced Functions

- Topic A: Forms Designer
- Topic B: Inventory Selling Price Adjustment
- Topic C: Business Intelligence Centre Overview
- Topic D: ACT Overview

8. Pastel Bank Manager

- Topic A: Introduction
- Topic B: Processing in Bank Manager

9. Other Advanced Functions

- Topic A: Introductions
- Topic B: Installing Cash manager
- Topic C: Setting up Cash Manager
- Topic D: Processing in Cash Manager
- Topic E: Compacting the Database