

Pastel Partner 2007: Advanced

Course Specifications

Software: Pastel Partner 2007 (ver. 9)

Course length: 3.0 day(s)

Certification: Preparation towards Record business financial transactions

NQF Level: 2

NQF Credits: 3

Prerequisites

Prior to attending this course learners must have completed the Pastel Partner 2007 course and assessment.



PASTEL | ACCOUNTING

Authorised Training Centre

Course Content

Lesson 1: Getting to know Softline Pastel

Introducing the Pastel Partner 2007 Training Course
Softline Pastel corporate Profile
Customer Added Value
Pastel E-Business
Pastel Partner 2007 Product Range
Pastel Accountants Forum
Pastel Bookkeepers Forum

Lesson 2: Creating a Skeleton Company

Copying a Company
Delete History/Clear Files
Formative Assessment

Lesson 3: Import / Export Master File Information

Exporting Master File Information
Importing Master File Information
Formative Assessment

Lesson 4: Budgets

Creating a Budget
Printing the Budget
Formative Assessment

Lesson 5: Cost Codes

Creating Cost Codes
Formative Assessment

Lesson 6: Suppliers

The Reorder Assistant
Formative Assessment

Lesson 7: Customers

Customer Categories
Customer Accounts using Multiple Addresses
Make One for All Invoicing
Recurring Tax Invoices
Formative Assessment

Lesson 8: Data Integrity

Using the Data Integrity Assistant
Formative Assessment

Lesson 9: Inventory

Using the Inventory Journal facility
Inserting a Graphic
Formative Assessment

Lesson 10: Customer Prices

Using the Customer Prices Assistant
Future Prices and Special Prices
Formative Assessment

Lesson 11: The Forms Designer

Working with the Forms Designer
Inserting Graphics
Deleting Boxes
Deleting Lines
Deleting Text Fields
Moving Fields
Resizing Fields
Aligning Fields

Resizing Boxes

Inserting Text Fields
Inserting Database Fields
Editing Text Fields
Print Preview
Changing Fonts and Font Sizes
Inserting Boxes
Formative Assessment

Lesson 12: The Control Centre

Overview
Control Centre Shortcut
Formative Assessment

Lesson 13: Text Type Adjustment

Overview
Adjust Tax Type Assistant
Formative Assessment

Lesson 14: Periodic Processing and Reporting

Multiple Address Invoicing
View Customer Reports
Processing Overdue Customers Interest
Recurring Journal
Open Batches Screen
Printing and Updating Batches
Using the Remittance Assistant
The General Ledger Report Writer – View Reports
The Drill Down Function
Print Customer Letters using Microsoft Word
Monthly Financial Reports
Graphs and Financial Ratio's
Consolidation of Accounts
Formative Assessments