

Pastel Partner 2007: Part 1: Setup Companies

Course Specifications

Software: Pastel Partner 2007 (ver. 9)
Course length: 3.0 day(s)
Certification: Record business financial transactions
NQF Level: 4
NQF Credits: 5 (114736)



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: Computer Fundamentals and Basic Windows Commands

Becoming familiar with your computer
Working in Microsoft Windows
Formative Assessment

Lesson 3: Accounting Principles

Lesson Overview
The Accounting Equation
Profit and Loss
Debits and Credits
Double Entry Accounting
Demonstrating the Accounting Principles
Source Documents and Entry Types
Summary
Formative Assessment

Lesson 4: Installation and Registration

Lesson Overview
Hardware Requirements
Installing the Pastel Partner 2007 Software
Registering your Package
Registering the Demonstration Version
Registering the Educational Pack Version
Registering the Live Version
Pervasive Database
Formative Assessment

Lesson 5: Working in the Demo Company

How to open and navigate around your Pastel Company
Fuction and Shortcut Keys
Pastel Utilities
Summary
Formative Assessment

Lesson 6: Creating a New Company

Setting up a Retail Organisation
Using the Setup Assistant
Summary
Formative Assessment

Lesson 7: Using the Auto Setup

Using the Auto Setup after creating your new company
Setup Company Parameters
Setup User Passwords
Setup Financial Categories
Setup Entry Types
Setup Periods
Setup Tax
Setup Customer Control
Setup Customer Documents
Setup Suppliers Control
Setup Suppliers Documents
Setup Inventory

The Backup Process
Formative Assessment

Lesson 8: The Edit Menu – Customers

Overview
Creating Customer Categories
Creating Sales Analysis Codes
Creating Customer Accounts
Designing Customer Codes
Compiling a Not about a Customer
Creating Cash Customer Accounts
Change from open item to balance forward
Printing the Customer Master File Listing
Summary
Formative Assessment

Lesson 9: The Edit Menu – Suppliers

Overview
Creating Supplier Accounts
Printing the Supplier Master File listing
Summary
Formative Assessment

Lesson 10: The Edit Menu-Inventory & General Ledger

Overview
Creating Inventory items
Creating Inventory Categories
Creating Inventory items – Service item
Creating & Editing General Ledger Accounts
Creating General Ledger Sub Accounts
Crating inventory Codes
ReNUMBERING inventory Codes
View inventory Reports & Master file Listings
Summary
Formative Assessment