

## Pastel Partner 2007: Part 2: Process Transactions

### Course Specifications

Software: Pastel Partner 2007 (ver. 9)  
Course length: 2.0 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  
Unit Standard Alignment for this 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: Working in the Demo Company

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

#### Lesson 4: The Process Menu

Overview  
Suppliers  
Customers  
Cash Book  
Bank Reconciliation  
Petty Cash Book  
Journals  
Formative Assessment

#### Lesson 5: Processing : View Menu

Overview  
General Ledger Reports  
Customer Reports  
Suppliers Reports  
Inventory Reports  
Summary  
Formative Assessment

#### Lesson 6: Housekeeping

Overview  
Backup Process  
Restore Process  
Printer / Font Setup  
Correction of Errors  
Formative Assessment

#### Lesson 7: Practice Tasks – The Second month of Trading

Lesson Overview  
Processing a Second Month  
Processing a Quotation  
Creating Sales Orders and Invoices  
Creating a Credit Note  
Using the Remittance Assistant  
Summary  
Formative Assessment

#### Lesson 8: Practice Tasks – The Third Month of Trading

Additional exercises

#### Lesson 9: Workshop

Taking on Opening Balances

#### Additional Information

Vat Addendum

#### Glossary

Formative Assessment summary  
Course Evaluation Form