

Advanced College SA Registration 2012/042729/07

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All our Pastel Accounting training is certified by Pastel & Fasset Seta. Your certificate is issued by Pastel and therefore no doubt exist about your certification. Registered as SVA0020

The Sage Pastel Course is done on Pastel Partner Accounting Version 17 and includes:

Pastel Bookkeeping Fundamentals R3640 (Needed if you don’t have: Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping} If not, this course must be done before Processing or Intermediate.

Pastel Partner Processing R4820 - 5 days or 40 hours  (Includes year-end procedure)

Pastel Partner Intermediate R9990 – 5 days or 40 hours (Includes year-end procedure)

 Pastel Advanced R3640 – 2 days or 16 hours

Pastel Express R5570 (Bundle course with Bookkeeping Fundamentals R8500)

***NB: Once you have successfully passed the Bookkeeping Fundamentals Assessment, and online exams on the rest, you will received a SETA accredited certificate from Sage Pastel South Africa.***

Detail:

Pastel Partner Version 14 Processing

This comprehensive training course will give you the knowledge and skills necessary to perform

a clerk function using Pastel Partner Version 17.

[ Entrance Requirements ]

Learners need to meet the following prerequisites before attending this course:

1. Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping or do the introduction.

2. Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy.

3. Mathematical Literacy or Standard 8/Grade 10 Mathematics.

If a learner is not yet competent in the required prerequisites then he/she must first complete the relevant courses before enrolling for this course. Should we find a student on one of our courses that do not meet the prerequisites they will be asked to leave and the course fee will be forfeited.

[ Target Learners ]

If you want to improve your Pastel skills, or have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system, this course is for you.

[ Training ]

This is a two day (12 hour) course.

[ Delivery Methods ]

The delivery methods include:

• Self study.

• Facilitated workshops.

[ Assessments ]

The assessment forms part of the course and has to be written within 6 months from the commencement date of your classroom training or self study course. To make it easier for you, all the Pastel assessments are now ONLINE. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a PC with internet access). Working in the Demo Company

• Open a Company in Pastel

• Navigate in Pastel using the four navigation methods

Edit Masterfiles

• Edit General Ledger

• Edit Suppliers

• Edit Inventory

• Edit Customers

Introduction to Processing

• To do lists

• Notes on processing

Supplier Processing

• Create a purchase order

• Goods received notes

• Supplier invoices

• Return and debit

• Supplier journal

Customer Processing

• Create a quotation

• Sales orders

• Tax invoices

• Credit notes

• Debit notes

• Customer journals

Cash Book Processing

• Reference numbers

• Settings

• Processing in the payments cash book

• Inter - Account transfers

• Processing in the receipts cash book

• Processing petty cash transactions

Monthly Processing

• Customer monthly processes

• Supplier monthly processes

• Other monthly processes

• Inter Account transfers

• Processing in the receipts cash book

• Processing petty cash transactions

Pastel Partner Version 17 Intermediate

This comprehensive training course will give you the knowledge and skills necessary to perform

a bookkeeper to trial balance function using Pastel Partner.

[ Entrance Requirements ]

Learners need to meet the following prerequisites before attending this course:

1. Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping.

2. Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy.

3. Mathematical Literacy or Standard 8/Grade 10 Mathematics.

If a learner is not yet competent in the required prerequisites then he/she must first complete the relevant courses before enrolling for this course. Should we find a student on one of our courses that do not meet the prerequisites they will be asked to leave and the course fee will be forfeited.

[ Target Learners ]

If you use Pastel and want to improve your skills, or if you have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system, this course is for you.

[ Training ]

This is a four day (24 hour) course.

[ Delivery Methods ]

The delivery methods include:

• Self study.

• Facilitated workshops.

[ Assessments ]

The assessment forms part of the course and has to be written within 6 months from the commencement date of your classroom training or self study course. To make it easier for you, all the Pastel assessments are now ONLINE. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a PC with internet access). Installation

• Preparing to install

• Installing and registering Pastel Partner Version 14

Working in the Demo Company

• Open a company in Pastel

• Navigate in Pastel Partner using the four navigation methods

Creating a New Company

• Setting up a company

• Using the Pastel setup assistant

Auto Setup

• Auto Setup menu

• Auto Setup process

Edit Masterfiles

• Edit General Ledger

• Edit Suppliers

• Edit Inventory

• Edit Customers

Take On Balances

• Taking on General Ledger balances

• Taking on Customer balances

• Taking on Supplier balances

• Taking on Inventory balances

Introduction to Processing

• To do lists

• Notes on processing

Supplier Processing

• Create a purchase order

• Goods received notes

• Supplier invoices

• Return and debit

• Supplier journal

Customer Processing

• Create a quotation

• Sales orders

• Tax invoices

• Credit notes

• Debit notes

• Customer journals

Cash Book Processing

• Settings

• Processing in the cash book

• Inter - Account transfers

Monthly Processing

• Customer monthly processes

• Supplier monthly processes

• Other monthly processes

• Processing in cash book

Pastel Advanced

 This comprehensive training course gives you the knowledge and skills necessary to perform

a bookkeeper to balance sheet function.

[ Entrance Requirements ]

Learners need to meet the following prerequisites before attending this course:

1. Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping.

2. Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy.

3. Mathematical Literacy or Standard 8/Grade 10 Mathematics.

4. Pastel Partner Version 14 Intermediate.

If a learner is not yet competent in the required prerequisites then he/she must first complete the relevant courses before enrolling for this course. Should we find a student on one of our courses that do not meet the prerequisites they will be asked to leave and the course fee will be forfeited.

[ Target Learners ]

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

[ Training ]

This is a two day (12 hour) course.

[ Delivery Methods ]

The delivery methods include:

• Self study.

• Facilitated workshops.

[ Assessments ]

The assessment forms part of the course and has to be written within 6 months from the commencement date of your classroom training or self study course. To make it easier for you, all the Pastel assessments are now ONLINE. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a PC with internet access). The course includes the following content:

Advanced Functions in the File Menu

• Consolidating companies

• Export / Import

• Data integrity

• Restore

• Send and receive accountant data

• Printer / font setup.

Advanced Functions in the General Ledger

• User Setup

• Creating a new entry type, editing the tax box

• Layout, budgets

• Cost codes

• Depreciation

• Accruals

• Purchase of an asset

• Tax in the General Journal

• Importing a bank statement in the bank reconciliation

• Using a salaries and wages control account

Advanced Customer Functions

• Multiple delivery addresses

• Discounts and special prices

• Make one for all feature

• Processing an RD cheque

• Accounting for bad debts

• Mail merge feature

Advanced Supplier Functions

• Additional cost invoices

• Processing invoices with customs tax

Advanced Functions in the Change Menu

• Delete history / clear files

• Delete inactive Customers / Suppliers

• Open item / balance forward conversions

• Reconcile / unreconcile cash book

• Renumber codes

• Block Customers / Suppliers assistant

Advanced Functions in the Utility Menu

• Control centre

• Microsoft Office integration

Other Advanced Functions

• Forms designer

• Inventory selling price adjustment

• Business Intelligence Centre overview

• ACT! overview

Pastel Bank Manager

• A way to ease cash book processing

• Setup

• Processing in bank manager

Pastel Cash Manager

• Keeping control of customer payments

• Installing Cash Manager

• Setting Up Cash Manager

• Processing in Cash Manager

• Compacting the database