

# PASTEL | TRAINING

## PASTEL XPRESS 2010 TRAINING

### Pastel Xpress 2010 – V11

This training course is designed to give you the knowledge and skills necessary to perform a clerk function using Pastel Xpress 2010.

### Entrance Requirements

1. Pastel Fundamentals; OR
2. A recognised accounting qualification; OR
3. A pass on a pre-requisite assessment.

### Target Learners

This course is designed for any person who uses Pastel and wants to improve their skills. It also accommodates people who have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system.

### Training and Cost

This is a three day course./ R3920.00 incl, this includes the assessment fee.

### Delivery Methods

Instructor-led, group-paced, classroom-delivery learning model, with structured hands-on activities.

### Benefits

The course will give you a sound knowledge of day-to-day and month end processes in Pastel Xpress 2010. Once you have passed the assessment, you will receive a competency certificate in the most widely used computerised accounting package in South Africa.

### Course Outline

#### Installation

Preparing to Install; Installing Pastel Xpress 2010; Registering Pastel Xpress 2010.

#### Working in the Demo Company

Open a Company in Pastel; Navigate in Pastel using the four navigation methods.

#### Creating a New Company

Setting up a Company; Using the Pastel Setup Assistant.

#### Setup Menu

#### Edit Masterfiles

Edit General Ledger; Edit Suppliers; Edit Inventory; Edit Customers.

#### Take On Balances

Preparation; Taking On General Ledger Balances; Taking On Customer Balances; Taking On Supplier Balances; Taking On Inventory Balances.

#### Introduction to Processing

Notes on Processing

#### Supplier Processing

Create a Purchase Order; Supplier Invoices; Return and Debit; Supplier Journals.

**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 in the Petty Cash and Cash Book.

**Monthly Processing**

Customer Monthly Processes; Supplier Monthly Processes; Other Monthly Processes.

**Assessments**

The assessment is not part of the course but is included in the course price. Assessments must be completed within six months of attending the course. Contact your nearest Paste Training Centre to book an assessment.

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