

# PASTEL | TRAINING

## PASTEL TRAINING

### Pastel Introduction to Bookkeeping

This training program will introduce learners to basic Bookkeeping terms and concepts. This brief overview course will show learners how to deal with basic bookkeeping documents and how to use them in a manual accounting system.

### Entrance Requirements

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

1. Mathematical Literacy at NQF Level 3 or Standard 5/Grade 10 Mathematics

### Target Learners

Individuals who are required to operate any of the Pastel Accounting packages, but have had little or no exposure to bookkeeping.

### Training

This is a two-day course.

### Delivery Methods

Delivery methods include:

- Self study
- Facilitated workshops

### Benefits

All the transactions introduced in this course will be used again when using the Pastel accounting packages. As a learner this helps you to cross the line from a manual accounting system, to Softline Pastel's easy-to-use and powerful accounting system for SMEs.

### Course Outline

#### Bookkeeping Concepts

Familiarise yourself with different types of accounts, the double entry system, trial balance, income statement, balance sheet and types of companies.

#### Dealing with Cash, Customers and Suppliers

Understand, practice completing and recording receipts, deposit slips, cheques and EFT payments. Working with the Cashbook, posting journal transactions to the General ledger. Completing VAT returns. Complete purchase orders and briefly explore customer credit policies.

# Pastel Evolution Training Manual

**Judd E. Hollander**



## **Pastel Evolution Training Manual:**

The Top Books of the Year Pastel Evolution Training Manual The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Pastel Evolution Training Manual : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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