

## Pastel Xpress Version 11 Year End

This comprehensive training programme covers the Pastel Xpress Year End process.

### [ Entrance Requirements ]

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

1. Bookkeeping NOF Level 3 qualification or Standard 8/Grade 10 Bookkeeping.
2. Computer Literacy at NOF Level 3 or Standard 8/Grade 10 Computer Literacy.
3. Mathematical Literacy or Standard 8/Grade 10 Mathematics.
4. Pastel Xpress Version 11 Practitioner Course (Module 1).

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 for learners who want to gain the knowledge and skills on how to perform a year end in Pastel Xpress Version 11.

### [ Training ]

This is a half day (3 hour) course.

### [ Delivery Methods ]

The delivery methods include:

- 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).

How to register for your ONLINE assessment?

1. Visit the [www.pastel.co.za](http://www.pastel.co.za) or [www.pasteltraining.co.za](http://www.pasteltraining.co.za) website.
2. Select the Training Zone on the top right hand side of the website.
3. Using the Serial Number that you received with your course material, select the option Register Your Training Serial Number.
4. Register your Serial Number within 3 days of receiving your course material.
5. Follow the subsequent steps.

# Pastel Xpress Version 11 Manual

**Emilie Sanchez**



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