

# 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

**DP Hallahan**



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