

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

Anthony S. Fauci



Pastel Evolution Training Manual:

Enjoying the Tune of Term: An Emotional Symphony within **Pastel Evolution Training Manual**

In some sort of taken by monitors and the ceaseless chatter of immediate transmission, the melodic splendor and mental symphony produced by the written term usually disappear into the backdrop, eclipsed by the relentless sound and interruptions that permeate our lives. But, located within the pages of **Pastel Evolution Training Manual** a charming fictional value brimming with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by a masterful composer of language, that charming masterpiece conducts readers on a psychological journey, skillfully unraveling the concealed tunes and profound impact resonating within each carefully crafted phrase. Within the depths with this emotional analysis, we shall examine the book is central harmonies, analyze its enthralling writing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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