

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

Julia Schneider



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Table of Contents Pastel Evolution Training Manual

1. Understanding the eBook Pastel Evolution Training Manual
 - The Rise of Digital Reading Pastel Evolution Training Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Pastel Evolution Training Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Pastel Evolution Training Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Pastel Evolution Training Manual
 - Personalized Recommendations
 - Pastel Evolution Training Manual User Reviews and Ratings

- Pastel Evolution Training Manual and Bestseller Lists
- 5. Accessing Pastel Evolution Training Manual Free and Paid eBooks
 - Pastel Evolution Training Manual Public Domain eBooks
 - Pastel Evolution Training Manual eBook Subscription Services
 - Pastel Evolution Training Manual Budget-Friendly Options
- 6. Navigating Pastel Evolution Training Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Pastel Evolution Training Manual Compatibility with Devices
 - Pastel Evolution Training Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Pastel Evolution Training Manual
 - Highlighting and Note-Taking Pastel Evolution Training Manual
 - Interactive Elements Pastel Evolution Training Manual
- 8. Staying Engaged with Pastel Evolution Training Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Pastel Evolution Training Manual
- 9. Balancing eBooks and Physical Books Pastel Evolution Training Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Pastel Evolution Training Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Pastel Evolution Training Manual
 - Setting Reading Goals Pastel Evolution Training Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Pastel Evolution Training Manual
 - Fact-Checking eBook Content of Pastel Evolution Training Manual
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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