

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

Minjie Lin



Pastel Evolution Training Manual:

Unveiling the Power of Verbal Artistry: An Mental Sojourn through **Pastel Evolution Training Manual**

In a global inundated with displays and the cacophony of instant transmission, the profound power and psychological resonance of verbal beauty frequently disappear in to obscurity, eclipsed by the continuous barrage of noise and distractions. However, set within the lyrical pages of **Pastel Evolution Training Manual**, a charming function of literary brilliance that pulses with natural emotions, lies an remarkable journey waiting to be embarked upon. Published by a virtuoso wordsmith, that magical opus guides viewers on a psychological odyssey, lightly exposing the latent possible and profound impact stuck within the intricate web of language. Within the heart-wrenching expanse of this evocative examination, we will embark upon an introspective exploration of the book is main styles, dissect their charming publishing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

<https://correiodobrasil.blogosfero.cc/public/virtual-library/default.aspx/Nfl%20Featurepicks%20Week%203.pdf>

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