



606 Cape Road
KABEGA PARK
PORT ELIZABETH
6025
Reg. No: 2000/034164/23

P.O. Box 28835
Sunridge Park
PORT ELIZABETH
6008

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Cell: 082 875 1491
Email: helpdesk@lhitservices.co.za
Web: www.lhitservices.co.za

PASTEL ACCOUNTING

Partner Training Schedule for 2013

Courses are presented from 09h00 to 16h30. These times include tea breaks and a lunch break. Should you have any dietary preferences i.e. vegetarian, halaal, kosher, etc. please notify the training department before the course commencement date. There are no additional cost involved for the light lunch or for the tea/coffee served during tea breaks

Please note : training dates are subject to change.

Pastel Assessments

Assessments are mandatory and will be charged to the student up front and cannot be credited.
The assessment needs to be written within 30 days after the end of the course. No extensions will be granted.
Assessments at Training Centre start promptly at 09h00 (am session).
Once the exam has started you will not be permitted to talk to other examinees.
Pastel Partner and Xpress Exams have a practical and theory component.
Results: Marking of exams will take between 6 and 8 weeks.
Certificates: Issued 20 – 25 working days after successful completion of the exam.

Competency Percentage:	Bookkeeping Fundamentals	75%
	Pastel Xpress	75%
	Pastel Partner Processing	75%
	Pastel Partner Intermediate	75%
	Pastel Partner Advanced	75%

Bookkeeping Fundamentals – a two day course

Investment per delegate – R2,749 incl. VAT & assessment (exam) fee

	June	July	August	September	October	November	December
Never been exposed to the fundamentals of bookkeeping logic and terminology?	3 rd & 4 th		12 th & 13 th		7 th & 8 th		2 nd & 3 rd
This manual bookkeeping course will introduce you to:							
<ul style="list-style-type: none"> • Source documents • Double entry system • Processing transaction • Using journals • Income statement • Balance sheet • Bank reconciliation 							
Please note – this course does not use the Pastel Accounting Software, but is to teach bookkeeping terms and concepts. Please bring a calculator, pencil and eraser.							
Admission requirements: Grade 10 Numeracy & literacy							



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Pastel Xpress – a three day course

Investment per delegate – R3,849incl. VAT & assessment (exam) fee

Are you utilizing your Pastel Xpress to its full potential?	June	July	August	September	October	November	December
<p>Installation</p> <ul style="list-style-type: none"> Preparing to install Installing Pastel Xpress 2009 Registering Pastel Xpress 2009 <p>Working in the Demo Company</p> <ul style="list-style-type: none"> Open a Company in Pastel Navigate in Pastel Using the four navigation methods <p>Creating a New Company</p> <ul style="list-style-type: none"> Setting up a company Using the Pastel Setup Assistant <p>Setup Menu</p> <ul style="list-style-type: none"> Setup Menu <p>Edit Masterfiles</p> <ul style="list-style-type: none"> Edit General Ledger Edit Supplier Edit Inventory Edit Customers <p>Take On Balances</p> <ul style="list-style-type: none"> Preparation Taking on General Ledger Balances Taking on Customer Balances Taking on Supplier Balances Taking on Inventory Balances <p>Introduction to Processing</p> <ul style="list-style-type: none"> Notes on Processing <p>Supplier processing</p> <ul style="list-style-type: none"> Create a Purchase Order Supplier Invoices Return & Debit Supplier Journals <p>Customer Processing</p> <ul style="list-style-type: none"> Create a Quotation Sales Orders Tax Invoices Credit Notes Debit Notes Customer Journals <p>Cash Book Processing</p> <ul style="list-style-type: none"> Reference Numbers Settings Processing in the Payments Cash Book Processing in the Receipts Cash Book Inter Account Transfers Processing in the Petty Cash – Cash Book <p>Monthly Processing</p> <ul style="list-style-type: none"> Customer Monthly Processes Supplier Monthly Processes Other Monthly Processes <p>Admission requirements: Grade 10 Numeracy & literacy - Knowledge and understanding of bookkeeping terms and concepts - Computer literacy</p>	18 th , 19 th & 20 th		19 th , 20 th & 21 st		21 st , 22 nd & 23 rd		9 th , 10 th & 11 th



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Pastel Partner Processing – a two and a half day course

Investment per delegate – R2,749 incl. VAT & assessment (exam) fee **This Course starts at 08:30**

	June	July	August	September	October	November	December
<p>A must for new Pastel users – Just the Basics! You will be given a company that has been set up and will learn to add customers, suppliers and stock. You will then go through general processing options.</p> <p>Working in the Demo Company</p> <ul style="list-style-type: none"> Open a Company in Pastel Navigate in Pastel Using the four navigation methods <p>Edit masterfiles</p> <ul style="list-style-type: none"> Edit General Ledger Edit Supplier Edit Inventory Edit Customers <p>Introduction to processing</p> <ul style="list-style-type: none"> Notes on processing <p>Supplier processing</p> <ul style="list-style-type: none"> Create a Purchase Order Goods Received Notes Supplier Invoices Return & Debit Supplier Journals <p>Customer Processing</p> <ul style="list-style-type: none"> Create a Quotation Sales Orders Tax Invoices Credit Notes Debit Notes Customer Journals <p>Cash Book Processing</p> <ul style="list-style-type: none"> Reference Numbers Settings Processing in the Payments Cash Book Inter Account Transfers Processing in the Receipts Cash Book Processing in the Petty Cash – Cash Book <p>Monthly Processing</p> <ul style="list-style-type: none"> Customer Monthly Processes Supplier Monthly Processes Other Monthly Processes <p>Admission requirements: Grade 10 Numeracy & literacy - Knowledge and understanding of bookkeeping terms and concepts - Computer literacy</p>	5 th , 6 th & ½ 7 th		14 th , 15 th & ½ 16 th		9 th , 10 th & ½ 11 th		4 th , 5 th & ½ 6 th



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Pastel Partner Intermediate – a four day course

Investment per delegate – R5 499incl. VAT & assessment (exam) fee

The most comprehensive Pastel Training available!	June	July	August	September	October	November	December
<p>Installation</p> <ul style="list-style-type: none"> Preparing to Install Installing Pastel Partner Registering Pastel Partner <p>Working in Demo Company</p> <ul style="list-style-type: none"> Open a Company in Pastel Navigate in Pastel Using the four navigation methods <p>Creating New Company</p> <ul style="list-style-type: none"> Setting up a Company Using Pastel Setup Assistant <p>Auto Setup</p> <ul style="list-style-type: none"> Auto Setup Menu Auto Setup Process <p>Edit masterfiles</p> <ul style="list-style-type: none"> Edit General Ledger Edit Supplier Edit Inventory Edit Customers <p>Take On Balances</p> <ul style="list-style-type: none"> Preparation Taking On General Ledger Balances Taking On Customer Balances Taking On Supplier Balances Taking On Inventory Balances <p>Introduction to processing</p> <ul style="list-style-type: none"> To Do List Notes on Processing <p>Supplier processing</p> <ul style="list-style-type: none"> Create a Purchase Order Goods Received Notes Supplier Invoices Return & Debit Supplier Journals <p>Customer Processing</p> <ul style="list-style-type: none"> Create a Quotation Sales Orders Tax Invoices Credit Notes Debit Notes Customer Journals <p>Cash Book Processing</p> <ul style="list-style-type: none"> Reference Numbers Settings Processing in the Payments Cash Book Inter Account Transfers Processing in the Receipts Cash Book Processing in the Petty Cash – Cash Book <p>Monthly Processing</p> <ul style="list-style-type: none"> Customer Monthly Processes Supplier Monthly Processes Other Monthly Processes <p>Admission requirements: Grade 10 Numeracy & literacy - Knowledge and understanding of bookkeeping terms and concepts - Computer literacy</p>		8 th , 9 th , 10 th & 11 th		2 nd , 3 rd , 4 th & 5 th		4 th , 5 th , 6 th & 7 th	



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Pastel Partner Advanced – a two day course

Investment per delegate – R2,749 incl. VAT & assessment (exam) fee

	June	July	August	September	October	November	December
<p>Advanced Functions in the File Menu</p> <ul style="list-style-type: none"> Consolidating Companies Export / Import Data Integrity Restore Send and Receive Accountant Data Printer / Font Setup <p>Advanced Functions in the General Ledger</p> <ul style="list-style-type: none"> User Setup Creating a New Entry Type Editing the Tax Box Layout Budgets Cost Codes Depreciation Accruals Purchase of an Asset Tax in the General Journal Importing a Bank Statement in the Bank Reconciliation Using a Salaries and Wages Control Account <p>Advanced Customer Functions</p> <ul style="list-style-type: none"> Multiple Delivery Addresses Discount and Special Prices Make One for All Feature Processing and RD Cheque Accounting for Bad Debts Mail Merge Feature <p>Advanced Supplier Functions</p> <ul style="list-style-type: none"> Additional Cost Invoices Processing Invoices with Customer Tax <p>Advanced Functions in Change Menu</p> <ul style="list-style-type: none"> Delete History / Clear Files Delete Inactive Customers / Suppliers Open Item / Balance Forward Conversions Reconcile / Unreconcile Cash Book Re-number Codes Block Customers / Supplier Assistant <p>Advanced Functions Utility Menu</p> <ul style="list-style-type: none"> Control Centre Microsoft Office Intergration <p>Other Advanced Functions</p> <ul style="list-style-type: none"> Forms Designer Inventory Selling Price Adjustment Business Intelligence Centre Overview ACT! Overview <p>Pastel Bank Manager</p> <ul style="list-style-type: none"> Introduction Processing in Bank Manager <p>Other Advanced Functions</p> <ul style="list-style-type: none"> Introduction Installing Cash Manager Setting up Cash Manager Processing in Cash Manager Compacting the Database <p>Admission requirements: Grade 10 Numeracy & literacy - Knowledge and understanding of bookkeeping terms and concepts - Computer literacy</p>		22 nd & 23 rd		16 th & 17 th		18 th & 19 th	