Pastel Partner Version 19

This course provides thorough knowledge of Pastel Partner Version 19, the latest release of the highly acclaimed and award-winning Pastel range of accounting software. Discover better ways of processing transactions and retrieving your reports easily. This product is a perfect combination of power, innovation, flexibility, fast processing, and ease-of-use. It makes Pastel the ideal solution for any type of small to medium sized business. Pastel's optional modules allow for unparalleled scalability, making additional functionality available as and when you need it.

Who should attend?

This course is open to all those who want to gain deep knowledge about user friendly and competitive electronic accounting. This course aims to equip the delegates with enhanced accounting tools for ease of transactions processing and creation of financial reports. Pastel 18 provides answers to your accounting challenges. Delegates will have numerous hands-on exercises, creating companies and all relevant transactions for suppliers, customers, and general ledger accounts.

How will I benefit?

Upon completing this course, you will:

- Be able to create your own company / organizational accounts
- Be able to process your customer quotations, link them to respective orders, and link them to their invoices.
- Be able to process your supplier orders, link them to respective goods received which will in turn link to the invoices for ease of tracking transactions, instantly running queries for reconciliation
- Easily retrieve financial reports like Trial Balance, Income Statement, Balance Sheet and Cash Movement, and quickly access other critical reports like customer periodic statements or supplier detailed ledger.

Topics Include

- Product Overview [Familiarize yourself with Pastel Partner Version 18]
  Product range, Navigation Tools, Online Help, and learn how to do the installation and setup

- Create a new company using Setup Assistant, Copy Another Company or Start New Company
- Setting Up Accounts [Learn how to create]
- General Ledger Accounts, Supplier Accounts, Customer Accounts, Customer Categories, and Sales Analysis Items
- Supplier Processing
  - Purchase Orders, Goods Received Note, Supplier Invoices, and Debit and Credit Notes

- Customer Processing
  - Quotations, Sales Orders, Goods Received Note, Recurring Invoices and Debit and Credit Notes
- General Ledger Processing
  - Generate Transactions in various Cash Books, Journals Processing, and Bank Reconciliation
- Taxes [Setup tax parameters for]
  - General Ledger Accounts, Customers
- Reports [Learn how to retrieve]
  - General Ledger Financial Reports [Trial Balance, Income Statement, Balance Sheet, etc.]
  - General Ledger Transactions [Detailed Ledger, Various Cash Books Details, etc.]
  - Customer Reports [Customer Balances, Customer Detailed Ledger, Customer Periodic Statements, Customer Age Analysis, etc.]
  - Supplier Reports [Supplier Balances, Supplier Detailed Ledger, Supplier Invoices due, Supplier Age Analysis, etc.]
  - Financial Ratios [Profitability, Return on Equity, Solvency, Current, Acid, Customer Days, Supplier Days, etc.]
  - Graphs [General Ledger, Sales, and Purchases etc.]

Requirements

The student must be computer literate and must have good understanding of basic accounting