

Pastel Partner Version 12 Intermediate

[Course Outline]

Installation

- Preparing to install
- Installing and registering Pastel Partner Version 11

Working in the Demo Company

- Open a company in Pastel
- Navigate in Pastel Partner using the four navigation methods

Creating a New Company

- Setting up a company
- Using the Pastel setup assistant

Auto Setup

- Auto Setup menu
- Auto Setup process

Edit Masterfiles

- Edit General Ledger
- Edit Suppliers
- Edit Inventory
- Edit Customers

Take On Balances

- Taking on General Ledger balances
- Taking on Customer balances
- Taking on Supplier balances
- Taking on Inventory balances

Introduction to Processing

- To do lists
- Notes on processing

Supplier Processing

- Create a purchase order
- Goods received notes
- Supplier invoices
- Return and debit
- Supplier journals

Customer Processing

- Create a quotation
- Sales orders
- Tax invoices
- Credit notes
- Debit notes
- Customer journals

Cash Book Processing

- Settings
- Processing in the cash book
- Inter - Account transfers

Monthly Processing

- Customer monthly processes
- Supplier monthly processes
- Other monthly processes
- Processing in cash book