

Admission Requirements: Grade 10 numeracy & literacy, Knowledge and understanding of Bookkeeping Terms and Concepts, Computer Literacy.					
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Pastel Express 2007

Investment per Delegate: R1900.00 incl VAT (R1,666.00 excl VAT)

Duration: 2 days

Are you utilizing your Pastel Partner to its full potential? <ul style="list-style-type: none"> Express Processing Creating New Customer Supplier and Inventory Masterfiles Customer and Supplier daily processing Bank Reconciliation Reporting Admission Requirements: Grade 10 numeracy & literacy, Knowledge and understanding of Bookkeeping Terms and Concepts, Computer Literacy.	Venue	July	August	September	October
	Port Elizabeth	18-19	22-23	19-20	24-25

Pastel Partner 2007 Advanced

Investment per Delegate: R1,900.00 incl. VAT (R1,666.00 excl VAT)

Duration: 2 days

<ul style="list-style-type: none"> Using Delete History File Assistant Importing and Exporting of data Budgets Supplier reorder assistant Customer options to: make one for all option and recurring assistant Cost Codes Data integrity Inventory – Journals, editing, graphics Customer pricing assistants Admission Requirements: Grade 10 numeracy & literacy, Knowledge and understanding of Bookkeeping terms and Concepts, Computer Literacy	Venue	July	August	September	October
	Port Elizabeth	16-17	20-21	17-18	22-23

Pastel Business Intelligence Centre Report manager- Partner & Evolution

Investment per Delegate: R660.00 incl VAT (R578.95 excl VAT)

Duration: ½ day

This course is designed to introduce Users to the Mangement Pack associated with Pastel's Business Intelligence centre. <ul style="list-style-type: none"> Getting started, Interface Layout, performing tasks. Running the management pack, generating an income statement, and balance sheet then creating a linked template.] Customising the Pack Added functionality: drill down accounts, changing month. Hiding zero rows and more. An exam is written on completion of the course with an 80% pass mark. Admission Requirements: Computer literate. Understanding and working knowledge of Pastel accounting. Excel knowledge an advantage.	Venue	July	August	September	October
	Johannesburg				
	Johannesburg				
	Cape Town				
	Durban				

Pastel Assessments

<ul style="list-style-type: none"> Assessments at Pastel's offices start promptly at 09h00 (am session) Once the exam has started you will not be permitted to talk to other examinees. Pastel Partner and Evolution Exams have a practical component. Results: It takes approximately 15 working days from the 	Venue	July	August	September	October
	PE-Lisinda Heunis IT	Phone	Phone	Phone	Phone

<p>exam date for results to be released.</p> <ul style="list-style-type: none"> • Certificates: Are issued 20 - 25 working days after successful completion of the exam. • Please make Appointment in Port Elizabeth for a Assessment date. 	<p>Competency Percentage:</p> <p>A Learner will be certified competent if they obtain the following percentages:</p> <p>Pastel Partner Basic Processing (195 incl VAT) 75%</p> <p>Pastel Partner Intermediate (R195 incl VAT) 75%</p> <p>Pastel Partner Advanced (R195 incl VAT) 75%</p> <p>Pastel Partner Certified Installer (PCI) (R271 incl VAT) 75%</p> <p>Pastel Evolution Certified Installer - Introductory (R271 incl VAT) 80%</p> <p>Pastel Evolution Certified Installer Advanced (R271 incl VAT) 80%</p>
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REGISTRATION FORM 2007

please complete and return with proof of payment to:
Lisinda Heunis IT Services Tel. 041 3602778 Fax: 086 6176872 or Email: helpdesk@lhitservices.co.za

Company Name:	Pastel Serial Number:
Delegate Name:	Company VAT Number:
Postal Address:	ID Number:
	Tel:
Postal Code:	Fax:
Course Name:	Cell:
Course Date:	Email:
Course Venue:	Food Preferences/Allergies:
Direct Deposit for R_____ (Attach a copy of deposit slip or electronic transfer) Account Details: Lisinda Heunis IT Services CC ABSA, Newton Park Branch Code: 511917 Account No: 4052 275952 Pastel SETA Registration Number: APP01000289	606 Cape Road Kabega Park 6025
Course Times: Courses are presented from 09H00– 16h30. These times include tea breaks and a lunch break. Meal Requirements: Should you have any dietary preferences i.e. vegetarian, halaal, kosher etc. please notify the Training department before the course commencement date.	

- **Seats are allocated on a first-come-first-served basis and are secured on receipt of payment and booking forms only.**
- Payment is required when submitting the booking form.
- **NO CANCELLATIONS WILL BE ACCEPTED, THE FULL COURSE FEE WILL BE CHARGED** – although substitutions may be made.
- Pastel Software reserves the right to cancel any course should there be an insufficient number of delegates booked for a course.
- The Exam Fee of R195 is not included in prices quoted above.
- No Certificate will be issued unless exam passed.

I hereby agree to the above terms and conditions.

Applicant's Signature: _____ Date: ____/____/____

PRE TRAINING QUESTIONNAIRE

In order to ensure that Pastel offers you the best possible learning experience.
Please take a few minutes to complete the following questionnaire:

A – I do not need training in this area B – I have some knowledge but require further training

	A	B		A	B
Basic Computer Literacy			Taking on Balances from previous Period		
Use of Debits and Credits in Bookkeeping			Processing in Pastel Journals		
Source Documents			Bank Reconciliations		
Manual Setting up of a Company			Trial Balance		
Inventory Processing			Customising company documents		
Linking of Documents i.e. Order, GRN, Invoice			Reporting in Pastel		
Balance Forward & Open Item Customers			Year end Procedures		
Versions of Pastel used	V5	Xpress	Xpress 2004	Partner 2004	Partner 2005
Previous Pastel Experience	Number of Years				
Bookkeeping Experience	Number of Years				
Previous Training Courses (please give name of training centre, course level and year attended)					
Type of Industry in which you work					
Size of Company for which you will be using Pastel					
Reason for attending Training					

