

Globe Training Centre – (GTC)

Pastel Partner 2007 – Basic (Curriculum)

Training Objective: This course provides basic accounting theory and product awareness with confidence to use Pastel Partner 2007 in day-to-day business environment.

Training Outcome: At successful completion participants should be able to use the product with a company for processing of data in customers, suppliers, inventory & GL, and product housekeeping tasks.

Content:

- Accounting Principles
- Installation and Registration
- Working in the Demo Company
- Creating a New Company
- Using the Auto Setup
- The Edit Menu – Customers
- The Edit Menu – Suppliers
- The Edit Menu – Inventory and General Ledger
- Processing – Edit Menu
- Processing – Process Menu
- Processing – Process Menu
- Processing – View Menu
- Housekeeping
- Practice Task – The Second Month of Trading
- Practice Task – The Third Month of Trading

Training Method: Theory, Instructor led practical sessions, and Assignments.

Duration: 05 Days (08:30 a.m. – 04:30 p.m.)