

Pastel Accounting Courses

Pastel Partner V11 Intermediate Course

Venue

- Clearwater Office Park, Stubensvalley

Duration

- 4 days

Investment per delegate

- R 5,016.00 Incl. VAT (R 4,400.00 Excl. VAT)
- Includes student manual and exercise CD, lunch and refreshments

If you use Pastel and want to improve your skills, or if you have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system, this course is for you.

The course includes the following content:

- **Installation**
- **Working in the Demo Company**
- **Creating a New Company**
- **Auto Setup**
- **Edit Masterfiles**
- **Take On Balances**
- **Introduction to Processing**
- **Supplier Processing**
- **Customer Processing**
- **Cash Book Processing**
- **Monthly Processing**

Pastel Partner V11 Processing Course

Venue

- Clearwater Office Park, Stubensvalley

Duration

- 2 days

Investment per delegate

- R 2,508.00 Incl. VAT (R 2,200.00 Excl. VAT)
- Includes student manual and exercise CD, lunch and refreshments

If you want to improve your Pastel skills, or have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system, this course is for you.

The course includes the following content:

- **Working in the Demo Company**
- **Edit Masterfiles**
- **Introduction to Processing**
- **Supplier Processing**
- **Customer Processing**
- **Cash Book Processing**
- **Monthly Processing**

Training Booking Form – Pastel Accounting

Please ensure that you complete and sign the Booking Form. Fax the completed Booking Form and proof of payment to: **(011) 679 1544** or e-mail a scanned copy to **training@konitek.co.za**

Company & Delegate(s) Details

Company Name -	E-mail Address -
Telephone Number -	Fax Number -
Delegate 1 (Name) -	Delegate 2 (Name) -
Food Requirements / Allergies -	Food Requirements / Allergies -

Select Course & Dates

Course

Pastel Partner Intermediate - 4 days	<input type="checkbox"/>
Pastel Partner Processing - 2 days	<input type="checkbox"/>

Dates

JHB – Strubensvalley : 19 – 22 July 2010
JHB – Strubensvalley : 5 – 6 July 2010

All training will be held at the Konitek Offices. Clearwater Office Park, 1st Floor – Building 6, c/o Christian De Wet & Millenium Boulevard – Strubensvalley (Across Clearwater Mall). Training registrations start at 8h30, training commences at 9h00. Most sessions finish at 16h00.

Payment Option

Direct Deposit/Transfer – Please attach proof of payment to your booking form.

Konitek Training & Development (PTY) Ltd - Standard Bank, Clearwater Mall, Account: 061094625, Branch Code: 001206

Important notice

Seats are allocated on a first-come-first-served basis • All Booking Forms must be accompanied by a proof of payment Postponements must be faxed or emailed to our Training Department at least 5 working days prior to the course commencement date or full course fees will be payable • Cancellations are only accepted upon written notification at least 10 working days prior to the course commencement date failing which a 20% cancellation fee will be levied. Failure to cancel within 5 working days of the course commencement date will incur full course fees. Substitutions can, however, be made at any time. Konitek reserves the right to cancel any course should there be an insufficient number of delegates booked for that course.

I hereby agree to the above mentioned:

Date: _____ Name: _____ Signature: _____