



## FORMATIVE ASSESSMENT: LESSON 1

1. List four of the system properties that Softline Pastel recommends you have on your computer to use Partner V11.

(4 marks)

Computer	Pentium IV 2GHz or higher is recommended. You can install Pastel Partner Version 11 on a Pentium III computer, but you will not get the best performance from your software.
DVD / CD ROM	From version 11, all new sales of Pastel Partner are on DVD. If you are a cover customer upgrading your Pastel, you will have received your Pastel Partner Version 11 on CD.
Memory	512MB or more. You can install Pastel Partner Version 11 if you only have 256 MB RAM, but again, you will not get optimal performance from your software.
Screen	256 Screen Colours
Operating System	Windows Vista, Windows XP or Windows 2000. Windows Vista and Windows XP are the recommended operating systems.



End of Lesson.



## FORMATIVE ASSESSMENT: LESSON 2

2. Name the four ways of navigating Partner V11.

(4 marks)

The Pastel Explorer
The Menu
The Toolbar
The System Navigator

3. Name a links on the Welcome to Pastel page.

(3 marks)

More info about iron Tree
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4. Complete the following table:

(6 marks)

Function Key	Operation
F4	<i>Price search facility</i>
F2	Open the note facility
F9	Open the calculator
F1	Help
F5	Zoom for a record. This opens a Zoom screen from which you can perform various record editing and enquiry functions.
F6	<i>Add a record</i>

5. What instruction would you use to see your registered serial number and the build version of your Partner package?

(2 marks)

Click on <b>Help...About</b> . The serial number and version/build number are displayed on the screen.
Press <b>ALT + H</b> , arrow down to <b>About</b> and <b>Enter</b> .

6. Mark the statements below as either True or False by ticking the correct box.

(5 marks)

Question	True	False
Only users with supervisor access levels are able to use the change menu.	T	
You can export the information in the Pastel Explorer to MS Excel.	T	
Pastel charges you to reregister your package annually.		F
If you customise your Pastel Explorer, anyone who uses your computer but logs in with their own username and password will see your customised screen.	T	
There is no icon on the toolbar for processing a bank reconciliation.		F



**End of Lesson.**



**FORMATIVE ASSESSMENT: LESSON 3**

1. What are the three steps involved in creating a company in Partner?

(3 marks)

Gather Company Information
Complete company planning form and organisational chart
Use the Setup Assistant to create the company

2. Briefly describe the three ways you can create a new company in Partner.

(6 marks)

Use the Setup Assistant	This is the recommended method – a series of screens guides you through the setup process.
Copy Another Company	This method creates a copy of another company, with all of the master files and transactions.
Start New Company	This method creates a completely blank company. Amongst other things, the following will need to be created: <ul style="list-style-type: none"> <li>• Entry Types;</li> <li>• Periods;</li> <li>• Tax Types and Percentages;</li> <li>• General Ledger Accounts; and</li> <li>• Financial Categories.</li> </ul>

3. Where would you enter your company's VAT number?

(1 mark)

Line 5 of the information screen.
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4. Mark the statements below as either True or False by ticking the correct box.

(5 marks)

Question	True	False
You can set up your set of accounts to use 13 periods and during the year-end procedure, the 13th period will become the 1st period of the next year if so selected.	T	
There are many different Industry specific charts of accounts to select from that are already set up for you in Partner.	T	
You can only create 10 Cash Books in Partner		F
You can create 10 standard price lists in Partner.	T	
The folder name for your Partner company has 15 characters.		F



End of Lesson.

(15 marks)



## FORMATIVE ASSESSMENT: LESSON 4

1. Why is it necessary to go into the SETUP option after you have created your company? (1 Marks)

To double check that all the settings suit the company, so that to functionality of the system is maximised.

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2. On what screen during the Auto Setup process do you enter the Payment terms for Customers (2 Marks)

On the Setup Customer's Control, under the Configuration tab – both the normal and other payment terms are entered.

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3. On what screen during the Auto Setup process do you select to use the Rounding feature? (2 Marks)

On the Setup Customer's Control, under the Rounding tab – you can select between: none, normal, round up and round down.

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4. Name 2 Customer documents that never update into your accounting system. (2 Marks)

The quotation and sales order – both of these assist in the accounting process flow, but do not affect accounting figures, as the transactions are not recorded as final until invoiced.

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5. Name a Supplier document that never updates into your accounting system. (1 Mark)

The purchase order – this document records orders placed, not receipt of items with their invoice value. These are used to assist in planning for future expenses in the business. A report of items on order is an indication to the accountant of expected outflows of money.

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6. On what screen and tab would you setup your minimum gross profit % (2 Marks)

On the Setup Inventory – Sole Access Mode, under the Configuration tab.

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7. Why is it so important to backup your work? (2 Marks)

It creates a second copy of the business accounts which can be used in the event of data corruption or and or data lose. Backups should be made to an external geographical site, so that in the event of theft, fire, flooding etc the company accounts can be restored.

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8. How often should you backup your work?

(5 Marks)

- One for each day of the week re-used every week.
- One for each week of the month re-used monthly.
- One for each month of the year re-used annually.
- Two sets prior to each year-end, never re-used.
- One set after year-end, never re-used.

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9. True/False. You can create a folder to back up to while you are in the backup procedure.

(1 Mark)

True – this allows you to name the folder to meet your company's specific requirements.

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End of Lesson.

(18 marks)



## FORMATIVE ASSESSMENT: LESSON 5

1. How many customer categories does Pastel allow you to create?

(1 mark)

You can create up to 99 categories

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2. Describe how creating customer categories are useful for your company?

(3 marks)

Useful functions that can be performed by category, for instance:

- The creating of a discount matrix per customer category and inventory group
  - Producing of reports per category to track each group of customers.
  - The generation of an identical invoice for a whole category of customers from one Pro Forma Invoice. This functionality is referred to as the "Make one for All" and is demonstrated in more detail in the Advanced Course material.
  - You can group your customers into different categories, such as authorised dealers, registered dealers and end users.
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3. Name the two main uses of sales analysis codes?

(2 marks)

Analysing Sales by Person or other sales criteria e.g. geographic area, customer category, etc.

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4. Why does the Open Item processing method involve more work than the Balance Forward option? (2 marks)

All invoices are linked/matched to their payment. This can be done for part and full payments of an invoice by selecting the specific items that are being paid for. Whereas the Balance forward method just allocates payment to the outstanding balance.

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5. There are many ways to number your accounts, but what is the recommended numbering system? (4 marks)

The following three steps are recommended:

- Split the code into three letters and three numbers.
  - Use the first three letters of the account name as the first three letters of the account code.
  - Use the numeric part of the code in sequence, starting at 001 and proceeding up to 999.
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6. Explain the relevance of the comma when it comes to customer names. (2 marks)

Enter the surname first, followed by a comma (,), a title, and then the first name(s). For example, enter the name as "Smith, Mr John James."

Partner Version 11 always reverses the name around the comma. You should not, therefore, include commas in customer names unless you intend the reversal to take place. For example, enter "Anderson Henderson and Smith" instead of "Anderson, Henderson, and Smith".

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7. True / False (6 marks)

When processing a "Cash Sale Account" invoice for an amount exceeding R3000 you will be prompted to enter tax details for the customer	T
Once you have set up a customer as an open item customer you cannot change the account to balance forward.	F
You cannot print a Customer Master File listing by Sales Analysis Code	F
The details contained in the user defined fields can be printed on the Master File Listing	T
You cannot link a Microsoft Word document to a Master file record by using the note facility	F
You can print and e-mail Customer and Supplier documents at the time of processing	T



End of Lesson.

(20 marks)



## FORMATIVE ASSESSMENT: LESSON 6

1. Which menu option is used to create new suppliers?

(2 marks)

Click Edit ....Suppliers from main menu or click on the suppliers icon

2. Name two ways in which you can search for a supplier while working in Pastel.

(4 marks)

Under View...Suppliers....List Suppliers  
Under Edit...Suppliers...click on Supplier Zoom

3. What is the difference between creating a supplier master file account to creating a customer master file account?

(2 marks)

When creating a supplier master file account there is no Terms Tab – these items are under the Processing Tab.

4. How do you print a supplier master file list? List the steps.

(4 marks)

Click View...Suppliers List...select print options (to screen, file or printer)...select what to print (user defined details etc)...click ok



End of Lesson.

(12 marks)



## FORMATIVE ASSESSMENT: LESSON 7

1. How do you call up a display of your inventory items and codes?

(2 marks)

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There are two ways – Edit... Inventory...click on zoom or View...Inventory... Listings...Items

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2. Differentiate between a physical and service inventory item, and provide examples of each.

(4 marks)

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Physical stock items are purchased for resale, they have min and max re-order levels specified and are linked to a preferred supplier. They will also have a Bin Number – indicating where they might be found.  
Service stock, has no supplier, and no bin number. Each are linked to specific category types.

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3. Where would you indicate whether an inventory item is a physical or service item?

(2 marks)

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On the Edit...Inventory....Item File...under the heading Type.

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4. When creating Inventory Service Items, there is an option to enter Future Prices. What are Future Prices?

(2 marks)

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Future prices are another set of prices that you can edit and adjust, on an individual or global basis, while the current prices are still used for invoicing. This lets you prepare new prices in advance, as well as prepare price lists. This is a very useful tool as you can print out a future price list and send it to your customers before the new prices come into effect.

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5. What is the function of the Allow Tax option on the Edit...Inventory screen?

(2 marks)

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You use these fields to configure tax processing for this item.

If the item is tax-free, uncheck the Allow Tax check box. If you sell or purchase this item, the system does not levy tax on the item.

If the item is taxable, check the Allow Tax check box. You can then set default tax types for sales and purchases. When you create a new item, the system defaults these fields to the ones specified in the item's inventory group. However, you can change the tax types for each individual item.

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6. List a few of the Inventory reports available in Pastel, and what information you can view on them.

(5 marks)

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Inventory lists by Items, Groups, Categories or Preferred Supplier

Price Lists by Item, Customer or Discount Matrix

There are others but they were not covered in this lesson.

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7. Is the following statement True or False?

(1 mark)

The more general ledger accounts you use, the more you can break down the financial information, and the better it is for reporting purposes.

True – Accounts can have sub accounts giving you categories also.

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End of Lesson.

(18 marks)



## FORMATIVE ASSESSMENT: LESSON 8

1. In what range of numbers would you find Balance Sheet Accounts?

(2 marks)

From 5000 - 9999

2. True or False: You can select whether a customer account is a cash sale account or not.

(1 mark)

True

3. How many general ledger main accounts can you create?

(1 mark)

9999

4. In what Income Statement category would you put an expense account?

(1 mark)

I25 - Expenses

5. True or False: You can attach a note to a Customer account.

(1 mark)

True

6. True or False: You can add extra fields of information to a suppliers masterfile.

(1 mark)

True

7. True or False: You can create service and physical items in the Edit Inventory menu.

(1 mark)

True



End of Lesson.

(8 marks)



## FORMATIVE ASSESSMENT: LESSON 9

1. What information can you view on an Outstanding Orders Report?

(1 mark)

A list of orders placed that have not yet been received by the business. These are items on back order. Report can be viewed by Category, by Customer/Supplier, by Item.

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2. Name one advantage of using Goods Received Notes.

(1 mark)

By processing a GRN the inventory value is updated from a delivery document, so sales can continue without having to wait for the supplier invoice.

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3. True / False: You can process a year-end while there are invoices on hold

(1 mark)

False

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4. True / False: You can automatically reverse a journal at the time of updating?

(1 mark)

False

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End of Lesson.

(4 marks)



## FORMATIVE ASSESSMENT: LESSON 10

1. What menu option would you use to view a Trial Balance?

(2 marks)

View...General Ledger...Financial Reports...Trial Balance

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2. What menu option would you use to view a Customer Age Analysis?:

(2 marks)

View...Customers...Monthly Periodic...Age Analysis

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3. What menu option would you use to view a Supplier Remittance? (2 marks)

View...Suppliers...Monthly / Periodic...Remittances menu option

4. What menu option would you use to view an Inventory Valuation report? (2 marks)

View...Inventory...Inventory Valuation menu option

5. Can you view a Price List for different categories of customers? (2 marks)

No, it is possible to view price lists by customer, or by inventory category.



End of Lesson.

(10 marks)



## FORMATIVE ASSESSMENT: LESSON 11

1. Are you able to transfer funds from one Bank account to another using the Pastel system? (1 mark)

Yes – you must ensure that you have created a transfer account and that this account number is added to the Company Setup Parameters screen.

2. True / False? You can create a Sales Order or an Invoice from a Quotation. (1 mark)

True

3. Is there a facility to enter discount on a Customer payment in the Cash Book batch? (1 mark)

Yes – using the remittance function, any discounts due will automatically be calculated so that the discounted value is placed in the Cash Payments journal for payment.

4. True / False? You can link a Credit Note to the applicable Invoice. (1 mark)

True



End of Lesson.

(4 marks)