



Introduction to Pastel / Xero and QuickBooks Accounting

Soft Skills Training Workshop



This course can be customised to your business needs

Workshop Outline

Can include:

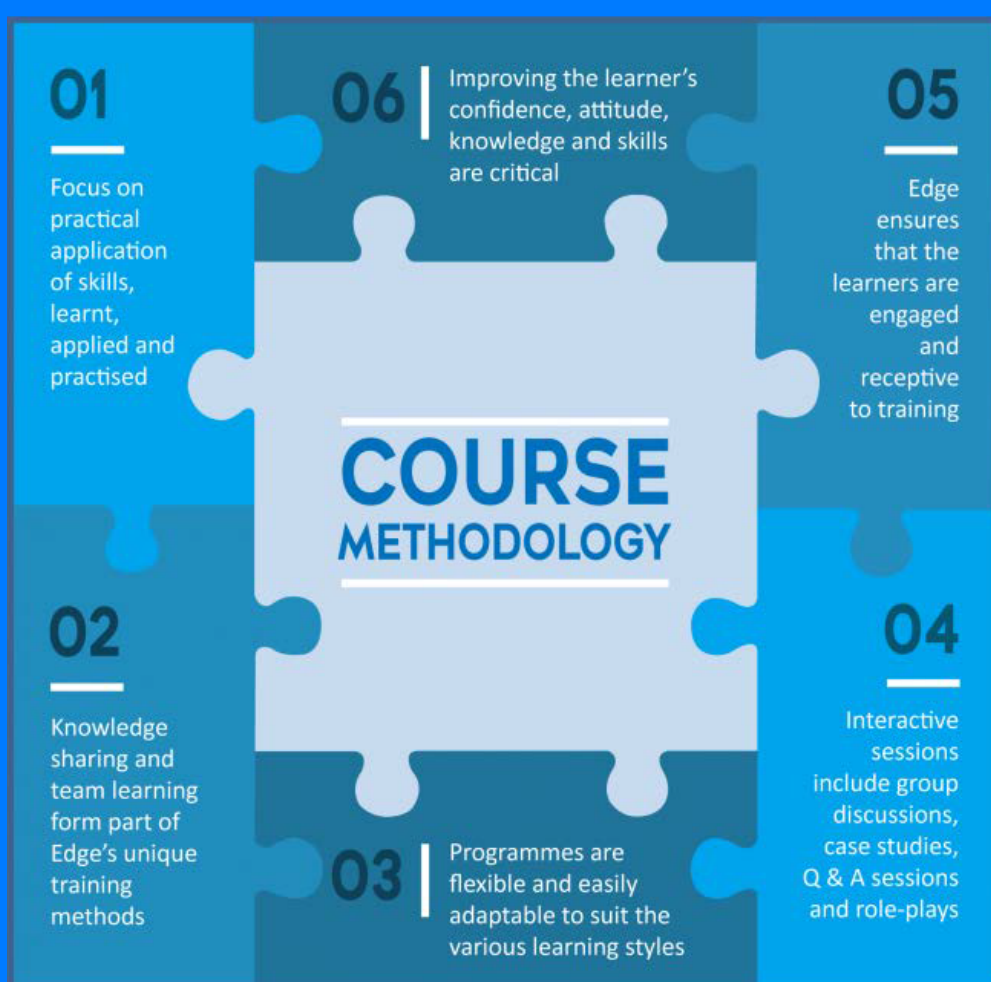
- Introduction to Pastel, Xero, or QuickBooks accounting software
- Creating and setting up a company profile
- Configuring settings and preferences
- Establishing and customising a chart of accounts
- Inputting and categorising financial transactions
- Performing bank reconciliations within the software
- Creating and managing invoices

PLEASE NOTE:

Consultations will take place prior to facilitation in order to provide a tailored solution that addresses your business' needs.

Objective

In our Introduction to the Pastel/Xero and QuickBooks Accounting course, individuals acquire hands-on skills in utilising these accounting software platforms. The training covers crucial tasks like company setup, transaction recording, and financial reporting. Participants learn to efficiently manage invoicing, expenses, and payroll integration, enhancing their ability to streamline financial processes. The course emphasizes data security, backups, and practical application through exercises. This training is essential for professionals aiming to optimise their use of accounting software, improving accuracy and efficiency in financial management for enhanced decision-making.



About Edge Training

With over 24 years of Human Development training experience, Edge Training has a Level 1 BBBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Soft Skills Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed Learnerships. Our Learnerships and Workshops can also be offered as online courses.

Get in Touch

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