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Managing Director: T. Webster

## End User Training Curriculum Sage Pastel Partner Advanced Course

This comprehensive training course will give you the knowledge and skills necessary to utilise the advanced features of Sage pastel Partner Version 14.

### Entrance Requirements

Learners need to meet the following prerequisites before attending this course:

1. Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping
2. Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy
3. Mathematical Literacy or Standard 8/Grade 10 Mathematics
4. Sage Pastel Partner Version 14

If you are not yet competent in the required prerequisites, you must first complete the relevant courses before enrolling for this course. It is essential that the course prerequisites are met so as to avoid being asked to leave and the course fees being forfeited.

### Target Learners

This course has been designed to give you a better understanding of the more involved processes in Sage Pastel, at a supervisor level.

### Training

This is a two day (12 hour) course.



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## Course Outline

### Advanced Functions in the File Menu

- Consolidating companies
- Export / Import
- Data Integrity
- Send and receive accountant data
- Printer / Font setup

### Advanced Functions

- User Setup
- Creating a new entry type
- Editing the tax box
- Budgets
- Projects
- Depreciation
- Accruals
- Purchase of an asset
- Tax in the General Journal
- Using a salaries and wages control account

### Advanced Customer Functions

- Multiple delivery addresses
- Discounts and special prices
- Make one for all feature
- Processing an RD cheque
- Accounting for bad debts
- Mail merge feature

### Advanced Supplier Functions

- Additional cost invoices
- Processing invoices with customs tax



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### Advanced Functions in the Change Menu

- Delete history / clear files
- Delete inactive Customers / Suppliers
- Open item / balance forward conversions
- Reconcile / un-reconcile cash book
- Re-number codes
- Block Customers / Suppliers assistant

### Advanced Functions in the Utility menu

- Control center
- Microsoft Office Integration

### Other Advanced Functions

- Forms designer
- Inventory selling price adjustment

### Sage Pastel Report Writer

- Identifying the different syntaxes
- General Ledger Report Writer

## **Assessments**

The Assessment has to be written within 6 months from the commencement date of your training. To make it easier for you, all the Sage Pastel assessments are now online. This means that you can write the assessment in your own time and in the comfort of your own home provided you have a computer with internet access. Assessments are offered only in English.