



PO Box 14955
Farrarmere
Benoni 1518

Tel : 011 425 5225
Fax: 011 849 3004

E-mail : info@tctraining.co.za
Website: www.tctraining.co.za

Managing Director: T. Webster

End User Training Curriculum

Sage Pastel Partner Intermediate Course

This comprehensive training course will give you the knowledge and skills necessary to perform a bookkeeper to trial balance function using 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

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

If you use Sage Pastel Partner Version 14 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.

Training

This is a four day (24 hour) course.



PO Box 14955
Farrarmere
Benoni 1518

Tel : 011 425 5225
Fax: 011 849 3004

E-mail : info@tctraining.co.za
Website: www.tctraining.co.za

Managing Director: T. Webster

Course Outline

Installation

- Preparing to install
- Installing and registering Sage Pastel Partner Version 14

Working in the Demo Company

- Open a Company in Sage Pastel Partner Version 14
- Navigate in Sage Pastel Partner Version 14 using the four navigation methods

Creating a New Company

- Setting up a company
- Using the Sage Pastel Partner Version 14 setup assistant

Auto Setup

- Auto Setup menu
- Auto Setup process

Edit Masterfiles

- Edit General Ledger
- Edit Suppliers
- Edit Inventory
- Edit Customers

Supplier Processing

- Create a purchase order
- Goods received notes
- Supplier invoices
- Return and debit
- Supplier journal



PO Box 14955
Farrarmere
Benoni 1518

Tel : 011 425 5225
Fax: 011 849 3004

E-mail : info@tctraining.co.za
Website: www.tctraining.co.za

Managing Director: T. Webster

Customer Processing

- Create a quotation
- Sales orders
- Tax invoices
- Credit notes
- Debit notes
- Customer journals

Cash Book Processing

- Settings
- Processing in the cash book
- Inter-Account transfers

Monthly Processing

- Customer monthly processes
- Supplier monthly processes
- Other monthly processes
- Processing in cash book

Take On Balances

- Taking on General Ledger balances
- Taking on Customer balances
- Taking on Supplier balances
- Taking on Inventory balances

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.