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Managing Director: T. Webster

End User Training Curriculum

Sage Pastel Partner Processing Course

This comprehensive training course will give you the knowledge and skills necessary to perform a clerk 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 want to improve your Sage 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.

Training

This is a two day (12 hour) course.



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Course Outline

The course includes the following content:

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