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Managing Director: T. Webster

End User Training Curriculum

Sage Pastel Xpress Course

This comprehensive training course will give you the knowledge and skills necessary to perform a bookkeeper to trial balance function using Sage Pastel Xpress 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 Xpress Version 14 and want to improve your 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 three day (18 hour) course.



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Course Outline

The course includes the following content:

- Installation
- Working in the Demo Company
- Creating a New Company
- Setting up your Company
- Edit Master files
- Edit Menu - Customers
- Edit Menu - Suppliers
- Edit Menu – Inventory and General Ledger
- Creating and Editing General Ledger Accounts
- Processing
- The View Menu
- Sundry 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.