

## SAGE PASTEL PARTNER ADVANCED TRAINING

2 Days

This training course is designed to give you the knowledge and skills necessary to perform a bookkeeper to balance sheet function.

### Entrance Requirements

Pastel Partner Intermediate; OR A recognized accounting qualification; OR  
A pass on a pre-requisite assessment.

### Target Learners

This course is designed for any person who is proficient Pastel and wants to improve their skills. It is designed to give learners a better understanding of the more involved processes in Pastel, at a supervisor level.

### Duration

Two days

### Delivery Methods

Instructor-led, group-paced, classroom-delivery learning model, with structured hands-on activities.

### Benefits

The course will give you a sound knowledge of advanced processes in Pastel Partner 2019. Even the most seasoned Pastel Partner user will gain new skills and insights. Once you have passed the assessment, you will have a **SETA accredited certificate** in the most widely used computerised accounting package in South Africa.

### 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 Layout, 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

#### Advanced Supplier Functions

Additional Cost Invoices, Processing Invoices with Customs Tax

#### Advanced Functions in the Change Menu

Delete History / Clear Files, Delete Inactive Customers / Suppliers, Open Item / Balance Forward Conversions, Reconcile / Unreconcile Cash Book, Renumber Codes, Block Customers / Suppliers Assistant

#### Advanced Functions in the Utility Menu

Microsoft Office Integration

#### Other Advanced Functions

Forms Designer  
Inventory Selling Price Adjustment  
Mobility  
Sage Pay

#### Other Advanced Functions

Syntax. The General Ledger Report Writer.

### Assessments

The assessment forms part of the course and has to be written within 6 months from the commencement date of your classroom training or self-study course. 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 (as long as you have a PC with internet access).