

## SAGE PASTEL PARTNER V19 INTERMEDIATE TRAINING

4 Days

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

### Entrance Requirements

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

### Target Learners

This course is designed for any person who uses Pastel and wants to improve their skills. It also accommodates people who have a basic understanding of bookkeeping and want to learn how to apply this knowledge to a computerised system.

### Duration

Four 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 day-to-day and month end 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

- **Installation Sage Pastel Partner 19**
- **Working in the Demo Company**
- **.Creating a new Company**
- **Using the Auto Setup**
- **The Edit Menu – Customers**
- **The Edit Menu – Suppliers**
- **The Edit Menu – Inventory and General Ledger**
- **Creating and Editing Accounts and Inventory Item**
- **Processing**
- **Second Month of Trading**
- **The View Menu**
- **Sundry Optimisation**

### 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).