

## SAGE PASTEL XPRESS VERS. 19 TRAINING

3 Days

### Overview

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 19.

### Target Learners

If you use Sage Pastel Xpress Version 19 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.

### Duration

Three days

### Benefits

The course will give you a sound knowledge of day-to-day and month end processes in Pastel Xpress 2019.

Once you have passed the assessment, you will have a competency certificate in the most widely used computerised accounting package in South Africa.

### Course Outline

- **Installation Pastel Xpress 19**
- **Working in the Demo Company**
- **.Creating a new Company**
- **Setting up your Company**
- **The Edit Menu – Customers**
- **The Edit Menu – Suppliers**
- **The Edit Menu – Inventory**
- **Creating and Editing General Ledger Accounts**
- **Processing**
- **The View Menu**
- **Sundry Processing**

### 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).