

SAGE PASTEL – PARTNER V18 ADVANCED

Course Overview:

This comprehensive training course will give you the knowledge and skills necessary to utilise the advanced features of Sage Pastel Partner.

Target Learners:

This course has been designed to give you a better understanding of the more involved processes in Sage Pastel, at a superior level.

What you will learn:

How to Consolidate Companies, Export/Import Masterfile information, Create budgets, Setup discounts and special prices for customers, Process supplier invoices with customs tax, Renumber customer, supplier and inventory codes, Use forms designer to customise invoice and statement layouts.

Course outline:

Advanced Functions in the File Menu

- Consolidating Companies
- Export/Import
- Data integrity
- Send and receive accountant data
- Printer/Font setup

Advanced Customer Functions

- Multiple delivery addresses
- Discounts and special prices
- Make one for all feature

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Professional Tax Practitioner (SA) PR – 0094525

- Processing a RD cheque
- Accounting for bad debts
- Mail Merge feature

Advanced Functions

- User Setup
- Creating a new entry type
- Editing the Tax Box
- Budgets, projects
- Depreciation
- Accruals
- Purchase of an asset
- Tax in General Journal
- Using a salaries and wages control account

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/unreconciled cash book
- Renumber codes
- Block Customers/Suppliers assistant

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Advanced Functions in the Utility Menu

- Control Centre
- Microsoft Office integration

Other Advanced Functions

- Forms designer
- Inventory selling price adjustment

Course Duration:

2 days

Cost:

R 4 000.00

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