# SAGE PASTEL – PARTNER V18 INTERMEDIATE

## Course Overview:

This comprehensive training course will give you the knowledge and skills necessary to perform a bookkeeper to trial balance function using Sage Pastel Partner.

## Target Learners:

If you use Sage Pastel Partner 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.

## What you will learn:

How to install, register, navigate and maintain your Pastel Partner software.

How to edit General Ledger, Inventory, Suppliers and Customer accounts.

How to process Customers, Suppliers and Cash Book transactions.

Generating Reports and monthly processes.

## Course outline:

### Installation

- Preparing to install

- Installing and registering Sage Pastel Partner Version 18

### Working in the Demo Company

- Open a company in Sage Pastel Partner Version 18

- Navigate in Sage Pastel Partner Version 18 using the four navigation methods.

### Creating a New Company

- Setting up a Company

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**Professional Tax Practitioner (SA) PR – 0094525**

- Using the Sage Pastel Partner Version 18 setup assistant

## Auto Setup

- Auto Setup menu

## Edit Masterfiles

- Edit General Ledger

- Edit Suppliers

- Edit Inventory

- Edit Customers

## Supplier Processing

- Create a Purchase order

- Good received notes

- Supplier invoices

- Return and debit

- Supplier journal

## Cash Book Processing

- Settings

- Processing in the cash book

- Inter – account transfers

## Customer Processing

- Create a quotation

- Sales orders

- Tax invoices

- Credit notes

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- Debit notes

## Customer Journals

- Monthly Processing:

- Customer monthly processes

- Supplier monthly processes

- Other monthly processes

- Processing in cash book

## Take On Balances

- Taking on General Ledger balances

- Taking on Customer balances

- Taking on Supplier balances

- Taking on Inventory balances

## Course Duration:

4 days

## Cost:

R 6 500.00

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