

SAGE PASTEL – PARTNER V18 INTRODUCTION TO PROCESSING

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 Version 18.

Target Learners:

If you use Sage Pastel Partner Version 18 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:

You will learn the basic processing concepts in Sage Pastel Partner Version 18.

Course outline:

Bookkeeping concepts

Work in the Demo company

Restore a Backup

Process the following supplier documents:

- Create a purchase order and view a list of outstanding orders
- Link a supplier invoice to a purchase order
- Process a supplier invoice for a non-inventory item
- Month end processing

Process the following customer documents:

- Process customer invoices

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Professional Accountant (SA) – Membership Number – 29210
Professional Tax Practitioner (SA) PR – 0094525

Process cash book & petty cash book entries:

- Process a bank reconciliation
- Process a monthly journal for depreciation

Process journals

Utilise Tax Manager

Process a cheque returned by a Bank

Course Duration:

2 days

Cost:

R 4 000.00