

Sage Pastel Partner Practitioner course

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

Course outline:

Installation

- Preparing to install
- Installing and registering Sage Pastel Partner

Working in the Demo Company

- Open a company
- Navigate using the four navigation methods

Creating a New Company

- Setting up a company
- Using the setup assistant
- Auto setup menu



This course duration is approximately (5 days)



The following course options are available:

- Virtual Classroom
- Classroom



A stable internet connection is required to access the virtual classroom and exam.



Edit Master files

- Edit General Ledger
- Edit Suppliers
- Edit Inventory
- Edit Customers

Supplier Processing

- Create a purchase order
- Goods received notes
- Supplier invoices
- Return and debit
- Supplier journal

Customer Processing

- Create a quote
- Sales orders
- Tax invoices
- Credit notes
- Debit notes
- Customer journals

Cash Book Processing

- Settings
- Processing in the Cash book
- Inter-accounts transfers

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

Advanced Functions in the File Menu

- Consolidating companies
- Export / Import
- Data integrity
- Send and receive accountant data
- Printer / font setup

Advanced Functions

- User setup
- Creating a new entry type
- Editing the tax box
- Budgets
- Projects
- Depreciation
- Accruals
- Purchase of an asset
- Tax in the General Journal
- Using a salary and wages control account

Advanced Customer Functions

- Multiple delivery addresses
- Discount and special prices
- Make one for all feature
- Processing an RD cheque
- Accounting for bad debts
- Mail merge feature



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 books
- Renumber codes
- Block Customers / Suppliers assistant

Advanced Functions in the Utility Menu

- Control centre
- Microsoft Office integration

Other Advanced Functions

- Forms designer
- Inventory selling price adjustment

Sage Pastel Report Writer

- Identifying the different syntaxes
- General Ledger Report Writer

