



TRAINING ACADEMY & ACCOUNTING EXCELLENCE CC

Sage Pastel Authorised Training Centre & Dealer

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Sage Pastel Partner Version 18 Advanced

Whether you are a professional and an already experienced Sage Pastel user or just a *beginner*, Sage Pastel's training solutions will assist you to contribute to your company's overall success, and you will feel more confident to get the maximum use out of your accounting software.

All courses are designed to give you hands on, practical accounting software training in a classroom environment. Furthermore, training is provided through our **Sage Pastel Authorised Training Centres (ATCs)**, with highly experienced trainers providing you with the knowledge and guidance you require during the course.



FASSET FASSET SETA Accreditation Number: QAP/585/008

Sage Pastel has been accredited by FASSET, the SETA for Finance, Accounting, Management Consulting and other Financial Services as a Training Delivery and Assessment Site. This allows employers who send their employees on Training and who contribute to Skills Development Levies (SDL), to claim grants pertaining to the Training attended and thus recovering portions of SDL paid.

This comprehensive training course will give you the knowledge and skills necessary to utilise the advanced features of Sage Pastel Partner Version 17.

[Entrance Requirements]

Learners need to meet the following prerequisites before attending this course:

- Sage Pastel Partner Intermediate Version 18.

[Target Learners]

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

[What you will learn]

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

[Training]

This is a two-day course.

[Delivery Methods]

The delivery methods include:

- * Self-study.
- * Facilitated workshops.

[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).

[\[Course Outline\]](#)

The course includes the following content:

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
- Processing an 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 the 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 / unreconcile cash book
- 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