

Sage Pastel Partner V14 Advanced (Module 1 – Part 2)

Course Overview

This comprehensive training course will give you the knowledge and skills necessary to utilise the advanced features of Sage Pastel Partner Version 14.

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.

Duration & Delivery Methods

This is a two day (12 hour) course. The delivery methods include self-study and 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 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 computer with internet access). Assessments are offered only in English.

How to register for your ONLINE assessment?

1. Visit the www.sage.com/ZA website.
2. Select the Our Business Units option, followed by the Sage Pastel Accounting option.
3. Select the Business Zones link. On the new screen, select the Training Zone option.
4. If you have already created an online profile, log in with your user name and password.
5. If you do not have an online profile, click on the here link or the Create Personal Profile link to create your online profile.
6. Using the Serial Number that you received with your course material, select the Register Serial Number option. Enter the Serial Number and select the Register button.
7. Select the Write My Assessment option. On the next screen, select your registered assessment.
8. Select the Start Assessment button. Select the assessment link that displays in the new screen.
9. Read the assessment instructions and select the Let's begin button.

Certification & Assessment Duration

The Sage Pastel Training Department will issue an Electronic Certificate of Competence to delegates who successfully achieve a minimum result of 75% for the assessment associated with this course. Please ensure that you have updated your details to ensure that the correct information is printed on your Sage Pastel certificate and that it is sent to the correct email address.

Entrance Requirements

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

1. Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping.
2. Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy.
3. Mathematical Literacy or Standard 8/Grade 10 Mathematics.
4. Sage Pastel Partner Version 14 Intermediate.

If a learner is not yet competent in the required prerequisites then he/she must first complete the relevant courses before enrolling for this course. Should we find a student on one of our courses that do not meet the prerequisites they will be asked to leave and the course fee will be forfeited.

Number of Questions:

87

Duration:

120 min

Accreditation:

None

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 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 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 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

Scheduled Invoicing

Booking process for South Africa, Lesotho and Swaziland

To book online please ensure that you have your ID number, Sage Pastel serial number and customer/pin number ready. If you are not currently a Sage Pastel user, all you need is your ID number.

Step 1

Visit the www.sage.com/ZA website. Select the [Our Business Units](#) option, followed by the [Sage Pastel Accounting](#) option. Select the [Business Zones](#) link. On the new screen, select the [Training Zone](#) option.

Step 2

If you have a profile on the Training Zone, click on the [Login](#) link. If this is your first time booking, click on the [Create Personal Profile](#) link.

Step 3

To book training, click on the [Training](#) menu, followed by the [Book Training](#) option. Click on the product that you want to be trained on.

Step 4

Select the [Event Type](#) (Course you want to attend), the [Area](#) in which you would like to attend, and then select the [Event Dates](#). Click on the [Search](#) button. A list of possible dates and venues will display.

Step 5

A brief overview of the course with confirmation of price, availability and the venue will then be shown. You may now elect to book or to go back and select another event or a different venue. Click on the [Book Training](#) button.

Step 6

You are now required to enter your [personal details](#), including any food requirements you may have. On completion of this section you must submit your provisional booking by clicking on the [Complete Booking](#) button. A pro-forma invoice will be generated, giving you a unique TRA booking number.

Step 7

You have 2 days in which to [make payment](#) for this course and to send the proof of payment to Sage Pastel. Email your proof of payment to training@pastel.co.za. When sending through your proof of payment, please quote your [unique TRA booking number](#).

Step 8

Once payment has been confirmed, you will receive your course confirmation and a map to the selected training event.