

Sage 50c Pastel Partner Intermediate (Module 1 – Part 1)



Course Overview

This comprehensive training course will give you the knowledge and skills necessary to perform a bookkeeper to trial balance function using Sage 50c Pastel Partner.



What you will learn

How to install, register, navigate and maintain your Sage 50c Pastel Partner software.
How to edit General Ledger, Inventory, Suppliers and Customers accounts.
How to process Customers, Suppliers and Cash Book transactions.
Generating Reports and monthly processes.



Target Learners

If you use Sage 50c 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.



Duration & Delivery Method

This is a four day (24 hour) course. The delivery methods includes self-study and facilitated workshops.

Course outline

Assessment: 109 Marks, 120 min

Installation

- Preparing to install
- Installing and registering Sage 50c Pastel Partner

Working in the Demo Company

- Open a company in Sage 50c Pastel Partner
- Navigate in Sage 50c Pastel Partner using the four navigation methods

Creating a New Company

- Setting up a company
- Using the Sage 50c Pastel Partner setup assistant

Auto Setup

- Auto Setup menu

Edit Masterfiles

- 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

Cash Book Processing

- Settings
- Processing in the cash book
- Inter - Account transfers

Customer Processing

- Create a quotation
- Sales orders
- Tax invoices
- Credit notes
- 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

Delegates booking for this course should have completed:

- Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping.
- Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy.
- Mathematical Literacy or Standard 8/Grade 10 Mathematics.

The next course in your training learning path will be:



[Sage 50c Pastel Partner Advanced \(Module 1 Part 2\).](#)



[Sage 50c Pastel Partner Installation Technician \(Module 2\)](#)

Terms and Conditions

- Training is payable before the course date. A confirmation and invoice will be forwarded to you.
- Attendee substitutions must be made at least 1 working day prior to the course date.
- No cancellations will be accepted, but substitutes are welcome.



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