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sage | Authorised
Training Centre

Training generations for a brighter future!

Sage Pastel Partner Practitioner Course

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

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.

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.

Target Learners

If you use Sage 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.

Assessments

The assessment forms part of the course and has to be written within 6 months from the commencement date of your 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 computer with internet access).

Assessments are offered only in English and in an online environment.

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.

Duration

This is a five-day (30 hour) course.

Course Outline

The course includes the following content:

- Installation
- Working in the Demo Company
- Creating a New Company
- Auto Setup
- Edit Master Files
- Supplier Processing
- Customer Processing
- Cash Book Processing
- Monthly Processing
- Take On Balances
- Advanced Functions in the File Menu
- Advanced Functions
- Advanced Customer Functions
- Advanced Supplier Functions
- Advanced Functions in the Change Menu
- Advanced Functions in the Utility Menu
- Other Advanced Functions
- Sage Pastel Report Writer