

# SAGE PASTEL PARTNER 2009

## Basic Training

### Course Outline

#### Objectives:

This training program will introduce beginners to the Partner 2009 product and will provide a broad information base for you so that you may have greater awareness and confidence when using Sage Pastel Accounting Partner 2009.

#### Who should attend:

End-Users, Support Consultants, Business Partners, Resellers can attend this course.

#### Prerequisites:

You must be computer literate and must have a good understanding of basic accounting principles.

#### Duration:

2 days  
(9.00am – 3.00pm)

#### Price:

\$750 plus G.S.T. per attendee

#### Delivery Methods:

Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

#### What the course will cover:

Lesson 1 – Getting to know Pastel

Lesson 2 – Working in the Demo Company

- How to open and navigate around Pastel
- Function and Shortcut Keys
- Pastel Utilities

Lesson 3 – Creating a New Company

Lesson 4 – Using the Auto Setup

- Setup Company Parameters
- Setup User Passwords
- Setup Financial Categories
- Setup Entry Types
- Setup Periods
- Setup Tax
- Setup Customer Control
- Setup Customer Documents
- Setup Suppliers Control
- Setup Suppliers Documents
- Setup Inventory
- The Backup Process

Lesson 5 – The Edit Menu - Customer

- Overview
- Creating Customer Categories
- Creating Sales Analysis Codes
- Creating Customer Accounts
- Designing Customer Codes
- Compiling a Note about a Customer
- Creating Cash Customer Accounts
- Change from open item to balance forward
- Printing the Customer Master file Listing

Lesson 6 – The Edit Menu – Suppliers

- Overview
- Creating Supplier Master File Listing

Lesson 7 – The Edit Menu – Inventory & General Ledger

- Overview
- Creating inventory items
- Creating inventory categories
- Creating & editing general ledger accounts
- Creating inventory items – physical item
- Renumbering inventory codes
- View inventory reports 7 master file listings

Lesson 8 – Processing: Edit Menu

- Overview
- Edit general ledger
- Edit customers
- Edit suppliers
- Edit inventory

Lesson 9 – Processing : Process Menu

- Overview
- Suppliers
- Customers
- Cash book
- Bank reconciliation
- Petty cash book
- Journals

Lesson 10 – Processing: View Menu

- Overview
- General ledger reports
- Customer reports
- Suppliers reports
- Inventory reports

Lesson 11 – Housekeeping

- Overview
- Backup process
- Restore process
- Printer / font setup
- Correction of Errors
-