



Training: Sage 50c Pastel Xpress

COURSE NAME	TRAINING CONTENT	2 0 2 0 DATES		
		Feb	Mar	Apr
<p>SAGE 50c PASTEL XPRESS</p> <p>3 FULL DAYS (9:00 - 16:00)</p> <p>R 6 420pp excl VAT</p> <p>Minimum 5 delegates for Classroom Option</p> <p>R7 920 per day on-site, unlimited delegates</p>	<p>Course Overview : This comprehensive training course will give you the knowledge and skills necessary to perform a book-keeper to trial balance function using Sage 50c Pastel Xpress.</p> <p>Target Learners : If you use Sage 50c Pastel Xpress 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.</p> <p>Course Outline : Installation : Preparing to Install Installing and registering Sage 50c Pastel Xpress</p> <p>Working in the Demo Company : Open a company in Sage 50c Pastel Xpress Navigate in Sage 50c Pastel Xpress using the four navigation methods</p> <p>Creating a New Company : Setting up a company Using the Sage 50c Xpress Partner Setup Assistant</p> <p>Edit Masterfiles : Edit General Ledger Edit Suppliers Edit Inventory Edit Customers</p> <p>Supplier Processing : Create a purchase order Supplier Invoices Return and debit Supplier journal</p> <p>Cash Book Processing : Settings Processing in the cash book</p> <p>Customer Processing : Create a quotation Tax invoices</p> <p>Customer Journals Monthly Processing : Customer monthly processes Supplier monthly processes Other monthly processes Processing in cash book</p> <p>Take on Balances : Taking on General Ledger balances Taking on Customer balances Taking on Supplier balances Taking on Inventory balances</p>	12/13/14		28/29/30

TRAINING BOOKING FORM: Sage 50c Pastel Xpress

Company name _____ VAT Reg _____ Order Nr _____

Your name _____ Tel no _____ Mobile _____

Postal address _____ Email _____

Food Allergies/Dietary requirement of delegate attending _____

Course	Name of delegate (Title Name and Surname)	Date

B-BBEE LEVEL 2 CONTRIBUTOR: 125% PROCUREMENT RECOGNITION

PLEASE NOTE TRAINING IS A COD BUSINESS AND PAYMENT IS REQUIRED BEFORE THE COURSE DATE.

NO CANCELLATIONS CAN BE ACCEPTED, BUT SUBSTITUTES ARE WELCOME. APPLICO RESERVES THE RIGHT TO CHANGE THE TRAINING SCHEDULE AT ANY TIME

email to : info@awcape.co.za Tel : 0861111600

REFERRED BY: _____

Signed on behalf of the company: _____