



# PARTNER COURSES

## 2 Days Introduction to Bookkeeping

- Basic Bookkeeping Concepts
- Dealing with Cash, Debtors and Creditors
- Petty Cash and Customer Processing
- Bank and Stock Processing
- VAT

## 2 Days Partner Advanced

- Creating a skeleton company
- Import/Export Master files
- Creating Budget/Cost Centres
- Dr/Cr advanced processing
- Data Integrity, Customer Pricing, Forms Designer,
- Control Centre and Tax Type Adjustments
- Periodic processing and Reporting

## 1/2 day Fixed Assets

- Navigating Evolution.
- Fixed Asset Maintenance.
- Processing Capex Budgets/Orders
- Processing Depreciation, Sale/Scrap Asset
- Processing Transfers, Revaluation
- Enquiries.
- Reports

## 1/2 Day Business Intelligent Centre – Administrator

- The data connection process
- Create a data container
- Create a multiple table data container
- Maintain data expressions
- Create a SQL expression
- Write Assessment

## 1/2 Day Business Intelligent Centre – Report Writer

- To operate Pastels standard reports
- Run reports
- Create a standard report
- Manage reports
- Union reports
- Write assessment

## 2 Days Partner Processing

- Creating a new company
- Setting up the company
- Processing Transactions
- Views and Reports
- Sundry Processing

## 3 Days Xpress

- Creating a new company
- Setting up the company
- Processing Transactions
- Views and Reports
- Sundry Processing

## 4 Days Partner Intermediate

- Installation and Registration
- Working in a Demo Company
- Creating a new company
- Using Auto Setup
- Editing Master Files
- Take on Balances
- Introduction to Processing
- Supplier Processing
- Customer Processing
- Cashbook Processing
- Monthly Processing

## 1 Day BIC – Report Writer and Administrator

### Report Writer

- To operate Pastels standard reports
- Run reports
- Create a standard report
- Manage reports
- Union reports
- Write assessment

### Administrator

- The data connection process
- Create a data container
- Create a multiple table data container
- Maintain data expressions
- Create a SQL expression
- Write Assessment

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