Sage Pastel Xpress Version 12

[Course Outline]

Installation

- Preparing to install
- Installing and registering Sage Pastel Xpress Version 12

Working in the Demo Company

- Open a company in Sage Pastel Xpress Version 12
- Navigate in Sage Pastel Xpress Version 12 using the four navigation methods

Creating a New Company

- Setting up a company

Setting up your Company

- Setting up a Company
- Backups and Restores

Edit Menu - Customers

- Customer Categories
- Customer Accounts
- Printing Customer Masterfile listings

Edit Menu - Suppliers

- Supplier Categories
- Supplier Accounts
- Printing Supplier Masterfile listings

Edit Menu – Inventory and General Ledger

- Creating Inventory Items

Creating and editing General Ledger accounts

- Creating and editing general ledger accounts

Processing

- Customer processing
- Supplier processing
- Cash Book processing
- Journal processing

The View Menu

- General Ledger reports
- Customer reports
- Supplier reports
- Inventory reports

Sundry Processing

- Correction of Errors
- Processing an R/D Cheque
- Converting / Opening a company
- Take on Balances