

# Globe Training Centre – (GTC)

## Sage Pastel Evolution – Basic

(Curriculum)

**Training Objective:** To introduce broad product usability of sage pastel evolution for day-to-day business environment needs by practicing on how to use different product features.

**Training Outcome:** At successful completion participants should be able to, install, create company, and process common business application needs with multi warehousing, multi-currency, and contact management features.

### Content:

- Introduction to Pastel Evolution
- Installing Pastel Evolution
- The System Explorer
- Crating a New Company
- General Ledger Processing
- Creating Supplier Master File Accounts
- Creating Customer Master File Accounts
- Inventory Master Files
- Inventory and Order Entry Transactions
- Inventory Transactions for Returns
- Inventory Stock Take Adjustments
- Inventory Template Processing
- Inventory Transaction Processing
- Standard Accounts Payable Quotations
- Standard Accounts Payable Transactions
- Standard Accounts Receivable Transactions
- Processing Bad Debts
- Accounts Payable Enquiries and Reports
- Accounts Receivables Enquiries and Reports
- Administrative Functions
- Customer Account Consolidation
- Multi - warehousing
- Creating Supplier Discounts Structures
- Customer Pricing Matrix
- Serial Number Tracking
- Basic Stationary Layout
- Segmented General Ledger
- Multicurrency
- Contact Management

**Training Method:** Theory, Instructor led practical sessions, and Assignments.

**Duration:** 05 Days (08:30 a.m. – 05:00 p.m.)