End User Training Curriculum
Sage Evolution Premium Practitioner Course
(Learning Unit 1)

This comprehensive training course will give you a broad overview on how to use your Sage Evolution Premium software.

Entrance Requirements

Learners need to meet the following prerequisites before attending this course:

1. Bookkeeping NQF Level 3 qualification or Standard 8/Grade 10 Bookkeeping
2. Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy
3. Mathematical Literacy or Standard 8/Grade 10 Mathematics
4. Established Accounting background or qualification NQF Level 3

If you are not yet competent in the required prerequisites, you must first complete the relevant courses before enrolling for this course. It is essential that the course prerequisites are met so as to avoid being asked to leave and the course fees being forfeited.

Target Learners

If you have a well established accounting background and/or accounting qualification and want to learn how to use the Sage Evolution Premium accounting software, this course is for you.

Training

This is a five day (30 hour) course.

Course Outline

This course will teach you to install, register, navigate and maintain your Sage Evolution Premium software. Maintaining your software includes creating common databases, backups and master files.

The course will also teach you how to navigate within the software using the system tree, main menu and available shortcuts.

After successfully creating your master files, we will explore the General Ledger, as well as customer, supplier and inventory processing and reporting needs via the respective modules.

This Sage Evolution course includes the following content:

General Ledger module
- Segmented General Ledger

Accounts Receivable module

Accounts Payable module

Inventory module
- Segmented Inventory

Order Entry module

Alert Management module

Year End Proceeds

System Audit Manager

Reporting
- Customise Reports

Assessments

The Assessment has to be written within 6 months from the commencement date of your training. To make it easier for you, all the Sage Pastel assessments are now online. This means that you can write the assessment in your own time and in the comfort of your own home provided you have a computer with internet access.   Assessments are offered only in English.