



Sage Business Cloud Accounting Practitioner Course

Also known as Sage One

Course Overview

This comprehensive training course covers the setup and in-depth processing within the Sage One Accounting product. If you want to learn how to manage your business in an online environment, this course is for you.

Why this Course

Sage One is a popular cloud based accounting software program in South Africa. This course will provide you with the official certification for this product.

Duration & Delivery Methods

We offer this course via Distance and Online Learning.

Assessments

The assessment forms part of the course and has to be written within 6 months from the commencement date of your course. To make it easier for you, all the Sage assessments are ONLINE. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a computer with internet access). Assessments are offered only in English.

Certification & Assessment Duration

The Sage Pastel Training Department will issue an Electronic Certificate of Competence to delegates who successfully achieve a minimum result of 75% for the assessment associated with this course. The Certificate is issued immediately via email once you have passed.

The assessment consists of 70 questions and has a duration of 90 minutes.

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 (*see Bookkeeping course below.*)
2. Computer Literacy at NQF Level 3 or Standard 8/Grade 10 Computer Literacy.
3. Mathematical Literacy or Standard 8/Grade 10 Mathematics.

Please note: We don't require proof of qualifications before registration. The onus is on the learner to ensure they are competent at the required levels. Please contact us if you have any further questions on this.

Sage Bookkeeping Fundamentals

Learners who have had little or no exposure to bookkeeping can register for the Sage Bookkeeping Fundamentals course in conjunction with the Sage One course. More information can be found at the following link:

<http://www.talentstream.co.za/sage-bookkeeping-fundamentals>

Course Outline

Part 1

Starting Sage One Accounting

- Sage One Accounting
- The online help and supporting documentation
- The sign up process for Sage One Accounting
- Logging into your company
- Navigating within Sage One Accounting

Maintain and administer your companies

- Maintaining your companies
- Creating users and assign permissions
- The overview of cycles in accounting
- Changing your password
- My profile

Create and maintain your supplier master files

- Supplier master files
- Creating your suppliers

Create and maintain your item master files

- Item master files
- Creating your items

Create and maintain your customer master files

- Customer master files
- Creating your customers

Processing supplier and customer documents

- The different transactions
- Process supplier transactions
- Process customer transactions
- Processing with analysis codes
- Receiving and making payments

Other Functionalities

- Quick views
- Generate reports
- Customer statement run
- The different reports in Sage One Accounting
- Favourites
- Losing your work

Part 2

Maintaining your companies

- Maintaining your companies
- Setting up the company VAT periods
- Importing and exporting data

Suppliers, Items and Customers

- Maintain existing suppliers
- Adjust supplier opening balances
- Maintaining your items
- Item adjustments
- Maintain existing customers
- Adjust customer opening balances
- Creating your sales reps

Create and maintain other master files

- Multiple delivery addresses
- Other master files
- Creating your accounts
- Adjust accounts opening balances
- Sales and purchase accounts
- Account reporting groups
- Create your bank accounts
- Maintaining your bank and credit card accounts
- Adjusting bank and credit card opening balances
- Creating your assets
- Creating analysis codes

Processing and editing documents

- Processing with analysis codes
- Editing documents

Processing banks and credit cards

- Process banks and credit cards
- Reconcile banks and credit card transactions
- Import and map bank statements
- Automatic bank feeds
- Manage automatic bank feeds
- Budgets

The accountant's area

- Control centre
- The accountant's duties
- The accountant's area
- Processing journal entries
- VAT returns and reports
- Processing other VAT related transactions
- The accountant's reports

Other Functionalities

- The different reports in Sage One Accounting
- Compare reports to budgets
- The VAT 201 calculation report
- Opening balances

Distance and Online Learning Course FAQs

Is the course certified?

Yes, this course is certified by Sage and the certificate is issued directly by Sage once you pass the online assessment – so there is no better certification!

What do I receive when I register?

Once you have registered and made payment we will courier your learning material to you. It will take 1-2 days to get to you if you are in a major centre and a few more days if you are in an outlying area. We will email you a tracking number so that you can track your parcel from the time it leaves us until it reaches you. This parcel includes 2 official training manuals which cover all the learning material with step by step instructions and includes detailed screenshots of the program (this is as simple as a “dummies” guide.)

In addition to the learning material above, you will receive a login to our online student portal where:

- a) You will be able to post any questions you have on the course material and a qualified trainer will assist you.
- b) You will be able to practice on our comprehensive mock assessment (as many times as you like) before taking the actual exam. This is extremely helpful as the final exam has a pass mark of 75% and our mock exams will show you exactly where you need to work further on before taking the final exam.

Is the course easy to complete?

Yes, it is. Read through the testimonials of our past students below.

This course has been designed to be easy to complete and you are fully supported online throughout your journey.

How long does it take to complete?

Work on 12 hours of study time to go through the material and then some additional time to revise and practice on the mock assessment. Past students have taken anywhere from 1 week up to 6 months depending on how much time they could dedicate to it. You should be able to comfortably complete this course in 1 to 2 months on a part time basis.

Course Pricing Schedule

SAGE ONE ACCOUNTING COURSES	DISTANCE AND ONLINE LEARNING COURSES	CLASSROOM COURSE	VIRTUAL COURSE (Microsoft Teams / Zoom)
Sage One Accounting Practitioner	R2 900 incl. VAT	R4 700 incl. VAT	R3 500 incl. VAT
<i>Course Bundle</i> Sage One Accounting Practitioner + Sage Bookkeeping Fundamentals	R4 900 incl. VAT	Separate courses required for classroom.	Separate courses required for virtual.

A course bundle is a package of 2 courses (the Sage Bookkeeping Fundamentals course + a Pastel course) that you can register for at a discounted price.

Student Testimonials

I'd like to take this opportunity to commend Talent Stream on their excellent service when I booked my Pastel course through them. The booking process was very easy and they were very efficient in booking my course and sending me correspondence regarding the course.

I also really appreciated the good discount they gave me.

I would definitely book another course through them.

Shehnaz Suleman CA(SA)

Completed the Pastel Partner Intermediate Course in Johannesburg

I've recently completed the Sage Partner Intermediate V14 Course, through Talent Stream.

During my 15 years of experience in the Business World, I never came across such remarkable Service & Helpfulness.

I don't have enough words to compliment the outstanding service that I've received.

I was only able to do this course, after hours & mostly over weekends, between 18:00 & 00:00, & wow... no matter what time I've asked a question, Zunaid immediately replied by either email or a phone call.

I am so satisfied with the outcome of my results & service, that I've enrolled for the Pastel Advanced Course & the Sage Fundamental Book Keeping Course. I'm looking forward to complete these as well.

Michelle Rudolph

Completed the Pastel Partner Intermediate – Distance Learning Course

I needed to have knowledge on Pastel to open up new opportunities for myself. While searching the Internet I came across Talent Stream.

What got me was the affordability of the course and the fact that I could do it from home. Zunaid was very helpful no matter how many times or at what time I phoned.

Just before I did my online exam they brought the mock exam in. This really helped a lot to prepare for the real thing. I passed with ease.

Thank you I will look into all the other courses you provide.

Beulah Fourie

Completed the Pastel Partner Intermediate – Distance Learning Course

I came across Talent Stream when I was looking for a Pastel training course online. It appealed to me because I could study at my own pace from home and then do the assessment online when I was ready.

As long as you have an understanding of bookkeeping, learning Pastel, whether in a class or distance learning, won't be difficult.

When I had a question or a problem, Zunaid would reply to my e-mail or return my call as soon as he was able and help me with it.

I would definitely recommend and consider using Talent Stream again in the future.

Dina Concalves

Completed the Pastel Partner Intermediate – Distance Learning Course

Thank you for this great program, it's affordable, it shows you step by step how to install and use the software, making it easy to understand.

It's great to do it via the distance learning option, I did it at my own time, speed and in the convenience of my own home. :-)

Zunaid Khan was an awesome tutor!!! The mock assessments was the cherry on the cake, it helped me to prepare for my assessment.

Thank you very much!!!!

Maralize Meyer Smit

Completed the Pastel Partner Intermediate – Distance Learning Course

Course Registration process

The course registration process is fully online.

Step 1

Visit the website: <http://www.talentstream.co.za/register-sage/>

Select Sage One Practitioner. Click on Continue.

Step 2

Fill out all your details on this page. Course prices information will appear based on your selected course.

You may also provide a VAT number for the tax invoice. Select your payment method (EFT or Credit Card).

Please note: Credit Card payments are only available for Distance and Online Learning Registrations.

Step 3

Click on button at the bottom that says "Register for the course" to submit your registration.

Step 4

If you selected Credit Card as your payment option, you will be redirected to the PayFast website to make payment by credit card.

If you selected EFT as your payment option, a pro-forma invoice will be generated and emailed to you.

Step 5

For EFT Payments, you have **2 days** in which to **make payment** for the course and to send the proof of payment to Talent Stream. Email your proof of payment to: sagepayments@talentstream.co.za

When sending through your proof of payment, please quote your **unique reference number which you will find on the pro-forma invoice**.

Step 6

Once payment has been confirmed, you will receive your course confirmation.