



# Sage 200 Evolution Practitioner Course

## Course Overview

This comprehensive training course is a step-by-step guide on how to set up your environment, process transactions and generate reports using the Sage 200 Evolution software.

## Target Learners

If you have a well-established accounting background and/or accounting qualification and want to learn how to use the Sage 200 Evolution accounting software, this course is for you.

## Duration & Delivery Methods

This is a 5-day (30 hour) course.

The delivery methods include e-learning, face-to-face classroom courses as well as virtual courses held using Microsoft Teams.

## Assessments

The assessment forms part of the course and must 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. Please ensure that you have updated your details to ensure that the correct information is printed on your Sage Pastel certificate and it is sent to the correct email address.

## 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

## 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 masterfiles.

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 masterfiles, we will explore the General Ledger, as well as customer, supplier and inventory processing and reporting needs via the respective modules.

The course includes the following content:

- General Ledger module
  - Segmented General Ledger
- Accounts Receivable module
- Accounts Payable module
- Inventory module
  - Segmented Inventory
- Order Entry module
- Tax module
- Year End Process
- Generate Reports
- Practice Case Study

## System Requirements

You will run Sage Evolution (with an educational licence) on your own computer.

If you attend the classroom course, you will also install it to practice on before you write the final online exam.

Please note that Microsoft Windows 10 Professional Edition (or later) is required to run Sage Evolution.

Furthermore, a minimum of 4GB RAM is required but 6GB or more is recommended.

The minimum processor speed should be a Dual Core 2.0 GHz / i3. It is recommended that you use a Dual Core 2.3 GHz / i5 computer or better.

## Booking process

The booking process is fully online.

### Step 1

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

### Step 2

Fill out all your details on this page.

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 Self- Study or 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.

For Classroom course bookings you will also receive a terms and conditions form to sign and return (by scanning and emailing it back to us).

### 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](mailto: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.

## Course Pricing Schedule

SAGE EVOLUTION COURSES	E-LEARNING	CLASSROOM COURSE	VIRTUAL COURSE
Sage 200 Evolution Practitioner Course	R5 500 incl. VAT	R17 900 incl. VAT	R13 400 incl. VAT

For course dates please go to:

<http://www.talentstream.co.za/training/sage-evolution-courses/#coursedates>

## 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 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**