

# COURSE OUTLINE

## Sage Evolution Premium Practitioner Course (LU 1)



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AccTech International: Washington D.C.

## Course Outline

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

## Course duration

This course is scheduled for five days (30 hours).

## Course pre-requisites

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

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.

## Documentation

The following documentation is included with the course

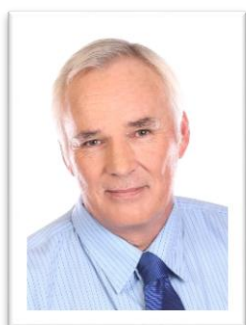
- Learning Unit 1 user guide
- User competency assessment
- Certificate of attendance

## Who should attend?

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.

## The Facilitator

### Werner Muller



Werner Muller has been active in Sage 300 ERP for twelve years and in this time has obtained a lot of practical and theoretical experience - with 30 years of accounting experience.

He comes from a corporate and training environment where he was a junior lecturer for statistics and applied maths. He completed his articles at Theron van der Poel and attended the University of Pretoria where he studied B-Com Auditing. He is dedicated to training since it is his passion to deliver effective meaningful skills and to uplift all the students coming through our AccTech Systems training centre.

## Topics Covered

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.

The Sage Evolution Premium core modules that will be covered in this course are as follows:

- General Ledger module
  - Segmented General Ledger
- Accounts Receivable module
- Accounts Payable module
- Inventory module
  - Segmented Inventory
- Inventory Issue module
- Order Entry module
- Alert Management module
- Year End Proceedings
- System Audit Manager
- Reporting
  - Customise Reports

#### **Venue Details**

We have training facilities in Centurion.

#### **Centurion**

1001 Clifton Avenue  
Lyttelton Manor  
Centurion

#### **For bookings or more information**

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail [training@acctech.biz](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)

