



PO Box 14955  
Farrarmere  
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E-mail : info@tctraining.co.za  
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Managing Director: T. Webster

## Sage Evolution Core Modules Training Courses

### General Ledger

This comprehensive training course covers the Pastel Evolution General Ledger Module. If you want to learn how to enhance your cash book and journal processing skills, this course is for you. You will be taught how to set up and process in a standard General Ledger environment. The default settings and creation of new General Ledger accounts and sub accounts are also covered. You will be taught cash book and journal processing.

The different reports available in the General Ledger module will be introduced and explained.

Duration: 1 day course

### Accounts Receivable

This comprehensive training course covers the Pastel Evolution Accounts Receivable Module. If you want to learn how to enhance your debtors set up and processing skills, this course is for you. This course will teach you how to log in and navigate within Pastel Evolution software including the default settings of the Accounts Receivable module. You will be taught how to create and maintain customer records.

The Following Customer transactions will also be covered:

- Customer invoices
- Customer returns
- Customer payments
- Customer discounts
- Allocations

The different reports available to aid in managing your customers will be introduced and explained.

Duration: 1 day course



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## Accounts Payable

This comprehensive training course covers the Pastel Evolution Accounts Payable Module. If you want to learn how to enhance your creditors' set up and processing skills, this course is for you. You will be taught how to log in and navigate within the Pastel Evolution software including the default settings of the Accounts Payable module. You will also be shown how to create and maintain supplier records.

The following Supplier transactions will also be covered:

- Supplier invoices
- Supplier returns
- Remittances
- Supplier discounts
- Allocations

The different reports available to aid in managing your suppliers will be introduced and explained.

Duration: 1 day course

## Inventory

This comprehensive training course covers the Pastel Evolution Inventory Module. If you want to learn how to enhance your inventory management skills, this course is for you. This course will teach you how to log in and navigate within the Pastel Evolution software including the default settings of the Inventory module. You will also be taught how to create and maintain inventory records.

The following inventory transactions will be covered:

- Inventory adjustments
- Inventory count
- Reorder levels

Duration: 1 day course



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## Entrance Requirements for Individual Core Modules

Learners need to meet the following prerequisites before attending the Sage Evolution core modules 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.

## 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.