



Authorised  
Training Centre

## TRAINING - SAGE INTELLIGENCE



COURSE NAME	TRAINING CONTENT	DATES 2020		
		February	March	April
<p><b>SAGE INTELLIGENCE BEGINNER</b>  <b>1/2 Day 0900 - 1230</b>  <b>R1 070 pp excl VAT</b></p> <p>(Sage 300(Accpac), Pastel, Evolution)</p>	<p><b><i>New to Sage Intelligence?</i></b>            This course is designed for you if you are new to Sage Intelligence and have a basic understanding of Microsoft Excel. You will get a comprehensive overview of Sage Intelligence and learn the basic functions of the Report Manager module  <b>Course Content:</b>            Organising reports, creating reports, how to save formatting changes, how to create union reports, and how to summarize or group data in a report.  <b>Pre-requisite:</b> Computer literate, basic Excel knowledge</p>		9	
<p><b>SAGE INTELLIGENCE INTERMEDIATE</b>  <b>1/2 Day 1300 - 1600</b>  <b>R1 070 pp excl VAT</b></p> <p>(Sage 300(Accpac), Pastel, Evolution)</p>	<p><b><i>Time to take your reporting to the next level?</i></b>            This course is designed for you if you have completed the Beginners course or have a basic working knowledge of the Report Manager and want to fully utilize its capabilities.  <b>Course Content:</b>            Create dashboards, protect your Excel workbook, use add-ins, schedule a report, export and import reports, distribute reports and allow report templates to be accessed by multiple people, sharing best practice reporting guidelines with you.  <b>Pre-requisite:</b> Computer literate, basic Excel knowledge, Sage Intelligence Beginner</p>		9	
<p><b>SAGE INTELLIGENCE ADVANCED</b>  <b>1/2 DAY 0900 - 1230</b>  <b>R1 070 pp excl VAT</b></p> <p>(Sage 300(Accpac), Pastel, Evolution)</p>	<p><b><i>Ready to start consolidating data and customizing reports?</i></b>            This course is designed for you if you are familiar with the Report Manager, have a basic understanding of databases, and would like to be able to fully customize the way data is being extracted from data sources.  <b>Course Content:</b>            Create connectivity to a data source, create containers for multiple tables, customize data fields, use variables as fields and connect to multiple companies. Learn best practice guidelines for efficient and flexible reporting.  <b>Pre-requisite:</b> Computer literate, basic Excel knowledge, Intelligence Intermediate</p>		11	
<p><b>SAGE INTELLIGENCE FINANCIAL REPORT DESIGN</b>  <b>1/2 DAY 1300 - 1600</b>  <b>R1 070 pp excl VAT</b></p> <p>(Sage 300(Accpac), Pastel, Evolution)</p>	<p><b><i>You are ready to design financial reports</i></b> using the Layout Generator and the Task Pane in the Report Designer.  <b>Course Content:</b>            An introduction to the Report Designer and the various methods used to create financial reports, an intro to the Layout Generator and how to use it to design a report, creating new layouts, intro to Task Pane and how to create financial management of reporting trees  <b>Pre-requisite:</b> Understanding Excel formulas, intelligence beginner and intermediate, financial statement accounting knowledge</p>		11	



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## TRAINING BOOKING FORM : SAGE INTELLIGENCE



Company name \_\_\_\_\_ VAT Reg \_\_\_\_\_ Order Nr \_\_\_\_\_

Your name \_\_\_\_\_ Tel no \_\_\_\_\_ Mobile \_\_\_\_\_

Postal address \_\_\_\_\_ Email \_\_\_\_\_

Food Allergies of delegate attending \_\_\_\_\_ Job Title \_\_\_\_\_

Course	Name of delegate (Title Name and Surname)	Date
SAGE INTELLIGENCE BEGINNER		
SAGE INTELLIGENCE INTERMEDIATE		
SAGE INTELLIGENCE ADVANCED		
SAGE INTELLIGENCE FINANCIAL REPORT DESIGN		

**B-BBEE LEVEL 2 CONTRIBUTOR: 125% PROCUREMENT RECOGNITION**

*\* all prices excluding VAT*

PLEASE NOTE TRAINING IS A COD BUSINESS AND PAYMENT IS REQUIRED BEFORE THE COURSE DATE  
NO CANCELLATIONS CAN BE ACCEPTED, BUT SUBSTITUTES ARE WELCOME  
APPLICO RESERVES THE RIGHT TO CHANGE THE TRAINING SCHEDULE AT ANY TIME

**email to : [info@awcape.co.za](mailto:info@awcape.co.za) Tel : 0861111600**

REFERRED BY: \_\_\_\_\_

Signed on behalf of the company: \_\_\_\_\_