



Authorised
Training Centre

Training: Sage 300 People



COURSE NAME	TRAINING CONTENT	Feb	Mar	Apr
<p>SAGE 300 PEOPLE PAYROLL BASIC PART 1 2 FULL CONSECUTIVE DAYS (9:00 - 16:00) R5 690 pp excl VAT (Classroom) Minimum 5 delegates for Classroom Option R7 920 per day excl VAT (on-site, unlimited delegates)</p>	<p>Recommended for all new Sage 300 People users Training includes: - Crucial steps required to complete a successful pay run; - Check lists covering all daily routines; - All administration functions such as payslips, reports, termination etc. Pre-requisite: - Basic computer skills</p>	19 & 20	10 & 11	7 & 8
<p>SAGE 300 PEOPLE PAYROLL BASIC PART 2 2 FULL CONSECUTIVE DAYS (9:00 - 16:00) R5 690 pp excl VAT Minimum 5 delegates for Classroom Option R7 920 per day excl VAT (on-site, unlimited delegates)</p>	<p>Recommended for advanced users of Sage 300 People Training includes: Advanced functions such as hierarchy setup, medical aid and import/export to Excel Pre-requisite: People Basic Part 1 and at least two months' working on the system</p>	25 & 26	17 & 18	28 & 29
<p>SAGE 300 PEOPLE LEAVE ADMINISTRATION 1 FULL DAY (9:00 - 16:00) R2 850 pp excl VAT Minimum 5 delegates for Classroom Option R7 920 per day excl VAT (on-site, unlimited delegates)</p>	<p>Recommended for advanced users of Sage 300 People using Leave module Training includes: - Leave definitions, linking employees to leave definitions etc. Pre-requisite: - People Basic Part 1 or Intro to Sage 300 People</p>		2	
<p>SAGE 300 PEOPLE REPORT CUSTOMISATION 1 FULL DAY (9:00 - 16:00) R2 850 pp excl VAT R7 920 per day excl VAT (on-site, unlimited delegates) Minimum 5 delegates for Classroom Option</p>	<p>Recommended for advanced users of Sage 300 People Training includes: - Standard Sage 300 reports, Dynamic reports as well as Data Export Reports; - Customising your own reports; - Using basic customisation tools including pivot tables and property grid. Pre-requisite: People Part 1, Advanced MS Excel, two months' working on People</p>		3	



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<p>SAGE 300 PEOPLE PERSONNEL MANAGEMENT 1 FULL DAY (9:00 - 16:00) R2 850 pp excl VAT R7 920 per day excl VAT (on-site, unlimited delegates) Minimum 5 delegates for Classroom Option</p>	<p>Training includes: - Enables you to keep record of all employee related transactions; - Disciplinarys, memberships and qualifications etc. Pre-requisite: Intro to Sage 300 People Payroll</p>		4	
<p>SAGE 300 PEOPLE EMPLOYMENT EQUITY 1/2 DAY (9:00 - 12:30) R2 030 pp excl VAT R7 920 per day excl VAT (on-site, unlimited delegates) Minimum 5 delegates for Classroom Option</p>	<p>Training includes: - Generating reports to complete the statutory returns for EEA2 and EEA4; - Basic understanding of the Employment Equity Act; - How to define the equity goal plan and link to existing payroll masterfile. Pre-requisite: Intro to Sage 300 People Payroll</p>		5	6
<p>SAGE 300 PEOPLE JOB PROFILE MANAGEMENT 1 FULL DAY (9:00 - 16:00) R2 850 pp excl VAT R7 920 per day excl VAT (on-site, unlimited delegates) Minimum 5 delegates for Classroom Option</p>	<p>Training includes: - Defining positions, grades, titles and performance management etc. Pre-requisite: Intro to Sage 300 People Payroll</p>	27	12	
<p>SAGE 300 PEOPLE LEARNING AND SKILLS DEVELOPMENT 1 FULL DAY (9:00 - 16:00) R2 850 pp excl VAT R7 920 per day excl VAT (on-site, unlimited delegates) Minimum 5 delegates for Classroom Option</p>	<p>Training includes: - Step by step guidelines to complete the SETA specific reports; - Overview of Skills Act, claiming of grants and defining a workplace skills plan. Pre-requisite: Intro to Sage 300 People Payroll</p>		19	30



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COURSE NAME		Feb	Mar	Apr
SAGE 300 PEOPLE PAYROLL RECONCILIATION 1 FULL DAY (9:00 - 16:00)	Recommended for advanced users of Sage 300 Training includes: - Vital information required to manage an effective payroll; - All reconciliatory processes. Pre-requisite: People Basic Part 1 and one month working on the system	Available as customised training (Hourly Consulting Rate)		
SAGE 300 PEOPLE TAX YEAR END	Training includes: - Introduction to Tax Year end; - All processes and checks required to run a successful tax year-end. Pre-requisite: People Basic Part 1	Available as Consultation (Hourly Consulting Rate)		



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BOOKING FORM - SAGE 300 PEOPLE TRAINING



Company Name _____ VAT Reg _____ Order Nr _____

Your Name _____ Tel no _____ Mobile _____

Job Title _____ Email _____

Postal Address _____

Food Allergies of delegate attending _____

Course	Name of delegate (Title, Name and Surname)	Date
Sage 300 People Basic Part 1		
Sage 300 People Basic Part 2		
Sage 300 People Leave Administration		
Sage 300 People Report Customisation		
Sage 300 People Personnel Management		
Sage 300 People Employment Equity		
Sage 300 People Job Profile Management		
Sage 300 People Learning & Skills Development		
Sage 300 People Payroll Reconciliation		
Sage 300 People Tax Year End		

B-BBEE LEVEL 2 CONTRIBUTOR: 125% PROCUREMENT RECOGNITION

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 Tel : 0861111600

REFERRED BY: _____

SIGNED ON BEHALF OF COMPANY _____

