

COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Apr'19	May'19	Jun'19
SAGE 300 PEOPLE PAYROLL BASIC PART 1 2 FULL CONSECUTIVE DAYS (9:00 - 16:00) R5690 pp excl VAT An assessment is available at R495 excl VAT Now available as online training	This comprehensive training revolves around a monthly / weekly checklist comprising of all the crucial steps required to complete a pay run successfully. The checklist forms an integral part of the daily routine of the payroll administrator, making this training essential for first time users of the Sage 300 People system. DAY 1 Click here	PTA	On request	2-3	On request
		JHB	19	2	2
SAGE 300 PEOPLE PAYROLL BASIC PART 2 2 FULL CONSECUTIVE DAYS (9:00 - 16:00) R5690 pp excl VAT An assessment is available at R495 excl VAT	Sage 300 People users who have attended the Sage 300 People Payroll Basic Part 1 training should attend this course to enhance their knowledge of the Sage 300 People system. The Sage 300 People Payroll Basic Part 2 training ensures the optimal use of the Sage 300 People system by focusing on features to understand and maintain an effective payroll system. DAY 1 Click here	PTA	On request	9-10	On request
		JHB	11-12	15-16	9-10
SAGE 300 PEOPLE LEAVE 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT	This workshop is ideal for Sage 300 People users who need to use the Leave module to its fullest capacity. This course details all the features of the Leave module and indicates. Click here	Venue	Apr'19	May'19	Jun'19
		PTA	On request	21	On request
		JHB	26	26	28

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Class dates and times are subject to change

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		Venue	Apr'19	May'19	Jun'19
SAGE 300 PEOPLE REPORT CUSTOMISATION 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT Click here	This training is ideal for sage 300 People users who have attended the Sage 300 People Basic and want to enhance their knowledge of the Report Customisation that the Sage 300 People system offers. The purpose of this training is to enable you to customise the standard report layouts in the Sage 300 People system. You will be introduced to the standard Sage 300 People reports, layouts of the reports as well as steps to follow when customising your reports.	PTA	On request	31	On request
		JHB	28	18 or 29	27
		Venue	Apr'19	May'19	Jun'19
SAGE 300 PEOPLE PAYROLL RECONCILIATION 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT Click here	This course presents vital information to manage an effective payroll. The focus is on standard Sage 300 People reports to be used for verifying employee information and reconciling payslip values for the payment of accurate net salaries, third party payments and statutory payments. It provides you with the necessary skills to follow proper reconciliation procedures and maintaining good payroll control measures.	PTA	On request	30	On request
		JHB	27		23
		Venue	Apr'19	May'19	Jun'19
INTRODUCTION TO THE SAGE 300 PEOPLE SYSTEM 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT Click here	This course is an introduction to the Sage 300 People system and serves as a foundation for the Job Profile and Personnel Management courses. In this course we focus on navigation in the system adding of entities and other basic functionality.	PTA	On request	6	On request
		JHB	8	1	6
		Venue	Apr'19	May'19	Jun'19
SAGE 300 PEOPLE JOB PROFILE MANAGEMENT 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT Click here	This course is for users licensed for the Job Profile module and will show you how to manage jobs and positions in the Sage 300 People system. Job Profile management parameter codes and performance management parameter codes will be defined. Job templates and positions will be set up and employee position management (how to link an employee to a position) will be discussed. Lastly, the position history backdating function will be discussed.	PTA	On request	27	On request
		JHB	18	15 or 23	20
		Venue	Apr'19	May'19	Jun'19
SAGE 300 PEOPLE PERSONNEL MANAGEMENT 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT Click here	The Sage 300 People Personnel Management module will enable you to keep record of all employee-related information and documentation such as disciplinarys, accidents and fines, affiliations and memberships, item issued, occupational injuries and disease, qualifications, training and medical transactions. Reports for all the transaction types will be printed. Succession management and career path transactions will be discussed and the applicable reports will be printed, including the suitability gap reports.	PTA	On request	28	On request
		JHB	19	16	21
		Venue	Apr'19	May'19	Jun'19

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		Venue	Apr'19	May'19	Jun'19
SAGE 300 PEOPLE PERFORMANCE MANAGEMENT 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT Click here	This course will enable all users to utilise the Performance management module on the Sage 300 People system to its full potential. Coding structures for performance scorecards will be defined (for example, KPI, KPA and competencies) and how they can be imported will be discussed. Functionality such as creating, modifying, capturing and completing performance reviews will be explained as well as creating performance reviews in bulk. Performance management reports will be printed and discussed to complete this course.	PTA	On request	29	On request
		JHB	20	17	22
SAGE 300 PEOPLE EQUITY TRAINING 1 HALF DAY (9:00 - 13:00) R2030 pp excl VAT Click here	This course will provide you with an overview of the Employment Equity Act. We will provide you with the the steps to prepare your Sage 300 People System for equity purposes. The course is then completed by showing you how to print the EEA2, EEA4 and the workforce profile report.	PTA	On request	24	On request
		JHB	On request	18	31
SAGE 300 PEOPLE LEARNING AND SKILLS DEVELOPMENT 1 FULL DAY (9:00 - 16:00) R2850 pp excl VAT Click here	This training is essential for users of the Skills module, as it provides you with step-by-step guidelines for the implementation of this module. The practicality of the training will assist you in creating a Workplace Skills Plan and measuring progress within your company. Training transactions are loaded in batches and qualifications are added.	PTA	On request	20	On request
		JHB	On request	17	27
SAGE 300 PEOPLE TAX YEAR END 1 FULL DAY (9:00 - 16:00) R2280 pp excl VAT Click here	The full day training introduces the process of tax year-end and is ideal for users who are Completing a tax year-end for the first time on Sage 300 People. It is packed with detail and forms the foundation for a successful tax year-end. Includes comprehensive checklists that can be used to maintain data throughout the year, ensuring a smooth tax year end submission.	PTA	On request	On request	On request
		JHB	On request	12	On request

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Company name _____ VAT Reg _____ Order Nr _____ VIP Acc Nr _____

Your name _____ Tel no _____ Fax no _____ Mobile _____

Postal address _____ Email _____

Food Allergies or Vegetarian of delegate attending _____ Job Title _____

COURSE NAME	NAME AND SURNAME	DATES	VENUE
Sage 300 People Basic Part 1			
Sage 300 People Basic Part 2			
Sage 300 People Leave			
Sage 300 People Report Customisation			
Sage 300 People Payroll Reconciliation			
Introduction to the Sage 300 People system			
Sage 300 People Job Profile Management			
Sage 300 People Personnel Management			
Sage 300 People Performance Management			
Sage 300 People Equity			
Sage 300 People Learning and Skills Development			
Sage 300 People Tax year-end			

Terms and Conditions

AccTech Systems Cancellation Obligations

AccTech Systems reserves the right to cancel courses for any reason, including when course registrations do not meet minimum levels. AccTech Systems will notify attendees of a cancelled course at least 2 calendar days prior to the course start date. In this case, registration fees will be refunded to the original form of payment. AccTech Systems is not responsible for airfare penalties incurred because of cancelled courses. AccTech Systems will not reimburse registrants for any travel or hotel cancellation fees or penalties.

Attendee Cancellation Obligations

Attendees may cancel or transfer to a different course date without penalty up to 14 calendar days prior to the course start date. Attendees that cancel or request transfers less than 14 days prior to the course start date will incur a R1000 Service Fee. The Service Fee will be charged to the payment method used to originally purchase the course. Cancellations received less than 48 hours prior to the course start time will result in forfeiture of the course fee.

REFERRED BY: _____

DATE: _____

Signed on behalf of the company: _____

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