

Globe Training Centre – (GTC)

Sage Pastel Evolution – Intermediate

(Curriculum)

Training Objective: To introduce broad product usability of sage pastel evolution for day-to-day business environment needs by practicing on how to use different product features. (The Continuation from basic module).

Training Outcome: At successful completion participants should be able to use Sage Pastel Evolution with product specialist skills in Inventory, Bad Debts, Accounts Payable/ Receivable Reports, Account Consolidation, Administrative Functions, Discount Matrix, Warehousing, BIC Report Managing and Contact Management.

Content:

- **Inventory Template Processing**
- **Processing Bad Debts**
- **Accounts Payable Enquiries and Reports**
- **Accounts Receivables Enquiries and Reports**
- **Customer Account Consolidation**
- **Administrative Functions**
- **Discount Matrix – Suppliers and Customers**
- **Warehousing and Serial Number Tracking**
- **Basic Stationary Layout**
- **Business Intelligent Centre (BIC) – Report Manager**
- **Contact Management**

Training Method: Theory, Instructor led practical sessions, and Assignments.

Duration: 40 Hours (08:30 a.m. – 05:00 p.m.)