

# SAGE Accounting

## Applying for this course:

To apply for this course, you should have completed compulsory schooling up to 65 years of age and hold a qualification in Accounts and be IT literate. In case of any difficulties regarding the entry requirements kindly contact us on [ga.jobsplus@gov.mt](mailto:ga.jobsplus@gov.mt).

## Course Duration

This course is of 62 hours duration and consists of one Module - (including 2-hour assessment)

## General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of practical, hands-on exercises. The trainer will be holding lessons with the learners in a computer lab set-up, which will consist of various discussions and client-specific case studies.

This course can also be delivered online. In such cases, the learner is required to have a working camera and a working microphone

## General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by way of oral, written or practical exercises that will take place throughout each module, to assess and consolidate the learning being covered.

## Module 1 Learning Outcomes- **SAGE Accounting**

<ul style="list-style-type: none"><li>✓ Understand the SAGE user interface</li><li>✓ Resize windows</li><li>✓ Customise a module toolbar</li><li>✓ Access Rights</li><li>✓ Know how to change passwords</li><li>✓ Create additional users and departments</li><li>✓ Understand the basic concepts of accounting</li><li>✓ Input customer and supplier opening balances</li><li>✓ Input nominal opening balances</li><li>✓ Create new supplier records</li><li>✓ Record payments to suppliers</li><li>✓ Batch supplier payments</li><li>✓ Input customer records</li></ul>	<ul style="list-style-type: none"><li>✓ Understand the chart of accounts layout</li><li>✓ Add, edit, and delete COA layouts</li><li>✓ Create, edit, and delete nominal codes</li><li>✓ Post journal entries</li><li>✓ Record accruals</li><li>✓ Explain the integration three ledger system – nominal, customers, and suppliers</li><li>✓ Set up SAGE for VAT</li><li>✓ Configure VAT preferences and tax codes</li><li>✓ Produce VAT return from SAGE</li><li>✓ Understand and produce financial reports – Chart of accounts, trail balance, profit and loss, balance sheet, ratios, etc</li><li>✓ Understand the difference between non-critical and critical connections</li></ul>
---	---

<ul style="list-style-type: none"> <li>✓ Create new customer records</li> <li>✓ Record cash sales invoices, receipts from customers, , bank receipts, payments and transfers</li> <li>✓ Record bad debts</li> <li>✓ Differentiate contra-entries between customer and supplier modules</li> <li>✓ Understand customer statements, letters and communication</li> <li>✓ Create and edit bank accounts</li> <li>✓ Set up and use a cash register in SAGE</li> <li>✓ Reconcile bank accounts</li> <li>✓ Deal in foreign currency transactions</li> <li>✓ Forecast cashflow</li> <li>✓ Use different views such as List, Analyser and Graph</li> </ul>	<ul style="list-style-type: none"> <li>✓ Correct and delete transactions</li> <li>✓ Correct journals</li> <li>✓ Integrate Microsoft Excel</li> <li>✓ Plan a stock system</li> <li>✓ Create product records</li> <li>✓ Prepare for purchase order processing</li> <li>✓ Input customer discounts</li> <li>✓ Prepare for sales order processing</li> <li>✓ Conduct stock take and period end</li> <li>✓ Issue bill of materials, quotes, invoices and credit notes</li> <li>✓ Conduct recurring transactions, skeletons and duplicates.</li> </ul>
--	--

### **Module Assessment:**

A multiple-choice assessment will be held at the end of the course. This assessment will be on a Pass/Fail basis.

The duration of this assessment is of 2 hours and the pass mark is that of 45%.