



Level 5 Diploma in Computerised Accounting (333)
151 Credits



Unit: Sage Accounting	Guided Learning Hours: 240
Exam Paper No.: 6	Number of Credits: 24
Prerequisites: Knowledge of accounting and basic computing	Corequisites: A pass or higher in Certificate in Business Studies or equivalence.
<p>Aim: The objective of this unit is to facilitate learners with the skills necessary to enter the workforce effectively using the most popular accounting software application – Sage. Learners will be taught the terms, concepts and methods to fully understand Sage principles, preparing the learner to step quickly into the accounting profession. Sage enable organisations to measure and manage business. This unit will use the Sage software’s sophisticated features for reviewing business accounting principles and procedures, and performing financial analysis. Learners computerise a manual accounting system using Sage. Learners evaluate and examine invoicing customers, recording payments from customers, paying bills to outside suppliers, managing inventory, and analysing financial data to understand where to focus future efforts.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: The course requires a combination of lectures, demonstrations and discussions.	
<p>Intended Learning Outcomes:</p> <p>1 Sage computerised accounting; theory and practical demonstrations; starting and exiting the Sage program.</p> <p>2 The role played by the nominal ledger as the 'keystone' of the whole book-keeping system and how to analyse the account transactions.</p> <p>3 How the sales ledger helps keep track of customers; financial transactions made by customers to the company and getting best value from suppliers.</p>	<p>Assessment Criteria:</p> <p>1.1 Explain how to implement fundamental principles of initialising the system</p> <p>1.2 Explain how to process business transactions</p> <p>1.3 Explain file, data and password maintenance</p> <p>1.4 Demonstrate how to restore start-up data file</p> <p>1.5 Be able to set and change financial year</p> <p>1.6 Create automatic backup schedules</p> <p>1.7 Demonstrate working with Sage as a single user and also in a shared environment</p> <p>2.1 Examine the nominal toolbar</p> <p>2.2 Identify how to display nominal accounts</p> <p>2.3 Explain how to tailor make nominal accounts using nominal record window</p> <p>2.4 Demonstrate viewing nominal transactions using graphs, activity reports and tables</p> <p>2.5 Demonstrate setting journal entries, chart of accounts and nominal reports</p> <p>2.6 Identify the suspense and miss-posting accounts</p> <p>3.1 Explain how to enter sales and purchases invoices</p> <p>3.2 Demonstrate how to enter credit notes</p> <p>3.3 Describe the importance of allocating the customer receipt to the correct invoice</p> <p>3.4 Demonstrate how to create an aged debtors’ report</p>

<p>4 Reconciling cash account transactions; how the Epos system handles anything in/out of the till - including petty cash and normal sales/refunds categorised by credit card cash.</p>	<p>3.5 Demonstrate how to enter supplier payments 3.6 Demonstrate how to create an aged creditors' report</p>
<p>5 Reconciling the bank records against the bank statements; outlining the importance of reconciling the bank account.</p>	<p>4.1 Demonstrate how to enter cash transactions 4.2 Demonstrate how to reconcile the cash account 4.3 Demonstrate how to produce cash reports 4.4 Analyse how to set up and process cash recurring entries 4.5 Demonstrate how to process VAT cash returns</p>
<p>6 Prepayments, accruals; adjustments to accruals and prepayments and reversal of opening accrual and prepayment.</p>	<p>5.1 Explain the bank tool bar 5.2 Demonstrate how to follow the process of reconciling the bank statement 5.3 Describe the procedures if there are anomalies 5.4 Demonstrate how to process VAT bank returns</p>
<p>7 Recording the payment of wages and salaries including employees may have earned some salaries and wages, but the company has not yet paid them.</p>	<p>6.1 Describe how to record prepayments and accruals 6.2 Identify how to add a prepayment 6.3 Demonstrate posting prepayments and accruals 6.4 Describe how to process monthly, quarterly and annual prepayments and accruals</p>
<p>8 General ledger categories, assigning account codes for the different transactions including fixed assets.</p>	<p>7.1 Demonstrate how to set up the different accounts 7.2 Identify how to prepare payroll journal entries 7.3 Demonstrate how to reconcile the wages and salaries control accounts</p>
<p>9 The repayments of a loan/lease; the treatment of bank loans, hire purchase and finance leases, taking consideration a loan or finance lease will include an element of interest.</p>	<p>8.1 Demonstrate recording fixed asset purchase 8.2 Demonstrate how to record sale of fixed asset 8.3 Demonstrate how to record part exchanging a fixed asset 8.4 Demonstrate how to record a loan or finance lease of a fixed asset</p>
<p>10 The process of running year-end accounts; the preparation of final year end accounts in Sage.</p>	<p>8.5 Describe how to write-off a fixed asset 8.6 Demonstrate how to record fixed Assets in Sage Accounts and Fixed Asset Disposal Accounts 9.1 Describe the two elements (i) of repayment of part of capital (ii) payment part of the interest charged 9.2 Demonstrate how to setup the loan/lease accounts 9.3 Analyse year-end preparations involving</p>

	<p>9.4 payments over 1 years Compare and contrast finance lease and operating lease</p> <p>10.1 Demonstrate how to create a trial balance</p> <p>10.2 Demonstrate how to create a profit and loss and balance sheet</p> <p>10.3 Demonstrate how to set budget</p>
<p>Methods of Evaluation: A 2½-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Sage Accounting with a weighting of 100%.</p>	

Recommended Learning Resources: Sage Accounting

Text Books	<ul style="list-style-type: none"> • Computer Accounting for Sage: A Practical Guide for Sage Accounting Courses by Michael Fardon. ISBN-10: 1905777116 • Sage Accounts Made Simple (Made Simple Computing) by P K McBride. ISBN-10: 075065810X
Study Manuals 	BCE produced study packs
CD ROM 	Power-point slides
Software 	Sage Accounting