



**TRAINING ACADEMY & ACCOUNTING EXCELLENCE CC**  
**Sage Authorised Learning Partner Centre & Dealer**

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## **Sage Business Cloud Accounting Practitioner**

### **Course Overview:**

This Sage Cloud Accounting Practitioner course is designed to equip you with the knowledge and skills on how to use and implement the Sage Accounting software.

### **What's covered in the course:**

- Getting started with the software
- Navigating within the software
- Creating users and assigning user permissions
- Exporting and importing masterfile data
- Suppliers, from setting up masterfiles to processing documents such as purchase orders and much more
- Inventory items, including setting up item bundle transactions
- Customers, from setting up masterfiles to processing documents such as quotes, invoices and much more
- Creating bank and credit card accounts
- Creating your company assets and running the asset register report
- Creating and processing with analysis codes
- Banking module, from importing your bank statement to reconciling your bank account
- Getting to know how customers can pay their invoices online using the Customer Zone
- Advanced processing such as processing journal entries, correcting incorrect account processing and creating recurring journals
- Setting up your company's VAT information and how to successfully print the company VAT201 Calculation report
- Creating other function such as Budgets for your business and processing account opening balances

**Course Duration:**

2 Full Consecutive Days (9h00 – 16h00)

**Virtual Training:**

**R3,243.00**

### **Assessment – Certification:**

The assessment is online and has 27 questions.

A minimum result of 75% needs to be achieved for the assessment.

**Important:** A stable internet connection is required to access the virtual training and assessment.