



Diploma in Computerised Accounting (333) – Sage Accounting

Prerequisites: Knowledge of accounting and basic computing	Corequisites: A pass or higher in Diploma in BA & Computer Systems or equivalence.
<p>Aim: The Computerised Accounting course introduces candidates to popular programs; Operating Systems, QuickBooks, Sage, and Microsoft Excel, which are in use by business offices today. In addition to a solid theoretical foundation, candidates will gain valuable, hands-on practice in real-life business applications. The objective of this course is to facilitate candidates with the skills necessary to enter the workforce effectively using the most popular accounting software application – Sage. Candidates will be taught the terms, concepts and methods to fully understand Sage accounting principles, preparing the candidate to step quickly into the accounting profession. Would you buy a car without a speedometer or a fuel gauge? You wouldn't consider it. When driving, you need to know how fast you drive and how much fuel you have left. You don't want to get a speeding ticket or run out of fuel, so you watch the gauges on your dashboard. Organisations need to keep an eye on how much cash they have on hand to meet accounts payable and other expenses. Organisations also need to measure the business performance. As they say "If you can't measure it, you can't manage it". Sage enables organisations to measure and manage business. This course will use the Sage accounting software's sophisticated features for reviewing business accounting principles and procedures, and performing financial analysis. Candidates computerise a manual accounting system using Sage. Candidates explore 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 Getting started with Sage computerised accounting</p> <p>2 Understand the role played by the nominal ledger and how to analyse the account transactions.</p> <p>3 Understand how the sales ledger helps keep track of customers and how to get best value from suppliers.</p>	<p>Assessment Criteria:</p> <p>1.1 Be able to implement fundamental principles of initialising the system</p> <p>1.2 Understand how to process business transactions</p> <p>1.3 Explore file, data and password maintenance</p> <p>2.1 Explore the nominal toolbar</p> <p>2.2 Identify how to display nominal accounts</p> <p>2.3 Be able 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 misposting accounts</p> <p>3.1 Explore how to enter sales and purchases invoices</p> <p>3.2 Be able to enter credit notes</p> <p>3.3 Discuss the importance of allocating the customer receipt to the correct invoice</p> <p>3.4 Be able to create an aged debtors' report</p> <p>3.5 Be able to enter supplier payments</p> <p>3.6 Be able to create an aged creditors'</p>




<p>4 Understand how to reconcile cash account transactions</p>	<p>report</p> <p>4.1 Be able to enter cash transactions</p> <p>4.2 Be able to reconcile the cash account</p> <p>4.3 Be able to produce cash reports</p> <p>4.4 Analyse how to set up and process cash recurring entries</p> <p>4.5 Be able to process VAT cash returns</p>
<p>5 Understand how to reconcile the bank records against the bank statements</p>	<p>5.1 Explore the bank tool bar</p> <p>5.2 Be able to follow the process of reconciling the bank statement</p> <p>5.3 Discuss the procedures if there are anomalies</p> <p>5.4 Be able to process VAT bank returns</p>
<p>6 Define prepayments and accruals</p>	<p>6.1 Discuss how to record prepayments and accruals</p> <p>6.2 Identify how to add a prepayment</p> <p>6.3 Demonstrate posting prepayments and accruals</p> <p>6.4 Discuss how to process monthly, quarterly and annual prepayments and accruals</p>
<p>7 Demonstrate how to record the payment of wages and salaries.</p>	<p>7.1 Be able to set up the different accounts</p> <p>7.2 Identify how to prepare payroll journal entries</p> <p>7.3 Be able to reconcile the wages and salaries control accounts</p>
<p>8 Understand how to record fixed assets</p>	<p>8.1 Demonstrate recording fixed asset purchase</p> <p>8.2 Be able to record sale of fixed asset</p> <p>8.3 Be able to record part exchanging a fixed asset</p> <p>8.4 Be able to record a loan or finance lease of a fixed asset</p> <p>8.5 Be able to write-off a fixed asset</p>
<p>9 Describe the repayments of a loan/lease</p>	<p>9.1 Discuss the two elements (i) of repayment of part of capital (ii) payment part of the interest charged</p> <p>9.2 Be able to setup the loan/lease accounts</p> <p>9.3 Analyse year-end preparations involving payments over 1 years</p> <p>9.4 Compare and contrast finance lease and operating lease</p>
<p>10 Analyse the process of running year-end accounts</p>	<p>10.1 Be able to create a trial balance</p> <p>10.2 Be able to create a profit and loss and balance sheet</p> <p>10.3 Be able to set budget</p>

Recommended Learning Resources: Sage Accounting

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<p>Text Books</p>	<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
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>Sage</p>