

# ACCA Certificate in Sage Business Cloud Accounting

Sage  
Qualifications



## WHO IS THIS FOR?

This course is ideally suited for those who work in a business administration or junior finance related roles. If you are planning to pursue a career in financial management, or looking to progress into a more advanced role, this course provides the practical knowledge you need. Boosting your CV with a global certificate from ACCA & SAGE qualifications through PAT Skills Academy will greatly enhance your employability fit.

On the successful completion of this programme, you will be well-versed on how an SME's finance department works. You will understand the bookkeeping process & how financial information supports the business decision making process.

## ASSESSMENT & CERTIFICATION

This course is assessed through a final practical assessment with 3 hours allowed to complete the case study, produce the required reports and submit the data.

The ACCA & SAGE Professional Certificate in Cloud Digital Financial Skills will be issued electronically on a secure platform, with a link that you can share with employers & others wishing to verify your credentials. You will also be able to add the Certificate to your LinkedIn Profile to demonstrate your achievement to your network as well as recruiters & potential employers searching for individuals with your skills & experience.

## WHAT WILL BE COVERED?

PAT Skills Academy will take you through all the skills required for using Sage Business Cloud Accounting. As you progress through the programme you will learn the initial functionality of using the software through to producing reports, exporting data & producing management accounts.

Participants will understand:

- The Sage Business Cloud Accounting workspace
- How to enter sales & purchases invoices & payments
- Process journal entries, make corrections & amend transactions
- Produce electronic invoices, remittances & statements
- Ensure data security & how to keep you system & information fully protected
- Exporting data to Excel
- Entering accruals, prepayments & non-cash adjustments
- Create management reports to help control a business & increase profitability
- Prepare bank reconciliation statements
- Prepare monthly management accounts

The course programme makes use of embedded, innovative software called Data Automaker to give students instant feedback & mark their data as they progress through the course. This iterative & diagnostic response and observation provides rapid feedback that significantly improves the learning experience. Learners therefore benefit from knowing straight away if they are on track with their study - therefore providing invaluable learner reassurance & motivation.

## HOW LONG WILL IT TAKE?

There are 8 units including a practice assessment.

**Part Time:** Evening 1 x 3 hour live online evening class per week over 10 weeks.


**On Demand:** Learn at your own pace, over 20 weeks, with pre-recorded lectures.

## COURSE OVERVIEW

Accurate bookkeeping is the foundation of every well-run business. This course will introduce you to the concepts, principles, & language of bookkeeping as it applies to small & medium-sized business in a cloud based digital format. You will come to know how a finance department works & how bookkeeping & financial reporting underpins effective, data-based decision-making.

## CONTACT US

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