

### Applying for this Course:

To apply for this course you should be 16 years of age or older and hold a qualification in Accounts and be IT literate. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on [qa.jobsplus@gov.mt](mailto:qa.jobsplus@gov.mt). stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, 111 Far BBG3000.

### On successful completion of this Course in SAGE 50 – Stage 2, the learner will have theoretical and/or practical knowledge of :

- ✓ Supplier Invoices and Credit Notes
- ✓ Supplier payments and documentation
- ✓ Customer basic invoicing
- ✓ Additional invoicing routines
- ✓ Customer receipts and refunds
- ✓ Contra entries
- ✓ The bank module
- ✓ Recurring entries
- ✓ The search function
- ✓ Checking transactions
- ✓ Error corrections
- ✓ Safeguarding data