

### 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 4, the learner will have theoretical and/or practical knowledge of :

- ✓ Planning a Stock System
- ✓ Creating Product Records
- ✓ Cost of Sales and Opening Balances
- ✓ Preparing for Purchase Order Processing
- ✓ Purchase Order Processing
- ✓ Customer Discounts
- ✓ Preparing for Sales Order Processing
- ✓ Sales Order Processing
- ✓ Foreign Currency Sales, Intrastate and Cash Sales
- ✓ Stock Take and Period End
- ✓ Bill of Materials
- ✓ Quotes, Invoices and Credit Notes
- ✓ Recurring Transactions, Skeletons and Duplicates
- ✓ Year End and Global Changes