

# **SPECIALIST OR BESPOKE SOFTWARE LEVEL 3 (FOR USE WITH SAGE)**

## **Unit 3N**

### **OVERVIEW**

#### **Who is this unit for?**

This unit is suitable for you if your work involves the selection and use of suitable specialist or bespoke software applications to carry out an appropriate work related task.

#### **At the end of this unit you will be able to:**

Exploit the capabilities of specialist or bespoke software to carry out technically complex tasks.

### **WHAT YOU NEED TO DO**

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#### **Handle files**

- 1 Convert files to another suitable format, where necessary.

#### **Combine information**

- 2 Export and import, link objects between different software.
- 3 Make references to external data.
- 4 Used advanced techniques for combining or merging versions of information from different users

#### **Enter, edit and process information**

- 5 Carry out technically complex tasks that exploit the capabilities of the software tools and techniques for entering, editing and processing information.

#### **Check information**

- 6 Use appropriate techniques to check technically complex information.

#### **EXAMPLES:**

##### **Examples for Handling Management Reports (TI)**

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|----------------------------|---|
| <b>Handle Files</b>        | (1): Create a report and save it as a comma separated file (csv) for export.<br>Design bespoke reports and layouts within Sage.   |
| <b>Combine information</b> | (2): Export to Word document a profit and loss account for an agenda for example.<br><br>(3): Create a hyperlink to Sage from Excel to perform advanced complex calculations. Insert a report from Sage |

- (4): Importing data (e.g. spreadsheets) into Sage, which need to be mapped field for field to ensure integrity  
Consolidating data sets (only available in Sage line 100 and above)
- Enter, edit and process information** (5): Run the reports (ie profit/loss, balance sheet or budget report)  
Demonstrate how to make alterations to the reports.
- Check information** (6): Run the trial balance and ensure the control accounts balance (debtors control, creditors control, VAT control and PAYE control and the bank account). Explain how this is done.

### **Examples for Handling Reconciling the VAT return task (TII)**

- Handle Files** (1): Prepare VAT return and print the summary in preparation for reconciliation.
- Combine information** (2): Check VAT return (for accuracy) to the control accounts or against sales receipts and purchase payments and other bank transactions if cash accounting. Run as a file and export to Word.  
E-mail information if required.  
Be able to recall reconciled transactions from a previous return.
- (3): Demonstrate and understand and have access to the Government Gateway (i.e. using the web link)
- (4): Importing data (e.g. spreadsheets) into Sage, which need to be mapped field for field to ensure integrity  
Consolidating data sets (only available in Sage line 100 and above)
- Enter, edit and process information** (5): Calculate VAT return: know how to alter the return. (i.e. adding in scale charges)
- Check information** (6): Archive VAT return  
Print the full return  
Print the full VAT return reports  
Back up and reconcile the VAT return  
Empty the control accounts  
File VAT return online

### **WHAT YOU NEED TO KNOW AND UNDERSTAND**

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#### **Purposes**

- A What changes could be made to the way that the software was used to make tasks that are similar, easier or more successful in the future.

#### **Tools and functions**

- B How to exploit the capabilities of most of the tools and functions of software applications.

## **WHAT PROOF YOU NEED**

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You will need to produce at least **three substantial and complex** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace and/or it may come from simulation
- show that you have done and know everything from the "What you need to do" and "What you need to know and understand" sections of the unit.

### **EXAMPLES OF SUBSTANTIAL AND COMPLEX TASKS:**

TI. Handle Management Reports

- Profit/loss
- Prior year
- Balance sheet
- Budget report

TII. Reconcile the VAT return

TIII. Check control accounts

TIV. Use departmental codes