



Certification Guide

Sage Intacct Accounting Specialist Certification



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Purpose of this Guide

This guide is designed to help prepare you to successfully complete the Sage Intacct Accounting Specialist Certification Assessment. It recommends training courses and documentation to consult, as well as a complete list of assessment objectives to help you achieve a passing score.

Audience Description

This assessment is open to Sage Intacct accounting specialists who perform financial transactions and generate standard financial reports using Sage Intacct. This assessment tests your knowledge of Sage Intacct and the skills listed in the assessment outline.

1. About the Assessment

The Sage Intacct Accounting Specialist Certification assessment has the following characteristics:

- Number of questions: **50**
- Question format: **Multiple choice questions**
- Assessment duration: **90 minutes**
- Passing score: **80% or higher**
- What tools and documents can I use during the assessment? **No notes or online documents may be referenced during the assessment.**
- Conditions: For more information on the assessment, consult sections 2 and 3.

2. Recommended Training and Preparation

To prepare for the assessment, we recommend that you complete the **Sage Intacct Fundamentals** course and self-study areas listed in the Assessment Outline section of this study guide. **Sage Intacct Fundamentals** is available through Sage University.

3. Assessment Outline

The Sage Intacct Accounting Specialist Certification assessment measures a candidate's knowledge and skills related to the objectives listed.

Objective	Weighting
General Ledger Application	20%
Chart of accounts and statistical accounts	
Using dimensions	
Adding journal entries	

Objective	Weighting
Running General Ledger reports	
Closing and opening the books	
Creating adjusting entries	
Accounts Payable Application	22%
Adding vendors and bills	
Adding manual payments, advances, and adjustments	
Paying bills	
Printing and confirming checks	
Running Accounts Payable reports	
Accounts Receivable Application	16%
Adding customers and invoices	
Adding adjustments	
Receiving payments	
Running Accounts Receivable reports	
Cash Management Application	16%
Managing and reconciling checking, savings, and charge card accounts	
Paying off credit card charges	
Running Cash Management reports	
Order Entry Application	8%
Entering and converting Order Entry transactions	
Running Order Entry reports	
Purchasing Application	8%
Entering, approving, and converting Purchasing transactions	
Running Purchasing reports	
Financial Reporting	10%
Running, memorizing, scheduling, and exporting standard reports	

Objective	Weighting
Running financial reports	

4. Sample Assessment Question

The assessment is comprised of a series of multiple-choice questions. You will be asked to select one valid answer from the list of choices. Select the **radio button** to indicate your answer, then select **Next Question** to continue.

Below is a sample question similar to the ones that are included in the assessment.

Which function defines the format of the account created?

- ☐ Account classes
- ☐ Accounts
- ☐ Chart of accounts
- ☐ Dimension values

5. Register and Take the Assessment

Register for the Assessment

To register and take the assessment, refer to the learning paths on Sage University and select Certification from the options listed.

Taking the Assessment

Select **Launch** to access the assessment. Select **Continue** to begin the countdown clock and use one of your attempts to take the assessment.

When taking the assessment, make sure no other applications are running on your computer. Close all email, browsers, applications, and windows.

If you pass the assessment, you will receive an email directing you to the site where you can download your certificate and certification badge.

Retaking the Assessment

If you fail the assessment, Sage Intacct strongly recommends additional study before taking the assessment again.

When you are ready to retake the assessment sign into Sage University and go to the certification and select **Retake**.

After 2 failed attempts, please contact training.sageintacct@sage.com to request 2 additional attempts.

6. Achieving and Maintaining a Certification

Upon successful completion of the assessment, you will receive an email within 72 hours congratulating you for becoming a Certified Sage Intacct Accounting Specialist. The email includes a link to your certificate and badge and details on how to share your credential. To maintain your certification an email will be sent notifying you of any certification requirements due. By registering for and passing the latest version of the assessment. Individuals are required to keep their certification current for their firm to remain authorized.

7. Frequently Asked Questions

Is my certification still valid if I move to another company that is a Sage Intacct partner?

- Yes, we certify individuals who are employees of Sage Intacct partners. This certification goes with you (not the company). If you move to another company that is a Sage Intacct partner, contact training.sageintacct@sage.com to ensure that your records are associated to the correct company.

When will I find out my assessment score?

- Upon submission of the last question on the assessment, your status and score are displayed.

Can I obtain the questions I missed on an assessment, to prepare to take it again?

- To protect the security and integrity of each assessment, questions are not made publicly available.