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#GETMORE WITH SAGE UNIVERSITY

GET MORE WITH SAGE UNIVERSITY 50 ACCOUNTS

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Get Started

Your first 30 days with Sage 50cloud Accounts — 2 Hours
Get started on the right track and understand the features and benefits.

Bookkeeping Fundamentals – Stage 1 — 4 Hours
Learn the fundamentals of double-entry bookkeeping and management reports.

Bookkeeping Fundamentals – Stage 2 — 4 Hours
Extends your knowledge of double-entry bookkeeping.

Fast Start 1: 'Get started with 50 Accounts' — 45 mins
Webinar recording. Get set up the smart way and fit your new software around your business.

Fast Start 2: 'Run your business with 50 Accounts' — 1 Hour
Learn how to use your software to manage key areas of your business

Bitesized

Sales: Customer Transactions — 40 mins
Customer invoices and credit notes. Sales discounts. Customer receipts, and refunds.

Invoices & Credit Notes — 40 mins
Product invoices and credit notes, quotes and pro-formas.

Purchases: Supplier Transactions — 40 mins
Supplier invoices and credit notes. Allocate payments. Discounts. Remittances.

Credit Control — 40 mins
set up payment terms for your customers and suppliers. Produce statements. Chase debts, deal with disputes and bad debt write off.

E-Transactions — 40 mins
Use eBanking to process e-payments and electronic bank reconciliation. Email statements, remittances and invoices. Benefits of Sage Pay and GoCardless.

Products Setup & Opening Stock Balances — 40 mins
Create product records, product opening balances and understand the cost of sales.

Accounts Fundamentals

Stage 1: Getting started with Sage 50cloud Accounts — 3 - 6 Hours
Set up Sage 50cloud Accounts and enter the essential settings you need to start using the software.

Stage 2: Entering day-to-day transactions — 3 - 6 Hours
Enter your business transactions, maintain accurate bookkeeping records and extract the information you need from Sage 50cloud Accounts.

Stage 3: Period end tasks, returns and reconciliations — 3 - 6 Hours
Month end and financial year end. Learn how to manage your business cash flow effectively, reconcile your bank account and complete your VAT Return.

Stage 4: Product invoices, orders and stock control — 3 - 6 Hours
Learn how to control your stock effectively and how to use your stock system to generate sales and purchase orders.

Legislation & Compliance

CIS and Reverse Charge VAT — 1 – 2 Hours
Ensure you are fully confident and compliant with the new VAT legislation for the Construction Industry that comes into effect on 1st March 2021.

Making Tax Digital — 2 Hours
Learn all about Making Tax Digital with Sage 50cloud Accounts. Gain a strong understanding of why and when the government introduced Making Tax Digital.

VAT Return UK — 3 - 6 Hours
Learn how to configure your VAT settings, carry out preparation steps and product your VAT Return.

VAT Return Ireland — 3 - 6 Hours
Learn how to configure your VAT settings, carry out preparation steps and product your VAT Return.

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Sage Certification

Stage 1 Exam — 1 Hour
Certification Exam for the topics covered in Stage 1 Fundamentals.
Pass mark = 75%. Resits and Sample Exam available.

Stage 2 Exam — 1 Hour
Certification Exam for the topics covered in Stage 2 Fundamentals.
Pass mark = 75%. Resits and Sample Exam available.

Stage 3 Exam — 1 Hour
Certification Exam for the topics covered in Stage 3 Fundamentals.
Pass mark = 75%. Resits and Sample Exam available.

Stage 4 Exam — 1 Hour
Certification Exam for the topics covered in Stage 4 Fundamentals.
Pass mark = 75%. Resits and Sample Exam available.

Advanced Topics

Saving time with Sage 50cloud Accounts — 3 - 4 Hours
Become a Sage 50cloud whiz – navigating all the timesaving features and shortcuts available to free up your precious time, without cutting any corners.

Fast Start 3: 'What's New with Sage 50cloud Accounts' — 1 Hour
Learn about the enhancements we've made to keep you compliant & make your day-to-day processing even simpler.

Project Costing: Stage 1 — 1 Hour
Project settings, set up cost types, cost codes, resources, create project records.

Project Costing: Stage 2 — 1 Hour
Project costs, billing and reporting. Report on project activities and profitability.

Purchase Orders — 1 Hour
Purchase order creation through to delivery and recording the purchase invoice.

Sales Orders — 1 Hour
Sales order creation through to delivery and recording the sales invoice.

Bill Of Materials — 1 Hour
Create and assemble a bill of materials, check product levels component shortages.

GET MORE WITH SAGE UNIVERSITY 50 PAYROLL

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Get Started

Payroll Basics
45 mins

Introduction to Pay As You Earn (PAYE) and gain a better understanding of how to run your payroll. You will learn how to set up your payroll, register with HMRC, which records to keep and how to record pay and make deductions.

Fast Start 1: 'Get started with 50cloud Payroll'
55 mins

Recording of our Fast Start Webinar 'Get started with 50cloud Payroll'. Find out how to get up and running quickly whether you pay hourly, weekly, or monthly salaried.

Fast Start 2: 'Run your Payroll'
45 mins

Recording of our Fast Start Webinar 'Run your Payroll'. Once you're set up, learn how to produce payslips, submit your payroll to HMRC and complete month end tasks.

Payroll Fundamentals

Stage 1: Setting Up Your Payroll
2 - 4 Hours

This course covers the basic principles of Sage 50cloud Payroll, from navigation through to setting up pay elements and creating employee records.

Stage 2: Processing Payroll
2 - 4 Hours

The fundamental steps to complete a pay run, how to produce payslips. The course also includes starters, leavers and how to submit your payroll information to HMRC.

Stage 3: Statutory Payments, Holiday Schemes and Editing Payslips
2 - 4 Hours

This course introduces some of the advanced payroll topics including how to process statutory payments and various types of parental pay. We also look at historical reporting and amending a payslip layout to suit your company needs.

Sage Certification

Stage 1 Exam
1 Hour

Certification Exam for the topics covered in Stage 1 Fundamentals.
Pass mark = 75%. Resits and Sample Exam available.

Stage 2 Exam
1 Hour

Certification Exam for the topics covered in Stage 2 Fundamentals.
Pass mark = 75%. Resits and Sample Exam available.

Stage 3 Exam
1 Hour

Certification Exam for the topics covered in Stage 3 Fundamentals.
Pass mark = 75%. Resits and Sample Exam available.

Bitesized

Online Timesheets
40 mins

How to use the Online Timesheets feature in Sage 50cloud Payroll. You will learn how to set up your software and online portal, enter, submit, review and approve timesheets, and how to import into the software.

Setup Part 1: Legislation and Company Settings
1 hour

How to set up Sage 50cloud Payroll. You will learn how to navigate your software, check the legislation settings, setup the company settings, and setup new users and password protect your payroll software.

Setup Part 2: Set up pay elements and employee records
1 hour

You will learn how to setup different pay elements, such as payments, deductions, loans and factored payments. You also learn how to create employee records, import and edit employee records.

Processing Payroll
1 hour

This course is designed to help you perform a basic payroll process. You learn how to enter your employee values, product employee payslips and submit your Full Payment Submission to HMRC.

Bitesized

Statutory Sick Pay (SSP)
1 hour

How to process statutory sick pay. You learn about sick pay legislation and how to enter and process statutory sick pay. You also cover how to produce pre-update reports, carry out post update checks and produce post update reports.

Statutory Parental Pay (SMP/SPP/SAP/ShPP/SPBP)
1 hour

This course is designed to help you process statutory parental payments. You learn how to set up and process maternity, paternity, adoption, shared parental and parental bereavement pay.

Nominal Link
1 hour

Do you manually input your payroll figures into Sage Accounts? Do you want a quick and easy way of transferring your payroll value to save time and eliminate input errors. Set up and use the Nominal Link.

Period End (Month End)
1 hour

Prepare for, produce and analyse your P32 report. You also learn how to set up e-banking to enable to you to export your BACS payment information and upload it to your online banking portal or banking software. Learn how to submit the Employer Payment Summary (EPS).

Bitesized

Error Corrections
1 hour

How to correct input mistakes. Have you ever made a mistake when processing your payroll or found an error after submitting your details to HMRC? This course takes you through the processors and tools available to correct input errors.

Reporting
1 hour

How to produce historical reports and payslips. Do you need to produce historical reports? Has your employee requested a copy of previous payslips? Do you need to edit your payslips? Look no further this course is ideal.

Holidays and Absence
1 hour

This course is designed to help you set up and process holidays and absences. Do you want to automatically calculate holiday entitlement, record holidays and have a record of what's booked, taken and outstanding.

Automatic Enrolment with Payroll Pensions Module
1 hour

This course gives you a comprehensive understanding of Automatic Enrolment in Sage 50cloud Payroll. Learn how to prepare and set up the Pensions Module, assess your workforce & deal with correspondence in your software. Process opt-in/join and opt-out/leave notices and perform on-going assessments.

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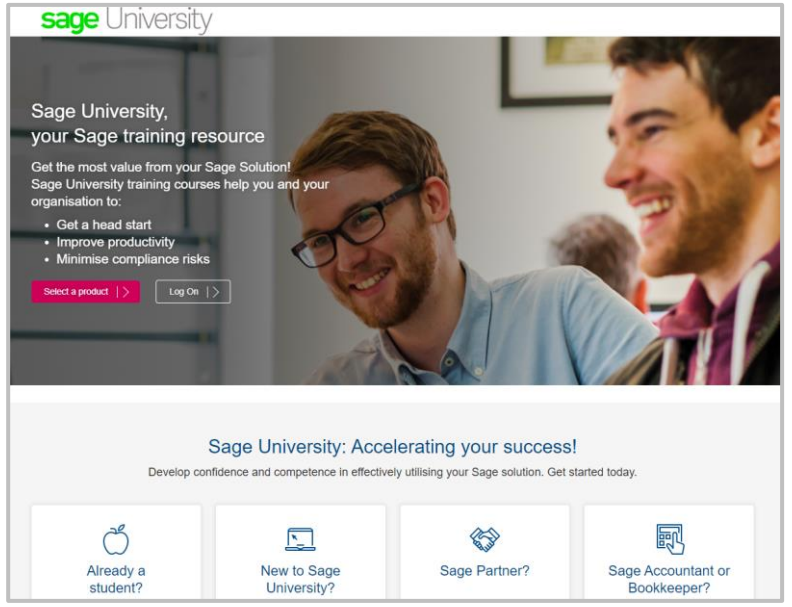

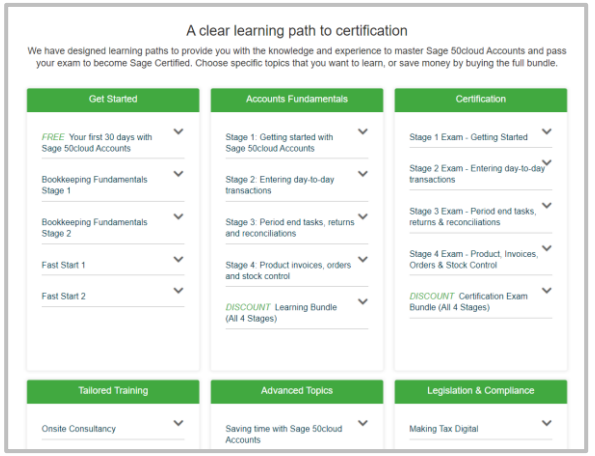

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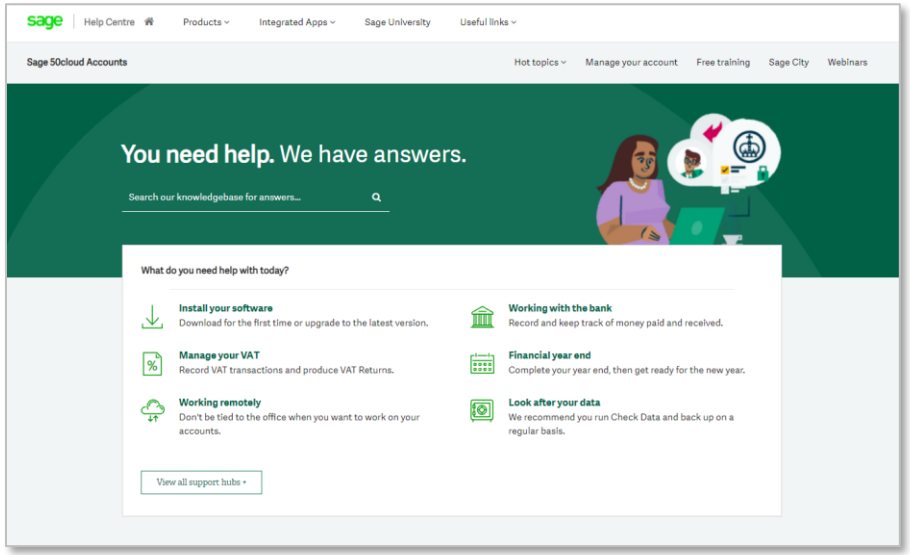
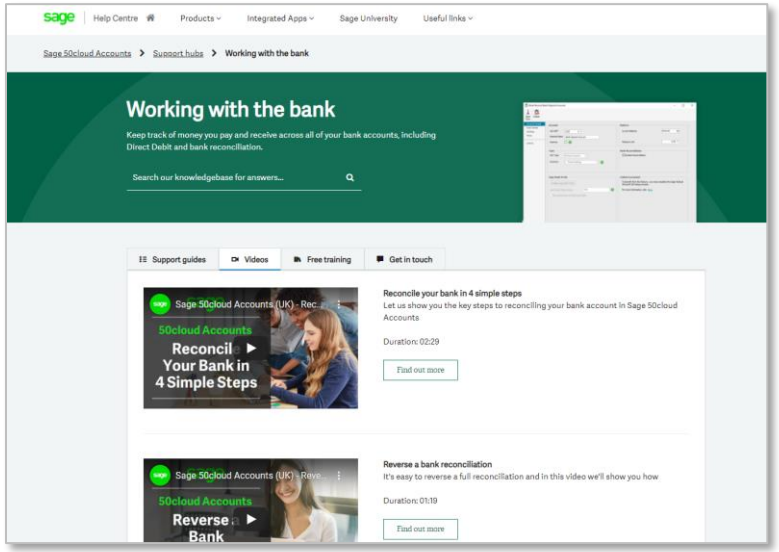
NEW HELP CENTRE



Right Answers & Help Guides

- www.sage.co.uk/help
- Useful resources, knowledge articles, help guides and much more.



New Videos

- www.sage.co.uk/help
- New help centre has dedicated help videos for many of the popular topics.

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