

Course	Objectives	Duration (Days)	Course Cost*	Course & Exam
Getting Started with SAGE Accounts	<ul style="list-style-type: none"> • Be familiar with the Sage 50 Accounts user interface • Understand how to use password protection and how to restrict user access • Understand basic configuration, financial year settings, and setting up tax codes • Learn how to create, amend and delete nominal accounts • Learn how to create bank, cash and credit card accounts • Understand the role of the Chart of Accounts, and how to amend it • Know how to create departments • Know how to create, amend and delete customer and supplier accounts • Be able to enter opening balances for nominal, customer and supplier accounts 	1 day	£195+VAT	£275+VAT



Course	Objectives	Duration (Days)	Course Cost*	Course & Exam
SAGE 50 Accounts Level 2	<ul style="list-style-type: none"> • Know how to enter supplier invoices and credit notes • Be able to post supplier payments including printing remittance advices, cheques and using e-banking • Know how to create and print service invoices and credit notes for customers • Be able to post customer receipts and understand how to manage the Sales Ledger, including disputing invoices • Be able to post supplier payments and understand how to manage the Purchase Ledger • Understand how to deal with contra entries • Be familiar with posting bank and cash transactions • Learn how to save time by using Recurring Entries • Understand how to interrogate data using searches to enable more accurate reporting • Know how to check and safeguard data using backups • Understand how to correct errors • Know how to post and correct Journal Entries • Be able to process customer payments and supplier refunds 	2 days	£275+VAT	£355+VAT



Course	Objectives	Duration (Days)	Course Cost*	Course & Exam
SAGE 50 Accounts Level 3	<ul style="list-style-type: none"> • Know how to perform a bank reconciliation • Understand how to manage credit control, including statements and overdue letters • Be able to write off bad debts and perform a VAT reclaim • Know how to set up the Fixed Asset Register, post depreciation journals and dispose of fixed assets • Understand how to post prepayments and accruals • Be able to produce financial reports, including the Profit & Loss report and Balance Sheet • Know how to set budget information and use departments for additional analysis • Be able to produce, check and submit a VAT Return • Know how to prepare for, and run the Year End routine • Understand how to Integrate Sage 50 Account with Microsoft Office 	1 day	£195+VAT	£275+VAT



Course	Objectives	Duration (Days)	Course Cost*	Course & Exam
SAGE 50 Accounts Level 4	<ul style="list-style-type: none"> • Learn how to plan and maintain stock records, post opening balances and record adjustments • Learn how to set up multiple delivery addresses for your company, your customers and suppliers • Be familiar with the purchase order cycle, know how to process from entry to delivery and match and post invoices to orders • Understand product pricing and discount structures • Be familiar with the sales order cycle, know how to process from entry to despatch and link to other areas of Sage 50 Accounts Professional • Learn how to perform stock takes, process stock adjustments and deal with stock returns and stock month end journals • Know how to use the Bill of Materials function to assemble finished goods from stocked components • Be able to produce product invoices and credit notes • Be able to produce quotes and pro-forma's • Be able to produce repeat invoices using recurring transactions, skeletons and duplicates • Know how to run a stock year end and make global changes • Know how to produce foreign currency orders, create foreign currency price lists and generate Intrastat reports 	1 day	£195+VAT	£275+VAT



Important Information on Exams

Exams last 60 minutes and are open-book

You are welcome to complete the exam after the Public Schedule course has finished at 16:30 (on Day 2 of the courses)

Please note that the 1 & 2 Day Sage courses that Mullan Training delivers are designed to equip delegates with a practical, working knowledge of the software and a confidence to use the application. We cannot guarantee that every question that the Sage exam presents will be covered during the course.

