sage University

Sage Certification

User Guide

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About Sage Certification

The Sage Certification program is the only comprehensive, performance-based certification program approved by Sage to validate an individual's skills using Sage software.

Successful candidates receive a Sage 50cloud Accounts Essentials, Sage 50cloud Accounts or Sage 50cloud Payroll certificate that sets them apart from their peers in the competitive job market. The certificate will be a valuable credential, recognised as proof that an individual has the Sage 50cloud Accounts Essentials, Sage 50cloud Accounts or Sage 50cloud Payroll skills needed to work productively and efficiently.

By encouraging individuals to develop advanced skills with Sage 50cloud Accounts Essentials, Sage 50cloud Accounts or Sage 50cloud Payroll, Sage Certification is helping to fill the demand for qualified, knowledgeable people in the workplace. Sage Certification also helps satisfy an organisation's need for a qualitative assessment of employee skills. Sage 50cloud Essentials, Sage 50cloud Accounts and Sage 50cloud Payroll exams offer different levels of certification, dependent on the areas of Sage 50cloud Accounts Essentials, Sage 50cloud Accounts or Sage 50cloud Payroll used by the individual and/or the company.

Benefits of Certification

Individuals

Earning Sage Certification acknowledges that you have the expertise to work with Sage software.

Generic industry research tells us that certified individuals report increased competence and productivity as well as increased credibility with their employers, co-workers, and clients. Sage Certification will set you apart in today's competitive job market, bringing employment opportunities, greater earning potential and career advancement, in addition to increased job satisfaction.

Businesses

Industry research demonstrates that employers who encourage certification and hire certified candidates report increased employee competence and productivity. Sage Certification can simplify the employee selection and hiring process by easily identifying individuals with the skills to be productive from day one. Investing in the skills of existing employees brings improved employee morale, confidence, and productivity, whilst increasing your bottom line.

Sage Certification exam syllabus

There are various levels of Sage 50cloud Accounts Essentials, Sage 50cloud Accounts and Sage 50cloud Payroll Certification each level addresses different aspects of the Sage Accounts, or Sage Payroll software. It is recommended that you begin and complete Level 1 before moving onto the advanced levels, although this is not compulsory.

Sage 50cloud Accounts Essentials exam syllabus

Certification will test your knowledge in the following areas:

Level 1: Getting started

- Navigate around your software
- Use shortcut keys
- Deal with company settings
- Set up access rights
- Configure the chart of accounts
- Set up customer details, defaults and terms
- Set up supplier details, defaults and terms
- Create and maintain nominal records
- Prepare, plan and post opening balances

Level 2: Entering transactions, creating products and invoices

- Post supplier invoices and credit notes
- Post payments, match credit notes and payment on accounts
- Create and update customer invoices and credit notes
- Record customer receipts
- Post journals
- Post bank, cash and credit card transactions
- Set up and process recurring transactions
- Set up product records and create product invoices
- Apply search criteria, multiple searches and wild cards.
- Check and correct transactions
- Back up, restore and check your data

Sage 50cloud Accounts Essentials exam

Level 3: Period end tasks, returns and reconciliations

- Review the ageing frequency on outstanding invoices
- Produce ageing reports
- Understand the different types of customer correspondence
- Write off customer or supplier transactions and adjust VAT
- Perform a bank reconciliation
- Produce a profit and loss, balance sheet and transfer basic information to Microsoft Excel
- Set up and post depreciation and dispose of an asset
- Deal with the VAT Return
- Run the year end

Sage 50cloud Accounts exam syllabus

Certification will test your knowledge in the following areas:

Level 1: Getting started

- Navigate around your software
- Use shortcut keys
- Deal with company settings
- Set up access rights
- Configure the chart of accounts
- Set up departments
- Set up customer details, defaults and terms
- Set up supplier details, defaults and terms
- Create and maintain nominal records
- Prepare, plan and post opening balances

Level 2: Entering day-to-day transactions

- Post supplier invoices and credit notes
- Post payments, match credit notes and payment on accounts
- Create and update customer invoices and credit notes
- Record customer receipts and refunds
- Process contra entries
- Post journals
- Post bank, cash and credit card transactions
- Set up and process recurring transactions
- Perform a bank reconciliation
- Apply search criteria, multiple searches and wild cards.
- Check and correct transactions
- Back up, restore and check your data

Sage 50cloud Accounts exam syllabus

Level 3: Period end tasks, returns and reconciliations

- Review the ageing frequency on outstanding invoices
- Produce ageing reports
- Understand the different types of customer correspondence
- Flag invoices in dispute, write off customer or supplier transactions and adjust VAT
- Review the cash flow forecast
- Produce profit and loss, balance sheet, budget reports, department reports and transfer basic information to Microsoft Excel
- Understand and interpret the results from your management reports
- Set up and post depreciation and dispose of an asset
- Set up and process prepayments and accruals
- Deal with the VAT Return
- Run the year end

Level 4: Product, invoices, orders and stock control

- Plan a stock system
- Create product records
- Set up a product assembly
- Enter opening balances for stock levels
- Perform a stock take and make adjustments
- Perform a stock period end and a year end
- Set up and maintain pricing and discount structures
- Create and process sales and purchase orders
- Foreign trader
- Create multiple delivery addresses
- Create quotes and pro-forma documents
- Create product invoices and credit notes
- Set up recurring invoices and orders

Sage 50cloud Payroll exam syllabus

Certification will test your knowledge in the following areas:

Level 1: Setting up payroll

- Use shortcut keys and navigate around your software
- Set up e-submissions
- Deal with access rights
- Set up legislation and company details
- Create employee records and use global changes
- Enter year to date values
- Create pay elements
- Set up pension schemes
- Configure the nominal link settings
- Use task reminders in Sage 50 Payroll

Level 2: Processing payroll

- Process your payroll run
- Reset payments and use the timesheet entry
- Back up, rollback and restore your data
- Deal with new starters and leavers
- Process the nominal link to Sage Accounts
- Produce the P32
- Use e-Banking in Sage 50 Payroll to make BACS payments
- Advance holiday pay
- Process employee pensions

Sage 50cloud Payroll exam syllabus

Level 3: Statutory payments, holiday schemes and edit payslips

- Deal with attachment of earnings orders
- Set up and deal with student loans
- Process statutory sick pay
- Apply SMP, SAP, SPP and ShPP to your payroll
- Understand the pay review and variance settings
- Record holidays and absences
- Understand the Employer Payment Summary
- Understand the HMRC inspection report
- Produce historical reports
- Edit payslip layouts

Rules and regulations

1. You are responsible for ensuring that the PC or laptop you use to take the exam complies fully with the Sage Certification minimum system requirements.

2. You should ensure that the place that you choose to sit your exam is suitable, and that it is quiet and free from distraction.

3. Your exam will last for 60 minutes when taking the Sage 50cloud Accounts or Sage 50cloud Payroll and 30 minutes if taking the Sage 50cloud Accounts Essentials. If you have not completed your exam within the timeframe the questions you have completed will be submitted automatically.

4. All Sage Certification exams are open book. This means that you can have notes and other study materials open when sitting your exam.

5. Your exam should be all your own work. You are not permitted to seek assistance and from friends or colleagues.

6. If it appears that a candidate has breached any of the above rules Sage will conduct an investigation. This may result in no certificate being issued and exclusion from any future Sage Certification exams.

System requirements

Before taking your Sage Certification exam, you should check that your PC meets the following specifications:

Internet connection

You must be using a broadband connection. We recommend that you have a minimum of 2MB connection.

Hardware

We recommend that you have the following computer hardware:

- 2 GB RAM (4 GB RAM if running a 64-bit operating system).
- 2GHz processor or higher.
- 5GB of free disk space.
- 1Gbps network (100mbps minimum).
- Screen resolution of 1024 x 768.

Operating systems

You must be using one of the following operating systems:

- Windows 10
- Windows 8.1
- Windows 8
- Windows 7
- Windows Server 2012
- Windows Server 2012 R2
- Windows Server 2008 - (not supported on Small Business Server/SBS 2008)
- Windows Server 2008 R2 - (not supported on Small Business Server/SBS 2008)

Required web browser

- Microsoft Internet Explorer 11 and greater.

Alternative web browsers

- Latest Mozilla Firefox.
- Latest Google Chrome.
- Microsoft Edge for Windows 10.
- Apple Safari 10 and greater

Preparing to take your Sage Certification exam

The following section outlines the preparation you should undertake prior to taking your Sage Certification exam:

You will need to:

- Check your PC settings
- Take the Practice exam questions, optional.

Checking your PC settings

We strongly advise that you check your PC configuration prior to taking your Sage Certification exam.

Screen resolution

Please check your screen resolution is set to a minimum of 1024 x 768
You can check or change your screen resolution by:

1. Right-click on your desktop and select Screen Resolution.
2. From the Resolution drop-down menu, select 1024 x 768.

Supported browsers

As outlined within the system requirements Sage Certification has been tested using the following internet browsers.

- Microsoft Internet Explorer v11 or greater
- Latest Mozilla Firefox.
- Latest Google Chrome.
- Microsoft Edge for Windows 10.
- Apple Safari 10 and greater

Sage Sample exam

In order to familiarise yourself with the Sage Certification exam environment we have created a "Sample exam" designed to help you navigate your way through your Certification and assess your knowledge of your Sage software.

Therefore, we recommend that you complete the Sage Certification sample exam as it provides you with vital information prior to taking your actual Sage Certification. The sample exam guides you through the question types you will be presented with, along with a sample of 20 exam questions.

To view the Sample exam via Sage University.

Sitting the sample exam enables you to rectify any technical issues you may encounter before you sit your actual exam. Please note you can only sit the Sample exam once.

You can only take your actual certification exam **ONCE**.

Logging In

When you are ready to view the Sage Certification Sample exam, follow the steps below:

1. **Save** your work and **close** all open programs.

2. Open your browser and navigate to the Sage University site, http://sageu.com/access/su/home.html and click **Log On**.

3. Enter your Sage University login and click **Log on**.

4. Under **View learning and certification by stage** section, click **View training options**.

5. Under the **Prepare for certification** column, click the **Sample exam** of your choice then click **Request**.

6. On your Transcript list, click **Open Curriculum**. You are presented with two options: a set of sample questions styles and sample exam questions. We recommend you access the sample question styles first then the sample exam questions.

Question types

During your exam you will be presented with various question types. It is essential that you understand the different question types and answer accordingly. Listed below are the question types you might expect to see.

Multi choice

Example of a multi-choice question

Question 1 of 4.

This is a multi-choice question where you can select one response.

To complete the question, you need to click to the left of the answer you think is correct.

Try out the following multi choice questions:

Which of the following is known as the home to a rabbit?

(The correct answer is Warren)
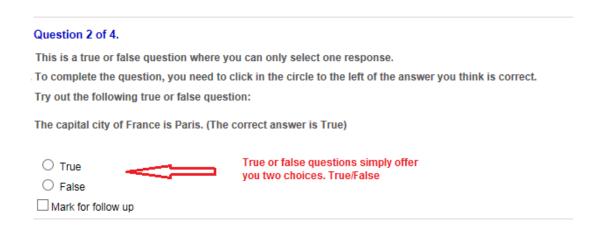
○ Set
○ Warren
○ Nest
○ Cave

☐ Mark for follow up

You can identify multi choice questions as the answers are preceded by circles. You should therefore select the one correct answer.

True or false

Example of a true or false question

Question 2 of 4.

This is a true or false question where you can only select one response.

To complete the question, you need to click in the circle to the left of the answer you think is correct.

Try out the following true or false question:

The capital city of France is Paris. (The correct answer is True)

○ True   ← True or false questions simply offer you two choices. True/False

○ False

☐ Mark for follow up

Multi response

Example of a multi-response question

Question 3 of 4.

This is a multi response question where you can select more than one answer. To complete the question, you need to click in the square to the left of the answers you think are correct.

You must select all the correct answer to score the question correctly.

Try out the following multi response question:

Which of the following ingredients are used to make a white cup of tea? Choose three.

(The correct answers are: Water, Milk, Tea bag)

☐ Water

☐ Sand

☐ Baked beans   ← You can identify multi response questions as the answers are preceded by squares. There may be more than one correct answer and you must select all the correct answers.

☐ Milk

☐ Tea bag

☐ Mark for follow up

Yes or No

Example of a yes or no question

Question 4 of 4.

This is a Yes or No question where you can only select one response. To complete the question, you need to click in the circle to the left of the answer you think is correct.

Try out the following yes or no question:

Does the month of March have 31 days? (The correct answer is Yes)

○ Yes
○ No
☐ Mark for follow up

Yes or No questions simply offer you two choices. Yes/No

Sage Certification exam

Introduction

Once you have checked your browser settings and completed the Sage Certification Sample exam, you are ready to take your actual exam. The next section ensures you fully understand the screen layout, how to navigate and will assist you in reviewing the various question presented during the exam.

The Sage Certification screens

We hope you find the Sage Certification exam intuitive and easy to navigate. Prior to your exam, you should make yourself familiar with the various exam elements and screen layouts. The following is an extract from an exam:

Use the Next button to progress through the sections of the exams.

On the final page, click Summary:

The Assessment Review window appears. From here, you can view questions you've marked as follow up. You can also check to see if you have answered all the questions.

Assessment Review

Any questions that you marked for follow up are noted with a flag. You may go to a section by clicking on the link in the Options column.

To navigate back to the questions, click Go to Section.

FOLLOW UP	SECTION		ANSWERED	OPTIONS
	Attachment of earnings orders, student loans and statutory sick pay		**3 of 15**	Go to Section
	Question 1 of 60		Answered	
	Question 2 of 60		Answered	
⚑	Question 3 of 60		Not Answered	
	Question 4 of 60		Answered	
	Question 5 of 60		Not Answered	

Questions marked as follow up, have a flag in the Follow up column. The Answered column states if a question is answered or not.

If you need to revisit a question, use **Go to Section**.

When you are happy with your answers, to complete and submit your exam, click **Submit Final Answers**.

Question 59 of 60
Question 60 of 60

Submit Final Answers

Exam results

When you click Submit Final Answers, the software notifies you immediately if you have passed or failed.

Assessment Results - UKI Customer Customer

Questions on Assessment:	60
Questions Correct:	52
Questions Incorrect:	8
Percent Correct:	87%
Passing Score:	75%
Pass/Fail:	Passed
Review Assessment:	Review

Scores By Section

Processing a payroll run:	93% (14 Out Of 15)
Reset payments and minimum wage:	80% (12 Out Of 15)
Starters, leavers and period end routines:	80% (12 Out Of 15)
Nominal link, advanced holiday pay and processing pensions:	93% (14 Out Of 15)
Overall Score:	87% (52 Out Of 60)

You have the option to view your question and answer feedback, next to Review Assessment, click **Review**.

This takes you to the 'Review Assessment Questions' window, where you can choose to view:

- **All Questions**
  - Lists all the questions and advises if the answer was correct or incorrect.
- **Correct Questions**
  - Lists all correctly answered questions.
- **Incorrect Questions**
  - Lists all incorrectly answered questions.
- **Show Details**
  - When you select one of the options above, you can also choose to show additional information, such as the answer choices, your selection and the correct selection, as well as an answer explanation, see extract below:

If you pass, you will receive notification via email within 2 working days detailing how you access your certificate.

Please note: If you do not receive your certificate notification within ten working days, please report this to training admin on: **0845 111 6666**

What to do if you experience problems

If you are experiencing difficulties you should call our Customer Training team on **0845 111 6666** or email us at **UKISageUniversity@sage.com**

Sage's policy is one of constant development and improvement. We reserve the right to alter, modify, correct and upgrade our software programs and publications without notice and without incurring liability.

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