



Sage Line 50

Duration: Various
Non Accredited

Accreditation

This workshop is currently not accredited, however a certificate of attendance can be provided for C.P.D purposes.

Introduction/Summary

TheLightBulb can offer both Training and/or Consultancy in Sage Line 50 however all provision will be bespoke and can take place either at the clients own premises or at our Training Centre in Basildon.

Consultancy

Our onsite consultancy is designed to enable the customers to get the most out of their existing software and can be structured to allow new users to understand the package, or for existing users of Sage to take their knowledge to the next level. We recommend 4 hour bite sized chunks, with time in between for the delegates to be able to practice and hone their skills in one area before moving onto the next. The consultancy has been structured to allow logical progression.

Training

Level 1

This is a basic introductory course which is at a slow pace giving a good grounding in Sage Line 50 and is a necessity for learners wishing to progress further with the package.

Topics covered include:

- Basic set up and data entry
- Guided tour of Sage
- Creating customer and supplier records
- Entry of invoices
- Money in and out of the bank
- Petty Cash
- Backing up

Level 2

This is more specific covering Sales, Purchase Orders, and Projects and is biased towards companies who use Stock Control. The delegates have an input into the course especially in the design section.

Topics covered include:

- Stock Control
- Building Bills of Materials (BOM)
- Sales Order Processing (SOP)
- POP
- Projects
- Invoicing
- Some layout design

Level 3

This is for anyone who has used Sage Line 50 for a long time, or they have attended the first course. It is an intense course with basic A Level accounting being taught.

Topics covered include:

- Tidy up all balances
- Corrections
- Bad debts
- Write offs
- Journals
- VAT
- Bank reconciliations
- Month end
- Year end
- Some report designing

Sage ½ day Report Writing

A half day course just on report writing from Sage Line 50. Ideal for someone who has been using Sage for a number of years and wants to get the most out of reporting, or for those just finishing their AAT's.