

Sage Line 50

TheLightBulb can offer both Training and/or Consultancy in Sage Line 50.

On Site Consultancy

Our on site 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 size 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 is structured to allow logical progression.

Training

Level 1

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

- 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 quite specific and covers Sales, Purchase Orders, 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 1/2 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 finishing their AAT's.