

Introduction to Sage Line 100

(approx 1 day per ledger)

Course Outline

Sales Ledger

- Creating customer account records
- Entering opening balances
- Entering transactions - invoices, credit notes, receipts, refunds and transfers
- Multi-currency accounting
- Discounts
- VAT analysis
- Credit level checks
- Allocation of matching debits and credits
- Bad debt write offs
- On screen enquiries
- Contras with purchase ledger
- Settlement discounts
- Reports

Purchase Ledger

- Creating supplier account records
- Entering opening balances
- Entering transactions - invoices, credit notes, payments, refunds and transfers
- Multi-currency accounting
- Payment terms for each supplier account
- VAT analysis
- Credit level checks on
- Allocation of matching debits and credits
- On-screen enquiries
- Reports

Nominal Ledger

- Cost centre and department analysis
- Account budgets
- Designing profit and loss reports and balance sheets
- Consolidating account details

- Transactions and journal entries
- Skeleton journals
- Automatic prepayments and accruals
- On-screen nominal account enquiries
- Previous year postings and reports
- Reports

Cash Book

- Multi-currency cash accounting
- Nominal ledger analysis
- Opening bank balance transactions
- Sales Receipts and payments - Sales, Purchase and Nominal
- VAT analysis
- Inter-bank transfers
- Currency forward purchasing
- Standing orders and direct debits
- Petty cash
- Bank reconciliations
- On-screen bank account enquiries
- Automatic revaluation of foreign bank accounts
- Cheque printing
- Reports

Sales Order Processing

- System generated order numbers
- Order priority codes
- Processing for foreign currency accounts
- On-screen credit checks for customers
- VAT calculation and analysis
- Settlement discount and price band processing
- Order on-hold facility
- Customer enquiries
- Stock item enquiries
- Multiple stock and bin locations
- Reports

Purchase Order Processing

- Purchase order and goods returned note processing
- Processing for foreign currency accounts
- On-screen account status checks on suppliers
- VAT calculation and analysis
- Settlement discount processing
- Order on-hold facility
- Stock item enquiries
- Processing supplier invoices

Stock Control

- Setting up stock codes
- Multi-location stock recording
- Product group maintenance
- Multiple selling and buying price levels
- Standard costing, FIFO, LIFO and average formula
- Optimum order levels and quantities
- Supplier details
- Stocktake changes and adjustments
- Issues, returns, adjustments and inter depot transfer transactions
- Purchase orders and goods received postings
- Allocating to sales orders
- Stock revaluations
- On-screen enquiries for stock items, transactions and serial/batch number sales and purchases
- Global price updating
- Reports

Invoicing

- Preparing Quotations, Proformas, Invoices and Credit Notes
- Converting quotation/proforma invoices
- On-screen enquiries for customers, stock items and invoice status
- Reports

Payroll

- Processing of payrolls for weekly, monthly, four weekly and casual periods
- Entering employee records
- Maintaining pension scheme details
- Calculating PAYE, NI, SSP and SMP
- Holidays and leavers processing
- Cheque and giro production
- Processing wage slips
- Tables for rates and ranges
- Global tax charges and annual increments
- On-screen employee enquiries
- Reports

Job Costing

- Maintaining contract details
- Maintaining job details
- Maintaining file of employee details, for both overhead or production cost type of employees
- Employee charge-out and pay rates
- Processing of invoices, credit notes and retentions
- Transaction postings covering labour charges and expenses, materials, fixed price or 'cost plus' basis
- Customer invoicing based on time and materials , fixed price or 'cost plus' basis.
- Retention transactions
- On-screen enquiries for contracts, jobs transaction history and employee records
- Reports



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