

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



020 8959 3611