Home Learning college for a brighter future

COMPUTERISED BOOKKEEPING

Level 2 Computerised Certificate

Business Set Up
Invoicing
Banking
Corrections
Backing Up

sage

Navigation around the Sage program

On opening Sage you should see the Welcome page as shown below:-

This page is divided into various areas. On the right side of the screen is a help and information area which has 3 main headings, these are:-

1. Getting Started – This area is for any initial help such as 'What should I do first'?, e-learning which is an online training course and Just Practice which allows you to try practicing a particular process without affecting your live accounts.
2. Further Information – This area is a help area to remind you how to complete tasks you may have forgotten how to do.
3. Get More Help – This area is helpful information and web links to contact Sage and HMRC.

Sage is split up into different Modules such as Supplier, Bank, Company, Customers etc. There are different ways to access these modules.

One way to access the modules is by using the menu bar which is located at the top of the screen. The full list of modules available is shown using this method.

For example click on 'Modules' then from the drop down menu click on 'Suppliers', this will open the screen for 'Supplier Process' as shown on the next page.

Suppliers

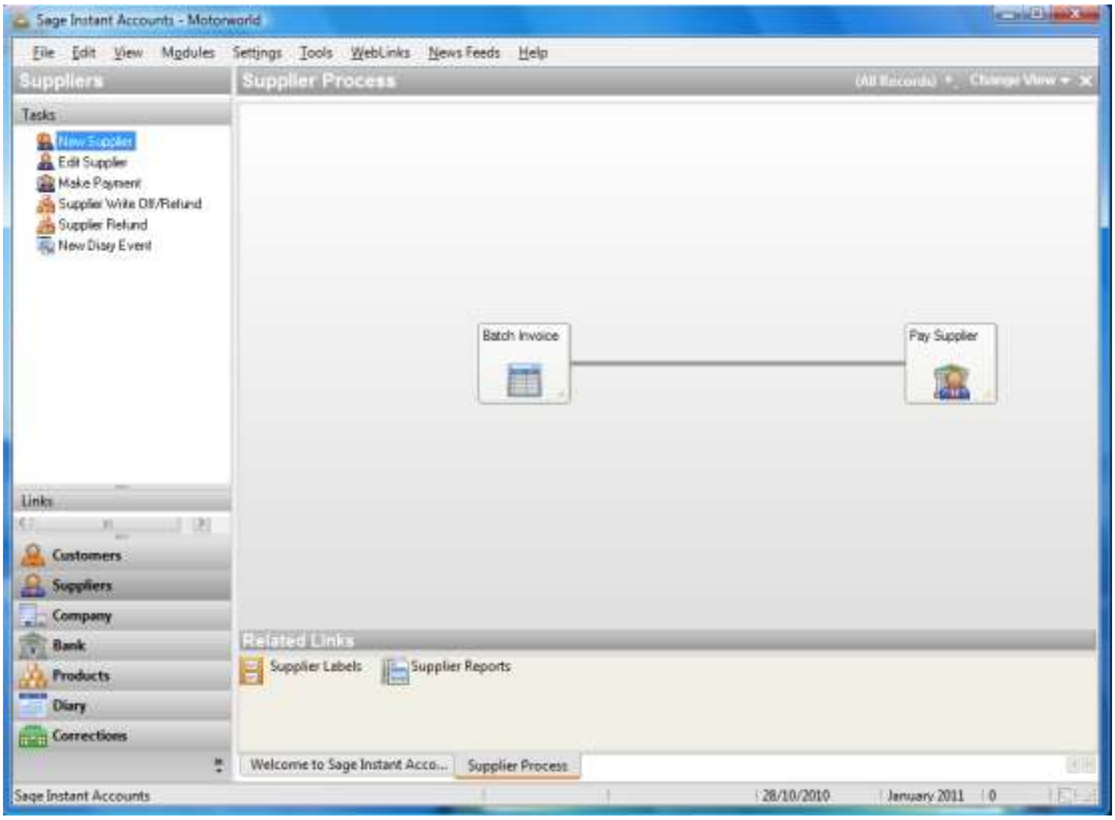
Entering Suppliers' Details

As previously mentioned, entering Suppliers details is very similar to entering Customers details; you will find that most headings and screens are generally the same.

Before entering the details you will need to ensure that you have the following information:-

- Name and address of the Supplier(s)
- Contact Name(s)
- Contact details such as email, telephone no, fax, website address etc.
- Details of any Credit Limits, Discount and Payment terms that Suppliers have given to Motorworld.

Enter the Suppliers Module either by clicking on Suppliers on the bottom left of the screen or through Modules then Suppliers at the top of the screen. The screen called Supplier Process will be shown as below. This screen is used to enter Supplier invoices.



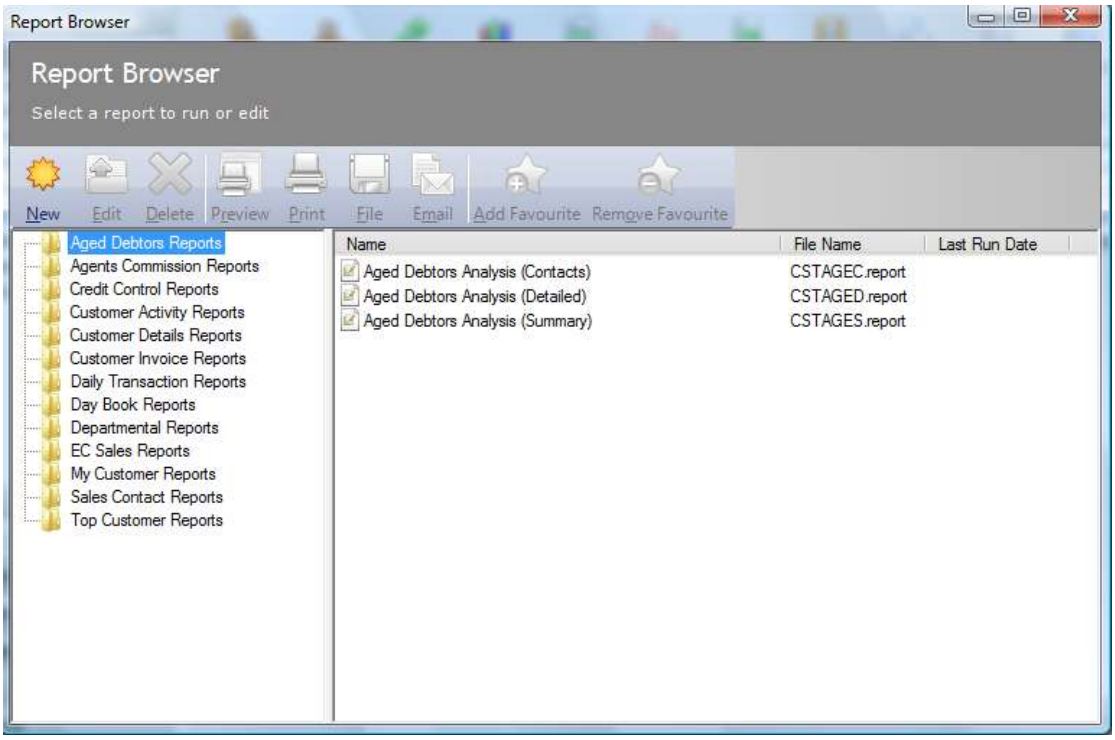
Printing Reports

In practice and for the ICB exam you will be required to print various reports. As an introduction to printing reports there follows basic instructions showing a list of Customers and Suppliers to check the details entered so far. Further reports will be dealt with in more detail later in the course.

Printing a Customer's Report

Step 1

Open the main Customer screen, if you cannot see the Reports icon, click on the double arrow to expand the list. Click on the Reports Icon, the screen as shown below will open. This is the report browser; on the left side of the screen is a list of headings of the different types of Customer Reports available. By Clicking on these headings a list of available reports for that heading will be shown on the right hand side of the screen.



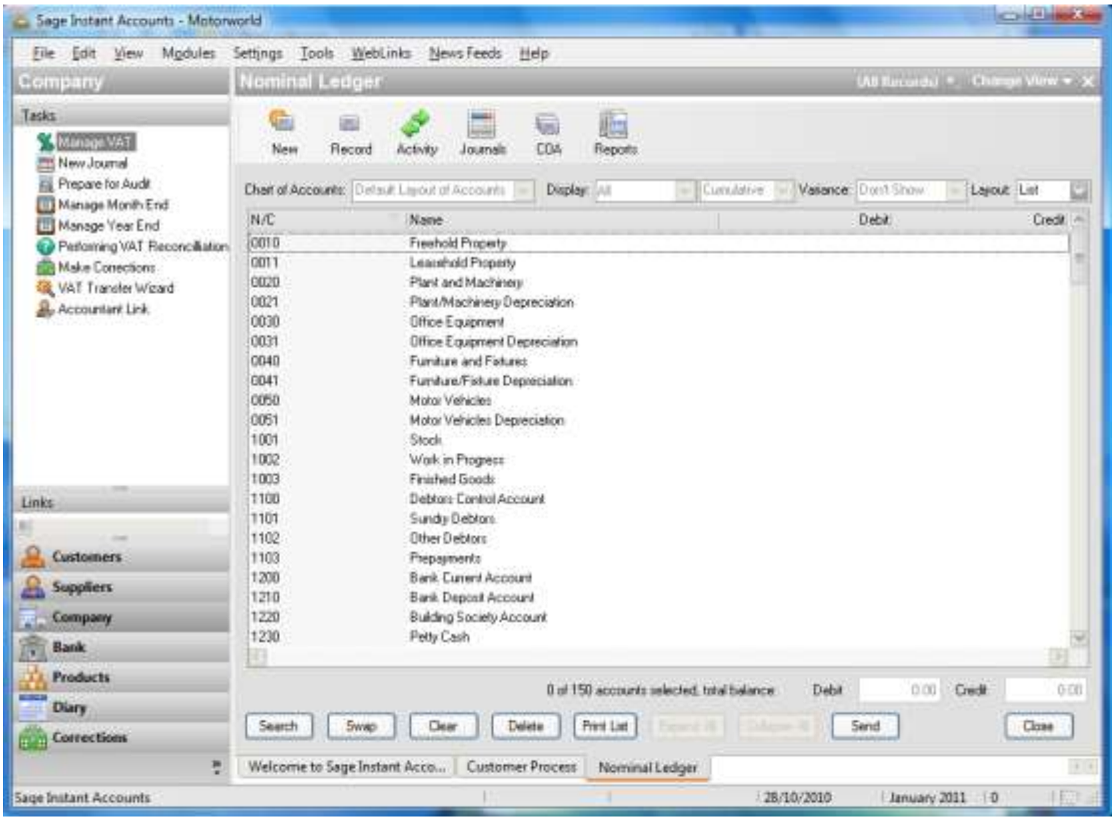
The Nominal Ledger

In level 1 you learnt that the Nominal or General Ledger is all the business accounts together which are not Customer Accounts (Sales Ledger) or Supplier Accounts (Purchases Ledger). The Nominal Ledger shows all accounts that record the income, expenses, capital, assets and liabilities of the business.

In Sage, the Bank accounts for the business are listed as a separate module this will be covered in lesson 5.

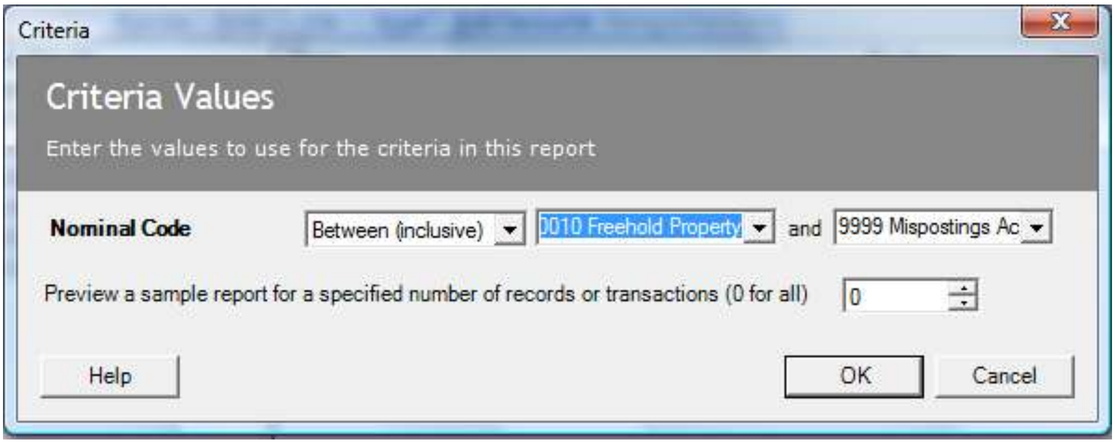
The Default Nominal Ledger

The Nominal Ledger can be entered by opening the Company Module. This is opened by using the same method as opening either the Customer of Supplier modules by either clicking on Company in the list of modules shown on the bottom left of the screen or by clicking on Modules at the top of the screen and then choosing Company.
At the top right of the screen change the Layout to say ‘List’, the screen will be shown as below:-



> **Note:** At the bottom of your screen just above the SEND button you will see the comment ‘0 of 150 accounts selected’, this means that there are 150 possible accounts already defaulted by sage for you to use.

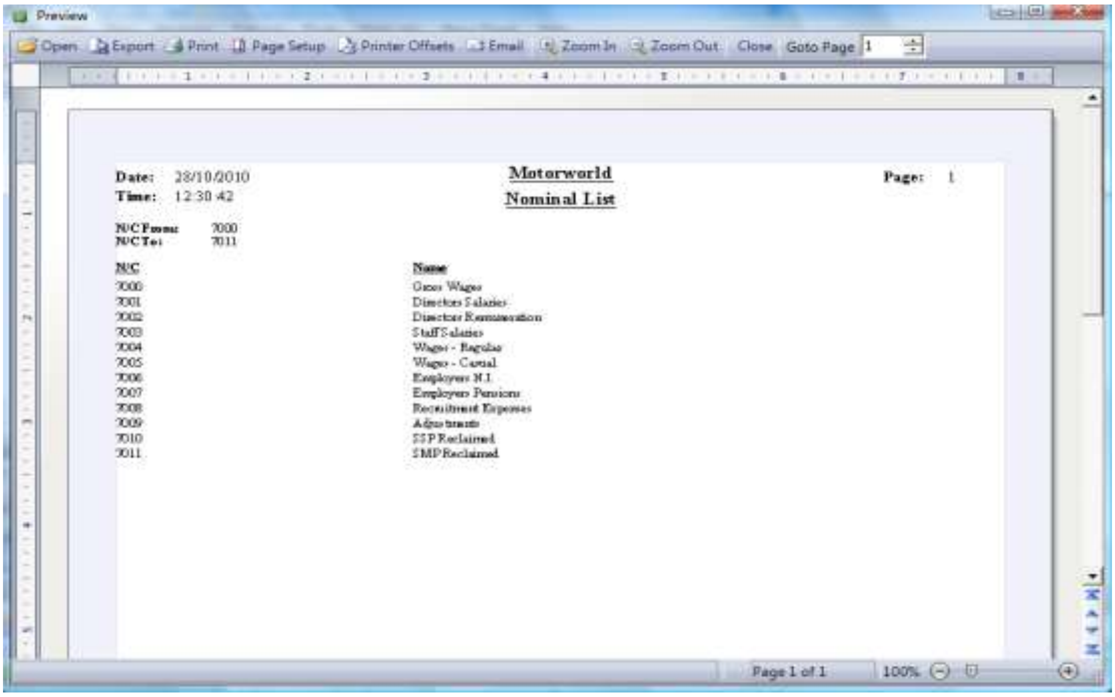
As with all reports the Criteria box will appear, leave the first box as it is. On the second box click on the down arrow, this will show a list of all Nominal Accounts, click on the first one 0010 ‘Freehold Property’. The third box will default to the last account 9999 ‘Mispostings’, leave as is and click ‘OK’.



The print out will be 3 pages long and show all the names of the Nominal Accounts that Sage has set up for you.

Practice

Once the report is printed you should have the report browser still open, highlight the Nominal list and click on the ‘Preview’ icon. When the criteria box comes up, change the second box to show 7000 ‘Gross Wages’ and the third box to show 7011 ‘SMP Reclaimed’ then click ‘OK’. The report below will be shown, this shows the accounts between 7000 and 7011 only.



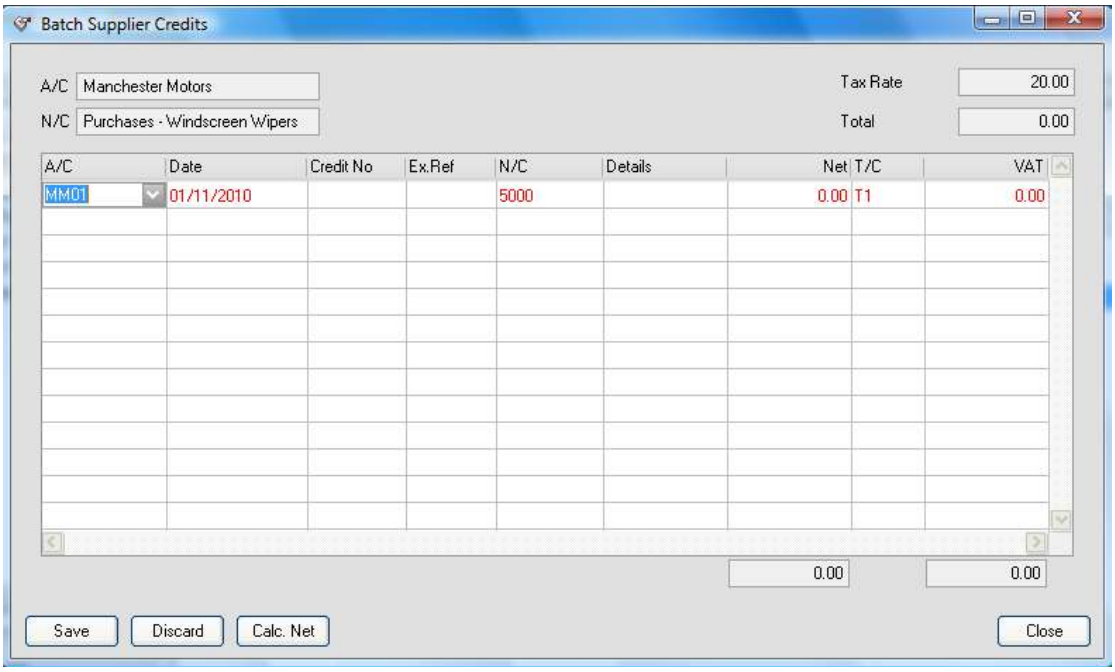
Close the report and the report browser screens.

Post the following credit notes to the Suppliers' Ledger:

Company	Description	Credit Note No	Date	Goods £	VAT £	Total £
Manchester Motors	Damaged Wipers	0034CR	11 Jan	75.00	14.25	89.25
Turpins Garage PLC	Broken Bulbs	CR419	13 Jan	22.00	4.18	26.18

Step 1
Open the main Supplier screen and highlight Manchester Motors then click on the Credit icon at the top of the screen. A screen very similar to the Batch Supplier Invoices screen will open but it will be called 'Batch Supplier Credits', the default information for Manchester Motors will already be entered for you, see the screenshot below.

The 'Batch Supplier Credits' screen has the same columns as the 'Batch Supplier Invoices' screen except that the Ref Column is called the Credit No instead.



Invoicing Customers

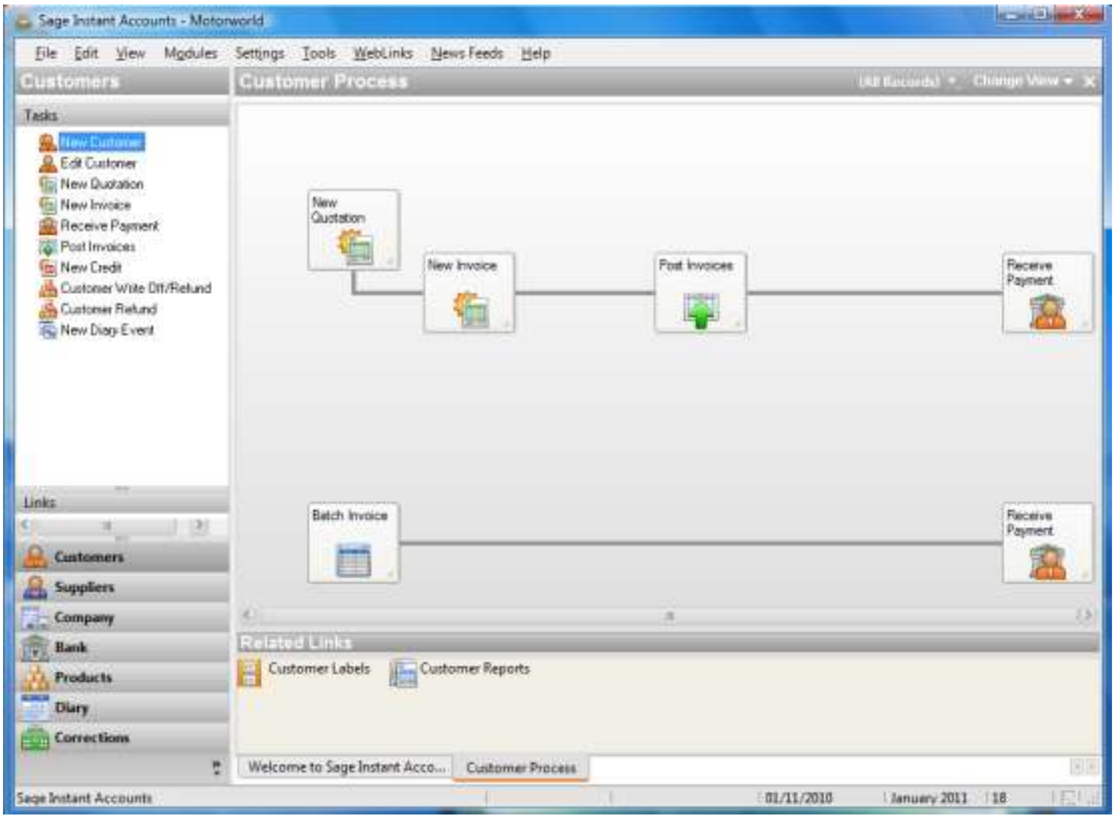
There are two methods for recording Customer Invoices on Sage, the method to be used will depend on whether the business will produce its own invoices outside the Sage system and record the information onto Sage via the Batch method or whether it intends to use Sage to print and post the invoices directly from Sage.

The Batch system is the simpler of the two methods to operate and is common to all versions of Sage. The other method is a 'Function' of Sage.

In this lesson we will go through the Batch method, the other method will be detailed later in the course.

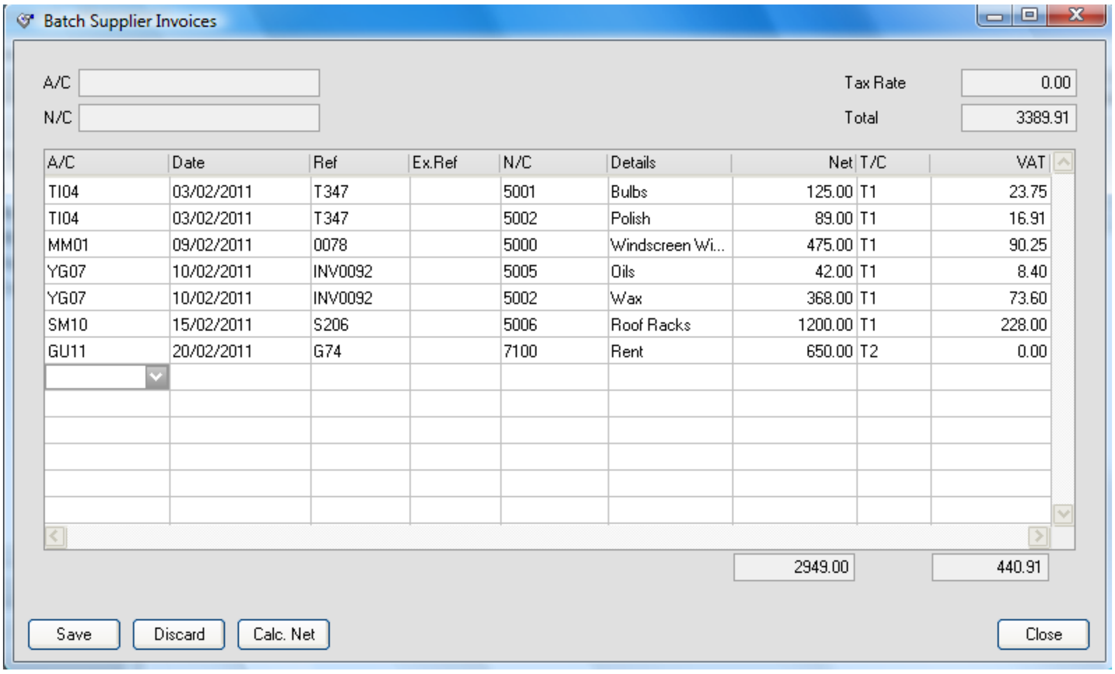
Recording Independently Produced Invoices via the Batch method

Step 1
Enter the Customer Module and ensure your screen is showing the customer Process screen, if it doesn't you can use 'Change View' in the top right corner of the screen to change it to the screen as shown below.



ANSWERS

- Once all the details from section 2 have been entered into the 'Batch Supplier Invoice' screen, your screen should be as shown below.



- The **'Suppliers'** main screen should be as below: