Quick Sage

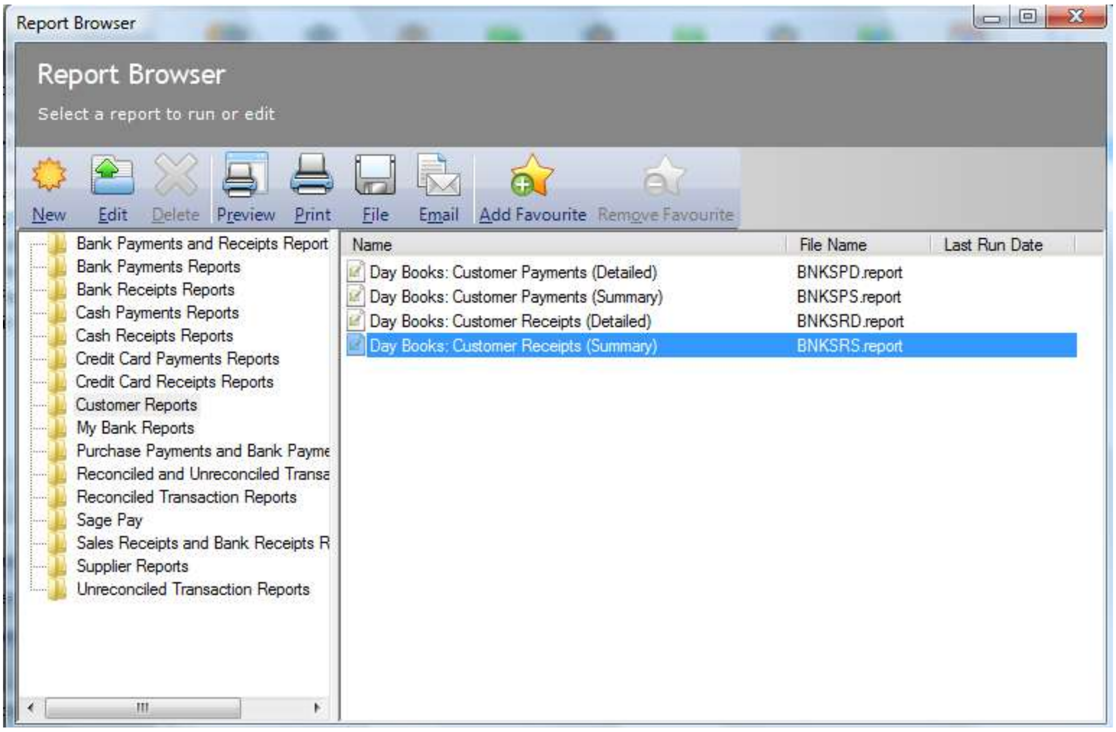
Reports
Business Set Up
Invoicing and Business Documents

Customer and Supplier Address List

The method for generating and printing Customer and Supplier Address Lists from the Customer and Supplier reports sections was detailed in book 1.

Other Reports – per module

Sage has a number of preloaded reports that can be printed from the various modules. Each module will contain the preloaded reports for that module, for example: Customer Reports from the Customer module, Bank Reports from the Bank module etc. Open the Bank module and click on the Reports icon, the left side shows a number of headings for reports that can be printed from this module as shown in the screenshot below.



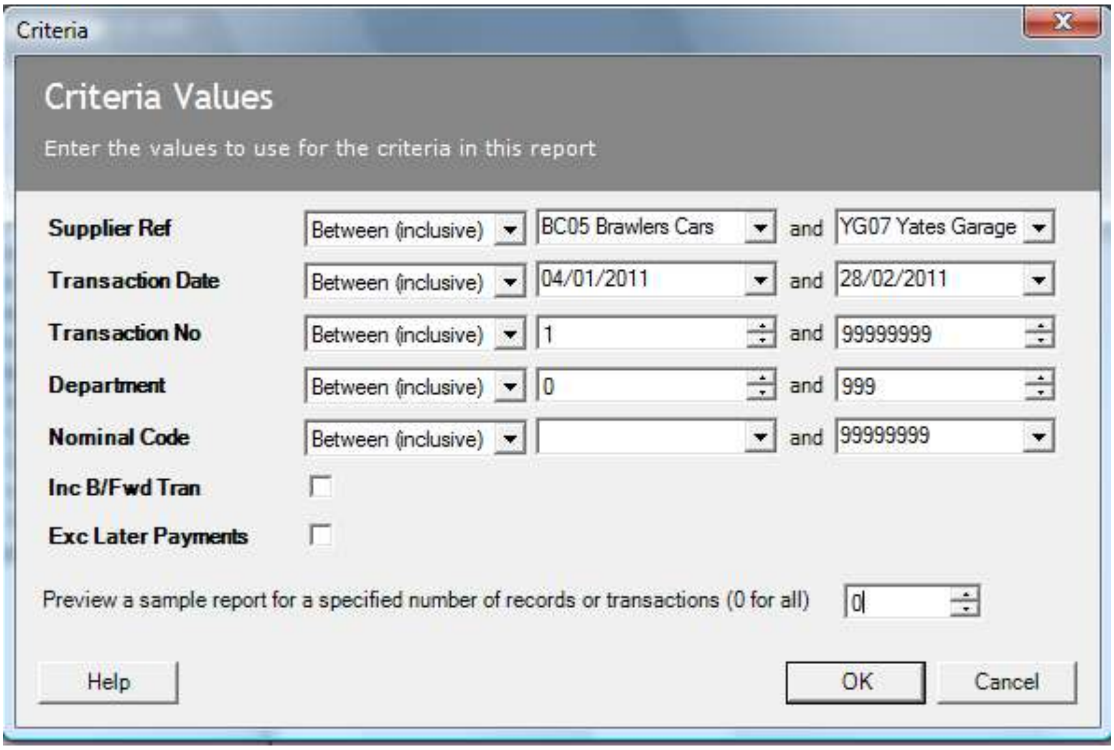
Step 1
Click on the ‘Customer Reports’ on the left and then highlight ‘Customer Receipts (Summary)’ report on the right and click on Preview or Print, the Criteria Values screen will open.

Step 2
Enter the following details in the transactions boxes.

From: 04.01.11
To: 28.02.11

1st screenshot

2nd screenshot



Click 'OK' to run the report. Your report uses the same headings as the Audit Trail Report. It will list each entry in transaction number order per Supplier. The column called 'O/S' shows the outstanding amount. The report will also give you the contact name and telephone number for each Supplier as well as the amount outstanding, paid and the credit limit on the account.

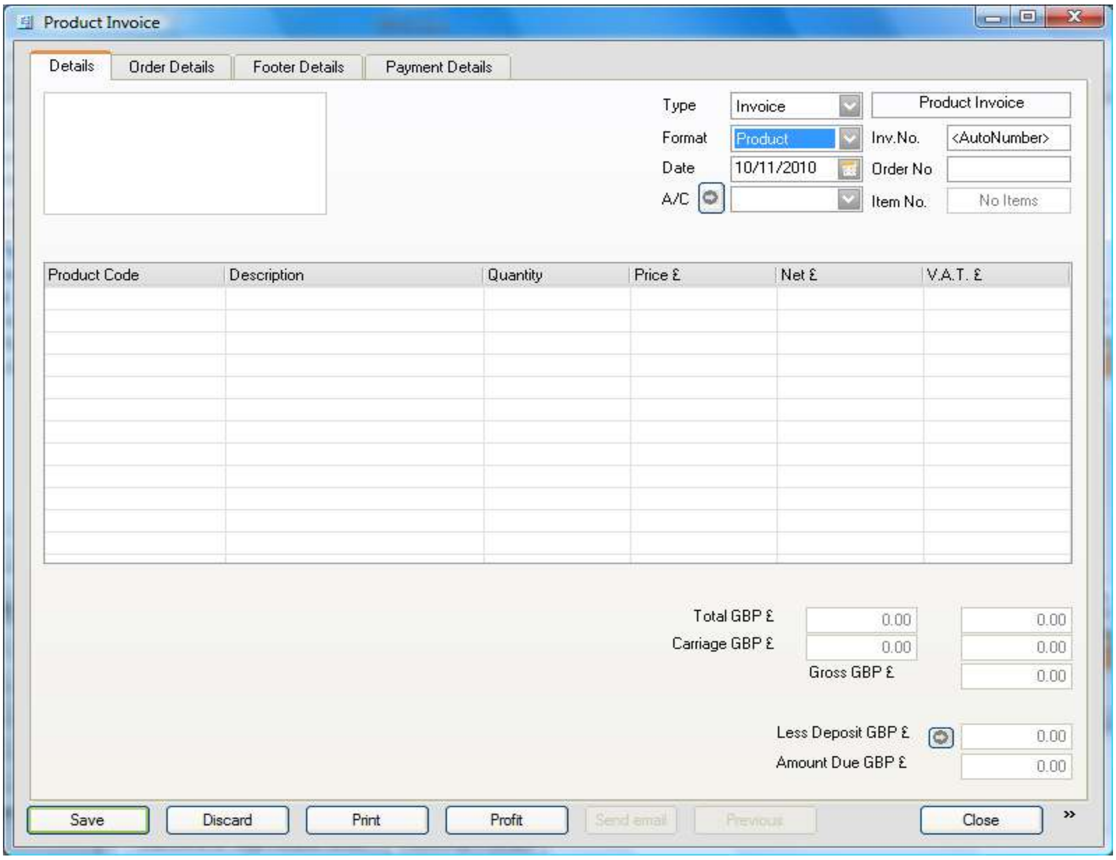
Check your supplier activity report with the student handout 'D' in the Resource File to ensure it agrees.

Computer Produced Invoices

As discussed earlier in the course there are two methods for dealing with Sales invoices in Sage, the 1st method was when invoices were produced outside of Sage and the details are then entered into Sage through the Batch method, this was shown in Book 1. The 2nd is where the invoice is actually produced by Sage. The difference is that the 1st method is for data entry only and the 2nd method is for producing the invoice to be sent to the customer as well as posting the information to Sage.

We will now go through the 2nd method.

Step 1
Open the customer module and from the Customer Process screen click the 'New Invoice' Icon. Alternatively you can go to the main customer screen and click on 'New Invoice' under the Tasks section. Either way the Product Invoice screen below will open.

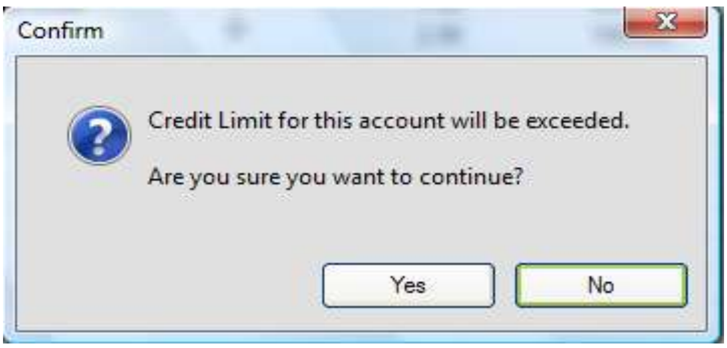


Ensure that the Type box shows ‘Invoice’ and the Format box states ‘Product’. The basic layout of the invoice is the same whether producing a Product or Service.

Sage supplies invoice stationery and this template is designed to fit that stationery, however the layout can be modified to suit other stationery as required using the Report Designer wizard, this facility is not covered in this course.

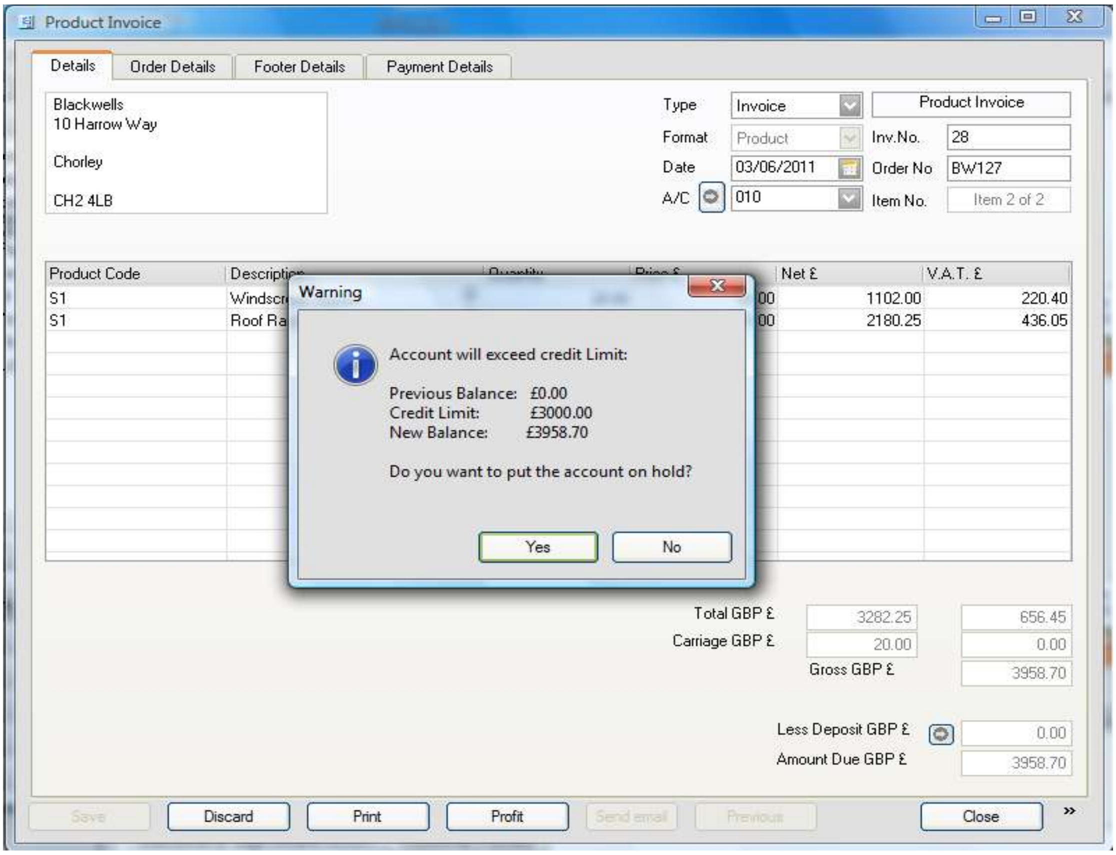
Step 8

Click Save and the following message will appear.



The owner of Motorworld has decided to allow the order to proceed so click ‘Yes’.

Another warning will appear advising you of how much the account will exceed its limit; it will also ask you if you want to put the account on hold.



As the owner has authorised the order click 'No' and then 'Close'. The invoice will just save at this point just in case you need to go back and change it for any reason.

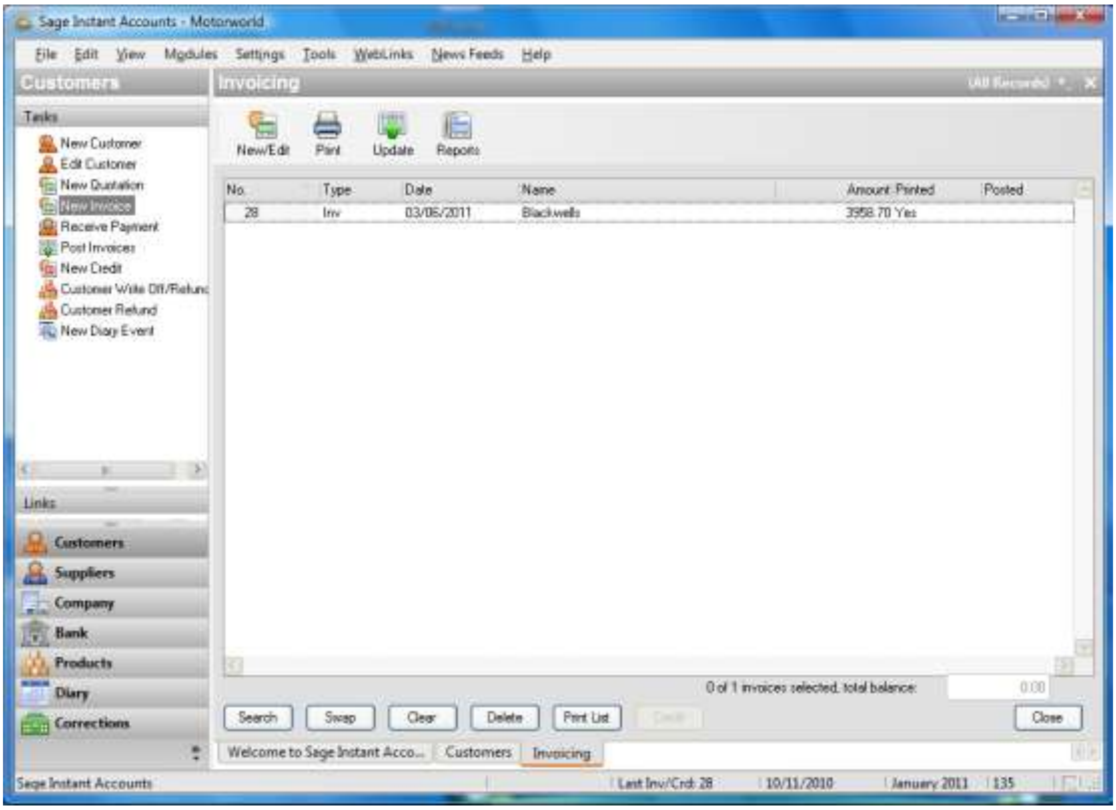
If you return to the main customers screen and check the account for Blackwells you will see that the invoice have not been posted to the account, this is done separately.

Once the invoice is printed it should be checked against the Purchase Order carefully to ensure that all the details entered are correct and nothing has been missed.

Posting the Invoice

Step 3

The invoice has not yet been posted to the accounts, only created and printed; therefore it has had no effect on the ledgers as yet. To post the invoice click on 'Post invoices' shown under 'Tasks' on the left of the screen. Currently you will see the invoice as shown below has 'Yes' under the 'Printed' column to advise that the invoice has been printed, however there is nothing under the 'Posted' column.



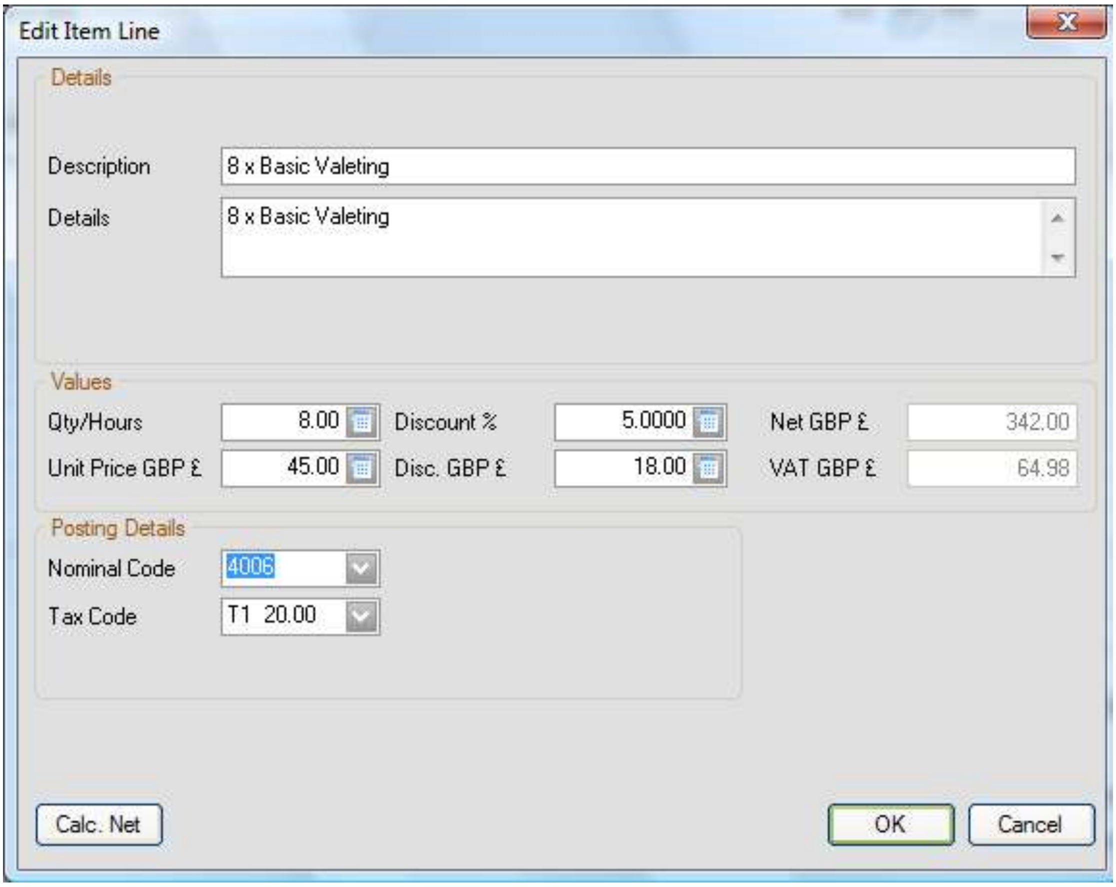
NOTE: Once an invoice has been posted you cannot change the details of the invoice. You would need to delete the invoice from both the corrections screen and the invoice listing screen. If you do not delete the invoice from both screens you will not be able to enter an invoice with the same invoice number.

If the error on the invoice is identified after the invoice is sent to the customer then you will have to issue a Credit Note for the incorrect invoice and issue a new corrected invoice.

Service Invoices

Enter the details for Invoices 29 & 30 - ensure you change the Invoice format to ‘Service’.

When entering a ‘Service’ invoice you need to type in the details of the service provided first and then click on the arrow at the side of the box to open the ‘Edit Item line’ screen where you can complete the relevant details.

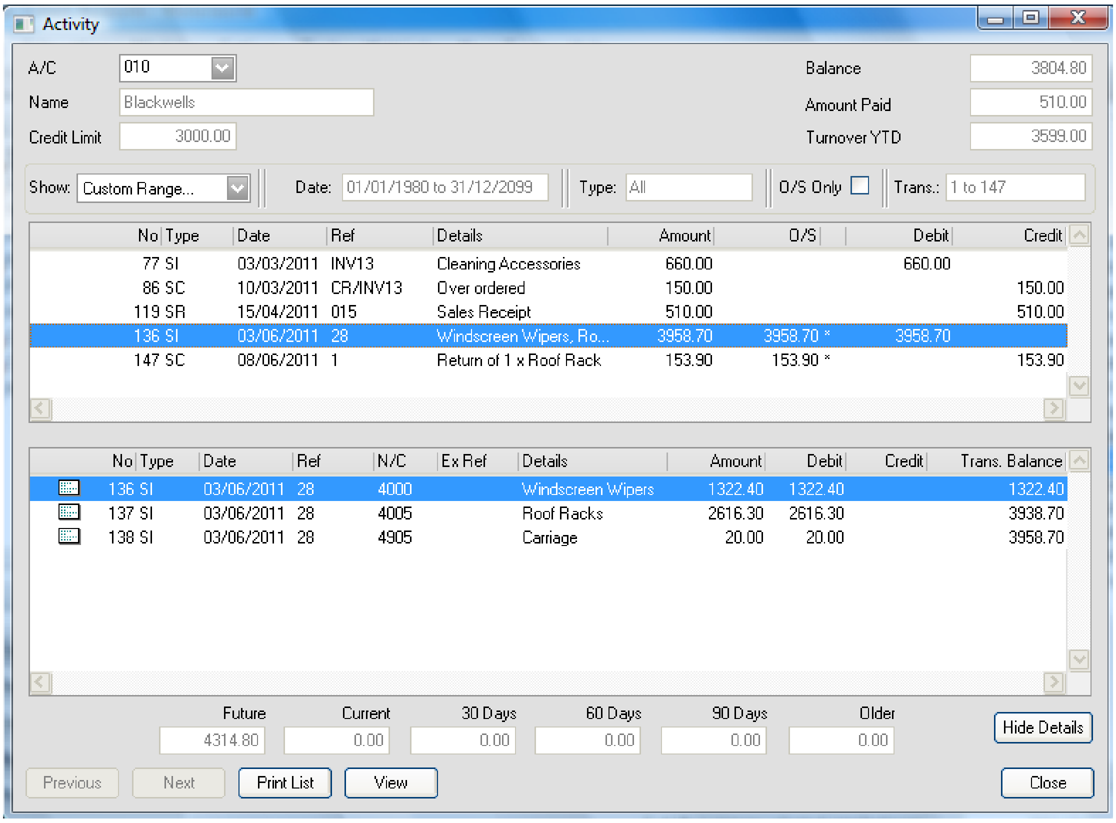


NOTE: No postage is charged on 'Service' invoices and no changes have been made to the settlement terms, therefore the details in the 'Footer Details' tab do not need to be amended.

Unlike when we enter invoices using the 'Batch' method the correct VAT charge has been automatically calculated. Click 'OK' and then 'Save' the invoice.

Enter all the remaining invoices but do NOT print or post the invoices as this will be done separately later in the lesson.

Open Blackwell's Activity list and it will be shown as below.



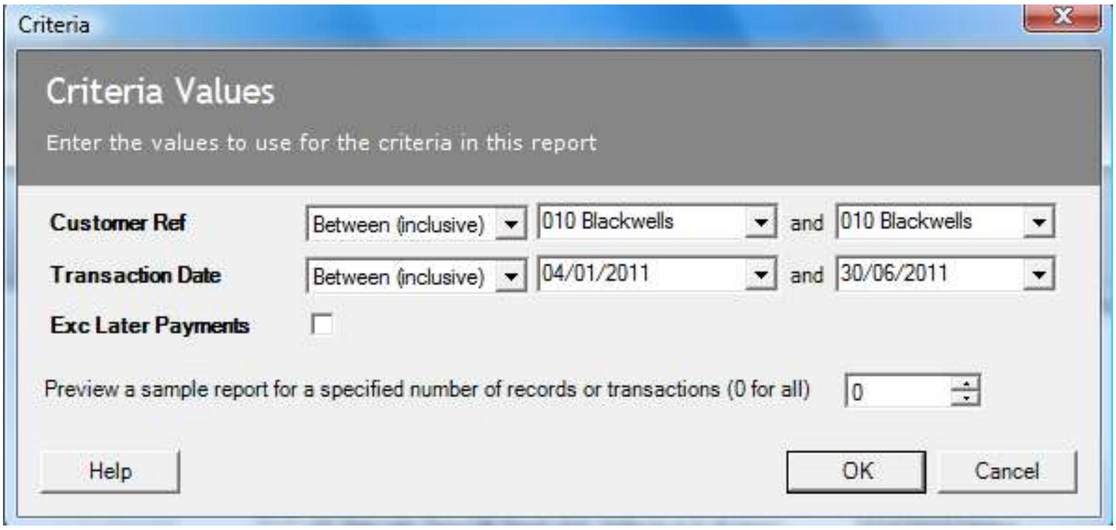
NOTE: As invoice 28 has more than 1 item on the invoice, the top half of the screen will only show the first line description. However if you highlight the entry a breakdown will be shown on the lower half of the screen.

Enter the following customer receipts together with any discounts allowed. The cheques are usually banked on the date of receipt.

Customer	Date	Ref	Value
Ratchet Trading	01-06-11	019	£250 part payment on account
Wilson Factory	09-06-11	020	In settlement of INV21 & 25
Towbrook Garage	15-06-11	021	In settlement of INV19
Blackwells	21-06-11	022	£2000 part payment on account

When you click on ‘Print’ or ‘Preview’ in the Report Browser the Criteria screen will appear as shown on the next page. The layout is the same as previously seen but with fewer options. The screen below is for invoices produced for Blackwells during the period 4th January 2011 to 30th June 2011.

The statement will be produced as at the date in the second box, in this case 30th June 2011.



Below shows the statement layout when using A4Stat with Tear Off Remit Adv, Individual & O/s Items. The Remittance Advice is the right hand side of the report.