



Home Learning
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Quick Sage

Reports
Business Set Up
Invoicing and Business Documents

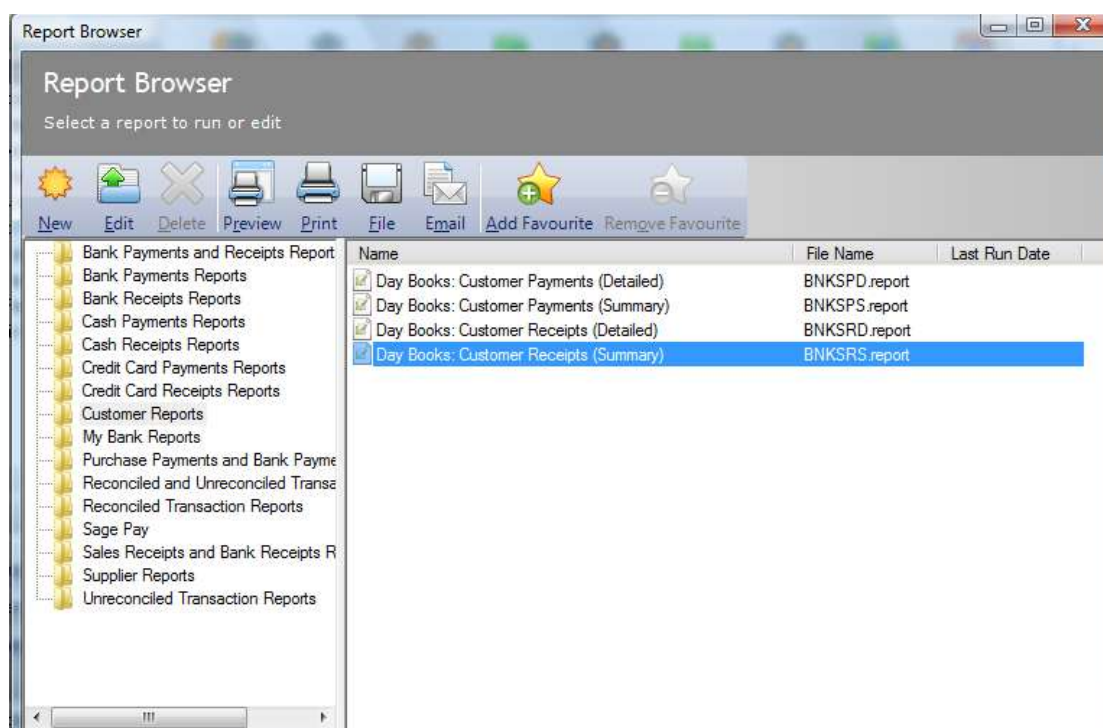


Customer and Supplier Address List

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

Customer Record Wizard

Customer Information

Entering your customers opening balance.

If your new customer has any outstanding invoices or credit notes, you may wish to enter them as an opening balance.

You can enter the balance as one block entry or as individual transactions.

Do you wish to post an opening balance?

No, there is no opening balance to enter.

Yes, as individual transactions.

Yes, as one value.

Cancel Help Back Next Finish

2nd screenshot

Customer Record Wizard

Customer Information

Customers opening balance.

Enter the individual transaction details in the grid below.

Ref	Date	Type	Gross

NOTE: The transactions that will be posted will automatically be given a description of 'Opening Balance'.

Cancel Help Back Next Finish

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

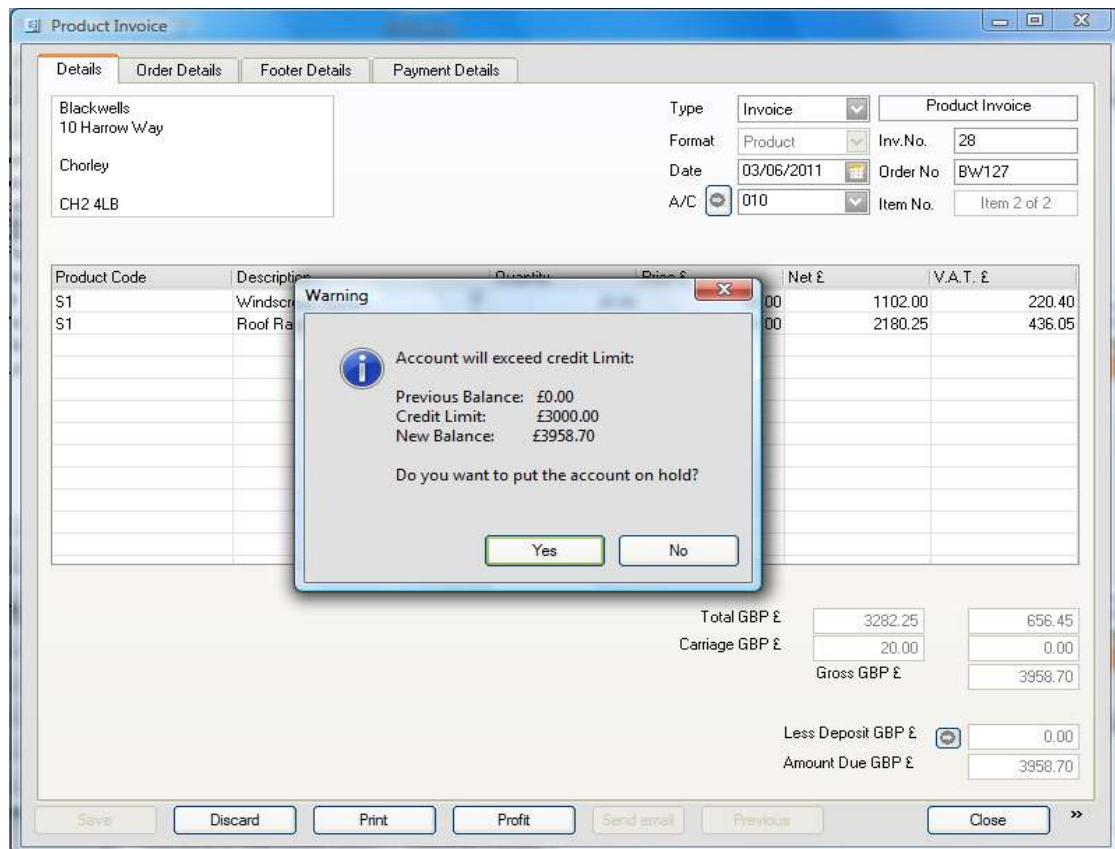
As discussed earlier in the course there are two methods for dealing with Sales invoices in Sage, the 1st method was when invoices were produced outside of Sage and the details are then entered into Sage through the Batch method, this was shown in Book 1. The 2nd is where the invoice is actually produced 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.

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.

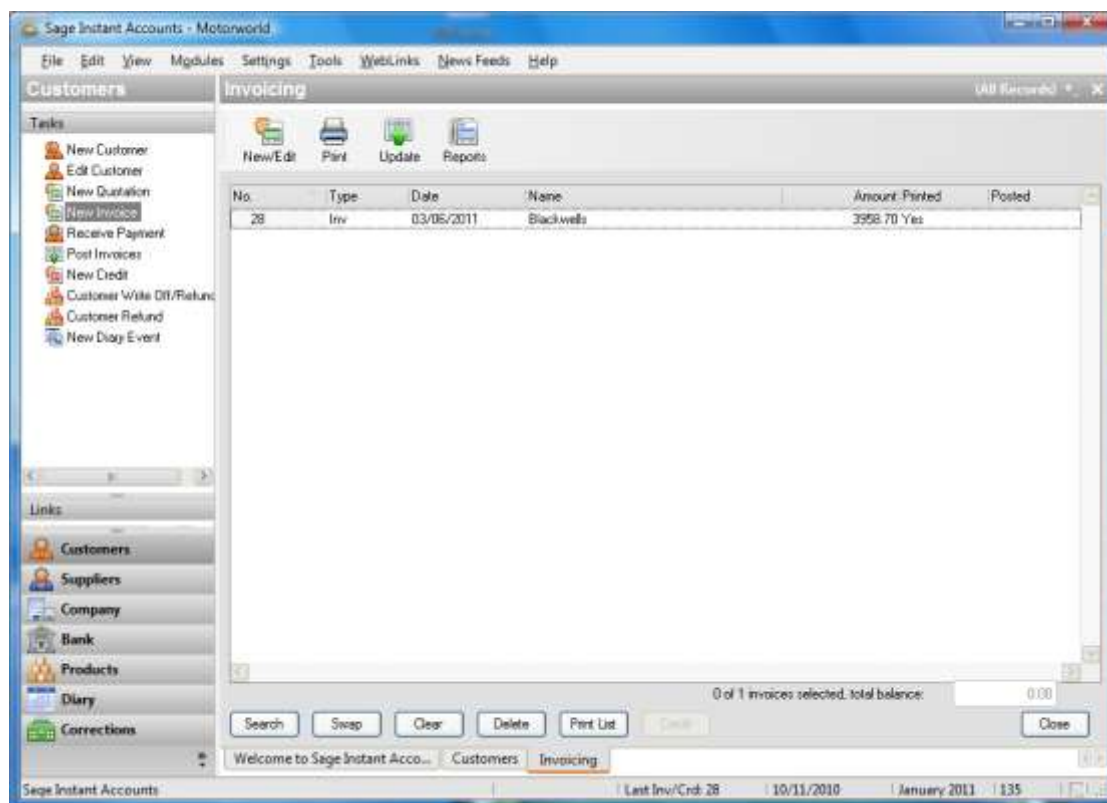
If you return to the main customers screen and check the account for Blackwells you will see that the invoice have not been posted to the account, this is done separately.

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.

Edit Item Line [X]

Details

Description: 8 x Basic Valeting

Details: 8 x Basic Valeting

Values

Qty/Hours	8.00	Discount %	5.0000	Net GBP £	342.00
Unit Price GBP £	45.00	Disc. GBP £	18.00	VAT GBP £	64.98

Posting Details

Nominal Code: 4006

Tax Code: T1 20.00

Buttons: Calc. Net, OK, Cancel

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.

Activity

A/C: 010 Balance: 3804.80
 Name: Blackwells Amount Paid: 510.00
 Credit Limit: 3000.00 Turnover YTD: 3599.00

Show: Custom Range... Date: 01/01/1980 to 31/12/2099 Type: All O/S Only Trans.: 1 to 147

No	Type	Date	Ref	Details	Amount	O/S	Debit	Credit
77	SI	03/03/2011	INV13	Cleaning Accessories	660.00		660.00	
86	SC	10/03/2011	CR/INV13	Over ordered	150.00			150.00
119	SR	15/04/2011	015	Sales Receipt	510.00			510.00
136	SI	03/06/2011	28	Windscreen Wipers, Ro...	3958.70	3958.70 *	3958.70	
147	SC	08/06/2011	1	Return of 1 x Roof Rack	153.90	153.90 *		153.90

No	Type	Date	Ref	N/C	Ex Ref	Details	Amount	Debit	Credit	Trans.	Balance
136	SI	03/06/2011	28	4000		Windscreen Wipers	1322.40	1322.40			1322.40
137	SI	03/06/2011	28	4005		Roof Racks	2616.30	2616.30			3938.70
138	SI	03/06/2011	28	4905		Carriage	20.00	20.00			3958.70

Future: 4314.80 Current: 0.00 30 Days: 0.00 60 Days: 0.00 90 Days: 0.00 Older: 0.00

Buttons: Previous, Next, Print List, View, Hide Details, Close

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.

Criteria

Criteria Values
Enter the values to use for the criteria in this report

Customer Ref Between (inclusive) 010 Blackwells and 010 Blackwells

Transaction Date Between (inclusive) 04/01/2011 and 30/06/2011

Exc Later Payments

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help OK Cancel

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.

Preview

Open Export Print Page Setup Printer Offsets Email Zoom In Zoom Out Close Goto Page 1

Motorworld 119 Exendon Industrial Estate Preston PL5 3SA				Motorworld 119 Exendon Industrial Estate Preston PL5 3SA			
Blackwells 10 Haxton Way Clonkey CH2 4LB				010	Blackwells 10 Haxton Way Clonkey CH2 4LB		010
				30/06/2011			30/06/2011
				1			1
NOTE: All values are shown in Pound Sterling				NOTE: All values are shown in Pound Sterling			
03/06/11	28	RoofRacks	1,784.80	03/06/11	RoofRacks	1,784.80	
03/06/11	28	Carriage	20.00	03/06/11	Carriage	20.00	

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