

SAGELINE INSTANT

Video Training Content

1) Setup

- 1.1 Installing sage instant
- 1.2 Setting up sage
- 1.3 Creating a password
- 1.4 Editing a password

2) Customer

- 2.1 Creating a customer record
- 2.2 Editing a customer record
- 2.3 Deleting a customer record
- 2.4 Changing a customer's credit limit
- 2.5 Changing a customer's default nominal code
- 2.6 Changing a customer's default tax code
- 2.7 Editing a sales invoice
- 2.8 Posting a sales invoice
- 2.9 Printing a sales invoice
- 2.10 Posting a customer receipt
- 2.11 Updating a sales invoice to the ledger
- 2.12 Creating a batch sales invoice
- 2.13 Creating a batch credit note
- 2.14 Running an aged debtor report
- 2.15 Producing a customer debt chasing letter
- 2.16 Putting a customer on hold
- 2.17 Producing a mailing label report
- 2.18 Restricting mail to a customer
- 2.19 Producing a customer list

3) Supplier

- 3.1 Creating a supplier record
- 3.2 Editing a supplier record
- 3.3 Deleting a supplier record
- 3.4 Changing a suppliers credit limit
- 3.5 Changing a supplier default nominal code
- 3.6 Changing a supplier default tax code
- 3.7 Posting a purchase invoice
- 3.8 Posting a supplier credit note
- 3.9 Posting supplier payments
- 3.10 Running an aged creditor report
- 3.11 Putting a supplier on hold
- 3.12 Restricting mail to a supplier
- 3.13 Producing a supplier list

4) Nominal ledger

- 4.1 Creating a nominal record
- 4.2 Editing a nominal record
- 4.3 Deleting a nominal record

5) Product

- 5.1 Creating a product record
- 5.2 Editing a product record
- 5.3 Deleting a product record
- 5.4 Configure product categories

6) Misc & Year end

- 6.1 Creating a backup
- 6.2 Restoring a backup
- 6.3 Year end function

7) Terms

- 7.1 Assets
- 7.2 Audit
- 7.3 Balance Sheet
- 7.4 Budget
- 7.5 Credit / Debit
- 7.6 Credit Limit
- 7.7 Creditor / Debtor
- 7.8 Depreciation
- 7.9 Gross Profit
- 7.10 Journal
- 7.11 Liabilities
- 7.12 Nominal Ledger / Nominal Code
- 7.13 Overheads
- 7.14 Posting
- 7.15 Profit and Loss