# Introductory / Advanced Sage Needs Analysis

| | | Current Proficiency | | | | Req Trng | | Relevancy to Job | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Good | Ave | Poor | | | | Very Rel | Quite Rel | Not Rel | Not Sure |
| Setting up the accounts structure | | | | | | | | | | | |
| 1 | Initial set up of preferences (year end date/vat/new coy) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 2 | Creating new nominal codes | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 3 | Editing existing nominal codes | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 4 | Editing Charts of Accounts (P&L and Balance Sheet) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 5 | Editing/set up of bank accounts(also foreign etc) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 6 | Set up of foreign Trader option (V9 FC only) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| Sales Ledger | | | | | | | | | | | |
| 1 | Set up of new customer accounts(plus defaults) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 2 | Automatic invoicing (product/service) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 3 | Entering invoices( via batch) ie invs produced off line | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 4 | Allocating receipts to invoices(receipts on account) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 5 | Reports produced (sales day book /invoice lay outs) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 6 | Producing statements(or activity reports) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 7 | Debt control ( aged debtots reports) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 8 | Amendments and cancelled cheques | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 9 | Contars | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 10 | Exchange rates foreign trader option | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| PurchaseLedger | | | | | | | | | | | |
| 1 | Set up of new supplier accounts(plus defaults) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 2 | Entering invoices (via batch) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 3 | Allocating payments to invoices (payments on account) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 4 | Reports produced (purchase day book /activity reports) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 5 | Debt control (saged creditors reports) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 6 | Amendments and cancellation of cheques) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 7 | Contras | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 8 | Exchange rates foreign trader option | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| Bank Acounts | | | | | | | | | | | |
| 1 | Reconciliations(receipts+payments o/s) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 2 | Transferes | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 3 | Producing Bank statements | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 4 | Correcting errors etc | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| Nominal Ledger | | | | | | | | | | | |
| 1 | Journal entries(templates etc) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 2 | nominal reports (activity etc) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 3 | Producing a Trial Balance(period etc) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 4 | Profit and Loss account and Balance Sheet | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 5 | Budget control | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| Vat Returns | | | | | | | | | | | |
| 1 | Producing vat return (correct periods/transactions) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 2 | Journals required( to zeroise nominal codes) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| 3 | Setting of reconciliation flag | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | | | | | | | | | | | |
| Stock control (sop/ pop etc) | | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| Invoicing | | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | Invoicing from stock | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | set up of product categories | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| Assets | | | | | | | | | | | |
| | Creating and Using a Fixed Asset Register | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| Creating special reports | | | | | | | | | | | |
| | Using Reports | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | Modifying and creating report layouts | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | Reminder letters | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| Utilities | | | | | | | | | | | |
| | Backup procedures (c drive /a drive) | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | End of period procedures | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | Year end procedures | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | Making data corrections | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | Consolidating companies | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | Exporting data (to Excel) and the ODBC driver | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |
| | Understand the Directory and File structure of Sage | ☐ | ☐ | ☐ | | ☐ | | ☐ | ☐ | ☐ | ☐ |

accounting concepts
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