

**Getting started with the Suppliers/ Creditors ledger**

**Steps to practice**

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|  | Tasks to practice | Data for recording in Sage 50 | Key Points for Sage 50 updating |
|  | Supplier Module |  |  |
|  |  |  | Under New Supplier |
| 1 | Supplier Detail | Finnegan Bus | **FIN001 / 4690 / Terms agreed** |
|  |  | Viking Direct | **VIK001 / 4315 / Terms agreed** |
|  |  | Datapac | **DAT001 / 4420 / Terms agreed** |
|  |  |  |  |
| 2 | Record Batch Invoices | Finnegan Bus | Use Batch Invoice |
|  |  | Viking Direct |  |
|  |  | Datapac |  |
|  |  |  |  |
|  |  |  |  |
| 3 | Record Batch credit note |  | Use Batch Credit |
|  |  |  |  |
| 4 | Record **Supplier Payment** |  | Use Supplier Payment |
|  |  |  |  |
| 5 | Allocate a payment |  |  |
|  |  |  |  |
| 6 | Review the Suppliers ledger |  | Suppliers/Reports |
|  |  |  | Reconcile balances to supplier statements  Regularly and consistently |
|  |  |  | Look up & review supplier activity for  accuracy |
|  |  |  |  |
| 7 | Agree the balance on the **Aged Creditors analysis** | Purchase ledger Control Account  Code 2100 | Monthly |
|  |  |  |  |
| 8 | Include the Aged Creditors analysis | In the BOM Monthly pack | No more manual accrual lists |
|  |  |  |  |