

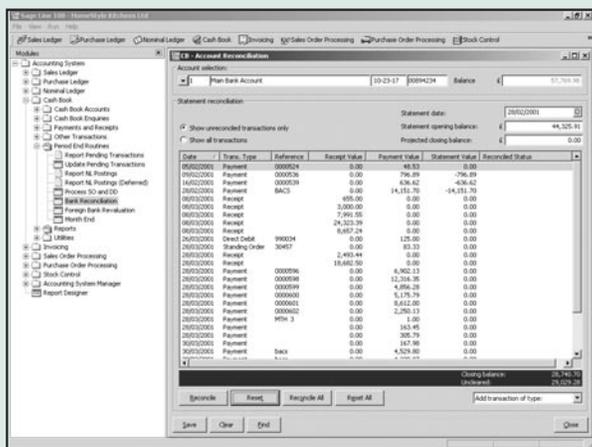
# Sage Accounting Solutions

## Data Sheet

### Sage Line 100 Cashbook

#### Effective control of cash flow is essential to the well being of any business

The Sage Line 100 Cashbook Module provides you with complete control of all bank-related activities. Process cash, cheques, credit card, standing orders and direct debit transactions quickly and easily.



#### Sage Line 100 Cashbook

**Process foreign currency transactions.** Receipts and payments for your suppliers and customers can be entered through either the Cash Book or the Sales and Purchase modules in up to 100 foreign currencies.



**e-Banking facility allows supplier payments to be made through your banking software.**



**Bank Reconciliation.** When you receive a bank statement, use this routine to reconcile it with the details of payments and receipts stored in the Cash Book account records. e-Reconciliation facility allows bank reconciliation with your banking software on the same screen.



**Automate Direct Debits and Standing Orders.**

Arrangements can be made to automate transactions on a monthly, quarterly or user defined basis.



**e-mail direct from a bank record and launch the bank's website.**



**Attach a file to a bank account.** (e.g. Word processing documents and spreadsheets)



**Graphical analysis and presentation of bank data.**

(e.g bar charts compare the current year's bank account balances to last year's)



**Inter Account Transfers.** Move money from one bank account to another. Transfers may be between banks of the same currency or different currencies.



**Flexible report writer.** Allows for the tailoring of standard reports and the creation of custom reports.



**Comprehensive, easy to use help system.**



**Customisable.** Our developer community is able to customise Sage Line 100 to the specific requirements of your business.



active support for business

## Sage Line 100 Cashbook - Key Features and Benefits

### Bank details are easily accessible

Sage Line 100 has an intuitive user interface, which means that bank records, including details of balances, contacts and transaction history, are all within easy reach. All information is presented graphically where appropriate. For example, bar charts are used to show month end balances for the current and previous year.

### Process foreign currency transactions

When you set up a bank account, you can set the currency in which the account will operate.

Receipts and Payments for your suppliers and customers can be entered through either the Cash Book or the Sales and Purchase modules in up to 100 foreign currencies.

Any foreign currency bank account may be revalued when required. The whole of the current balance may be revalued using a new exchange rate and any exchange differences are posted to an exchange difference account in the Nominal Ledger.

### Automate Direct Debits and Standing Orders

Direct debits and standing orders can be set up for customer, supplier or nominal accounts. Arrangements can be made to automate transactions on a monthly, quarterly or user defined basis. The necessary payment or receipt transactions are automatically posted using either a daily or monthly routine.

### Save time and money with Bank Reconciliation

The Bank Reconciliation procedure is designed to save you time and money.

When you receive a bank statement, the Bank Reconciliation routine is used to reconcile it with details of payments and receipts entered via the Cash Book. The statement date is recorded, enabling you to then systematically acknowledge the individual transactions on the statement with those on the bank record. Discrepancies between the statement and the transaction record may be recorded, as can additional transactions, such as bank and interest charges.

### Manage tasks simultaneously

The convenience of being able to execute a number of tasks simultaneously is just one of the many facets of Sage Line 100, which serve to increase productivity and ease of use. For example, you can run a bank account enquiry whilst setting up a standing order for a supplier.

### A comprehensive, easy to use help system

Whatever your Cashbook requirement, help is at hand. Accounting procedures, best practice and 'how to do's' are all fully documented to assist you.

### Flexible reporting

Cashbook reports are provided, including account details, transaction listing, and transactions not yet reconciled. The Sage Line 100 report writer is extremely powerful, flexible and easy to use. You can quickly tailor existing reports, or create new ones from scratch to serve your own particular requirements.

### MINIMUM SYSTEM REQUIREMENTS

An IBM compatible Pentium processor (200MHz or greater) running one of the operating systems detailed below, with at least 64MB of memory (128MB for Windows 2000 Professional and XP); a hard disk with at least 150MB of free disk space after Windows has been installed; an SVGA or higher resolution video card and monitor supported by Windows running at 800x600 resolution.

### SUPPORTED OPERATING SYSTEMS

Microsoft Windows 98, ME, Microsoft Windows 2000, XP Professional or Microsoft Windows NT v4 with Service Pack 6.

For further information on any Sage accounting or business solution, contact your nearest Sage reseller or call us on

**0845 3000 900**

Calls charged at local rate  
Visit our website at [www.sage.co.uk](http://www.sage.co.uk)



active support for business