

# Sage Accounting Solutions

## Data Sheet

### Sage Line 100 Invoicing

Provides you with the necessary power and speed to create invoices, credit notes, quotations and pro-formas.

The Sage Line 100 Invoicing module provides a streamlined alternative to Sales Order Processing for the easy creation of invoices and credit notes.

Quotations and pro-formas can be quickly produced and converted to either sales orders or invoices as required.



#### Sage Line 100 Invoicing

|   |   |
|---|---|
| <b>Goods returned / credit note facility</b>  | ✓ |
| <b>Foreign currency invoices.</b> Raise invoices in up to 100 currencies.   | ✓ |
| <b>Support for flexible pricing.</b> Prices can be inclusive or exclusive of VAT, and individual customer price lists are supported.                      | ✓ |
| <b>Multiple delivery addresses.</b> Virtually unlimited delivery addresses per customer.  | ✓ |
| <b>Customise your invoice layout.</b>   | ✓ |
| <b>Repeat invoices.</b> Invoice templates can be saved and run on a weekly, monthly, quarterly or user-defined basis - ideal for service-based companies. | ✓ |
| <b>Invoice comments.</b> Can be for internal use only, or can appear on the invoice.  | ✓ |
| <b>Create quotations.</b> Then convert the accepted quotation to an order or an invoice.  | ✓ |
| <b>Pro-forma invoicing.</b> Facilitates payment in advance.   | ✓ |
| <b>Flexible report writer.</b> Allows for the tailoring of standard reports and the creation of custom reports.   | ✓ |
| <b>Comprehensive, easy to use help system.</b>  | ✓ |
| <b>Customisable.</b> Our developer community is able to customise Sage Line 100 to the specific requirements of your business.                            | ✓ |



active support for business

## Sage Line 100 Invoicing - Key Features and Benefits

### Invoice details are easily accessible

Sage Line 100 has an intuitive user interface, which allows you to call up the full details of an invoice quickly and easily.

### Integrates fully with other Line 100 modules

By working with the Stock and Sales Ledgers, the Invoicing module ensures that pricing control and credit management are handled smoothly. Once invoices are produced, all relevant information is updated automatically throughout the system, including stock records, customer balances, VAT return and management reports. In addition, if a quotation is accepted, this can be passed through to the Sales Order Processing module for full order entry.

### Flexible pricing methods

Depending on the nature of your business, you may need to display pricing with or without VAT; the Invoicing module gives you this control. You can also apply such discounts as prompt payment, per-line discount and overall invoice discount.

### Process foreign currency invoices

Sage Line 100 enables you to invoice customers in their own currency.

### Recurring invoices

Sage Line 100 can store invoice details as templates. A simple enquiry reveals recurring invoices to be raised each day.

### Professional-looking invoices

Sage Line 100 produces invoices that are compatible with the Sage Stationery range. Both standard and bespoke types of stationery are available, to furnish your documents with a more professional look.

### 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 that increases productivity and ease of use. For example, you can perform a customer enquiry while creating an invoice.

### A comprehensive, easy to use help system

Whatever your invoicing needs, help is at hand from the included user guide and the online help facility.

### Flexible reporting

A range of standard reports can be run from Sage Line 100 Invoicing - for example, orders awaiting invoice or on credit hold. You can also create new reports to suit your individual 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