



Keep track of your business performance by initially entering monthly budget and prior year values, then regularly compare these against the actual values.



To make your accounts easy to manage, you can use the Inactive flag to remove old and unused customer, supplier, product, nominal and bank records from your record lists without deleting them completely.



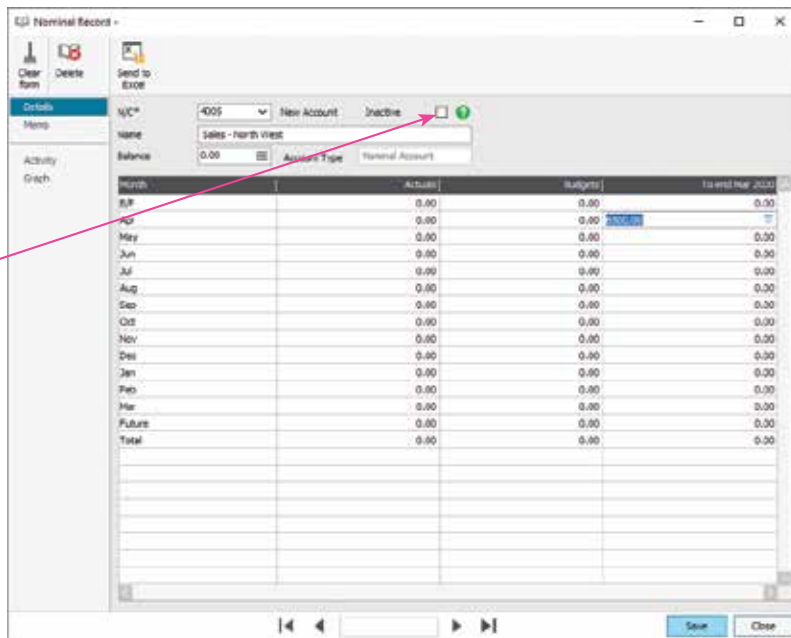
You cannot delete a Nominal Code whilst there is still a balance on it.

Nominal Records

You can tailor the Nominal Accounts to exactly meet your needs by using the Nominal Record window. You have the facility to add, edit and delete Nominal Accounts as well as viewing transactions posted to each account on a monthly basis.

Using the Nominal Record window you can also set budget values for each month of your financial year for a particular Nominal Account. You can also compare the actual monthly figures against the budget values to keep track of how close you are to meeting targets. To add a Nominal Account record and set budgets:

- 1 Click the New button from the Nominal codes toolbar to bring up a blank Nominal Record



- 2 In the N/C field, enter a new Nominal Account Code
- 3 Press the Tab key and note that this is a new account
- 4 Enter the new account Name, Budget and Prior Year values
- 5 Click Save to store details or Clear form to start again

Viewing Nominal Transactions

You can view your Nominal Ledger transactions by using:

- **Graphs**
- **Activity reports**
- **List/Table formats**

Transaction Analysis Using Graphs

Sage 50 allows you to display your Nominal Codes in the form of pie charts. From the main pie chart you can then choose individual areas and drill down further for more detail.

- 1 From the Nominal codes window, select the Graph view option to display the Nominal Ledger pie chart



- 2 To view more information in the chart, hover your cursor over areas on the chart
- 3 Double-click a section of the chart to display a pie chart for that section. You can then drill down further
- 4 Click on a colour in the key list to highlight a slice



The Graph view has been updated in the latest versions of Sage 50, with all information now displayed in easy-to-interpret 3D pie charts.



To include Sage 50 graphs in other documents, simply press Print Screen on your keyboard and then use Paste followed by Crop to insert it into another document or chart.

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Viewing Nominal Account Activity

You will occasionally need to view transactions that have been posted to the Nominal Ledger Accounts. To do this from the Nominal codes window, select List view, then do the following:

- 1 Click on the Nominal Account you wish to view
- 2 Click on the toolbar Activity button to bring up the Activity window
- 3 Select a transaction – all items appear in the lower pane
- 4 Use the scroll bar to move through all the transactions
- 5 Click on Show to select a different range of transactions



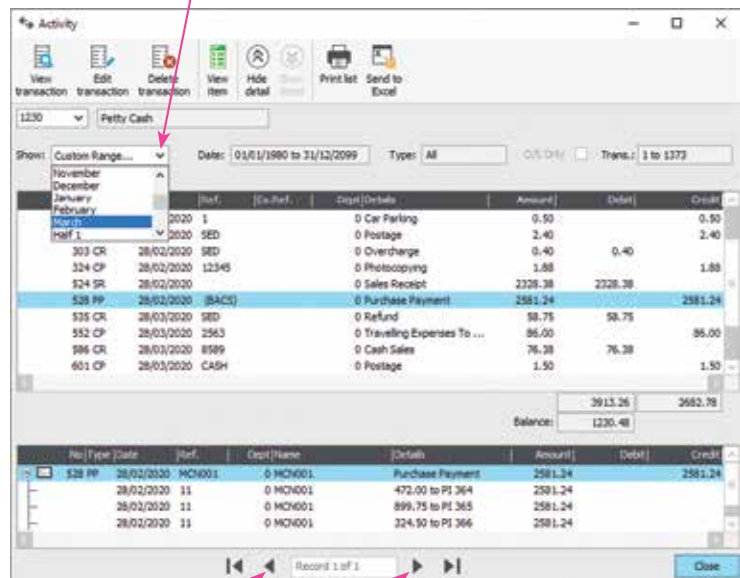
Each line of the Activity list box represents a single invoice, credit note, payment on account, or receipt.



The Number (No.) column shows the transaction number in the Audit Trail. You will need this number if you wish to amend or delete a transaction using the File, Maintenance, Corrections option.



You can select more than one account to view at a time. Simply use the Next and Previous buttons to scroll through them.



- 6 Use the Previous and Next buttons to view other Nominal Accounts, if more than one is selected in Step 1
- 7 Close the window to return to the Nominal codes screen

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Transaction Codes

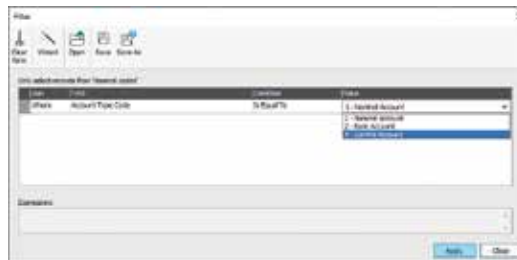
Transactions in the Activity window are indicated by a type (Tp) or transaction code, allocated by Sage 50 as follows:

BR (Bank Receipt)	SD (Discount on Sales Receipt)
BP (Bank Payment)	SA (Sales Receipt on Account)
CP (Cash Payment)	PI (Purchase Invoice)
CR (Cash Receipt)	PP (Purchase Payment)
JD (Journal Debit)	PR (Purchase Receipt)
JC (Journal Credit)	PC (Purchase Credit Note)
SI (Sales Invoice)	PD (Discount on Purchase Payment)
SR (Sales Receipt)	PA (Purchase Payment on Account)
SP (Sales Payment)	VP (Visa Credit Payments)
SC (Sales Credit)	VR (Visa Credit Receipts)

Using Filter

It is sometimes handy to reduce the number of records displayed in the Nominal codes window or on your reports to only those that match specific criteria. This will save you having to look through many records for the information needed. For example, to list only Control Accounts in the Nominal codes window:

- 1 Click Filter in the Nominal codes window 
- 2 Select Where, choose Account Type Code and Is Equal To then select Control Account from the drop-down list
- 3 Click on the Apply button, then click Close to finish



You can tell at a glance if a filter is being applied to a list because it will not display the words "All Records" next to the Filter button.



Transactions already cleared from the audit trail are shown as one carried forward total and displayed as an Opening Balance (O/BAL).



A Filter remains applied to a list until you click the Remove Filter icon.

