sage One

Sage One Accounting
Getting Started Guide

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Chapter 1 – Getting Started

In this chapter, we present a product overview. We then look at how you log into your company.

- Overview
- Starting Sage One Accounting
- Getting Started Wizard

Overview

Sage One Accounting is a simple, easy-to-use system that manages your whole business cycle. You can:

- Create one or more companies in which to work.
- Create items that you sell.
- Create suppliers so that you can purchase items. You can process purchase orders, supplier invoices, and returns to suppliers.
- Create customers so that you can sell items. You can process quotes, invoices, and credit notes. If necessary, you can write-off bad customer debts.
- Create bank accounts, so that you can pay suppliers and process receipts from customers, optionally with discounts, and allocate the receipts to invoices.
- Create accounts for sundry payments and receipts. This would include items such as rent, telephone, stationery, bank charges, and so on.
- Process journal entries and tax adjustments.
- Reconcile bank accounts to ensure they agree with your bank statements.
- Produce powerful and sophisticated reports, including a Profit and Loss Report and a Balance Sheet Report.
- Use the different Dashboards to summarise your business's performance.
- Use the Dashboard's unique To Do List functionality to assist you in managing your business more effectively.
- Use the drill down functionality on the Dashboards to view specific transactions of customers, suppliers and much more.
- Compile Financial Statements.
- Set up Bank Feeds.
- Set up Budgets.

You can use the above as a sequential guide to help you get up and running as quickly as possible.

Managing Customers and Suppliers

As you process, the system keeps statistics of sales per customer and sales per item, purchases per supplier, and purchases per item.

You can create customer categories, supplier categories, and item categories, and analyse your sales and purchases by these categories.

The system features powerful Dashboards that show you:

- Due and Overdue invoices
- Expired quotes
- Overdue notes
- Top customers by sales / suppliers by purchases
- Top customers / suppliers by balance due
- Top selling items
- Sales / Purchases history graphs with full drill down to the invoice level

Overview

- Customer and supplier totals graphs with balances in their aging periods, showing how long they have been overdue, with full drill down to the invoice level.

Printing, Viewing, and Emailing Reports

You can print and/or email customer and supplier documents directly to them. You can also email any report to anyone.

You can print quotes, invoices, credit notes and statements and add your company logo to your documents.

Customer, Supplier, Item and Account Notes

You can create notes that you attach to customers, suppliers, items and/or accounts and bank and credit card accounts.

You can specify an action date for each note, and then track overdue notes via the Dashboard. For example, a customer may promise payment by a date. The note will show on the Dashboard after that date as requiring action. You can also print a report on overdue notes.

Auto Mapping

The Auto Mapping feature in Sage One Accounting allows you to map descriptions for your bank, credit card, account, supplier, customer and tax transactions.

Quick Views

This unique feature gives you the ability to view customer, supplier, item, bank account and account information, while you are processing documents and/or transactions.

Bank Feeds

You can set up bank feeds, which allow you to automatically import bank statements into your Sage One Accounting bank or credit card accounts from banks and other financial institutions. This saves you having to manually import your bank statements yourself.

Each day when you login to your company, any new transactions available in your bank statement will be automatically refreshed and then made available for review in the Bank Statements screen. You will save even more time by mapping transactions where Sage One Accounting will automatically assign the correct accounts each time your automated bank statements are refreshed. Managing your bank account could not be easier!

Budgets

Sage One Accounting allows you to create your financial budgets.

Starting Sage One Accounting

Below you can see the Log in screen that will open. If you have forgotten your password, click on Password Reset and work through the screen that opens.

To start using Sage One Accounting, you will click on the Sign Up button at the top of the page. Fill in your details on the next screen that opens. You will need to read the Terms & Conditions, which can be opened via the link at the bottom of the screen.

Once you have filled in your details and agreed to the Terms & Conditions, click on Sign Up and a confirmation email will be sent to you. Close the Sage One Accounting browser that you have open, and wait for the email to arrive. On the email is a link for you to select to confirm your registration on Sage One Accounting, which will redirect you to the Sage One Accounting website. You can then sign in with your email address and password.

If you should forget your password, click on the Forgot Password link and work through the assistant.

Create Opening Balances

If you are currently working on an accounting system and you want to bring across your opening balances to Sage One Accounting, use the Opening Balances wizard to quickly and easily guide you through the process.

Enter the date you will start processing in Sage One Accounting in the field available.

Gather the information that you need from your previous accounting system by running reports, such as the Trial Balance, for account balances as at a day before the date you selected here.

If you do not have the required information to enter your opening balances, you can start working in Sage One Accounting and come back to your opening balances at a later stage by choosing the Opening Balances option on the Company menu. If you are unsure about these account balances and where to get them from, ask your Accountant to assist. You can also invite your accountant or bookkeeper to Sage One Accounting.

Starting Sage One Accounting

Click on the Next button.

Record opening balances from your previous accounting system. Opening balances can be changed at a later stage. To get back to this Opening Balances wizard, select Opening Balances from the Company Menu.

Important Information

In Sage One Accounting, you cannot process directly to System Accounts. These accounts accumulate balances as you process in Sage One Accounting. Opening Balances for System Accounts will be created in a separate Opening Balance Account. For example, creating an Opening Balance for the sales System Account will create a Sales Opening Balance Account.

Click on the Save button.

What's Next

In the next chapter, you will cover working with companies, which covers the administrative functions in Sage One Accounting.

Chapter 2 – Working with Companies

In this chapter, we look at how you maintain and work with companies. We also look at company set up and some company-wide processing options.

- Maintaining and Logging Into Companies
- Administration

Logging Into and Maintaining Companies

Logging into an Existing Company

If you have more than one company, when you sign into Sage One Accounting, the Open and Manage Companies screen will display. From here, you can select the company that you want to open. There is also an option to open the last used company the next time that you open Sage One Accounting.

If you only have one company, your company will open on the Dashboard.

Creating a New Company

New companies are created from the Open and Manage Companies screen by clicking on the Add Company button.

Deleting Company Data

If you no longer need a company's data, you can delete it. If you select to delete a company, your company will not be deleted immediately. The company status will become "Pending Deletion" and an email will be sent to you from Sage One Accounting. You will need to confirm the deletion, where after the company will be deleted.

Important Information

Once you have deleted a company in Sage One Accounting, the company cannot be retrieved.

Company Settings

When you create a new company, you do not necessarily have to add the company details at the same time. However, if you are going to be printing invoices for your customers, it is advisable to add your details since Sage One Accounting uses these details on the documents.

You can edit your company details by clicking on Company Settings link at the top of the page.

If you do not want to use your registered email address for communication purposes, enter an alternative email address and check the Use this Email for Communication check box. You also have the option to always cc a second person by entering the email address in the CC field. Check the Always CC this Email Address check box, if you want Sage One Accounting to always cc the email address entered.

The Company Settings screen has the following tabs:

- Company Details
- General Settings
- VAT Settings
- Documents and Statements
- Branding
- User Defined Fields

Logging Into and Maintaining Companies

- Email Signatures

Company Details Tab:

The Company Details tab has the following sections:

- Company Details
- Additional Company Information
- Customer Zone
- Online Payment Gateways
- Sage Pay

Company Details Section:

This section allows you to enter your company contact information, postal address, physical address or other company details.

Additional Company Information Section:

In this section, you will add your company registration, tax registration details and entity type.

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Customer Zone Section:

In this section, check the "Enable your Sage One Customer Zone" check box. This will allow your customers to view invoices and make payments online by clicking a link in their email.

Online Payment Gateways Section:

In this section you will set up your Sage One Accounting account to accept credit cards so that your customers can pay you online. You will get paid faster and payments will be automatically reconciled next time you import your bank statement.

Logging Into and Maintaining Companies

Sage Pay Section:

Using Pay Now by Sage Pay, you can get paid faster, by accepting credit card payments online directly via your Sage One solution.

Select the Sage One Bank Account for your online payments through Sage Pay. You can also enable Sage Pay for your customer payments and supplier payments. Enter your Service Keys that you have received from Sage Pay. These service keys will be validated by the system.

General Settings Tab:

The General Settings tab has the following sections:

- Financial years
- Rounding
- Regional Settings
- Customers and Supplier Settings
- Item Settings
- Outstanding Balances

Logging Into and Maintaining Companies

Financial year section:

Here you will select the year that you are working in. The current year will be selected by default for you.

Your financial year will usually be set for you by your local VAT authority or company registrar. Check with your accountant on the dates for your financial year end.

Lockdown Date – Setting a Lockdown Date means that no transaction can be processed or edited with a date up to and including this date. Select the check box and enter the date when transactions cannot be processed.

Rounding Section:

In the Rounding section, you can select a rounding system for your customer invoices. You can select one of the following:

- Round Up;
- Round Down;
- Normal Rounding; or
- No Rounding.

The value that you set in the Round To Nearest field, is in cents.

Logging Into and Maintaining Companies

Regional Settings Section:

In the Regional Settings section, you will select the options that you want to use in your company. You can set how many decimal places you want to use in your stock quantities and for your prices. You can also change your currency symbol if need be. This section is also where you can set the way in which your date displays. The options that you have are displayed in the screen shot below:

Customer and Supplier Settings Section:

The system will:

- Warn when duplicate Customer Reference used on Customer Invoices.
- Warn when duplicate Supplier Invoice number used on Supplier Invoices.
- Display inactive Customers for selection when processing.
- Display inactive Suppliers for selection when processing.

Item Settings Section:

You can set Sage One Accounting to warn you when item quantities fall below zero. You can also create unlimited price lists in Sage One.

More about price lists?

When you create items in Sage One, you can link to all the price lists that you have set up. You can give each price list a unique name. For example, you could have a trade price, a retail price and a distributor price. Sage One also lets you assign a default price list per customer.

You are also able to copy your selling prices from one price list to another by using the Adjust Item Selling Prices wizard on the Items menu.

To add a new price list, click on the green plus next to a price list. You can delete and add as many price lists as you want. You cannot however delete the Default Price List which stores your current Item prices. You also cannot delete a price list that has been linked to a customer or where a price has been assigned in the Item Masterfile.

Logging Into and Maintaining Companies

Outstanding Balances Section:

Sage One Accounting has two methods of treating outstanding balances. Ageing refers to the number of days that a Customer or a Supplier balance is outstanding. Customer and Supplier ageing can work monthly or based on the number of days from the date of the invoice. Use the Monthly ageing option if you want the Balances - Days Outstanding Reports, Statements and Balances - Days Outstanding Graph on the Dashboard to display unpaid invoices outstanding by calendar month. The Current value will be the total of all unpaid invoices processed in the current month. The 30 Days value will be the total of all unpaid invoices processed in the previous month, and so on.

Deselect this option if you want ageing to work on the actual number of days that the balance has been outstanding since the date of the invoice.

VAT Settings Tab:

In the VAT Settings section, you will select all the options relating to your company's VAT settings.

There are three VAT systems available in Sage One Accounting. If you are registered for VAT with your local VAT authority, you must select the Invoice Based or Payments Based option. If you are not registered for VAT, you will select the No VAT option.

Important Information

Please note that there are laws governing tax and you must apply to your local tax authority for information.

You are able to add or remove financial years by clicking on the ⊕ or ⊖ buttons on each year. You can also edit the start year and end year dates by clicking in the date fields, as shown below. Bear in mind though that the year-end date and the next year start date must be consecutive dates.

There are three VAT systems available in Sage One Accounting, namely:

VAT Systems	Description
Invoice Based	Use this option for any standard form of VAT. As you process sales, the system accumulates the VAT liability. If there is a requirement, the system offsets the liability with any VAT you pay on purchases. This is by far the most common option.
Payment Based	In some countries, smaller businesses are able to defer the payment of taxes on sales until the customer actually pays them. VAT credit or liability only occurs when you receive a payment from a customer or make a payment to a supplier. The system holds the provisional liability / VAT credit until you process a receipt or payment, after which it transfers the provisional amount to the Tax Payable account.
No VAT	The system will not ask for VAT codes, nor will it ask for exclusive and inclusive amounts. Usually only very small businesses are completely exempt from VAT processing.

You are able to add or remove VAT types by clicking on the ⊕ and ⊖ buttons on each line, and you are able to edit the VAT percentages of VAT types that are not in use. However, because VAT is regulated, you should only make changes on the advice of a financial professional.

Documents and Statements Tab:

The Documents and Statements tab has the following sections:

- Statement Messages
- Document Numbers
- Document Descriptions
- Customer Document Messages
- Supplier Document Messages
- Invoice and Statement Layouts

Logging Into and Maintaining Companies

Statement Messages Section:

On this section, you can enter messages that you would like to appear on your monthly statements to customers. It is not mandatory to enter messages.

You can enter different messages for different aging periods, as shown below:

Document Numbers Section:

You can set your document numbering using this section. This function allows you to set your own numbering structure. You will usually use this to continue your numbering structure from a previous accounting package or spread sheet. After setting your new numbering structures, the system will automatically increment the next document numbers when they are processed.

Important Information

If you are processing documents in a multi-user environment, the system will automatically allocate a number to the document when the document is saved. This will eliminate duplicate document numbers caused by various users processing transactions at the same time. When you process documents in a multi-user environment the number will display as *NUMBER* until the document is saved and a number is allocated by the system.

Important Information

If you work in a single user environment, the system will also allocate the next document number, but it will display the number immediately because there is only one user processing transactions.

Document Descriptions Section:

The Document Descriptions section allows you to rename the different documents available in Sage One Accounting.

The "Original Name" and "Copy Name" can be edited. The Original Name will be used when printing/emailing a document for the first time. When a document is re-printed/re-emailed, the Copy Name will be used.

Customer Document Messages Section:

In the Customer Document Messages tab, you can enter standard messages to appear on each of your customer documents. It is not mandatory to enter messages. On each document, there is a space to enter messages for the specific document that you are processing. If you enter a message as you process a document, that message will appear instead of the message entered in this screen.

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Supplier Document Messages Section:

You can enter default messages for supplier documents. These messages can be edited on the documents when you process them.

Invoice and Statement Layouts Section:

Select the default, customised or modern report layouts using the drop down menus.

You can import your layout that you have created in the Sage One Custom Layout Designer by clicking on the Import button.

Logging Into and Maintaining Companies

We have added additional layouts that you can choose from. Click on the Browse additional layouts section to view the layouts added:
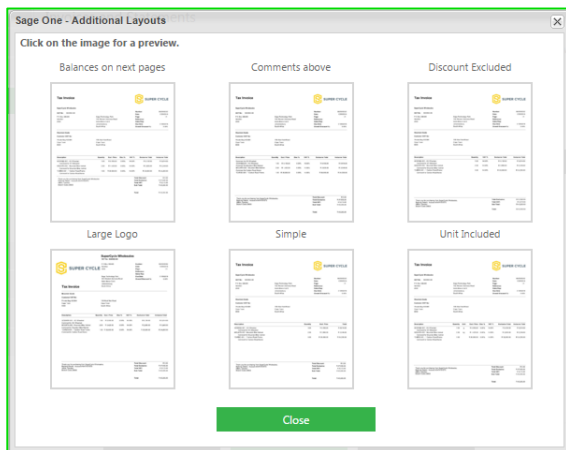
Select the layout that you want to use from the Layout drop down menu.

Branding Tab:

If you want to personalise your documents with your logo, you will set the position for the logo and the logo itself on this tab. In the Position of Logo field, you can select to place your logo in the top left or top right of your documents.

Click on the Browse button to search for your logo.

You can also choose whether to include your logo on emails and the customer zone.
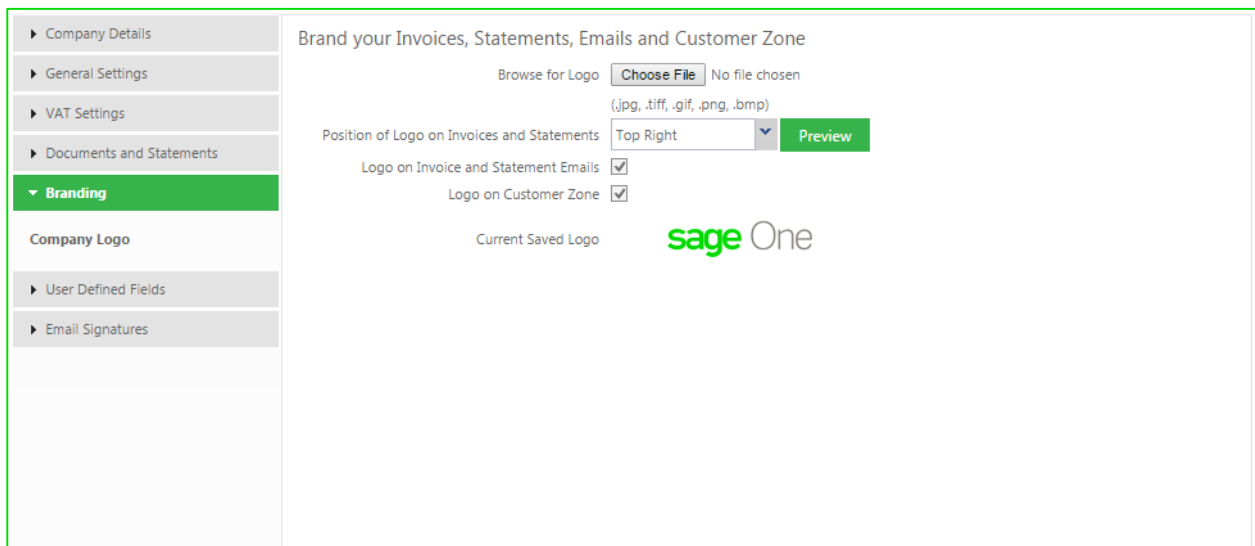
User Defined Fields Tab:

The User Defined Field tab has the following sections:

- Customer
- Supplier
- Item
- Asset

- Documents

You may wish to store additional information about your customers, suppliers and items. To do this, the system allows you to name 12 additional fields for each of these record types. You name the fields in the User Defined Fields function.

Once you have set the User Defined Fields here, you can add extra information when editing your customers, suppliers, items and accounts.

There are four types of fields:

Test	-	You can enter an alphanumeric description, of up to 30 characters.
Numeric	-	You can enter numbers.
Date	-	You can enter dates.
Yes / No	-	This is a check box, which you can check or uncheck.

 Important Information

In this function, you are not entering field values but the names of the fields. User Defined Fields are unique to the company that you create them in.

Logging Into and Maintaining Companies

You can add additional document user defined fields for the different processing documents. These extra fields must be added onto your documents using the Sage One Custom Layout Designer.

Email Signatures Tab:

The Email Signatures Tab allows you to create different email signatures for documents that you will email out of Sage One Accounting.

Logging Into and Maintaining Companies

Click on the Add Signature button to create a new email signature:
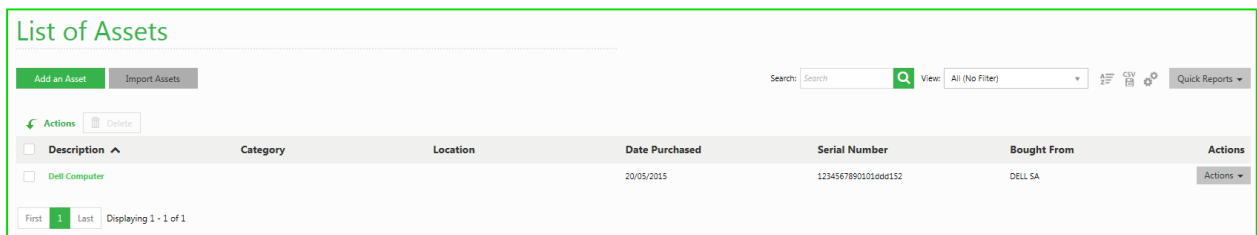
Click on the Save button to save the document descriptions that you have changed.

Assets

Sage One Accounting allows you to record all of your company's assets. To access the Asset menu options go to **Company...Assets...List of Assets.**

You can add Assets, Asset Categories and Asset Locations. An Asset Report is also available which will display a list of your assets.

Import Data

You can import customer, supplier, item and asset information.

 Important Information

You cannot import transactions.

Logging Into and Maintaining Companies

To access this function go to **Company...Import Data.**

Import Data from CSV
Don't waste time capturing data - import it instead

1 Upload your CSV File   **2** Map Import File Fields   **3** CSV Import Results

Please choose the type of data you are importing.
Before importing your data, you first need to have a CSV import file. For help on creating a CSV import file, view the Import and Export Data topic in the Sage One Help.

Do you want to import your data from your previous accounting system? Use our detailed Import Data Guide and Templates.

File Information

Select what to Import	Customers
CSV File Date Format	dd/mm/yyyy
CSV Import File	Browse...
My CSV import file contains column headings	☑

Back   Next

To import data, follow the next few steps:

Select the type of data that you want to import into your Sage One Accounting Company. It is very important to select the correct type of data because if you select the incorrect type you might end up corrupting your data.

In the CSV File Date Format field, select the way your dates display in your file you are about to import. Sage One Accounting will convert the dates to the date format of your company, once it is imported.

In the CSV Import File field, click on the Browse button to find your file that you want to import. This file must be in a comma separated (.csv) file format.

If your data file contains column headings, check the My CSV import file contains column headings check box. If your data file does not contain headings, leave the box unchecked.

Click on the Next button.

The following screen displays:

You need to tell the system which field on the import file corresponds to which field in Sage One Accounting.

The first column displays the names of the fields in the system. The second column displays fields in the import file.

Choose each field name from the Import File Field Name list. Not all fields have to be imported. To skip fields during the import, choose Do Not Import.

Click on the Next button and Sage One Accounting will import your transactions.

Important Information

If you make changes to your import file, it will override the current data in your system.

Export Data

You can export customer, supplier, item and asset information, excluding transactional data. Your data will be exported to a Comma Separated (.CSV) file, which can be opened in most spread sheet applications, for example, Microsoft Excel.

Important Information

It is very important to select your Date Format correctly.

Administration

There are various administration functions available in Sage One Accounting. These functions are not only for a specific company, but will apply to all of the companies that you create.
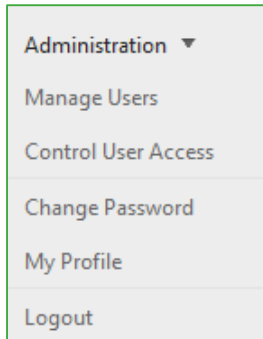
Manage Users

In Sage One Accounting, there are three types of users: owners, regular users and accountants. If you have created a company, you are the owner of the company. If you have received an invitation to a company, you are a regular user. If you are an accountant and have received an invitation to the company, then you are the company accountant.

The Manage Users screen displays the users that you have added in to the company. You add users to your company in this screen.

 Important Information

You may need to upgrade your license in order to add additional users.

When a user is added in the Manage Users screen, they will only have access to the company that you were in when you added them.

Administration

You are able to sort your users by clicking on each of the column headings. You can select to sort the rows in ascending or descending order.

To add a regular user, you will select the Add User button and to add an accountant, you will select the Add Accountant button.

Any users that you create in one company will be available to be added to your other companies. Users are added to other companies in the Control User Access screen.

Administration

Control User Access

You are able to limit user access to different companies.

Select the company in the Select the company to manage user access and permissions section and the Users that have access to "SuperCycle Wholesalers" pane will display the users linked to the company.

All of the users that have been added are displayed in the List of all users you have invited pane.

To add an available user as a user in a company, you will drag the user name from the List of all users that you have invited box to the **Users that have access to "SuperCycle Wholesalers"** box.

Some restrictions are automatically placed on users in Sage One Accounting. As we have already said, if you have created a company, you will be the owner in that company. Owners have access to more functions than users.

But, you can set specific permissions per user, by clicking on the permission link.

Administration

You will set permissions per menu option.

Expand the main menu options by clicking on the + sign.

Grant users permissions by checking the check boxes next to the options in the Allowed column.
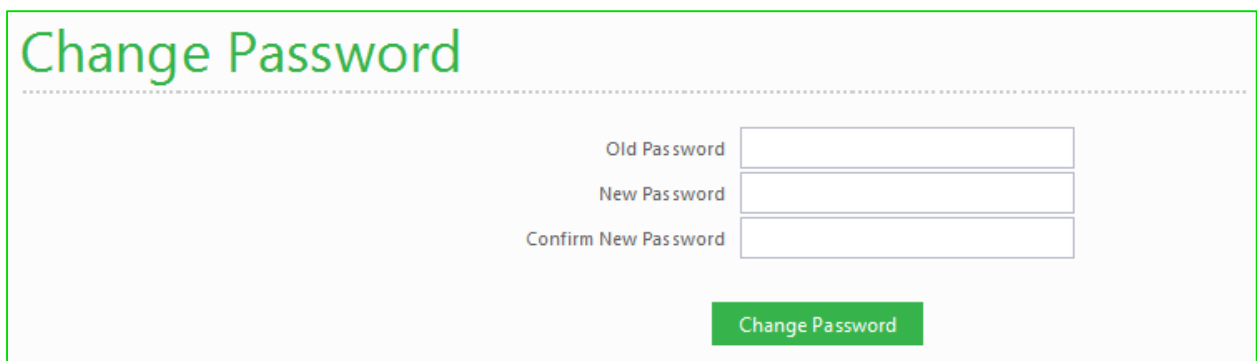
Change Passwords

Security of your data is vital. You need to ensure that unauthorised persons cannot access your data. You do this by setting a password that you need to enter to open the company.

You will create your password when you first log into Sage One Accounting. If you have received an invitation to Sage One Accounting, the system will generate a password for you that will be made up of a string of random characters.

You may want to change your password at some stage. This is done in the **Administration...Change Passwords** screen.
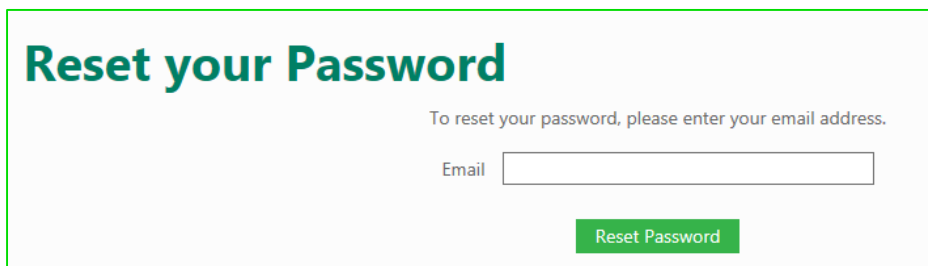
When changing your password, you will enter the current password and then enter and confirm your new password.

Reset Passwords

If you forgot your password, you have the option to reset your password. On the Home screen, click on the reset password link.

Enter your email address and click on the Reset Password button. You will then receive an email with a system-generated password. As soon as you login with the new system generated password, the screen above will display and you need to enter a new password.

My Profile

In this screen, you will manage your package subscription. Refer to the Help File for more information regarding the payment and upgrade processes.

Logout

You can exit your company by selecting Logout either from the Administration menu or from the icon on the toolbar.

What's Next

Once you have signed in, created companies, and added company details, you are ready to start using the system. In the next chapter, we look at how you work in the system, and we look at some common processes.

Chapter 3 – Working in Sage One Accounting

In this chapter, we see how you navigate through the system and enter data. We then look at general features such as using notes and viewing, printing, emailing, and exporting reports.

- Working in the System

Working in the System

Screen Elements

Here is a typical screen:
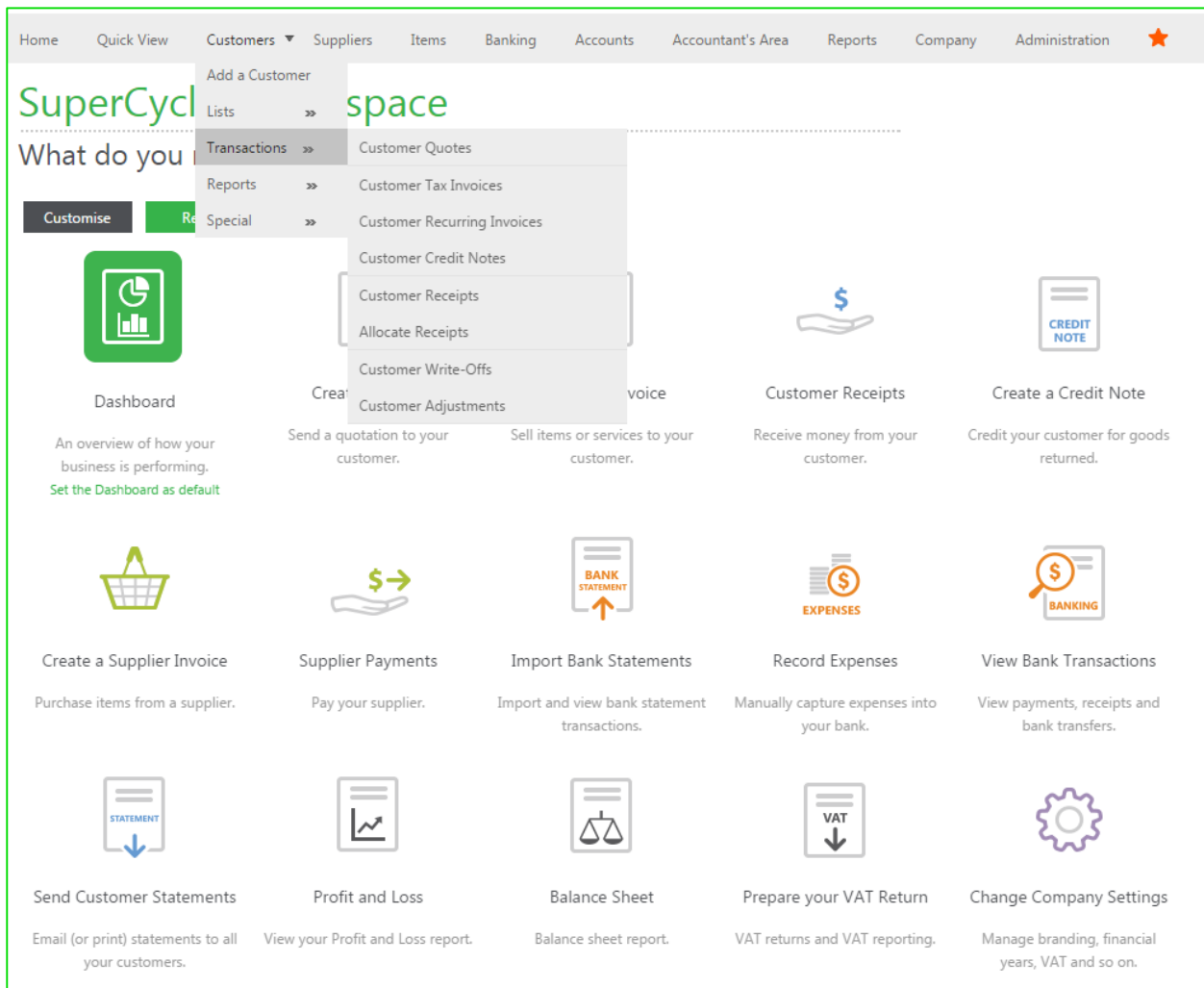
There are various elements:

- You use the menus to choose program functions.
- The work area, where the item list is showing in the above screen, is an area where the system displays a list of existing records, such as customers, items, invoices, and so on.
- The screen displays best at a minimum size of 1024 x 768, but you can use other sizes. However, it is recommended that you do not use a screen setting of 800 x 600, as you will find it difficult to work in Sage One Accounting at this setting.

Working in the System

Program functions are in logical positions within the menu system:
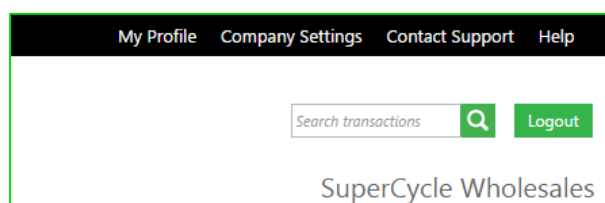
By clicking on the Home menu item, you will see the different Dashboards and Workspace. 	Sage One Accounting allows you to quickly view customer, supplier, item, account, and bank account information, while you are processing documents and/or transactions. 	In the Customers menu, you can access any function that has to do with customers.
In the Suppliers menu, you can access any function that has to do with suppliers. 	In the Items menu, you can access any function that has to do with items. 	In the Banking menu, you will maintain your bank and credit card accounts.
In the Accounts menu, you have options that let you enter all your expense accounts and keep track of them. 	In the Accountant's Area, you will find reports and functions that are usually part of an accounting function. You can also invite your Accountant by selecting the Invite My Accountant option as well as sending your accountant a note.	In the Reports menu, you can select a variety of reports to print. Reports can be emailed from your company.
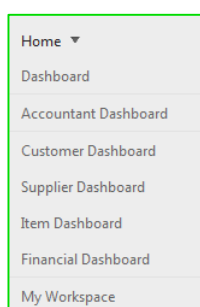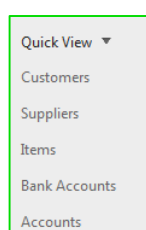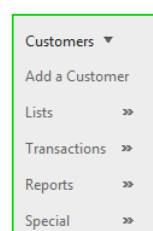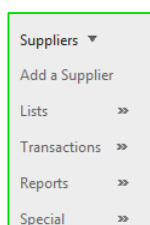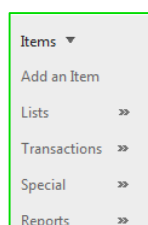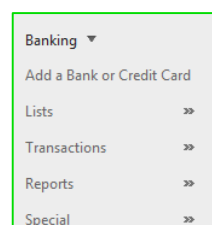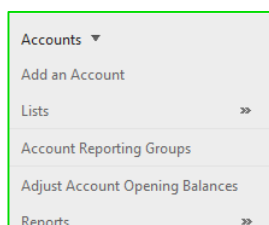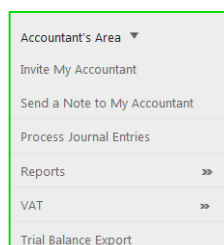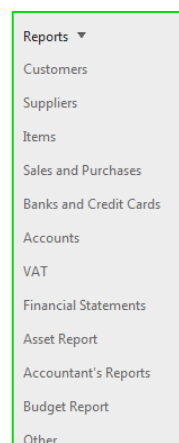
You will add and manage your companies via the options in the Company menu.	The Administration menu has options that form part of an administrative function and have an effect in all of your companies. The owner menu is shown below.
	Under the Control User Access menu option, you can set user permissions per menu option.
	Manage your package subscription by going to the My Profile menu option.
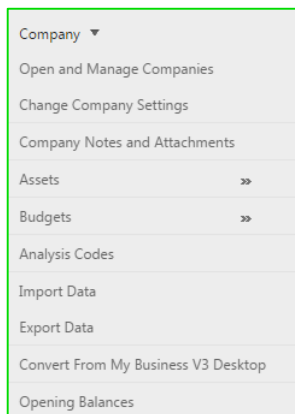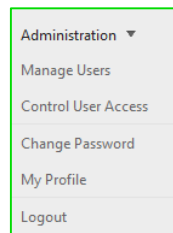
From many of the screens, you can access menu options. For example, on the Tax Invoices screen, you can select to Add Customers, Add Items and View Reports.

Processing Transactions

Transactions are processed through document screens and grids in Sage One Accounting.

You enter data such as numbers and text into the system in standard ways. In this section, we focus on these data entry elements:

- Selecting Records from a List
- Entering Dates
- Working in Data Entry Grids
- Expired Session
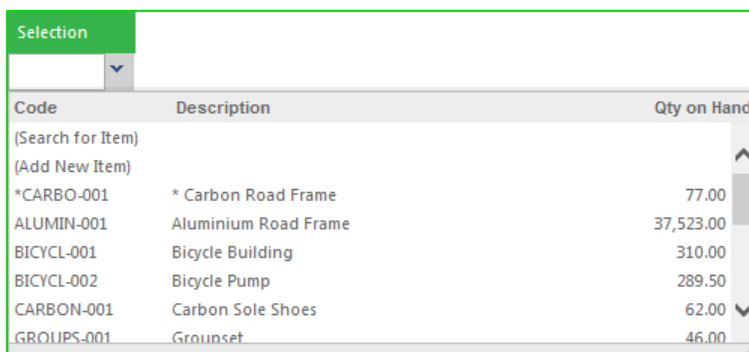
You create various master records, or static records, in the system. Examples of these are customers, suppliers, items, and their associated categories. Other records are lists of invoices that you sometimes need to select. We look at how you access these records.

Working in the System

Record selection fields have a drop down arrow. You can click the drop down arrow to open a list of the available items as shown in the above screen. This works as follows:

- Click an item to select it.
- To add a new item, click on the (Add New Item) option to open the applicable maintenance screen. Complete the screen with the Customer, Supplier, Item, Bank or Account details and click on the Save button. You will now be able to select the newly created record from the drop down menu.
- You can navigate the list by using the <Up Arrow>, <Down Arrow>, <Page Up>, and <Page Down> keys. You can also scroll through with the mouse using the scrollbar.
- You can adjust the width and height of the list if the names do not show fully. To do this, drag the bottom right corner of the list box.

Click on the drop down arrow again to close the list without selecting an item.

You can set the sequence in which Sage One Accounting places the day, month and year in the Company Settings, on the Regional Settings section. You can access this screen in the Manage Companies menu option.

To enter the date, enter the day / month / year as separate fields. Press <Left Arrow> and <Right Arrow> to move between the date fields. You do not need to enter the date separator symbols - /.
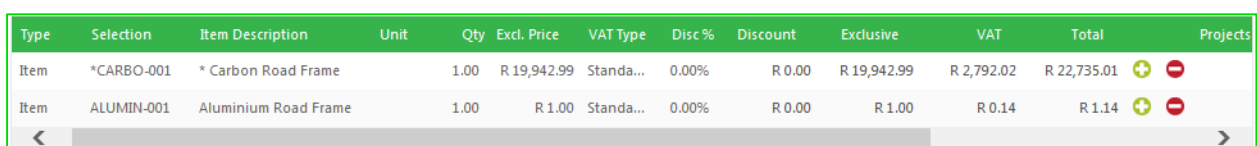
Alternatively, you can choose a date from a calendar called a date picker.

Click the day of the month to select that day and close the calendar.

To change the month, click the left and right arrows around the month name. To change the year, click the drop down arrow to the right of the year.

To select today's date, click Today.

Data entry grids are tables such as the one you use to enter invoices lines:

Working in the System

Use your Tab key on your keyboard to move to the next column. You can use Shift + Tab to move to the previous column.

To move to a new line, press Enter on your keyboard or click on the ⊕ button at the end of the line. To delete a line, click on the ⊖ button at the end of the line that you want to delete.

You can also process projects, departments and cost codes per processing line.

To edit lines, you can click any field and edit it.

You move between fields with the keyboard by pressing <Tab> to move forwards and <Shift> + <Tab> to move backwards. You can also use the <Left Arrow>, <Right Arrow>, <Up Arrow>, <Down Arrow>, <Page Up>, and <Page Down> keys. However, when you edit a field's content, the <Left Arrow> and <Right Arrow> keys move within the field, not between fields.

Check the Use Inclusive Amounts check box to enter inclusive prices, and uncheck the check box to enter exclusive prices.

When you work in Sage One Accounting and the system does not detect activity for 2 hours, it will log off.
If you were busy processing transactions and your session expires, the system will save the transactions. When you log in again, the system will ask you if you would like to restore the unprocessed transactions. In order for the system to save unprocessed transactions, you have to use one of the following Internet Browser versions:

- Internet Explorer Version 7 or higher.
- FireFox Version 3.5 or higher.
- Chrome.
- Safari Version 4 or higher.

Record Tables

The system displays lists of records in a table. These records can be records such as customers and items, or they can be transactions such as invoices and receipts.

Record tables are powerful tools that allow you to sort records and select the columns that you want to view. This makes it easy to find a record you are looking for and to see groups of records in the sequence you require.

The great thing about these tables is that they work in the same way irrespective of the information they are displaying. Therefore, once you learn how one works, you can use them all.

Working in the System

A typical record table looks like this:

You can click edit on records in record tables to open the record. For example, if you select an invoice in the Tax Invoices grid, you will open the invoice. If the invoice has not been printed or paid, you can then edit the document. If the invoice has previously been printed or paid, you cannot edit the document but you can print it.

Changing your Grid and Transaction Lines

You have the option to change the number of rows to display when viewing customers, suppliers, items, invoices and any other lists. You also have the option to change the number of rows to display when working with bank transactions, bank statements, journals, and draft invoices.

Click on the My Profile link at the top of the page followed by the Preferences tab.

The following screen will be displayed:

Drill Down

Drill down is a feature that lets you click on a graphic or a total and see the transactions that make up the total value. Drill down is multi-level, and takes you right down into the original transaction. Once you understand how drill down works, you will use it all the time! The best way to see it is by means of an example.

Here is the sales graph from the Dashboard.
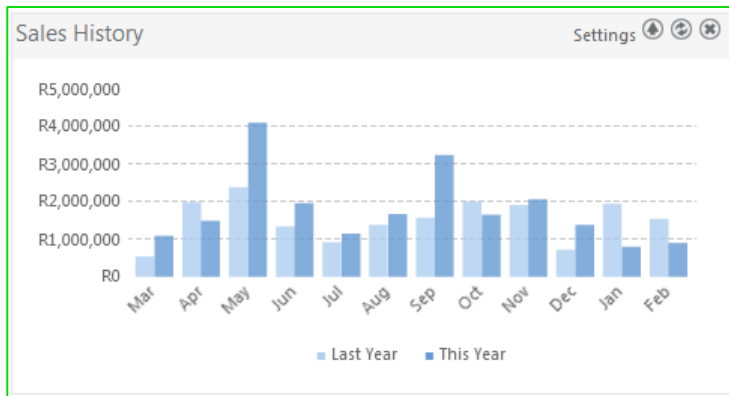
The above graph shows each month's monthly sales values. Click a month's value, and you see daily values:
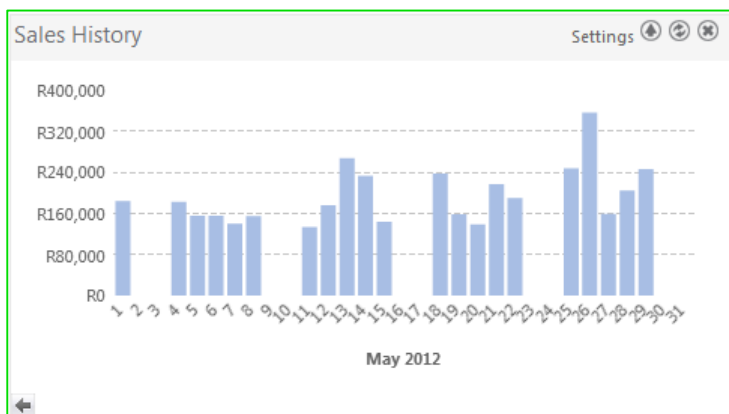
Note that there is now a Back arrow at the bottom left corner of the screen. You can click this icon to return to the previous graph or view.

Working in the System

Click a day's value, and you see the transactions that make up that value:

	Customer	Reference ▲	Date	Total
detail	* Morningview Bicycles	INV0000129	25/05/2012	R 56,800.00
detail	* Morningview Bicycles	INV0000132	25/05/2012	R 1,000.00
detail	* Morningview Bicycles	INV0000133	25/05/2012	R 7,400.00
detail	* Morningview Bicycles	INV0000134	25/05/2012	R 26,000.00
detail	Grasslands Bicycles a...	INV0000210	25/05/2012	R 14,164.80
detail	Alpha Cycling Supplies	INV0000211	25/05/2012	R 16,660.80
detail	Grasslands Bicycles a...	INV0000212	25/05/2012	R 19,507.50

(Sales History window, Settings)

Click on detail on a transaction line, and you will see the original invoice:

Process Customer Invoice

Send | **Edit** | **Options**

Customer Details

Customer	Uptown Bicycles	
Balance	R 3,453,370.37	

VAT Reference | |
Credit Limit | R 0.00 |

Delivery Address
Delivery Address
523 Commissioner Street
Johannesburg
2000

Postal Address
P O Box 304944
Johannesburg
2000

Invoice Details

Document No.	INV0000186
Customer Ref.	
From Quote / Recurring Invoice	
Layout	Default (Classic)
Sales Rep	(None)

Date | 15/05/2015
Due Date | 31/05/2015
Discount % | 30.00 %

☐ Use Inclusive Amounts

☑ Allow Online Payment sage pay

Type	Selection	Description	Unit	Qty	Excl. Price	VAT Ty...	Disc %	Discount	Exclusive	VAT	Total
Item	BICYCL-001	Bicycle Building		5.00	R 300.00	Standa...	0.00%	R 0.00	R 1,500.00	R 210.00	R 1,710.00
Item	ALUMIN-001	Aluminium Road Frame		1.00	R 27,000.00	Standa...	0.00%	R 0.00	R 27,000.00	R 3,780.00	R 30,780.00
Item	GROUPS-001	Groupset		1.00	R 7,350.00	Standa...	0.00%	R 0.00	R 7,350.00	R 1,029.00	R 8,379.00
Item	RACING-001	Racing Road Wheelset		1.00	R 12,000.00	Standa...	0.00%	R 0.00	R 12,000.00	R 1,680.00	R 13,680.00

Message: Thank you for purchasing from SuperCycle Wholesales.
Set Default Message

Total Discount	R 14,355.00
Total Exclusive	R 33,495.00
Total VAT	R 4,689.30
Total	R 38,184.30

Status: Tax Invoice: Not Printed or Paid.

Save | **Save and New** | **Print Preview** | **Email** | **Print Delivery Note**

Once you close the invoice, you will be in the Customer Tax Invoice screen.

You can drill down just about everywhere where you see a balance or a graph. If you are not sure whether you can drill down, just click a graph or balance and see how it works.

Maintaining Master File Records

Master file records contain static information such as customers, suppliers, items and their respective categories.

You maintain these records via their respective menus. For example, to edit a customer account, you will select **Customers...Lists...List of Customers.**

When you select one of these options, Sage One Accounting displays a list of the existing records (if any):

These lists are record tables, which allow sorting, grouping, and filtering. If you have many records, these facilities make it easy for you to find any records you are looking for. We suggest you spend time learning how to use these tables – they will save you a lot of time!

To add a new record, click the Add Customer button.

To import customers, click on the Import Customers button.

To edit an existing record, click on the customer name on the line you want to edit.

To delete a record, select delete on the line that you want to delete.

Working in the System

A typical edit window looks like this:

To skip between the master files, click on the next or previous links.

Working in the System

You can edit five tabs:

- Details;
- Additional Contacts;
- Notes;
- User Defined Fields; and
- Report Layouts

The other four tabs are completed by Sage One Accounting using transactions that you have processed:

- Activity;
- Sales Graph;
- Quotes; and
- Invoices.

Notes

You can create notes for Customers, Suppliers, Items, Accounts and Banks and Credit Cards. These notes can be opened ended, i.e. they do not expire, or they can have an action date applied to them. Notes can be used to keep additional information on the record to which they are attached.

When you click on the Notes tab, a note line is automatically added. To add another note, click on the ⊕ button at the end of one of the notes and another line will be added. To edit a note, click in the fields. You cannot edit the Entry Date.

Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	Quotes	Invoices	Report Layouts			
Complete	**Entry Date ▲**		**Action Date**	**Subject**		**Note**					
☑	22/05/2014		14/05/2014	Contact		Contact Sean regarding Carbon Frames.			🖉	⊕	⊖
☐	22/05/2014		24/06/2014	Reminder - Sales		Contact Sean regarding new Frames.			🖉	⊕	⊖
☑	22/05/2014		31/07/2014	Accounts		Contact Alan regarding new discount structures.			🖉	⊕	⊖
☐	27/05/2014		28/05/2014	Sales forecasts		Sales forecasts to be completed.			🖉	⊕	⊖

Important Information

In the Note field, you can enter as much text as you require.

Company Notes and Attachments

Sage One Accounting has the functionality to store all the company notes as well as attachments. You can save any notes in the Company Notes and Attachment facility and if you need to retrieve the information, you can do so quickly and easily.

To access this function, select **Company...Company Notes and Attachments.**

The following screen displays:

Working in the System

To add an attachment, click on any of the Add Attachment links.
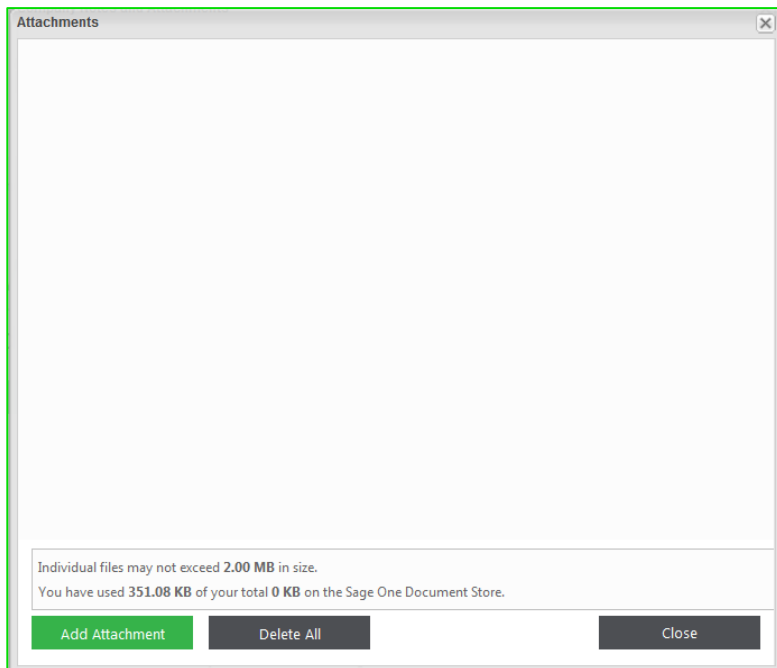
Click the Add Attachment button and select your document. Click on the Close button.

Your individual files that you upload may not exceed 2 MB in size. All documents that are uploaded will be stored on the Sage One Accounting Document Store.

Important Information

Attachments can also be added on the Edit Customer, Edit Supplier, Edit Item, Edit Account, Edit Bank Account and Edit User screens.

Click on the Notes tab.
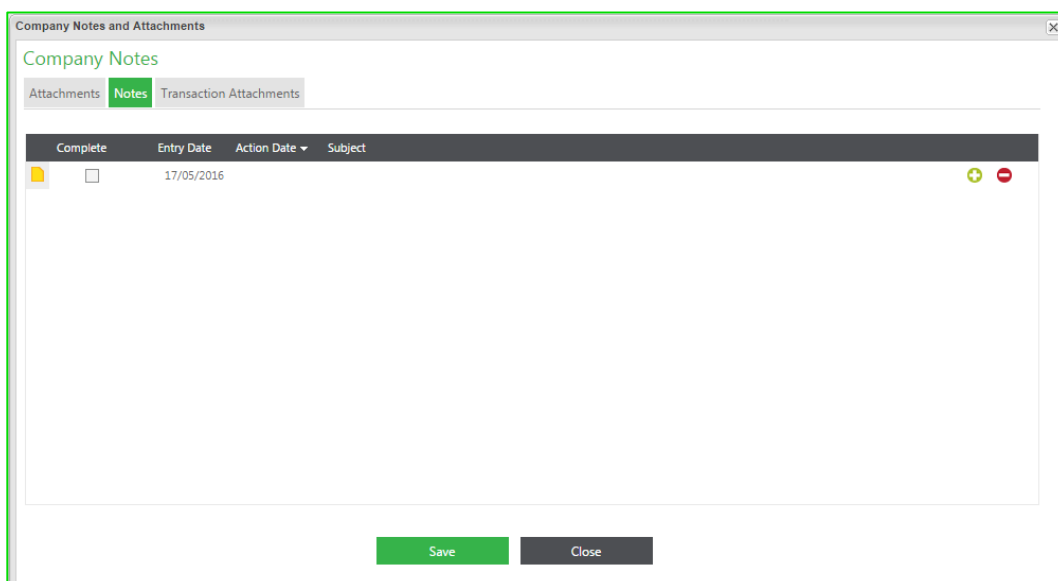
Working in the System

Add any notes in the Notes tab about the company by clicking on the ⊕ button. To delete any notes, click on the ⊖ button

Click on the Transaction Attachment tab.
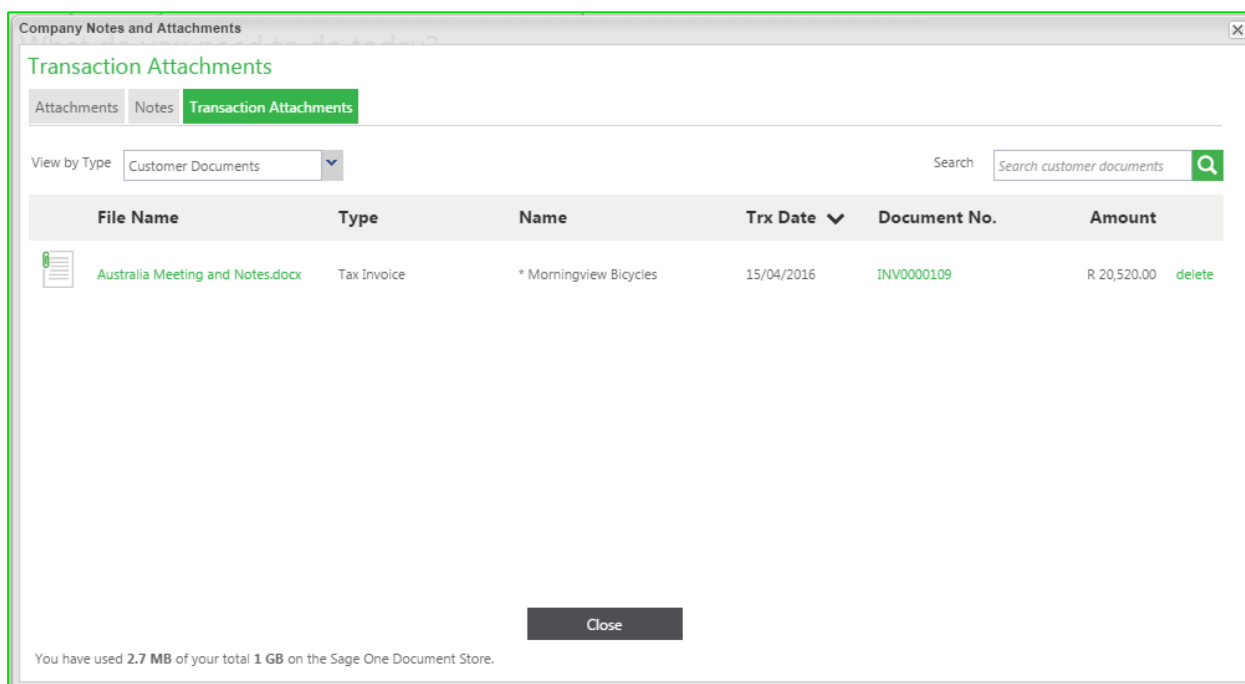
All attachments that you add for processing documents will be stored here.

Messages / Descriptions / Comments

When you enter documents or transactions, you can enter additional text for the document or with each transaction.

For documents such as quotes, purchase orders, and invoices, we call these "messages". For supplier payments, customer receipts, and write-offs, we use "descriptions" and "comments".

Important Information

If you have set up standard messages on your documents, you would use the message field to enter a message specifically for the document that you are working on.

Working in the System

On documents, the message entry field is on the bottom left corner of the document.

Should you wish to add standard messages, which you can select when creating an invoice, select the (add message button).

To add the message, select the Add Message button.

Enter the code and message in the respective fields.

Select the Save button.

Working in the System

Select the message that must display and select the Select link.

You can also set a default message by clicking on the Set Default Message link. The default message you create here will be used on all new documents of this type that you create.

On customer receipts, supplier payment sand customer write-offs, the description field is on the top right hand side of the entry screen. Use this field to record a short summary, description or reason for the transaction or select the ⒶͰ button to add additional messages.

Filters and Searches

On all the maintenance screens, there are Search and View fields. These fields allow you to search for specific master files and documents. The View field contains specific system default filters that you can use for more advanced searches.

Main Search Functionality

You have the option to search for any type of transaction in Sage One Accounting using the Search Transaction field.
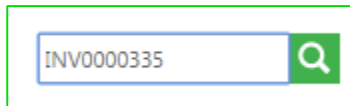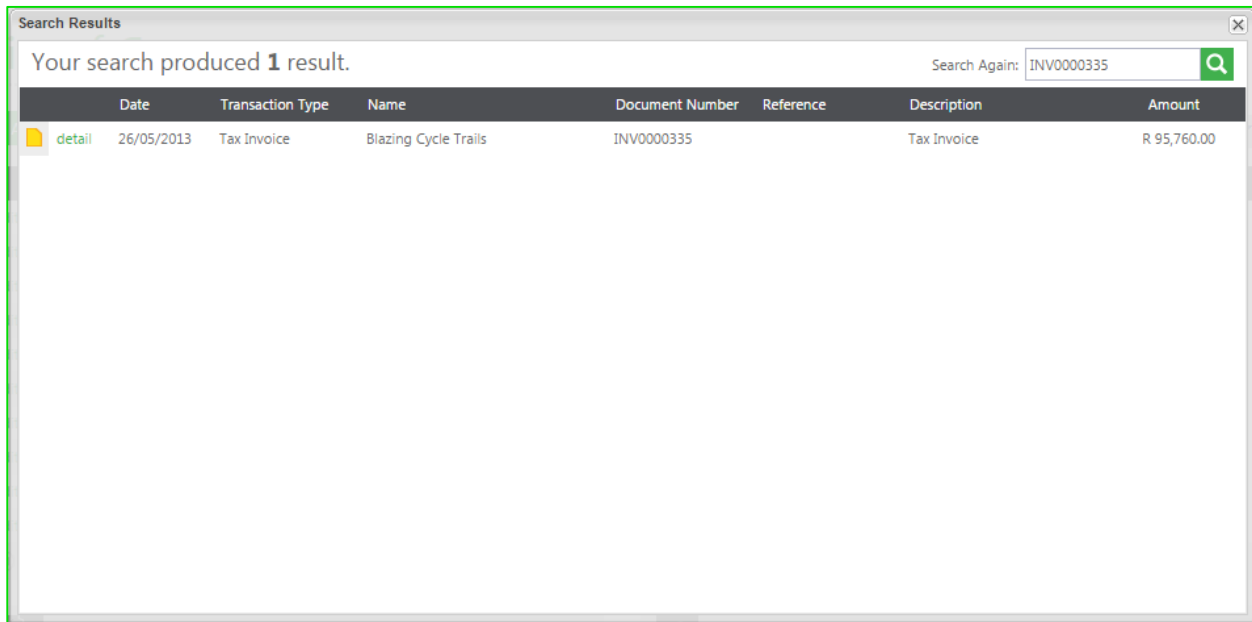
Working in the System

Enter any transaction that you are searching for and select the magnifying glass:

Help Options

In Sage One Accounting, you will notice that the Help option has an arrow. This arrow is for Help quick tips which will help you with features in the program.
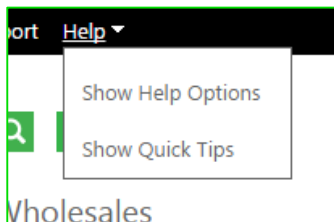
Printing, Viewing, and Emailing Reports

Reports are printouts you make from the system. These include the printing of invoices, statements, and many other reports.

Besides printing reports, you can view them on screen and export them into many different formats. In addition, you can also email reports to anyone, as long as:

- You have email software running on your workstation
- You know the recipient's email address

Working in the System

Important Information

All PDF files generated by Sage One Accounting will be 128-bit encrypted.

When you print a report, the Report window displays. Here is a typical report window:

Each report window has the following elements:

- The Report Filter displays options specific to each report.
- The Report Options section gives options common to all reports.
- The Print Report button prints the report.
- The View Report button lets you view the report on screen, after which you can print.
- The Email Report button lets you quickly email the report in PDF format and allow you to enter multiple recipients.

Important Information

Remember to separate the email address with a semi-colon (;).

Working in the System

Below is a typical screen preview:

You can change the date to preview the report for in the Run At Date calendar lookup menu. Click on the Refresh button to refresh the details on the report.

The following table explains the icons' functions related to Reports:

	Search the report for a string of characters.
	Email the report.
	Print the report.
	Print only the current page of the report.
	Scroll through the report.
	Jump to a selected page in the report.
	Export the report using a variety of formats and save to disk.
	Export the report using a variety of formats and show it in a new window.
	The formats available for exporting.

Working in the System

HTML Reports

Some of the reports in Sage One is now available in a HTML format. The main report options looks different to the normal reporting options:

Even though the report options are the same, just the look and feel have changed.

Click on the View Report button.

Working in the System

To view the report options again, click on the Show Report Options button.

This screen will assist you if you want to see more information. Change your options and click on the Refresh button to update the report. Click on the Hide Report Options button to hide these options.

The icons in the report toolbar at the top of the report are explained in the table below.

Icon	Description
PDF	This option will allow you to save the report to PDF.
XLS	This option will allow you to export the report to Excel.
(printer)	If you select this icon, your default printer's print window will open so that you select your print options. The whole report will be sent to the printer.
(email)	This option will allow you to email the report.
CSV	This option will allow you to export the report to a CSV file.

Chapter 4 – Editing Master Files

In this chapter, we look at how you maintain static records such as customers and items.

- Customers
- Suppliers
- Items
- Bank and Credit Card Accounts and Accounts

Customers

Customer Categories

You can optionally create customer categories and then analyse sales per category. You can start or stop using customer categories at any time.

To access this function, select the **Customers...Lists...Customer Categories** menu:
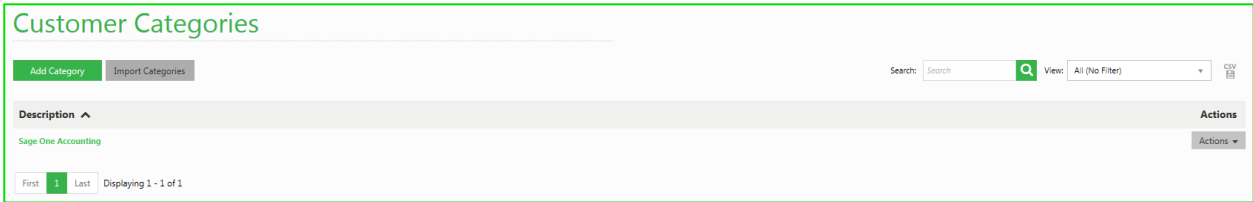
To create new category, click on the Add Category button.

Edit Customers

You sell items to customers. In this function, you maintain customer records. You can access this function by selecting **Customers...Lists...List of Customers**.
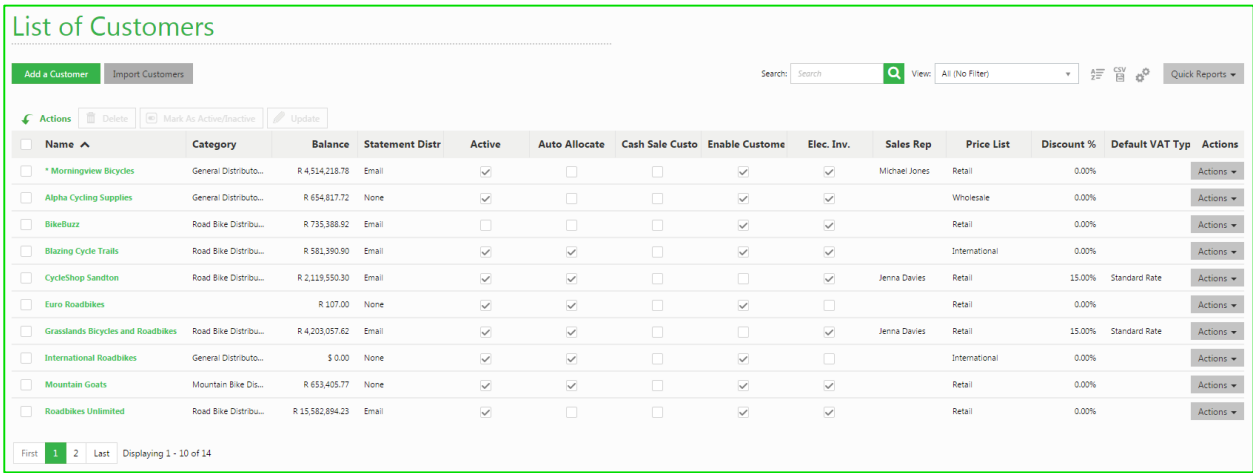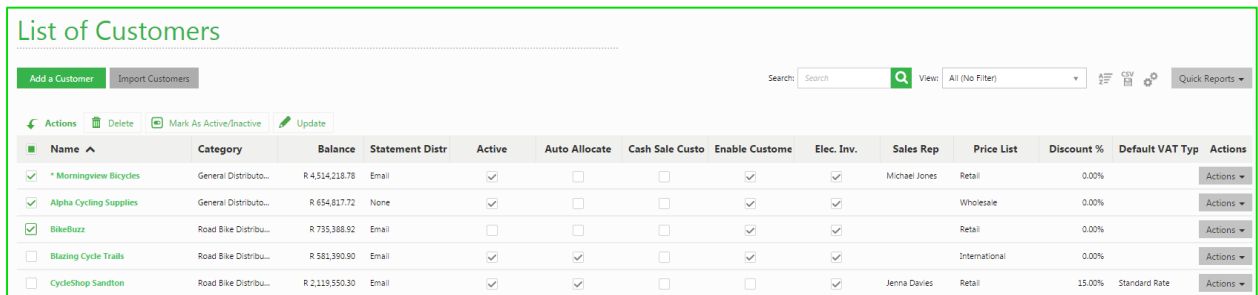
To edit a customer account, click on edit on the customer record line. You can also delete customer records that do not have any activity.

Customers
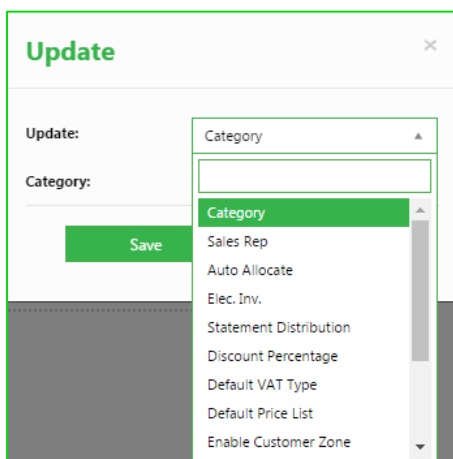
Other Bulk Actions

Sage One allows you to update customer masterfiles in bulk without having to edit one customer at a time, however, you cannot change address information:

Check all the customers that you want to update and click on the Update button:

Once you made the change, click on the Save button.

Mark As Active/Inactive

You can also set customers as active or inactive in bulk. Check all the customers that you want to update and click on the Mark As Active/Inactive button:

When editing customer accounts, there are a number of tabs with different information.

Select the Sales Rep allocated to a customer in the Sales Rep drop down menu.

For South African users, the Accepts Electronic Documents check box allows you to indicate that the customer has agreed to accept electronic documents.

Customers

Check the Auto Allocate Receipts to Oldest Invoice checkbox when you want the system to automatically allocate the customer's receipts to the oldest invoices.

To skip between the master files, click on the next or previous links.

You can edit five tabs:

* Details;
* Additional Contacts;
* Notes;
* User Defined Fields; and
* Report Layouts.

Sage One Accounting, using transactions that you have processed, completes the other four tabs:

* Activity;
* Sales Graph;
* Quotes; and
* Invoices.

In the Details tab, you enter postal and delivery address details.

Notice the ample links available on this screen, namely:

* Map – which will direct you to Google Maps.
* Copy from Postal Address – which will copy the postal address recorded in the Postal Address fields.
* Email – opens a draft email.
* Telephone – opens Skype.
* Mobile – opens Skype on your mobile phone.
* Web Address – opens the website recorded in the field.
* Statement Distribution – select the way the customer would like to receive his/her statements every month.
* View Invoices Online – to allow the customer to view invoices online, check the "Allow this customer to view invoices online" check box.
* Sage One allows you to allocate default discount to the customer masterfile. You can enter the discount percentage in the Default Discount field, and this will pull through to the processing documents.
* Users can also set a default VAT type which will apply when transacting (Customer defaults will override Item and Account defaults).
* You can also set a default due date for your customer documents. For example the customer must pay you 7 days from the date of invoice.

Customers

The Activity tab summarises your financial activity with the customer:

In the Activity tab, you are able to drill down to the original document by clicking on the detail link on each line in the screen.

The Additional Contacts tab lets you enter contact details for persons in the customer's company:

Customers

The Notes tab is where you will find or create notes linked to the specific customer account. These notes are displayed in the Company Dashboard until they have been marked as completed. If you create a note without entering an action date, the system date, or entry date, will be used as the Action Date.

| | | | Details | Activity | Additional Contacts | **Notes** | User Defined Fields | Sales Graph | Quotes | Invoices | Report Layouts |

Complete	Entry Date ▲	Action Date	Subject	Note			
☑	22/05/2014	14/05/2014	Contact	Contact Sean regarding Carbon Frames.	🖉	➕	➖
☐	22/05/2014	24/06/2014	Reminder - Sales	Contact Sean regarding new Frames.	🖉	➕	➖
☑	22/05/2014	31/07/2014	Accounts	Contact Alan regarding new discount structures.	🖉	➕	➖
☐	27/05/2014	28/05/2014	Sales forecasts	Sales forecasts to be completed.	🖉	➕	➖

You can also add attachments by clicking the 🖉 button.
Individual files may not exceed 2 MB in size. A maximum of 5 attachments per note or transaction can be added.

Customers

In the User Defined Fields tab, you can enter additional fields. As we saw earlier, you can define the names of the fields yourself in the User Defined Fields function:

In the Sales Graph tab, you can see sales activity in a graph, and you can drill down to transactions.
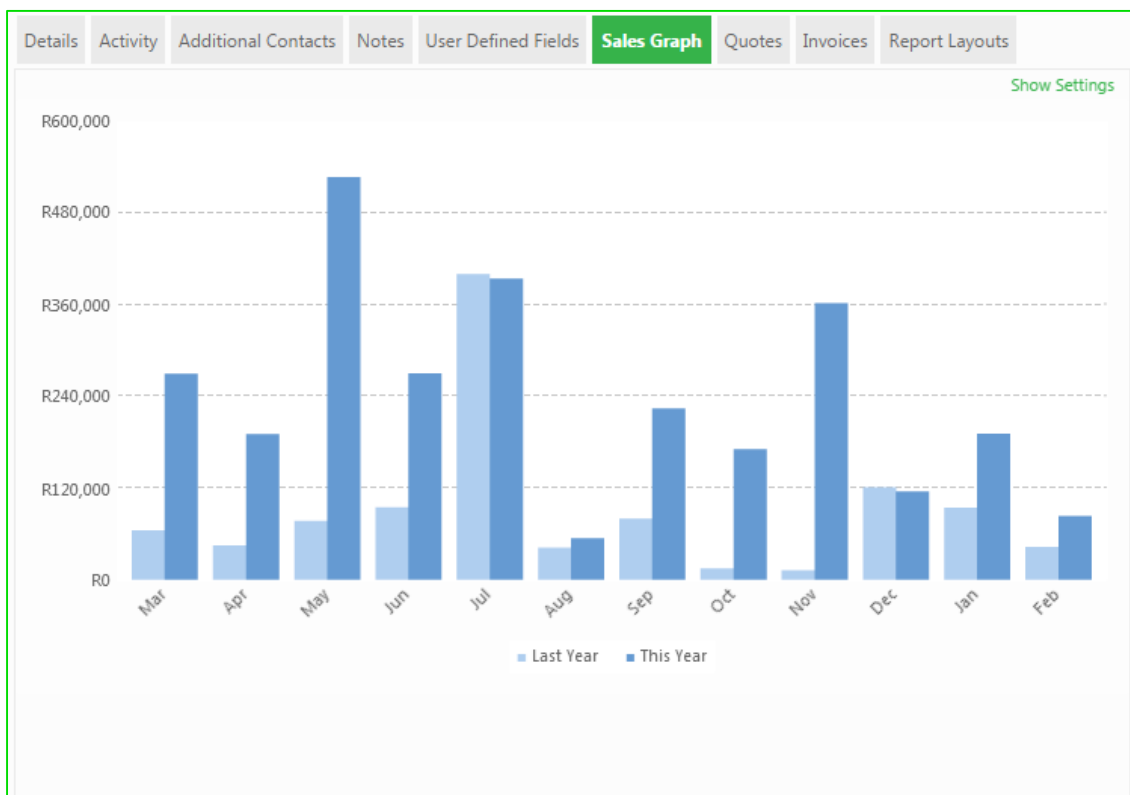
Customers

Click on the Show Settings link to change the display of the transaction types and the financial categories.

In the Quotes tab, you can see quotes that have been processed for the customer and drill down to see quote details.

	Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	**Quotes**	Invoices	Report Layouts

	Document Number ▲	Customer Reference	Document Date	Status	Total
detail	QUO0000005		07/05/2015	Expired	R 18,867.00
detail	QUO0000007		22/05/2015	Expired	R 3,876.00
detail	QUO0000008		22/05/2015	Expired	R 31,122.00

Any unpaid customer invoices are listed under the Invoices tab. You can include all paid invoices in this tab.

	Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	Quotes	**Invoices**	Report Layouts

Unpaid Invoices   Include Paid Invoices ☐

		Date ▲	Document Number	Reference	Due Date	Antcp. Date	Total	Outstanding
detail	☐	26/05/2014	INV0000009		31/05/2014		R 6,840.00	R 6,840.00
detail	☐	15/06/2014	INV0000137		30/06/2014		R 108,300.00	R 108,300.00
detail	☐	09/07/2014	INV0000138		31/07/2014		R 456,000.00	R 456,000.00
detail	☐	28/09/2014	INV0000139		30/09/2014		R 91,200.00	R 91,200.00
detail	☐	12/12/2014	INV0000140		31/12/2014		R 137,940.00	R 137,940.00
detail	☐	05/01/2015	INV0000089		31/01/2015		R 20,520.00	R 20,520.00
detail	☐	06/01/2015	INV0000090		31/01/2015		R 684.00	R 684.00
detail	☐	21/01/2015	INV0000092		31/01/2015		R 9,576.00	R 9,576.00
detail	☐	26/01/2015	INV0000094		31/01/2015		R 53,352.00	R 53,352.00
detail	☐	28/01/2015	INV0000095		31/01/2015		R 2,736.00	R 2,736.00
detail	☐	03/02/2015	INV0000141		28/02/2015		R 49,248.00	R 49,248.00
detail	☐	14/03/2015	INV0000343		31/03/2015		R 92,340.00	R 92,340.00
detail	☐	15/03/2015	INV0000350		31/03/2015		R 228,000.00	R 228,000.00

Select All	Deselect All

Print Invoice	Email Invoice

Customers

You can select the default report layouts for a customer in the Report Layouts tab. This will allow you to have different layouts per customer if you wish. You are able to design your own document layouts by downloading the Sage One Custom Layout Designer.

Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	Quotes	Invoices	**Report Layouts**

Report	Layout
Quote	Default (Modern)
Tax Invoice	Default (Classic)
Credit Note	Default (Classic)
Customer Statement	Default (Classic)
Delivery Note	Default (Classic)

Suppliers

Supplier Categories

You can optionally create supplier categories, and then analyse purchases per category. You can start or stop using supplier categories at any time.

To access this function, select the Suppliers...Lists...Supplier Categories menu:

Edit Suppliers

You purchase items from suppliers. In this function, you maintain supplier records. You can access this function by selecting Suppliers...Lists...List of Suppliers.

To skip between the master files, click on the next or previous links.

Check the Auto Allocate Payments to Oldest Invoice check box when you want the system to automatically allocate the supplier's receipts to the oldest invoices.

In the Details tab, you enter postal and physical address details and contact details.
Notice the ample links available on this screen, namely:

- Map – which will direct you to Google Maps.
- Copy from Postal Address – which will copy the postal address recorded in the above Postal Address field.
- Email – opens up a draft email.
- Telephone – opens Skype, if it is loaded on your computer.
- Mobile – opens Skype, if it is loaded on your computer or mobile phone.
- Web Address – opens the website recorded in the field.

Suppliers

- Sage One allows you to allocate default discount to the supplier masterfile. You can enter the discount percentage in the Default Discount field, and this will pull through to the processing documents.
- Users can also set a default VAT type which will apply when transacting (supplier defaults will override Item and Account defaults).
- You can also set a default due date for your supplier documents. For example you must pay your supplier 30 days from the date of invoice.

The Activity tab summarises your financial activity with the supplier:

In the Activity tab, you are able to drill down to the original document by clicking on the detail link on each line in the screen.

Suppliers

The Additional Contacts tab lets you enter contact details for persons in the supplier's company.

In the Banking Details tab, you are allowed to enter the banking details of the Supplier if you need to pay your supplier. Tick the Allow Supplier Batch Payments tick box to allow the system to add the supplier on the Supplier Batch Payment feature when processing payments. To validate if the banking details are correct, enter the supplier banking details and click on the Validate button. You will notice a green icon will display on the right hand side if the banking details are validated successfully.
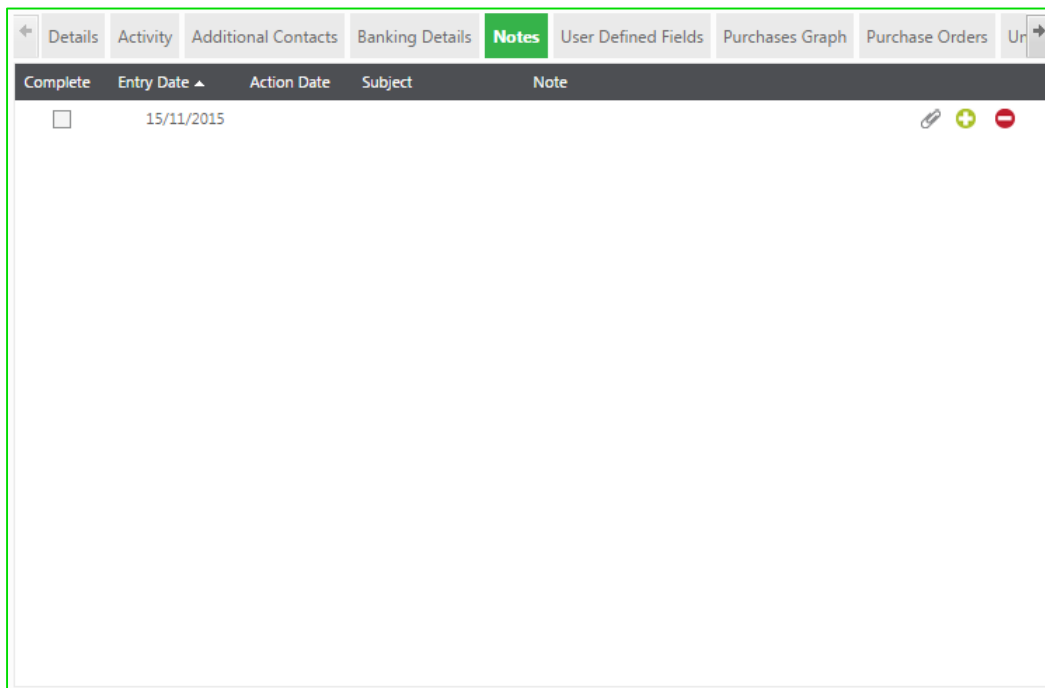
In the Notes tab, you will create and store any notes regarding the supplier. For example, if the supplier has a special running for a particular period of time, or if you must collect stock on a specific date, you

Suppliers

would create a note with the details. If you create a note without entering an action date, the system date, or entry date, will be used as the Action Date. Notes appear in the Company Dashboard until they have been marked as complete.

You can also add attachments by clicking the ✎ button.

Individual files may not exceed 2 MB in size. A maximum of 5 attachments per note or transaction can be added.

In the User Defined Fields tab, you can enter additional fields. As we saw earlier, you can define the names of the fields yourself in the User Defined Fields function:

Suppliers

In the Purchases Graph tab, you can see purchase activity in a graph, and you can drill down to transactions.

In the Purchase Orders tab, you can see purchase orders that have been processed for the supplier and drill down to see details.

Suppliers

Any unpaid supplier invoices are listed under the Unpaid Invoices tab.

		Date ▲	Document Number	Reference	Due Date	Antcp. Date	Total	Outstanding
detail	☐	01/03/2014	SIV0000327		31/03/2014		R 239,400.00	R 239,400.00
detail	☐	15/04/2014	SIV0000328		30/04/2014		R 327,180.00	R 327,180.00
detail	☐	17/05/2014	SIV0000329		31/05/2014		R 423,225.00	R 423,225.00
detail	☐	28/06/2014	SIV0000330		30/06/2014		R 273,600.00	R 273,600.00
detail	☐	02/07/2014	SIV0000331		31/07/2014		R 376,200.00	R 376,200.00
detail	☐	17/08/2014	SIV0000332		31/08/2014		R 426,816.00	R 426,816.00
detail	☐	10/09/2014	SIV0000333		30/09/2014		R 769,500.00	R 769,500.00
detail	☐	30/10/2014	SIV0000334		31/10/2014		R 239,400.00	R 239,400.00
detail	☐	21/11/2014	SIV0000335		30/11/2014		R 358,872.00	R 358,872.00
detail	☐	14/12/2014	SIV0000336		31/12/2014		R 290,700.00	R 290,700.00
detail	☐	15/01/2015	SIV0000337		31/01/2015		R 461,700.00	R 461,700.00

You can select the report layouts for a supplier in the Report Layouts tab:

Report	Layout
Purchase Order	Default (Classic)
Supplier Invoice	Default (Classic)
Supplier Return	Default (Classic)
Supplier Statement	Default (Classic)

Items

Item Categories

You can optionally create item categories, and then analyse sales per category. You can start or stop using item categories at any time.

You access this function via **Items...Lists...Item Categories:**
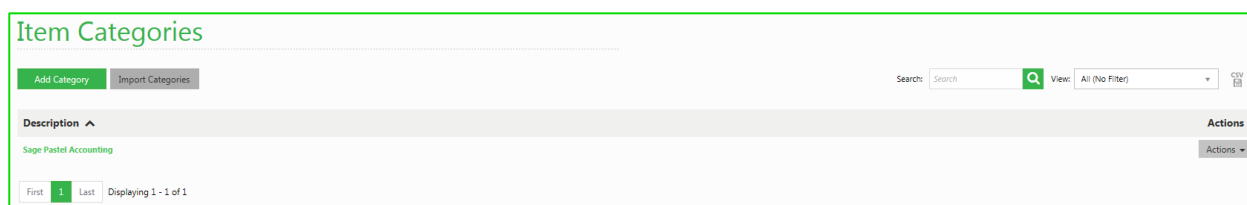
To create another category, click on the Add Category button.

Edit Items

In this function, you maintain records for the goods and/or services you sell to your customers. You cannot sell anything to customers unless you have items.

You purchase items from suppliers, and you sell items to customers. You can view sales and purchase statistics, so you know how many units you are selling each month, and their value.

You can access this function by selecting the Items...Lists...List of Items menu.

You use service items to sell maintenance contracts, consulting hours, and so on. You can also use them for postage / delivery costs.

For new items, you can enter opening cost and quantity values.

To skip between the master files, click on the next or previous links.

Items

In the Details tab, you enter the exclusive or inclusive selling prices. You are able to enter your own purchase or selling prices on documents when you process them.

You can enter additional information in the Unit field for example a unit of measure for the item.

Select the sales or purchases account from the fields available.

As soon as you enter your inclusive or exclusive amounts, Sage One Accounting will automatically work out the GP% as well as the GP Amount per item.

In the Activity tab, you are able to drill down to the original document by clicking on the detail link on each line in the screen.

In the Price fields, you enter the exclusive or inclusive selling price, which you can override per invoice.

Under the Price List Tab you can set specific prices for each additional price list that you have set up:
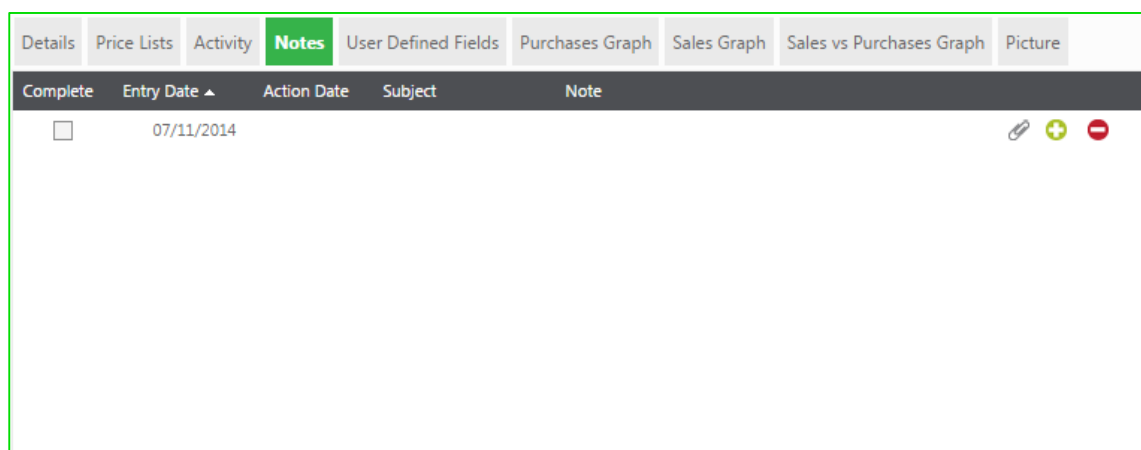
The price lists must be set up in the company settings before it will display under the Price Lists tab.

In the Notes Tab, you enter notes for the item. If you are creating a new item, the tabs will open on the Notes tab since there is no activity for the item as yet. If you create a note without entering an action date, the system date, or entry date, will be used as the Action Date. Notes appear in the Dashboard until they have been marked as completed.

You can also add attachments by clicking the ✎ button.
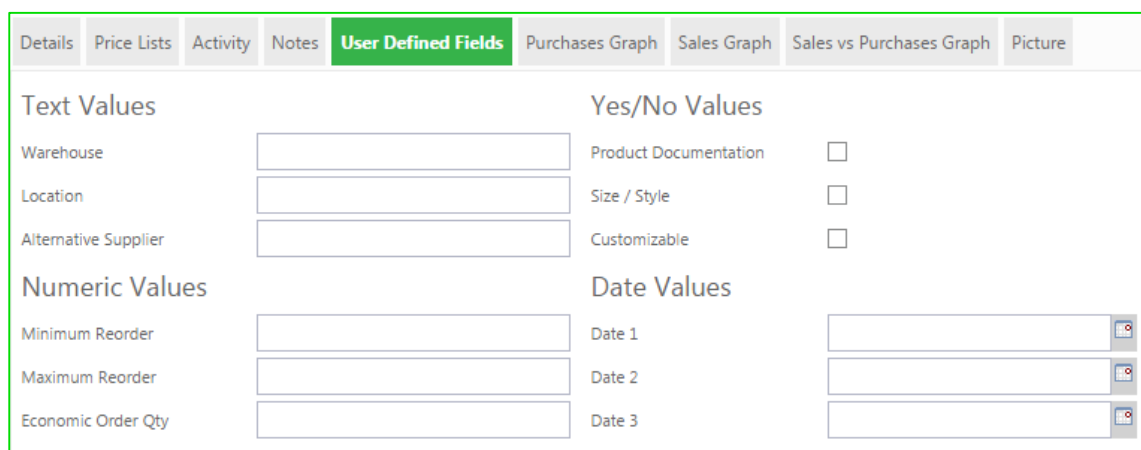
Items

Individual files may not exceed 2 MB in size. A maximum of 5 attachments per note or transaction can be added.

In the User Defined Fields Tab, you can enter additional fields. As we saw earlier, you can define the names of the fields yourself in the User Defined Fields function.

In the Purchases Graph, Sales Graph and Sales vs Purchases Graph tabs, you can see sales/purchase activity in a graph, and you can drill down to transactions.

In the Picture tab, you can add a picture of the item. The picture will be saved on the Sage One Accounting Document Store. The supported file formats are .jpg, .tiff, .gif, .png, and .bmp.

Items

Renumbering your Item Codes

Sage One Accounting has the option that you can renumber your item codes.

To access this function, select the Items main menu, followed by the Special menu and click on the Renumber Item Codes option.

Enter the new item code in the New Item Code field and click on the Renumber Item Codes button.

Bank and Credit Card Accounts and Accounts

Bank and Credit Card Categories

You can optionally create bank and credit card categories and then filter by these in various reports. You can start or stop using bank and credit categories at any time.

You access this function via **Banking...Lists...Bank and Credit Card Categories:**
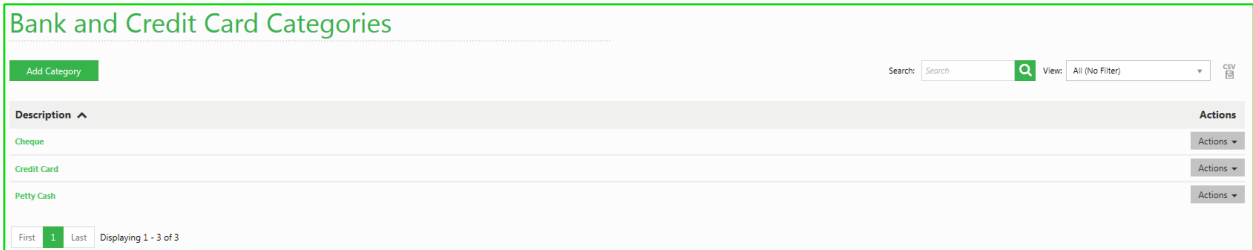
To create a new category for bank accounts, click on Add Category and enter the name of the new category.

Bank and Credit Card Accounts

You use bank and credit card accounts to:

- Receive payments from customers
- Pay suppliers
- Make other payments incidental to your business, for example buying stationery
- Receive cash from sources other than customers
- Process tax payments and refunds

You can access this function by selecting Banking...Lists...List of Banks and Credit Cards:
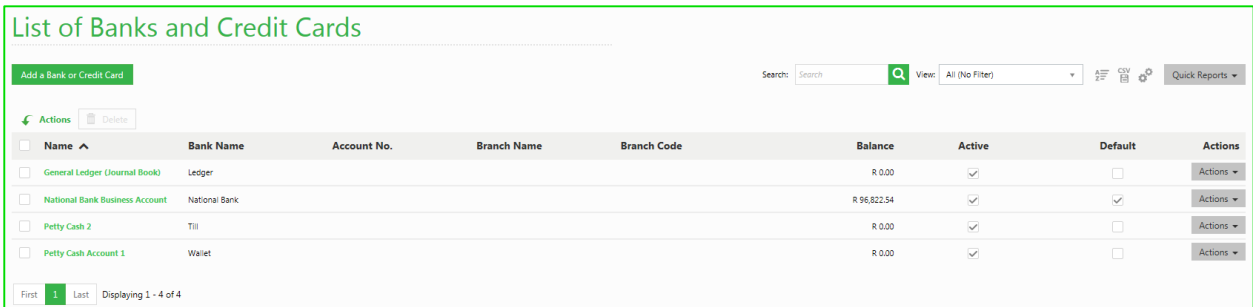
Bank and Credit Card Accounts and Accounts

When you add or edit a Bank and Credit Card account, the Edit Bank and Credit Card window opens.

Enter the details of your bank / credit card account.

To skip between the master files, click on the next or previous links.
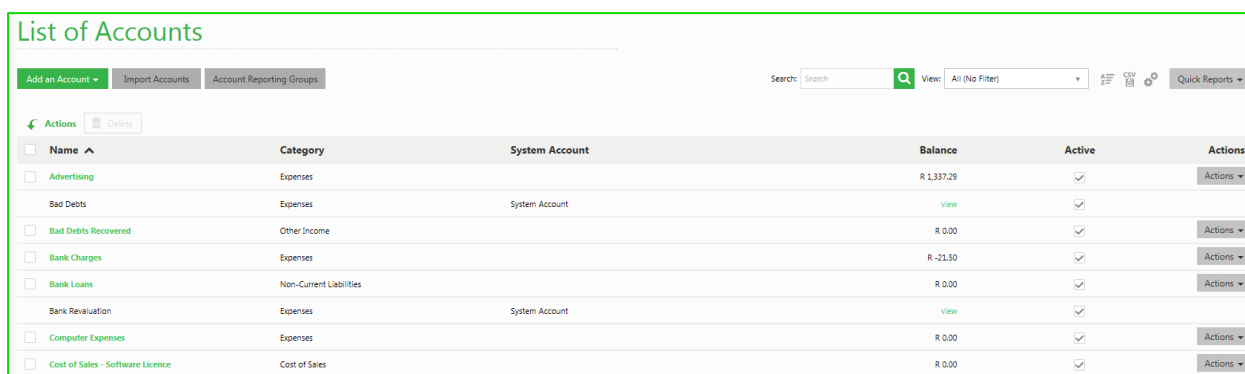
In the Activity tab, you can see a summary of the bank account's activity and drill down to view details of each transaction.

In the Notes Tab, you enter notes and can add attachments for the account.

Accounts

You use accounts to analyse transactions entered in the Bank and Credit Cards function, as well as Journal Entries captured in the Accountant's Area. In this function, you maintain accounts.

You can access this function by selecting **Accounts...List of Accounts**:

When you add or edit an account item, the Edit Account window opens.

To skip between the master files, click on the next or previous links.

Bank and Credit Card Accounts and Accounts

If you are creating a new account, in the Category field, choose the appropriate financial category for the account. The categories include:

- Sales   - This category is also called income, and will include the value of all of your sales.
- Cost of Sales   - This category will include all accounts for costs that are incurred directly from selling your products. For example, if you have a mail order business and use post to deliver all of your orders, you would include postage in your cost of sales and not as an expense.
- Expenses   - Expenses are the running costs of your business, such as rent, water and electricity and salaries.
- Non-Current Assets - Non-current assets are assets that have a life span of more than one financial year. For example, office premises and vehicles are non-current assets.
- Current Assets   - Current assets are assets that can be quickly be exchanged for money and are likely to change inside one financial year. For example, the value of the money that your customers owe you and the value of your stock on hand are regarded as current assets. Money in your bank account is seen to be a current asset.
- Non-Current Liabilities-These liabilities are debts that you have that are going to take more than one financial year to settle, such as a mortgage or vehicle financing.
- Current Liabilities   - Current Liabilities are short-term liabilities, such as the value of the money that you owe to your suppliers or your local VAT authority. If you are in an overdraft situation, this is also regarded as a current liability.
- Owner's Equity   - Owner's Equity refers to money invested in a business by its owner. This can also be defined as the amount that the business owes to the owner.
- Income Tax   - Income Tax is tax paid to tax authorities on income. There is more than one type of income tax; personal and company. You will need to speak to your accountant or local tax authority to find out more about the type of tax that you need to pay.

Important Information

Once you have recorded transactions against an account, the category cannot be changed. If you do not know which category to select, we recommend checking with a financial professional before proceeding.

Bank and Credit Card Accounts and Accounts

If you are not sure which category to select when creating an account, you can send your accountant a note and ask for assistance:

 Important Information

You can create your assets separately by going to the Company menu and select the Assets menu option.

Sales and Purchases Accounts for Items

Up until now, all item sales have been linked to one Sales Account. Now you can assign your Items to their own unique sales and purchases accounts.

When you process a customer's invoice, Sage One Accounting will use the sales account set on the item. When you buy items from a supplier, Sage One Accounting will use the purchases account set up on the item.

To access this function, select the Accounts menu, followed by the Lists option and the Sales and Purchases Accounts option.

The following screen will display:

Bank and Credit Card Accounts and Accounts

Select the Add an Account button to add a sales or purchase account:

Enter the name of the account and select the Report Group Type as a Sales or Purchase account.

Click on the Save button.

 Important Information

For more information, please refer to the Sage One Accounting Help File.

Account Reporting Groups

You will use Account Reporting Groups to view either a summary of grouped accounts or the individual accounts making up a group total on your financial statement reports.

Select the accounts to add or move to an Account Reporting Group. Note: Accounts can only be grouped with other accounts in the same Category.

To access this function, select the Accounts menu followed by the Account Reporting Groups option.

The following screen will display:

 Important Information

For more information, please refer to the Sage One Accounting Help File.

Chapter 5 – Processing Transactions

Once you enter customer, supplier, and item master file information, you can process monetary transactions.

- Selling and Purchasing Items
- Receiving and Making Payments
- Bank and Credit Card Transactions
- Reconcile Bank and Credit Card Accounts
- Accountant's Area
- Allocations
- Item Adjustments
- Adjust Opening Balances
- Bank Feeds
- Budgets
- Sales Reps
- The Customer Zone
- Analysis Codes

Selling and Purchasing Items

Selling to customers involves the following documents:

Document	Definition
Quote	Quotes are optional. A quote is an offer to sell one or more items to a customer at the price you specify. When you produce a quote, you specify a date on which the quote expires. The customer can accept the quote up to that date. After that date, it is your choice whether to sell to the customer at the quote price. Note that a quote is not a sale. When you produce a quote, the system does not update any quantity or sales statistics, because there is no sale yet.
Invoice	When a customer purchases from you, you process an invoice. An invoice is a document of sale. If you first produced a quote for the customer, you can copy the quote into the invoice and print it without having to redo any data entry. You deliver the invoice to the customer along with the items you sell.
Customer Credit Notes	If a customer returns an item you sold them for a refund, you process a credit note. The values you enter into a credit note will reverse the values you entered into an invoice. The amount the customer owes you decreases, as do the sales quantities and sales values per item.
Customer Adjustments	Customer adjustments are used to increase or decrease a customer balance by affecting another account. For example, if you needed to charge a customer interest, you could process a customer adjustment to increase the customer balance and affect an Interest Received account. When you are working with customer adjustments, you will work with tax in the same way you do when processing customer invoices – you always enter tax at the point of the original transaction and the customer balance will always be increased or decreased with the tax inclusive amount. For customers, you enter original transactions via customer invoices (and returns), or via customer adjustments. In both these processes, you enter tax codes along with the transactions. When you receive payment from customers, you do not enter tax.

Purchasing from suppliers involves the following documents:

Document	Definition
Purchase Order	Purchase Orders are optional. A purchase order is an undertaking to purchase one or more items from a supplier at the specified price. You enter a purchase order into the system in order to have a record of the order you are placing with the supplier. Note that a purchase order does not record an actual purchase. When you produce a purchase order, the system does not update the quantity on hand, nor does it update purchase statistics, because there is no purchase yet.
Supplier Invoice	When you receive goods and an invoice from the supplier, you process a supplier invoice. If you first produced a purchase order for the supplier, you can copy the purchase order into the supplier invoice and print it without having to redo any data entry.

Selling and Purchasing Items

Supplier Return	If you receive one or more defective items, or you wish to return items to a supplier, you process a return. The values you enter into a supplier return will reverse the values you entered into an invoice. The amount you owe the supplier decreases, as do the purchase quantities and purchase values per item. The on hand quantity of the items decreases by the quantity you return.
Supplier Adjustments	Supplier adjustments are used to increase or decrease a supplier balance by affecting another account. For example, if a supplier charged you interest, you could process a supplier adjustment to increase the supplier balance and affect an Interest Paid Account. When you are working with supplier adjustments, you will work with tax in the same way you do when processing supplier invoices – you always enter tax at the point of the original transaction and the supplier balance will always be increased or decreased with the tax inclusive amount. For suppliers, you enter original transactions via supplier invoices (and credit notes or returns), or via supplier adjustments. In both these processes, you enter tax codes along with the transactions. When you pay suppliers in Banks and Credit Cards, you do not enter VAT.

Here is a typical invoice window:

Selling and Purchasing Items

The window has four sections:

- In the header section, you choose the customer or supplier account. You then enter or select one of the multiple delivery addresses and other information, such as the document date. Also in the header section, you can select a quote that you want to link the invoice to. Lines processed in the quote will be copied over to the invoice.

- In the header section, you have the option to select a sales rep as well as changing the layout of the invoice when it's sent to the customer.

- There are two additional options available in the header section:

Field	Explanation
Send	The following options are available: • Send the document to the customer via email • Print preview the document • Print and email the document • Print the Delivery Note
Options	You can convert the customer document to one of the following options: • Create a Recurring Invoice from a document • Create a Credit Note for a document • Create a Credit Note for a document and re-invoice • Create a Receipt for a document • Copy the details on a document and paste it onto a new document You can add additional documents, notes and add an anticipated payment. You can also add additional User Defined Fields on the processing screens (refer to the Sage One Help Files).

 Important Information

There are different options available in the different processing screens.

- In the lines section, you enter as many items as you are selling or purchasing. You enter each item on its own line, with the required quantity for that item.
- You can also search for items by code of by name using this drop down.
- Select the VAT Type you wish to use.

VAT Type	Explanation
Manual VAT (Capital Goods)	Sage One Accounting allows you to create a VAT type with a 100% VAT rate. You use this for VAT adjustment purposes. When you use this VAT type, the full amount you enter for the transaction is VAT. When you process purchases, for example, your supplier may round VAT differently from Sage One Accounting. If there is a rounding difference, you can enter it as a VAT-only transaction.
Manual VAT	Sage One Accounting allows you to enter your own VAT amount on a transaction by choosing the Manual VAT type. Again, when you process purchases, for example, your supplier may round VAT differently from Sage One Accounting. If there is a difference, you can enter the specific VAT amount by choosing the manual VAT type.
Standard Rated	Standard rated VAT is taxed at 14%.
Zero Rated / Exempt	This refers to goods (for example, food and books) which are taxable but at a zero rate.

- You can add a discount percentage or a discount amount in the respective fields.
- You can also process projects, departments and cost codes per processing line.
- In the footer section, you can enter a message or additional text to print on the document.
- At the bottom of the screen are four options:

    o Save – to save the document and return to the screen that you were in.
    o Save and New – to save the document and clear the fields so that you can enter another document.
    o Print Preview – to preview a printable version of the document.
    o Email – to email a PDF 128-bit encrypted copy of the document to the customer.

Selling and Purchasing Items

    ○   You can send the invoice to different people within the customer's company by clicking on the Additional Contacts button. These email addresses will pull from the Additional Contacts tab on the Customer Masterfile.

You can select that the system uses the default email signature, or you can select an email signature that you created in the Company Settings...Email Signatures screen. You can also attach additional documents to your email, but it cannot be bigger than 1 MB.

    ○   Print Delivery Note – to process the document and print out a delivery note for customers to sign. You can also email a delivery note to customers.

Sage One Accounting allows you to edit your customer and supplier invoices once it is printed:

You will receive the following message when editing an invoice:
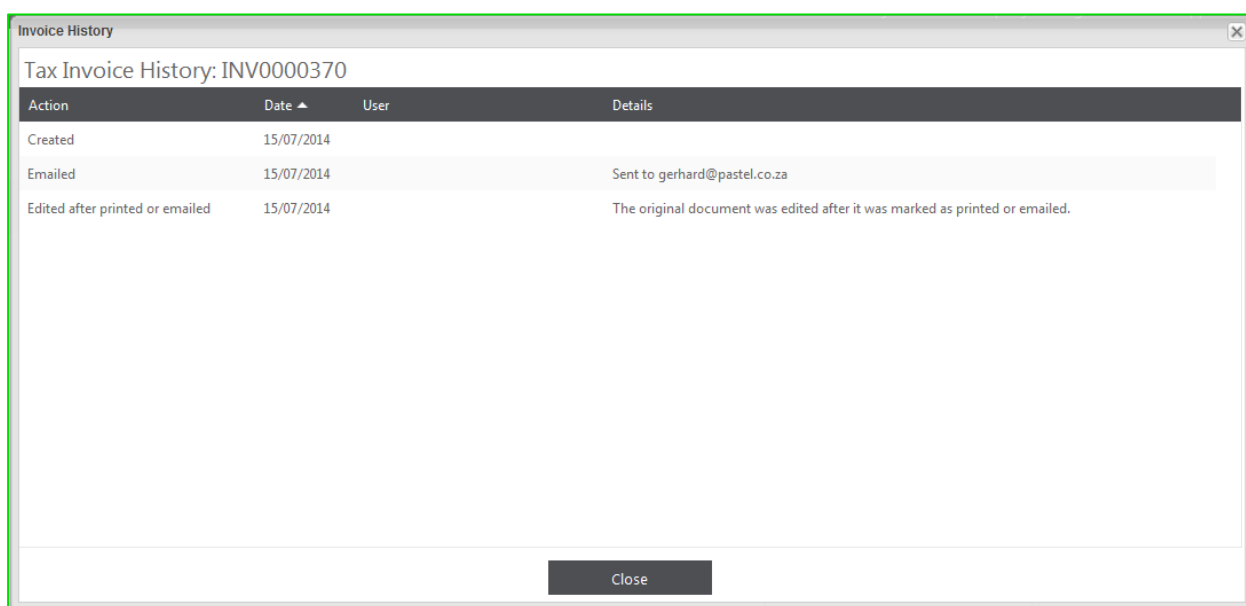
Selling and Purchasing Items

If you would edit an invoice, Sage One Accounting will keep track of the customer invoice history if you click on the Options Button followed by the Invoice History option:

Action	Date ▲	User	Details
Created	15/07/2014		
Emailed	15/07/2014		Sent to gerhard@pastel.co.za
Edited after printed or emailed	15/07/2014		The original document was edited after it was marked as printed or emailed.

Tax Invoice History: INV0000370

Close

Receiving and Making Payments

Once you purchase items from suppliers and sell items to customers, you need to receive and make payments. You use three process functions for this purpose:

- You pay a supplier.
- You receive money from a customer.
- If the customer refuses to pay you, or goes out of business, you need to write off the amount owing. You use the Write-Off Bad Debts function for this.
- You can also process receipts and payments from and to customers and suppliers via the bank and credit card transactions option.

These three functions work in an almost identical manner. Once you know how to use one of these functions, you can use the others.

Important Information

If a customer returns items to you, or you return items to suppliers, you do NOT use these functions. Instead, you create a Customer Credit Note or Supplier Return. This reverses the invoice, adjusts the item quantities on hand and updates the customer/supplier balance.

You can access these functions in a number of ways:

- In Customers, Suppliers and Banks and Credit Cards screens, via the links in the Quick Links section.
- Select the Customer Receipts or Supplier Payments options on the Customers or Suppliers menus.
- You can use the Banking option to process customer and supplier receipts and payments.
- You can also select to allocate receipts and payments by clicking on the Allocate Receipts / Payments button.

A typical receipt screen looks like this:

			Name	Document Number ▾	Reference	Date	Total	Payment Method	Printed
edit	delete	print	CycleShop Sandton	RCP0000025	aaad	29/09/2014	R -200.00	Cash	☐
edit	delete	print	Alpha Cycling Supplies	RCP0000024		10/09/2014	R 342.00	Cash	☐
edit	delete	print	* Morningview Bicycles	RCP0000023	1234	25/02/2015	R 80,940.00	Credit Card	☐
edit	delete	print	* Morningview Bicycles	RCP0000022	MORNING-003	05/11/2014	R 19,500.00	Credit Card	☐
edit	delete	print	* Morningview Bicycles	RCP0000021	MORNING-002	30/01/2015	R 24,000.00	EFT	☐
edit	delete	print	* Morningview Bicycles	RCP0000020	MORNING-001	01/03/2014	R 495,876.00	EFT	☐
edit	delete	print	* Morningview Bicycles	RCP0000019	MORNINGVIEW	21/11/2014	R 61,560.00	Cheque	☐
edit	delete	print	* Morningview Bicycles	RCP0000018	39485875	03/12/2014	R 272,344.81	EFT	☐
edit	delete	print	Roadbikes Unlimited	RCP0000017	ref	23/10/2014	R 38,476.00	Cash	☐
edit	delete	print	Mountain Goats	RCP0000016		16/10/2014	R 1,560,999.00	Cash	☐

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Receiving and Making Payments

To process a receipt, click on the Add Receipt button.

The window has three sections:

- In the header section, you choose the customer or supplier account, and enter the transaction details, including the amount. You also specify which bank account you are using. Also in the header section is a Reason field, where you can enter a message should you want to.
- In the lines section, you link the transaction to one or more invoices. Until you fully match invoice values with one or more receipts, payments, or write-off transactions, the invoice appears on the customer or supplier statement. You can match the receipt, payment or write-off at a later stage using the allocations screen.
- When a customer or supplier is set to automatically allocate receipts or payments to the oldest invoices, the system will automatically allocate them in this screen. This includes receipts and/or payments processed via the bank and credit card transaction option.
- The document status displays at the bottom of the screen.
- At the bottom of the screen, you can select one of four processing options.

Supplier Batch Payments

You can now pay all your suppliers from one screen by using the Supplier Batch Payments option. Select Suppliers...Transactions...Supplier Batch Payments:

Select the Bank or Credit Card account and select the Payment Date.

Important Information

The supplier payment batches will be processed as Dated Payments. The Payment Date cannot be set to the current system date. To change the batch to a Same Day batch, you will need to do this on the Sage Pay system. Supplier payments on Sage Pay have action date cut-off times.

Select the suppliers that you want to pay by checking the check boxes next to them and enter the amount you wish to pay in the Amount to Pay field.

If you are uncertain about the amount that must be paid, click on the green supplier name link to open the Allocate Invoices screen. Tick the supplier invoice tick box and click on the Save button to save the amount that you want to pay.

Click on the Pay Now button to pay all the selected suppliers at once. The following confirmation screen will be displayed if the supplier batch payment has been uploaded successfully to Sage Pay.

Banking

Capturing your Bank Statements

How do you get the information from your bank into your accounting software? – with Sage One it is easy and we offer a number of options to suit your preferences.

- You can manually capture your banking transactions.
- You can import your bank statements into Sage One (using OFX or CSV files).
- [Recommended] You can set up bank feeds to pull your bank statements straight from your bank into Sage One Accounting.

You can access this function by selecting the **Banking…Transactions…Banking** menu option.

New Transactions

All your newly imported transactions will appear in this tab, once you are happy that you have assigned your transactions to the correct account you can process them – this will move them to the "Reviewed Transactions" tab where they will be considered reviewed.

Reviewed Transactions

By selecting the Actions check box to the left of the transaction line, you have the option to review or delete transactions. If you select the Mark Selected as Reviewed button, the selected transactions will be moved from the New Transactions tab to the Reviewed Transactions tab. If you select the Mark All as Reviewed button, all the transactions will be moved to the Reviewed Transactions tab.

Batch Edit

If a user selects a number of transactions and clicks the Batch Edit button they are able to update multiple rows at one time.

Import Bank Statements

Click on the Import Bank Statements button to import your exported bank csv or OFX file.

Banking

Show Shortcut Keys

Click on the Shortcut Keys link to display the list of shortcuts available on this screen. This will aid you in processing your banking transactions even quicker.

Other Icons

Icon	Explanation
	Create Rule (Bank Statement Mapping Rules) These rules will change the way you do your cashbook processing and save you countless hours. They apply to users that import their bank statements into Sage One using either the Bank Feeds or the normal Import Bank Statements feature. What these rules will do once you have set them up is look for a key word in your bank statement for example "Telkom" and if it sees this text in your import file it will automatically assign this transaction to the correct account in your accounting records in this example "Telephone Expense". You can set these rules up in such a way that 80% of your cashbook processing is already done as soon as you import your bank statement.
	Split Transactions With the Split Transaction option you can split one bank statement line into various account allocations. So if you pay City of Johannesburg for Rates, Electricity and Water and want to record these separately in Sage One you can by splitting the payment to different ledger accounts.
	Allocate your Customer Receipts and Supplier Payments When you receive money from a Customer or pay money to a Supplier you are now able to allocate that money directly to the invoice which it relates to – straight from the Banking screen.
	Attachments You are able to attach any documents such as proof of payment, remittance advice, etc. to each transaction imported on the banking screen.
	Additional Information – Show More/Less There are so many options for you in Sage One as well as information to display, because of this not all of your information displays on the transaction line. To access the additional fields like the comments section or to assign a transaction to an Analysis Code you will need to click on the Show More Icon. We will also display your split information if you have split the transaction or we will display the invoices you have assigned your payment or receipt to if you have made allocations.

Banking

Reconcile your transactions

The Reconciled check box is your way of telling the system that you have agreed what is in Sage One to what is actually sitting in your bank account – remember that if you import your bank statements straight from your bank account there is no need to even do a bank reconciliation as all of your transactions are considered to be reconciled.

Review Options

Search

You can search through the transactions in the banking screen. We will be able to find anything you search for in either the Payee or Description column.

Sorting the columns

You can sort on each of the columns on the banking screen from largest to smallest or alphabetically – this will allow you to sort the data quickly and easily to help you review your transactions.

Unallocated Income and Expenses

When your banking transactions are imported into Sage One your Bank Balance is automatically updated, each transaction will be assigned to the correct account based on any Mapping Rules that you have set up – if there are no rules set up or Sage One does not recognise the description in your bank statement the transaction will be assigned to an Unallocated account in your profit and loss – this will allow you to review these transactions and correctly assign them in your general ledger.

Show Analysis Codes

If you are working with analysis codes, select the Show Analysis Codes option to select your projects etc.

Import Bank Statements

Sage One Accounting allows you to import bank and credit card statements that you have downloaded from the Internet, either in OFX or .CSV format.

You can access this function by selecting **Banking…Transactions…Banking:**

Sage One Accounting allows you to map descriptions to certain recurring transactions displayed on your bank or credit card statement. Click on the map link in the transaction line and save the mapped transaction description. You can also personalise your mapped descriptions.

You will maintain these mapped transaction descriptions under the Bank Statement Mapping Rules menu option. For more information regarding these features, visit the Sage One Accounting Help Files.

Bank Feeds

You can set up bank feeds, which allow you to automatically import bank statements into your Sage One Accounting bank or credit card accounts from banks and other financial institutions. This saves you having to manually import your bank statements yourself.

Each day when you login to your company, any new transactions available in your bank statement will be automatically refreshed and then made available for review in the Bank Statements screen. You will save even more time by mapping transactions where Sage One Accounting will automatically assign the correct accounts each time your automated bank statements are refreshed. Managing your bank account could not be easier!

How does it work?

Sage One Accounting uses Yodlee, a third-party online banking solution provider. Yodlee connects to thousands of banking websites worldwide to retrieve bank statement information and make this available for use. Yodlee accesses your online banking and stores the login credentials you provide when setting up the bank feed. Yodlee logs into your online banking website on your behalf and retrieves your bank statements information.

How safe are my details?

Yodlee stores your online banking login credentials in a highly secure system. To be able to access your online banking website, Yodlee needs to store a copy of your online banking credentials. You will need to provide these credentials when you set up a Yodlee bank feed in Sage One Accounting. Yodlee then logs into your banking website on your behalf and retrieves your bank statement information. This bank statement information is securely transferred to Sage One Accounting.

 Important Information

If your online banking website is set up to send you an email or SMS notification that you have logged on to your internet banking account, you will also receive a notification each time Yodlee accesses and retrieves your bank statement information.

Bank Feeds

Setting up Bank Feeds

To set up your bank feeds, go to **Banking...Transactions...Manage Bank Feeds.**

For more information on setting up and managing this feature, visit the Sage One Accounting Help Files.

Budgets

Sage One Accounting allows you to create your financial budgets.

Follow these steps to create a budget for your company:

Click on the **Company...Budgets...Add a Budget** option.

The following screen will be displayed:

For more information on setting up and managing this feature, visit the Sage One Accounting Help Files.

Reconcile Bank and Credit Cards

You process payments and receipts via one or more bank accounts. You can reconcile these bank accounts against the bank statement if you wish to.

The reconciliation process does not affect any values on your system, and its use is optional. It lets you match each payment and receipt you enter into the system against a physical bank statement. This helps you to ensure that the amounts are correct. For example, you may write a cheque for 100.00, but enter it into the system as 1,000.00. Alternatively, the bank can make an error.

The reconciliation process also helps you know the value of the cheques that are not yet in your bank statement, so that you can plan your cash flow. For example, you may have cash in the bank, but unless you know the value of cheques that suppliers have not yet deposited, you do not know whether there are sufficient funds in the bank. If your reconciliation is up to date, you can view these undeposited cheques. Note that the bank reconciliation takes into account all payments, receipts and other transfers that you enter. This includes customer receipts, supplier payments and other account transactions.

You can access this function by selecting Banking...Transactions...Reconcile Banks and Credit Cards. You can also open the Reconcile Banks and Credit Cards from a number of Quick Links areas.

You mark items as being present on the bank statement by selecting the Reconciled check box.

Allocations

You sell to customers via invoices, and customers pay you via receipts. In addition, you can also process discounts, returns and write-offs. You purchase from suppliers via supplier invoices, and you make payments to the supplier. In addition, you can also process supplier discounts and supplier returns.

You have to match each receipt, payment, and write-off to a customer or supplier invoice. If you invoice a customer for 836.12, for example, you have to allocate 836.12 to this invoice via one or more receipts, discounts and/or write-offs. Until you do so, the invoice will appear on the customer's statement or the supplier's statement.

The best time to do this allocation is when you enter the actual payment, receipt and so on. As you enter the transaction, you can allocate it to the correct invoice. To allocate a receipt as it is processed, you will click on the line for the document record that you want to allocate to, as shown below.

If you are allocating receipts and payments after having processed them, you will use the Allocate Receipts and Allocate Payments menu options in the Customers and Suppliers menus respectively. To allocate a receipt or payment, you will click on it in the Unallocate Items section on the right and then drag it over the invoice on the left that you want to allocate to.

Allocations

You are also able to unallocate a payment or receipt. If the due value on an invoice on the left is less than the total value, a transaction has been allocated to the invoice. To unallocate the transaction, click on the + sign to the left of the invoice, and then drag and drop the allocated transaction into the Unallocated Items area.

Item Adjustments

When you create a new item, you can enter an opening cost price and quantity on hand. Thereafter, the quantity adjusts as you purchase and sell the item. The cost price adjusts as you purchase items. The system calculates a new cost price, using average costing, each time you purchase items.
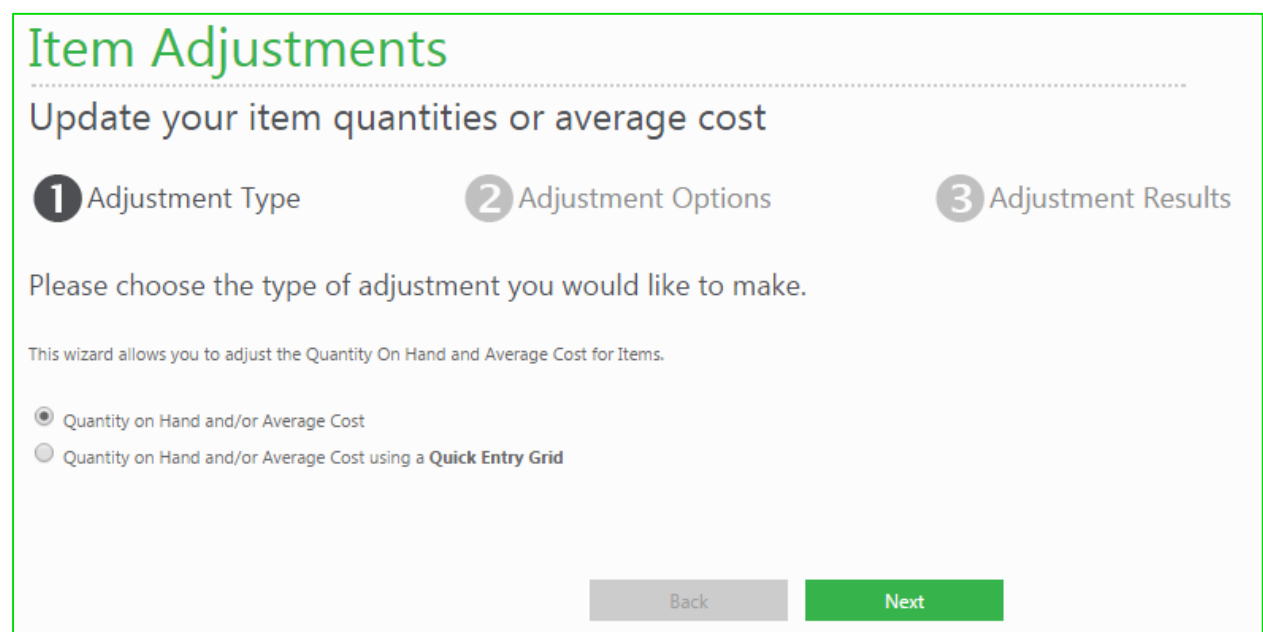
There are times when the quantity or the cost price can become incorrect. For example:

- You may enter an incorrect cost price when you purchase, and the system then calculates the new price using incorrect data.
- You may purchase into the incorrect item, with a different cost, and the system calculates a new cost price that is not correct. You will also have the incorrect quantity on hand for both the correct and the incorrect items.
- You may have stock losses through errors, theft, or breakage, and so the quantities on hand can become inaccurate.

You use this function to correct errors such as these.
You can also use this function to make percentage adjustments to selling prices for a range of items.

To access this function, select **Items...Transactions...Item Adjustments**:

You can adjust the selling price or the quantity on hand.

Item Adjustments

Click on the Next button.

Click on the Next button to see the Adjustment Results.

The value of Item Adjustments will be reflected on the Profit and Loss report, in the Cost of Sales section. Item Adjustments does not affect the Trail Balance.

You also have the option to do item adjustments for Quantity on Hand and/or Average Cost using a Quick Entry Grid:

Item Adjustments

Click on the Next button:

Enter the Adjustment Date as well as the Reason for the adjustment. Sage One Accounting allows you to import new items.

Click on the Load All button to make adjustments to all your items.

You can only edit the New Avg Cost and New Qty on Hand fields. Click on the Save button to process the adjustment.

Adjust Opening Balances

When you create a customer, a supplier, bank or credit card accounts and an account, you can enter an opening balance and a date at which the balance applies. Once you process any transactions for the record, you cannot change the opening balance fields in the edit function. Instead, you use this function should you need to change the opening balance.

To access this function, select the Adjust Opening Balances option from the Customers, Suppliers, Banking and Accounts menu options:

Once you choose the account to adjust, you can enter the adjustment details.

Accountant's Area

This area is exclusively for accountant processing such as Journal entries and Tax Adjustments.

If you are not sure about how to process these transactions, we recommend that you seek the advice of a financial professional before proceeding.

You can access these functions by selecting the Accountant's Area menu option:
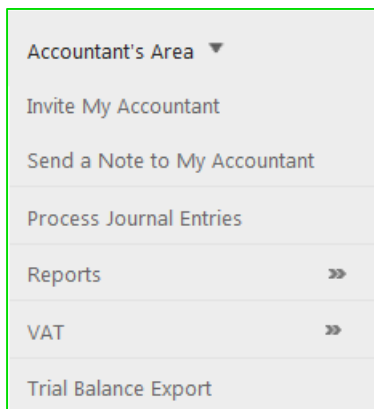
Invite My Accountant

Invite your accountant to access your company by selecting the Invite My Accountant menu option.

Send a Note to My Accountant

Notes can only be sent to accountants or bookkeepers that are registered as a Sage One Accounting Qualified Adviser. If you would like Sage Pastel to contact your accountant or bookkeeper to sign them up for this program, please enter their details below and click the Submit button.

Process Journal Entries

Journals are posted to adjust balances in accounts. If one account increase, another account must decrease by the same amount. In the Process Journal Entries screen, you will first enter the account that will debit in value, enter the date and reference for the transaction and then enter an explanation for the journal. Then you will enter the value of the journal and the corresponding account that will be credit by the same amount. You can select to include tax on the journal if necessary.

You are able to add a comment or note to the journal entry by expanding the note button on the left hand side.

You can add attachments by clicking the ✎ button.

Individual files may not exceed 2 MB in size. A maximum of 5 attachments per note or transaction can be added.

VAT

The VAT section is split into three other categories:
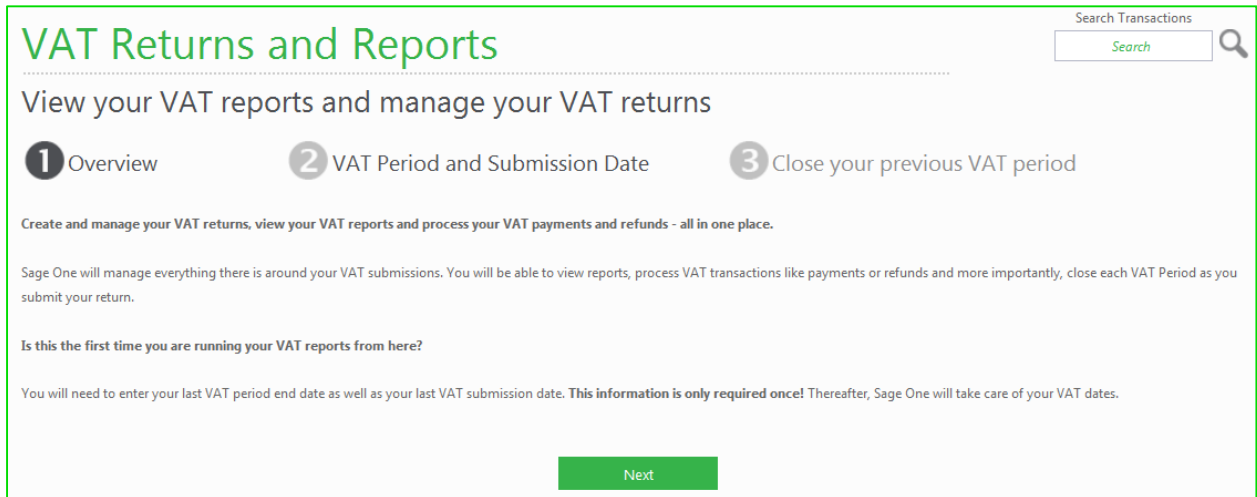
• VAT Returns and Reports
• VAT Adjustments
• VAT Payments and Refunds

Accountant's Area

VAT Returns and Reports:

In Sage One Accounting you are required to manage your VAT Returns using the VAT Returns and Reports screen.

Click on the Next button to continue.

Enter your Company VAT Number.

Each VAT period requires a submission and typically ends on the last day of the month with the submission typically due on the 25th of the following month. Enter your last VAT Period End Date and your last VAT Submission Due Date. We will use these dates to determine your next VAT Period End Date and when your next VAT return is due.

Accountant's Area

Click on the Next button:

Click on the Finish button.

Purpose of the VAT Returns and Reports Screen – VAT is a strictly regulated area of any business and keeping your figures accurate, reliable and up to date is essential to avoid issues with the authorities. With the VAT Returns and Reports screen you will be able to control all of your VAT reporting from one central place.

Your VAT reporting does not always correlate to your financial reporting. Sometimes you will record transactions in one month and only account for the VAT in another month; this can often happen if you are behind on your processing.

With the VAT Returns and Reports Screen you will assign transactions to particular VAT periods, and not specific date ranges.

Benefits of VAT Periods:

- These should agree to what you actually submit to your local revenue authority.
- Amounts owing should agree with the VAT payments that you have made.
- No editing of transactions that have been submitted to the Revenue Authority.
- Back dated transactions will pull through to the current VAT Period (i.e. no missing of VAT Transactions).

Accountant's Area

The screen will display a list of all of your VAT Periods detailing relevant information pertaining to each period:

- VAT payable or refundable for the period
- Associated payments and refunds made for each period
- Quick links to the VAT 201 and VAT Report relevant to that period

The table below will explain all the fields on the screen above:

Field	Explanation
Close VAT Period	If you select the Close VAT Period button, Sage One Accounting will close off the current VAT period that you are working in and move over to the next VAT period.
Reopen (a previous VAT Period)	Reopening a VAT return should only be done if your intention is to resubmit your VAT to your revenue authority. For Example: All transactions in the VAT return for 12/2013 will be unmarked as finalised and you will be able to edit these transactions. Any transactions that have been back dated prior to and including 31/12/2013 and that have not been included in any other VAT return will be included in the 12/2013 VAT return once you close this VAT period.

Start Over?	If you select this option, all of your VAT Returns will be removed and you will have to set it up again. The values for each return may differ to the actual returns you have submitted to your revenue authority. Please be careful before selecting this option. Consult with your financial practitioner.
View (Previous VAT 201 Calculation)	This option allows you to view the VAT 201 Calculation report for a previous VAT Period.
View (Previous VAT Report)	This option allows you to view the VAT report for a previous VAT Period.
Payment/Refund	You can allocate your VAT Return amounts to the correct VAT period by selecting the Link Payment and Link Refund option.

VAT Adjustments:

In the VAT Adjustments screen, you are able to adjust either the input or output VAT. The most common use of VAT adjustments is to account for customs VAT on imported goods, since these amounts are very seldom 14%. In this case, you would process the full amount including the VAT value to the supplier account and then post an input VAT adjustment for the VAT amount. This function should not be done without the advice of a financial professional.

VAT Payments and Refunds:

VAT reports must be submitted to your local VAT authority on a regular basis, and will either indicate that you need to pay VAT over or receive a refund.

Important Information

Since the VAT laws of your country govern VAT processing, it is of extreme importance to ensure that you process the adjustments, payments and refunds correctly.

Accountant's Area

Sage One Accounting will calculate your VAT for you as shown below. Your Input VAT is calculated by working out the VAT included on all of the supplier invoice that you have processed in Sage One Accounting. Next, your Output VAT is calculated by working out the VAT included in all of the customer invoices that you have processed in Sage One Accounting. The difference between the two is the amount of VAT that you owe. If your input VAT is higher than your output VAT, you will be due a VAT refund.

You can process VAT payments and refunds that will automatically create a payment or receipt to your selected bank account. You will see a VAT summary for the date range you have selected. To view any payments or refunds already processed print the VAT Payments and Refunds report. Any payment or refund processed in the date range you have selected will be excluded from this summary as they are considered to be payments or refunds pertaining to a previous VAT period.

Accountant's Area

Click on the Next button.

In the Details screen, you will edit the date for the transaction and the bank account that will be affected. You will then enter the Reference and Description for the transaction. You are able to edit the value of the amount in the Detail section of the screen; however, this is not recommended.

Accountant's Reports

The following Accountant's reports are available:

Report	Summary
VAT Report	A VAT report lists VAT transaction for reporting purposes. This report is also available in the Reports menu. You have the option to print the report in detail or in summary, with or without VAT adjustments. You can also include payments and/or refunds in the report. You can set if the report must offset all the credits on sales or purchases.
VAT Audit Report	This report lists all of the original Customer Tax Invoices and Credit Notes that were emailed and marked as Computer Generated.
VAT Transactions Report	This report display transactions processed in the date range selected. Transactions processed and marked as part of different VAT periods and returns may be displayed.
VAT Payments and Refunds	This lists the payments made and refunds received from the revenue service and can be printed from the Accountant's Area.
VAT 201 Calculation	This is a calculation report to assist with the submission of your VAT 201.
VAT Summary	This report is a summary view of your VAT Payable per month.

Trial Balance Export

In Sage One Accounting you are able to export your trial balance to a .CSV file. This allows you to import the exported file into other .CSV compatible software.

You can also select to assign account numbers to the list of accounts.

To export your trial balance, specify your date range and viewing options by using the drop down menus. After you have made your selection click on the Export button.

To assign account numbers, click on the Assign Account Numbers button. The following screen displays:

Assign account numbers in the Account Number column by manually typing in an alphanumeric and/or numeric number. After you have made your selection and mapped your account numbers, click on the Save button. The system will return to the Trial Balance Export screen. Click on the Export button.

For more information on this feature, visit the Sage One Accounting Help Files.

Sales Reps

Sage One Accounting allow you to analyse sales by sales reps. Their use is optional, users can enter sales reps on each sales document once you decide to use them.

To access this feature, by clicking on the Customers menu followed by the Lists option and the List of Sales Reps option.
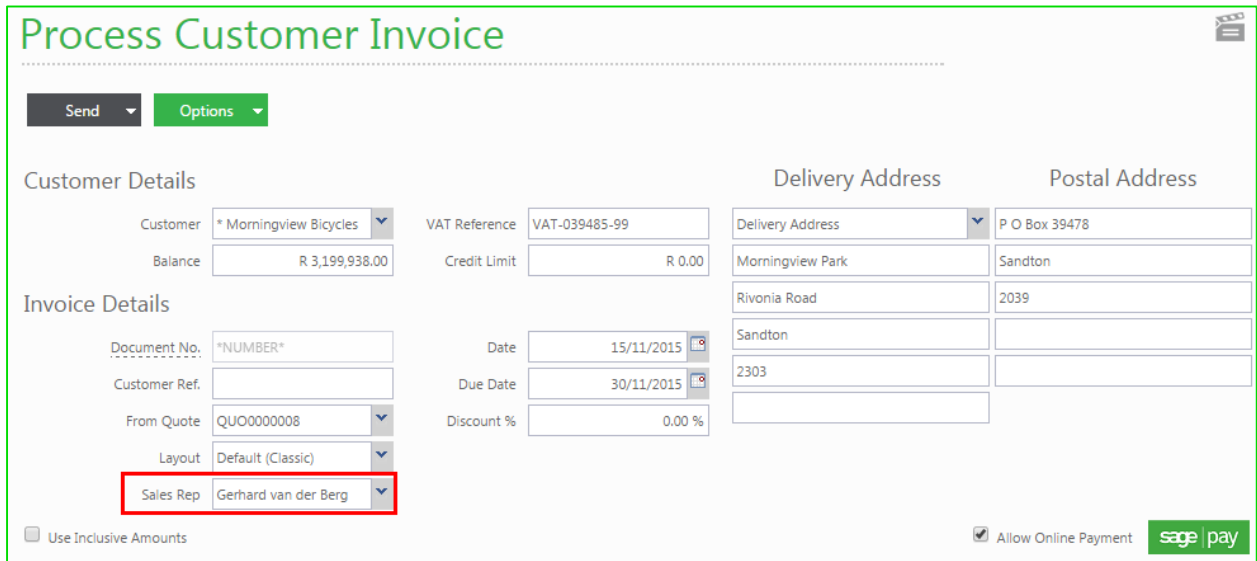
Click on the Add Sales Rep button to create a new sales rep:

Enter the details of the Sales Rep and click on the Save button.

Processing with Sales Reps

When processing any customer documents, you have the option to select a sales rep that "belongs" to a customer or assisted the customer from the Sales Rep drop down menu.

The Customer Zone

The Sage One Accounting Customer Zone will allow your customers to view invoices and make payments online by clicking a link in their email. This process was made easier and hassle free.

For more information on this feature, visit the Sage One Accounting Help Files.

Analysis Codes

Sage One Accounting allows you to add up to 3 Analysis Codes to analyse your income and expenditure in more detail. For example, you may want to analyse your profit and loss by department or project.

Create your Analysis Codes and Categories below to suit your business.

To set up your Analysis Codes, go to Company...Analysis Codes.

Chapter 6 – Enquiries, Reports and Accountant's Edition

Once you enter monetary transactions, you need to view them, sometimes edit them, and report on them. The system places a lot of emphasis on presenting these transactions so that you can find the ones you require quickly.

- The Dashboards / My Workspace
- Quick Views
- Reports
- Sage One Custom Layout Designer
- Favourites
- Accountants Edition
- Time Tracking *BETA*
- Multi-Currency *BETA*

The Dashboards

Sage One Accounting hosts six different dashboards and one workspace when selecting the Home main menu option:

- Main Company Dashboard
- Customer Dashboard
- Supplier Dashboard
- Item Dashboard
- Financial Dashboard
- Accountant Dashboard
- My Workspace
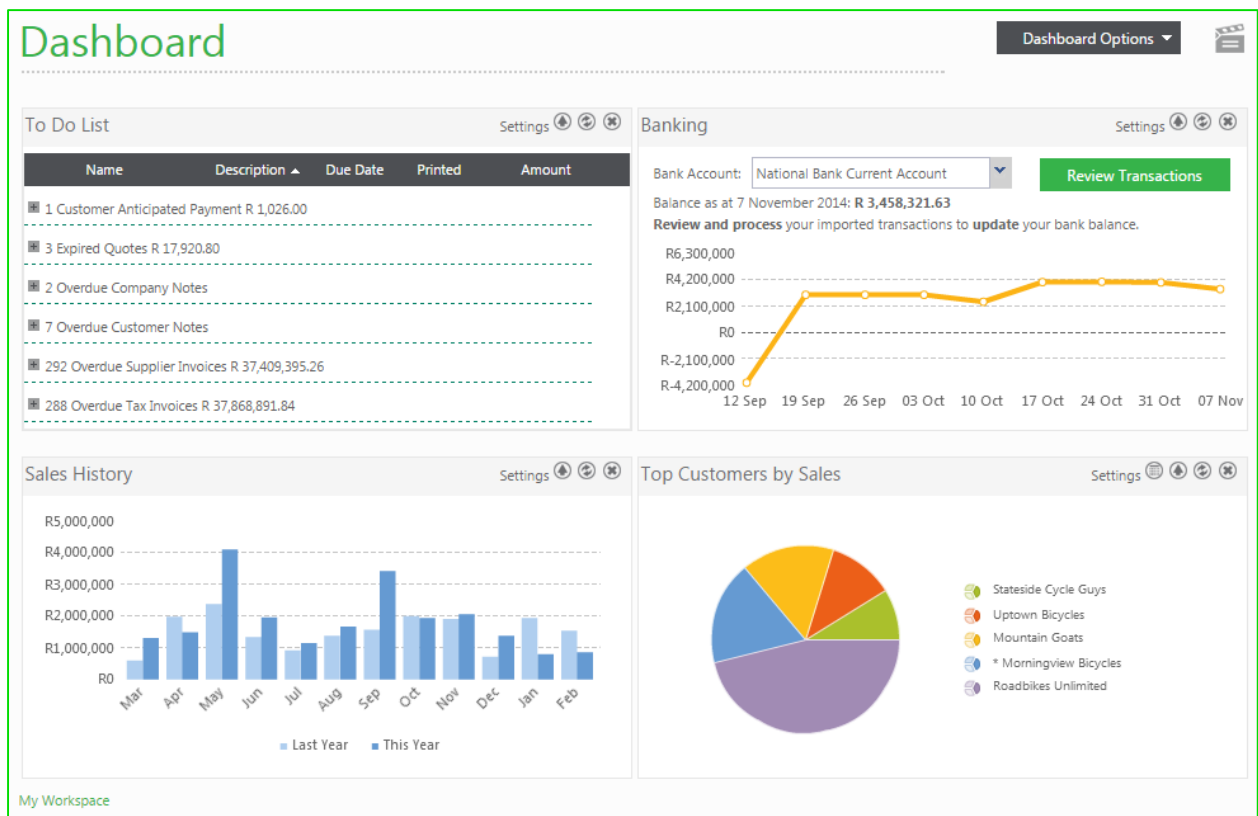
Main Company Dashboard

The main Company Dashboard shows you some key facts about your business:

- The To Do List shows due and overdue customer and supplier invoices, expiring and expired quotes and purchase orders and notes added from customers, suppliers, items, banks and credit cards, accounts and users.
- The Banking widget summarises your bank account activity and gives you an option to import your bank statement. The balance that displays is in date and always displays your current balance. It will also display the date of your last Bank Statement import.
- Sales History shows a graph of total sales for this year, per month.

The Dashboards

You can access this function by selecting the Home menu option followed by the Dashboard option.

You can drill down in each element of the main Company Dashboard either by clicking on the graphic or by clicking on the detail links. You can customise some of the elements for more information. For example, if you select Edit on the Sales History graph, you can select to include customer returns. The symbols on each view are described below.

Symbol	Description
	Use this tool to minimise the view. You will see only the heading bar for the view. Select the option again to maximise the view.
	This tool refreshes the view with any changes you have made. For example, if you edit the Sales History graph to include customer returns, you must refresh the view to show the new information.
	You can close a view by clicking on this tool. This tool does not close the view permanently. If you open the Dashboard again, the view will be back. If you want to remove a view, you must select the Add Widget option and unselect the view.
	Use this option to display your information in a chart format.
	Use this option to display your information in a table format.

Should you want to add more "snapshot" screens to the main Company Dashboard, click on Dashboard Options followed by Add Widget and select the views that you want. You can unselect views by deselecting their boxes. Save your selection when you are finished.

If you want to go back to the default dashboard settings, you can do so by clicking on the Reset Dashboard option.

The Dashboards

Customer Dashboard

You can access this function by selecting the Home menu option followed by the Customer Dashboard option.

The customer dashboard displays all necessary customer related information.

Supplier Dashboard

You can access this function by selecting the Home menu option followed by the Supplier Dashboard option.

The supplier dashboard displays all necessary supplier related information.

Item Dashboard

You can access this function by selecting the Home menu option followed by the Item Dashboard option.

The item dashboard displays all necessary item related information.

Financial Dashboard

You can access this function by selecting the Home menu option followed by the Financial Dashboard option.

The financial dashboard displays all necessary financial related information such as your income versus your expenses, your profits and losses as well as the banking widget.

Accountant Dashboard

If you are an accountant, you will have another dashboard available for selection in the Home menu. The Accountant Dashboard displays all necessary accountant related information such as the company tax information, your notes that was created and posted to you. You will see the Profit and Loss of the company and will also be able to set up Bank Feeds for the company through the Banks and Credit Cards widget.

My Workspace

Sage One Accounting has a separate working area called the Workspace. Instead of selecting your dashboard you are allowed to view the My Workspace page.
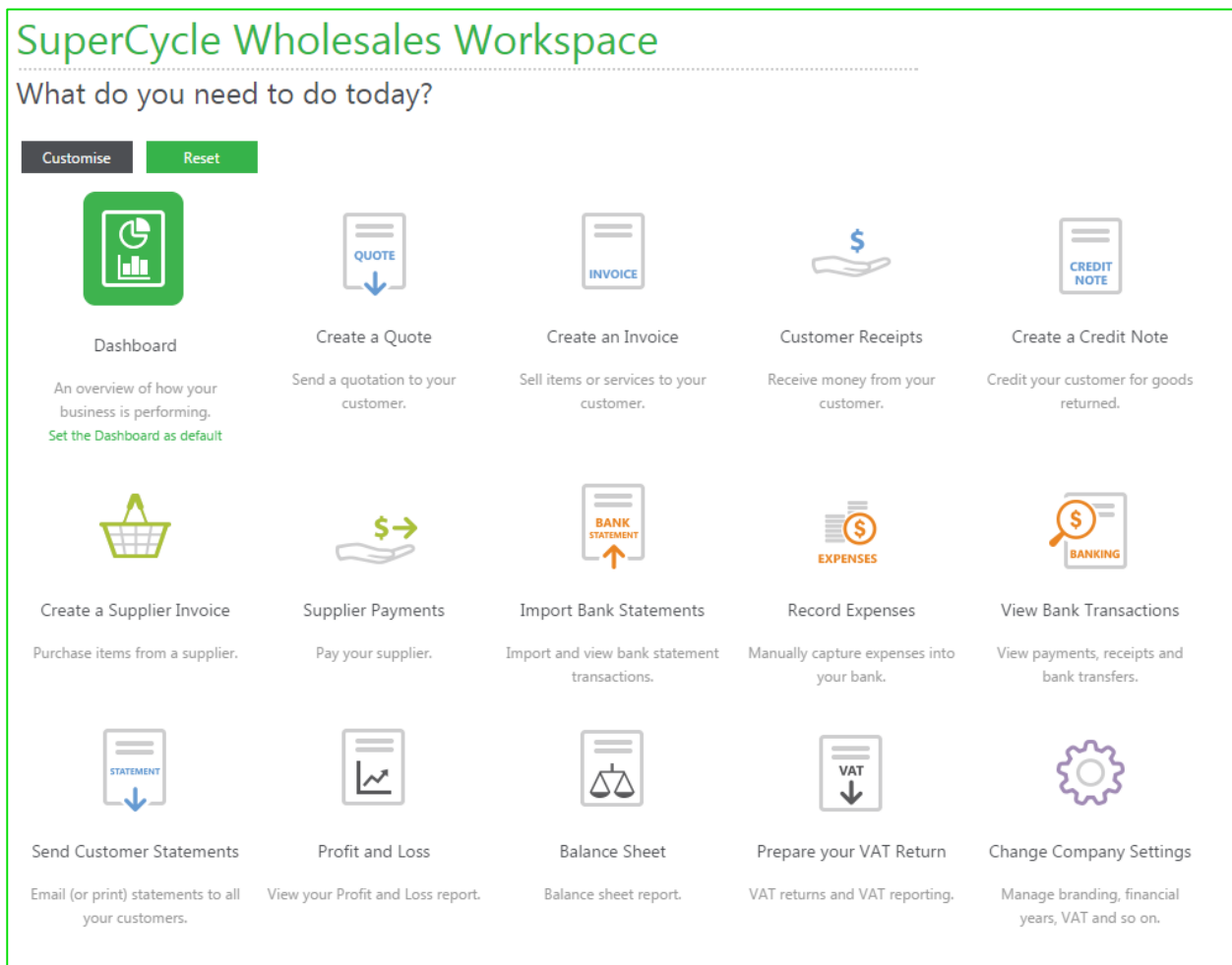
These are icons which will quickly link a user to the most important features in the software. You can customise the workspace to only include the functions that you need. Sage One Accounting allows you to even rename the heading and the details for each icon (link).

You can also reset the original workspace and you can reset the Dashboard to be the default Home Page.

For more information on this feature, visit the Sage One Accounting Help Files.

Choosing the Dashboard you want to display

Only users have the option to choose the dashboard they want to display when logging into Sage One Accounting.

To access this function, select the My Profile link at the top of the page followed by the Preferences tab.

Select the Default Dashboard to display from the drop down menu. When you log into Sage One Accounting, the dashboard that you selected will display.

Quick Views

Sage One Accounting allows you to view customer, supplier, item, account and bank account information, while you are processing documents and/or transactions.

There are various ways of accessing these Quick Views, namely via the:

- Quick View Menu
- Master File selection field
- Master File Maintenance Screen

Quick View Menu

The Quick View menu lists the different types of information you can view.
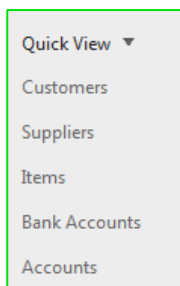
Select the master file from the menu.

The following screen displays:
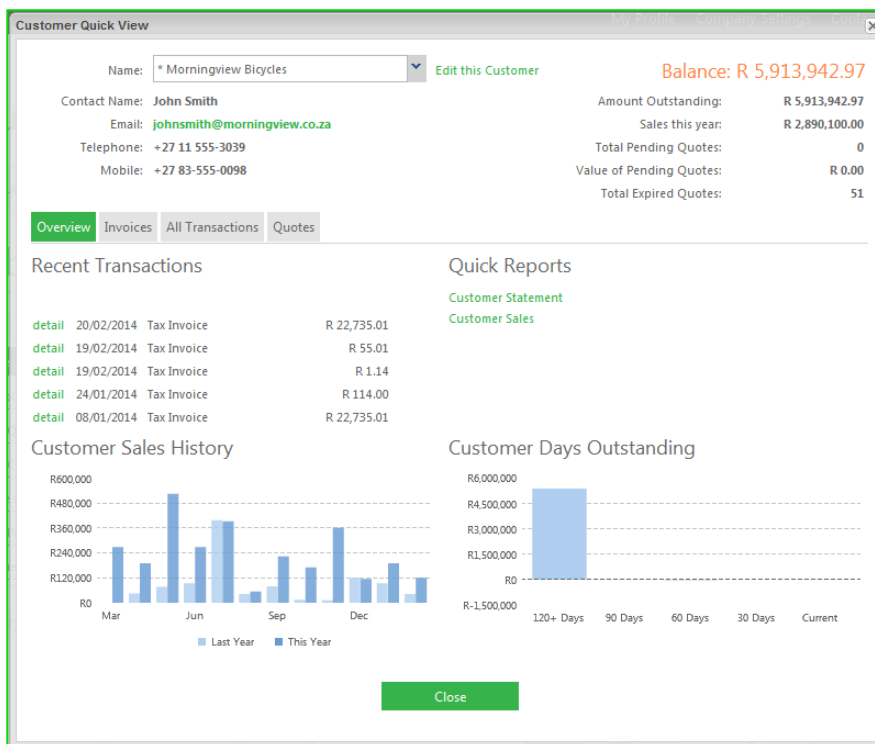
Quick Views

The system will populate the information of the selected master file record in the grid.

The Quick View screen details the latest transactional activity on the selected master file record. The balance displayed on the right hand side of the grid represents either an outstanding balance and/or current balance for the selected master file record. The screen also displays the Sales History and Customer Days Outstanding in a graph.

On all the other tabs, to view the original document or transaction, click on the detail link next to the document or transaction.

If you want to print or email all of the documents or transactions, click on the Select All button. To deselect your selection, click on the Deselect All button. You can also include paid invoices to print form this screen.

To print or email selective documents or transactions, check the check box next to any document or transaction that you want to print or email.

After you have made your selection, select whether you want to print or email the documents or transactions, by clicking on the Print Invoices or Email Invoices button at the bottom of the screen.

To exit the Quick View screen, click on the Close button.

Reports

Reports are available both in the Reports menu and from the many Reports sections on screens in Sage One Accounting. You are able to drill down to the transactions by clicking on a line in the report if the reports are printed in detail.

You can change the dates to preview the report for in the Date Range drop down menus. Click on the Refresh button to refresh the details on the report.

In this section, we list the reports available in the Reports menu.

Customer Reports

Report	Summary
List of Customers	This report displays customer details. You are able to print the report in a summary form or with all of the customer details. If you drill down to the customer account, you are able to view the customer statement. You can include user defined fields in the report.
Sales by Customer	In this report, you can see details of the documents that have been processed to a range of customers in a date range that you can select. You are able to view the report in detail or summary. You are able to drill down to documents from this report.
Sales by Sales Rep	This report analyses all the sales that was made by the Sales Reps.
Customer Balances – Days outstanding	This reports shows you how long your customer balances have been outstanding. You can also select to print the report for specific categories if you are using categories.
Customer Statement	You use this option to send statements to customers indicating how much they owe you. You are able to print the reports out on paper to mail to your customers or you can select to email the statements. You can also specify a category to print for.
Customer Transactions	This report shows all of the transactions that you have processed to customer accounts. You can select to print only active customers and customers in specific categories.
Emails sent to Customers	This report shows details of customer documents that were emailed. You can view, print or email the report.
Customer Invoices	This report lists all the invoices with the Exclusive, Tax and Inclusive amounts sent to customers.
Customer Quotes	This is a list of quotes with the Quote Status and Sales Rep.
Customer Quotes by Customer	This report analyses your quotes by Customer.
Customer Unallocated Receipts	This report lists unallocated receipts by Customer

Supplier Reports

Report	Summary
List of Suppliers	This lists your supplier information. You are able to print the report in a summary form or with all of the supplier details and you can include user defined fields. If you drill down to the supplier account, you are able to view the statement.
Purchases by Supplier	This report displays the items that you have bought from each supplier. You are able to select to include supplier returns in the report.
Supplier Balances – Days outstanding	This shows you for how long your supplier balances have been outstanding. You can select to only include active suppliers and you can print in summary or in detail.
Supplier Statements	You use this to indicate how much you owe the suppliers. It is usually sent to your supplier with your payment, and is sometimes called a remittance.
Supplier Transactions	This lists all of supplier transactions per supplier, including invoices, payments, and so on.
Supplier Invoices	This report lists all the invoices with the Exclusive, Tax and Inclusive amounts sent to suppliers.
Supplier Purchase Orders	This is a list of all Purchase Orders.
Supplier Purchase Orders by Supplier	This report analyses the purchase orders by Supplier.
Emails Sent to Suppliers	This report shows details of supplier documents that were emailed.
Supplier Unallocated Payments	This report lists unallocated payments by Supplier.

Item Reports

Report	Summary
Item Listing	This lists the item details, either in summary or in detail. You can optionally include user defined fields on the report.
Sales by Item	This analyses sales by item, showing your gross profit on sales as an amount and a percentage.
Purchases by Item	This analyses purchases by item and can be printed for a specific category. You can also select to print information for only service items, physical items or both.
Item Movement	This shows movement details for items. It is useful for tracking how many items were bought and sold in a particular time frame.
Item Valuation	This report shows you the value of stock that you have and can be printed at either an average cost price or the last cost price.

Customer Quotes by Item	This report analyses your quotes by item.
Supplier Purchase Orders by Item	This report analyses the purchase orders by item.
Price Lists Report	This report lists the items with the selected Price Lists.

Sales and Purchases Reports

Report	Summary
Sales by Customer	In this report, you can see details of the documents that have been processed to a range of customers in a date range that you can select. You are able to view the report in detail or summary. You are able to drill down to documents from this report.
Sales by Item	This analyses sales by item, showing your gross profit on sales as an amount and a percentage.
Sales by Sales Rep	This report analyses all the sales that was made by the Sales Reps.
Purchases by Item	This analyses purchases by item and can be printed for a specific category. You can also select to print information for only service items, physical items or both.
Purchases by Supplier	This report displays the items that you have bought from each supplier. You are able to select to include supplier returns in the report.

Bank and Credit Card Reports

Report	Summary
Bank and Credit Card Listing	A list of bank and credit card details with the balance of each account on the date that you specify.
Bank and Credit Card Transaction Listing	This shows transactions that you have processed per bank account and/or credit card account, showing the total value of the transactions that have been processed.
Cash Movement	This shows the movement of cash in and out of the company in a time frame that you select. The report also shows the value of inter-account transfers that have been done.
Cash Flow Report	This report details your cash inflows and outflows.
Bank Feeds Audit Trail	This report shows the status of when bank feeds were refreshed.

Accounts Reports

Report	Summary
Account Transactions	This lists transactions processed in the different accounts with totals for the date range that you have selected.
List of Accounts	This lists the accounts with their categories and balances.

VAT Reports

Report	Summary
VAT 201 Calculation Report	This is a calculation report to assist with the submission of your VAT 201.
VAT Summary Report	This report is a summary view of your VAT Payable per month.
VAT Report	This report shows VAT transactions for reporting to the VAT authorities. This report details the VAT payments and refunds as well. It can be printed in detail or summary. Check the Offset Credits on Sales / Purchases check box to offset credits against sales or purchases. Uncheck the check box to show these separately. This option only applies to customer and supplier credit transactions.
VAT Payment and Refunds	This lists the payments made and refunds received from the revenue service and can also be printed from the Accountant's Area.
VAT Audit Report	This report lists all the emailed invoices and credit notes.
VAT Transactions Report	This report display transactions processed in the date range selected. Transactions processed and marked as part of different VAT periods and returns may be displayed.

Financial Statements

Report	Summary
Profit and Loss Report	This report details your company's income and expenses. It is often called an Income Statement. If you apply for a loan, you will often have to provide a copy of this report as it shows the short term profitability of your company.
Balance Sheet	This report details your company's assets such as vehicles you have bought, your item value and money owed by customers and liabilities such money owed on loans and to suppliers. If you apply for a loan you will often have to provide this report as it gives an indication of the long term sustainability of your company.
Trial Balance	This report details your account balances and indicates whether your business made a profit or loss, after tax, for the specified period.

Asset Reports

Report	Summary
Asset Report	This report lists all your assets.

Budget Report

Report	Summary
Budget Report	This report shows you the breakdown of the budget that you created.

Other Reports

Report	Summary
To Do List	This report shows notes that are due or overdue on customers, suppliers, items and accounts. You can also view expired quotations and overdue purchase orders.
Audit Trail	This report shows the date and time that transactions were processed and can also display the user that processed the transaction.
System Audit Trail	This report shows when values were changed and by which user.

Sage One Custom Layout Designer

Sage One Accounting allows you to customise the following:

- Customer Documents
- Customer Statements
- Supplier Documents
- Supplier Statements

To download this application, visit the Sage One Accounting website's Downloads section.

The Sage One Custom Layout Designer is a desktop tool that you can download and use to create your own customer and supplier invoice and statement layouts.

Steps to customise:

- Load the Sage One Custom Layout Designer. Choose the type of layout to customise.
- Change the layout for your business. Note: Your company logo cannot be added onto the layout you are customising. Ensure that your company logo has been selected under your Company Settings – Document Setup and Logos.
- Save the layout.
- Under Company Details – Report Layouts, choose the customized layout you wish to use for each report.

For more information regarding this feature, visit the Sage One Accounting Help Files.

Favourites

The Favourites menu gives you access to your most-used pages in Sage One Accounting, with the option to manage your favourites, re-arrange your Favourite menu options or even add the current page as a Favourite.

The Favourites option is allocated on your main menu bar:
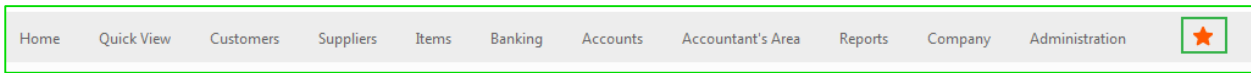
For more information regarding this feature, visit the Sage One Accounting Help Files.

Accountants Edition

The Sage One Accounting Accountants Edition allows you to view all of your Sage One Accounting clients in one place, making it easy to manage and access. You get access to exactly the same Sage One Accounting functionality as your clients, plus added features to help you manage your clients and tasks.

The following features are available in the Accountants Edition of Sage One Accounting:

- My Clients
- To Do
- Accountant Dashboard
- Secretarial Information

For more information regarding this feature, visit the Sage One Accounting Help Files.

Time Tracking *BETA*

Time is money – and our all-new Sage One Time Tracking beta is designed to help you track your time and make sure you get paid for it!

- Set up your projects and tasks.
- Set budgets, task rates and billing preferences for each project.
- Start capturing time.
- Invoice out time linked to your timesheet entries or manually invoice out tasks linked to a project.
- Link expenses to projects and optionally recharge them to your customer.

Start tracking your time now by signing up for the beta! Log in to your account, choose the link on your Dashboard or Workspace and sign up - someone from the Sage One team will be in contact with you!
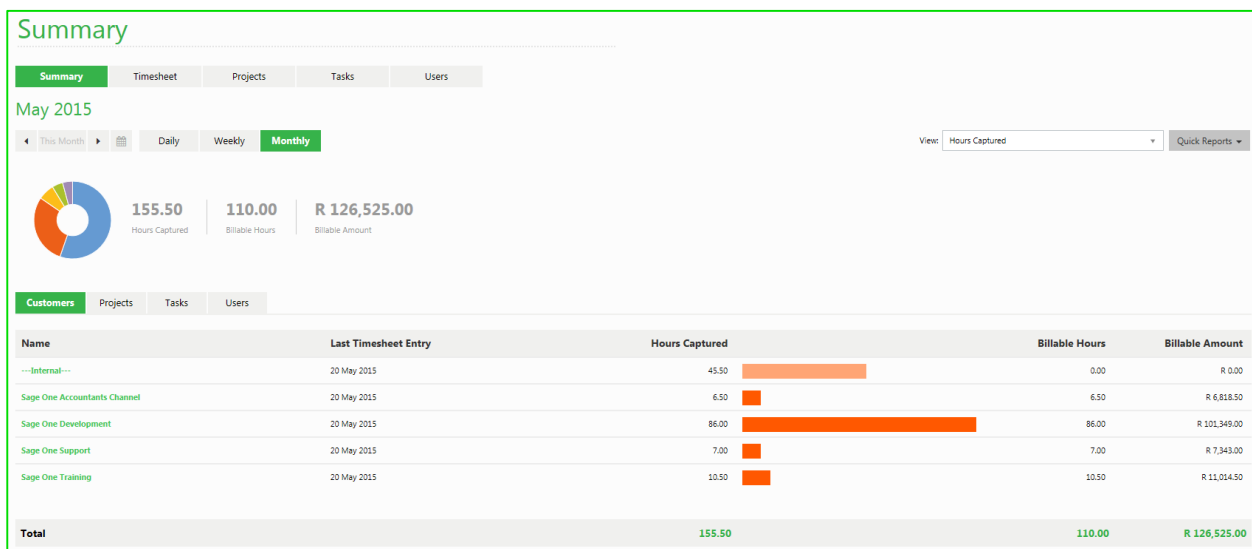
For more information regarding this *Beta feature, visit the Sage One Accounting Help Files.

Multi-Currency *BETA*

The Sage One Multi-Currency Beta is available by request only.

You can:

- Send invoices and purchase in different currencies.
- Set up bank accounts in other currencies.
- Get the latest end of day Exchange Rate automatically from Sage One.
- Manage currency fluctuations easily - Sage One calculates your unrealised and realised foreign exchange gains or losses automatically.
- Print statements and reports in foreign or home currency.

For more information regarding this *Beta feature, visit the Sage One Accounting Help Files.

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