

POWER TO RUN YOUR BUSINESS



Sage 50 Accounts User Guide

Powerful accounting software for growing businesses



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Read This First

This document is the Sage 50 Accounts User Guide. It is intended to be read by all users of the Sage 50 Accounts software, and is designed to guide users through all the tasks associated with installing, setting up, and running the system.

The guide is divided into a number of chapters, which fall into logical groups.

The first two chapters are concerned with installation and helping you get started using the software. They are intended mainly for new users.

- Welcome to Sage 50 Accounts

This chapter describes how to install the software onto your computer, how to register it, and the support and training options available to you.

- Getting Started with Sage 50 Accounts

This chapter describes how to access the software for the first time and how to use the demonstration data to get used to the way in which the system works. It also provides a “guided tour” of the Sage 50 Accounts desktop.

This chapter also gives you an overview of the tasks involved in setting up Sage 50 Accounts ready for use, and a description of the administrative and maintenance tasks which need to be carried out from time-to-time to help keep it running smoothly.

The next three chapters describe how to set up Sage 50 Accounts. New users will need to carry out the tasks described in these chapters in order to provide the software with the information it needs to satisfy the accounting needs of your organisation. Existing users will carry out these tasks from time-to-time, to help keep their information up-to-date.

- Setting up Sage 50 Accounts

This chapter describes how you define various system settings, preferences and defaults.

- Setting up your Chart of Accounts

This chapter describes how to set up and maintain a chart of accounts.

- Setting up Records

This chapter describes the tasks involved in maintaining records, including nominal accounts, bank accounts, customers and suppliers, products, and projects.

Chapters 6 to 12 cover the full range of accounting tasks. You will only need to carry out those tasks which are appropriate to your organisation. The content of each of these chapters is designed to match the way in which the functionality of the software is divided into navigation groups.

- Company Tasks

Company tasks include: forecasting cash flow; credit control and managing bad debts; prepayments and accruals; managing fixed assets; preparing Intrastat declarations and VAT returns; entering scale charges; carrying out month end and year end processing; entering journals; and clearing down and compressing old data.

- Banking Tasks

Banking tasks include: recording receipts, payments, and transfers; reconciling accounts; creating and processing recurring transactions; and managing petty cash.

- Customer Tasks

These include: setting pricing and discounts; handling quotations and proformas; sales order processing; handling invoices; dealing with recurring transactions; receiving customer payments; and managing credit notes.

- Supplier Tasks

These include: supplier pricing; processing purchase orders; entering invoices, payments, and credit notes.

- Product Tasks (Stock)

These include: stock taking; recording adjustments in and out; handling shortfalls and stock returns; managing bills of materials; and allocating and issuing stock.

- Project Tasks

Project tasks include: setting up a project; applying costs; working with purchase orders; enquiries, analysis and reporting; billing the customer; and completing the project.

- Reporting

Sage 50 Accounts provides a wide range of financial and management reports.

The final group of chapters describes particular tasks, which can be performed using Sage 50 Accounts but which may not be required by all companies. These include:

- Support Tools

Support tools are options and utilities designed to save you time, so that you spend less time entering data and more time running your business.

- Working with Foreign Currencies and Accounts

This chapter contains information on how to handle foreign currency accounts and transactions in Sage 50 Accounts, and includes the use of the Foreign Trader feature and the Foreign Bank Revaluation Wizard.

- Recording Opening Balances

If you are a new user of Sage 50 Accounts, you will need to enter a series of opening balances. This chapter takes you through the process of entering your opening balances, from gathering a list of your opening figures to entering the opening balances on your nominal, bank, customer, supplier and product records.

Other Sage 50 Accounts documentation

In addition to this User Guide, the following user documentation is also provided, both on your disks and in the program from the Help Menu:

- Introduction to Accounts
Use this guide to explore and understand the fundamentals of double-entry bookkeeping, and learn about key accounting concepts.
- Sage 50 Accounts Opening Balances
With this guide you can explore the process of entering your opening balances.
- Sage 50 Accounts for Charities
This guide explains how to tailor Sage 50 Accounts for a non-profit making organisation. It focuses particularly on fund analysis and SORP reporting.
- Getting Started with Excel Integrated Reporting for Sage 50 Accounts
This guide aims to introduce the basic concepts of integrating Microsoft® Excel with your Sage 50 Accounts data.
- Transaction e-Mail
This guide explains how to set up, register, and use Transaction e-Mail, which allows you to send and receive paperless invoices and orders.
- Sage 50 Accounts Construction Industry Scheme (CIS)
The Sage 50 Accounts CIS module is designed for anyone, who carries out construction work in the UK as a contractor, and is registered to the Construction Industry Scheme (CIS). The guide describes the features of the CIS module, and how it is integrated with Sage 50 Accounts.

The information provided in these guides is intended to complement the material provided by this document, the main Sage 50 Accounts guide.

These documents are supplied in electronic format, as .PDF files, and are available as options from the menu displayed when you start installation of Sage 50 Accounts and, after installation, from the Sage 50 Accounts Help menu option.

We hope you will find the documentation comprehensive. If you want to send us your comments, please e-mail the Sage SBD Documentation Team at SageR&DTechnicalAuthors@sage.com.

Instructions in This Guide

Sage 50 Accounts is a fully Windows compatible product which means that all the usual windows elements are used. This User Guide also uses the same terminology and instruction conventions that are used in your Windows User Guide, so, if you are familiar with Windows, you will already know how to navigate around your Sage 50 Accounts program. If you are not, the basic elements of Windows are described in this chapter.

This guide takes you through many different procedures, step-by-step, such as recording a payment or running a report. To make it easy for you to follow, these instructions are written using the following conventions. For example, a step by step procedure always starts in the same format and continues as a series of numbered steps, as shown below.

Examples

1. Select Customers > Invoice List.

Note: This instruction should be read as "select the 'abc' navigation group from the navigation bar on the left hand side of the window and then select the 'xyz' Task or Link option".

2. Select a record you want to delete from the Records list.
3. Click Delete.

Note: If during a procedure you are asked to type specific text into a box, this text is always shown in boldface, as shown in step 3 below.

4. In the Command Line text box type **d:\setup.exe** and then press ENTER.

If you are required to press a specific key on the keyboard, this key is shown in CAPITAL LETTERS. You will notice that the key you needed to press in step 3 above, the ENTER key, is written in capital letters.

Italic text is used to refer you to other sections of the guide, for example:

5. To print your VAT Return, click Print. For more information, see *Managing your VAT* on page 268.

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Chapter 1

Welcome to Sage 50 Accounts

The chapter guides you through the process of installing Sage 50 Accounts and explains each step of the ActiveSetup Wizard.

Once you've installed Sage 50 Accounts, we'll look at registering the program and discuss your support and training options.

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Introduction to Sage 50 Accounts

Sage 50 Accounts is the UK's most popular small business accounting solution and is recommended by over 90% of accountants. It is designed to streamline all your accounting routines, reduce data entry and save you time. The program integrates seamlessly with other Sage products, as well as with Microsoft® Office software, to create a complete business management system, offering multi-user and multi-company configurations to suit all business types.

Sage 50 Accounts will save you time and money and is ideal if your business is growing or developing. Sage 50 Accounts will assist you in managing your business in the following areas:

- **Managing your Customers**

As your customer base expands it is important to be responsive to their needs by having instant access to their individual details. These would include their contact details, purchase history, credit and trading terms.

- **Managing your Products**

However complex your business, Sage 50 Accounts can help you streamline your stock management, production and order fulfilment.

- **Managing your Suppliers**

Your suppliers can be just as important as your customers and Sage 50 Accounts provides you with everything you need to keep track of what you buy and how much you are paying.

- **Managing your Accounts**

Having full access and control over your accounts puts you in a strong position to make confident, informed decisions moving forward with the knowledge that all transactions are visible and have been fully accounted for.

- **Managing your Finances**

Sage 50 Accounts helps you manage your finances and assists you when preparing your regular financial reports. As soon as you have entered your first transactions you can use these reports to study how your business is performing.

- **Managing your Business**

Sage 50 Accounts is designed to help you manage your business work as efficiently as possible providing you with more control of your accounts.

- **Managing your Funds**

Aimed at non-profit/charitable organisations to analyse funds and prepare accounts based on an 'accruals' or 'receipts and payments' basis. Information about funds is supplied separately to the Sage 50 Accounts User Guide in portable document format (PDF). To view this information, once Sage 50 Accounts is installed, from the Sage 50 Accounts menu bar, select Help > Charities.

Installation

This section guides you through installing a single user version of Sage 50 Accounts for the first time. If you are installing a network version, or are upgrading from a previous version of Sage 50 Accounts, refer to 'Installing and Upgrading to Sage 50 Accounts'. This is a separate document to this guide, supplied as a PDF. When you install Sage 50 Accounts you have to option to view this information. This information is also provided in the booklet provided with the Sage 50 Accounts installation CD.

New users of Sage 50 Accounts (single user) should follow these instructions.

Note: You must ensure that you are logged onto your computer as 'Administrator', or as a user with administrative access rights, before attempting to install Sage 50 Accounts. The installation process cannot proceed if you do not have sufficient access rights.

1. Shut down any other programs you are running.
2. Put the Sage 50 Accounts CD into your CD-ROM drive.

If the Sage menu does not appear automatically after a few moments, open the Start menu from the Windows menu bar, choose Run and then type **d:\start** in the Open text box.

Note: If your drive letter is different to those shown above, replace them with the appropriate letter.

The Installation main menu appears.

3. Before you begin to install Sage 50 Accounts, select 'Readme'. This contains any additional or late-breaking information about your Sage product.

Note: Sage 50 Accounts 2008 requires Microsoft® Internet Explorer version 6 to run. If you do not have Internet Explorer version 6 on your computer, a warning message appears advising you that you must install it before you continue with the Sage 50 Accounts installation. Install Internet Explorer from the Sage 50 Accounts CD, then start the Sage 50 Accounts 2008 installation again.

4. Click Install and follow the on-screen instructions.
5. When the installation is complete, click Finish.

You can now close the installation menu.

A Sage Accounts shortcut is created on your desktop, so that you can double-click this icon to start the program.

If prompted, restart your PC.

You are now ready to run your Sage 50 Accounts program for the first time.

The ActiveSetup Wizard

The first time you open Sage 50 Accounts, the ActiveSetup Wizard appears. The ActiveSetup Wizard is a series of screens, which capture information such as the company address, your VAT details and whether you are installing Sage 50 Accounts for the first time or upgrading from a previous version.

Before you start Sage 50 Accounts for the first time, gather the following information you need for the ActiveSetup Wizard.

Information needed	Where to find it
☐ The name of the Chart of Accounts (COA) that best suits your company. There are several COA supplied with Sage 50 Accounts that support different business types. For example, you can choose from building, charities, medical, agriculture, garage and transport. See <i>Chapter 4, Setting Up your Chart of Accounts</i> .	Your previous bookkeeping method or your accountant.
☐ Company legal name and address	The company owner or your accountant.
☐ The company's financial year start date.	Your previous bookkeeping method or your accountant.
☐ VAT details, if you collect VAT, sell or purchase goods from EC member states. ■ VAT registration number. ■ The VAT scheme the company uses (standard or cash accounting)	Your local tax office or accountant.
☐ The currency your company operates in.	Your previous bookkeeping method.
☐ The program activation numbers: ■ Serial Number ■ Activation Key	Either on the important information sticker sheet in your product box or on the advice note that accompanies your Sage product. If you cannot find the numbers contact the Sage Customer Care department.

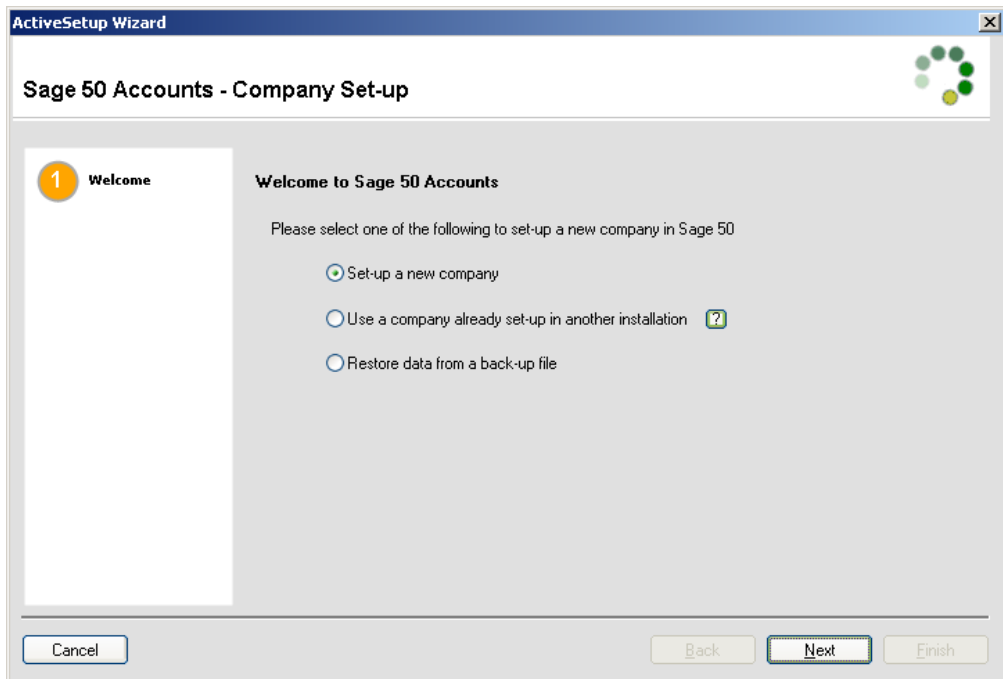
Details on how to enter this information into the ActiveSetup Wizard follow.

Access Sage 50 Accounts

To open Sage 50 Accounts, double-click the Sage icon on your desktop.

To use ActiveSetup enter your company information into the relevant boxes. Click Next to progress onto the next step or click Back to return to the previous step to re-enter or edit any information. If you need additional help on any of the screens in the ActiveSetup Wizard, press F1.

Step 1: Welcome



You can choose from three options on the Welcome window. The option you select determines those window(s), which subsequently appear.

You can choose:

- I would like to set up a new company:

Single User Version: Select this option if you are installing the program for the first time on the computer.

Multi-User Version: Select this option if you are installing the program for the first time and this is the computer that will hold the company data (PC1).

- Use a company already set up in another installation.

Single-User Version: Select this option if you want to use data from an existing installation of Sage 50 Accounts, either on your own PC or on a networked computer. Selecting this option copies the existing data, making it available for you to use in this installation of Sage 50 Accounts.

Multi-User Version: if you use the multi-user version and this is the computer that holds the company data (PC1), select this option. Enter the drive letter and directory path to the existing data, or click Browse to search for the data on the computer.

If you don't know the location of the company data you can instruct Sage 50 Accounts to search for existing data. On the subsequent Installation screen, select the 'Search Local' or 'Search Wide' options and click Next. The most recent data is listed first. Select the company data you want to use.

Additional information is provided in the wizard by clicking on the icon:



- Restore data from a back-up file.

Single-User Version: Use this option if you have existing data files in the form of a Sage backup. For example, you might select this option if you are reinstalling Sage 50 Accounts on a new computer, or if you are installing your new program for the first time on a computer that doesn't have an existing version of Sage 50 Accounts on it, but you have a set of data that you want to use with your new program.

Multi-User version: if you are preparing a multi-user version and this is the second computer (PC2) that accesses the company data held on PC1, select this option.

Enter the drive letter and directory path to the company data held on PC1, or click Browse to search for the data across the network.

When you have made your selection, click Next to proceed.

New Company - Window 2 - Enter Company Details

Enter the your company information on the Enter Company Details window, similar to the following fictitious example:

ActiveSetup Wizard

Sage 50 Accounts - Company Set-up

Enter Company Details

1 Welcome
2 Company Details
 3 Business Type
 4 Financial Year
 5 VAT
 6 Currency
 7 Activate Program
 8 Finish

Company Name : Classic Wine Company Ltd
 Street 1 : 180 Addysmith Street
 Street 2 : South Heaton
 Town : Newcastle upon Tyne
 County : Tyne & Wear
 Post Code : NE6 5TY
 Country : United Kingdom GB
 Telephone Number : 0191 2650710
 Fax Number : 0191 2650720
 e-Mail Address : classic.wine@sage.com
 Website Address : http://www.classicwine.co.uk
 DUNS Number : 123456789

Cancel Back Next Finish

One of the items on this screen - **DUNS Number** - may not be known to you.

The DUNS Number (Data Universal Numbering System) is a nine digit number, used to identify a business. Use of this numbering system to identify a business is to ensure compatibility with Zanzibar, the UK Government e-purchasing portal. Every e-order and e-invoice that passes through Zanzibar must include a DUNS number.

Please check with your accountant on whether you will need to know this number. It is not a mandatory field.

When you have completed your entries, click Next to proceed.

New Company - Window 3 - Select Business Type

Choose the business type which best fits your needs. Selecting a business type here creates the nominal structure upon which your Profit & Loss and Balance Sheet reports are based. This structure is called the 'chart of accounts'. There are various types of chart of accounts available to select from.

You may already have your own chart of accounts. If this is the case, select the 'Customised' option.

Note: This option creates only a basic chart of accounts. If you use this option, you will have to set up your own nominal codes.

Once again, click on the question mark icon for further information on Customised chart of accounts.



Once you have selected the chart of accounts you want to use, click Next to continue.

ActiveSetup Wizard

Sage 50 Accounts - Company Set-up

1 Welcome
2 Company Details
3 **Business Type**
4 Financial Year
5 VAT
6 Currency
7 Activate Program
8 Finish

Select Business Type

Select one of the following business types and a Chart of Accounts (Profit & Loss and Balance Sheet suitable for your type of business) will be automatically set-up. Select General for a standard Chart of Accounts (recommended).

☐ Accountancy
 ☒ General (Standard Chart of Accounts)

☐ Agriculture
 ☐ Hotels

☐ Building
 ☐ Legal

☐ Charity
 ☐ Medical

☐ Garage
 ☐ Transport

Select Customised, if your Accountant recommends this for your type of business.

☐ Customised

Cancel Back Next Finish

Note: The wizard provides you with a navigation highlight (orange) on the left side of the wizard to illustrate how far through the company setup procedure you have come.

When you have completed your selection, click Next to proceed.

New Company - Window 4 - Select Financial Year

Enter the month and year in which your Financial Year starts.

If you are unsure about the dates of your current financial year, you should contact your accountant. It is important that you get this date right, as you cannot easily change it once you have started entering transactions. For example, Sage 50 Accounts users cannot change this date, without losing all entered transactions.

The date you enter does not have to start at today's date. For example, if today's date was 15th December 2006 and you are entering data from September 2006 to August 2007, your start date would still be September 2006.

The screenshot shows the 'ActiveSetup Wizard' window titled 'Sage 50 Accounts - Company Set-up'. On the left is a vertical progress bar with eight steps: 1 Welcome, 2 Company Details, 3 Business Type, 4 Financial Year (highlighted in orange), 5 VAT, 6 Currency, 7 Activate Program, and 8 Finish. The main area is titled 'Select Financial Year' and contains the instruction 'Choose when your company financial year begins.' Below this are two dropdown menus: 'Month' set to 'April' and 'Year' set to '2007'. A note at the bottom of the main area says 'Contact your accountant if you need guidance.' At the bottom of the window are four buttons: 'Cancel', 'Back', 'Next' (highlighted with a green border), and 'Finish'.

When you have made your selection, click Next to proceed.

New Company - Window 5 - Select VAT Details

Enter your VAT information on this section of the wizard. Indicate whether your company is VAT registered, enter your VAT Registration Number, and select whether your company uses the Cash Accounting or Standard Accounting VAT scheme.

ActiveSetup Wizard

Sage 50 Accounts - Company Set-up

1 Welcome
2 Company Details
3 Business Type
4 Financial Year
5 **VAT**
6 Currency
7 Activate Program
8 Finish

Select VAT Details

Is your company VAT registered?

☒ Yes ☐ No

Enter your VAT registration number

Is your company registered for VAT cash accounting? ☐

☐ Yes ☒ No

Cancel Back Next Finish

Is your company VAT registered?

Indicate whether your company is registered for VAT. Select Yes if your company is registered, or No if it is not.

Enter your VAT registration number

If your company is VAT registered, you will have a VAT registration number. Enter this number in the entry box provided. This number will be printed on the invoices and credit notes that you produce. For more information about VAT registration, please refer to the help topic:

Manage your VAT > VAT Basics > VAT Registration

Is your company registered for VAT Cash Accounting?

Select this check box if you are using the VAT Cash Accounting scheme.

This scheme accounts for VAT on the actual amount of income received and expenditure paid, rather than accounting for VAT as soon as you raise or receive an invoice or credit note as occurs with the Standard VAT scheme.

Note for users in the Republic of Ireland: The Irish VAT Cash Accounting scheme works slightly differently from the UK scheme; it allows you to calculate VAT on the money you receive from your customers and the invoices/credits you receive from your suppliers.

If your computer's Regional Options are set to 'English (Ireland)', selecting the 'VAT Cash Accounting' check box enables you to calculate your VAT according to the Irish VAT Cash Accounting scheme.

If you have any doubts about the VAT scheme you should be using, please contact your accountant.

Once again, click on the question mark icon for further information on VAT Cash Accounting.



When you have made your selections and entries, click Next to proceed.

New Company - Window 6 - Select Currency

ActiveSetup Wizard

Sage 50 Accounts - Company Set-up

1 Welcome
2 Company Details
3 Business Type
4 Financial Year
5 VAT
6 **Currency**
7 Activate Program
8 Finish

Select Currency

Select the currency your accounts will be prepared in.
If the currency is not shown in the list select Unlisted Currency.

Base Currency: Pound Sterling

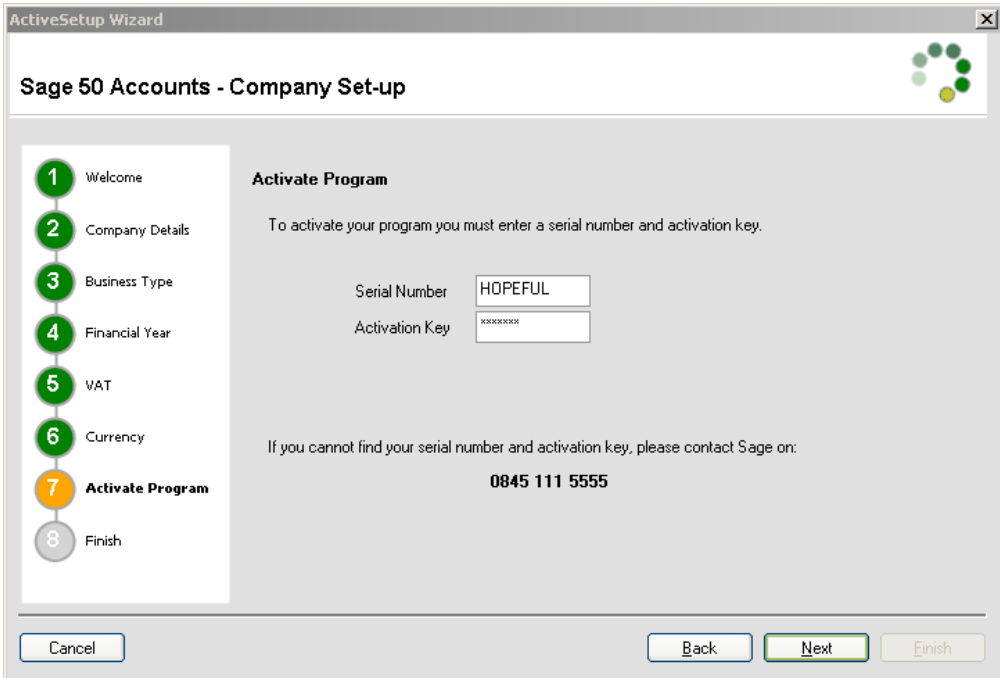
Cancel Back Next Finish

In order to begin trading with customers and suppliers you must specify the base currency that your company uses. It is important that you select the correct base currency now. You cannot change your base currency at a later date.

Select your base currency from the drop-down list. If the base currency that you want to use is not listed, select <Unlisted Currency>. You can then edit this record once you have completed the ActiveSetup Wizard.

When you have made your selection, click Next to proceed.

New Company - Window 7- Activate Program



ActiveSetup Wizard

Sage 50 Accounts - Company Set-up

1 Welcome
2 Company Details
3 Business Type
4 Financial Year
5 VAT
6 Currency
7 **Activate Program**
8 Finish

Activate Program

To activate your program you must enter a serial number and activation key.

Serial Number

Activation Key

If you cannot find your serial number and activation key, please contact Sage on:
0845 111 5555

Cancel Back Next Finish

On this penultimate window, enter your serial number and activation key to activate Sage 50 Accounts.

Serial Number

Enter the Serial Number in this box. If you are a new user, you can find the Serial Number and Activation Key on the Important Information notice that came inside your program box.

If you are upgrading from an earlier version, you will either find your Serial Number and Activation Key on an Advice Note sent from Sage, or from one of our Customer Care technicians.

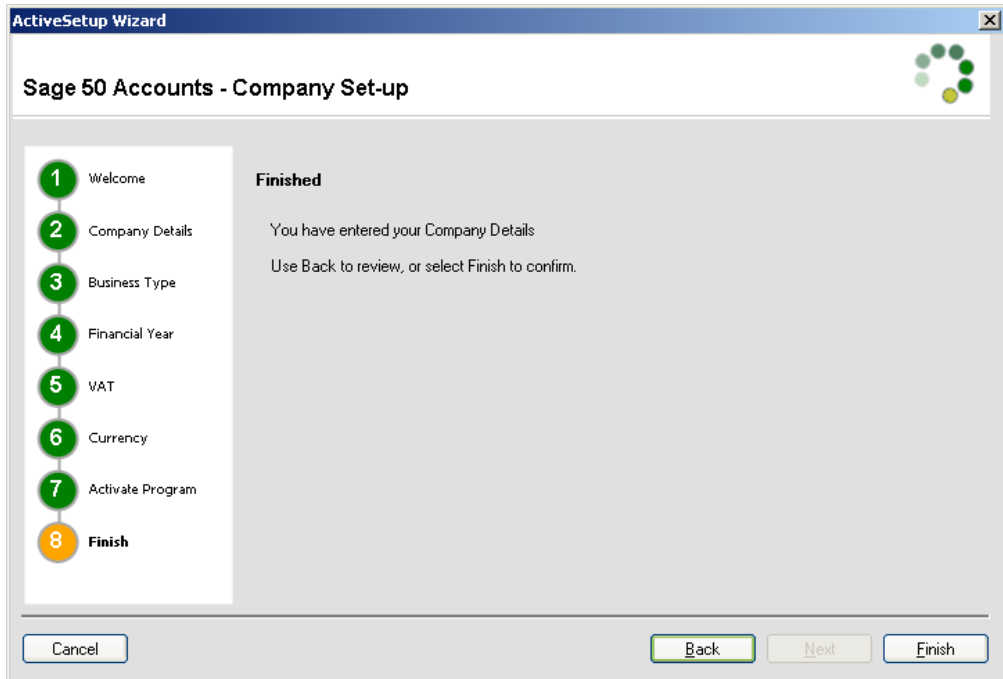
Activation Key

Enter the Activation Key in this box. If you have any problems with your Serial Number or Activation Key, telephone the Customer Care Helpline on 0845 111 5555. Residents of the Republic of Ireland should telephone 01 642 0863. Residents of Northern Ireland should telephone 0845 245 0280.

If your Serial Number and Activation Key entries are valid the wizard will change to the Finish screen. Invalid entries will result in an information message, advising you to check your information and try again.

When you have made your selection, click Next to proceed.

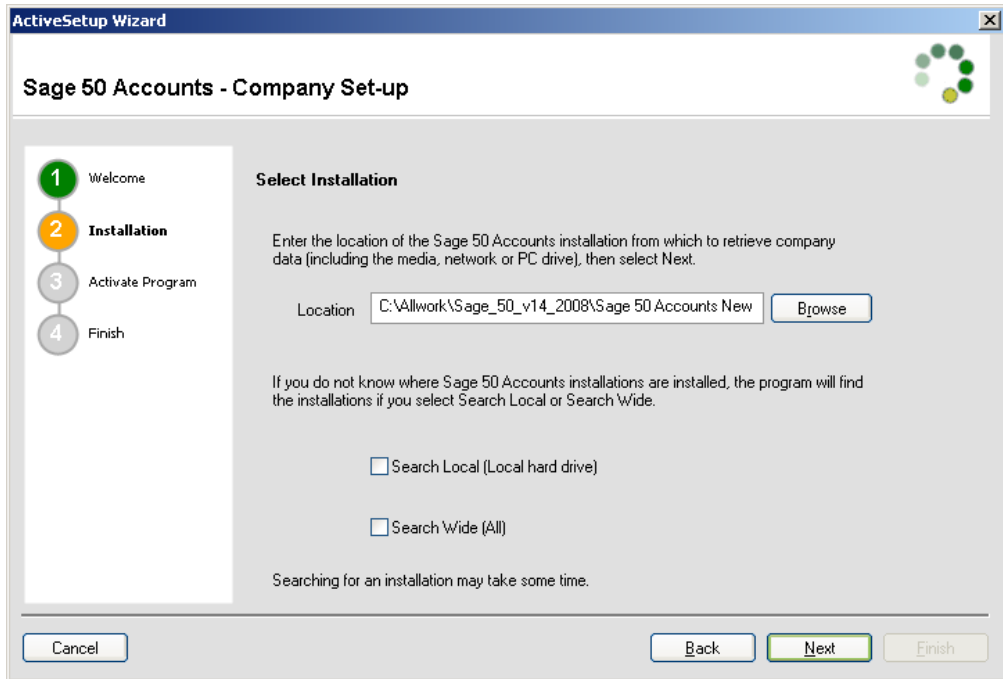
New Company - Window 8- Finished



You have now entered all the information required to set up your company. To review or change any of the details you entered, click Back. Otherwise, to complete the ActiveSetup Wizard and create your new company in Sage 50 Accounts, click Finish.

You have now completed the ActiveSetup Wizard.

Existing Company - Window 2 - Installation



If you decided to use company data from an existing installation of Sage 50 Accounts, either on your own PC or on a networked computer, this installation window appears.

Use this window to enter the drive letter and directory path, where your existing data is located. If you are unsure of the exact path, click Browse to locate the existing data.

Alternatively, use the Search options to search your local hard drive or network for your existing data. To search your own computer, select the 'Search Local (local hard drive)' option. To search computers linked to your own on a network, select 'Search Wide (All)'.

Selecting the 'Search Wide (All)' option excludes your local hard drive from the search. In addition, choosing this search option may make the search take longer than it would if you searched only your own computer's hard drive.

Note for Multicompany Users: When you are creating a new company and choose the 'Use a company already set up in another installation' option to link to existing data, these search options do not appear. You must enter the location of the data you want to connect to in the Location box on the 'Select Installation' window of the wizard.

Window 2a - Location of existing Sage 50 Accounts installation

This window only appears if you selected one of the search options on Window 2. Select one or more of the installations displayed in the list to retrieve your existing Sage 50 Accounts company data.

If you have a multicompany licence and want to retrieve the data of two or more companies at the same time, select all the installations you want to connect to. If you choose to do this, the ActiveSetup Wizard converts each company's data in turn and creates a new company for each within Sage 50 Accounts.

When you have made your company data selection, click Next to proceed.

Existing Company - Window 3 - Activate Program

Note: This window only appears if the ActiveSetup Wizard does not find existing program registration details on your computer. If the wizard does find these details on your computer, this window does not appear and instead the 'Finished' window is displayed.

Functionality on this window is the same as that described in *New Company - Window 7- Activate Program* on page 12.

Existing Company - Window 4 - Finished

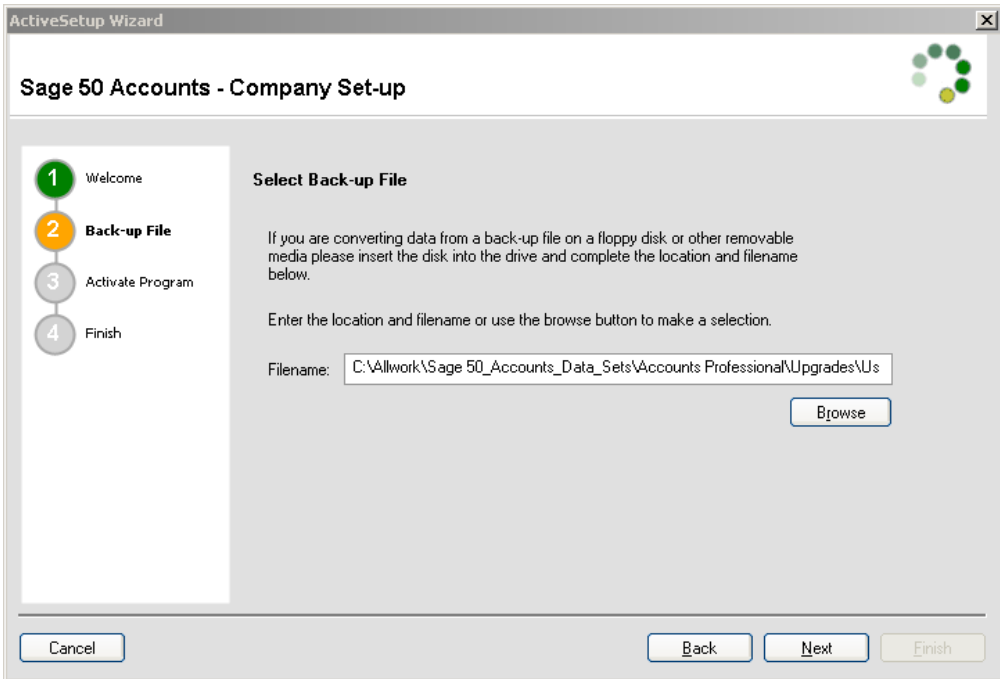
Functionality on this window is the same as that described in *New Company - Window 8- Finished* on page 13.

a. To review or change any of the details you entered, click Back. Otherwise, to complete the ActiveSetup Wizard and create your company in Sage 50 Accounts, click Finish.

Restore from Backup - Window 2 - Select Backup File

If you chose to restore data from a back-up file, then this is the second window displayed.

You might have selected this option if you are reinstalling Sage 50 Accounts on a new computer, or if you are installing your new program for the first time on a computer that doesn't have an existing version of Sage 50 Accounts on it, but you have a set of data that you want to use with your new program.



Enter the location and file name of the back-up file that contains your existing Sage 50 Accounts data. Alternatively, if you are unsure of the exact location, click Browse to locate the file.

Once you have selected the back-up file click Next to proceed.

Restore from Backup - Window 3 - Activate Program

Note: This window only appears if the ActiveSetup Wizard does not find existing program registration details on your computer. If the wizard does find these details on your computer, this window does not appear and instead the 'Finished' window is displayed.

Functionality on this window is the same as that described in *New Company - Window 7- Activate Program* on page 12.

Restore from Backup - Window 4 - Finished

Functionality on this window is the same as that described in *New Company - Window 8- Finished* on page 13.

To review or change any of the details you entered, click Back. Otherwise, to complete the ActiveSetup Wizard and create your company in Sage 50 Accounts, click Finish.

Registering Sage 50 Accounts

Unless you register your Sage 50 Accounts program, you can only use your new Sage 50 Accounts for a maximum of 60 days. At the end of the unregistered period you will be unable to use the program (however, all of the information you entered during this period will be unaffected).

To register your Sage 50 Accounts program, call one of the following telephone numbers.

UK residents (mainland), 0845 111 5555

Northern Ireland, 0845 245 0280

Republic of Ireland, 01 642 0800

If you have Internet access, you can register your program online. From the Sage 50 Accounts menu bar, select Tools > Activation > Upgrade Program, then click Web Register from the Product Registration window. Follow the instructions on-screen to register your program.

About SageCover

If you are new to Sage 50 Accounts, you are entitled to receive free SageCover for a 60-day period. Your cover begins when you register your Sage product. This entitles you to unlimited assistance in registering, installing and starting to use your new software. During this period you can contact us by calling 0845 111 5555, e-mailing your query to support@sage.com or by visiting www.sage.co.uk. There is no limit to the amount of times you can use the SageCover service in this period.

Note: The free period of SageCover applies only to new users of Sage 50 Accounts. If you are upgrading from an earlier version of Sage 50 Accounts, you should use your existing SageCover support contract if you have any queries.

If you do not have an existing SageCover agreement, you can subscribe to SageCover as detailed below.

If you want to subscribe to a full annual SageCover period, which gives you additional benefits such as discounted program upgrades, call 0800 33 66 33 if you are resident in the UK (mainland), 0800 1690315 for residents of Northern Ireland, or 1800 255300 for residents of the Republic of Ireland.

Alternatively, complete the order forms that are sent to you following registration of your Sage 50 Accounts program.

SageCover Online Support

If you have SageCover and access to e-mail, you can send online queries to SageCover support. To do this, from the Sage 50 Accounts menu bar, select Help > Email Support and follow the on-screen instructions.

On www.sage.co.uk you'll find a wealth of business advice as well as tips on how to get the maximum benefit from your new software.

Business advice includes over 100 expertly written articles on topics ranging from "How to write a marketing plan" to "How to write a contract of employment".

sage.co.uk & sage.ie

The Sage UK website, www.sage.co.uk (or www.sage.ie for users in the Republic of Ireland), is a valuable resource available to you 24 hours a day, seven days a week.

You can find information on our products and services, print your latest invoice from us or sign up for a free newsletter. It's a convenient place to buy Sage products, find out how to get help and advice locally from a Sage business partner and much more.

We are constantly adding new features to the website, so visit regularly to take advantage of our online services.

To access the website, from your Sage 50 Accounts menu bar, select WebLinks > sage.com.

Sage Training

Sage offers a portfolio of classroom training courses for all of our users, designed to enable you to make the most of your Sage software packages. Every Sage training course is written and presented by staff who know and understand Sage software.

There are training centres in Birmingham, Bristol, Croydon, Glasgow, Manchester, Newcastle upon Tyne, North London, Reading, Swansea and Leeds, all offering a range of training courses every month.

For customers who prefer to study in their own time, Sage has also developed a range of self study products, including on-line training courses, interactive CD-ROMs and workbooks with practice data.

For further details about our Training products and course availability, please contact one of our sales advisors on 0800 33 66 33.

Chapter 2

Getting Started with Sage 50 Accounts

Now that you have installed Sage 50 Accounts and run the ActiveSetup Wizard, you are ready for a quick tour.

This chapter will help you become familiar with Sage 50 Accounts. You will find out what Sage 50 Accounts can do and you will learn about the demonstration data, a fictitious set of accounts included with Sage 50 Accounts for practise purposes.

This chapter also describes the layout of the Sage 50 Accounts desktop and how you use the various window types.

Finally, this chapter outlines the tasks you need to perform to prepare the system for use and describes the administrative and maintenance tasks which you will need to carry out from time-to-time.

In this chapter:

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The Sage 50 Accounts Desktop	22
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Administrative / Maintenance Tasks ...	59

Accessing Sage 50 Accounts

This section describes how you access and log in to Sage 50 Accounts, and how to change your user password.

Starting up Sage 50 Accounts

To access Sage 50 Accounts from your Windows desktop, double-click the Sage Accounting desktop icon. The Sage Logon box is displayed.

The first time you open Sage 50 Accounts, you must log in using the default user name, MANAGER (you do not need a password). You can then set up access rights for the other users who need access to your Sage 50 Accounts data. For further information on setting up access rights, see *Setting Up Users* on page 147.

Note: To be able to set up access rights, you must log in as MANAGER.

Changing your password

Initially, the default user name, MANAGER, is created without a password. Before you start to set up data for your company, you should create a password for it. Thereafter, you should change your password regularly in order to ensure continued security.

To change your password

1. From the Sage 50 Accounts menu bar, select Settings > Change Password.

Note: If you already have a password, the Password Entry window appears asking you to enter your current password here.

The Change Password window appears.

2. In the New Password box, enter your new password.
You can use letters or numbers in your passwords, or a mixture of both. However you cannot use special characters, e.g. =, !, #, commas, full stops, etc.
3. In the Confirm New Password box, enter your new password again. You cannot save this password until the entries in the New Password and Confirm New Password are the same.
4. To save your new password, click OK. To begin entering your new password again, click Discard. To exit without saving, click Cancel.

Using Sage 50 Accounts Demonstration Data

The best way to become familiar with Sage 50 Accounts is to practise!

Sage 50 Accounts includes a demonstration data set for a fictitious company called Stationery & Computer Mart UK.

To access the demonstration data, from the Sage 50 Accounts menu bar, select File > Open > Open Demo Data. If Sage 50 Accounts prompts you to log in, enter the default user name MANAGER, leave the password box empty, and click OK.

Start using Sage 50 Accounts by experimenting with this demo data. Try moving around the windows and familiarise yourself with list boxes, option buttons, check boxes and the other elements of the program. Use the Search, Clear and Swap buttons on the Nominal Ledger window to see how they work and then select some records from the Nominal list. These are all activities you will use throughout Sage 50 Accounts and learning them now will be a real help later on.

As you are working through this guide, you can swap between your own company information and the demo data to practise any functions that you are unsure of. The demo data is fully interactive and you can enter information into the data set to try out the functions and work within the system. Whilst you are in the demo data set, you can do nothing that will influence your real accounts. So don't worry and try things out.

Remember, you are not on your own. This chapter explains how to use Sage 50 Accounts on your computer, the rest of this guide explains procedures and processes with step-by-step instructions.

You also have the Sage 50 Accounts Help system at your disposal, which you can search at any time if you are stuck. Just click Help on the Sage 50 Accounts menu bar and then select the Contents and Index option from the drop-down list displayed. Alternatively, press F1 if you are stuck on a particular window.

Note: All details in the demonstration data are fictitious. Any similarities in the demonstration data with real names, addresses or other company details, past or present, is coincidental.

The Sage 50 Accounts Desktop

The following pages are intended to provide you with a "guided tour" of the Sage 50 Accounts Desktop, describing its major features and how you use them.

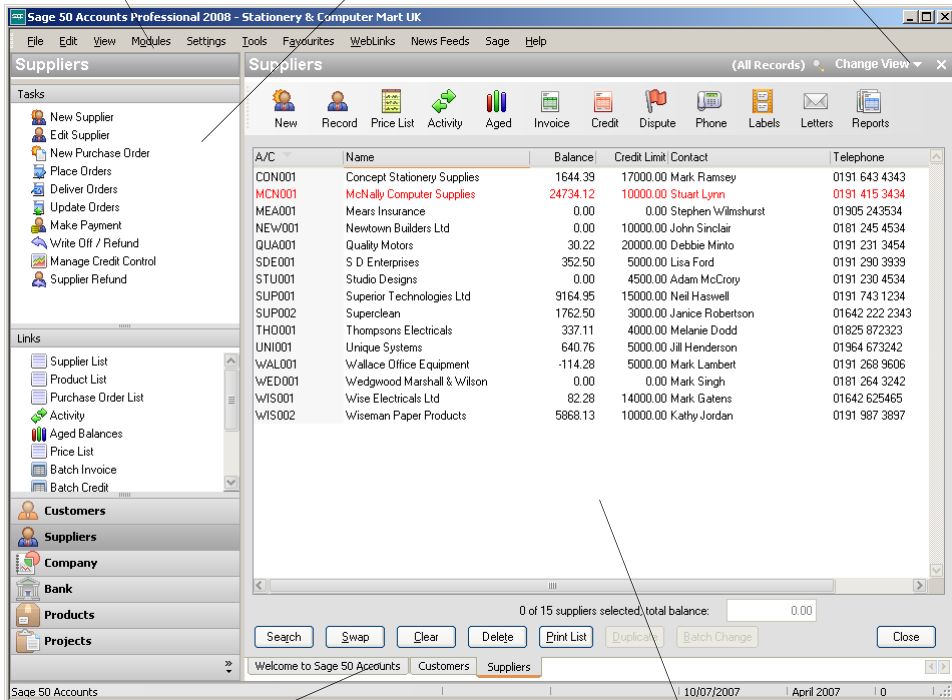
Sage 50 Accounts is compatible with most Windows products. This means that it has its own main window, which you can maximise, minimise and resize, and keep open while you work on other Windows-compatible applications. When you double-click the Sage Accounting Desktop icon, the Sage 50 Accounts window appears.

Note: The exact appearance of the window depends upon how you have configured your View options; see *Defining your desktop view options* on page 26 for details.

This is the Sage 50 Accounts Menu Bar. Open a menu by putting the arrow over the word and clicking the mouse or Alt + underlined key.

The navigation bar provides quick and easy access to the major functions of Sage 50 Accounts.

The view selector allows you to select what is to be displayed in the work area.

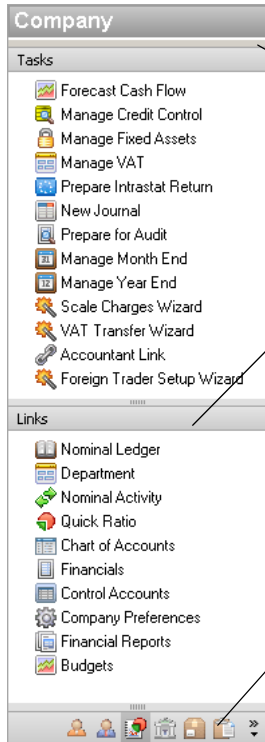


Tabs show the windows that are open for viewing in the work area.

The work area is where you work within Sage 50 Accounts and where the program displays information about your data.

Using the navigation bar

The navigation bar, on the left hand side of the window, is the easiest way to access the major facilities provided by the Sage 50 Accounts program.



The Tasks and Links show the major activities to be performed on the current data, in this case Company.

The icons allow you to open the various Sage 50 Accounts navigation groups.

Navigation groups

The icons shown at the bottom of the navigation bar provide access to the major areas of the program. These are the Sage 50 Accounts navigation groups:

- Customers
- Suppliers
- Company
- Bank
- Products
- Projects

Click the icon you require to access the corresponding area of the program. When you choose a navigation group, the options shown in the Tasks and Links area of the navigation bar change and the appropriate display is shown in the Sage 50 Accounts Work Area.

Tasks and links

The options shown in the Tasks and Links areas of the navigation bar vary depending upon the navigation group selected. They provide you with access to particular functions. For example, in the Customers navigation group, the Tasks include: "New Customer", "New Quotation", "New Sales Order", and so on; the Links include: "Project List", "Invoice List", and so on.

To make a selection, simply click the option you require.

Note: Throughout this guide, where we need to describe selection of a navigation group followed by selection of a Task or Link option this is shown in the window: Customers > New Customer.

Using the view selector to change the view

The view selector allows you to change what is displayed in the Sage 50 Accounts work area. The options available depend upon which navigation group you are working in, but typically they might include:

- A Process Map - showing the workflow associated with the selected navigation group.
- A list display - of items appropriate to the selected navigation group.
- A Dashboard - showing key information for the selected navigation group.

For detailed information on these window types, see *Sage 50 Accounts Window Types* on page 27. For details of how to set default view options, see *Defining your desktop view options* on page 26.

To make a selection, click the Change View button shown in the top right hand corner of the work area and then select the option you require from the drop down menu displayed.

Note: Throughout this guide, the step-by-step procedures assume that you have a list window displayed.

The work area

The work area is where Sage 50 Accounts displays information and where you enter your data into the program. The layout of the work area depends upon the view you have selected and type of window you are using.

For detailed information on the window types which can be displayed in the work area, see *Sage 50 Accounts Window Types* on page 27. For details of how to set default view options, see *Defining your desktop view options* on page 26.

Menu commands

Each option on the Sage 50 Accounts menu bar provides access to a drop-down menu. If you use other software on your PC, you will probably be familiar with drop-down menus. You can open menus and choose options using the keyboard or mouse, as described below.

Selecting menus with a mouse

Click the left mouse button when the pointer is on the menu option name, to display the pull down menu. To select an option, click the left mouse button again when the mouse pointer is pointing to the option on the menu that you want.

Right-click

You can use the right button on your mouse in many areas of Sage 50 Accounts. This is known as 'right-click'. You can use the right-click as a quick way of copying and pasting (and deleting). You can also right-click in many areas to access common commands that relate to the line that you click on.

Selecting menus with the keyboard

All menu and option names have one underlined character. You can select a menu by pressing the ALT key simultaneously with the key corresponding to the underlined character. For example, to select the Edit menu, you would type ALT and E (ALT+E) at the same time. When the menu appears, you can select one of the options on the menu by pressing just the character underlined. For example, having opened the Edit menu, you could select the Delete Row option by pressing the D key.

Defining your desktop view options

Desktop view options allow you to define:

- Which of the navigation groups will be displayed when you first access Sage 50 Accounts.
- Which of the window types (dashboard, process map or ledger list) are to be displayed when each of the navigation groups is opened.
- Whether dashboards and process maps are to be switched off globally.

To define your desktop view options

1. From the Sage 50 Accounts menu bar, select Tools > Options.
2. Click the View tab.
3. Select the options you require:

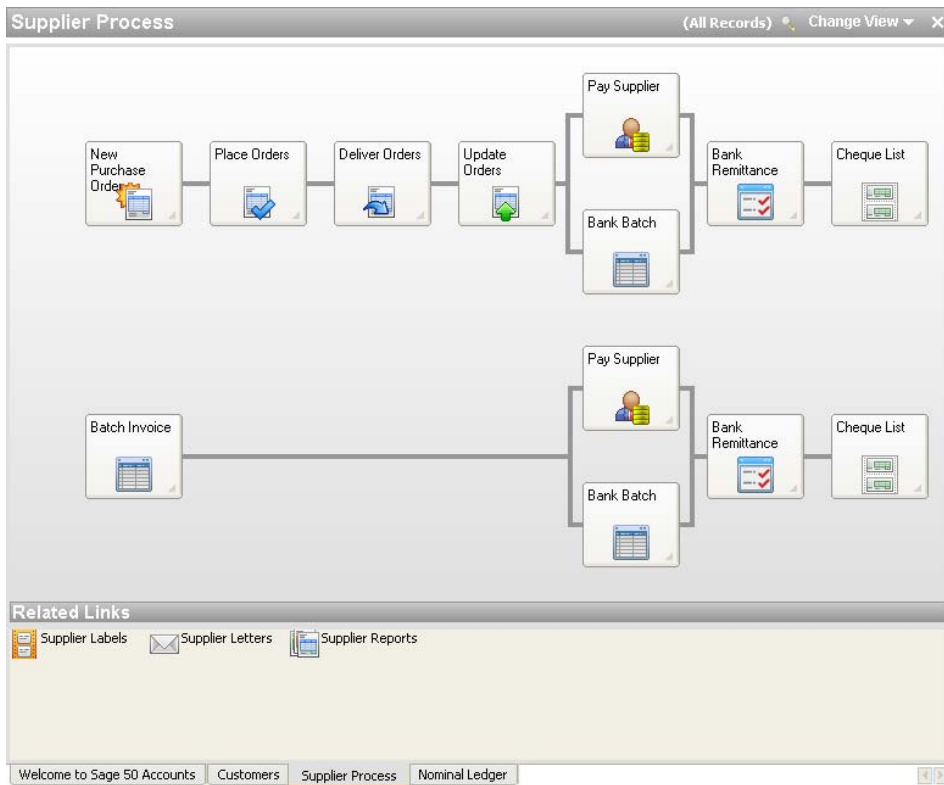
Initial View	Use the drop down to select the navigation group that is to be displayed when you first access Sage 50 Accounts.
Default View	For each of the navigation groups, use the drop down to select which of the screen types will be displayed when the navigation group is opened.
Turn off all dashboards	Use this option to 'switch off' all dashboards. If you select this option, you will not be allowed to select a dashboard for any of the Default View options. If you already have a dashboard selected, this is changed to the appropriate list screen.
Turn off all process maps	Use this option to 'switch off' all process maps. If you select this option, you will not be allowed to select a process map for any of the Default View options. If you already have a process map selected, this is changed to the appropriate list screen.
Don't display the Welcome Page	Use this option to remove the Welcome Page from the display.

4. To save the new settings, click OK. To exit without saving your changes, click Cancel.

Sage 50 Accounts Window Types

When you select a Task or a Link from the Sage 50 Accounts navigation bar or an option from the toolbar, a window appears in the work area of the screen.

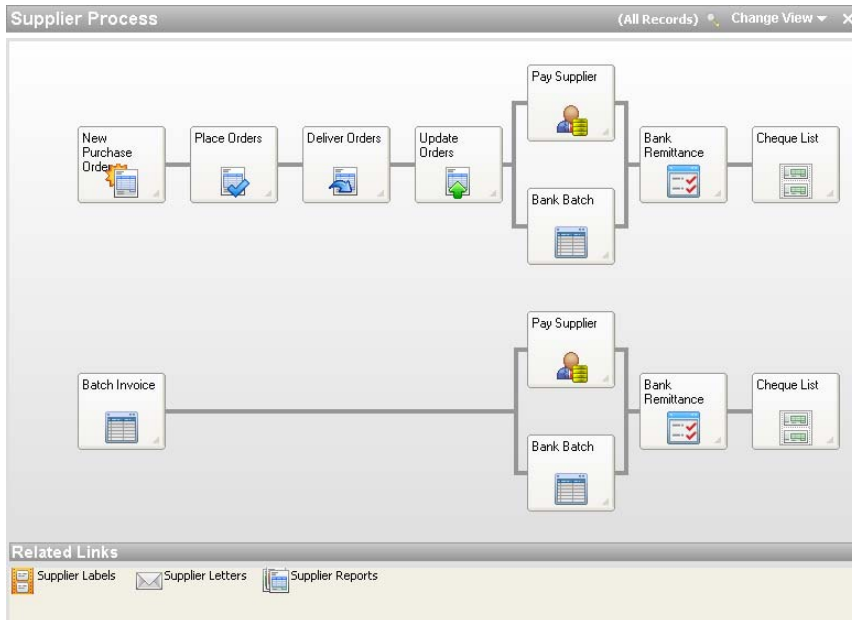
You can have several windows open at once, so you can move between one function and another without having to close each one in turn. However, only one window can be active at any one time. When you open a new window, a new tab appears in the bottom left area of the window. Click on these tabs to move between any of the windows.



In the example above, you can click on any of the tabs to change the view from Supplier Process to Nominal Ledger, Customers Window or the Welcome Window.

Process maps

Process maps provide a diagrammatic representation of the workflow associated with a particular navigation group.



For example, the Supplier Process, shown above, shows the process from New Purchase Order (on the left) through to Cheque List (on the right).

Each of the blocks displayed represents a function available with Sage 50 Accounts. To access one of these, simply click the appropriate icon.

Process maps are available for the following navigation groups:

- Customers
- Suppliers

To view a process map, select the appropriate option from the view selector, as described in *Using the view selector to change the view* on page 24.

Dashboards

Dashboard windows are used in Sage 50 Accounts as a quick way of providing you with useful information related to the navigation group you are currently working in.

Customer Dashboard (All Records) Change View

Last updated: 10 July 2007 Time: 13:48 [Update](#) [Print](#)

Top 5 Overdue Balances

Customer Account	Aged Balance
Overdue Customer Balances (5)	
KIN001	7398.35
SHO001	7148.07
MAC001	6927.16
SDE001	5939.68
ROB001	4550.20

[Customer List](#)

Top 5 Customer Balances

Customer Account	Balance
Customer Balances (5)	
FGL001	11260.26
KIN001	7398.35
SHO001	7148.07
MAC001	6927.16
SDE001	5939.68

[Customer List](#)

Outstanding Sales Invoices

Account	Reference	Date	Value
Outstanding Sales Invoices (32)			
FGL001	63	14/04/2007	11260.26
KIN001	72	05/05/2007	7398.35
SDE001	70	01/05/2007	4700.00

[Customer List](#) [Invoice List](#)

Top Customers by Turnover

Showing top 3 Customers

[Customer List](#)

Aged Debtors

Account	Customer Name	Aged Balance	Period 1	Period 2	Period 3	Older
Aged Debtors (24)						
FGL001	F G Landscape & Design	11260.26	0.00	0.00	11260.26	0.00
KIN001	Kinghorn & French	7398.35	0.00	7398.35	0.00	0.00
SHO001	The Show Lodge	7148.07	0.00	0.00	0.00	7148.07
MAC001	Macolm Hall Associates	6927.16	0.00	0.00	3607.21	3319.95
SDE001	S D Enterprises	5939.68	0.00	4700.00	1239.68	0.00
ROB001	Robertson Joinery	4550.20	0.00	0.00	823.19	3727.01

Update icon. The adjacent text shows the date and time of the last update.

The information displayed is up-to-date at the time the dashboard is first displayed. If you have the window displayed for any length of time, you can click the Update icon to refresh it.

Dashboards are available for all the navigation groups.

To view a dashboard window, select the appropriate option from the view selector, as described in *Using the view selector to change the view* on page 24.

The Welcome Page

The Welcome Page provides you with a central resource base, from where you can access all of the numerous user assistance links and files. The resources are divided into three categories:

Introduction and Help

In the top section of the window are three links to useful information:



[What's New?](#)

Find out what's new in Sage 50 Accounts 2008.



[Help](#)

View the online help information for guidance on how to use your software. Or at any time, simply press F1 to view the Help.



[Ask Sage](#)

Access your Help and Support site for tips and expert guidance. The Ask Sage online database is available to SageCover subscribers.

The What's New? link takes you to What's New page of the main program help file, while the Help link takes you directly to the first page of the help file. Use the Ask Sage link to access your Help and Support site.

Further Information



[PDF Guides](#)

Study the guides to get the most out of your software. The guides cover specialised tasks and industry specific information.



[Weblinks](#)

A range of useful websites for you to explore, whether you are interested in HMRC rules and regulations or you want to know more about Sage products.



[Use demonstration data](#)

Why not try the demonstration company supplied with your software? It's a ready-made company you can use to become familiar with Sage 50 Accounts.

The PDF Guides link takes you to a separate menu, where you can access the numerous pdf documents provided with the software.

This PDF menu gives you access to the numerous pdf documents provided with the software.

Note: If you encounter difficulties in opening any of the PDF documents in your browser window, please perform one of the following:

- Open Adobe Reader first, then click the specific PDF document link on the PDF menu.
- Configure your browser to display PDF files, as described at the Adobe Support Site.

Use the Weblinks page to take you to a screen providing all available Sage links, along with an HMRC link. The Use demonstration data link opens the corresponding page of this help file.

Contact Sage



Contact Sage

Not sure how or who to contact in Sage? Here are a number of ways for you to get in touch.



Wish List

Help shape future Sage products and services. Our customers' opinions are important to us and we welcome all suggestions.

The Contact Sage link provides you with the necessary details for getting in touch with Sage. Finally, the Wish List link opens a Wish List form for you to fill in and send to Sage if you have a suggestion for an added feature or change.

List windows

As you perform many of the Sage 50 Accounts functions, you can set the work area to display a list or ledger window which shows you the record or records you can work with.

To view a list window, select the appropriate option from the view selector, as described in *Using the view selector to change the view* on page 24.

Note: Throughout this guide, the step-by-step procedures assume that you have a list window displayed.

In some cases, you must first create these records; in others, you are given a standard set of records to work with straight away. As you create each new record, it is added to the list in code or reference order, so that you can always find the record you want quickly.

The following figure shows an example of the Customers Ledger window.

Select one or more records by clicking on the lines you require.

You can sort this list in any column-type order by clicking on the header range, for example Balance or Contact.

Toolbar icons provide data processing options

A/C	Name	Balance	Credit Limit	Contact	Telephone
A1D001	A1 Design Services	0.00	1000.00	Jim Thomas	01742 876 234
ABS001	ABS Garages Ltd	2533.31	4000.00	Mike Hall	0191 254 5909
BBS001	Bobs Building Supplies	4309.77	2000.00	Susan Livingstone	01983 567 123
BRI001	Fred Briant	0.00	0.00	Fred Briant	01908 78787878
BRO001	Bronson Inc	0.00	4000.00	Paul Guy	001 214 248 8924
BUS001	Business Exhibitions	2066.62	4000.00	Stephen Kiszow	017684 30707
CASH001	Cash and Credit Card Sales	0.00	0.00		
CSS001	County Golf Supplies	2028.03	3000.00	Jeff Walker	0191 385 6432
COM001	Compton Packaging	1343.64	4000.00	Sean Morris	0191 121 9876
DST001	Johnson Design & Build Partners	0.00	2000.00	Peter Quigley	0191 234 567
FGL001	F G Landscape & Design	11260.26	1000.00	David Bradford	01603 354564
GRA001	Graham Electronics	4149.09	4000.00	Clint Peddie	0141 373 2828
HAU001	Hauser GMBH	1975.16	4000.00	Alistair Leadbetter	00 49 531 3443334
JSS001	John Smith Studios	972.07	1000.00	John Smith	01327 617 542
KIN001	Kinghorn & French	7398.35	6000.00	John Bell	0191 676 5656
MAC001	Mascolm Hall Associates	6927.16	4000.00	Siobhan Winter	01244 343433
MIB001	Mikes Insurance Services	3597.16	1000.00	Mike Bradford	01754 234 895
MIL001	Mile Road Health Centre	2307.84	2000.00	Tracy Smithson	01981 674 234
MOR001	Morley Solicitors	392.67	4000.00	John Bampton	01789 656 556
PAT001	Patterson & Graham Garages	915.24	1000.00	Simon Billington	0987 678 234
PIC001	Picture Frame Ltd	311.56	9000.00	Ahmed Roumani	01249 265 9874
ROB001	Robertson Joinery	4550.20	8000.00	Stephen Baker	0181 789 2323
SDE001	S D Enterprises	5939.68	5000.00	Jane Scott	0191 937 9836
SHO001	The Show Lodge	7148.07	2500.00	Lesley Walton	0121 383 0345
STE001	Stevenson & Smith	1562.75	4000.00	Jonathon Sayers	01244 453 232

0 of 30 customers selected, total 0.00

Search Swap Clear Delete Print List Duplicate Batch Change Close

New records appear on the list automatically.

Command buttons allow you to manipulate the list.

A scroll bar appears when there are more records to be viewed than can be displayed in the list box at any one time.

Selecting a record for processing

Each ledger window displays a list of records you have added to your ledger.

When you want to work with a single record, for example if you want to make a transfer from a bank account, you can select the record from the list before you click the appropriate button from the toolbar. This saves you from selecting the record once the process window, for example the Bank Transfer window, is open.

To select a record from a ledger window, move the mouse pointer to the record in the list and left click. The selected record is highlighted in the list.

If the 'Enable Smart Totals' option is switched on in Company Preferences, the information '1 of xx items selected' displays at the bottom of the list, where 'xx' is the number of records currently displayed in the ledger. In addition, when you select a record that has a balance associated with it, for example in the Customers or Bank window, the balance amount shows in the 'Total Amount' box at the bottom of the record list. For more information about setting up your Company Preferences, see *Entering Your Company Preferences* on page 97.

Selecting more than one record

There may be times when you want to process several records in succession, or print a report based on a particular selection of records. Using the same method as when selecting one record, you can click as many records in the list as you want. As you do so, each one is highlighted and becomes part of the selected set of records for processing.

Tip: You can also select the records you want by using your cursor arrows on your keyboard to scroll down or up, and pressing the SPACEBAR to select the record or records you want.

If you select several records and then click Record, for example if you want to make amendments to several records in succession, the first record highlighted in the list appears on the record window ready for processing. When you finish processing that record, you can view the next one in the selection by clicking the Next button. To go back to a previous record from the ones you have chosen, click the Previous button.

You will find it useful to be able to select several records when using the report options. You can highlight all the records you want to include in the report before choosing the report you want to print.

If the 'Activate Smart Totals' option is switched on in Company Preferences, as you select your records Sage 50 Accounts shows how many records you have highlighted at the bottom of the list. In addition, Sage 50 Accounts adds together the balance on each record and displays the total balance in the 'Total Amount' box at the bottom of the list. The balance may show as one total amount, for example on the Invoicing window, or it may display as total debit and credit amounts, such as in the Nominal Ledger.

Note: The total debit or total credit, only display on the Nominal Ledger when it is set to use the List layout.

Deselecting records

Having highlighted a record you may want to deselect it, either because you have finished processing it or perhaps because you selected the wrong one. If you click the selected record (or use the SPACEBAR), the highlight disappears. As you deselect records, Sage 50 Accounts subtracts their balance from the 'Total Amount' box at the bottom of the list and the figure for the number of records selected is decreased.

Using the toolbar

The main actions you can perform on the records displayed in a list window are shown on the toolbar at the top of the window. To run any of these options, click the appropriate icon with the left mouse button.

When you run many of these options, a separate process window will appear for you to work in.

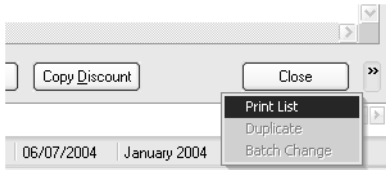
Command buttons

Command buttons appear in most of the Sage 50 Accounts list windows. Use these to take action once you have entered some data or selected a record to work with. Command buttons appear on virtually every window and include one or more of the following commands:

- | | |
|---------|--|
| Save | Choose the Save button to accept the data you have entered and process the information, e.g. make the changes in the record. Any data entry boxes on the window will be cleared for you to enter details for another record. Save does not take you out of the option. |
| Close | Close is the button to choose when you want to exit from an option. Close does not save any data you have entered so make sure you do this first, if appropriate. |
| Discard | If you choose the Discard button, any data you have just entered in the data entry boxes will clear from the window for you to start again.

Note: Discard does not undo any entries you have already saved. |
| OK | The OK button is sometimes shown instead of the Save button. The difference is that OK will not only save and process your data but will also exit the option. |
| Cancel | The Cancel button is sometimes shown instead of the Discard button. The difference is that Cancel not only Discards your data entry (or process) but it also exits the option. |

When there are too many buttons to display on the visible window, for example if you are using a low display resolution, a double-arrow symbol appears to the right-hand side of the command button bar. Click the arrow symbol to access the remaining available buttons:



Using the swap and clear buttons

If you have highlighted records that you no longer want selected, click the Clear button. Any records that were highlighted are deselected, and no records are left highlighted.

When you want to select numerous records, it may be quicker to select those records you don't want, rather than what you do want. By using the Swap button, you can change the selection to those that are not highlighted.

Click the records you don't want selected so they are highlighted and then click the Swap button. Everything that isn't highlighted is immediately selected, and the records you clicked on are deselected. You can swap back again using the same button. Try it out and you'll soon be familiar with the process.

Sorting the list

You can sort the records in most Sage 50 Accounts windows by ascending, descending or alphabetical order, depending on the information in the list. Click with the left mouse button on the column name to sort the records. When you close and restart Sage 50 Accounts, any sorts that you apply are remembered.

Showing more data columns in the windows

Many of the windows can show more columns of data if you maximise the window. Try it and see. If you still can't see all of the columns a scroll bar appears, enabling you to see the additional columns.

Resizing and hiding data columns

As you become more familiar with the ledgers and windows in Sage 50,Accounts you may find that you use some data columns more than others. For example, in the Customers window, you might use the 'A/C' and 'Name' columns frequently for looking up a particular account, but perhaps use the 'Contact' column less often.

Using the Configurable Columns feature, you can hide certain data columns that you do not use very frequently, allowing more room on-screen for those columns that you use more often. You can also resize the columns on-screen to make the best use of the space available, according to your needs. So, in Customers, you could hide the 'Contact' column and then make the 'A/C' and 'Name' columns wider.

Note: You cannot hide "essential" columns such as the Account Reference.

Sage 50 Accounts stores the settings you select against your user name, so you can personalise your program view without affecting other users. When you next log into the program, Sage 50 Accounts remembers your settings and displays each window as you configured it.

To set your configurable column options

1. From the Sage 50 Accounts menu bar, select Tools > Options.
2. From the Toolbar tab, select the Configurable Columns option you require.

Allow columns to be hidden and resized

Use this option to 'switch on' configurable columns.

See *To resize a data column* on page 37 and *To hide or restore a data column* on page 37 for details of how to hide and resize columns.

Use Manager account settings for column display

Use this option to set your column displays to be the same as those set up by the 'Manager' user name. This option may be useful to maintain consistency between users.

Use default settings for column display

Use this option to 'switch off' configurable columns.

If you select this option, you will not be allowed to hide columns or add further columns to display windows (the 'right-click' functionality is disabled). You will still be allowed to resize columns; however, when the window is closed, the column widths will be reset to their default settings.

If you choose this option after having already used the configurable columns facility to define some window layouts, all windows are returned to their default settings and any columns previously hidden will be redisplayed.

3. To save the new settings, click OK. To exit without saving your changes, click Cancel.

Note: If you have upgraded from a previous version of Sage 50 Accounts, any previous configurable columns settings will have been lost during the upgrading process. You will need to reconfigure these settings.

To resize a data column

Note: If you do not have configurable columns 'switched on', any changes you make will be reset back to the default values when you close the window.

1. From the appropriate Sage 50 Accounts window, hover your mouse pointer over the label in the heading of the column you want to resize.
2. Move the mouse pointer so that it appears between the column heading labels:

A/C	Name
A1D001	A1 Design Services
ABS001	ABS Garages Ltd
BBS001	Bobs Building Supplies

When it is positioned correctly between the column headings, your mouse pointer appears as a cross with a double-headed arrow pointing to the left and right.

3. To increase the column width, left-click the mouse and hold the button down. With the left mouse button held down, drag the mouse pointer towards the right until the column is at the width you require. Release the left mouse button.
4. To reduce the column width, left-click the mouse and hold the button down. With the left mouse button held down, drag the mouse pointer towards the left until the column is at the width you require. Release the left mouse button.
5. To reset all of the columns in the current window to their default width, right-click any column heading and select 'Use Defaults' from the drop-down menu.

The window displays all the columns at their default width.

Note: When you select 'Use Defaults', any columns you have previously hidden reappear on the current window.

To hide or restore a data column

Note: If you do not have configurable columns 'switched on', you will not be allowed to hide and restore columns (the right-click functionality is disabled).

1. From the appropriate Sage 50 Accounts window, right-click the heading of the column you want to hide.

For example, if you want to hide the 'Contact' column in the Customers window, select the Customers > Customer List, and right-click the 'Contact' label at the top of the column.

A drop-down menu appears, displaying all the column headings that relate to the current window. The column headings that currently display in the window show a tick alongside them on the menu.

2. To hide a column from the current window, left-click the column heading on the drop-down menu.

The column disappears from the window, and the item no longer shows a tick against it on the drop-down menu.

Note: You cannot hide all of the columns on any window. To prevent this happening, Sage 50 Accounts does not allow you to hide the first column on the window. For example, in Customers, you cannot hide the 'A/C' column.

3. To restore a column to the current window, right-click a column heading that is currently displayed. The column headings menu appears. Left-click the column heading you want to display.

The column reappears on the window, and the item shows a tick against it on the drop-down menu.

4. To restore the default column settings for the window and display all the available columns, select 'Use Defaults' from the drop-down menu.

The window displays all the available columns at their default width.

Duplicating records

To save you time when you are creating new records, Sage 50 Accounts provides the facility to duplicate the details of an existing record. This is particularly useful if you need to create several customers or suppliers for example, that use many of the same account details. You can duplicate a customer, supplier, nominal, bank, product or fixed asset record.

Note: You cannot use the Duplicate facility to create control or bank accounts in the Nominal Ledger. When you duplicate an existing nominal record, Sage 50 Accounts automatically sets the record type to Nominal.

You can duplicate invoices, for example, if you want to create a number of invoices for the same products or services. **Accounts Professional** users can use the Duplicate feature to make copies of existing sales orders and purchase orders.

To duplicate a record's details

1. From the appropriate ledger window, select the record you want to duplicate.
2. Click Duplicate.

The Record window appears, showing the details copied from the original record. For more details about what information Sage 50 Accounts copies for each record type, please refer to the Sage 50 Accounts Help system.

3. Enter an Account Reference, Nominal Code, Product Code or Fixed Asset Reference for the new record.

Note: You must enter a new, unique Account Reference, Nominal Code, Product Code or Fixed Asset Reference. If you enter one that already exists, Sage 50 Accounts displays a warning message. Click OK to return to the record window and enter a new reference.

When duplicating a nominal record, if you enter a nominal code that falls outside the range of your current chart of accounts, Sage 50 Accounts displays the message 'This nominal code is outside the range of the chart of accounts, therefore its balance will not be reflected in your P&L and Balance Sheet reports. Either choose a different nominal code or ensure that you update the chart of accounts layout.' Click OK to return to the Nominal Record window. You can choose a different nominal code that falls within the current chart of accounts, or alternatively you must remember to amend your chart of accounts layout to include the new nominal code. For details about editing your chart of accounts, see *Chapter 4, Setting Up your Chart of Accounts*.

4. Add or amend the details you require in each of the record's tabs.
5. To save the new record, click Save. To discard your changes, click Discard.
6. To close the record window, click Close.

The main ledger window appears.

You have successfully duplicated the record.

Making changes to records in a batch

If you want to make identical changes to a number of records in a ledger, Sage 50 Accounts lets you make the changes once and then apply them to all the records you require. For example, if you want to set the 'Terms Agreed' flag on all of your customer records, you can select all of the relevant records simultaneously and make the change only once. Because you do not need to open and amend every record individually, this feature saves you valuable time and effort.

You can make batch record changes in Customers, Suppliers and Products. **Accounts Professional** users can also record changes in Fixed Assets.

To make changes to a batch of records

1. From the Customers, Suppliers, Products or Fixed Assets window, select the records you want to make changes to.
2. Click Batch Changes.

The Batch Changes window appears.

Note: You can only enter information into the boxes that are suitable for batch changes. Boxes and buttons that appear 'greyed out' are unavailable. For a list of what you can change for each type of record, please refer to the Sage 50 Accounts Help system.

3. Make the changes you require.
4. Choose one of the following options:

Save	Click Save to apply changes to the selected records. A confirmation message appears: 'You have chosen to make changes to multiple records. Do you want to save changes?' To confirm that you want to apply your changes, click Yes. If you do not want to apply your changes, click No to return to the main ledger window. Alternatively, to cancel and return to the Batch Changes window, click Close.
Close	To cancel your changes without applying them to the records you selected, click Close. A confirmation message appears: 'Do you want to save changes?' To save the changes to all the records you selected, click Yes. If you do not want to apply your changes, click No to return to the main ledger window. Alternatively, to cancel and return to the Batch Changes window, click Close.
Discard	To discard any changes you have made and return to the main ledger window, click Discard.

5. To return to the main ledger window, click Close.

Help

For details about what you can change in a batch of records, type 'Batch Changes' in the Help system's Index tab.

Data entry windows

In Sage 50 Accounts, your data is entered onto window. Each window is divided into small boxes into which data can be typed using the keyboard or selected from a list of choices.

There are three types of boxes:

- **Alphanumeric:** Boxes that accept both letters and numbers, plus a few symbols such as hyphens or brackets.
- **Numeric:** Boxes that accept only numbers.
- **Date:** Boxes that accept and display a date.

There is a limit to the amount of information you can enter into a box. During data entry, Sage 50 Accounts ensures that you enter the right information type and amount of data in each box. So, for example, you will not be permitted to enter text in a numeric box. You will also be prevented from entering a date which is not a calendar date.

Other types validation ensure that, as far as possible, the right kind of information is entered into the appropriate box. Any deviation from the expected data may result in the input being rejected or ignored, or in the window displaying an error message.

Entering and editing data

To type data into a window, you can move the arrow-shaped pointer (the cursor) to the box where you want to enter data, at which stage the pointer changes to a vertical bar called the insertion pointer.

Move the cursor to the part of the box where you want to begin typing and click the left hand mouse button. If the box is blank, an insertion pointer appears at the far left of the box. If there is data already in the box, the insertion pointer appears at the same place as the cursor was positioned when you clicked the mouse button.

The figure below shows a typical data-entry window.

Find records with this button.

When you click Save, a blank window appears, ready for another record. If you want to recall your last record, click the drop-down list button (represented by a downward pointing arrow) and this will give you a list, in alphanumeric order, of all the records that have been entered. Find the record reference that you want and select it with your mouse.

Moving around windows

After you have entered data within a box, you can use any of the following keys, found on your keyboard, to locate the cursor elsewhere within the box or the window:

TAB	Move to the next box.
SHIFT+TAB	Move back to the previous box.
ESC	Exit the window. If any data has been entered, you will be asked to save the details.
END	Move the cursor to the last character of the last word in the box.
HOME	Moves the cursor to the start of the box.
CTRL+RIGHT ARROW	Moves the cursor to the first character of the next word in the box.
CTRL+LEFT ARROW	Moves the cursor to the first character of the previous word in the box.

Alternatively, you can use the mouse to place the cursor wherever you want and click the left mouse button to accept the location.

Editing box contents

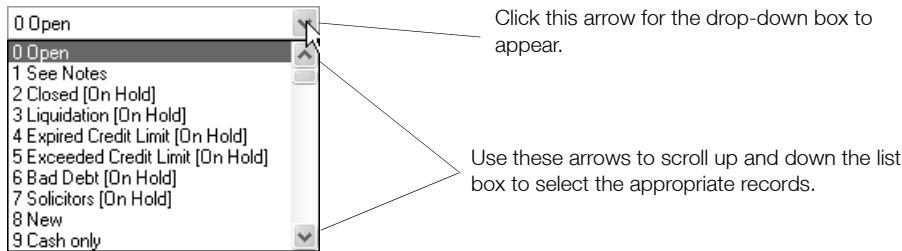
To add characters within a box, simply place the cursor at the point you want to start typing and click the left mouse button. When you type, characters are inserted from the cursor position, displacing existing characters to the right of the cursor.

To delete all or part of the contents of a box, use one of the following methods:

- To delete individual characters to the left of the cursor, use the BACKSPACE key.
- To delete several characters at once, you can highlight the text using the mouse. Alternatively, you can press and keep the SHIFT button depressed while you use the right or left arrow key to select the characters you want to remove, and then press DELETE.
- To delete a complete word, either highlight the word by placing the cursor over it and double-clicking the left-hand mouse button, or use CTRL+SHIFT and the right or left arrow key, to highlight the whole word and then press DELETE.
- To delete a whole line on transaction entry window, place the cursor in any box on the transaction line and press F8.
- To delete the entire contents of the box, use the mouse to highlight the contents of the box and then press DELETE.

Using drop-down list boxes and scroll bars

You can enter some entries by selecting from a drop-down list box. These are indicated by a down-pointing arrow to the right-hand side of a box.



When you click a drop-down arrow in a list box, the program opens a list of the first few choices. To make a selection, click the option you want, and it appears in the box. If necessary, use the scroll bar to move down the full list.

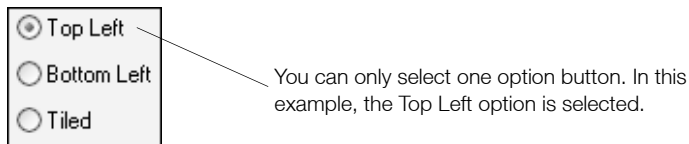
Scroll bars

Windows and drop-down lists will not always be able to display all of the records or fields that can be selected. Where a window has more to display than can be shown at one time, a scroll bar appears at the right-hand side of the window, like the one shown on the drop-down list box above.

To use the scroll bar, click the up or down arrows, holding the mouse button down, to scroll the list up or down respectively. Alternatively, drag the empty box in the scroll bar up or down using the mouse.

Option buttons

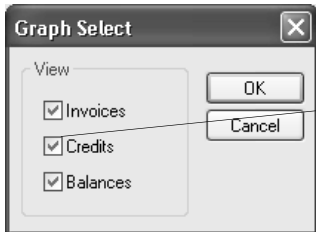
Option buttons that appear in Sage 50 Accounts let you select one action, from two or more possible actions.



You select an option button by clicking on the required option with the left mouse button (a dot appears in the selected option), or use the TAB key to move the cursor to the option button area, then select the button with the arrow keys.

Check boxes

Check boxes let you select one or more of the actions you require from a range of actions. For example, in the Graph windows, you can show different types of transactions.

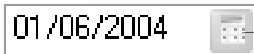


You can select one, two or three of these check boxes at once.

Select a check box by clicking with the left mouse button on the required box (a tick appears). Alternatively, use the TAB key to move the cursor to the check box area and select on or off using the SPACE BAR. To clear a check box, repeat the procedure so that the tick does not appear in the box.

Using the calendar button

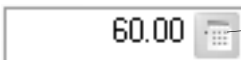
All boxes which require you to enter a date have a Calendar button attached. When you click this button a calendar appears from which you can select the date you need using your mouse.



When you click this button, a calendar appears from which you can select the required date.

Using the calculator button

To help you perform your calculations, a Calculator button is attached to many numeric data-entry boxes. When you click this button a mini calculator is displayed, which you can use like an everyday calculator with clicks of your mouse. The results seen on the on-screen calculator appear in the numeric data entry box.

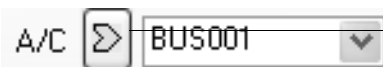


Click this button to display a mini calculator.

'Smart Link' buttons

There are often times as you use Sage 50 Accounts, where you require additional information about an account or transaction. At the click of a button, the 'Smart Link' feature allows you to move from the window you are working in to another window containing related data. Your account information becomes more accessible as you work.

For example, when you enter an invoice, you may want to check the customer's details. Click the arrow button alongside the account code box to go to the customer's record details.



Click this button to go to view the account details.

The 'Drill-Down' facility

You can click a transaction listed on a customer, supplier, bank or nominal activity window to drill down into the associated order, invoice or credit note details.

The following example shows the same transaction listed on the Bank Activity window.

Click this icon to see the details that make up the transaction.

 50 JC 31/01/2004 TRANS Credit Card Payment JC 31/01/2004 TRANS
50 1200 Credit Card Payment

Using the Search to Find Records

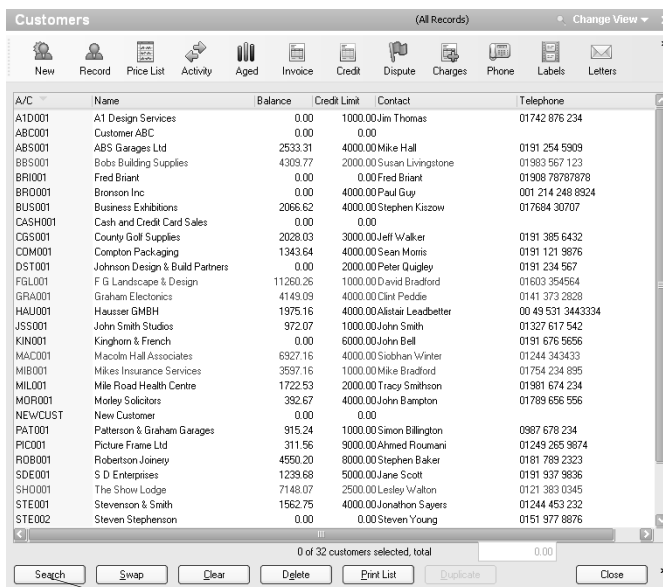
Often it can be time-consuming to sort through numerous records to find the few that are relevant to the task you want to complete. You can use the Search function to look through your records in the Customer, Supplier, Nominal, Products, Invoicing, Sales Order Processing (**Accounts Professional only**), Purchase Order Processing (**Accounts Professional only**), and Financials windows, to find what you want. You can also run your management reports specifically on those records that you have searched for.

Note: Applying a search in the Financials window to show only specified transactions does not have any effect on reports within this module.

You can save the search requests you create to reapply them at a later date. For example, you could set up a search to show customers who are over their credit limit. You can then save this search to reapply again at regular intervals as part of your credit control procedures.

To set up a search request

1. From the appropriate window (for example, Customers), click Search.



Use the Search button

The Search window appears showing either a new search window or, if you have previously created a search request, the last search that you created.

2. If a search is already shown and you want to create a new request, click Discard.

You can now start to build your new search.

Search -

Only select records from 'Customers'

Join	Field	Condition	Value
<<New			

Expression:

Wizard Discard Open Save Save As Apply Close

3. From the 'Join' drop-down list, select Where.
4. From the 'Field' drop-down list, select the field you require. This is the field where you want to search. For example, if you want to find all records with a balance less than £100 (< 100) you would choose Balance.

As you complete lines within your search, you can see the expression being built in the 'Expression' box.

5. From the 'Condition' drop-down list, select the condition you want to apply.

The following conditions are available:

Is Equal To
 Is Not Equal To
 Is Less Than
 Is Greater Than
 Is Less Than or Equal To
 Is Greater Than or Equal To
 Is Between

For example, if you want to find all records with a balance less than £100 (< 100) you would choose 'Is Less Than'.

6. In the Value box, enter the value you want to search for.

For example, if you want to find all records with a balance less than £100 (< 100) you would enter 100.

In some cases where a request cannot be assigned a numerical or text value, a drop-down list is available. For example, if you are searching for customers who are over their credit limit, a Yes/No drop-down list appears.

The value box also allows the use of 'wildcards'. For further information, refer to the section *Building your search* on page 48.

7. If you want to add a second expression to your request, press the TAB key to move onto the second line.

When you add a second line, you need to decide whether you want both sections to be met. For example, you want to search for customers over their credit limit and based in Newcastle. If you want both conditions to be met you would choose 'And' from the Join drop-down list.

If you want either condition, for example if you wanted to find all suppliers who are based in either Newcastle or Sunderland, you would choose OR.

You can then continue to enter the expression. You can enter as many lines as you need to refine your search request so that it displays the records you are looking for.

In certain circumstances, brackets may appear in a search request you create. For further information on brackets, refer to the following section.

You will also need to consider the ordering of your expressions. For further information about how to do this, refer to the following section.

8. From the 'Join' drop-down list, select the type of join that you want to make.
9. When you have finished setting up your search, you can save it by clicking Save As.
10. To apply the search request, click Apply.
11. To view your search results, click Close.
12. To delete the Search, select Search, then click Discard, then click Apply and select Close.

Building your search

The following section outlines the options you should consider before you build your searches.

Joining expressions using And / Or

If you use the 'And' command to link two expressions, both expressions must apply for a record to be found.

As a general rule, if you are using the same field and the same condition, do not use AND to link the expression.

Use the 'Or' command to link two expressions where either expression must be true for a record to be found.

Using brackets

In certain circumstances, brackets may appear in the search requests you are creating. Sage 50 Accounts automatically adds the brackets for you.

The rules regarding the use of brackets are as follows:

1	If your search requests only include AND, brackets will not appear.
2	Brackets appear when OR is used to link expressions when the field chosen before and after the OR are the same. For example: Where Account Reference Is Equal To A OR Account Reference Is Equal To B The expression is represented as: Where ('Account Reference' = 'A' Or 'Account Reference' = 'B')
3	If you are using both commands, AND/OR, in your expression, brackets appear if the OR is considered to be a separate filter. For example, if you wanted to search for all suppliers with settlement days greater than 20 and a balance less than 500 and you also wanted to search for accounts where the settlement due days is equal to 30 you could set up the following request: Where ('Settlement Due Days' > '20' AND 'Balance' < 500) OR 'Settlement Due Days' = '30' The search facility assumes that the first two statements are related and therefore brackets them.

Using wildcards

The Value box allows the use of 'Wildcards'. Wildcards are special characters which can represent a line of text or an individual character.

The types of wildcards available are as follows:

*	This represents any number of valid characters (including spaces) after a specific value. For example, NE* would find all text beginning with NE.
\$	This represents a specific line of text anywhere in the data. For example, \$ABC finds all text that contains ABC.
?	This represents a single undefined character. For example, WE?001 will find WEB001 and WET001.

Ordering expressions

You must consider the order you set up your search request in order to get the correct results. Consider the following example:

You want to search for all records with a balance greater than 100 that have a postcode of NE7 or NE8. To do this the expression would be:

Where Balance > 100 AND (Postcode = NE7* OR Postcode = NE8*)

Alternatively, you can search for records that have a balance greater than 100 and have a postcode of NE7 or all records in NE8 with any balance. To do this the expression would be:

Where Account Address Line 5=NE7* AND Balance >100 OR Account Address Line 5=NE8*

Finding Transactions

Use the Find option in Financials to enable you to locate transactions in the audit trail quickly, without having to scroll through every transaction on your audit trail.

This saves you time when trying to find a transaction where you only have a small amount of information, for example, a reference.

To use the Find option to locate transactions

1. From within the Financials window, click Find.

The Find window appears.

2. Enter the following information:

Find What	Enter the information you have regarding the transaction that you are trying to find. For example, you could search for a specific transaction number or a reference.
Search In	Select the item that you are searching for from the drop-down list. You can search on: - Transaction Number - Account Reference - Reference - Details - Date - Net Amount - Bank A/C Reference - Nominal A/C Reference - Ex Reference - Tax Amount - Amount Paid - Date Reconciled

Match	You do not have to set a search on an exact word, you can select how accurate a match you are looking for from the following: 'Any' finds all of the transactions that contain the details you have entered, anywhere in the field you are searching on. For example, searching for an Account Reference containing the text CAR, matching using the Any option, will find CAR, CARLTON and REDCAR. 'Start' finds all of the transactions that contain the details you have entered at the beginning of the field you are searching on. For example, searching for the Account Reference CAR at the start of the field will find CAR and CARLTON not REDCAR. 'Whole' finds the transaction that contains the exact details you have entered. For example, searching for an Account Reference CAR, using the Whole option will only find CAR, not CARLTON or REDCAR.
Case Sensitive	If you want your search to find transactions with upper and lower case letters exactly as they were typed in the Find What box, select the Case Sensitive check box.

3. To find the first occurrence of your search, click Find First.

If a transaction is found, it is highlighted in blue. If this is not the transaction you are looking for, click Find Next. Continue clicking Find Next until you locate the transaction you require.

If no transactions are found, a message appears informing you that your transaction could not be found. To return to the Find window and re-enter new search details, click OK.

Using ActiveSearch

The ActiveSearch function speeds up data entry by finding the closest matches to what you are typing and displaying them in a popup list for you to select from.

To select an item from the list use your DOWN ARROW to highlight the item you want and press ENTER, or click the item you want with your mouse.

If you have selected an item from the list you can edit what is shown. If you use the BACKSPACE key, you can delete the suggested text. You can use the LEFT ARROW and RIGHT ARROW keys to move along the line of text enabling you to edit the text.

Note: If you do not want to use the ActiveSearch, open the Settings menu, choose Company Preferences and then click Parameters. Clear the 'Display ActiveSearch Popup' check box.

There are two types of ActiveSearch popup list:

Reference popup list

Reference popup lists are made up from the account reference data in your program, such as customer account references and nominal account codes.

For example, if you are typing into the 'A/C' box on the Customer Record, the ActiveSearch will find the closest matches to what you are typing from within the existing customer references. You can select the account you want, or continue typing to create a new reference.

Recent items popup list

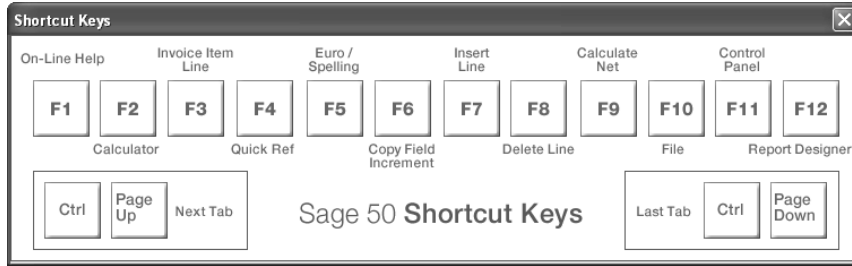
The Recent Items popup list is made up from the last 32 items you have typed in a selected box.

For example, if you are typing in the 'Details' box within Batch Customer Invoices, the ActiveSearch will find the closest matches to what you are typing from the last 32 Details lines that you have entered. You can then select the details you want from the list, or continue typing to enter new Details text.

You can delete an entry from the Recent Items popup list, for example if you type an item incorrectly and do not want it to appear in the list. To delete an entry, right-click it in the popup list and select Delete from the menu. Alternatively, select Delete All to delete all entries from the Recent Items popup list.

Function Keys

Sage 50 Accounts uses function keys in several areas to access a number of important features, including the calculator and the Help features. Several of these keys are context sensitive, meaning that they will only perform their function when you have selected an appropriate box. For example, if you are in Customer Records and your cursor is in the A/C box, pressing F4 will open the customer record list.



The various functions associated with the function keys are:

- F1 Press this key to bring up Help that relates to the particular window you are using. For example, if you are in the Customers window and press F1, the Sage 50 Accounts Help system will display assistance on the Customers function.
- F2 This key brings up the calculator which you can use with the mouse, in the same way you would use a normal calculator.
- F3 This key brings up the Edit Item Line window when you are entering an invoice. **Accounts Professional** users can also use the F3 key in Sales Order Processing and Purchase Order Processing.
- F4 This button is a shortcut to the calendar, calculator or record list, if the selected text box that you are using has any of these functions attached. Also if you select a drop-down list box, you can press F4 to display this list.
- F5 If you press this key it brings up the Currency Calculator when the focus is in a numeric box. It will display the Spell Checker if the cursor is in a text box.
- F6 Press this button in the appropriate window to copy data from the box immediately preceding it. For example, when entering invoice data in the Customers window, press F6 to copy the data from the box immediately above it. This speeds up the process of entering the same data.

- F7 Using F7 inserts a blank row in a list. For example, if you need to insert a blank row for another customer invoice in the Customer Invoice window, place your cursor on an existing row, press F7 and a new blank row appears immediately above the list where your cursor rests.
- F8 Press F8 to delete a row, for example, in the Customers Invoice window.
- F9 Use this key in a relevant box to calculate the Net amount from any Gross tax values. For example, in the Batch Supplier Invoices window, you can enter the gross figure in the Net column and press F9, which splits the amount into a Net and VAT amount.
- F11 This key launches the Windows control panel, so, for example, you could access your Internet options without having to minimise or close down your Sage 50 Accounts program. Alternatively, you can configure this button to launch another program on your PC.
- F12 The F12 key launches the Report Designer. Alternatively, you can configure this button to launch another program on your PC, or minimise your Sage 50 Accounts program.

Configuring F11 and F12

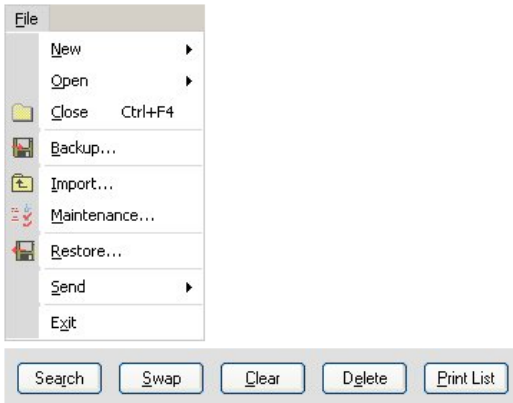
Function keys F11 and F12 are user-configurable. If required you can set them to launch an external program on your PC. Alternatively, F12 can also be configured to minimise the Sage 50 Accounts program.

To configure F11 and F12

1. From the Sage 50 Accounts menu bar, select Tools > Options and then click the Environment tab.
2. For each of the keys F11 and F12, enter the full path and the name of the .EXE file you want the key to launch.
Alternatively, for F12, click the Configure F12 as Hide Key box.
3. To save the details entered, click OK. To discard your changes, click Cancel.

Hot Key Shortcuts in Sage 50 Accounts

Sage 50 Accounts supports hot key shortcuts. These are indicated in the program menus and windows by an underlined letter:



To use the hot key shortcuts press the ALT key on your keyboard and, while keeping the key pressed, press the key corresponding to the underlined letter shown in the menu.

As an example, in the menu illustration above, press ALT and F on your keyboard to open the File Menu; then, keeping the ALT key pressed, press B on your keyboard to open the Backup dialog.

Similarly, to select Search in the second illustration above, press ALT and R on your keyboard to open the Search window.

Getting Help

The Sage 50 Accounts Help system provides you with all of the information you need to get the most out of your Sage 50 Accounts program. To access the Help you can:

- Press F1.
Press the F1 key at any point in Sage 50 Accounts. The Help topic that appears, directly relates to the actual window that is displayed on-screen. For example, click Customers and then click Record. Pressing F1 at this point displays the Help information relating to the Customer Record.
- From the Sage 50 Accounts menu bar, select Help. Choose Contents and Index.
Use the Contents tab on the left side of the Sage 50 Accounts Help system to search for a Help topic.

Wizards

The wizards in Sage 50 Accounts are specifically designed to help you complete routine or complicated procedures. A wizard takes you through the procedure you want to carry out in a logical, step-by-step process. All you have to do is follow the on-screen instructions. You will find wizards in various places in Sage 50 Accounts, such as on the Modules menu from Sage 50 Accounts main menu bar and on the various ledger windows throughout the program.

An Overview to Setting Up Sage 50 Accounts

You are now ready to begin entering information into your new Sage 50 Accounts program. In summary, the tasks you are advised to perform in sequence are:

- Set your company defaults. Check that you have entered your company details correctly, including your financial year start date and your VAT scheme. For more information, see *Chapter 3, Setting Up Sage 50 Accounts*.
- Check your nominal account structure (this includes setting up bank accounts in Sage 50 Accounts). Sage 50 Accounts has already created a nominal account structure for you, but you should check that the structure is right for your company. At this stage you can rename your nominal accounts to suit your business, add additional accounts and delete others that you do not need. For more information, see *Chapter 4, Setting Up your Chart of Accounts* and *Chapter 5, Setting Up Records*.
- Enter your customer and supplier information. If you need to keep details of your customers and suppliers, the next stage is to enter their records and their opening balances. A customer or supplier record is like a card in a card index box. Each record holds information about a specific customer or supplier, such as an address, telephone number, contact name, credit details and so on. Depending on your business you may need to complete both supplier and customer records or you may need only supplier details. For more information, see *Chapter 5, Setting Up Records* and *Chapter 15, Recording Opening Balances*.
- Enter your product information. If your business has stock, you should now enter your product details, including their opening balances. For more information, see *Chapter 5, Setting Up Records* and *Chapter 15, Recording Opening Balances*.
- Enter the opening balances for your nominal ledger and bank accounts (in that order). Any figure listed on your opening trial balance should be entered as an opening balance against the relevant nominal account. You should enter the opening balance for your bank account after you have entered the balances of all your other nominal ledger accounts. This is the last task which you should complete in order. For more information, see *Chapter 15, Recording Opening Balances*.

Administrative / Maintenance Tasks

There are certain procedures that you should perform daily, or whenever you use Sage 50 Accounts. These routines ensure that your data is not damaged and make sure that you always have a copy of your data in case of computer errors.

This chapter show you how to check your data for errors and how to make a backup of your files. It also discusses the importance of these routines.

We'll show you how to change your program date, a useful feature if you need to process many transactions on a certain date.

Finally, we'll guide you through the process of restoring your data from a backup.

Changing the program date

One of the strengths of Sage 50 Accounts is that you can change the program date, i.e. the day's date that you want to use to record your transactions.

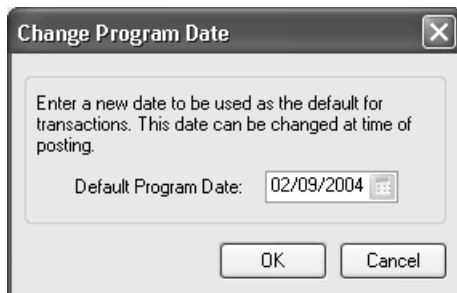
Important Note: This is not your financial year start date.

This means that you don't have to run your Month End on the exact Month End date. (This is the same with your Year End.) Because you may have to wait for certain invoices or bills to come in before you can run a period end procedure, Sage 50 Accounts lets you change your program date to whatever date you choose.

You can also change the program date if you have a set of invoices that need to be entered with yesterday's date. When you have finished entering the invoices, you can use Change Program Date to reset the date to today's date.

Note: The date will automatically set itself to the current PC system date when you restart the program.

You can change the program date by selecting Settings > Change Program Date from the Sage 50 Accounts menu bar. The Change Program Date box (see below), appears. Here you can enter the date that you need to process your transactions.



Checking your data

The Check Data facility lets you check that your data files are not corrupt and, in certain circumstances, it allows you to make corrections. It should be run regularly, but especially before taking a backup, and after restoring your data.

The data files are examined to detect the following error conditions:

- Input errors: values outside the limits of the program.
- Internal inconsistencies: values that fail to correspond, or transactions that do not match up correctly.
- Missing data: files or important pieces of information that are missing.
- Corrupt data: damaged/unreadable data files.
- Invalid nominal account types.

If you have any errors in your data, you can print a report detailing these errors.

To check your data files

1. From the Sage 50 Accounts menu bar, select File > Maintenance.

The File Maintenance window appears.

2. Click Check Data.

As the files are checked, a bar displays how far the Check Data utility is progressing.

If there are no problems, the Maintenance window appears informing you of this. Click OK to continue.

3. If there are problems, the File Maintenance Problems Report window appears.

4. If any errors appear, we recommend that you fix them before you continue entering any more data.

Warning: Before using Fix you should take at least two backups of your data.

The Fix facility will attempt to repair any errors found on your data. If there is a rare occasion where this routine is not successful (for example, because of data corruption), you will need to either restore to an error-free backup or send your data to Sage Technical Support (contact 0845 111 55 55 if you are a UK resident or 01 6420877 for residents of the Republic of Ireland) to be repaired by the Data Repair Service.

If you need to send your data to our Data Repair Service, we will need a backup of your data before the fix has been run. You should also contact our helpline (on the same number as above) for the necessary procedural forms.

Note: Depending on the level of SageCover you have, you may be charged for this service.

5. Click Fix.

6. After it has fixed your data set, Sage 50 Accounts will ask you whether you want to run Check Data again. We advise you to do this to ensure the integrity of your data.

If there are no errors, the Maintenance window appears informing you of this. Click OK or Close to continue.

Backing up your data

It is essential that you back up your data on a regular basis in case of computer malfunctions. Sage 50 Accounts provides its own backup routine, but if you want to use a different tool you can. To select a different backup tool, from the Sage 50 Accounts menu bar, select Tools > Options and then enter the details of the backup utility into the Backup tab.

If you want to use Sage 50 Accounts's Backup facility, follow the instructions below.

Note: The amount of disk space required depends on how much data you have saved in your program. If you are backing up to floppy disk, make sure you have a set of blank disks ready. Do not forget to label your disk(s) with the date and file name, and if more than one disk is used, number the disks sequentially indicating how many disks there are in total (1 of 4, 2 of 4 etc.). Write on the label which files you have backed up - either data files, layout templates, report templates, image files or all files. This means that if you only need to restore specific files, you know which disk to use.

Note for multi-company users: You must back up each company, including your consolidated company, separately. The Backup facility will only back up the company data that you are currently using.

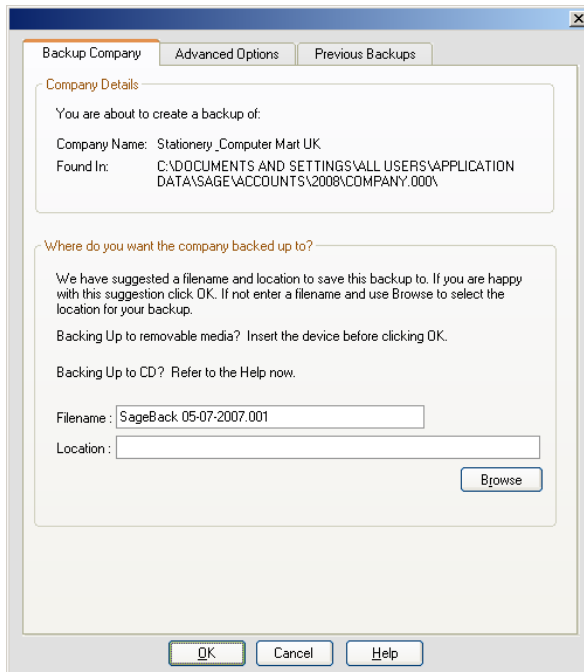
To back up your data

1. From the Sage 50 Accounts menu bar, select File > Backup.
2. A message appears asking you if you would like to check your data. We recommend that you check your data before you make a backup. To do this, click Yes. If you do not want to check your data, click No.

If you have chosen to check your data, a bar appears showing how the data check is progressing. When the data has been checked the File Maintenance Problems Report window appears.

If any errors appear, click Close to continue the backup. When it finishes, you should contact Sage Technical Support (call 0845 111 55 55 if you are a UK resident or 01 6420877 for residents of the Republic of Ireland). SageCover members can also use the Ask a Question database, available via www.sage.co.uk, to obtain information about their errors.

The Backup window appears, displaying the Backup Company tab.



The Company Details area of the window shows the name and location of the company data that is currently open in your program. If you are using a multicompany version of the program, check that the correct company name is shown here; that is, that the company you want to back up is the one you currently have open.

3. Use the 'Where do you want the company backed up to?' section of the window to enter a location and file name for your backup.

By default, the filename for the backup is Sageback <date>.001, where <date> represents the current program date. For example, if you back up on 9th July 2006, the filename becomes Sageback 09-07-2006.001. This filename format helps you to identify your backups, but you can change this if you require.

Use the Location box to enter or browse to the drive and folder you want to use for your backup.

Note: If you are backing up to a removable storage device, such as a USB data pen, please make sure that the device is attached to your computer before you click Browse.

4. To check or change the file types included in your backup, click the Advanced Options tab. Otherwise, click OK to proceed with the backup.

The Backup progress window appears, showing the details of the backup as it proceeds.

If you are backing up onto floppy disk you are prompted to replace each disk, as they become full.

5. When the backup is finished, a message appears to confirm that the backup has been successful. Click OK to acknowledge the message.

You have now backed up your data.

To Back Up to CD

There are two types of CD you can back up to: CD-R or CD-RW. Please follow the steps relevant to the type of CD you are using.

To back up to CD-R

1. From the Sage 50 Accounts menu bar, select File > Backup.

The Backup window appears, displaying the Company Backup information.

2. Following the instructions in the topic 'To Back Up your Data', make a backup to a location on your hard drive (usually C:\).
3. Locate the backup file on your hard drive and use the software provided with your CD-R drive to burn the file to a blank CD-R disk.

Note: We are unable to offer specific advice or support on the procedure for burning the backup file to your CD-R. This is because the CD-R drive uses third-party software for this process. If you need help with using your CD-R drive or its software, refer to the Help supplied with the drive or contact the manufacturer.

If you are using Windows XP, you can copy the backup file to your CD-R using the My Computer option. For more information, refer to your Windows XP Help.

To back up to CD-RW

1. Insert the CD-RW disk, to which you wish to back up.
2. From the Sage 50 Accounts menu bar, select File > Backup.
The Backup window appears, displaying the Company Backup information.
3. Follow the instructions in the topic 'To Back Up your Data', ensuring that you select your CD-RW drive (for example, E:\) as the location for the backup.

To Select Files to Back Up using Advanced Options

1. From the Sage 50 Accounts menu bar, select File > Backup.
2. From the Backup window, click the Advanced Options tab. The Advanced Options information appears.
3. From the list shown in the 'File types to include in backup' section of the window, select the file types you want to back up.

For example, if you have made changes to your report templates and you want to include these files in your backup, select 'Data Files' and 'Report Files' from the list. Alternatively, to back up all files, select the 'Select all files to include in backup' check box.

4. Check that the details shown in the 'Description of backup for <Company Name>' section of the window are correct. If necessary, make any changes to your file type selections, as described in step 3 above.
5. To proceed with your backup, click OK.

Note: If you want to back up your data to a CD, refer to *Backup to CD* on page 64.

The Backup progress window appears, showing the details of the backup as it proceeds.

If you are backing up onto floppy disk you are prompted to replace each disk, as they become full.

6. When the backup is finished, a message appears to confirm that the backup has been successful. Click OK to acknowledge the message.

You have now backed up your data.

To View or Delete your Previous Backups Information

1. From the Sage 50 Accounts menu bar, select File > Backup.
Alternatively, you can also view this information by selecting File > Restore.
2. From the Backup (or Restore) window, click the Previous Backups tab.
The Backups Taken information appears, displaying the history of the backups you have made for the current company.
3. To delete a previous backup from disk, select the backup in the list and click Delete. You can use the Swap and Clear buttons to reverse or clear your selections.
Note: Deleting a previous backup from the list deletes the backup file completely from your disk, storage device or computer. You should make sure that you keep sufficient backups to help protect you against data loss.
4. To confirm that you want to delete the backup, click OK when prompted by the confirmation message.
The selected backup(s) is/are deleted from disk.
5. To close the Backup (or Restore) window, click Cancel.

Backing up strategies

The more sets of backups you keep, the greater protection you have against data loss. We recommend the following backup routine:

Back up at the end of each day, labelling disks Mon, Tues, Wed, Thurs and Fri. Re-use these disks weekly. This allows you to go back to any day in your current week.

Back up at the end of each week, labelling disks Week1, Week2, Week3 and Week4. Re-use these disks weekly. This allows you to go back to any week in your current month.

Back up at the end of each month, labelling disks Month1, Month2 etc. Keep these disks until the end of the year. This allows you to go back to any month in your current year.

Note: Remember to replace your floppy disks regularly.

Restoring your data

What does restore mean?

To restore your data means to replace your current program data files with those stored on a backup disk. This procedure permanently overwrites your current data, so you should use it with caution and always ensure you back up first.

Why might I need to restore data from a backup?

- If you want to view your accounts as they were in the past, for example before you performed a procedure such as the Year End, you will need to restore from a backup taken prior to the procedure.
- If you have suffered data corruption that cannot be fixed, you can restore your most recent 'good' backup.
- Your accountant might have done some work on your accounts for you and supplied a backup file for you to restore.
- You might have sent your data to Sage to be amended, for example to have your Financial Year End date changed (if you are using Sage 50 Accounts). You will need to restore the backup Sage returns to you.

How do I restore data from a backup?

The method you will need to use to restore your data depends on how you originally backed up the data.

- If you back up using the Sage 50 Accounts Backup feature, you can restore the file by selecting File > Restore.

The Restore window consists of 2 tabs: Restore Company Backup and Previous Backups.

- If you use your own backup tool, such as a network tape backup, you will need to follow the instructions for your selected utility in order to restore data. For more information, refer

to the user assistance supplied with your chosen backup utility or contact your network administrator.

To restore backup data

Important Note: Restoring data from a backup file permanently overwrites the current company data in Sage 50 Accounts. Make sure that you have taken a backup of your current data before you proceed with the Restore process.

1. From the Sage 50 Accounts menu bar, select File > Restore.
The Restore window appears, displaying the Restore Company Backup information.
2. In the 'What backup do you want to restore?' section of the window, enter or browse to the filename and location of the backup you want to restore.
Note: If the file you are restoring is located on a removable storage device such as a USB data pen, make sure that the device is attached to your computer before you click Browse.
3. When you have selected the file to restore, the 'Your backup will be restored to' area of the window displays the details of the company that is currently open and of the backup you have selected. Check that this information is correct before continuing, and make changes to the selection in the 'What backup do you want to restore?' area of the window (as described in step 2 above) if necessary.
4. To begin the restore process, click OK.
When the restore process completes, a confirmation message appears.
5. Click OK to acknowledge the confirmation message.
You have successfully restored your data.

Note: After restoring data from a backup you should use the Check Data option from the File Maintenance window to ensure that your data files are not damaged.

Correcting your Data

Often mistakes are made when entering transactions. You can correct them provided the associated transaction entries have not been cleared from the audit trail. Sage 50 Accounts generates the necessary adjustments for you.

You can:

- Change entries
You can change entries unless they have been disabled because of their type or how they have been processed.
Batched transactions: You can change individual transaction lines. If you delete an individual transaction belonging to the batch, the whole batch is deleted.
Foreign currency transactions: The date on this type of transaction cannot be changed.

- Delete entries

You can delete entries, unless they have been VAT reconciled and need reversing.

CIS only: Once a transaction has been included in the monthly return (CIS 300), it cannot be deleted or reversed.

- Reverse entries

A reversal is when an opposite transaction is generated. For example, if you reverse an invoice a credit is generated. The generated transaction is included in the next VAT return to counteract the error.

To Correct a Transaction

Before you correct transactions, you are strongly advised to take a backup of your data files. Please be aware there are some things you can't correct:

- The date on a foreign currency transaction.
- Critical fields in a journal entry (nominal code, date, net amount).

There are two ways you can deal with journal entry errors. You can using the Reversals option from the Nominal Ledger toolbar to reverse the journal, then post a journal with the correct details. Alternatively, you can record another journal to make the appropriate amendments.

Non critical journal entry fields are department number, reference, details and tax code can be corrected. Although correcting the tax code may have VAT Return implications.

- **CIS only:** Transactions that have been included in the monthly return (CIS 300).

To correct a transaction:

1. From the Sage 50 Accounts menu bar, select File > Maintenance.
2. Click Corrections.

The Posting Error Corrections list box appears. It contains a list of the audit trail transactions. Any transactions which have previously been deleted using the File Maintenance facility, appear in red. You cannot edit these transactions.

3. Select the transaction you want to correct from the list and then click Edit.

The Edit Details window appears. The title of this window displays the number of the selected transaction and the transaction type.

4. Edit the transaction details or amounts as required.
5. To post your amendments, click Save.

Note: If you do not want to post any amendments you have made, click Close.

A confirmation message appears.

Your program gives you a warning if it cannot post your amendment. For example, this would occur if you try to amend an allocated transaction when using the VAT Cash Accounting scheme.

6. To post your amendments, click Yes.

The Postings Error Corrections Window

The Details tab window displays the transaction you selected from the Posting Error Corrections window.

The title bar displays the audit trail number of the selected transaction and what type of transaction it is; for example a Purchase Invoice or Bank Payment.

The three tabs on this window - Details, Amounts and Splits break down the transaction information further.

To Edit a Transaction Allocation

1. From the Sage 50 Accounts menu bar, select File > Maintenance.

2. Click Corrections.

The Posting Error Corrections window appears. The Posting Error Corrections window displays a list of the audit trail transactions.

3. To change the details associated with a particular transaction, select the transaction and then click Edit.

The Edit Details window appears. Edit the details on these three tabs as required.

4. Click Edit.

The Edit Transaction Split window appears showing the details of the splits (i.e. the individual items that make up the transaction that you have selected).

5. From the Allocations section, select the information you want to edit and click Edit.

The Edit Transaction Allocation screen appears.

6. In the Ref box, enter or amend the reference for this allocation.

The remaining information shown for this window is entirely dependent on the allocation type and is for information only (it cannot be amended).

7. Once all the corrections have been made, click Close.

The Edit Transaction Split Record window appears.

8. To return to the Edit Details window, click Close.

9. To post your amendments, click Save.

Note: If you do not want to save your amendments click Close.

A confirmation message appears.

10. To post your amendments click Yes.

The Posting Errors Corrections list box appears and you have changed the transaction allocation.

To Edit a Batched Transaction Split

1. From the Sage 50 Accounts menu bar, select File > Maintenance.
2. From the File Maintenance window, click Corrections.
3. From the list of transactions that appear, select the transaction and then click Edit.
The Details window appears.
4. Click the Splits tab.
5. From the list of transaction splits that appear, select the one that you want to edit and click Edit.
The Edit Transaction Splits window appears.
6. Edit the information as required.

Note: Deleting an individual entry line will delete the whole batch!

7. To save your changes, click Close and then Save.

A confirmation message appears asking you to confirm you wish to post your amendments.

8. To post your amendments, click Yes.

Note: Your program warns you if you cannot post your amendment. For example, this would happen if you try to amend an allocated transaction when using the VAT Cash Accounting scheme.

9. For further information on the editing of the various fields, please refer to the File Maintenance > Corrections > To Edit a Batched Transaction Split topic in the main program help file (F1).

To Reverse and Delete Transactions using Error Corrections

1. From the Sage 50 Accounts menu bar, select File > Maintenance.
2. Click Corrections.
The Posting Error Corrections window appears listing all your transactions.
3. Select the transaction you want to reverse or delete and click Edit.
The Edit Transaction Details window appears showing details of the selected transaction.
4. If the transaction has been reconciled on the VAT Return a Reverse button appears on the Edit Transaction Details window. Click Reverse. When prompted to reverse the transaction, click Yes.
If the transaction has not been reconciled on the VAT Return the Delete button appears on the Edit Transaction Details window. Click Delete. When prompted to delete the transaction, click Yes.

How Sage 50 Accounts Corrects your Data Files

It is not possible to list all the errors that can occur, or the corrective action taken by Sage 50 Accounts. However, a few general principles underlie the Sage 50 Accounts approach.

What happens if I change the value or date of a transaction?

New postings are generated. Differences arise though if the transaction is VAT reconciled or not, as follows:

If the transaction is not VAT reconciled, the back up copy is marked as deleted, and a new copy replaces the original.

For example, when you amend the date of an invoice which is not VAT reconciled, Sage 50 Accounts creates a new transaction which is identical to the original transaction.

This new transaction is marked as deleted and given its own unique number on the audit trail. The original transaction is corrected with the new date.

If the transaction is VAT reconciled, a reversal transaction is posted and a new transaction generated.

What happens if I delete a transaction?

All deleted transactions appear in red in the Posting Error Corrections window and the on audit trail in the Financials window.

By default, these deleted transactions are included on your reports and transaction activity list boxes. To exclude these from the Customer, Supplier activity lists, select the Exclude Deleted Transactions check box on the Parameters tab in the Company Preferences window. The deleted transactions will still appear in the Financials activity list.

What happens if I change the reference, department or details of an transaction?

The program overwrites the transaction, unless it has been VAT reconciled.

What happens if I correct the values of sales or purchase allocation?

Transactions are generated but are not allocated to the corrected transaction. To re-establish the allocation you will need to allocate the right transaction from those generated.

For example: You have a Purchase Invoice £100 allocated to a Purchase Payment £100. If you amend the Purchase Invoice to £80 the original invoice is deleted and a Purchase Invoice for £80 generated.

The Purchase Payment is adjusted to a Payment on Account for the full amount of £100. You would then allocate the £80 Purchase Invoice to the Payment on Account. This would then leave a credit of £20 on the customer's account.

If you delete the transaction the original is retained but marked deleted, therefore a new transaction is not generated.

What happens if I change the VAT code?

The VAT amounts are not recalculated.

Note: You can't change the VAT code on a VAT reconciled transaction.

The solution is to reverse the transaction to cancel the original transaction, and then enter a new one, with the correct tax code and amount.

What can I correct on a journal entry?

Information that can be changed are the department number, reference, details and tax code.

However, an amended tax code does not recalculate any VAT values. Nor does changing the non-Vatable code (T9) make the entry available for the VAT Return.

The solution is to reverse the journal and then create the journal again. This is also the solution to use if the nominal code, date or net amount are incorrect, as they cannot be changed.

How can I check that correction have been made?

Print a copy of the transaction histories and the audit trail.

What happens if I correct a bank reconciled transaction?

The bank's balance is updated.

Can I change deleted transactions in my backup?

No you cannot.

Chapter 3

Setting Up Sage 50 Accounts

This chapter contains all the information you need to help you set up Sage 50 Accounts to suit your business.

The Configuration Editor assists you in setting up many of your company defaults, from selecting the best Chart of Accounts for your business to setting up terms, tax codes, statuses, departments and labels that Sage 50 Accounts uses throughout the program.

You can find out how to enter your company preferences such as your address and contact details, and parameter settings specific to your way of working.

This chapter also explains how to enter defaults for your customer, supplier, bank and product records, and for invoices and orders. These defaults save you time later when creating these records.

Finally, you'll see how to protect your accounts data by setting up access rights and passwords.

If you deal with foreign currencies you also need to set up Sage 50 Accounts accordingly. For more information see *Chapter 14, Working with Foreign Currencies and Accounts*.

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Setting the Financial Year

When you first used your program, you entered the financial year start date in the ActiveSetup wizard. We recommend that you check that you have entered the correct date now as you cannot easily change the financial year start date after you have started entering transactions.

- To check your Financial Year Start Date open the Settings menu and choose Financial Year. Your Financial Year start date appears. If you need to change the date, you should do so now.

If the date is greyed out, you have already started to enter transactions. For further information about changing your financial year start date after you have started entering transactions, type 'financial year' into the index of the Sage 50 Accounts Help system, then double-click on 'changing'. It is essential that you read all the information about changing your financial year start date before attempting to change the start date.

Note: If you change your Financial Year start date, all of your prior year columns (on nominal records) will be cleared.

The Configuration Editor

The Configuration Editor allows you to set up the basic information that your company needs to get you started with your Sage 50 Accounts program.

The information that you enter here can be saved and used in future installations of Sage 50 Accounts. Accountants can set up this basic information for their clients so that defaults such as the nominal ledger are ready to use.

The Configuration Editor consists of the following areas:

- General
- Chart of Accounts
- Terms
- Tax Codes
- Account Status
- Products
- Fixed Assets (Accounts Plus and Accounts Professional versions only)
- Custom Fields
- Dispute Reasons (Accounts Plus and Accounts Professional versions only)
- Credit Control
- Project Costing (Accounts Plus and Accounts Professional versions only)

The General Tab

When you use the Configuration Editor to set up your company defaults, you can save your settings to a template. You can then use this template to set up a new company ready to work with, or edit the template at a later date.

Use the General tab of the Configuration Editor to give your template a name, and specify where you want to store the template. You can also select the General tab to locate and open an existing template for editing.

Note: You cannot load and use a new template once you have completed and exited from the Active Setup Wizard.

The screenshot shows the 'Configuration Editor' dialog box with the 'General' tab selected. The dialog has a title bar with a close button. Below the title bar is a row of tabs: 'Fixed Assets', 'Custom Fields', 'Dispute Reasons', 'Credit Control', and 'Project Costing'. Below these is another row of tabs: 'General' (selected), 'Chart of Accounts', 'Terms', 'Tax Codes', 'Account Status', and 'Products'. The main area contains instructional text about the configuration editor, including instructions on how to apply, save, and load configurations. Below the text are three input fields: 'Template Name' (containing 'Current Accounts Configuration'), 'Description', and 'Filename'. A 'Browse' button is next to the 'Filename' field. At the bottom, there are buttons for 'Save', 'Save As', 'Apply', and 'Close'. A note at the bottom right explains the function of these buttons.

Configuration Editor

Fixed Assets Custom Fields Dispute Reasons Credit Control Project Costing

General Chart of Accounts Terms Tax Codes Account Status Products

The configuration editor helps you to match your accounting system to your type of business.
Click on the tabs at the top of this dialog to configure different areas of your Sage 50 Accounts program.
If you want to apply your settings to the company that you currently have open in Sage 50 Accounts, just press "Apply".
If you wish to save your settings to a configuration file, press "Save" or "Save As...". If you create a configuration file you can use it as a template when you set up a new company in your Sage 50 Accounts program.
If you already have a configuration file available, you can load it into the configuration editor to review or modify it by pressing the "Browse" button below.
Note: you will not be able to apply a loaded configuration to your current company data.

Template Name:

Description:

Filename:

Press 'Apply' to use this configuration on your accounts data.
Press 'Save' or 'Save As' to create a configuration file to use on other accounts data sets.

To set up your general configuration settings

1. From the Sage 50 Accounts menu bar, select Settings > Configuration.

The Configuration Editor window appears, showing the General tab.

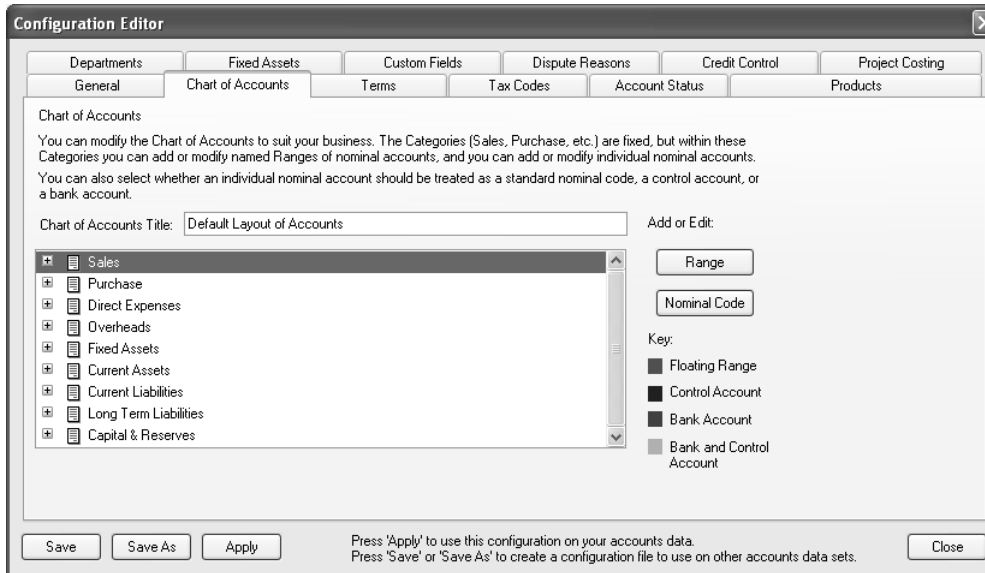
2. Enter the following settings in the relevant boxes:

Template Name	Type a name for the configuration file. You should enter a name that allows you to identify the file. We recommend that you use a name that relates to your company or to your business type or industry sector. You can enter up to 30 characters.
Description	Enter a description for the configuration file. You can enter up to 252 characters to describe the template that you are creating. For example, 'Configuration for Garage, revised by Smith and Sons'.
Filename	If you have an existing template that has already been set up, you can choose the Browse button to find the file. Sage has created a set of templates with information for specific industry types. When you click Browse, a list of these existing template files appears.

3. To continue entering your configuration settings, see the following section.
To save the changes to your template file, click Save, or to exit without saving, click Close.

The Chart of Accounts Tab

The Configuration Editor enables you to set up and amend your Chart of Accounts to suit your business. You can add or modify ranges of nominal accounts to preset categories and you can set up or change individual nominal accounts. You can also specify whether an account is a standard nominal code, a control account, or a bank account.



Before you edit your chart of accounts, we recommend that you read *Chapter 4, Setting Up your Chart of Accounts*.

The Chart of Accounts list box uses the following colour coding to differentiate between the types of nominal account:

Green Floating range

A floating range is one that could be an asset or a liability depending on the balance of the nominal accounts included in it, and so appears in both the current assets and current liabilities categories of the Chart of Accounts.

Blue Control account

Control accounts are used by Sage 50 Accounts to make double-entry postings, and include your Debtors and Creditors Control Accounts, Default Bank Accounts and VAT Control Accounts.

Red Bank account

A bank account is a nominal code that you create in the Bank navigation group.

Pink Bank and Control account

If a bank account also appears in your list of control accounts, for example your default bank account, the Chart of Accounts list box displays it in pink.

Note: The Configuration Editor only allows you to create one chart of accounts for each configuration file. To set up another chart of accounts, you will need to create a separate configuration file.

For instructions about adding and editing your existing chart of accounts, see *Chapter 4, Setting Up your Chart of Accounts*, or press F1 on the Chart of Accounts tab and read the information that appears in the Sage 50 Accounts Help system.

The Terms Tab

Each time you create a new customer or supplier record, you can enter details such as the credit limit, trading terms and discount available for that account.

If you give most of your customers similar terms and conditions, or receive similar terms from many of your suppliers, you can use the Configuration Editor to set up defaults. This saves you time as you will not need to enter the same information each time you create a new record.

In addition, if your company applies credit charges to customers who do not pay on time, you can set up your finance rates here.

To set up your terms

1. From the Configuration Editor window, click the Terms tab.

The Terms information appears.

Configuration Editor

Fixed Assets | Custom Fields | **Terms** | Dispute Reasons | Credit Control | Project Costing

General | Chart of Accounts | Tax Codes | Account Status | Products

Trading Terms

Sage 50 Accounts helps you to establish and record trading terms with your customers and suppliers. You can set default values for these trading terms below. These defaults will be used for any new customer and supplier accounts you create. You can also set finance rates to be used on customers that you allow credit charges on.

Customer Trading Terms

Credit Limit: 0.00 | Payment Due: 30 Days
 Sett. Discount: 2.50 | Sett. Discount Due: 30 Days
 Terms: 30 Days Strictly Net

Supplier Trading Terms

Credit Limit: 1000.00 | Payment Due: 30 Days
 Sett. Discount: 2.50 | Sett. Discount Due: 30 Days
 Terms: 30 Days Strictly Net

Customer Finance Rates

The current rate applying is 40.00 which is 20.00 above the base rate of 20.00 (applying since 02/02/2000).

Date From	Base Rate (%)	Additional (%)
01/01/2000	10.00	10.00
02/02/2000	20.00	20.00
03/03/1999	30.00	30.00
04/04/1999	40.00	40.00

Buttons: Add, Edit, Delete

Save | Save As | Apply | Close

Press 'Apply' to use this configuration on your accounts data.
 Press 'Save' or 'Save As' to create a configuration file to use on other accounts data sets.

2. Enter your Customer Trading Terms and Supplier Trading Terms in the relevant boxes:

Credit Limit	Enter the standard credit limit that you give your customers, or that your suppliers give you.
Sett. Discount	If you want to offer early settlement discount, or if your suppliers offer you this facility, enter the default percentage in this box.
Payment Due Days	Enter your usual credit terms, i.e. the number of days that you usually give your customers to pay, or that your suppliers give you.
Sett. Due Days	You can give your customers a discount for early payment, or your suppliers may offer you this discount. If payment is received within the days you enter here, you or your customer can qualify for a discount.

Terms Type in up to 30 characters of text, such as '30 Days'. You can print this on your invoices or statements if required.

3. To add a Customer Finance Rate, click Add in the Customer Finance Rates section.

You can enter the following finance rate information:

Date applying from Enter the date you want the new interest rate to apply from.

Base Rate % Enter the current base rate here.

Additional % If you want to charge interest above the current base rate, enter the additional percentage here.

4. To amend an existing finance rate, click Edit in the Customer Finance Rate section.

5. To delete a finance rate, click Delete.

To save your changes to your template file, click Save, or to exit without saving, click Close.

To continue entering your configuration settings, see the following section.

The Tax Codes Tab

Sage 50 Accounts sets the standard UK and EC VAT Rates automatically for you, so you don't normally need to adjust anything. However, we recommend you read this section to familiarise yourself with the codes that are used and what they represent.

Upon installation, Sage 50 Accounts sets the code T1 - standard rate (currently at 17.5%) as the default tax code.

Note for Irish users upgrading from an existing Sage program: When you set your Regional Settings to English (Ireland), Sage 50 Accounts sets the standard default tax codes T1 to 21% and T3, which is used for reduced rate transactions, to 13.5%. The remaining tax codes remain as detailed in the bulleted list later in this section.

Note for new Irish users installing Sage 50 Accounts for the first time: When you install with your Regional Settings set to English (Ireland), Sage 50 Accounts creates the following standard default tax codes: T0, 0% (zero rated sales and goods for resale); T1, 21% (standard rate sales and goods for resale); T2, 0% (exempt transactions for sales and goods for resale); T3, 13.5% (reduced rate sales and goods for resale); T4, 0% (sales to VAT registered customers in the EC); T7, 0% (zero rated purchases from suppliers in the EC); T8, 0% (from suppliers in the EC); T9, 0% (transactions not involving VAT); T10, 0% (zero rated goods for non-resale); T11, 21% (standard rate goods for non-resale) and T12, 13.5% (reduced rate goods for non-resale).

If you need to add or change VAT Codes, use the Tax Codes tab from the Configuration Editor. Tax codes are used to identify the rate of VAT to be applied to a given transaction. You can specify up to 100 VAT rates, each one identified by a code from T0 to T99. You can then select

the rates that are to be included in the VAT Return calculations and which relate to EC transactions.

When you install your program, Sage 50 Accounts automatically sets up the following VAT Rates for you:

- T0 zero rated transactions
- T1 standard rate
- T2 exempt transactions
- T4 sales to VAT registered customers in the EC*
- T5 lower rate
- T7 zero-rated purchases from suppliers in the EC**
- T8 from suppliers in the EC**
- T9 transactions not involving VAT***

* This tax code can be used for VAT registered customers outside of the UK, but within the EC. You must have the customer's VAT registration number entered on the customer record if you want to use the T4 tax code. If your customer is not VAT registered, you should use one of the standard UK VAT rates.

** These tax codes can be used for suppliers outside of the UK but within the EC. In accordance with VAT regulations, EC VAT rate codes used for purchases are given a 'notional' rate that is linked to a UK VAT Rate. For example, the T8 tax rate for standard-rated purchases from suppliers in the EC is linked to T1, which is the standard rate of VAT in the UK.

*** These transactions are not included on the VAT Return. Sage 50 Accounts also uses T9 as the default tax code for all the routines that are non-vatable, e.g. journal entries and error corrections. If you want to change the function of T9, you will need to set up another tax code that is non-vatable, for Sage 50 Accounts to use for these routines

You can add or edit tax codes. To add or edit a tax code, open the Settings menu and choose Tax Codes. Select the code you require and then click Edit.

Note: The tax codes are set up by default, but it is your responsibility to ensure that these tax codes are used correctly.

For more information about tax codes, you should check the following HMRC publication notices:

Notice 700 - The VAT Guide. This is the main VAT reference guide.

Notice 725 - The single market. This notice explains the way that VAT is charged and accounted for on the movement of goods within the EC single market.

For more tax information and copies of Notice 700 and Notice 725, you should refer to the HMRC website. You can access this website from your Sage accounts program, by clicking on the Sage.com icon on the main Sage desktop and then making the appropriate selection from the pop-up list.

To edit a VAT rate

1. From the Configuration Editor window, click the Tax Codes tab.

The Tax Codes information appears, listing all the VAT rates currently available for you. The list also shows whether each rate is 'In Use' (i.e. included on your Sage 50 Accounts VAT Return), and if the rate refers to transactions with EC countries.

Configuration Editor

Fixed Assets | Custom Fields | Dispute Reasons | Credit Control | Project Costing

General | Chart of Accounts | Terms | **Tax Codes** | Account Status | Products

Tax Codes

Sage 50 Accounts helps you to keep track of VAT with a comprehensive set of tax codes. These tax codes are set-up by default when you install the program, and you will not normally need to change any of the settings.

If you do need to modify any of the tax codes, you can do this below.

For more information on VAT and tax codes, visit the HM Revenue and Customs web site - just select 'HM Revenue and Customs' from the WebLinks menu.

Code	Rate	In Use	EC Sales	EC Purchases	Description
T0	0.00	Y	N	N	Zero rated
T1	17.50	Y	N	N	Standard rate
T2	0.00	Y	N	N	Exempt transactions
T3	0.00	Y	N	N	
T4	0.00	Y	Y	N	Sales to customers in EC
T5	5.00	Y	N	N	Lower Rate
T6	0.00	Y	N	N	

Edit

Save Save As Apply Press 'Apply' to use this configuration on your accounts data. Press 'Save' or 'Save As' to create a configuration file to use on other accounts data sets. Close

2. To edit an existing VAT Rate, select a tax code and click Edit.

The Edit Tax Code window appears. This window shows any basic information about the tax code that you have selected, such as the code, rate and description.

Edit Tax Code

Settings

Code: T5

Rate: 5.00

☒ Include in VAT return

☐ Reverse Charge

☐ EC Code

☐ EC Sales

☐ EC Purchases

Link To: T0 0.00

Description

Lower Rate

OK Cancel

3. Enter or edit the following information:
 - Enter or edit the rate to be applied (as a percentage) in the Rate text box provided. You should not change this rate if it is an EC Code, as this rate does not apply.
 - If you want to include this tax code in your Sage 50 Accounts VAT Return, select the 'Include in VAT Return' check box. Clear the check box if you do not want to include transactions with this tax code in your VAT Return calculations.
 - If the rate relates to transactions with EC countries, enter the EC details in the boxes provided.
 - To use the code for the Reverse Charge Sales List category, select the Reverse Charge check box. In addition, use the Link To drop-down list to select the theoretical VAT rate to be used on the Sales Invoice/Purchase-related elements of the Reverse Charge.
 - If you want to change the tax code description, type the text you require into the Description box.
4. To save the details of this tax code, click OK. To exit without saving, click Cancel.
5. To apply the changes to the company that is currently open in Sage 50 Accounts, click Apply.
6. To save the changes to your template file, click Save, or to exit without saving, click Close.
To continue entering your configuration settings, see the following section.

The Account Status Tab

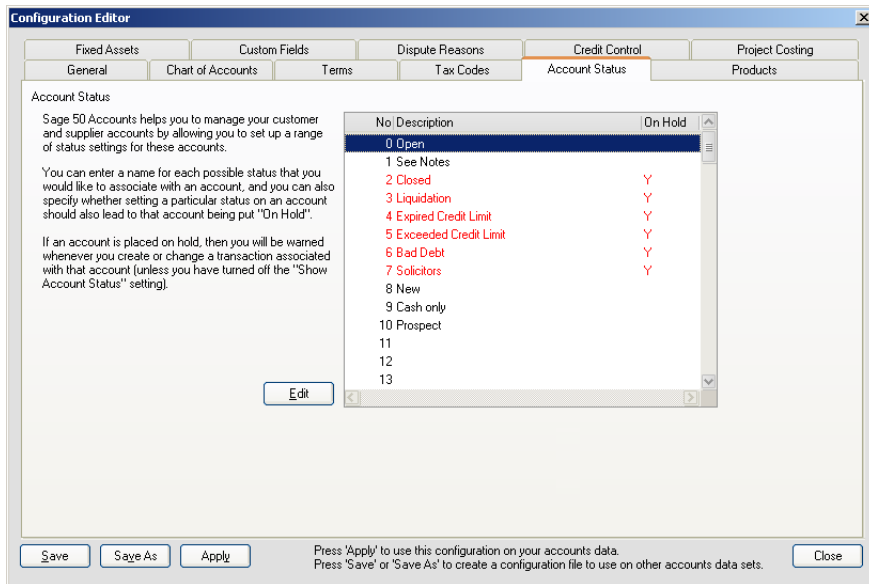
Sage 50 Accounts helps you to manage your customer accounts by allowing you to set up a range of status settings for these accounts. You may want to set several different types of account status to signal whether your customers are good or priority customers. You may also want to assign statuses for bad customers, or specify that a particular status on an account places that customer 'On Hold'.

A number of account statuses are already set up for you to use, but you can edit or add to these if you require.

To edit an account status

1. From the Configuration Editor, click the Account Status tab.

The Account Status information appears, listing all the account statuses currently available to you. The list shows a 'Y' if a status places an account 'On Hold'.



2. Highlight the account status you want to amend and click Edit.

Note: If you try to edit the Open account status, a message appears advising you that you cannot change the 'On Hold' status.

The Edit Account Status window appears.

3. If you want to edit the name of the account status, type the new name into the Description box.
4. If you want to change the on hold status, select or clear the 'Marks account as "On Hold"' check box as required.
5. To save your changes, click OK. Alternatively, to exit without saving, click Cancel.
6. To apply the changes to the company that is currently open in Sage 50 Accounts, click Apply.
7. To save the changes to your template file, click Save, or to exit without saving, click Close. To continue entering your configuration settings, see the following section.

The Products Tab

The Products tab of the Configuration Editor allows you to manage your Product Categories. The categories you set up will be available as a drop-down list on Sage 50 Accounts's Product Record window.

Sage 50 Accounts lets you divide your products into 999 different categories for analysis and reporting purposes. For example, if you are a stationery and computer retailer, you may want to separate your sales into Paper Products, Office Supplies, Computer Accessories and so on. By placing similar products into categories you can:

- Create reports based on categories. For example, you can print a Product Activity report.
- Use the Search option to carry out analysis within specific categories.
- Update the sales and purchase prices of the product within certain categories using the Global Changes Wizard.

To report on products that belong to different categories, use the Search button on the Products window to enter the category number as a selection criterion before you run the relevant report.

You can also change the category label to a term more relevant to your business, and set up custom additional information labels to appear on all your product records.

To edit a product category

1. From the Configuration Editor window, click the Products tab.

The Products information appears.

Configuration Editor

Fixed Assets | Custom Fields | Dispute Reasons | Credit Control | **Project Costing**

General | Chart of Accounts | Terms | Tax Codes | Account Status | **Products**

Product Categories

Sage 50 Accounts allows you to group your products into product categories. You can configure your product categories here, entering a name of your choice for each category.

Separating products out into categories will allow you to generate more useful reports on what your business sells.

No.	Category
	No. Category
1	Paper Products
2	Office Supplies
3	Envelopes and Mailing
4	Writing Equipment
5	Organising and Filing

Product Category Label

If you wish to change the label for the "Product Category" field on the product record, enter a new name here:

Label:

Product Custom Fields

Each product record within Sage 50 Accounts has three custom fields associated with it. These fields are shown on the "Web" tab of the product record. You can enter labels for these custom fields here:

Field 1:

Field 2:

Field 3:

Press 'Apply' to use this configuration on your accounts data.
Press 'Save' or 'Save As' to create a configuration file to use on other accounts data sets.

2. Select the category you want to amend, and click Edit.
The Edit Product Category window appears.
3. In the text box provided, enter the name for your product category.
4. To save your entry click OK, or to abandon your entry click Cancel.
5. To apply the changes to the company that is currently open in Sage 50 Accounts, click Apply.
6. To save the changes to your template file, click Save, or to exit without saving your details, click Close.

To set up your product category label fields

1. From the Configuration Editor window, click the Products tab.
The Products information appears.
2. If you want to set up an alternative label for the Product Category box on your product records, type the name you require in the Label box.
3. To apply the changes to the company that is currently open in Sage 50 Accounts, click Apply.
4. To save the changes to your template file, click Save, or to exit without saving, click Close.

To set up your product record custom fields

1. From the Configuration Editor window, click the Products tab.
The Products information appears.
2. Enter your custom field labels in the Product Custom Fields section. You can enter up to three custom field labels. The labels you enter appear on the Web tab of each of your product records.
3. To apply the changes to the company that is currently open in Sage 50 Accounts, click Apply.
4. To save the changes to your template file, click Save, or to exit without saving, click Close.
To continue entering your configuration settings, see the following section.

The Fixed Assets Tab

(Accounts Plus and Accounts Professional only)

Sage 50 Accounts lets you divide your fixed assets into 99 different categories for analysis and reporting purposes. For example, you may want to set up separate categories for equipment, furniture and vehicles, which you can use on each fixed asset record you create.

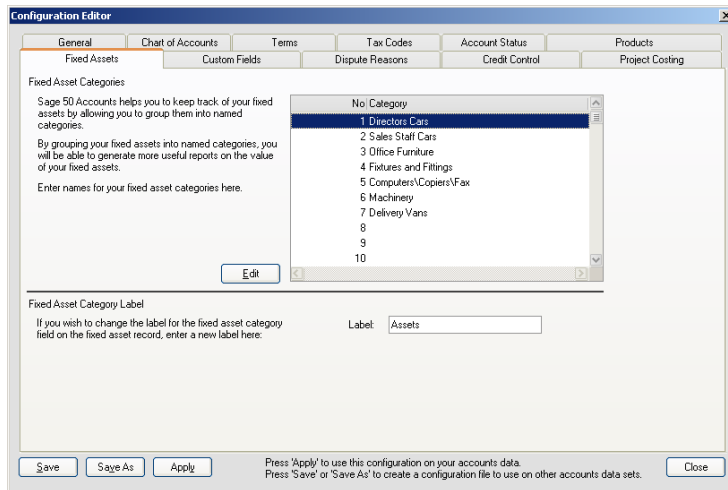
Note: You can change the name of the 'Fixed Asset Category' label wherever it appears in Sage 50 Accounts by typing a new name in the 'Label' box on the Fixed Assets tab of the Configuration Editor.

For more information, see *Working With Fixed Assets* on page 254.

To edit your fixed asset categories

1. From the Configuration Editor window, click the Fixed Assets tab.

The Fixed Assets information appears, listing all of the fixed asset categories currently available to you.



2. Click Edit (or double-click the category that you want to add or change).
The Edit Fixed Asset Category window appears.
3. In the text box provided, type a name for your fixed asset category.
4. To save your entry click OK, or to abandon your entry click Cancel.
5. To apply the changes to the company that is currently open in Sage 50 Accounts, click Apply.
6. To save the changes, click Save, or to exit without saving, click Close.

To edit the fixed asset category label

Your company may not use fixed asset categories. It is possible to change this label so that you can enter your own analysis information on your fixed asset records. The following procedure explains how to change the label on 'Fixed Asset' boxes wherever they appear throughout your Sage 50 Accounts program.

1. From the Configuration Editor window, click the Fixed Assets tab.
2. Enter your new text label in the Label box.
3. To apply the changes to the company that is currently open in Sage 50 Accounts, click Apply.
4. To save the changes, click Save, or to exit without saving, click Close.
To continue entering your configuration settings, see the following section.

The Custom Fields Tab

There are some fields in the program you can rename. A meaningful name will help when entering information into the program.

Customer and Supplier record fields

You can add three additional pieces of detail to an account. You can then use those details when generating reports to analyse your sales and purchases.

For example, you might want to record the customer type, sales representative and sales region on a Customer Record.

Alternatively, you may want to record suppliers by region and account manager.

Department field

You can use departments to analyse your sales and purchases by area. An area can represent a location, project or region. To set up your custom fields

1. From the Configuration Editor window, click the Custom Fields tab.

The Custom Fields information appears.

Configuration Editor

General | Chart of Accounts | **Custom Fields** | Terms | Tax Codes | Account Status | Products

Fixed Assets | Dispute Reasons | Credit Control | Project Costing

When recording information about a customer or supplier it is possible to enter up to three additional pieces of data. These Custom Fields can be used to categorise types of customers or suppliers for reporting and analysis purposes. To help you to use these fields more effectively, you can change the labels that are displayed in Sage 50 Accounts for these fields. For example, if you categorise customers or suppliers by geographical region, and by their account manager, then you could change Analysis 1 to "Region", and Analysis 2 to "Account Manager".

Customer Record Custom Fields	Supplier Record Custom Fields
1 Cust. Type	1 Region
2 Resp. Rep	2 Supply
3 Region	3

Departments Label

If you wish to change the label for the "Department" field used throughout Sage 50 Accounts, enter a new name here:

Save | Save As | Apply | Press 'Apply' to use this configuration on your accounts data. Press 'Save' or 'Save As' to create a configuration file to use on other accounts data sets. | Close

2. Enter the label names you want to use and then click Apply.
3. To save the change to your template file, click Save.

The Dispute Reasons Tab

(Accounts Plus and Accounts Professional only)

When you mark a customer or supplier invoice as being in dispute, Sage 50 Accounts requires you to enter a reason code that explains why the transaction is disputed.

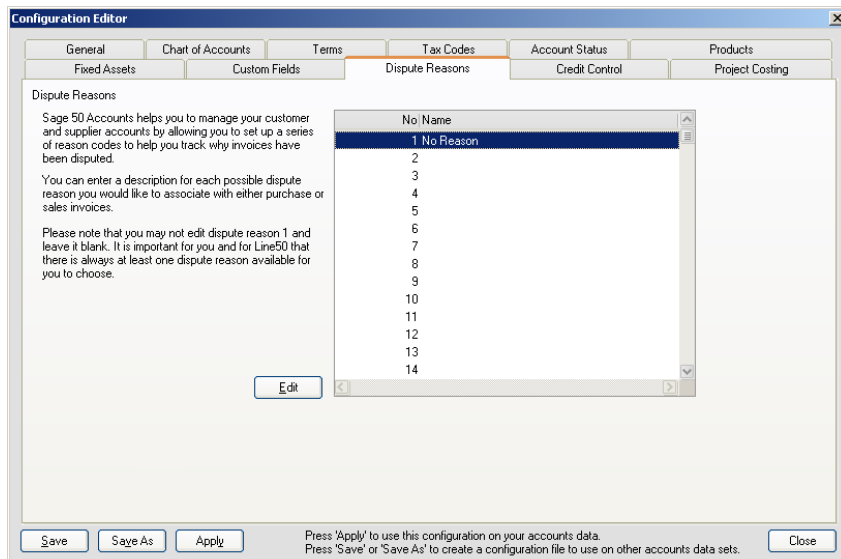
The Dispute Reasons tab allows you to create up to 1000 different dispute reason codes so that you can specify why an invoice is being disputed.

To set up your dispute reasons

1. From the Configuration Editor window, click the Dispute Reasons tab.

The Dispute Reasons information appears, listing all of the dispute reasons currently available.

Note: By default, only one dispute reason is available. This is '1 - No Reason'.



2. Select the dispute reason that you want to add or change and click Edit.
The Edit Dispute window appears.

3. In the text box provided, type a description for your dispute reason.

Note: You cannot edit dispute reason '1 - No Reason' and leave the description blank. If no other reason codes exist, Sage 50 Accounts uses this as the default entry when you dispute an item and it is important that there is always one reason code entry available for you to use.

4. To save your entry click OK, or to abandon click Cancel.

5. To apply the changes to the company that is currently open in Sage 50 Accounts, click Apply.
6. To save the changes, click Save, or to exit without saving click Close.
To continue entering your configuration settings, see the following section.

The Credit Control Tab

If your customers do not pay after you have sent them their statement, you can use Sage 50 Accounts's Payment Reminder letters. You can choose from 3 different types of letter: a simple reminder, the more forceful warning, or the threat of legal action.

Using Sage 50 Accounts's Credit Control features, you can choose to automatically generate letters to send to your customers, reminding them of any outstanding invoices. The Credit Control tab of the Configuration Editor allows you to select which of your standard or customised reports you would like to use for each type of letter.

To set up your credit control letter details

1. From the Configuration Editor window, click the Credit Control tab.

The Credit Control standard letters information appears.

Configuration Editor

General | Chart of Accounts | Terms | Tax Codes | Account Status | Products
Fixed Assets | Custom Fields | Dispute Reasons | **Credit Control** | Project Costing

When you use the Credit Control features within Sage 50 Accounts you can choose to automatically generate letters to send to your customers reminding them of any outstanding invoices

Three styles of letter are used:
The first is a simple reminder. The second is more forceful, typically suggesting that without immediate attention things may become more serious. The final letter typically indicates that without immediate action, legal proceedings will begin shortly.

You should select which of your Sage 50 Accounts reports you wish to use for each of these letters. The reports may be one of the standard Sage 50 Accounts reports, or may be customised to meet your exact needs for layout and sending.

Statement		Browse	
Reminder Letter		Browse	Set status to 0 - Open
Warning Letter		Browse	Set status to 0 - Open
Legal Threat Letter		Browse	Set status to 0 - Open

Press 'Apply' to use this configuration on your accounts data.
Press 'Save' or 'Save As' to create a configuration file to use on other accounts data sets.

2. In the 'Reminder Letter' box, enter the path to the Sage 50 Accounts report you want to use for a simple reminder letter. If you do not know the exact path to the letter you want to use, click Browse to locate the file.

3. From the 'Set status to' drop-down list alongside the Reminder letter path, select the status code you want Sage 50 Accounts to set the customer's record to after you send them a Reminder letter.
4. Repeat the procedure to enter a path and status code for the Statement, Warning and Legal Threat letters.
5. To apply the changes to the company that is currently open in Sage 50 Accounts, click Apply.
6. To save your entries, click Save, or to exit without saving, click Close.
To continue entering your configuration settings, see the following section.

The Project Costing Tab

(Accounts Plus and Accounts Professional only)

Each time you create a project record, details from the Project Costing tab are applied to the record. These details cover:

- Project status: Used to track progress. The project status also defines whether the project, at a given status, can accept charges and whether the project record can be deleted. Sage 50 Accounts offers a list of five that you can use or amend as required.
- Cost types and code: Used to track project costs including spend against budget.
- Project custom fields: The labels that appear on a project record against a set of three analysis fields that can be used to categorise projects. For example you could categorise a project by its manager, type or geographical area and then generate reports for these categories.

For more information about project costing see *Chapter 11, Project Tasks* (Accounts Plus and Accounts Professional Only).

To set up or amend a project status, cost type, cost code or custom field

1. From the Configuration Editor window, click the Project Costing tab.

The project status list, cost types and codes as well as custom fields for projects are displayed.

Configuration Editor

General | Chart of Accounts | Terms | Tax Codes | Account Status | **Products**
 Fixed Assets | Custom Fields | Dispute Reasons | Credit Control | **Project Costing**

Project Status
 Enter the names and description of your Project Statuses here, each status will have the options of set as default, allow postings or allow deletions.

Code	Description	Default	Postings	Deletion
ACTIVE	Active	Yes	Yes	No
SNAG	Completed, open	No	Yes	No
COMPLETED	Completed, closed	No	No	Yes
SUSPEND	Suspended	No	No	No

Add Edit Delete Set as Default

Project Custom Fields
 Each project record within Sage 50 Accounts has three custom fields associated with it. You can enter labels for these custom fields here.

Field 1: Manager
 Field 2: Type
 Field 3: Complete

Cost Type
 Enter the names of your costs types here.

Type	Default
LABOUR	No
MATERIALS	No
OVERHEADS	No
MIXED	No

Add Edit Delete Set as Default

Cost Codes
 Enter the names and description of your costs codes here.

Code	Description	Type
DESK	Desktop	MATERIALS
PROJ	Project Management	LABOUR
TRAV	Travel Time	LABOUR
INST	Installation Time (General)	LABOUR

Add Edit Delete

Save Save As Apply Press 'Apply' to use this configuration on your accounts data. Press 'Save' or 'Save As' to create a configuration file to use on other accounts data sets. Close

2. Enter the following project settings:

Project Status

Use this section of the window to add, edit or delete a project status. You can add to Sage 50 Accounts's original five statuses, creating up to 99.

To add a new status, click Add. Set up each status with a unique short code and a description. You can then use the 'Allow Postings' and 'Allow Deletion' check boxes to specify whether the status allows you to make cost postings to the project, or whether you can delete the project. You cannot set up a status with both of these check boxes selected, but you can create a status with neither box selected if you want the status to relate to projects that do not allow postings or deletion (similar to the SUSPEND status).

To edit a status, select the status in the list and click Edit.

To delete a status, select the status in the list and click Delete. You can only delete a status if no project records currently use it.

Note: You cannot delete the default status. In addition, you must always retain at least one status, which will be set as the default if it is the only one remaining. You cannot delete all statuses.

If you want to change the default status, select the status you require and click Set as Default.

Project Custom Fields

The Project Record contains three analysis fields that you can use to categorise projects for reporting and analysis purposes. For example, you could categorise projects by project manager, project type and geographical area.

Use the 'Field 1', 'Field 2' and 'Field 3' boxes in the 'Project Custom Fields' area to set up the labels for the project record analysis fields.

Cost Type

Use the 'Cost Type' section of the window to define your project cost types. You can amend or add to Sage 50's default type (Other), to establish up to 99 cost types.

To add a new cost type, click Add. Enter a unique description for the cost type then click OK.

To amend the name of a cost type, select the cost type from the list and click Edit.

To delete a cost type, select the cost type in the list and click Delete. You can only delete a cost type provided it is not linked to a cost code or set as the default cost type.

To set a cost type as the default, select the cost type and click Set as Default. Each time you create a cost code the default cost type is displayed for use with the cost code, although it can be changed.

Cost Codes

Use the 'Cost Codes' section of the window to define your project cost codes. You can add to Sage 50 Accounts's original four cost codes, creating up to 99 codes.

To add a new cost code, click Add. Enter a unique short code and a description for the cost code. If the default cost type is not right for this code cost, select another from the drop-down list. Click OK to save the cost code.

To amend a cost code, select the code in the list and click Edit.

To delete a cost code, select the code in the list and click Delete. You can only delete a cost code if no transactions exist that use the code.

3. To save your changes click Save, or to discard your changes and exit without saving click Close.

Entering Your Company Preferences

The Company Preferences facility is a very important area of the program as it affects the way your program displays information. We recommend that you read this section and enter your company preferences before you use any of the other Sage 50 Accounts features.

Some areas of the Company Preferences facility will already contain information, taken from the information that you entered on the ActiveSetup Wizard. We recommend that you check this information and enter the remaining company preferences now.

Use the Accountant tab to enter your accountant's name and address details. Sage 50 Accounts uses this information when you use Accountant Link to exchange data with your accountant. For information about entering your accountant's details and using Accountant Link, see *Accountant Link* on page 632.

To enter your address preferences

Use this area of the program to fill in your company address.

1. Select Company > Company Preferences.

The Company Preferences information appears.

The screenshot shows the 'Company Preferences' dialog box with the 'Address' tab selected. The 'Company Details' section contains the following fields:

Name	Stationery & Computer Mart UK
Street1	Sage House
Street2	Benton Park Road
Town	Newcastle Upon Tyne
County	
Post Code	NE7 7 LZ
Country	Ireland IE
Telephone	0191 955 3000
Fax	0191 955 3001
e-Mail	sales@stationerycomputermartuk.co.uk
Website	http://www.stationerycomputermartuk.co.uk
Credit Ref	SM03939302J
DUNS Number	

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons, and a 'Delivery Addresses' button.

2. If necessary, edit your company name and address. You can also add your company's telephone and fax numbers, e-mail and website address, along with our DUNS Number.

The DUNS Number (Data Universal Numbering System) is a nine digit number, used to identify a business.

Use of this numbering system to identify a business is to ensure compatibility with Zanzibar, the UK Government e-purchasing portal. Every e-order and e-invoice that passes through Zanzibar must include a DUNS number.

Charities only: Enter your Charity Tax Reference in Charity No. and it will appear on your Gift Aid report.

3. **Accounts Professional users:** If you want to use Sage 50 Accounts to produce Intrastat Supplementary Declarations information and you do not have a default company Delivery Address set up, you must set the Country to GB (or IE for users in the Republic of Ireland). Select GB or IE from the drop-down list in the Country box.
4. Enter your company's VAT registration number in the box provided.
5. If you have an **Accounts Plus** or **Accounts Professional** version of Sage 50 Accounts, you can have multiple delivery addresses. For example, if your business has several offices, you can enter a delivery address for each office.

Help

Type 'Delivery Address' into the Help system's index to find out how.

6. To save any changes and exit, click OK, or to exit without saving, click Cancel.

To enter your label preferences

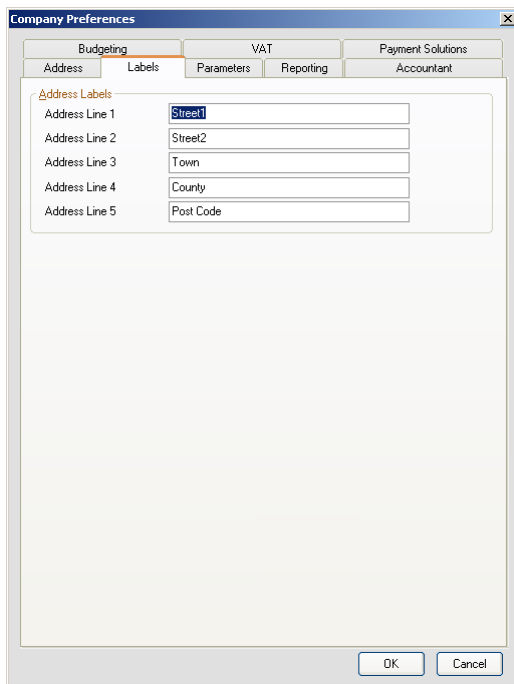
Setting your label preferences determines how your Sage 50 Accounts program displays information. This includes how you want to display addresses and additional information on your customer, supplier and product records.

1. Select Company > Company Preferences.

The Company Preferences information appears.

2. Choose the Labels tab.

The Labels information appears.



The screenshot shows the 'Company Preferences' dialog box with the 'Labels' tab selected. The dialog has a title bar with a close button. Below the title bar are three main tabs: 'Budgeting', 'VAT', and 'Payment Solutions'. Under 'Budgeting' are sub-tabs: 'Address', 'Labels' (which is active), 'Parameters', 'Reporting', and 'Accountant'. The 'Labels' tab contains a section titled 'Address Labels' with five input fields: 'Address Line 1' (containing 'Street'), 'Address Line 2' (containing 'Street2'), 'Address Line 3' (containing 'Town'), 'Address Line 4' (containing 'County'), and 'Address Line 5' (containing 'Post Code'). At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3. To ensure that you always enter address information consistently, you can amend the labels that appear on all address data entry windows. For example, you can change the labels to Street 1, Street 2, Town, County and Postcode. This ensures that the county will always be entered on the fourth line. Therefore if you want to search for all customers in a specific county, you can search on Address Line 4. For more information about searches, *Using the Search to Find Records* on page 46.
4. To save any changes and exit, click OK, or to exit without saving, click Cancel.

To enter your company parameters

By setting your company parameters, you can choose from a range of options which affect how your Sage 50 Accounts program works. These options are explained in the following instructions.

1. Select Company > Company Preferences.
2. Click the Parameters tab.

The Parameters information appears.

The screenshot shows the 'Company Preferences' dialog box with the 'Parameters' tab selected. The dialog has a title bar with a close button. Below the title bar are four tabs: 'Budgeting', 'VAT', 'Payment Solutions', and 'Parameters'. The 'Parameters' tab is active, showing sub-tabs: 'Address', 'Labels', 'Parameters', 'Reporting', and 'Accountant'. The 'Parameters' sub-tab is selected, displaying the following settings:

- Call Charges:** A text box for 'Default call charge' is set to '0.00'.
- Transaction Processing:**
 - ☒ Display Account Status
 - When I place an Account on Hold:
 - ☒ Show a warning on each change
 - ☐ Stop the Account
- Others:**
 - ☒ Exclude deleted transactions
 - ☒ Display ActiveSearch Popup
 - ☒ Access Rights
 - ☒ Allow Negative Stock
 - ☒ Copy skeleton journal values
 - ☐ Timeslips Link
 - ☐ Enable Reversing Journals
 - ☐ No Recurring entries at startup
 - ☒ Enable Project Costing
 - ☐ Enable Charity/Non-Profit options
 - ☒ Enable Smart Totals
 - ☒ Log Events

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3. Enter the following information in the relevant section of the window:

Default Call Charge
(Accounts
Professional only)

You can charge people for the amount of time you talk to them on the telephone. The hourly rate that you enter here is used as the default rate that can be assigned to service invoices generated from within customer records contacts tab. To read about how to charge people for telephone calls, see *Invoicing from telephone calls* (Accounts Professional Only) on page 486.

Display Account Status	Select this check box if you want Sage 50 Accounts to display the status of your customers and suppliers. If you select this check box, two option buttons become available. If you want Sage 50 Accounts to display the account status when you use the account, but allow you to continue, select 'Show a warning on each change'. When you create or amend an invoice, credit note or order for the account, Sage 50 Accounts displays a warning message informing you that the account is on hold. You can still create or amend the invoice, credit note or order. If you want Sage 50 Accounts to prevent postings to accounts that are on hold, select the 'Stop the account' option. When you try to create or amend an invoice, credit note or order for an account that is marked as on hold, Sage 50 Accounts displays a warning message advising that the account is on hold, and that you must take the account off hold before you can create or modify the transaction.
Exclude Deleted Transactions	Select this check box to exclude any transactions from your transaction activity list boxes which have been deleted using the Error Corrections option. If you do not select this check box, deleted transactions appear in red on the activity windows. You cannot exclude them from the Financials window.
Display ActiveSearch popup	Select this check box to enable the ActiveSearch facility. The ActiveSearch facility speeds up data entry by trying to match what you are typing to records stored within Sage 50 Accounts or items that you have previously typed. For more information, see <i>Using ActiveSearch</i> on page 53.
Access Rights	Sage 50 Accounts's Access Rights facility lets you set individual passwords for each person who has access to Sage 50 Accounts. You can also restrict the options a user has access to, increasing the security of your company data. Select this check box if you want to set up access rights. For more information, see <i>Access rights</i> on page 147.

Allow Negative Stock	If you want Sage 50 Accounts to allow negative stock levels, select this check box. For example, a negative stock value may occur if you have not recorded recent deliveries of stock to your warehouse but have still been recording the sales to your customers. Note: If your stock value does fall to a negative value, this will affect your product valuation reports.
Copy skeleton journal values (Accounts Plus and Accounts Professional only)	If you want to be able to save the values of your skeleton Nominal Ledger Journal Entries which you make regularly, select this check box. For example, you can save your salary journal values so that you do not have to enter all the values each time you post your salary journal.
Timeslips Link (only relevant to owners of the Sage Timeslips product)	If you want to import your accounting journals from your Timeslips program to your Sage 50 Accounts program, select this check box. When you have selected this check box an additional option appears on the File Import menu enabling you to import your accounting journals from Timeslips.
Enable Reversing Journals	You can set a journal to reverse on a given date. You may find this useful if you need to account for an expense or income you have not yet received. Similar to accruals and prepayments, except the journal deals with a single month. Accruals and prepayments meanwhile, spread the expense/income over several months.

Login Check (Network versions only)	If you try to logon to Sage 50 Accounts using a logon name that is already in use on another computer on the network, Sage 50 Accounts prevents the logon. You cannot logon to a company using the same logon name from more than one computer at a time. If you want to be able to remove the logon name from the user list at the point of logging in to Sage 50 Accounts, select this check box. If you try to logon using the same logon name more than once, Sage 50 Accounts displays the message "This username is already in use. Do you want to remove this user from the request list and logon again?" You can remove the user by clicking Yes, and logon to Sage 50 Accounts as normal. If you do not select this check box, Sage 50 Accounts displays the message "Username is in use - the program cannot connect you at this time." You cannot logon using this logon name until the user logs out on the other computer. Note: If you use this facility, you must ensure that this check box is cleared on every other computer that is running Sage 50 Accounts across the network.
No Recurring entries at startup	Clear this check box if you do not want to be reminded of outstanding recurring entries when you start your Sage 50 Accounts program. If this check box is not selected, a message appears when you start your Sage 50 Accounts program if it detects any recurring entries that are due to be posted. Accepting the pop-up message opens the Recurring Entries window.
Enable Project Costing	Select this check box if you want to use Sage 50 Accounts's Project Costing facility.
Enable Charity \ Non-Profit options	Select this option if you want to use Sage 50 Accounts to manage a charity or non-profit organisation. Details of the facilities available when running Sage 50 Accounts in this way are described in the document "Charities" which is provided in electronic format (as .PDF file) and can also be accessed via Help > Charities.

Enable Smart Totals Select this check box if you want Sage 50 Accounts to display a total balance for all records selected within a ledger window, such as Customers, Nominal or Invoicing. The window also displays how many records you have selected out of the total number available, for information purposes.

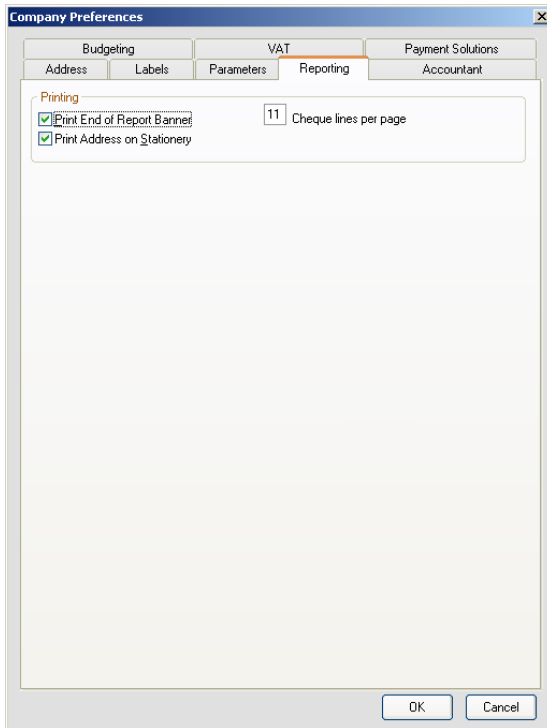
Note: The number of records selected and their total balance only displays on the Nominal Ledger if it is set to use the List layout. If the Nominal Ledger is using the Analyser or Graph layout, the totals do not display.

Log Events Select this check box if you want Sage 50 Accounts to keep a record of important changes and processes in your data, such as when a user runs the year end process. For more details, see *Event Logging* on page 691.

4. To save any changes and exit, click OK, or to exit without saving, click Cancel.

To enter your reporting preferences

1. Select Company > Company Preferences.
The Company Preferences information appears.
2. From the Company Preferences window, click the Reporting tab.
The Reporting information appears.



The screenshot shows the 'Company Preferences' window with the 'Reporting' tab selected. The window has a title bar with 'Company Preferences' and a close button. Below the title bar are several tabs: 'Budgeting', 'VAT', 'Payment Solutions', 'Address', 'Labels', 'Parameters', 'Reporting' (which is highlighted with an orange underline), and 'Accountant'. The 'Reporting' tab contains a section titled 'Printing' with two checked checkboxes: 'Print End of Report Banner' and 'Print Address on Stationery'. To the right of these checkboxes is a text box containing the number '11' and the label 'Cheque lines per page'. At the bottom of the window are 'OK' and 'Cancel' buttons.

3. Enter the following information in the relevant section of the window:

Print End of Report
Banner

Select this to print an 'End of Report' message at the end of all reports to indicate that the report is complete.

Cheque lines per page
**(Accounts
Professional and
Accounts Plus only)**

Enter the number of lines that appear on your cheque layout here. The program uses this value to generate the correct cheque number when your remittance note runs over more than one page.

Note: If you have 12" cheque layouts, set this to 15 cheque lines per page. If you are using A4 cheque layouts, set this to 11 cheque lines per page. When you are printing your cheques, you may have to continue making adjustments to the number of cheque lines per page until your cheque layout is printed correctly.

Print Address on
Stationery

Select this check box to print your name and address on all of your invoices, orders, statements and letters.

4. To save any changes and exit, click OK, or to exit without saving, click Cancel.

To set up your Accountant Link defaults

Note: The Accountant information you enter applies to the company data that is currently open in Sage 50 Accounts. If you use a multi-company version of Sage 50 Accounts, you must enter the Accountant details into each company's data individually.

1. Select Company > Company Preferences.
2. From the Company Preferences window, click the Accountant tab.

The Accountant information appears.

The screenshot shows the 'Company Preferences' window with the 'Accountant' tab selected. The window is divided into several sections:

- Accountant Details:** This section contains input fields for 'Company Name', 'Contact', 'Street1', 'Street2', 'Town', 'County', and 'Post Code'. Below these are fields for 'e-Mail' and 'SSD Agent No'.
- Accountant's Link Import/Export Folders:** This section includes 'Datasets (out)' and 'Adjustments (in)' fields, each with a 'Browse' button next to it.
- Dataset Source:** A checkbox labeled 'This company dataset is for my own practice, not a client' is present.

At the bottom of the window are 'OK' and 'Cancel' buttons.

3. In the 'Accountant Details' section of the window, enter your accountant's name, address and contact details.
4. In the 'Accountant Link Import/Export Folders' section of the window, enter the default locations you want the Accountant Link Wizard to use for importing adjustments from your accountant and exporting your data to file.

By default, Sage 50 Accounts uses Import and Export folders within your program directory. For example, if your program is installed into C:\Program Files\Sage\Accounts, the import location is C:\Program Files\Sage\Accounts\Imports and the export location is C:\Program Files\Sage\Accounts\Exports.

Note: We recommend that you use the default locations.

- To save your changes and return to the Sage 50 Accounts desktop, click OK.
Alternatively, to return to the desktop without saving your changes, click Cancel.

To set up your Accountant Link defaults using Sage 50 Client Manager

Note: If you are using a multi-company version of Sage 50 Client Manager, the information you enter here relates to your own practice, and applies to the data for every company you use or create. You only need to enter these details once.

- Select Company > Company Preferences.
The Company Preferences information appears.
- From the Company Preferences window, click the Accountant tab.
The Accountant information appears.

The screenshot shows the 'Company Preferences' window with the 'Accountant' tab selected. The window has a title bar 'Company Preferences' and a close button. Below the title bar are four tabs: 'Budgeting', 'VAT', 'Payment Solutions', and 'Accountant'. The 'Accountant' tab is active. The main content area is divided into two sections. The first section, 'Accountant Details', contains fields for 'Company Name', 'Contact', 'Street1', 'Street2', 'Town', 'County', 'Post Code', 'e-Mail', and 'SSD Agent No'. The second section, 'Accountant's Link Import/Export Folders', contains two rows: 'Datasets (out)' and 'Adjustments (in)', each with a text box and a 'Browse' button. At the bottom of the window are 'OK' and 'Cancel' buttons.

- In the 'Accountant Details' section of the window, enter your practice name, address details, e-mail address, and agent number. Sage 50 Client Manager uses the information you enter in the 'SSD Agent No' box when you submit Intrastat submissions on behalf of your clients.

4. In the 'Accountant Link Import/Export Folders' section of the window, enter the default locations you want the Accountant Link Wizard to use for importing data from your clients and exporting your adjustments to file.

By default, Sage 50 Accounts uses Import and Export folders within your program directory. For example, if your program is installed into C:\Program Files\Sage\Accounts, the import location is C:\Program Files\Sage\Accounts\Imports and the export location is C:\Program Files\Sage\Accounts\Exports.

Note: We recommend that you use the default locations.

5. If the data within this company is imported from a client's file, Sage 50 Client Manager clears the 'Dataset Source' check box. If no import has taken place, Sage 50 Client Manager selects this check box. You cannot amend this setting directly.
6. To save your changes and return to the Sage 50 Accounts desktop, click OK.
Alternatively, to return to the desktop without saving your changes, click Cancel.

To Enter your Budgeting Method Preferences

The screenshot shows the 'Company Preferences' dialog box with the 'Budgeting' tab selected. The 'Budgeting Method' is set to 'Standard'. The 'Budgeting Type' is set to 'Standard'. Below these, there is a note: 'This selection will allow you to maintain basic monthly budgets against individual Nominal Accounts.' Under the 'Default Chart of Accounts' section, there is a note: 'Use this option to select the default Chart of Accounts to be used within the advanced budgeting feature. You may want to create a new chart of accounts specifically intended to act as a 'Budgeting' chart of accounts.' The 'Chart of Accounts' is set to 'Default Layout of Accounts'. At the bottom, there are 'OK' and 'Cancel' buttons.

Do want to track keep an eye on costs and income? Then select the budgeting method you want to use from the drop-down lists.

You can choose from:

- **Standard**

This is budgeting by the nominal account record only.

You can view your budget, actual and previous year figures. The information can also be viewed in graphical format.

If you have used this method in a previous version of Sage 50 Accounts (version 12 or earlier) and you choose to use the Advanced nominal code budgeting, your current nominal budgets are transferred for you. The earlier budgets are made read only on the nominal accounts.

- **Nominal Code - Advanced**

This is also budgeting by nominal account record only. It is very similar to the Standard method but presented in a better way.

The extra benefits include:

- View previous budget results for the past five years
- Enter a budget for the next year - referred to as a forecast year
- Copy the current year's values to create a budget for your forecast year - at the same time increase or decrease those figures

- **Department Overview - Advanced**

With this method you can set up a budget for a department and analyse its costs or income by nominal category.

Nominal categories are the accounting areas used to group your nominal accounts, such as Sales, Purchases, or Overheads.

The value of all nominal accounts in a category are used to monitor what has actually happened against what was planned. If you prefer a more detailed breakdown for your budgets, see the Department In-Depth - Advanced Budgeting method below.

This method is part of the Advanced budgeting feature. Advanced budgeting provides many benefits, such as being able to view previous budget results for the past five year, or enter a budget for the next year - referred to a forecast year.

- **Department In-Depth - Advanced**

With this method you can set up a budget for a department and analyse the cost or income by nominal account. This method gives you the most detailed analysis when it comes to budgeting.

This method is part of the Advanced budgeting feature. Advanced budgeting provides many benefits, such as being able to view previous budget results for the past five year, or enter a budget for the next year - referred to a forecast year.

To Configure your VAT Preferences

VAT preferences are a range of settings that control how Sage 50 Accounts deals with all your VAT calculations, submissions and payments.

Your selections are used to configure Sage 50 Accounts, so that the program can handle all your VAT reporting requirements, in accordance with current legislation.

Access your VAT Preferences

1. Click Company > Company Preferences > VAT tab. Alternatively, click Settings Menu > Company Preferences > VAT tab.

Note: Password entry is required to display the Company Preferences window.

2. In the VAT Preferences tab, set your VAT Details, ECSL preferences, e-Submission credentials and contact preferences.

The screenshot shows the 'Company Preferences' dialog box with the 'VAT' tab selected. The 'VAT Details' section includes a 'VAT Reg' field with the value '12345678', a 'Non-Vatable Tax Code' dropdown set to 'T9 0.00', and checkboxes for 'Item VAT Amendable' (unchecked), 'Validate VAT Number' (checked), 'Vat Cash Accounting' (unchecked), and 'Enable e-VAT submissions' (unchecked). The 'EC Sales List' section has an 'Error Threshold' dropdown set to '30% (Recommended)', a 'Branch Identifier' field with '000', and an empty 'Branch Postcode' field. The 'eSubmissions Credentials' section has fields for 'User ID', 'Password', and 'Confirm Password'. The 'eSubmissions Contact Details' section has fields for 'Forenames', 'Surnames', 'Telephone', and 'E-Mail'. At the bottom are 'OK' and 'Cancel' buttons.

Configure your VAT Details Preferences

1. At the top of the VAT Details window, enter your VAT registration number.
2. Set your other VAT details, in each of the following categories:
 - Non-Vatable Tax Code

On installation, your program automatically sets T9 as the tax code for transactions, which do not involve VAT and are not included on the VAT Return, and also for all those routines within your program that are non-vatable, e.g. journal entries and error corrections.

If you want to change this default tax code, select the tax code you require from the drop-down list.

- **Item VAT Amendable**

Select this check box (a tick appears when it is selected) if you want to be able to change the VAT amount which is automatically calculated by your program when you create invoices or credit notes.

Accounts Professional users can also amend VAT amounts when creating sales and purchase orders.

- **VAT Cash Accounting**

The default VAT accounting scheme is set at Standard Scheme only. Sage 50 Accounts supports the following VAT scheme combinations:

VAT Cash Accounting

VAT Standard Accounting

To find out more about the scheme right for your company, look here and/or refer to the HM Revenue & Customs website at www.hmrc.gov.uk.

For those Customers in the Republic of Ireland, use the Irish Revenue website at www.revenue.ie.

If you have decided to use the Standard Scheme only, leave the VAT Cash Accounting check box blank.

Click the check box if you decide to use VAT Cash Accounting.

- **Validate VAT Numbers**

Your EC Sales List submission (ECSL) requires the inclusion of your customer's country code and VAT registration number.

Leave this check box selected (ticked) if you want Sage 50 Accounts to validate EU VAT numbers for all EU member countries.

- **Enable e-VAT Submission**

Select (tick) this check box if you wish to submit your VAT return and EC Sales List to HMRC over the Internet.

In order to make e-VAT submissions you will have already obtained a Government Gateway Account.

If you do not wish to submit your VAT returns online, do not select the Enable e-VAT Submissions check box. You can still make your VAT payments using the Payment button on the VAT Ledger toolbar. This will open the Bank Payment window.

Configure your e-Submissions Credentials Preferences

Configure your e-Submissions credentials in each of the following categories, using the same details as you used, when setting up your Government Gateway account:

- User ID
Type your User ID in this entry box, defined as your Government Gateway Account Username, when you set up your account.
- Confirm Password
Re-type your Password in this entry box, defined as your Government Gateway Account password, when you set up your account.
- Password
Type your Password in this entry box, defined as your Government Gateway Account password, when you set up your account.
- Submit as an Agent (Client Manager only)
Click the Submit as an agent check box to enable the Agent Ref: field. Enter your Agent Reference details in this field.

Configure your e-Submissions Contact Details

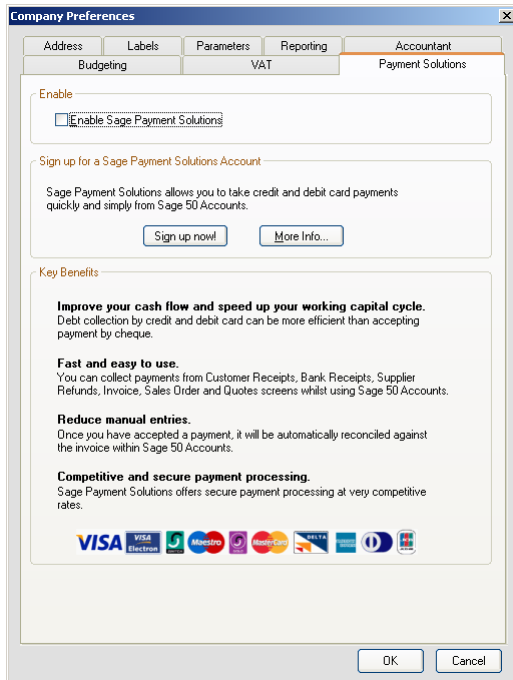
Configure your e-Submissions contact details in each of the following categories, using the same details as you used, when you set up your Government Gateway account:

- Forename
Type your first or given name(s) in this entry box, as defined when you set up your Government Gateway account.
- Surname
Type your last or family name in this entry box, as defined when you set up your Government Gateway account.
- Telephone
Type your contact telephone number in this entry box, as defined when you set up your Government Gateway account.
- Email
Type your contact email address in this entry box, as defined when you set up your Government Gateway account.

To Set your Payment Solutions Preferences

Do you want the facility to receive pay by card payments from your customers or refunds from your suppliers, over the telephone?

You can do this by signing up for a Sage Payment Solutions Account from the Payment Solutions tab, accessed from Settings Menu > Company Preferences.



1. Click the Sign up now! button and complete the Online Application Form. Full help and support is available to you from within the online application form, if you run into any difficulties.
2. When completing the online application form, if you wish to have the facility of payment card AVS/CV2 verification, make sure that you set AVS/CV2 verification to ON.
3. Once your account is set up, select the Enable Sage Payment Solutions check box at the top of the Payment Solutions tab.
4. Type your account Vendor ID, defined during account creation, and also your email address in the Sage Payment Solutions Credentials section of the Payment Solutions tab.
5. Choose the receiving bank account reference from the A/C Ref drop-down list in the Bank section of the tab. All pay by card payments will be directed to this nominated account.

Tip: Select this bank account carefully. You may find it worthwhile to set up a dedicated bank account for your Sage Payment Solutions transactions.

On a daily basis, you may have many Sage Payment Solutions transactions, which will later be transferred as a single amount from your Sage Payment Solutions account to your general bank account.

Using a dedicated Sage Payment Solutions account will assist with subsequent bank reconciliation.

6. Select the Enable AVS & CV2 Validation check box, if required.
7. To save your settings, click OK.

The screenshot shows the 'Company Preferences' dialog box with the 'Accountant' tab selected. The 'Payment Solutions' section is active, showing the 'Enable' checkbox checked for 'Enable Sage Payment Solutions'. Below this, the 'Sage Payment Solutions Credentials' section contains fields for 'Vendor Name' (SageAccounts) and 'E-Mail' (dgfdtsfa@sage.com). The 'Bank' section shows 'A/C Ref' set to 1250 and 'Name' set to Credit Card Receipts. The 'Preferences' section at the bottom has a checked checkbox for 'Is AVS/CV2 Validation enabled on your Sage Payment Solutions account?'. It includes explanatory text about AVS/CV2 validation and a bold instruction: 'This option MUST be selected if you have AVS/CV2 verification set to 'On' on your Sage Payment Solutions account.' The dialog has 'OK' and 'Cancel' buttons at the bottom right.

With the completion of these steps, you will now have the facility in the Customer Receipts, Bank Receipts, Supplier Refund, and Invoice task windows to access the Sage Payment Solutions "Pay by Card" and "Pay Deposit by Card" facility for card payment over the telephone.

To Enter your CIS Preferences

(CIS only)

1. Select Company > Settings.
2. From the Company Preferences window, click the CIS tab.
The CIS information appears.
3. Enter your CIS information in the relevant sections on the window.
4. To check or change the nominal accounts set for CIS purposes, click View/Edit Nominal Codes. To change a nominal code, choose the required code from the drop-down list.

5. To save changes and exit, click OK, or to exit without saving, click Cancel.

You can enter the following CIS Details:

- Status

This information was entered when you ran the CIS Activation Wizard. It indicates the type of business you operate. To change the status, from the drop-down list, choose the status you want to apply to your business. This information is passed to HM Revenue & Customs when you submit electronic information to them using the program's eSubmission feature.

- Unique Tax Ref

This information was entered when you ran the CIS Activation Wizard. It is sometimes referred to as UTR and is supplied by HM Revenue & Customs (HMRC).

It is found on your existing voucher (CIS23, CIS24, CIS25). It is the first 10 digits of the tax reference field on the bottom left of the voucher. This information is passed to HMRC when you submit electronic information to them using the program's eSubmission feature.

- Employer's PAYE Ref

This information was entered when you ran the CIS Activation Wizard. It is sometimes referred to as EMPREF and is supplied by HM Revenue & Customs (HMRC).

EMPREF is also known as the PAYE Reference and can be found on the front of the payment booklet issued to every contractor. It comprises a 3 number office reference, a forward slash and up to ten characters or numbers. For example, 913/WZ51258.

Enter the EMPREF you want to use here. This information is passed to HMRC when you submit electronic information to them using the program's eSubmission feature.

- Accounts Office Ref

This information was entered when you ran the CIS Activation Wizard. It is sometimes referred to as AoREF and is supplied by HM Revenue & Customs (HMRC).

AoREF can be obtained from the P30B paying-in book or the letter issued in its place. It comprises a tax office number of up to three numeric characters (using, where necessary leading zeros), followed by the letter P and then an alpha character.

Finally there is a series of 8 numbers. For example 131PE00045678 or 001PF23456789
This information is passed to HMRC when you submit electronic information to them using the program's eSubmission feature.

You can enter the following CIS Tax Rate:

- Standard

The program sets up two tax rates for you, the standard rate and the higher rate. This is the standard tax rate. At the time of publication the standard rate is 20% (Net).

The rates are subject to change. Check the HM Revenue & Customs website for the latest information.

- Higher

The program sets up two tax rates for you, the standard rate and the higher rate. This is the higher tax rate. At the time of publication the higher rate is 30% (Net).

The rates are subject to change. Check the HM Revenue & Customs website for the latest information.

You can enter the following e-Submissions Credentials:

- User ID

This is the User ID you received when you registered with the Government Gateway. If you entered this information when you ran the CIS Activation Wizard then your User ID is displayed here. Enter the User ID you want to use here.

This information is passed to HM Revenue & Customs when you submit electronic information to them using the program's eSubmission feature.

- Submit as an agent (Client Manager only)

If you are registered with HM Revenue & Customs as an agent to submit CIS information on behalf of others, select this check box.

- Password

This is the Activation PIN you received when you registered with the Government Gateway. If you entered this information when you ran the CIS Activation Wizard then your PIN is stored here, but it is masked for security. It appears as a line of asterisks.

Enter the PIN you want to use here. This information is passed to HM Revenue & Customs when you submit electronic information to them using the program's eSubmission feature.

- Agent Reference (Client Manager only)

If you are registered with HM Revenue & Customs (HMRC) as an agent to submit CIS information on behalf of others, enter your Agent Reference.

This information is passed to HMRC when you submit electronic information to them using the program's eSubmission feature.

- Confirm Password

Please confirm the Activation PIN you received when you registered with the Government Gateway. If you entered this information when you ran the CIS Activation Wizard then your PIN is stored here but it is masked for security. It appears as a line of asterisks.

Enter the PIN you want to use here. This information is passed to HM Revenue & Customs when you submit electronic information to them using the program's eSubmission feature.

You can enter the following e-Submissions Contact Details:

- Forenames

This is a contact name for your company. If you entered this information when you ran the CIS Activation Wizard then the contact's name is displayed here.

Enter the contact name you want to use. This information is passed to HM Revenue & Customs when you submit electronic information to them using the program's eSubmission feature.

- Surname

This is a contact name for your company. If you entered this information when you ran the CIS Activation Wizard then the contact's name is displayed here.

Enter the contact name you want to use. This information is passed to HM Revenue & Customs when you submit electronic information to them using the program's eSubmission feature.

- Telephone

This is a contact telephone number for your company. Enter the telephone number you want to use. If you entered this information when you ran the CIS Activation Wizard then the telephone number is displayed here.

This information is passed to HM Revenue & Customs when you submit electronic information to them using the program's eSubmission feature.

- E-Mail

This is a contact email address for your company. If you entered this information when you ran the CIS Activation Wizard then the email address is displayed here.

Enter the email address you want to use. If you have a number of email addresses, you should enter your main contact email address here. This information is passed to HM Revenue & Customs when you submit electronic information to them using the program's eSubmission feature.

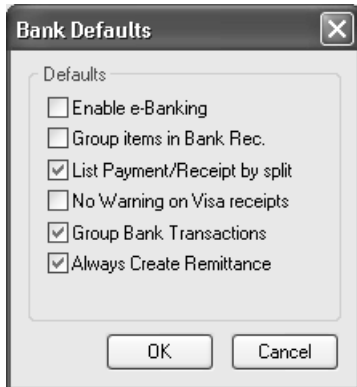
Entering Your Bank Defaults

Use the Bank Defaults facility to set up how you want to use your banking options. For example, you can choose how you want transactions to be grouped.

To enter your bank defaults

1. Select Bank > Bank Defaults.

The Bank Defaults window appears.



2. Select the bank defaults you want to use.

Enable e-Banking

Select this check box to enable the e-Banking facility. When this check box is selected, the next time you enter the Bank navigation group, a registration window appears. Enter your e-Banking registration details (which appear on the 'Important Information' sticker sheet included in your Sage 50 Accounts box) to use the features for a trial period of 30 days.

When the 30-day trial period is over, you must enter a new Activation Key in order to continue using e-Banking. If you have valid SageCover for your Sage 50 Accounts program, you can obtain this activation key free of charge from Sage's Customer Care department. If you do not have valid SageCover for Sage 50 Accounts, you can continue to use e-Banking for a specific charge. For Customer Care's contact details, see *Contacting Sage* on page 654.

For more information about e-Banking, see *e-Banking* on page 654.

Group items in Bank Rec	If you select this check box, consecutive transactions of the same type are combined as one item when shown in the Bank Reconciliation window if the reference code and date are the same. A 'Y' also appears in the 'Grouped?' column of the Bank Reconciliation window if the transactions have been grouped.
List Payment/Receipt by split	Select this check box to display every individual transaction when viewing invoices in the Supplier payments and customer receipts windows. If this check box is not selected, the individual transactions are grouped and only one line appears per invoice.
No Warning on Visa receipts	When entering a receipt on a Credit Card Account, Sage 50 Accounts warns you that you have selected a credit card account. To turn off this warning, select this check box.
Group Bank Transactions	If this check box is selected, bank transactions (bank payments and bank receipts) with the same reference and transaction date that are saved on the same batch entry window are grouped together on the bank activity under one header line. To see the individual transactions that make up the header, you must use the drill-down facility. If you do not want your bank transactions to be grouped together in this way, clear this check box. When you clear the check box, each bank transaction appears on a separate line of the Bank Activity window. Note: This facility does not work retrospectively. If you change the setting of this check box, it will only effect the transactions that you post after the setting has been changed.
Always Create Remittance	Select this check box if you want to create a remittance advice note each time you save a supplier payment. This is useful when you need to record details of exactly what you are paying for. If you do not want to create a remittance advice note for every supplier payment, clear this check box. You will still be able to request a remittance advice note from the supplier payment window.

To save your bank defaults, click OK. To exit without saving your bank defaults, click Cancel.

Entering Customer Defaults

Each time you create a new customer record you will be asked to enter details such as the credit limit, terms and discount type and value.

If you give most of your customers similar terms and conditions, you can use the defaults to save you time when creating customer records. Defaults mean that you do not have to enter the same information into each record over and over again. If you need to, you can override the defaults shown in a record. If every customer is different, do not set up your customer defaults.

To enter your customer defaults

1. Select Customers > Customer Defaults.

The Customer Defaults window appears.

The screenshot shows the 'Customer Defaults' dialog box with the 'Record' tab selected. The 'Defaults' section includes a 'Country' dropdown set to 'United Kingdom' with 'GB' next to it, a 'Currency' dropdown set to '1 Pound Sterling', a 'Std Tax Code' dropdown set to 'T1 17.50', a 'Def. N/C' dropdown set to '4002', and a 'Department' dropdown set to '1 Sales'. The 'Discounts' section includes a 'Discount %' text box with '0.00', a 'Type' dropdown set to 'No additional', and a 'Price List' dropdown set to 'TRADEA'. The 'Account status' section includes a 'Default' dropdown. At the bottom are 'OK' and 'Cancel' buttons.

2. In the Record tab, enter your customer information.

Note: You can change any of these details on the customer record.

Country	All customer records list the country where the customer is based. Use the drop-down list to select the country that you want to assign to each newly created customer record.
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Currency	Use the 'Currency' drop-down list to select a currency that will be assigned, by default, to each newly created customer record. This box is greyed-out unless you are a Accounts Professional and have Foreign Trader enabled. For information about setting up and trading in multiple currencies, see <i>Chapter 14, Working with Foreign Currencies and Accounts</i>.
Std. Tax Code	Select a default tax code that will be assigned to all transactions that you create for this customer. Note: If necessary, this default tax code can be changed in any transaction that is created.
Def. N/C	Enter the default nominal account code that you want to be used when you create customer records and when you generate a service or batch invoice for a customer. Note: If necessary, this default nominal code can be changed in any service or batch invoice that you create.
Department	Enter the department that you want to set as the default on each newly created customer record, or use the drop-down list to choose the department you require.
Discount %	You can set a basic discount that will be applied to all customer transactions. No conditions will be used when applying the discount, it will be applied to every invoice that you enter for your customers. You can still change the discount amount manually on each invoice if necessary. If you want to apply each discount individually, you should leave the discount amount as 0.00.

Type (Accounts Plus & Accounts Professional only)	Select from this drop-down list whether or not to set a default additional discount for your customers. If you want to give an additional discount, select the Additional Discount from the following: 'No additional': Do not apply any extra discount. 'Invoice Value': Select this additional discount type to apply discounts based on the value of the invoice raised. The percentage discount that is applied is calculated from the Customer Defaults Discounts tab, where ten different value ranges can be assigned different discount rates. If you want to set up a discount based on a customer's invoice values, enter the discount structure using the Discounts tab from the Customer Defaults window. 'Discount A, B, C, D, E': Select one of these quantity tables to apply additional discount based on the quantity of products bought. These tables are set up using the Discount tab of each product record. If you have chosen to rename your quantity tables, the names that you have entered appear in this list.
Price List (Accounts Plus & Accounts Professional only)	Select the default price list you require from the drop-down list.
Default	Select the default account status from the drop-down list. This is the account status that will be assigned to each new customer record. You can change this in each individual customer record if necessary.

3. Use the Statements tab to enter any standard statement descriptions that you want to apply to your invoices, credits, discounts and payments.
4. Use the Ageing tab to set the periods you want to use to monitor how long your customers have owed you money.
If you want to know more about credit control and ageing, see *Managing Credit Control* on page 209.
5. **(Accounts Professional and Accounts Plus users)** You can also enter customer discounts based on invoice values on the Discount tab.
For further information on discounting in general, see *Pricing and Discounts* on page 390.
6. To save your customer defaults, click OK. If you do not want to save your defaults, click Cancel.
The defaults you have entered here appear on any new customer record you create.

Ageing Transactions in Sage 50 Accounts

Ageing in Sage 50 Accounts deals with the length of time that your customers have to pay you. Sage 50 Accounts has three ways which you can use to set your deadlines for payment.

These are:

- Calendar Monthly Ageing.
- Period Ageing.
- Start Period Ageing on the first day of the month after Transaction Date.

These are explained in the following sections.

You can only use one of these options for all of your customers or all of your suppliers (i.e. you can have one scheme for your customers and a different one for your suppliers). You can set the type of ageing by selecting Customers > Customer Defaults (or Suppliers > Supplier Defaults), clicking the Ageing tab and selecting the type of aged setup that you require.

However, you can still change the number of days a customer has to pay you, in the individual customer record.

Help

Type 'Credit Control' in the Help index to find out more.

Calendar Monthly Ageing

Use this option to set up ageing on a calendar basis. This means that all of a month's transactions will be classed as outstanding on the first day of the following month.

For example: An invoice was sent out to a customer on the 15th January 2005, and was recorded into Sage 50 Accounts on the same day.

The following table shows the calendar ageing periods.

Note: Because you can change the program date in Sage 50 Accounts and because you can specify date ranges for your analyses, the first aged option is shown as 'Future'.

For example, if you change your program date to the 31st December 2007 and then run your aged analysis, the invoice shows up as 'Future', that is, it has not yet aged.

Date you run the Aged option	Period the transaction shows in
Prior to 31 December 2007 (inclusive)	Future
1 January 2008 to 31 January 2008	Current
1 February 2008 to 28 February 2008	Period 1
1 March 2008 to 31 March 2008	Period 2
1 April 2008 to 30 April 2008	Period 3
1 May 2008 onwards	Period 4

Period Ageing

Use this option to set time limits based on the number of days that payment is overdue. Sage 50 Accounts sets these periods as 30, 60, 90 and 120 days but you can set any number of days you require.

For example: An invoice was sent out to a customer on the 15th January 2007, and was recorded into Sage 50 Accounts on the same day. The following table shows the ageing period.

Note: For an explanation of 'Future', see the previous table.

Date you run the Aged option	Period the transaction shows in
Prior to 14 January 2007 (inclusive)	Future
15 January 2007 to 13 February 2007	Current
14 February 2007 to 14 March 2007	Period 1
15 March 2007 to 13 April 2007	Period 2
14 April 2007 to 13 May 2007	Period 3
14 May 2007 onwards	Period 4

Start Period Ageing on the First Day of the Month after Transaction Date

Use this option to set up ageing from the first day of the month following the transaction date (i.e. the date that you record the invoice on your Sage 50 Accounts system).

For example: An invoice was sent out to a customer on the 15th January 2007, and was recorded into Sage 50 Accounts on the same day.

The following table shows the ageing period in which the transaction is found if the Aged option is run for a selection of dates.

Date you run the Aged option	Period the transaction shows in
Prior to 14 January 2007 (inclusive)	Future
15 January 2007 to 29 February 2007	Current
1 March 2007 to 30 March 2007	Period 1
31 March 2007 to 29 April 2007	Period 2
30 April 2007 to 29 May 2007	Period 3
30 May 2007 onwards	Period 4

To set up your customers' aged balance defaults

1. Select Customers > Customer Defaults.
The Customer Defaults window appears.
2. From the Customer Defaults window, click the Ageing tab.
The Ageing information appears.

The screenshot shows the 'Customer Defaults' window with the 'Ageing' tab selected. The window has four tabs: 'Record', 'Statements', 'Ageing', and 'Discount'. The 'Ageing' tab is active, displaying the following options:

- Ageing Type:**
 - ☒ Calendar Monthly Ageing
 - ☐ Period Ageing
- Period Ageing Details:**

	From	To	
Aged Period 1	30	59	Days
Aged Period 2	60	89	Days
Aged Period 3	90	119	Days
Aged Period 4	120		Days plus
- ☐ Start Period Ageing on first day of month after Transaction date?
- Defaults:**
 - ☐ Include future totals in balance

At the bottom of the window are 'OK' and 'Cancel' buttons.

3. Select the type of ageing you require.
4. If you want to include transactions that are dated after the date of the report when you use the Aged option on the Customer toolbar, select the 'Include Future Totals in Balance' check box. For example, you may want to use this option if a customer has not paid an outstanding invoice, and you want to see if they are ordering goods in the coming months. In this way, you can put a hold on selling them more goods or services until they have settled their outstanding invoices.
To exclude these future transactions, clear this check box.
5. To save your entries and exit click OK. To exit without saving, click Cancel.

Note: You can set up your Supplier Aged Balance Defaults in the same way by selecting Suppliers > Supplier Defaults and clicking the Ageing tab.

Entering Supplier Defaults

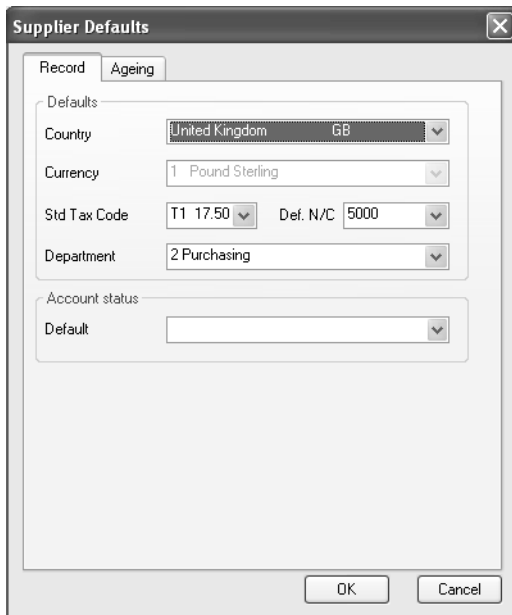
Each time you create a new supplier record, you are asked to enter details such as credit limit, terms and discount. If you have the same terms with most of your suppliers, you can use the defaults to save you time when creating supplier records. Defaults mean that you do not have to enter the same information over and over again, into each record. If you need to, you can override the defaults shown in a record. If every supplier is different, do not set up your supplier defaults.

Use the Supplier Defaults facility to set up the defaults that appear on each supplier record that you create. Within this facility, you can also set your supplier aged balance defaults. This is the time period in which you have to pay a particular supplier. For example, one supplier may expect payment within 30 days, but another may give you 90 days to pay your outstanding balances.

To enter your supplier defaults

1. Select Suppliers > Supplier Defaults.

The Supplier Defaults window appears.



The screenshot shows the 'Supplier Defaults' dialog box. It has a title bar with a close button. Inside, there are two tabs: 'Record' and 'Ageing'. The 'Record' tab is active. Under the 'Defaults' section, there are several dropdown menus: 'Country' (United Kingdom), 'Currency' (1 Pound Sterling), 'Std Tax Code' (T1 17.50), 'Def. N/C' (5000), and 'Department' (2 Purchasing). Below this is the 'Account status' section with a 'Default' dropdown menu. At the bottom are 'OK' and 'Cancel' buttons.

2. Use the Record tab to enter your suppliers information. Press the F1 key to open the Sage 50 Accounts Help system for more information about your Supplier Record Defaults.
3. Use the Ageing tab to set the defaults for your suppliers' aged balance reports. For more information on ageing and credit control, refer to *Managing Credit Control* on page 209.

4. To save your entries and exit, click OK. To exit without saving, click Cancel.

The defaults you have entered here appear on any new supplier records you create. You can change these defaults on each individual supplier record if necessary.

Entering Product Defaults

Each time you create a new product record, you need to enter details such as nominal code, department, tax code, etc. If you give most of your products similar details, you can enter a set of 'default' answers that will appear automatically in the new product records you create.

However, if you need to, you can change any of the details that were entered automatically for you on each product record.

If you have Accounts Plus or Accounts Professional version of Sage 50 Accounts you can also add your own descriptions to each of the product discount tabs (by default called Discount A-E) so that they are more meaningful to the way your product discounts are structured. For example, you could call them Trade, Retail, Wholesale, 10% Discount and 20% Discount. For further information about how to do this, refer to *To enter your discount tab names (Accounts Plus and Accounts Professional only)* on page 132.

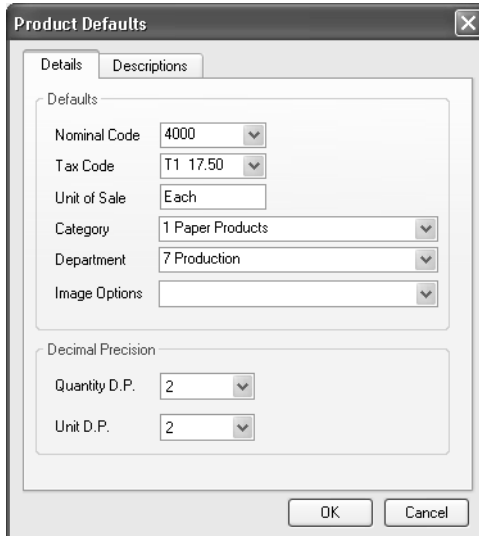
If you do change the names on the discount tabs, these name changes appear in the following areas of your program:

- Product Record Discounts tab.
- Customer Record Defaults tab - 'Additional Discount' list.
- Customer Defaults Record tab - 'Type' drop-down list.
- New Customer Record wizard.
- Global Changes
- Sales Order Processing/Invoicing Edit Item Line window - Discount Breakdown window.

To enter your product defaults

1. Select Products > Product Defaults.

The Product Defaults window appears showing the Details information.



The screenshot shows the 'Product Defaults' dialog box with the 'Details' tab selected. The 'Defaults' section contains the following fields:

Field	Value
Nominal Code	4000
Tax Code	T1 17.50
Unit of Sale	Each
Category	1 Paper Products
Department	7 Production
Image Options	

The 'Decimal Precision' section contains the following fields:

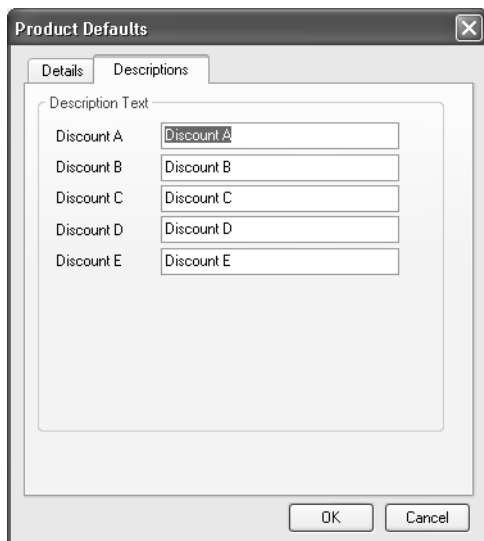
Field	Value
Quantity D.P.	2
Unit D.P.	2

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

2. Enter your default information.
3. To save your product defaults, click OK. To exit without saving, click Cancel.

To enter your discount tab names (Accounts Plus and Accounts Professional only)

1. Select Products > Product Defaults.
The Product Defaults window appears.
2. Click the Descriptions tab.



The screenshot shows the 'Product Defaults' window with the 'Descriptions' tab selected. The window has a title bar with a close button. Inside, there are two tabs: 'Details' and 'Descriptions'. The 'Descriptions' tab is active, showing a 'Description Text' section with five input fields labeled 'Discount A' through 'Discount E'. Each field contains the text 'Discount A' through 'Discount E' respectively. At the bottom of the window are 'OK' and 'Cancel' buttons.

3. Enter the names you want to use for each of your Discount tabs in the boxes provided.
4. To save your changes, click OK.

Your new discount names now appear in place of Discount A- E.

Entering Invoice and Order Defaults

If the invoices, credit notes (or proformas and quotations for users of Accounts Plus or Accounts Professional) that you produce have similar characteristics, you can enter a set of defaults for them. This means that some details will be automatically entered into your invoices (and orders for users of Accounts Professional), thus saving you time.

For example, if you regularly use the same carriage values (i.e. postage costs) for your invoices, sales orders and purchase orders, you can save yourself time by entering them once in the Footer Defaults tab. These defaults are then used for each invoice and order you create but you can change them when you enter the invoice/order if required.

There are also several facilities you can use to influence when your invoices are discounted, and the type of discount that is applied. However, depending on the version of Sage 50 Accounts you have, some facilities may be unavailable.

You can also set Sage 50 Accounts to calculate discounts based on unit price as explained in *How discount is calculated* on page 408. **Accounts Professional users** - Changing the way the discount is calculated will affect incomplete sales order.

Accounts Professional users only: You can change your settings for cash sales. You can alter the bank account used when a cash sale is recorded. You can also limit the order documentation that is automatically produced for a cash sale. You may decide you do not want a sales order, invoice or goods despatched note generated for this type of order.

Note: The order defaults (within Invoice / Order Defaults) are available to **Accounts Professional** users only. **Other Sage 50 Accounts variants will only display 'Invoice Defaults'**. Also, if you are a Accounts Professional user, you can also set up defaults for your sales and purchase orders.

To set up your invoice and order defaults

1. Select Customers > Invoice / Order Defaults.

The Invoice and Order Defaults window appears, showing the General tab.

2. Use the following boxes to indicate your default details:

Invoices Default to
Account Reference

This default will save you time when you are entering invoices or credit notes in the New/Edit window of the Invoicing and Order Processing functions. If you type the account reference first (A/C Ref) when you enter invoices or credit notes, select this box. If you enter Type (i.e. of invoice or credit note) first, then do not select this box.

Invoice Items Default
to Quantity

This default will also save you time when entering invoices and credit notes. If you want Sage 50 Accounts to default to the 'Quantity' box in the Edit Item Line window of a Product Invoice or Credit Note, as well as on a Sales or Purchase Order, then select this check box. If de-selected, Sage 50 Accounts defaults to the 'Description' box.

Show Special
Product Codes in
Invoicing/SOP/POP
**(Accounts
Professional only)**

Select this check box to allow you to use the special product codes available from the Invoicing, Sales Order Processing and Purchase Order Processing windows. This check box is selected by default. For more information, see *A Note about special product codes* on page 459.

Place Order Shortfalls
on Order
Automatically
**(Accounts
Professional only)**

If you select this check box, then any purchase orders generated using the 'shortfall' facility will be automatically placed on order. For more information, see *Stock Shortfall* (Accounts Plus and Accounts Professional Only) on page 577.

Lock Autonumber on
Invoicing/SOP/POP

Use this option to ensure that you do not overwrite the automatically assigned invoice, sales order or purchase order number. If you want to be able to assign your own number to a new invoice, credit note, sales order or purchase order, deselect this check box.

Default Invoice
Format

Select the type of invoice you create most frequently from this drop-down list. For example, you might use service invoices for most of the invoices you create. When you use the invoicing facility, the type of invoice you have selected from here will already be selected for you. This saves you time when entering your invoice, as you do not have to select the correct invoice type each time.

You can choose from: product invoice, product credit, service invoice and service credit.

If you have Accounts Plus or Accounts Professional you can also choose from product proforma, product quote, service proforma and service quote.

A Repeat Last option is also available which, when selected, creates each new invoice in the same format as the previous one.

Default Sales Order
Format **(Accounts
Professional only)**

Select the type of sales order you create most frequently from this drop-down list. When you use the sales order facility, the type of sales order you have selected from here will already be selected for you.

You can choose from Product Sales Order, Product Proforma (SOP) and Product Quote (SOP).

A Repeat Last option is also available which, when selected, creates each new invoice in the same format as the previous one.

Convert Quotes To
**(Accounts
Professional only)**

Select the type of document you want to be created when a quotation is converted or marked as won.

You can choose between Invoices and Sales Orders.

Update Using Order
No

This default makes it easy for you to trace your invoices if you want to see the sales order number as the transaction reference on the audit trail. If you want to see the invoice number as the reference, do not select this box.

For non-Accounts Professional users, if this box is selected, the reference will appear blank unless a number is entered manually.

Update Service
Invoices using the
Following Text

If you check this box and enter some text in the box below it, this will override anything you type into the service invoice New/Edit window. For example, you may be entering a series of invoices for cleaning services and want 'cleaning' to be the detail updated to the ledgers.

Update Using
Customer
Department

Select this check box to update your invoices and credit notes by customer department.

Purchase Order
Delivery Address
**(Accounts
Professional only)**

Select the delivery address that you want to use as the default for your purchase orders. Select from the customer, supplier or company default delivery address from the drop-down list. If you choose to use the company delivery addresses, the default company address appears automatically as the delivery address on your purchase orders. If you choose the customer or supplier delivery address, the default address for the selected customer or supplier account will be used.

Currency Exchange Rates (Accounts Professional only)

If you have run the Foreign Trader Setup Wizard so that you can deal with foreign currencies, the Currency Exchange Rate box appears.

This option determines how Sage 50 Accounts updates your currency exchange rates used to calculate foreign currency transactions. Select an option from the drop-down list:

'Always prompt to save exchange rate changes' - you can choose if you want to update with the new exchange rate or not.

'Automatically save any exchange rate changes' - Sage 50 Accounts automatically updates your rates without asking.

'Never save any exchange rate changes' - You have to enter your rates manually.

3. To save your entries and exit, click OK, or to exit without saving, click Cancel.

To set up your invoice and order footer defaults

If you want to assign default carriage costs (i.e. postal or transit costs) to your customers, you will need to set up your footer defaults. You can also set up the nominal codes where you want the carriage charged to, and also the department.

1. Select Customers > Invoice / Order Defaults.
The Invoice and Order Defaults window appears.
2. Click the Footer Defaults tab.
3. Under invoice and sales order carriage defaults, enter the carriage net amount, nominal code and the department that you want to analyse the carriage values to. This information is used by default on the Footer tab of your sales orders and invoices. You can change this information, when you enter the order or invoice, if required.
4. Under purchase order carriage defaults, enter the carriage net amount, nominal code and the department that you want to analyse the carriage values to. This information is used by default on the Footer tab of your purchase orders. You can change this information, when you enter the order or invoice, if required.
5. To save your defaults, click OK. To exit without saving, click Cancel.

To enter your invoice and order numbering options

Use this facility to set up how you want your invoices and orders numbered.

1. Select Customers > Invoice / Order Defaults.
The Invoice and Order Defaults window appears.
2. Click the Options tab.

The screenshot shows the 'Invoice and Order Defaults' window with the 'Options' tab selected. The window has three main sections: 'Discounts', 'Intrastat', and 'Cash Sales'. Under 'Options', there are three sub-sections: 'General', 'Footer Defaults', and 'Options'. The 'Options' sub-section contains the following fields:

- Invoice and Order Numbering:**
 - Invoices start from: 70
 - Credits start from: 70
 - Sales orders start from: 28
 - Purchase orders start from: 37
 - Goods despatched start from: 1
 - Goods received start from: 1
- Options:**
 - When an invoice or order is saved: Create a new Invoice/Order after saving (Default)
- GDN and GRN Options:**
 - Goods Despatched Notes: Generate for all despatches (Default)
 - Goods Received Notes: Generate for all received (Default)

At the bottom of the window are buttons for 'Help', 'OK', and 'Cancel'.

3. Enter the numbers that you want your invoice and credit notes (and sales orders, purchase orders, goods despatched notes and goods received notes for **Accounts Professional users**) to start from in the boxes provided.
4. Select the option you want to use when you save your invoices/orders. If you want to save your invoice/order and then clear the window ready to enter the next invoice/order, select the Create New Invoice/Order after saving option. If you want to save your invoice/order leaving the details on the window ready for you to edit, select the Edit the last Invoice/Order after saving.
5. **Accounts Professional users only:** Select the options you want to use for Goods Despatched Notes (GDN) and Goods Received Notes (GRN). You can choose from three options for each:

Generate for all Despatches	Select this option if you want Sage 50 Accounts to generate a GDN or GRN automatically for each despatch or delivery. When you record a despatch or delivery, Sage 50 Accounts displays a prompt message, asking if you want to print the GDN or GRN now or later.
Generate for all Received	
Prompt at each Despatch	If you select this option, Sage 50 Accounts prompts you each time you record a despatch or delivery. At this prompt, you can choose whether or not to generate the GDN or GRN. If you choose not to generate the goods despatched or goods received note, Sage 50 Accounts does not store the GDN or GRN information in the Despatched or Deliveries tab of the sales or purchase order, so you cannot view or print the note later.
Prompt at each Received	
Do not Generate	If you select this option, Sage 50 Accounts updates the sales order or purchase order and your stock level, but does not produce a GDN or GRN. If you choose 'Do not Generate', the GDN (or GRN) option does not appear on the Sales Order Processing (or Purchase Order Processing) toolbar, and the Despatched (or Deliveries) tab is not available within your sales (or purchase) orders.

6. To save your changes, click OK. To exit without saving, click Cancel.

Use the Discounts tab to set up the discounts that you want to apply to your customer invoices. For more information about discounts, see *Pricing and Discounts* on page 390.

Finally, **Accounts Professional users** can use the Intrastat tab to set up your defaults for Intrastat reporting. For details, see *To set up your Intrastat defaults* on page 144.

To set up your discount defaults

Accounts Plus and Accounts Professional users, to help you choose the right settings refer to the table on page 142, which explains the effect the different defaults will have on your invoices.

Changes to how quantity and value discounts are applied will affect new invoices and orders, it does not work retrospectively. Therefore, any transactions posted earlier will not be updated with the new discount options

1. Select Customers > Invoice / Order Defaults.
2. Click the Discounts tab.
3. Select any of the following check boxes and options:

Discount by Unit Price Select this option if you want to calculate discounts based on the unit price of the products listed on the invoice.

Apply Quantity / Value Discounts to Use the check boxes to specify when the quantity or value discounts will be applied to invoices. You can choose a single option or all options. See the three options below:

(Accounts Plus and Accounts Professional only)

'Special Prices'

Select this check box to apply discounts to special prices. If this box is unchecked, value discounts will not be applied to any invoices or orders that contain special prices, and quantity discounts will not be applied to any line items using special prices.

'Price List Prices'

Select this check box to apply quantity discounts to your customer price list prices. If this box is not checked, value discounts will not be applied to any invoices or orders that contain price list prices, and quantity discounts will not be applied to any line items using price list prices.

'Standard Prices'

Invoices that include standard prices will always be discounted. This check box will always be selected by default. This means it cannot be changed.

Select whether you want the Special Price, Price List and Standard Price discounts to be applied to all customers, or only to those customers who are not included on any price lists. For a complete list of what is included, depending on the options that you choose, see the table on page 142.

Always apply value discounts to special items (S1, S2 and S3)

(Accounts Plus and Accounts Professional only)

Select this check box to apply discounts to any special items (transactions with a code of S1, S2 or S3) that are listed on your invoices, regardless of the other settings for applying quantity and value discounts.

Show Discount on Main Invoice/Order Screen With this option enabled, two discount columns are displayed on the invoice and order entry windows (Discount and Discount %). The columns display any discount awarded to items on an invoice/sales order and can be used to change the discount that has been applied.

If you switch the columns off you cannot quickly override the applied discounts. The discounts can still be changed but on an individual items basis. This is done by selecting an item line then pressing F3 on the keyboard to display the Edit Item Line window, you can then amend the discount.

4. Once you have chosen the desired options, click OK to apply these defaults to all future invoices and orders.

**Choosing defaults for quantity and invoice discounts
(Accounts Plus and Accounts Professional only)**

☒ Special Prices ☒ Price List Prices ☒ Standard Prices ☒ All Customers ☐ Only Customers who are not associated with a Price List	Quantity discounts are always applied. Value discounts are always applied.
☐ Special Prices ☒ Price List Prices ☒ Standard Prices ☒ All Customers ☐ Only Customers who are not associated with a Price List	Quantity discounts are applied to standard prices and price list prices only. Value discounts are applied, provided that the transaction does not contain any special prices.
☐ Special Prices ☐ Price List Prices ☒ Standard Prices ☒ All Customers ☐ Only Customers who are not associated with a Price List	Quantity discounts are only applied to standard prices. Value discounts are only applied if the transaction does not contain any special prices or price list prices.

☒ Special Prices ☐ Price List Prices ☒ Standard Prices ☒ All Customers ☐ Only Customers who are not associated with a Price List	Quantity discounts are applied to standard prices and special prices only. Value discounts are applied if the transaction does not contain any price list prices.
☐ Special Prices ☐ Price List Prices ☒ Standard Prices ☐ All Customers ☒ Only Customers who are not associated with a Price List	Quantity discounts are only applied to standard prices, if the customer on the invoice is not associated with a price list. Value discounts are only applied when the customer is not attached to any price list, and the transaction does not contain any special prices.
☒ Special Prices ☐ Price List Prices ☒ Standard Prices ☐ All Customers ☒ Only Customers who are not associated with a Price List	Quantity discounts will be applied to standard prices and special prices, when the customer is not attached to a price list. Value discounts are applied when the customer is not attached to any price list.

To set up your Intrastat defaults

1. Select Customers > Invoice / Order Defaults.
2. Click the Intrastat tab.

The Intrastat information appears.

The screenshot shows the 'Invoice and Order Defaults' window with the 'Intrastat' tab selected. The 'Declarations - Dispatches' section is expanded, showing a checked checkbox for 'Generate IntraStat entries for Sales Orders', a 'Default Terms of Delivery' dropdown, and a 'Default Nature of Transaction Code (NOTC)' dropdown. The 'Declarations - Arrivals' section is also visible below it, with a checked checkbox for 'Generate IntraStat entries for Purchase Orders' and similar dropdowns. The 'Help', 'OK', and 'Cancel' buttons are at the bottom.

Note: If your company country code is set to anything other than GB or IE, the Intrastat facilities are not available.

3. If you export goods to the European Union (EU), set up your Dispatch settings by selecting 'Generate IntraStat entries for Sales Orders'. Then from the drop-downs, select the Terms of Delivery and Default Nature of Transaction Code (NOTC) you use regularly.
4. If you import goods from the EU, set up your Arrivals settings by selecting 'Generate IntraStat entries for Purchase Orders'. Then from the drop-downs, select the Terms of Delivery and Default Nature of Transaction Code (NOTC) you use regularly.

Note: If required, the Terms of Delivery and NOTC codes can be changed as you generate your Intrastat Declaration.

5. To save your changes, click OK, or to exit without saving, click Cancel.

To set up your cash sales defaults (Accounts Professional only)

1. Select Customers > Invoice / Order Defaults.
2. Click the Cash Sales tab.

The Cash Sales information appears.

3. Select the documents you want generated for a cash sale (sales order, goods despatched note or sales invoice).
4. To add a message to the generated invoice, select the 'Add message to Invoice' option. In the box provided enter the text you want to appear on the invoice. For example 'Cash sale - Paid in full'.

Select the bank account you want the value of a cash sale applied to from the Default Cash Sales Bank Account drop-down. You must select a base currency bank account.

You can also specify whether you always want the default cash sales bank account to be used, or whether you would prefer to choose a bank account when a cash sale is recorded.

At installation a default cash sales bank account is set for use and the 'Always post to Default Cash Sales Bank Account' option is enabled.

5. To save your changes, click OK. To return to the Sage 50 Accounts desktop without saving, click Cancel.

Setting Up Users

To help you protect your sensitive financial information, Sage 50 Accounts allows you to control access to the program using passwords and access rights. You can even control access to specified areas of your accounts data, for example if you do not want users to be able to view financial statements such as the Profit and Loss report.

Setting a password is the first step towards protecting your data.

Changing your password

You can use the Change Password facility to:

- Enter your company password.
- Change your company password.
- Change your user passwords if you are using access rights.

Help

Type 'Password' in the Help index to find out how to set up and apply passwords.

Access rights

The Access Rights feature lets you set individual passwords for each person who uses Sage 50 Accounts. You can even restrict which ledgers, facilities and windows each user can access. For example, you can hide nominal and bank balances from certain users.

To be able to set up your access rights, you must log in as Manager.

Note: For single-user licences, the Access Rights facility is only available if you select the 'Access Rights' check box on the Parameters tab of Company Preferences. For multi-user licences, this facility is enabled by default.

To create a new user

1. Open the Settings menu and choose Access Rights.
2. Click New.
The Create New User window appears.
3. Enter a logon name and a password for your new user in the boxes provided.
4. Set the access you are giving the new user from the options provided.

Full Access

Select this option to give the user unlimited access to all parts of Sage 50 Accounts. You can modify these options later if you want. For further information about how to do this, refer to the following section.

No Access	Select this option to give the user no access to any part of Sage 50 Accounts.
-----------	--

5. To save the new user's details, click Save. To clear the details without saving, click Discard.
6. To exit the Create New User window, click Close.

To assign access rights

1. From the Users list on the User Access Rights window, select the user whose access rights you want to assign.
2. Click Details.
The Access Details list appears showing all of the options and menus in Sage 50 Accounts that can have access rights attached. The user's current access level for each option is also shown as full, partial or none.
3. To change the access status of any of the options, click Modules.
The Option List window appears.
4. Select each option you want to change from the list, then select whether the user is to be given full access or no access to the option. Click OK.
5. If you want to give partial access to modules within Sage 50 Accounts, select the module you require and click Dialogs.
6. Select each window you want to change from the list, then select whether the user is to be given full access or no access to the window. Click OK.
7. To return to the User Access Rights window, click Close.

Chapter 4

Setting Up your Chart of Accounts

The Chart of Accounts is a list of all the nominal accounts your company uses. It is central to your accounting system and Sage 50 Accounts uses it to form the structure of your Profit and Loss and Balance Sheet reports.

This chapter explains how to work with your Chart of accounts, from reviewing and modifying the chart you selected when you created the company data, to adding or deleting charts as you require.

You can also find out how to check your Chart of Accounts for errors, and learn about the errors that can occur when creating or modifying a chart.

If you are a non-profit making organisation please refer to the Sage 50 Accounts for Charities guide (PDF), which provides additional information. To access the guide, from the Sage 50 Accounts menu bar, select Help > Sage 50 for Charities.

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Setting Up your Chart of Accounts

The Chart of Accounts (COA) is a list of all the accounts that your company uses. In essence, it is how you categorise your accounting system. A default COA is shown in *Sage 50 Accounts's Default Chart of Accounts* on page 163.

The COA is used to produce the Profit and Loss report, the Balance Sheet report, the Budget report and the Prior Year reports. It is also used when you run your Year End. The Year End facility looks to the COA to see which accounts make up the Profit and Loss report. These are cleared down during the Year End procedure. For more information, see *Running the Year End* on page 320.

Sage 50 Accounts offers several COA designed for different organisations. The first time you access Sage 50 Accounts you choose which one you would like to install. For more information see *The ActiveSetup Wizard* on page 4. To ensure the selected COA suits your business it needs to be reviewed and possibly modified, this is explained in the following sections.

Note: For those wanting to produce more than one Profit and Loss report showing a variation of business results, you can add more than one COA to achieve this.

Reviewing the COA you have installed

If you have opted to create your own nominal account structure please move on to *Modifying the COA you have installed* on page 151.

The COA you selected is a good base to start from, but it is unlikely to meet all your needs and may need some tailoring. You need to:

- Identify those nominal accounts you will not use. For example you may never use nominal accounts such as 'Overseas Entertainment'.

Note: Some nominal accounts in the COA are classed as control accounts. These accounts cannot be deleted. For more information see *Control Accounts* on page 166.

- Identify additional nominal accounts that you want to use over and above those that have been installed. It is possible to add new nominal accounts at any time.
- Consider whether the nominal account names are suitable for your needs. You can personalise the names to make them more meaningful to you. It is possible to change the name of a nominal account at any time.

To review your Chart of Accounts

- Print the Nominal List. To do this, select Company > Nominal Ledger and then click Print List.
- Using the Nominal List identify nominal accounts:
 - That can be deleted.
 - That need to be renamed.
- Identify any gaps and decide how many nominal account you need to add to the COA.

Modifying the COA you have installed

Sage 50 Accounts enables you to tailor the COA to suit your business. By editing the COA, you can add new categories or make existing categories more suitable to your line of business. For example, you can change the sales category from Product and Export Sales to the actual goods or services your company sells.

If you want to add new sections to your profit and loss report or your balance sheet you must amend your COA.

What do you want to do?

- Add a Chart of Accounts. See, *To add a Chart of Accounts* on page 153
- Edit your Chart of Accounts. See, *To edit your Chart of Accounts* on page 155
- Change the name on the nominal account. See, *Editing Nominal Records* on page 172.
- Delete a nominal account. See *Deleting Nominal Records* on page 172.
- Change the nominal account code. See *Nominal Ledger Accounts Explained* on page 160
- Add a nominal account. See *Entering Nominal Records* on page 168.

If you intend to add a nominal account or change a nominal account code you need to understand how nominal codes are used in Sage 50 Accounts.

The importance of nominal codes

There are a few things to be aware of when dealing with nominal codes.

- Each nominal account has a unique nominal code, you can't create duplicate codes.
- The number of digits in a code needs to be consistent.

The installed nominal codes use a four digit number. It is important that all nominal codes use the same number of digits. For example you can't use a four digit code for some nominal accounts and a three digit code for others.

- Their effect on the Balance Sheet and Profit and Loss reports.

The COA uses the codes to group nominal accounts and earmark them for use in the Balance Sheet and Profit and Loss reports. Each report is concerned with a different set

of values linked by category type. For example, the following table shows the Profit and Loss report using values linked to categories for sales, purchases, direct expenses and overheads. Any nominal account within the ranges expected for the category type will be used. For example, a nominal account with a code between the range of 4000 to 4999 will be used for the sales values in the Profit and Loss report.

	Category type	Nominal code range from	Nominal Code range to
Profit and Loss	Sales	4000	4999
	Purchases	5000	5999
	Direct Expenses	6000	6999
	Overheads	7000	8999
Balance Sheet	Fixed Assets	0001	0999
	Current Assets	1000	1999
	Current Liabilities	2000	2299
	Long Term Liabilities	2300	2999
	Capital & Reserves	3000	3999

When you add a nominal account you must ensure that the code falls within the correct category range so that values on the nominal account are picked up and used in the correct financial report.

If you have transferred from a previous system of bookkeeping and have decided to use your own COA, you need to set the nominal code ranges for each category type. Take care to ensure the nominal accounts needed for the each financial report fall within the correct category ranges. For more information, see *The Nominal Account Structure* on page 165.

Adding a Chart of Accounts

You can add your own COA if you require, for example if modifying the default chart means making too many changes to be worthwhile, or if you require more than one chart for different areas of your business.

To add a Chart of Accounts

1. Select Company > Chart of Accounts.
2. From the Chart of Accounts window, click Add.
3. Enter the name of your new Chart of Accounts in the Name box, then click Add.

The Edit Chart of Accounts window appears.

Category Type	Description	Low	High
Sales	Sales	4000	4099
Purchases	Purchases	4100	4199
Direct Expenses	Direct Expenses	4200	4299
Overheads	Overheads	4400	4499
Fixed Assets	Fixed Assets	4900	4999
Current Assets	Current Assets		
Current Liabilities	Current Liabilities		
Long Term Liabilities	Long Term Liabilities		
Capital & Reserves	Capital & Reserves		

The Chart of Accounts is subdivided into category types. By default, the category types for the Profit and Loss report are Sales, Purchases, Direct Expenses and Overheads; and for the Balance Sheet report they are Fixed Assets, Current Assets, Current Liabilities, Long Term Liabilities and Capital & Reserves. Your default Chart of Accounts is shown in *Sage 50 Accounts's Default Chart of Accounts* on page 163.

Sage 50 Accounts has automatically set up category accounts for each category type in your default layout of accounts, but you can amend these if necessary.

If you opted to create your own nominal account structure during the ActiveSetup Wizard, the default Chart of Accounts does not contain any category accounts.

4. Select each category in turn from the Category Type list, and for each one enter or amend the following details in the boxes provided.

Tip: To insert a line, press F7. To remove a line, press F8.

Description	This is the heading for this type of category. This appears on your financial reports. You can change this if necessary.
Category Account	This is the heading for each range of nominal accounts in this category, one line per range. You can define up to 80 category account ranges for each category. For example, in your Sales category you may want to set up headings such as Home Sales, Export Sales, Product Sales, etc. You can enter up to 60 characters of text for each heading.
Low/High	Use the Low and High boxes to determine the range of nominal accounts to be included for each category account. If there is only one code in the range, enter the same number in both boxes. Where more than one nominal account belongs to a category account, enter the lowest nominal account number in the range in the Low box and the highest number in the range in the High box. The codes you enter are inclusive.
Floating Nominal Accounts	Note: The floating nominal accounts only appear when you are editing the current assets and current liabilities categories. Certain nominal records shown in the balance sheet could be an asset or a liability depending on the balance. These accounts are known as floating nominal accounts. The program adds the balance of the floating nominal accounts to the correct side of the Balance Sheet automatically when the report is generated. In order for Sage 50 Accounts to do this, place any floating nominal accounts in the boxes provided for both the current assets and current liabilities. For example, enter Bank Account 1200 in the Current Assets and Bank Overdraft 1200 in the Current Liabilities. When you enter a nominal account description in one category, you are prompted to copy it to the other. To do this, click Yes.

When you run your financial reports, all of the nominal accounts entered in each range will be added together to give a subtotal for the category account heading to which they belong.

5. Check you have set up the Chart of Accounts correctly. See *Checking your Chart of Accounts* on page 156.
6. If you want to print a copy of your Chart of Accounts, click Print. Choose whether you want to print, preview, or save the information to a file and then click Run. You can also send the details via e-mail.
7. To save your Chart of Accounts, click Save.

Editing your Chart of Accounts

Sage 50 Accounts enables you to tailor the Chart of Accounts to suit your business. By editing the Chart of Accounts, you can add in new categories or make existing categories more suitable to your line of business. For example, you can change the sales category from product and export sales to the actual items your company sells.

To edit your Chart of Accounts

1. Select Company > Chart of Accounts.
2. From the Chart of Accounts window, select the COA layout you want to change and then click Edit.
The Edit Chart of Accounts window appears.
3. Select each category in turn from the Category Type list, and for each one enter or amend the details in the boxes provided.
4. Check you have set up the Chart of Accounts correctly. See *Checking your Chart of Accounts* on page 156.

Checking your Chart of Accounts

In Sage 50 Accounts you can check the Chart of Accounts for any errors and then print out a report detailing these errors.

To check the Chart of Accounts for any errors

1. Select Company > Chart of Accounts.
2. From the Chart of Accounts window, select the COA layout you want to check and then click Edit.
The Edit Chart Of Accounts window appears.
3. Click Check.
If an information window appears informing you that no errors have been found, it means all of the nominal codes are represented correctly and you can continue to use Sage 50 Accounts.
If a print window appears, select the output (printer, preview or file) you require for the error report and click Run. You can also send the details via e-mail.
This report tells you of any errors within your Chart of Accounts.

Errors that can occur in the Chart of Accounts layout

The most common errors found in the Chart of Accounts are described below.

The following ranges overlap onto each other..

This means that either the low number, the high number or both of the category account ranges fall within another category account range.

For example,

Category Account	Low	High
Product Sales	4080	4099
Export Sales	4080	4100 (This is overlapping the first category account range.)
Export Sales	3050	4080 (This is overlapping the first category account range.)

You need to edit the Chart of Accounts to amend the category account ranges. For further information about how to do this, refer to *To edit your Chart of Accounts* on page 155.

One of the following ranges is enclosed within the other range...

This error means the low and high numbers of one category account range fall within the low and high numbers of another.

For example,

Category Account	Low	High
Product Sales	4000	4099
Export Sales	4010	4020 (This is enclosed within the first category account range)
Export Sales	4020	4059 (This is both an overlapping and an enclosed range error)

You need to edit the Chart of Accounts to amend the category account ranges. For further information about how to do this, see *To edit your Chart of Accounts* on page 155.

Nominal code ... not represented in chart

This means that a Nominal Account exists in the Nominal Ledger but is not included in any of the ranges within the Chart of Accounts.

You chose to edit the Chart of Accounts and create a new category account or amend an existing one to include the new nominal code. For further information about how to do this, see *To edit your Chart of Accounts* on page 155. Alternatively, if you are not using the nominal account, you can delete it. For more information, see *Deleting Nominal Records* on page 172.

Nominal code ... has been used as part of one 'floating' category, but not as part of the equivalent 'floating' category in Current Assets/Current Liabilities

When a nominal code is included in both current assets and current liabilities, Sage 50 Accounts decides which category to include it in depending on whether the code has a debit or a credit balance.

The above error message means you have a nominal code included in one floating category but not in the other. For example, you have the nominal code set up in current assets but not in current liabilities.

You need to edit the Chart of Accounts and include the nominal code in both floating categories. For further information about how to do this, refer to the following section.

The following 'floating' category range in Current Assets has no matching range in Current Liabilities

The floating category range that is entered within the Current Assets and the Current Liabilities must be the same. For example, if you have entered the Bank Account Range as 1200 - 1209 in the Current Assets, you must also enter the same range (1200 - 1209) in the Current Liabilities.

Deleting a Chart of Accounts

If a Chart of Accounts is no longer in use, you can delete it from the list of charts.

Note: You cannot delete the Chart of Accounts that is set as the 'Current' chart.

To delete a Chart of Accounts

1. Select Company > Chart of Accounts.
2. From the Chart of Accounts window, select the COA you want to delete.
3. Click Delete.
A confirmation message appears.
4. To confirm that you want to delete the selected Chart of Accounts, click Yes. Sage 50 Accounts deletes the Chart of Accounts and returns to the Chart of Accounts window.
Alternatively, to cancel the deletion and return to the list of charts, click No. The Chart of Accounts you selected is not affected.

Copying a Chart of Accounts

If you wish to produce a new chart of accounts layout, based on an existing layout, you can quickly copy the layout.

1. Select Company > Chart of Accounts.
The Chart of Accounts window appears.
2. From the Chart of Accounts window, select the chart of accounts layout that you wish to copy.
3. Click Copy. A copy of your selected layout appears in the Description list.
4. To modify the layout name, click Edit. For further information about editing your Chart of Accounts, please refer to the topic 'To Edit a Chart of Accounts Layout'.
5. To return to the Nominal Ledger window, click Close.

Chapter 5

Setting Up Records

In Sage 50 Accounts, you can create individual records to store all of the details for each of your customer, supplier, bank and nominal accounts. These records are rather like index cards in a manual filing system. You can also create a record for each product item that you keep in stock, or for service items that you regularly provide.

Accounts Plus and Accounts Professional users can also create fixed asset records. This chapter explains how to set up each of these record types in Sage 50 Accounts, and discusses the importance of planning your account codes carefully.

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Nominal Ledger Accounts Explained

All the transactions you enter into Sage 50 Accounts are put into categories. These categories are called nominal ledger accounts and are represented in Sage 50 Accounts by codes. These nominal ledger accounts act as records of where you have earned and spent money as a result of running your business. The individual nominal accounts are grouped into ranges. For example, in the default Chart of Accounts supplied with Sage 50 Accounts a rent account (default nominal code 7100) is in the 'Overheads' range of accounts (with a default range of 7000 to 9999). This indicates rent is classed as an overhead.

Sage 50 Accounts has nine nominal account ranges: Fixed Assets (0001 to 0999); Current Assets (1000 to 1999); Current Liabilities (2000 to 2299); Long Term Liabilities (2300 to 2999); Capital & Reserves (3000 to 3999); Sales (4000 to 4999); Purchases (5000 to 5999); Direct Expenses (6000 to 6999); and Overheads (7000 to 9999).

These ranges are further categorised into four different types. These are:

1. Asset accounts, including your current and fixed assets.
2. Liability accounts, including your current and long term liabilities.
3. Income accounts, including your sales accounts.
4. Expenditure accounts, including your purchase accounts, direct expenses and overhead accounts.

It is these categories which Sage 50 Accounts uses to create your financial reports, such as your Profit and Loss and your Balance Sheet.

Sage 50 Accounts's complete default Chart of Accounts is shown in the section, *Sage 50 Accounts's Default Chart of Accounts* on page 163. This shows the categories, types and names of accounts that make up the Chart of Accounts.

Asset Accounts

Sage 50 Accounts uses asset accounts to store the details of the money that you own. This money may be funds in the bank (current assets) or in the form of property or a car (fixed assets). Your asset accounts hold the monetary value of your assets, no matter what form the money is in. Another examples of an asset account automatically set up for you in Sage 50 Accounts is Office Equipment.

Liability Accounts

Sage 50 Accounts keeps track of the money you owe in liability accounts. Typically this could include the tax you need to pay, the VAT you need to pay (current liabilities) and how much is outstanding on your mortgage (long term liabilities).

Other examples of liability accounts automatically set up for you in Sage 50 Accounts include Bank Loan and Hire Purchase accounts.

Together, these asset and liability accounts hold all the details of where your money actually is, and in the case of liabilities, where it would have to go if you paid off loans, etc. When you print out the details of how much money is recorded in each of your asset and liability accounts, this report is commonly called a Balance Sheet. The Balance Sheet, which you can print from Financials, shows your company's financial status, that is, what you own and what you owe. The difference between the two is known as your company's net worth.

When you record the money you receive and the money you pay out in Sage 50 Accounts, the transactions are 'posted' to specific nominal accounts. Let's say you receive £500. You record the money you have received as a deposit into a nominal account called, for example, your Current Bank account, so it adds to your assets (things you own). But at the same time it is a good idea to keep track of where your money is coming from. To let you do this, Sage 50 Accounts follows the traditional practice of making a second entry of the same amount to an income account. This is the 'double-entry' of double-entry bookkeeping!

So, when you record money you've received into Sage 50 Accounts, you don't just allocate the money into a bank account, but you also post the value of the money to one of your income accounts, such as 'Sales of Product A'.

Income Accounts

Use income accounts to keep the details of where your money is coming from, how much you receive and when. No money is actually held in these nominal accounts, they simply record what you have received. The money is actually recorded as being placed in the bank or other asset account.

Expenditure Accounts

Use the expenditure accounts to keep details of what you spend your money on, how much and when. No money is actually held in these nominal accounts, they just record the money you have spent. The money is actually recorded as being taken out of the bank or other asset account, or in the case of a loan, a liability account.

For example, if you write a cheque (for example £120) to a garage to pay for both a car repair (£100) and some petrol (£20), you would record the transaction into Sage 50 Accounts using

the Bank Payments facility. This would take £120 out of your bank account, but in the payments window you would also post the same value to an expenditure account, such as 'Car Expenses'. So, at the end of the month or the year, you can look at your Car Expenses account and see not only the individual transactions you have made over the period, but also just how much you have spent on your car. This way you can keep track of the money you spend and where you spend it.

The number of nominal accounts you use to keep track of your income and expenditure is up to you. The example described previously, allocated both the cost of the car repair (£100) and the petrol (£20) to one expense account, but it could easily have been two. You could make a more precise analysis of this expenditure by splitting the expense into two expense nominal accounts, one called Car Repairs and the other Petrol Costs. For example, when you record the cheque payment, you still take £120 out of the bank account, but then split this amount, by posting £100 to the Car Repair account and £20 to the Petrol Expense account as two separate items. This is still double-entry accounting, even though three postings have been made. As long as the debit and credit payment are the same, you can have as many postings as you like.

When you print out the details of how much money is recorded in each of your income and expenditure accounts, the report is commonly called a Profit and Loss Report. This report shows the money you have received and how much you have paid out. The surplus of income over expenditure is your profit. For more information see *Running the Profit and Loss Report* on page 705.

Sage 50 Accounts's Default Chart of Accounts

Category, Type and Name of Account	Nominal Code Range	
Sales (Income)		These account categories combine to make up your Profit and Loss report
Product Sales	4000	
Export Sales	4100	
Sales of Assets	4200	
Credit Charges (Late Payments)	4400	
Other Sales	4900	
Purchases (Expenditure)		
Purchases	5000	
Purchase Charges	5100	
Stock	5200	
Direct Expenses (Expenditure)		
Labour	6000	
Commissions	6100	
Sales Promotion	6200	
Miscellaneous Expenses	6900	
Overheads		
Gross Wages	7000	
Rent and Rates	7100	
Heat, Light and Power	7200	
Motor Expenses	7300	
Travelling and Entertainment	7400	
Printing and Stationery	7500	
Professional Fees	7600	
Equipment Hire and Rental	7700	
Maintenance	7800	
Bank Charges and Interest	7900	
Depreciation	8000	
Bad Debts	8100	
General Expenses	8200	
Suspense and Mispostings	9998	
	9999	

Sage 50 Accounts's Default Chart of Accounts continued

Category, Type and Name of Account	Nominal Code Range	
Fixed Assets (Assets)		
Property	0010	0019
Plant and Machinery	0020	0029
Office Equipment	0030	0039
Furniture and Fixtures	0040	0049
Motor Vehicles	0050	0059
Current Assets (Assets)		
Stock	1000	1099
Debtors	1100	1199
Deposits and Cash	1210	1239
Credit Card (Debtors)	1250	1250
Bank Account	1200	1209
VAT Liability	2200	2209
Current Liabilities (Liabilities)		
Creditors: Short Term	2100	2199
Taxation	2210	2219
Wages	2220	2299
Credit Card (Creditors)	1240	1240
Bank Account	1200	1209
VAT Liability	2200	2209
Long Term Liabilities (Liabilities)		
Creditors: Long Term	2300	2399
Capital & Reserves (Liabilities)		
Share Capital	3000	3099
Reserves	3100	3299

These account categories combine to make up your Balance Sheet report

Note: Bank Account and VAT Liability are floating accounts.

The Nominal Account Structure

Nominal records are structured into groups within fixed number ranges. These groups are the same ones that are used to make up Sage 50 Accounts's financial reports.

Default nominal ranges

Sage 50 Accounts's default nominal ranges are listed below (and shown in the previous table). We recommend that you keep this structure. If you do not, you must be very careful to assign your new nominal records to the correct nominal range, shown below.

Group	From	To
Sales	4000	4999
Purchases	5000	5999
Direct Expenses	6000	6999
Overheads	7000	9999
Fixed Assets	0001	0999
Current Assets	1000	1999
Current Liabilities	2000	2299
Long Term Liabilities	2300	2999
Capital & Reserves	3000	3999

You can add more nominal records within these groups to improve your accounting system. For example, you could analyse your sales based on the different types of products you sell. If you sell wine you could set up nominal records for each type within the fixed range for Sales as follows:

White Wine Sales	4100
Red Wine Sales	4110
Rose Wine Sales	4120
Sparkling Wine	4130
Champagne	4140

Note: Accounts are numbered sequentially but gaps are left so that records to be added.

Warning! Care must be taken when numbering records. If a record is created out of sequence it may result in errors in your management reports.

Control Accounts

Control accounts are important because they allow you to see the total figures for debtors, creditors, VAT on purchases and so on, without having to add up all the balances on the individual accounts. They also allow you to check that all the individual accounts are correct. Control accounts are used by Sage 50 Accounts to make automatic double-entry postings. A number of control accounts are created automatically. The control accounts are as follows:

Debtors Control (or sales ledger control account)	This account tells you how much you are currently owed in total by your customers. This is why it is known as the Debtors Control Account. Any customer transactions (i.e. sales) entered into Sage 50 Accounts are posted to this account. When you post an invoice to a customer's account, (i.e. record an invoice that you have sent to a customer) the full amount of the invoice is posted to this account as a debit. If you record a customer receipt, the debtors control account is credited by the full amount of the receipt. You can only change this account code if no transactions have been entered.
Creditors Control (or purchase ledger control account)	This account tells you how much you currently owe in total to your suppliers. This is why it is known as the Creditors Control Account. Any supplier transactions (i.e. purchases) entered into Sage 50 Accounts are posted to this account. When you post an invoice received from a supplier, the full amount of the invoice is posted to the account as a credit. If you record a supplier payment, the creditors control account is debited by the full amount of the payment. You can only change this account code if no transactions have been entered.
Default Bank	This account is automatically chosen for you (as the default) when you enter any information using one of the Bank facilities. You can rename this account and give it the same name as your real bank account. Read how to do this in the section, <i>Editing Nominal Records</i> on page 172. This is not a true control account as it is not used for double-entry transactions.
VAT on Sales	This is the nominal account where the value of any VAT is automatically posted when you record income that is subject to VAT.
VAT on Purchases	This is the nominal account where the value of any VAT is automatically posted when you record payments on which you can claim VAT back.
Sales Discount	If you enter a discount when you record a customer's payment (i.e. a customer receipt), the value of the discount is posted to this account as a debit.

Purchase Discount	If you enter a discount when recording a payment to a supplier, the value of the discount is posted to this account as a credit.
Retained Earnings	This nominal account adds up the net balance of all your income and expenditure accounts when you run the Year End process. The value received represents the surplus (or shortfall) of income over expenditure for the financial year, i.e. the net profit.
Default Sales	This is the Default Sales nominal account.
Accruals	If you have set up accruals, this is the nominal account the accruals are posted to when you run the Month End routine.
Prepayments	If you have set up prepayments, this is the nominal account where they are posted when you run the Month End routine.
Bad Debts	If you write off a bad debt using the Write Off, Refund, Return option, this is the nominal code the bad debt is posted to.
Mispostings	This account is used in automatic error correction routines to record any mispostings.
VAT Manual Adjustment	Where you decide to make a manual adjustment to a particular figure on the VAT Return using the VAT Manual Adjustment window, Sage 50 Accounts records the adjustment, reason for adjustment, date, time and user name against this control account. The default code for this account is 2204.
Suspense	This is the account that automatically receives the opposite side of your opening balance postings. If you enter your opening balances from a complete Trial Balance then the overall net effect of the postings on this account is zero.
Credit Charges	If you charge interest on late payments from customers, the value is posted to this nominal account.

Entering Nominal Records

There are a number of ways you can create a nominal record. You can:

- Enter details directly into a blank nominal record. This method is described in this section.
- Use the Nominal Record Wizard to guide you step-by-step through the process.

To do this, select Company > Nominal Ledger. From the Nominal Ledger toolbar, click New. The Nominal Record Wizard is displayed.

- Copy an existing record's details using the Duplicate facility. For more information about this feature, see *Duplicating records* on page 38.

Note: You cannot use the Duplicate facility to create control or bank accounts in the Nominal Ledger. When you duplicate an existing nominal record, Sage 50 Accounts automatically sets the record type to Nominal.

To add a new nominal account record

1. Select Company > Nominal Ledger.
2. Click Record.

The Nominal Record window appears.

Nominal Record

Details | Graphs | Activity | Memo

N/C:

Name:

Balance: 0.00 Account Type: Control Account

Month	Actuals	Budgets	To end Dec 2003	To end Dec 2002	To end Dec 2001	To end Dec 2000	To end Dec 1999
B/F	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jul	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aug	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Future	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save Discard Delete Previous Next Print List Close

You will see five prior year columns which show your financial data from past years (so you can compare your company's performance). If you are a new user, these columns will display zeros. For more information, see *Historical Data Analysis* on page 325.

3. In the Details tab, enter the following information:

N/C You must give the new account a number. We recommend you keep within the numbering scheme set up automatically by Sage 50 Accounts for the standard set of nominal accounts. These are:

Fixed Assets range from 0001 to 0999
 Current Assets range from 1000 to 1999
 Current Liabilities range from 2000 to 2299
 Long Term Liability range from 2300 to 2399
 Capital and Reserves range from 3000 to 3999
 Income Accounts range from 4000 to 4999
 Purchase Accounts range from 5000 to 5999
 Direct Expenses range from 6000 to 6999
 Overheads range from 7000 to 9999

For example, if you are assigning a new fixed asset account, assign it a number within the fixed asset account range (0001 to 0999).

If you are creating a new nominal account that is out of your existing Chart of Accounts category ranges, when you move your cursor off the N/C box, a warning message appears telling you that you must update the Chart of Accounts.

This means that you must change your default Chart of Accounts to accommodate the new nominal accounts that you have created. You can do this by editing the Chart of Accounts. Read how to do this in *Chapter 4, Setting Up your Chart of Accounts*.

To continue, click OK and carry on entering your nominal account information.

Note: You can make your new nominal code up to eight numbers long. However, you cannot mix your numbers, for example, you cannot have a four number nominal code with a six number code in the same nominal structure, as this will make your Balance Sheet and Profit and Loss reports incorrect. You must therefore be consistent.

Name Enter an account name. This name appears on your financial reports and on the Sage 50 Accounts transaction windows when you use this account.

Balance This box shows the current balance of this nominal account. This box is empty when you first create a new account.

The OB button (Opening Balance) is used to enter your opening balance for this nominal account.

Note: We recommend that you do not enter your opening balances at this point but refer to *Chapter 15, Recording Opening Balances* when you have entered all of your customer, supplier, product, nominal and bank records.

Account Type This is a display only box. When you create a new nominal record, this box initially displays 'Control Account', but clears when you enter the nominal code you want to assign to the record. When you save the record, Sage 50 Accounts assigns the default type of 'Nominal Account'.

Note: If you want to create a new record with the account type 'Bank Account', you must create it in the Bank navigation group. For details, see *Entering Bank Account Records* on page 175.

If you open an existing nominal record, the 'Account Type' box shows 'Bank Account' if you created this account in the Bank navigation group, 'Control Account' if you have added the account to your list of control accounts, or 'Nominal Account' for any other type of nominal record; that is, neither a control account nor a bank account.

4. If you want to, you can enter a budget for this nominal account against each month of your financial year. You would do this so you can see whether you overspend or underspend in a particular area, for example, travel expenses. To do this, click in the Budget box against each month in turn, entering the budget for this nominal account.
5. To create a new account, click Save. If you need to clear your entry and start again, click Discard. To return to the main Nominal window, click Close.

Viewing the Nominal Record Graphs Tab

As you make transactions to and from a nominal account, the transactions automatically update the monthly balances on the Nominal Record. You can see these monthly balances in the form of a graph on the Nominal Record Graphs tab.

Viewing the Nominal Record Activity Tab

Every time you record a transaction into Sage 50 Accounts, the activity is stored on the audit trail. This single list stores every transaction you have made in the order it was recorded into Sage 50 Accounts.

No	Type	Date	Ref	Details	Amount	Debit	Credit
92	PI	01/01/2006	2563	Goods	5000.00	5000.00	
93	PI	15/01/2006	2570	Goods	1000.00	1000.00	
98	PI	01/01/2007	2829	Cleaning Services	500.00	500.00	
242	PI	29/01/2007	1	Envelope - White (110 x 220) ...	216.00	216.00	
243	PI	29/01/2007	1	Envelope - Brown (110 x 220) ...	113.40	113.40	
244	PI	29/01/2007	1	Flip Chart - A1 Pad	198.00	198.00	
245	PI	29/01/2007	2	Flip Chart - A1 Pad (Recycled)	198.00	198.00	
246	PI	29/01/2007	2	Laminator Pouches - A4	67.50	67.50	
247	PI	29/01/2007	2	Copy Paper - Premium Grade	288.00	288.00	
248	PI	29/01/2007	2	Lasercopy Paper - Standard G...	324.00	324.00	
249	PI	29/01/2007	2	Adhesive Tape - Brown (50m...	12.60	12.60	
250	PI	29/01/2007	3	A4 Labels (38x99) - Inkjet	43.20	43.20	
251	PI	29/01/2007	3	Pencil - Chingraph Black	31.50	31.50	
252	PI	29/01/2007	3	Rubber Bands - Selection Pac...	86.40	86.40	
253	PI	29/01/2007	4	PCR700 Processor	1548.00	1548.00	
254	PI	29/01/2007	4	JP030 Jet Printer Cartridge	87.30	87.30	
319	PI	28/02/2007	2566	Consumables	550.00	550.00	
					51954.49	408.01	
					51446.48		

You can see the transaction activity of a single nominal account, at any time, by clicking the Activity tab on the nominal record. This shows the individual transactions posted to each account.

If you are viewing the activity of a bank account or reserved control account (i.e. a control account that transactions are automatically posted to by Sage 50 Accounts when you record transactions, for example, the Debtors Control Account), you can break the transactions down into the individual items by clicking the cross on the left-hand side of the transaction list.

Only those transactions that have not been cleared by running the Clear Audit Trail facility appear in this window. For further information on this, refer to *Clearing the Audit Trail* on page 338.

Using the Nominal Record Memo Tab

Sage 50 Accounts lets you create a memo for each nominal account record where you can add any extra information that relates to the account. The Memo tab enables you to attach electronic documents and filing system references to your records using the Document Manager functionality. For full details, see *Working with Attachments using Document Manager* on page 675.

Editing Nominal Records

When you look through the nominal codes that have been created automatically, you may find some that your business will use but need renaming to make them more meaningful to you. To do this, select Company > Nominal Ledger and then click Record. Select the nominal record you want to change from the drop-down list, remove the old name and type the new name you require in its place.

Deleting Nominal Records

To delete nominal records that you do not need, select Company > Nominal Ledger, highlight the records you no longer require and then click Delete.

Note: You cannot delete a nominal record if it has any of the following:

- Transactions associated with the nominal record.
- A balance that is anything but zero.
- If it is a nominal record that is also a control account.

Viewing Nominal Account Activity

You can view a detailed transaction history, or 'activity', for any nominal account.

1. From the Nominal Ledger window, select the nominal account(s) whose activity you want to view and click Activity.

Alternatively, you can open the Nominal Record and click the Activity tab to display the nominal account's transaction activity.

The Activity window appears, showing the transactions that have been made to the first account you selected.

If the account you selected is a Bank Account, or if it is the Debtors Control Account, Creditors Control Account, or the Sales or Purchase Tax Control Account, the Activity window is split into two panes:

- The upper pane of the Activity window shows summary or 'grouped' information about each transaction, one line per transaction.
- The lower pane of the Activity window displays the individual items that make up each transaction. For example, if you select a sales receipt transaction in the upper pane, the lower pane shows information about the items that make up the associated invoice.

2. To filter the transactions displayed, choose the criteria you require from the following selection fields:

Show

To filter the transactions by a specific period, select the period you want to display from the 'Show:' drop-down menu.

You can choose to filter the transactions by a number of financial periods; for example, you can choose to display a single calendar month's transactions, or view the activity for a financial quarter, half year, prior year or current financial year. You can also choose to show only future-dated transactions (those that fall beyond the end of the current financial year).

If you require, you can specify a date range, transaction type or transaction number range to display. To do this, select 'Custom Range' from the 'Show:' menu and complete the relevant fields on the Activity Range window that appears.

Your program retains the filter you specify from the 'Show:' menu and applies it the next time you view the activity. This is true for all of the 'Show:' menu settings, although any values you enter in the Activity Range window will not be retained.

Date

This read-only field displays the date range you selected using the 'Show' menu. For example, if you selected 'Custom Range' and entered the date range 01/07/2006 to 31/07/2006, these dates appear in this field.

The Activity window only displays those transactions that fall within the specified date range.

Type

If you select 'Custom Range' from the 'Show' menu and use the Activity Range window to choose a specific type of transaction to display, this field shows which transaction type you selected.

For example, if you chose to view only bank receipts by selecting 'BR - Bank Receipts' on the Activity Range window, this field shows 'BR'. The Activity window now only displays bank receipt transactions dated within the specified range.

You cannot change the transaction type shown in this field directly - to change the type of transaction displayed here, you must select 'Custom Range' from the 'Show:' menu and re-select the transaction type you want to view.

O/S Only

If you selected 'Custom Range' from the 'Show:' menu and selected the 'Outstanding Transactions Only?' check box on the Activity Range window, this check box is selected. This indicates that the Activity window is displaying only those transactions that are not yet paid or allocated.

You cannot change this setting directly here - to select or clear this box, select 'Custom Range' from the 'Show:' menu and select or clear the 'Outstanding Transactions Only?' check box in the Activity Range window.

Trans

This field shows the transaction number range currently displayed on the Activity window. For example, if you select 'Custom Range' from the 'Show:' menu and use the Activity Range window to specify a range of transactions to view, this field shows the transaction numbers you chose.

If you do not specify a transaction range, this field displays the first and last transaction numbers from your audit trail. For example, if you have 2169 transactions on your audit trail, this field shows '1 to 2169'.

You cannot change the range shown in this field directly. To change the transaction number range shown here, select 'Custom Range' from the 'Show:' menu and enter the transaction number range you want to view.

3. To print the information shown, click Print List.
4. If you selected more than one account, use the Previous and Next buttons to move between the selected records.
5. To exit the Activity window, click Close.

For more information, please refer to the **Nominal > Record > To View a Nominal Account's Activity** topic in the main program Help file (F1).

Entering Bank Account Records

Bank accounts are nominal accounts but they should be created through the Bank navigation group.

There are three ways of entering a bank account record:

- You can enter details directly into a blank bank record. This method is described in this section.
- You can use the Bank Record Wizard to guide you through the process step-by-step.
Note: Depending on your Sage 50 Accounts settings when you select New Account from the Bank navigation group either a blank record or the Bank Record Wizard is displayed. The default is the Bank Record Wizard. For more information about this setting, refer to the Sage 50 Accounts Help system.
- You can copy an existing record's details using the Duplicate facility. For more information about this feature, *Duplicating records* on page 38.

Your bank account can be one of three types:

Cheque Account

Sage 50 Accounts treats both banks and building societies as cheque accounts. Three cheque accounts have been set up for you: a bank current account, a bank deposit account and a building society account. Edit these banks to match your real bank accounts with their correct names and addresses.

Cash Account

A single cash account has been set up for you called 'Petty Cash'. You can set up other cash accounts such as 'Shop Safe' or 'Emergency Cash Supply'.

Credit Card Account

Sage 50 Accounts lets you set up 'bank accounts' for each of your credit cards so that you can keep track of the card payments that you make. One credit card account has already been set up for you.

If you want to enter more accounts, read the next section.

To enter cheque, credit card and cash accounts

Note: This method assumes the Bank Record Wizard is disabled.

1. Select Bank > New Account.
2. The Bank Record window appears, displaying the Account Details tab.

The screenshot shows the 'Bank Record-Bank Current Account' window. The 'Account Details' tab is selected. The 'Account' section has 'A/C Ref' set to 1200 and 'Nominal Name' set to 'Bank Current Account'. The 'Type' section has 'A/C Type' set to 'Cheque Account' and 'Currency' set to '1 Pound Sterling'. The 'Balance' section shows 'Current Balance' as 12443.05 and 'Minimum Limit' as -120000.00. There is a checkbox for 'No Bank Reconciliation'. At the bottom are buttons for 'Save', 'Discard', 'Delete', 'Print List', and 'Close'.

3. In the boxes provided, enter the following bank account details:

A/C Ref

The account reference of the bank. Bank accounts are special types of nominal ledger accounts and so this code is also a nominal ledger code which appears in the Nominal Ledger window. We recommend that you use a number within the range 1200 to 1299 as Sage 50 Accounts uses this range for the bank accounts it has already set up and your financial reports are already set up for these groupings.

Nominal Name	A description of the bank account. This appears on the Bank Accounts window to identify the account, for example, Current Account. It also appears in the nominal ledger list of accounts.
Current Balance	This is the balance of your bank account. We recommend that you do not enter your opening balances at this point but refer to <i>Chapter 15, Recording Opening Balances</i> when you have entered all of your customer, supplier, product, nominal and bank records.
Minimum Limit	Enter the amount that you do not want the balance of this account to drop below. You can also enter a negative amount here. If the balance does go below this level, the bank details are displayed in red on your Bank Accounts window.
A/C Type	From the drop-down list, select the type of account you want your bank account to be. Once you have entered transactions into this account, you cannot change the account type. A bank account can be a cheque account, cash account or a credit card account. The bank types generate different transactions types. For example, payments can be bank payment (BP), cash payment (CP) or visa payment (VP). You can enter cash, credit card receipts and cheques into a 'bank account' whatever the type. However you would not normally enter cheques into your petty cash tin! We recommend that you set up and use the bank accounts in Sage 50 Accounts to mirror the way you use your actual bank accounts and cash.
Currency (Accounts Professional only)	Displayed if you have activated Foreign Trader. See <i>The Foreign Trader</i> (Accounts Professional Only) on page 720. You may select a currency description from the drop-down list. This box is for information purposes only. If you have the Foreign Trader facility activated, this is the currency your transactions will be posted in.

No Bank Reconciliation Select this check box if you do not want to run a bank reconciliation for this account. You would usually want to reconcile your accounts to make sure your computerised accounts matched your bank statement. However, for cash accounts such as petty cash you would select this check box as you are unlikely to reconcile your petty cash.

4. To record your new bank account, click Save.

Editing a Bank Record

When you look through the bank records that have been created automatically, you will probably want to rename them and enter details specific to your accounts, so that they become more meaningful to you. You can edit an existing bank record at any time - to do this, select the record you want to change from the list in the Bank Accounts window and click Record. Enter or amend the details as you require and click Save to record your changes.

Deleting a Bank Record

To delete bank records that you do not need, select the Bank navigation group and, if appropriate, use the view selector to switch to the Bank Accounts view. Select the record(s) you no longer require from the Bank Accounts window, and then click Delete.

Note: You cannot delete a bank record if it has any of the following:

- Transactions associated with the nominal record.
- A balance that is anything but zero.
- If it is a bank record that is also a control account.

Planning your Customer and Supplier Codes

It is important that you plan your customer and supplier reference codes (not their nominal codes, which are entered for you by Sage 50 Accounts). Your customer and supplier records all need a reference code. We recommend you plan the codes that you want to use before you begin entering your customer and supplier records.

This is important because once you have entered transactions against a customer record, you cannot change the account reference code.

We recommend that you use codes that will be meaningful to you. You can use the first eight letters of your customer's or supplier's name. We recommend that you use both numbers and letters. This is to prevent two customers with the same name having the same code. For example, if you have a customer named Ms Smith, we suggest that you name the code SMITH01, so you can create unique codes for further customers with the same surname, for example, SMITH02, SMITH03.

Planning your codes will enable you to locate the customer or supplier you require quickly and easily. The tables below provide examples of coding. The first table shows alphanumeric codes and the second provides numeric examples.

Note: When using numeric codes make sure you use leading zeros in the number. This will keep the code sorted in the correct order.

Customer Name	Account Reference
Business Exhibitions	BUSI01
Business Services	BUSI02
Picture Frame Ltd.	PICT01
Wise Electricals	WISE01

Customer Name	Account Reference
Business Exhibitions	0001
Business Services	0010
Picture Frame Ltd.	0020
Wise Electricals	0100

Entering Customer and Supplier Records

Your customer and supplier records are like cards in an index box. Each record holds information about a specific customer or supplier, such as an address, telephone number, contact name, credit limit and so on. As you add your records, they appear automatically in the list on the Customers or Suppliers window. These lists let you see the customers and suppliers you have and the amount they currently owe, or that you owe them, instantly. If records appear in red in the lists, it means that those accounts have exceeded their credit limit, allowing you to see at a glance the accounts that need your attention.

There are three ways of entering a customer or supplier record:

- You can enter details directly into a blank customer or supplier record. This method is described in this section.

Remember, if you have set up your customer or supplier defaults, some details will appear automatically for each record you create. You can change these if you require.

- You can use the Customer/Supplier Record Wizard to guide you through the process step-by-step.

Note: Depending on your Sage 50 Accounts settings when you select New Customer or New Supplier from the navigation group, either a blank record or the Customer/Supplier Record Wizard is displayed. The default is the Customer/Supplier Record Wizard. For more information about this setting refer to the Sage 50 Accounts Help system.

- Finally, if a record already exists that contains much of the same information as the new record you want to set up, you can use the Duplicate option to create a copy of the original record. This option saves you time if you need to set up several records with very similar details, for example if you have a number of customers based at the same address. For more information about this feature, see *Duplicating records* on page 38.

To enter your customer and supplier records

1. Select Customers > New Customer (or Suppliers > New Supplier).
The Customer Record (or Supplier Record) window appears, displaying the Details tab.
2. Use the tabs of the record window to enter your customer or supplier account details, as follows:

Tab	Customer Record	Supplier Record
Details	For both record types, use the Details tab to enter the basic account details. See <i>Chapter 15, Recording Opening Balances</i> before you enter your customer's or supplier's opening balance. If you have Accounts Plus or Accounts Professional, you can also enter delivery addresses for your customers or suppliers. If your customer or supplier has several different offices, you can enter a different delivery address for each office. To do this, click Delivery Addresses. Click New and then enter the details you require. To save the address, click OK.	
Defaults	For both record types, use the Defaults tab to amend the defaults that you have already set up for Sage 50 Accounts. If you make a change on this tab, it applies only to the selected customer or supplier, and does not affect the defaults you set up previously.	
	Note for Customer Records: The default nominal code for this customer appears in the 'Miscellaneous Defaults' section on this tab. If you want Sage 50 Accounts to use this default nominal code on product invoices and credit notes (and sales orders for Accounts Professional users) in place of the nominal code from the product record, select the 'Use Default Nominal Code for Sales' check box. Similarly, if you want Sage 50 Accounts to override the product's tax code on product invoices and credit notes (and sales orders for Accounts Professional users), select the 'Use Default Tax Code for Sales' check box.	Note for Supplier Records if you are using Accounts Professional: The default nominal code for this supplier appears in the 'Miscellaneous Defaults' section on this tab. By default, the 'Use Default Nominal Code for Purchases' box is selected. This means that Sage 50 Accounts uses this default nominal code on each item line of all new purchase orders raised for this supplier. If you want Sage 50 Accounts to use the default nominal code from the product record when you raise a new purchase order for this supplier, ensure the check box is unchecked.
Credit Control	For both record types, use the Credit Control tab to enter or edit your credit control details. If you want to know more about Sage 50 Accounts's credit control facilities, refer to <i>Managing Credit Control</i> on page 209.	

Sales	The Sales tab shows the value of invoices and credit notes you have sent to a customer and the money received from them for each month of your financial year. You can use this tab to show the trends in your customer's monthly transactions.	Not applicable.
Purchases	Not applicable.	The Purchases tab shows the value of invoices and credit notes sent by your suppliers and the money you have paid out to them for each month of your financial year. You can use this tab to show the trends in your supplier's monthly transactions.
Orders (Accounts Professional only)	Click the Orders tab to view a history of the sales orders that the selected customer has placed with you. Double-click any of the orders in the list to view the Sales Order record. You can also create a new invoice or sales order for this customer from this window, by clicking New Invoice or New Order. For more information about creating new invoices and orders, see <i>Chapter 8, Customer Tasks</i> .	Click the Orders tab to view a history of the purchase orders that you have placed with this supplier. Double-click any of the orders in the list to view the Purchase Order record. You can also create a new purchase order for this supplier from this window by clicking New Order, or duplicate an order by selecting it and clicking Duplicate. For more information about creating new and duplicate purchase orders, see <i>Chapter 9, Supplier Tasks</i> .

Projects (Accounts Plus and Accounts Professional only)	If you use Sage 50 Accounts's Project Costing, click the Projects tab to view details of the projects associated with this customer. You can also create a new project record for the selected customer by clicking the New Project button. For full details about Project Costing, see <i>Chapter 11, Project Tasks</i> (Accounts Plus and Accounts Professional Only).	Not applicable.
Graphs	For both record types, the Graphs tab shows invoices, credits and balances month by month, in a graphical form.	
Activity	For both record types, the Activity tab shows the transactions you have made with each customer or supplier. You can see invoices, credit notes, receipts/payments, payments on account and even cash discounts. In addition, the Activity window also shows a balance, turnover and monies received or paid. Each line of the Activity list represents a single invoice, credit note, payment on account, discount or receipt/payment. Each line in turn is made up of one or more individual items. To see these items, click the '+' symbol at the left-hand side of the transaction line you want to view. If any of the transaction's items have been paid, then click the '+' symbol against these items to show the payment details. The Activity tab also shows your customer's or supplier's aged balances. For further information about aged balances, see <i>Ageing transactions in Sage 50 Accounts</i> on page 209.	
Bank	Not applicable.	If you use the BACS (Bank Automated Clearing Services) system to make payment transfers directly to this supplier's bank account, use the Bank tab to enter your supplier's bank account details.

Contacts (Accounts Professional only)	For both record types, you can use the Contacts tab to record details of the telephone conversations you have with your customers or suppliers. The information you enter here also appears in the Task Manager. For example, if you enter a follow-up call date, the details appear in the 'Contacts' section of the 'To Do' list in the Task Manager. Customer records only: If you have Accounts Professional and your business charges for the time spent on the telephone, you can create an invoice directly from the Contacts tab. For more information, see <i>Invoicing from telephone calls</i> (Accounts Professional Only) on page 486.
Memo	For both record types, the Memo tab enables you to attach electronic documents and filing system references to your records using the Document Manager functionality. For full details, see <i>Working with Attachments using Document Manager</i> on page 675. The Memo tab also lets you keep additional notes about each of your customers or suppliers. For example, you can make a note of the date and times you talk and write to your customers or suppliers, and you can enter reminder notes to tell your customers about new products or follow up special prices your suppliers offer you. Each memo creates a separate text file with the extension .SLM for customer memos, or .PLM for supplier memos. These files are stored in a sub-directory of your Sage 50 Accounts program called Memo. The customer's or supplier's account name is used as the file name, therefore a memo for the customer account SMITH01 would be stored in a file called SMITH01.SLM. Note for network users: All Sage 50 Accounts memos are stored on the data server.

3. To save your new record, click Save.
To exit the record without saving, click Close and click No to the confirmation message that appears.

Deleting Customer Records

You can only delete a customer record if there are no transactions in the audit trail linked to this customer and the customer's balance is zero. If you try and delete a record that does not meet these conditions, a warning message appears, telling you that the account cannot be deleted.

To delete customer records

1. Select the Customers navigation group and then, if appropriate, use the view selector to switch to the Customers list.

The customers are listed in the Customers window.

2. Select the customer you want to remove and then click Delete.

A confirmation message appears.

3. To confirm deletion, click Yes.

Deleting Supplier Records

You can only delete a supplier record if there are no transactions in the audit trail linked to this supplier and the supplier's balance is zero. Sage 50 Accounts does not let you delete a supplier record if these conditions are not met.

To delete supplier records

1. Select the Suppliers navigation group and then, if appropriate, use the view selector to switch to the Suppliers list.

The suppliers are listed in the Suppliers window.

2. Select the supplier you want to remove and then click Delete.

A confirmation message appears.

3. To delete the account, click Yes.

Setting Up Your Product List

The product records that you enter in Sage 50 Accounts will eventually form your product list.

When you are planning your stock system, the product codes you enter need to be as descriptive as possible so that you can locate the product quickly when you are entering data or viewing a report. For more information, see the following section.

For example, a clothing manufacturer could use a stock system which detailed material type and colour.

For example:

SILK-RED
SILK-GRY
COTT-BLU
LINE-WHI

Creating a Product Record

The product record holds information such as the stock item's description, sales price, and unit of sale.

On the Activity tab of the record you can view the sales value of your products and the quantity sold. **Accounts Professional users** can also see the projects the stock has been issued to.

Each time you create a new product record, you need to enter details such as nominal code, department and tax code. If you give most of your products similar details, you can enter a set of 'default' answers that will appear automatically in the new product records you create.

However, if you need to, you can change any of these details that were entered automatically for you on each product record. See, *Entering Product Defaults* on page 130.

There are three ways of entering a product record:

- You can enter details directly into a blank product record. This method is described in this section.
- You can use the Product Record Wizard to guide you through the process step-by-step. To do this, select Products. From the Products toolbar, click New. The Products Record Wizard is displayed.
- You can copy an existing record's details using the Duplicate facility. For more information about this feature, *Duplicating records* on page 38.

To enter your product records

1. Select Products > New Product.

The Product Record window appears, displaying the Details tab.

2. Use the Details tab to enter or view your main product information.

Do not enter your opening balances until you have read *Chapter 15, Recording Opening Balances*.

You can also use the pricing options to set multiple selling prices for your products. For further information about how to use the pricing options, refer to *Customer Pricing* on page 391.

If you do not put in a nominal code of your own choice, then Sage 50 Accounts will automatically assign each product with a default code.

The only form of commodity code that HM Revenue & Customs accept is eight numeric characters. If you are using Sage 50 Accounts to produce Intrastat Supplementary Declarations information, you must make sure that your commodity code is correctly entered into the 'IntraStat Com. Code' box.

Note for Accounts Professional users upgrading from Sage 50 Accounts version 10 and earlier: During the upgrade procedure, Sage 50 Accounts transfers any commodity code data that is in the correct format from the old 'Com. Code' box to the new 'IntraStat Com. Code' box. If data appears in the 'Com. Code' prior to the upgrade but it is not in the correct format, Sage 50 Accounts enters the data into the 'Com. Code Description' box. It is your responsibility to check all your commodity codes, and enter them into the 'IntraStat Com. Code' box in the required format if necessary. In addition, the 'Weight' box now displays a 'kg' label. You should ensure that any weights you entered prior to the upgrade are correct, as you may have previously used this box for other weight measures, such as imperial pounds (lb).

3. The Memo tab enables you to attach electronic documents and filing system references to your records using the Document Manager functionality. For full details, see *Working with Attachments using Document Manager* on page 675. You can also use the Memo tab to enter any additional product details.
4. Whenever a product is made up of other products you hold in stock, it is said to have a bill of materials (or BOM). This is a list of the other products (or components) that are needed to make up the product (or product assembly).

For further information on how to use bill of materials, refer to *Chapter 10, Product Tasks (Stock)*.

5. The next three tabs enable you to view information about your product sales.

- **Accounts Plus and Accounts Professional only:** The Sales tab displays, for each month of your financial year, the sales value and quantity sold for the product you selected. The Sales tab also shows you the date of the last product invoice that was raised for this product. Use the Sales tab to set budget values and to enter prior year

values for each month of your financial year, for each of your product records. You can enter your budget values directly into the table, or you can enter the total budget allocation for the year in the Totals box. If you enter a total budget, Sage 50 Accounts divides it by 12 and enters the resulting value into each month's budget box. If there is a remainder after dividing the total by 12, Sage 50 Accounts enters it into the box for month 12.

The Actual figures update as you begin to enter and update invoices. Because you can compare your budget figures against actual monthly figures for both this year and for the year just ended, use this tab to keep track of how close you are to meeting your budget targets. This also shows whether your product sales are performing better than the same time last year. You can also set your cost of sales values for each month here or alternatively they will be updated automatically as you update your invoices.

- **Accounts Plus and Accounts Professional only:** The Graphs tab displays the same information as the Sales tab but in a graphical format.
 - The Activity tab shows the individual transactions you have 'posted' for your product records. You can see adjustments, goods in and out and stock transfers, as well as the current quantities in stock, on order and allocated.
6. **Accounts Plus and Accounts Professional only:** Quantity discount in Sage 50 Accounts is determined through product discount rate tables. Five tables are provided per product. This means that you can give five different quantity discount rates to your customers (Discounts A-E).

Product Record

Details Memo BOM Sales Graph Activity Discount Web

Discount A Discount B Discount C Discount D Discount E

Discount	Quantity	Discount %	Discounted Value
Level 1		0.00	0.00
Level 2		0.00	0.00
Level 3		0.00	0.00
Level 4		0.00	0.00
Level 5		0.00	0.00
Level 6		0.00	0.00
Level 7		0.00	0.00
Level 8		0.00	0.00
Level 9		0.00	0.00
Level 10		0.00	0.00

Copy Matrix

Save Discard Delete Previous Next Print List Close

The product discounts you can set up are based on quantity levels and you can enter quantities for up to ten levels of discount.

For further information on setting up quantity discounts, refer to *Discounts* on page 407.

7. With the advances in e-commerce it has become increasingly important to advertise your products and services on the Internet. You can use the Web tab to enter information about your web shop.

You can insert an image of the product (either in a BMP, JPEG or GIF format), so that your customers can see exactly what you sell. To read how to do this, press F1 when you are on the Web tab and read the topic 'To Set Up Your Product Web Details' that appears in the Sage 50 Accounts Help system.

Product Record

Details Memo BOM Sales Graph Activity Discount **Web**

Web Defaults

Description

Details

Magnetic steel drywipe whiteboard with aluminium trim.

Complete with marker tray.

Compatible with most rail systems

Dimensions: 1000 x 1500

☒ Publish to Web ☐ Special Offer

Custom Fields

Category A

Category B

Category C

Image



Add Remove Show Image

Save Discard Delete Previous Next Print List Close

8. To save your product record, click Save.

Editing a Product Record

You can edit your product records at any time to keep the details of your stock items up to date, for example if you have increased the sales price of an item.

Note: Once a record has been created, you cannot change its product code. If you enter a new product code in an existing record, the data in the record clears and a new product record is created.

To edit a product record

1. Select Products.
2. From the Products window, select the records you want to edit and then click Record.
The Product Record window appears, showing the details of the first product you selected from the list.
3. Make the changes you require in the boxes provided.
4. To save your entries click Save, or to clear any data you entered and start again click Discard.
5. To exit the product record and return to the Products window, click Close.

Deleting a Product Record

You can only delete a product record if the following conditions apply:

- The record has no outstanding transactions, for example there are no outstanding orders.
- The product's 'In Stock', 'On Order' and 'Allocated' balances are all zero.
- The product is not a component of a Bill of Materials.
- The product activity does not show any transactions. Any history on the product's activity must be removed. For more information, see *Clearing Stock Transactions* on page 343.

To delete a product record

1. Select Products.
2. From the Products window, select the product record(s) you want to delete.
3. Click Delete.
A confirmation message appears.
4. To delete the record, click Yes. Alternatively, to cancel deletion, click No.
You can also delete a Product by opening the record of the product you require, then clicking Delete from the Product Record window.

Setting Up Project Records

(Accounts Plus and Accounts Professional Only)

The Project Record holds all of the necessary information you need to define a project. The window breaks down the information into six main areas, which Sage 50 Accounts represents using six separate tabs:

- The Details tab holds the basic information about the project, such as the status, start and end dates and site details.
- The Analysis tab holds the project summary totals that you can use to help you work out how much to bill your customers and to assist with project enquiries. You can view the project's cost and revenue figures here.
- The Activity tab allows you to view the transactions posted against a project, such as costs, invoices and product movements.
- The Budgets tab is used to record the funds assigned to the project. Each cost code on the project record can have a budget assigned to it. The cumulative value applied to the cost codes is displayed as the total budget on the Analysis tab. As costs are applied to the project you can monitor expenditure against budget.

Note for existing users: Following upgrade, any budgets on your existing projects are assigned to the first cost code listed on the project record.

- The Structure tab is used to build and maintain a project that is broken down into phases or activities made up of several project records.
- The Memo tab enables you to enter text on the record, and attach document shortcuts and filing system references using the Document Manager facility.

There are four ways of creating a project, you can:

- Enter details directly into a blank project record, as explained in this section.
- Use the Project Record Wizard and follow the on-screen instructions.

Note: Depending on your Sage 50 Accounts settings when you select New Project from the navigation group, either a blank record or the Project Record Wizard is displayed. The default is the Project Record Wizard. For more information about this setting (Hide Wizard Options) refer to the Sage 50 Accounts Help system.

- Use Sales Order Processing (**Accounts Professional users only**). When you create a new sales order containing the special product code S3 and click Save, Sage 50 Accounts displays the prompt message 'Would you like to create a project for this sales order?' Click Yes to open a new project record that automatically contains the customer's account details and order number. When you save the project record, the project's reference code transfers into the item line of the sales order, so that when you complete the order, create an invoice and update the ledgers, the project's activity automatically shows the invoice transaction.

- Use the Customer Record window. Open a customer's record and click New Project, then enter the project's details into the record that appears.

Note: Budgets and structures are applied to the project record after it has been created. All cost codes and associated cost types are applied to the project record as it is created and are made available on the Budgets tab. This is covered in *Starting Up a Project* on page 605.

To create a project record

Note: This activity assumes the Hide Wizard Options is switched on (Tools > Options).

1. Select Projects > New Project.

The Project Record window appears, showing the Details information.

Project - Project One

Details Analysis Activity Budgets Structure Memo

Project Details

Project Ref: PROJECT1
 Name: Project One
 Description:
 Start Date: 22/07/2005 End Date: 26/08/2005
 Status: ACTIVE Active
☒ Allow postings ☐ Allow deletion

Customer Details

A/C Ref: A1D001 Order Number:
 Name: A1 Design Services

Site Details

Contact name: Emily Barr
 Street1: 67a Station Road
 Street2:
 Town: Blackpool
 County: Lancashire
 Post Code: BP12 7HT
 Telephone: 01742 876 234
 Fax: 01742 876 235
 E-mail: service@a1design.co.uk
 Country: United Kingdom GB

Save Discard Delete Previous Next Print List Close

2. Enter your project information in the three sections of the Details tab:

Project Details

Use this area of the record to enter details to identify and define the project. You must enter a unique project reference before you can save the record. You can also enter a name and description for your reference.

In the 'Status' box, select a project status from the drop-down list. Initially, Sage 50 Accounts provides five predefined statuses for you to choose from: ACTIVE, SNAG, COMPLETED, SUSPEND and INITIAL. For details about each status, see *Using project statuses* on page 601.

If the project record is part of a multi-level project and you change its status, you have the option you are prompted to select whether to apply the same status to any sub-projects linked to the project record.

You can amend or create a project status in the Configuration Editor. For more information, see *To set up or amend a project status, cost type, cost code or custom field* on page 94.

Customer Details

In the 'Customer Details' area of the window, enter the account reference, name and order number of the customer to whom the project relates. If the project is internal, not connected with a customer or associated with several customers, leave this section empty.

You cannot link different customers to different project records for a multi-level project.

Note: If you link the project to a customer, a summary of the project information appears on the Projects tab of the Customer Record. For more information, see *To view a customer's project history* on page 621.

Site Details

Enter the address and contact details of the site where the project is taking place, if you require.

You are now ready to enter details on the Analysis tab.

To enter project analysis details

1. Click the Analysis tab.

The Analysis information appears.

Project - Project One

Details Analysis Activity Budgets Structure Memo

Billing Totals

Last billed date: / / Total billed: 0.00

Billed net: 0.00 Billed VAT: 0.00

Revenue Totals

Profit to date: 0.00 Price quoted: 1500.00

Outstanding to bill: 1500.00

Analysis Types

Analysis 1: Analysis 2: Analysis 3:

Budget Totals

Total budget: 0.00

Actual Variance: 0.00

Total Variance: 0.00

Cost Totals

Last cost date: / /

Actual cost: 0.00

Committed cost: 0.00

Total cost: 0.00

Save Discard Delete Previous Next Print List Close

2. Enter the price quoted for the project in the 'Revenue Totals' section of the window.
3. You can view, but not amend, the project analysis information in the remaining areas of the window, including:

Billing Totals

As you create and post invoices to bill your customer for the project, the 'Billing Totals' section of the project record updates to show the date and amounts billed. For more information about billing, see *Billing Your Customer for a Project* on page 625.

Revenue Totals

Using the price you quote and the invoices you raise for the project, the 'Revenue Totals' section of the window displays the profit made to date and the amount left outstanding to bill for the project.

Budget Totals

The 'Total budget' is the cumulative value of budgets that have been applied to individual cost codes on the Budgets tab. The displayed value is read only.

The 'Actual variance' shows the difference between the budget for the project and the actual costs that have been applied to it.

The effect of committed costs on the budget is included in the 'Total variance' box. An explanation of committed costs follows.

Cost Totals

This area of the window displays the actual costs that have been applied to the project as well as the date the last cost was applied.

This area also displays any committed costs associated with the project.

Committed Costs:

- **Accounts Plus users:** These costs are the result of stock that is allocated to the project.
- **Accounts Professional users:** These costs cover stock that is allocated to the project as well as the value of purchase order goods/services that have not yet been charged to the project.

4. If you require, enter up to three extra pieces of information relating to the project in the 'Analysis Types' section of the window. Sage 50 Accounts uses this information for reporting purposes. You can define the Analysis Types in the Configuration Editor - for more information see *To set up or amend a project status, cost type, cost code or custom field* on page 94.
5. To save the project record, click Save. Alternatively, to abandon your changes without saving, click Discard.
6. To exit the Project Record window, click Close.

The Projects window appears.

You have successfully create a project record. To add budgets and a project structure see *Starting Up a Project* on page 605.

To delete a project record

You cannot delete a project if its status does not allow deletion.

Accounts Plus and Accounts Professional users, the project record cannot be deleted if it is associated with committed costs or allocated stock.

Sub-projects linked to the record are also deleted.

1. Select the Projects navigation group and then, if appropriate, use the view selector to switch to the Projects view.
2. From the Projects window, select the project(s) you want to delete.
3. Click Delete.
A confirmation message appears.
4. To confirm the deletion, click Yes. To cancel the deletion, click No.

You have successfully deleted your project record(s).

Setting Up Your Fixed Asset Records

(Accounts Plus and Accounts Professional Only)

The first time you use the Fixed Assets facility, the Fixed Assets list box is empty. As you create asset records they appear in the Fixed Assets window, one line per asset record. Scroll down the list in this window to see the assets you own, their cost, how much they have depreciated and their current book value.

Use the Record option to enter information about your assets. In the Details tab, you can enter information such as a reference, description, serial number and location for your asset.

In the Postings tab, you can enter how you want the asset to depreciate.

If you require, you can copy an existing fixed asset's details to a new record using the Duplicate facility. For more information about this feature see, *Duplicating records* on page 38.

To enter a fixed asset

1. Select Company > Manage Fixed Assets.
2. Click Record.

The Fixed Asset Record window appears.

The screenshot shows the 'Fixed Asset Record' window with the 'Details' tab selected. The window contains the following fields and values:

- Asset Reference:** NA04ERB (dropdown menu), with a 'New Asset' link.
- Description:** Volkswagen Golf (text box).
- Serial Number:** NA04 ERB (text box).
- Location/Employee:** Car Pool (text box).
- Date Purchased:** 22/07/2004 (calendar icon), **Supplier A/C:** (dropdown menu).
- Assets:** 2 Sales Staff Cars (dropdown menu).

At the bottom of the window are buttons: Save, Delete, Discard, Previous, Next, and Close.

3. In the Details tab, enter the following details about the asset:

Asset Reference	Every asset must be given a unique code for easy identification.
Description	Use the three boxes to describe the asset.
Serial Number	If your asset has a serial number, you can enter it here.
Location/Employee	Use this box to enter the asset's location or the employee who is registered to use the asset.
Date Purchased	Enter the date that you purchased the asset.
Supplier A/C	If you bought the asset from one of your suppliers, you can indicate that here by selecting the appropriate supplier's account code.
Assets	For reporting purposes, you can categorise your fixed assets. Select the asset category required from the Asset drop-down list. For further information on categories, refer to the previous section.

Before you can save this new record, you must enter the nominal ledger posting details.

4. Click the Posting tab.

The Posting information appears.

The screenshot shows the 'Fixed Asset Record' window with the 'Posting' tab selected. The 'Details' tab is also visible. The 'Posting' tab contains the following fields:

- Department: 1
- Balance Sheet Depreciation N/C: 0051
- P&L Depreciation: 8003
- Depreciation Method: Straight
- Depreciation Rate: 6.00
- Cost Price: 17500.00
- Book Value: 17412.50
- Next Depreciation: 87.50
- Depreciation To Date: 87.50
- Date Last Posted: 31/07/2004

At the bottom of the window, there are buttons for Save, Delete, Discard, Previous, Next, and Close.

5. In the boxes provided, enter the following details:

Department	Enter the department that you want the depreciation transactions to be assigned to, or select the department you want to use from the drop-down list.
Balance Sheet Depreciation N/C	Enter the nominal ledger balance sheet account code that you want to use to record the depreciation postings. Every time an asset is depreciated, the amount of depreciation is posted to this account as a credit posting. A number of depreciation accounts have already been set up for you in the Balance Sheet section of the nominal ledger (for example, 0051 Motor Vehicles Depreciation).
P&L Depreciation N/C	Enter the nominal ledger account code that you want to appear in your profit and loss report to show the cost of depreciation. Every time an asset is depreciated the value of that depreciation is added to this account code as an expense to the company (debit posting). A number of depreciation accounts have already been set up for you in the Profit and Loss section of the nominal ledger (for example, 8003 Vehicle Depreciation).
Depreciation Method	Select the depreciation method that you want to apply from this drop-down list box. Once you have posted the first month's depreciation, you cannot change this depreciation method to anything other than 'Write Off'.
Depreciation Rate	Enter the annual percentage rate of depreciation. If you are calculating the depreciation using the straight line method, the value you enter here will be divided by twelve to calculate the monthly depreciation. For example, if you want to depreciate an asset completely over four years using the straight line method, then you would enter 25 (percent) here. In this case, the asset is depreciated by 2.0833 percent each month until after four years, the book value is zero. For an item costing £10,000 this means that a depreciation of £208.33 would be posted for 48 months. You can enter a non-depreciating fixed asset (for example, Property), by entering a zero depreciation rate here. For more information about depreciation methods see <i>Depreciation</i> on page 254.

Cost Price	Enter the price you paid for the asset. If you have selected to depreciate this asset by the straight line method, it is this value that is used to calculate the depreciation amount.
Book Value	Enter the current book value. If the asset is brand new, this should be the same as the 'Cost Price'. If the asset has already depreciated, you should change this to show the current value, that is, the cost price less depreciation. If you have selected to depreciate this asset by the reducing balance method, it is this value that is used to calculate the depreciation amount. Sage 50 Accounts automatically reduces the value by the depreciation amount when you run the Month End procedure and select the 'Post Depreciation' option. Once a depreciation posting has been made by the Month End routine for this asset, you will not be able to change the 'Cost Price' or the 'Book Value'.

The following boxes are updated automatically by Sage 50 Accounts and are shown for your information only. You cannot edit them.

Next Depreciation	This box shows the value of next month's depreciation.
Depreciation to Date	This shows the total amount of depreciation posted to the fixed asset record so far.
Date Last Posted	This shows the date of the last depreciation transaction.

6. To save this fixed asset's details and posting settings, click Save. To cancel the entry and start again, click Discard.
7. To exit from the fixed asset record, click Close or use the Previous and Next buttons to move to another record.

To delete a fixed asset record

1. Select Company > Manage Fixed Assets.
2. From the Fixed Assets window, select the asset you want to delete.

Note: You can delete a fixed asset at any time.

3. Click Delete.

A confirmation message appears.

4. To delete the asset record, click Yes. If you do not want to delete the asset, click No.

Sage 50 Accounts deletes the fixed asset record.

Note: You can also delete an asset record from within the Fixed Asset Record window using the Delete button.

Chapter 6

Company Tasks

This chapter covers the tasks contained within Sage 50 Accounts 'Company' navigation group.

The chapter introduces the topics of cash flow forecasting, credit control management, budgeting, fixed asset handling and VAT Return preparation. It also touches on preparing your accounts for audit and running your month end and year end routines.

Also in this chapter, we look in detail at how to produce your Intrastat declarations and guide you through the processes of recording and reversing journal entries, even showing you how to use journals to pay your employees' wages.

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Forecasting Your Cash Flow

Have you ever asked yourself...

"Who can I afford to pay within the next few days?",

"My customers owe me money, and I need to pay my supplier / staff. Which customers should I chase up to pay their debts?", or

"How much cash will I have after I have made my payments?"

The Cash Flow facility allows you to plan payments to your suppliers, expected incomes, expected expenditure and variable payments such as wages and utility bills.

The Cash Flow facility looks at the customer and supplier credit control details that you have entered when you set up each customer record, and creates a list of outstanding transactions. It also displays recurring entries and transactions created in the Task Manager.

Any changes that you make to your Cash Flow will be remembered and recalled the next time that you use the Cash Flow feature.

Note: The Cash Flow facility does not take settlement discounts into consideration.

To forecast your cash flow

1. Select Bank > Forecast Cash Flow.
Alternatively, from the Bank Accounts window, right click sand then select Cash Flow from the menu that appears.
2. The Cash Flow window appears.

Cash Flow

Today's Date: 31/07/2005 Forecast up to: 07/08/2005 NOTE: All values displayed in GBP

Summary

	Balance
Book Balance for Bank Account(s)	12443.05
Regular Payments	16597.05
Forecast Payments	44232.35
Regular Receipts	0.00
Forecast Receipts	68111.76
Forecast Book Balance for Period	19725.41

Bank Accounts

A/C	Bank Name	Balance	Min Limit	Include?
1200	Bank Current Account	12443.05	-120000.00	☒
1210	Bank Deposit Account	3510.00	0.00	☐
1220	Building Society Account	507.53	0.00	☐
1230	Petty Cash	1130.48	0.00	☐
1240	Company Credit Card	9358.97	-1500.00	☐

Forecast

Forecast	Due	A/C Ref.	Details	Overdue	Disp?	Inc?	Receipts	Payments	Balance for Day
29/03/2004	30/03/2004	MOR001	A4 Carbon Copy Book - Triplicate	488 days		☒	1767.67	0.00	
29/03/2004	29/03/2004	UNI001	Returned Goods	489 days		☒	0.00	103.40	
29/03/2004	29/03/2004	SUP002	Cleaning Services	489 days		☒	0.00	587.50	
29/03/2004	29/03/2004	THO001	Consumables	489 days		☒	0.00	646.25	18376.37
31/03/2004	31/03/2004	SDE001	Cancelled Cheque	487 days		☒	0.00	352.50	18023.87
06/04/2004	06/04/2004	CGS001	Whiteboard - Drywipe (100...	481 days		☒	2028.03	0.00	20051.90
09/04/2004	09/04/2004	SHO001	Coloured Paper - Pastel Green	478 days		☒	4151.77	0.00	24203.67
10/04/2004	10/04/2004	ROB001	ATX Mini Tower Case	477 days		☒	2755.73	0.00	26959.40
13/04/2004	13/04/2004	NEW001	Bad Debt Write Off	474 days		☒	0.00	0.01	26959.39
15/04/2004	15/05/2004	PIC001	A4 Carbon Copy Book - Triplicate	442 days		☒	1179.34	0.00	28138.73
16/04/2004	16/04/2004	JSS001	A4 Ledger Book - 5 Column	471 days		☒	972.07	0.00	29110.80
19/04/2004	19/04/2004	MAC001	JP620 Jet Printer	468 days		☒	3319.95	0.00	
19/04/2004	19/04/2004	PAT001	DIMM 128mb 100Mhz	468 days		☒	915.24	0.00	33345.99
22/04/2004	22/04/2004	UAI001	3 Met Disk Drives	460 days		☒	0.00	12.60	

Print Graph Refresh Send To... Credit Control Close

This window displays any outstanding payments, receipts and recurring entries that have been entered into your Sage 50 Accounts program.

3. Click Print to print a copy of the outstanding transactions.
Click Graph to view a graphical summary of the outstanding transactions.
Click Send To... to export the transaction list into Microsoft® Excel.

Note for network users: If someone changes the accounts data from another PC on the network, your cash flow will be out of date. To update your accounts data, click Refresh.

Click Close to return to the Bank window.

The Cash Flow window displays the following information:

Today's Date	This box displays the Sage 50 Accounts program date.
Forecast up to	Enter a date in this box. Entering a date in this box, will update the list of outstanding transactions in the Cash Flow window. By default, the date displayed in this box is today's date plus seven days. Change the date in this box to see how your cash flow changes over time. Note: The further into the future that you set this date, the less accurate your forecast will be as it is only calculated using the transactions that have already been posted into your Sage accounts program.

The 'Summary' area of the window shows a summary of the transactions listed in the window as follows:

Book Balance for Bank Account(s)	Displays the total starting balance for the selected bank accounts.
Regular Payments	Displays the total for all regular payments (for the selected bank accounts) from recurring bank payments, recurring journal credits and recurring payments on account, plus bills created via the Task Manager.
Forecast Payments	Displays the total value for all forecast payments, such as purchase invoices and manual entries with a credit value.
Regular Receipts	Displays the total value of all regular receipts (for the selected bank accounts) from recurring bank receipts, recurring sales receipts on account, and recurring journal debits.
Forecast Receipts	Displays the total value of all forecasted receipts, such as sales invoices, and manual entries with a debit value.

Forecast Book Balance for Period	Displays the closing value for the bank accounts that have been selected for inclusion in the cash flow. This is calculated as: Book balance for Bank Accounts + ((Regular Receipts + Forecast Receipts) - (Regular Payments + Forecast Payments))
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Within the 'Bank Accounts' area of the Cash Flow window, select the bank accounts that you want to include in your Cash Flow forecast by selecting the check box next to the bank account name.

All of the bank accounts that have been set up in your Sage 50 Accounts program appear.

Note: If you have set up any foreign currency bank accounts, they will also appear here. However, the values are displayed in the base currency that you assigned in Sage 50 Accounts.

The main area of the Cash Flow window displays the list of transactions. The following transaction details appear:

Forecast	This column displays the date that the payment (or receipt) of the transaction is expected to be made. By default any sales invoices will have a date based on the following calculation: Invoice Date + Average Number of Days that it usually takes the customer to pay. All other transactions will have a default date that is set to the transaction's due date.
Due	This column displays the date that this transaction was due. You cannot change this date.
A/C Ref	This column displays the account reference that was entered on the customer, supplier or nominal record.
Details	This column displays the details entered on the transaction, depending on the type of transaction.
Overdue	This column displays the number of days' difference between the 'Program Date' and the 'Due Date'.

Disp?' (Disputed)	This column displays a 'd' alongside the transaction, if the transaction has been marked as 'disputed'. Note: Any transaction that has been flagged as 'disputed' will not be included in the cash flow, but will be displayed in the list. To include the disputed transaction, select the 'Include' check box for the transaction.
Inc? (Include)	Select the check box to include the transaction in the cash flow. If this check box is not selected, the transaction amount will not be included in the running total column on the right of the cash flow window ('Balance for Day') or the cash flow summary.
Receipts	This displays the amount outstanding on the transaction. Debit amounts are shown here for sales invoices, recurring bank receipts, recurring journal debits and recurring customer receipts on account. Note: You can only change the amount in this column if the transaction is a manual entry.
Payments	This displays the amount outstanding on the transaction. Credit amounts are shown for purchase invoices, recurring bank payments, recurring supplier payments on account, recurring journal credits and any transactions created in the Task Manager. Note: You can only change the amount in this column if the transaction is a manual entry.
Balance for Day	The 'Balance for Day' column displays the running total of the forecast balance per forecast date. The last transaction for the day will show the balance total. This balance is calculated as: Opening Balance for the day + total Debit Amount for day - total Credit Amount for day If this balance is less than zero, or is below the selected Bank Account's minimum limit, the value is displayed in red. Note: This column does not display any information if the window is sorted by any other option than Forecast.

Manual entries in a cash flow

It is possible to enter a manual entry into the Cash Flow to account for any transactions that you are expecting, but have not posted onto your Sage 50 Accounts system.

You may also choose to add a manual entry to see what would happen to the cash flow if an unexpected cost occurred during that cash flow period.

To enter a manual entry into the cash flow window

1. Select Bank > Forecast Cash Flow.

The Cash Flow window appears. The window shows all selected outstanding transactions for the selected bank accounts to the date specified in the 'Forecast up to' box.

2. Place the cursor in the first vacant line of the list, in the 'A/C Ref' Column (the date in the 'Forecast' and 'Due' columns automatically defaults to the current program date).
3. Enter the following details in the row. Data in other columns cannot be edited:

Forecast	Enter the date when you expect to actually receive or make the payment. Either enter the date directly into the column, or click the button alongside the column to select the date from the pop-up calendar.
A/C Ref	Enter a reference code for the manual entry. This will allow you to identify the transaction on any cash flow reports that you may choose to run.
Details	Enter a description of the entry that you want to add to the cash flow. This allows you to recognise the transaction on the cash flow and the cash flow reports.
Inc?	Ensure that the check box in the 'Inc?' column is checked so that the entry is included in the cash flow. Deselect the check box to remove the transaction from the cash flow.
Receipts/ Payments	Enter the amount of the payment or receipt in the appropriate column. For example, if you are recording a sale, enter the value in the 'Receipts' column.

4. Click Print to print a copy of the outstanding transactions.
Click Graph to view a graphical summary of the outstanding transactions.
Click Send To... to export the transaction list into Microsoft® Excel.

Managing Credit Control

Credit control is an essential part of any business. Setting up a good credit control system helps you to manage your cash flow and avoid late payments and bad debts.

Sage 50 Accounts's Credit Control facilities brings together all of the tools you need to actively manage your outstanding debtors and creditors. The features cover all aspects of credit control, from viewing transaction histories and aged balances for your accounts, recording contacts for customers and suppliers and making payments, through to disputing items, handling bad debts and writing off invoices.

The Credit Control facility links closely with Cash Flow, updating your cash flow forecast with any promised payments and amounts paid. Good credit control improves your cash flow, which is essential for your business to succeed. By reporting on the money you are owed, money you owe and the age of the debts, you should be able to reduce late payments. This keeps money coming into your business, helping it to grow.

In this section you will find out how to set payment deadlines for your customers, how to charge your customers for late payment of bills and how to write off bad debts.

All of these activities will enable you to keep tight control on your business and feel in control of your incomings and outgoings. This section also tells you how Sage 50 Accounts can provide you with appropriate letters to send to late-paying customers.

Ageing transactions in Sage 50 Accounts

Ageing in Sage 50 Accounts deals with the length of time that your customers have to pay you and the length of time you have to pay your suppliers. Sage 50 Accounts has three ways which you can use to set your deadlines for payment. These are:

- Calendar monthly ageing
- Period ageing
- Start Period Ageing on the first day of the month after Transaction Date

To find out more about each method, and to see how to set up your ageing method in Sage 50 Accounts, see *Ageing Transactions in Sage 50 Accounts* on page 124.

Producing a Retrospective Aged Balance report

A retrospective aged report allows you to look back in time to see the aged balances as they were on a particular date. You would do this, for example, if you wanted to have a look at a particular customer's payment history.

To produce a retrospective aged report, use the Reports option from the Customer or Supplier window and double-click the 'Aged Debtors/Creditors Reports' folder. Select the report you want to produce, choose the output you require and click Generate Report. The Criteria window appears. Enter a date range and select the 'Exc. Later Payments' check box. Click OK to produce the report.

Note: By selecting the 'Exclude Later Payments' check box, all transactions paid after the selected date range appear as outstanding on the report.

Checking aged balances

As part of your weekly or monthly activities you will probably produce your aged analysis reports and compare them (i.e. reconcile them) with the balances in your debtors and creditors control accounts. (For an explanation of debtors and creditors control accounts, see *Control Accounts* on page 166.)

This lets you chase any outstanding debts from your customers. You can also check that these control account balances agree with the transactions appearing on the aged balances reports. In this way you can check whether your nominal ledger agrees with your customer and supplier ledgers. If they do not agree then select File > Maintenance and click Check Data. This checks that the balances on the Customers ledger (sales ledger) agree with the balances on the debtors control account (in the nominal ledger) and also checks the balances on the Suppliers ledger (purchase ledger) agree with the balances on the creditors control account (in the nominal ledger). If they do not agree you will get a warning.

If warnings are reported that relate to your debtors and creditors control account, refer to *Why data warnings appear when checking data in your Debtors and Creditors Control accounts* on page 210.

If no data warnings appear, but they still don't agree, see *Why your Debtors and Creditors Control accounts disagree even though no data warnings appear* on page 211.

Help

For more information, type 'File Maintenance' in the Help index and select 'Check Data' from the list of options.

Why data warnings appear when checking data in your Debtors and Creditors Control accounts

- You have posted journal entries directly to the Debtors/Creditor Control accounts.

If there is a valid reason for posting the journals, make a note of it and inform your accountant at the end of the year.

If the journal was posted by mistake, you should reverse the journal. For further information about how to reverse journal entries, see *Reversing nominal journals* (Accounts Plus and Accounts Professional Only) on page 330.

- After you have entered the customers' and suppliers' opening balances, you did not clear these values from the trial balance before you entered the opening trial balance from your accountant.

To correct this, clear the trial balance generated by Sage 50 Accounts from your customer and supplier opening balances. For further information about how to do this, see *To reverse the Debtors value* on page 756 and *To reverse the Creditors value* on page 761.

- You have entered your customer's and supplier's opening balances and cleared down the debtors/creditors control accounts but you have not yet entered your opening trial balance from your accountant.

It is normal to see these warnings if you have not entered your opening trial balance. When you have entered the trial balance, these warnings should disappear.

- You have previously fixed errors using Check Data.

This may have happened because Check Data was unable to fix the errors completely. If this has happened you should restore a backup which was taken before these errors occurred and re-enter your data.

Alternatively, if you have SageCover you can do the following:

If you have a backup which was taken before the errors were fixed by Check Data, contact Sage Technical Support who may be able to help you to correct these errors over the phone.

Take a backup of your current data and send it to Sage Technical Support who may be able to correct it for you.

Remember, if you send your data to Sage Technical Support, you must not enter any transactions into Sage 50 Accounts until your data is returned to you. Please contact Support prior to sending in your data. For contact details, see *About SageCover* on page 17.

Why your Debtors and Creditors Control accounts disagree even though no data warnings appear

- You have posted a correcting journal entry to the control account with an incorrect date. To correct this, post a reversing journal. For further information about how to post a reversing journal, see *Reversing nominal journals* (Accounts Plus and Accounts Professional Only) on page 330.
- An invoice dated outside the date range you specify was paid by a transaction within the date range. To find out if this has happened, contact Sage Technical Support.
- If these suggestions do not solve the problem, contact Sage Technical Support.

Credit control for each customer

After you have decided on a method of ageing your debts, it is important to enter the credit control details within each customer's record. This can minimise the debt they can run up, encourage payment by offering them a settlement discount as well as allowing you to keep notes on any credit issues.

Note: You can also record credit control details on your supplier record to remind you of the terms you have agreed with your suppliers.

To enter your credit control details

1. Select the Customers navigation group and then, if appropriate, use the view selector to switch to the Customers view.
2. From the Customers window, select the customer or customers you require and click Record.
3. Click the Credit Control tab.

The Credit Control information appears, displaying the selected customer's credit control details.

The screenshot shows the 'Customer - Picture Frame Ltd' window with the 'Credit Control' tab selected. The 'Terms' section includes fields for Credit Limit (9000.00), Settlement Due (30 Days), Sett. Discount (2.50), Payment Due (60), Average Time to Pay (0 Days), Trading Terms Test (60 Days), Credit Ref. (BCS34374), Bureau (Business Credit Sure), Credit Position (Good), Account status (0 Open), and DUNS Number (173459406). The 'Restrictions' section has checkboxes for 'Can charge credit' (checked), 'Restricted mailing' (unchecked), 'Terms agreed' (checked), and 'Account On Hold' (unchecked). The 'Credit Review' section shows dates for A/C Opened (29/10/1998), Last Credit Review (17/01/2004), Next Credit Review (17/01/2005), Application Date (28/10/1998), and Date Received (28/10/1998). The memo area contains the text: 'A/C open date: Trade references checked out ok. Planned credit check review account 3-12 months. First Review: Satisfactory account'.

4. Enter the following information:

Credit Limit	If you want to set a limit on the amount of credit a customer is allowed, you can enter the limit here.
Settlement Due Days	You can give your customers a discount for early payment. If payment is received within the number of days you enter here, your customer qualifies for a discount.
Sett. Discount	If you want to offer this customer an early settlement discount, enter the percentage discount in this box.
Payment Due	Enter the number of days in which the payment is due for outstanding invoices. This information is used to help you to keep track of overdue invoices.

Average Time to Pay	This box updates automatically as invoices and receipts against them are posted to the account. You can over type this with an estimated average value and this is taken into account when the next calculation is made.
Trading Terms Text	Type in up to 30 characters of text, for example '60 days'. This can be printed on your invoices, statements and other stationery if required.
Credit Ref.	Enter the customer's credit reference here, if you have obtained one from a credit control agency. Sage 50 Accounts uses this information in conjunction with the Internet Resources you set up to help you to check on a customer's credit status. When you click on the Hotlink button at the right of the 'Credit Ref.' box, Sage 50 Accounts launches your Internet browser and loads the credit bureau's website, according to the settings you enter in Internet Resources for the bureau in use. Use Settings > Internet Resources to set up the 'Credit Checking URL' (the path to the website) so that it automatically searches for the credit reference in the 'Credit Ref.' box. For more information about Internet Resources, see <i>Working With Internet Resources</i> on page 696.
Bureau	Select the credit bureau you want to use for this customer from the drop-down list. Your default credit bureau appears here automatically. You can set up your credit bureau details in Internet Resources. For more details, see <i>Working With Internet Resources</i> on page 696 or refer to the Sage 50 Accounts Help system.
Credit Position	Select the customer's current credit status from the drop-down list. If you use Sage 50 Accounts's Credit Control features to send reminder letters to your customers when they have overdue balances on their accounts, this status changes according to the settings you enter in the Configuration Editor. For more information, see <i>The Configuration Editor</i> on page 75.
Account Status	Select the status you want. If a status is red, it puts the account on hold.

- | | |
|--------------------|--|
| DUNS Number | The DUNS Number (Data Universal Numbering System) is a nine digit number, used to identify a business. Use of this numbering system to identify a business is to ensure compatibility with Zanzibar, the UK Government e-purchasing portal. Every e-order and e-invoice that passes through Zanzibar must include a DUNS number. |
| Can Charge Credit | If you want to use the Credit Charges Wizard to apply interest charges if this customer doesn't pay their bill on time, select this check box. |
| Restrict Mailing | You may want to exclude the selected customer from mailings. For example, you can restrict them from all mailings concerning overdue accounts. If you select this check box, the customer is excluded when you print letters. |
| Terms Agreed | Select this check box if you have agreed credit terms with this customer. |
| Account On Hold | Select this check box if you want to place an account on hold. You might want to do this if you have not yet agreed credit terms. |
| A/C Opened | Enter the date when you opened this customer's account. The length of time a customer has been trading with you may influence your decisions concerning credit terms. |
| Last Credit Review | Enter the date when you last reviewed this customer's credit details. |
| Next Credit Review | Enter the date when you next want to review the current credit terms. For example, you may want to review credit terms on a six monthly basis. |
| Application Date | Enter the date the customer applied for credit here. |
| Date Received | Enter the date you received the credit application here. |
5. If you want to keep additional notes on the credit agreement you have with the selected customer, position the cursor in the Memo box and type your comments.
 6. To save the details click Save or to clear any data you entered and start again click Discard.
 7. To exit the customer record and return to the Customers window, click Close.

The Credit Control Window

You can access the Credit Control window using Customers > Manage Credit Control or Suppliers > Manage Credit Control.

Credit Control

Customers

Include invoices due within the next day(s) Show:

A/C	Name	Overdue	Outstanding	Credit Limit	Promised Payment	Follow up	Oldest Debt (in days)	On Hold	Credit Position
KIN001	Kinghorn & Fr...	7398.35	7398.35	6000.00	0.00		37		Good
SDE001	S D Enterprises	4700.00	5939.68	5000.00	0.00		41		Good
STU001	Edward Stuart	2341.25	2341.25	0.00	0.00		41		Good

Print List

Refresh Contacts Activity Aged Debt Dispute Record Charges Write Off Analysis Close

Your credit control window displays a list of accounts that show an outstanding, overdue or promised amount, together with a summary of their current credit position.

The list displays information from the customer or supplier record, including the outstanding and overdue balances and the age of the oldest debt (for customers). You can also see details of promised payment amounts, whether an account is on hold (taken from its Account Status) and credit positions and the dates of any follow-up action you need to take.

By default, the 'Include invoices due within the next XX day(s)' box shows the number of days currently displaying in the Cash Flow window. If you require, you can change this number to extend or reduce the period showing in the credit control list. When you change the number, Sage 50 Accounts refreshes the list automatically.

You can change the information that the Credit Control window displays using the 'Show:' drop-down list. From the list, you can select 'Overdue Debtors (or Creditors)', 'Overdue and Outstanding Debtors (or Creditors)' or 'All Customers (or Suppliers)'. Select the option you require according to the type of accounts you want to view.

At the bottom of the list, a number of credit control function buttons appear. Most functions are available within both the Customers and Suppliers tabs, while some are specific to Customers or Suppliers only.

The following table shows which functions you can use in each tab:

Customers and Suppliers:	Customers only:	Suppliers only:
■ Contacts ■ Activity ■ Aged Debt / Aged Credit ■ Dispute (Accounts Plus and Accounts Professional only) ■ Record ■ Write Off ■ Cash Flow	■ Charges ■ Analysis	■ Payments

For information about each function and how to use it, refer to the relevant sections in this chapter.

Recording contact details

Successful credit control begins with effective communication with your customers and suppliers. Keeping accurate and up-to-date records of all your contacts is an essential part of your credit control process, helping you to keep track of correspondence and promises of payment, and serving as a reminder when you need to take follow-up action.

Sage 50 Accounts's Credit Control features include a Contacts facility, which enables you to record all types of contact, from telephone calls and written correspondence to face-to-face meetings. Use the Contacts facilities to create and amend contact records, log details of any letters or statements you send to (or receive from) customers or suppliers, trace promised payments and update account statuses.

You can access the Contacts facility from both the Customers and the Suppliers tab in the Credit Control window by clicking Contacts. The figure below shows the Customer Contact History window:

Customer Contact History - ABS001

History

A/C: Account Status: Outstanding:
 Name: Credit Position: Overdue:
 Date Range: From To Credit Limit:
 Promised Payment:

Contact Type	Date	Contact	Completion Status	Promised Payment	Follow-up	Notes	Our Contact
Letter, received	19/07/2004	Jim Thomas	Received		19/07/2004		MANAGER
Telephone, made	15/07/2004	Malcolm Leven	Left Message		16/07/2004		MANAGER
Telephone, received	15/07/2004	Jim Thomas	Payment Promised	100.00	23/07/2004		MANAGER

Note: Clicking Contacts from the Suppliers tab opens the Supplier Contact History window. This window differs slightly from the Customer Contact History window in that it displays a 'Priority' check box. If you select the 'Priority Supplier' check box within the Credit Control tab of the Supplier Record to indicate that this is a priority or key supplier account, the 'Priority' check box on the Supplier Contact History window displays a tick. You cannot amend this setting here.

The Contact History window displays summary information about the selected account in the upper part of the window, where you can change the account or date range in use if you require. The lower section of the window stores details of your contacts for this account, one line per contact.

The buttons that appear at the bottom of the Contact History window help you to manage your contact list. For details about using the New, Edit and Delete buttons, refer to the following sections. The Print List button allows you to print the contacts that currently appear in the list.

Note: The Supplier Contact History window also contains a Promised Payment Details button. You can amend a supplier's promised payment information directly from the Supplier Contact History window using this button. The Promised Payment Details window allows you to view the current promised payment status and dispute information for this supplier, and to record a new value and date for a promised payment. For more details about recording promised payments, see *To add or edit a contact* on page 218.

To add or edit a contact

1. Select one of the following:
 - Customers > Manage Credit Control
 - Suppliers > Manage Credit Control
2. From the Credit Control window, select the account you want to record contact information for.
3. Click Contacts.
4. To add a new contact, click New. Alternatively, to amend an existing contact, select the contact you want to change and click Edit.

The Contact History window appears, displaying the list of contacts for the record you selected.

The Customer (or Supplier) Contact window appears, displaying the Contact Details information:

Customer Contact History - ABS001

Contact Details Customer Details Memo

Contact Details

☒ Telephone ☐ Letter/Fax/e-Mail ☐ Meeting

Spoke To: Jim Thomas Contact Type: Telephone, made

Date: 22/02/2004 Telephone: 01742 876 234

Our Contact: MANAGER

Telephone Timer

Start: 00:00:00

Duration: 00:00:00

Stop: 00:00:00

Contact Result

Outcome: No Contact

Promised Amount: 0.00 Date: / /

Follow Up: / /

New Account Status: 0 Open

Credit Position: Good

Notes:

Invoice

Save Save and Generate Close

Note: By default, Sage 50 Accounts selects the Telephone option button and assigns a contact type of 'Telephone, made' for all new contacts.

5. Enter the details of your contact into the relevant section of the Contact Details tab:

Contact Details

Use this section to record general information about the contact, such as the type of contact, the date and a contact name. You can record a contact for a telephone call, for a letter, fax or e-mail correspondence, or for a face-to-face meeting.

Note: If you are amending an existing contact, you cannot change the overall type of the contact. For example, you cannot change a telephone contact into a letter, fax or e-mail correspondence or a face-to-face meeting.

If you are recording a telephone call, Sage 50 Accounts enters the telephone number from the customer (or supplier) record into the 'Telephone' box. If you use the Windows telephone dialler with Sage 50 Accounts, click the hotlink button to the right of the telephone number to dial the number. For more information about using the telephone dialler, refer to the Sage 50 Accounts Help system.

If you send or receive a letter, you can specify its type from the 'Style' drop-down list. If you select one of the standard Credit Control letters specified in the Configuration Editor, the Save and Generate button becomes active. Once you have completed the remaining contact details, click Save and Generate to save the contact and open the letter in the Preview window, ready for you to print, save or e-mail as you require.

For meetings, you can specify the location, selecting from Our Office, Customer's Office or Other.

Telephone Timer

Note: This section of the window only appears for Telephone contacts.

If you want to record the duration of a telephone call, click Start when the call begins. The Start box shows the start time of the conversation. The timer counts until you click Stop at the end of the call. The Stop box displays the end time of the conversation, and the Duration box shows the length of the call in hours, minutes and seconds.

Note: If you generate an invoice for this contact using the Invoice button, Sage 50 Accounts uses the Telephone Timer information to calculate the chargeable time. See step 5 below for more details about generating invoices for contacts.

Contact Result

Use this area of the window to record the outcome of the contact. From the drop-down list in the 'Outcome' box, you can specify, for example, whether you spoke to a customer or left a message, whether you are sending a letter, or that the customer made a promise of payment. You can also specify a follow-up date and a new account status for the account, if you require.

Note: If you set the Outcome to 'Send Reminder Letter', 'Send Warning Letter' or 'Send Legal Letter', Sage 50 Accounts sets the 'New Account Status' to the default for that letter type, as it appears in the Credit Control tab of the Configuration Editor. For more information about setting up your credit control letter defaults, see *The Credit Control Tab* on page 92.

If a customer agrees to make a payment (or you agree to send a payment to a supplier), select 'Payment Promised' from the 'Outcome' drop-down list. Enter the amount of the promised payment in the 'Promised Amount' box, and the date that it is due.

Note: When you record promised payment details, the Customers (or Suppliers) list in the main Credit Control window displays the promised amount against the relevant account. The promised payment also appears in your Cash Flow window.

6. To generate an invoice for the contact, click the Invoice button.

The Time Biller window appears, enabling you to enter the contact and posting details you require for the invoice.

Contact - Time Biller (Invoice Details)

Details		Totals	
Details	Telephone Details	Hours	0.00
Hours	0.00	Rate	0.00
Hourly Rate	0.00	Discount	0.00
Posting		Sub-total	0.00
Tax Code	T0 0.00	Sett. Disc.	0.00
Code	4100	Tax	0.00
Ref	PH/CALL	Total	0.00
Date	02/06/2004		
Dept.	6 International Sales		

Save Cancel

Note: For telephone contacts, Sage 50 Accounts calculates the chargeable time using the information in the 'Telephone Timer' section of the window. For other contact types, or if you did not use the timer to record the duration of a call, you must enter the chargeable time manually.

To generate the invoice once you have entered the details click Save, then click Yes to create a service invoice. To close the window without saving the details click Cancel.

7. To view account information, such as the payment terms, account status, credit position and balances, click the Customer Details (or Supplier Details) tab.
8. To enter memo information onto the contact record, click the Memo tab. You can use this tab to enter as much text as you require.
9. To save the contact details, click Save.

The Contact History window appears.

When you save a new or amended contact, the following updates occur:

- Sage 50 Accounts stores the details of the contact in the Contact History window.
- Any promised payment information displays in the Credit Control and Cash Flow windows. If promised payments already exist for this account, Sage 50 Accounts removes the original details from the Credit Control and Cash Flow windows and posts a new entry for the updated details.
- If the contact contains an amended account status on the customer (or supplier) record, Sage 50 Accounts updates the record with the new status.

10. To exit from the Contact History and return to the Credit Control window, click Close.

You have successfully recorded your contact details.

To delete a contact

1. From the Contact History window, select the contact(s) that you want to delete.
2. Click Delete.
A confirmation message appears.
3. To confirm that you want to delete the contact(s), click Yes. Alternatively, to cancel without deleting the record(s), click No.
4. To exit from the Contact History and return to the Credit Control window, click Close.

Viewing transaction history and aged balances

The Activity and Aged facilities are available within both the Customers and Suppliers tabs.

The Activity feature allows you to see the financial activity for a selected account. You can print a copy of the activity information displayed on-screen directly from the Activity window. This may be useful as a reference during telephone conversations or for face-to-face meetings for example.

The Aged facilities (Aged Debt in the Customers tab, Aged Credit in Suppliers) enable you to view a summary of the outstanding debt on an account, grouped by ageing period. From the Aged Balances window, you can change the display so that you see the information in a detailed or graphical format, and you can also print the summary and detailed aged balance information directly.

To view customer or supplier transaction history

1. Select one of the following:
 - Customers > Manage Credit Control
 - Suppliers > Manage Credit Control
2. From the Customers (or Suppliers) tab of the Credit Control window, select the account you want to view the transaction history for.
3. Click Activity.

The Activity Date Range window appears.
4. Enter the transaction range, transaction type and date range information you require, and click OK.

The Activity window appears, showing the transactions associated with the account you selected, one transaction per line.

The window also displays the total amount that your customers owe (or that you owe to your suppliers), grouped by age, in the boxes at the bottom of the window. For example, the total debt of a customer that is less than 30 days old appears in the 'Current' total box.
5. To view another account's transactions, select the reference of the account you require from the drop-down list in the 'A/C' box at the top of the window.
6. To view a different range of transactions, click Range. Enter the transaction range, transaction type and/or date range you require, and click OK.
7. To print a copy of the transactions in the list, click Print List.
8. To exit the Activity window, click Close.

The Credit Control window appears.

To view a customer or supplier aged balances

1. Select one of the following:
 - Customers > Manage Credit Control
 - Suppliers > Manage Credit Control
2. From the Customers (or Suppliers) tab of the Credit Control window, select the account you want to view aged balances for.
3. Click Aged Debt (or Aged Credit).

The Aged Balances Date Defaults window appears.
4. Enter the dates you require and click OK.

The Aged Balances window appears. The window shows the total of any outstanding invoices for the customer or supplier, grouped by age.

Note: The Aged Balances window determines the ageing periods to use from the settings you enter in Customer Defaults and Supplier Defaults. For further details about setting up your ageing periods, see *Producing a Retrospective Aged Balance report* on page 209.
5. To see the account's detailed aged balances, click Detailed.

The Detailed Aged Analysis window appears, displaying the individual transactions that make up the aged totals.
6. To print the list of aged balances, click Print List.
7. To view the aged balances in a graphical format, click the Graph tab. You can access the graph from both the Aged Balances window and the Detailed Aged Analysis window.
8. To exit from the Aged Balances window, click Close.

The Credit Control window appears.

Handling disputed transactions

(Accounts Plus and Accounts Professional Only)

If a customer queries an invoice you have sent them, you can mark the invoice as disputed until you come to an agreement. You can mark any invoice that is not fully paid as disputed. As soon as the invoice query is settled you can remove the disputed flag.

Disputed transactions appear in your Sage 50 Accounts reports. Some reports display these transactions as disputed by displaying a 'd' alongside them.

If you do not want to show disputed items in your Sage 50 Accounts reports, you must set a filter. For further information about how to do this, refer to your Report Designer User Guide.

Note: You can also mark invoices you have received from your supplier as disputed by choosing the Dispute option from the Suppliers tab of the Credit Control window.

To mark an invoice as disputed

1. Select one of the following:
 - Customers > Manage Credit Control
 - Suppliers > Manage Credit Control
2. From the Customers (or Suppliers) tab of the Credit Control window, click Dispute.
The Disputed Items window appears.
3. From the A/C drop-down list, select the account you require.
4. Select the transaction you want to mark as disputed and click Dispute.
The Details window appears, prompting you to select a reason to explain why the item is in dispute.
Note: You can set up or amend reason codes in the Configuration Editor. For more information, see *The Configuration Editor* on page 75.
5. Select the reason code you require, and click OK.
The transaction now displays 'd' in the 'Disputed?' column, and the reason for the dispute in the 'Dispute Reason' column.
Alternatively, to return to the list of transactions without marking the item as disputed, click Cancel.
6. To record your changes, click Save. To exit without saving your changes, click Discard.
7. To return to the Credit Control window, click Close.

Credit control reporting

Sage 50 Accounts comes with several reports to help you with credit control and debt chasing.

Aged Debtors reports

The Aged Debtor Analysis (Detailed) report gives you the most detail on who owes you money. We recommend that you use this report when you are chasing debts.

Date: 21/07/2005
 Time: 11:10:03

Stationery & Computer Mart UK
Aged Debtors Analysis (Detailed)

Page: 1

Date From: 01/01/2005
 Date To: 21/07/2005

Customer From:
 Customer To: ZZZZZZZZ

Include future transactions: No
 Exclude later payments: No

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C:	ABS001	Name:	ABS Garages Ltd	Contact:	Mike Hall	Tel:	0191 254 5909				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
1010	SI	24/04/2005	58	A4 Carbon Copy Book	2,533.31	0.00	0.00	0.00	0.00	2,533.31	0.00
Totals:					2,533.31	0.00	0.00	0.00	0.00	2,533.31	0.00
Turnover:		3,070.45									
Credit Limit £		4,000.00									

A/C:	BBS001	Name:	Bobs Building Supplies	Contact:	Susan Lirkingstone	Tel:	01983 567 123				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
1086	SI	27/04/2005	68	PC Combo Pack 3	4,309.77	0.00	0.00	0.00	0.00	4,309.77	0.00
Totals:					4,309.77	0.00	0.00	0.00	0.00	4,309.77	0.00
Turnover:		5,974.24									
Credit Limit £		2,000.00									

A/C:	BUS001	Name:	Business Editions	Contact:	Stephen Kiszow	Tel:	017684 30707				
No.	Type	Date	Ref	Details	Balance	Future	Current	Period 1	Period 2	Period 3	Older
607	SA	25/03/2005	44555	Payment on Account	-100.00	0.00	0.00	0.00	0.00	0.00	-100.00
781	SI	30/03/2005	49	PC Combo Pack 3	2,166.62	0.00	0.00	0.00	0.00	0.00	2,166.62
Totals:					2,066.62	0.00	0.00	0.00	0.00	0.00	2,066.62
Turnover:		4,939.81									

The report shows the following:

- Balance** The Balance column lists the total sum each customer owes and the total owed by all debtors from unpaid invoices, less any unused credits or payments on account.
- Future** This shows you what financial transactions will happen in the future. The 'Future' column lists the total value of customer transactions (i.e. invoices, receipts or credit notes) dated in advance of the report date. A value will only appear in this column if you have selected 'Include Future Transactions' in the Criteria window.
- Current** Using the default ageing periods, the current column shows the total of each customer's transactions that are less than 30 days old (or the ageing period specified).

Periods The program then categorises the transactions that are overdue into periods: 1, 2, 3 and Older.

There are two additional aged debtors reports available:

- The Aged Debtors Analysis (Summary) lists each customer and the balance they owe for each period.
- The Aged Debtors Analysis (Contacts) lists each customer and the balance they owe for each period as well as their contact details.

To run an aged debtors report

1. From the Customers window, click Reports.
2. Select the Aged Debtors Reports folder.
3. Select the report you want to print, the type of output from the drop-down list, and then click Generate Report.
The Criteria window appears.
4. Enter the following criteria:

Customer Ref	If you want to run the reports for a specific customer range, enter the customer references you require. If you want to run the report for all of your customers, accept the defaults.
--------------	--

Report Date	Enter the date you want to age the debts against.
-------------	---

Note: Enter the date that you want to age the debts against in the 'To' box. If a 'From' date is entered and there are any transactions outstanding prior to this date, they will show on the report as a total brought forward figure.

Inc. Future Tran	If you want to include transactions dated after the report date, select this check box.
------------------	---

Exc. Later Payments	Select this check box if you want to produce retrospective aged reports. This means that later payments will not be included so that you can see how much your customer owed you on a particular date.
---------------------	--

For example, if you have an invoice dated in March but paid in April and you run the aged report for March selecting the 'Exc. Later Payments' check box, the report will show the invoice as outstanding as the payment will not be included in the report.

Other Customer reports

The following reports can also help you improve your credit control:

Customer Invoices Due

This report lists all the outstanding invoices up to the current system date.

Customer Invoices Overdue

This report lists all outstanding invoices with reference to the 'Payment Due' days that have been set on the Customer Record and Credit Control tab.

The report looks at the invoice date, pay due days and report date in order to calculate whether the invoice is overdue. You can use this report most effectively where some customers are allowed 30 days to pay and others only 7 days etc.

Customer Invoices Within Settlement Terms

This is a useful report to send to a customer to encourage them to pay early. To produce this report, Sage 50 Accounts looks at the date of the sales invoice, calculates the date the customer must pay to qualify for the discount, and the saving to be made if the payment is made early.

Statements

Use statements to keep your customer informed of their balance with you. Statements can be sent to customers at any time, and can be printed for a specific customer range or transaction date range.

There are lots of different statement layouts that can be produced to suit your individual requirements. You can choose to print statements that show each individual transaction or you can choose to group transactions that have the same date and reference.

Note: These reports can be found on the Statements button, next to Reports.

Payment Reminder Letters

If your customers do not pay you after you have sent them their statement, you can use Sage 50 Accounts's Payment Reminder Letters. There are three different types of letters provided.

Note: These can be obtained through the Customers toolbar, by using the Letters button.

Charging your customers for late payments

Sage 50 Accounts includes a facility to enable you to apply credit charges to customers who do not pay on time. By default, a payment is regarded as late if it is 30 days overdue. If you want to apply different payment terms, you must enter the required number of days in the 'Payment Due' box in the Credit Control tab of the Customer Record.

Before you can apply any credit charges to your customers, you must set up the rates you want to use. To do this, select Settings > Configuration, then choose the Terms tab to view the Customer Finance Rates information. For details on how to set up your finance rates, see *The Terms Tab* on page 79.

You can set the date the finance rate applies from, the base rate percentage and any additional percentage rates that you want to apply. When you apply a finance charge rate to a transaction, the first rate charged will also be applied to the invoice until it is paid. For example, if a payment is overdue in March and again in April, the same finance rate will be applied for both months until the payment is made. You cannot increase the finance rate for that invoice.

When you have entered your finance rates, use the Credit Charges Wizard to guide you through the process of applying credit charges to overdue payments.

To run the Credit Charges wizard, click Charges from the Customers tab of the Credit Control window. Alternatively, you can access the Credit Charges Wizard from the Customers window. Follow the instructions in the wizard to apply the charges.

Help

Type 'Finance Rates' in the Help index to find out more.

Days Sales Analysis

Days Sales Analysis helps you to measure your company's debt collection performance by calculating the average time it takes to collect your debts. You should use this feature at the end of a sales period, for example at the end of each month as part of your Month End routine.

The Days Sales Analysis window is split into three tabs.

- Use the Days Sales Outstanding tab to see whether your company is collecting its receivables effectively. In the form of a graph, it shows how many days' worth of sales are outstanding and not paid for at any given time.
- The Days Sales Overdue tab indicates how well your customers are meeting their payment terms. You can use this information to see if your customers are good payers, or if you need to improve your debt collection processes.
- The Details tab shows a list of days sales outstanding and overdue for each company that falls within the period up to the current program date.

To find out how to use each section of the Days Sales Analysis feature, refer to the following sections.

To view your Days Sales Outstanding information

1. Select Customers > Manage Credit Control.

Alternatively, from the Cash Flow window, click Credit Control.

The Credit Control window appears, showing the Customers information.

2. From the bottom of the Customers tab, click Analysis.

The Days Sales Analysis window appears, showing the Days Sales Outstanding information.

The window displays the following details:

Company's Days Sales Outstanding

Sage 50 Accounts calculates the 'Company's Days Sales Outstanding' value by taking the total outstanding balance from all customers within the company and working out how many days' worth of sales this value represents. The resulting figure shows, on average, how long your customers take to pay their invoices.

For example, your usual payment terms are 30 days and Sage 50 Accounts shows a 'Company's Days Sales Outstanding' figure of 66. This indicates that, on average, your customers' payments are 36 days overdue. Unauthorised credit can be costly, so you can now take steps to reduce the amount of overdue debt.

If this figure rises month by month, your business is taking longer to collect its debts and should take action to correct this.

If the figure falls month by month, your company's collection processes are improving, or your customers are becoming better at paying on time.

Default Payment Terms

This box displays your company's default payment terms in days. This is the number of days that you usually give your customers to pay their invoices. Sage 50 Accounts reads this information from the default you set up in the Terms tab of the Configuration Editor. For more information about setting up your terms, refer to *To set up your terms* on page 80.

You should use this value as a guide when analysing your days sales outstanding information - if the 'Company's Days Sales Outstanding' figure is more than twice the 'Default Payment Terms', then your company may not be collecting its debts effectively and you may want to review your collection processes.

Graph

The graph shown in the main part of the Days Sales Outstanding window displays, for the whole company, the number of customers that have outstanding balances on their accounts. The graph shows the number of customers that fall into each of your company's ageing periods. Sage 50 Accounts reads the ageing periods (shown on the X-axis of the graph) from your Customer Defaults (Customers > Customer Defaults). You can amend the appearance of the graph to suit your requirements. For details about manipulating graphs, refer to the Sage 50 Accounts Help system.

3. To close the Days Sales Analysis window and return to the Credit Control window, click Close.

Alternatively, to continue viewing your Days Sales Analysis information, click the Days Sales Overdue tab. Refer to the following section for more details.

To view your Days Sales Overdue information

1. Select Customers > Manage Credit Control.

Alternatively, from the Cash Flow window, click Credit Control.

The Credit Control window appears, showing the Customers information.

2. From the bottom of the Customers tab, click Analysis.

The Days Sales Analysis window appears, showing the Days Sales Outstanding information.

3. Click the Days Sales Overdue tab.

The Days Sales Overdue window appears.

The window shows the following information:

Company's Days Sales Overdue

Your 'Company's Days Sales Overdue' figure shows, on average, how many days overdue your customer balances are at this point in time. Sage 50 Accounts takes the total of the overdue balances for all customers within the company and calculates how many days' worth of sales this value represents.

If this value is very low, customers may either be very good payers or their payment terms may be too generous. If the value is significantly higher than your standard payment terms, you may need to improve your debt collection processes.

Default Payment Terms This box displays your company's default payment terms in days. This is the number of days that you usually give your customers to pay their invoices. Sage 50 Accounts reads this information from the default you set up in the Terms tab of the Configuration Editor. For more information about setting up your terms, refer to *To set up your terms* on page 80.

You should use this value as a guide when analysing your Days Sales Overdue information. If the 'Company's Days Sales Overdue' figure is very low when compared with the 'Default Payment Terms', then either your customers are very good payers, or their payment terms are too generous. However, if the 'Company's Days Sales Overdue' figure is significantly greater than the 'Default Payment Terms', then your company may not be collecting its debts effectively and you may want to review your collection processes.

Graph The graph shown in the main part of the Days Sales Overdue window displays, for the whole company, the number of customers that have overdue balances on their accounts. The graph shows the number of customers that fall into each of your company's ageing periods. Sage 50 Accounts reads the ageing periods (shown on the X-axis of the graph) from your Customer Defaults (Customers > Customer Defaults). You can amend the appearance of the graph to suit your requirements. For details about manipulating graphs, refer to the Sage 50 Accounts Help system.

4. To close the Days Sales Analysis window and return to the Credit Control window, click Close.

Alternatively, to continue viewing your Days Sales Analysis information, click the Details tab. Refer to the following section, *To view your detailed Days Sales Analysis* on page 232, for more details.

To view your detailed Days Sales Analysis

1. Select Customers > Manage Credit Control.

Alternatively, from the Cash Flow window, click Credit Control.

The Credit Control window appears, showing the Customers information.

2. From the bottom of the Customers tab, click Analysis.

The Days Sales Analysis window appears, showing the Days Sales Outstanding information.

3. Click the Details tab.

The Details window appears.

The window shows the following information:

Company's Days Sales Outstanding	This box displays the value Sage 50 Accounts calculates for your company's Days Sales Outstanding analysis. For details, see <i>To view your Days Sales Outstanding information</i> on page 229.
Company's Days Sales Overdue	This box shows the figure Sage 50 Accounts calculates for your company's Days Sales Overdue analysis. For details, see <i>To view your Days Sales Overdue information</i> on page 231.
Default Payment Terms	This box displays your company's default payment terms in days, as set up in the Terms tab of the Configuration Editor.
List	The main list on the Details window shows a list of customer accounts that have sales outstanding or overdue, at the current date.

4. To print the list, click Print List at the bottom of the window. The list information outputs to your chosen printer.
5. To close the Days Sales Analysis window and return to the Credit Control window, click Close.

You have now viewed your Days Sales Analysis information.

Writing Off Bad Debts

Sometimes you may want to write off outstanding transactions on an account, for example, if a customer does not pay an invoice and the outstanding balance becomes a 'bad debt'.

When you write off a transaction, the balance transfers to a bad debt control account, which displays on the year's Profit and Loss report as an overhead. In addition, writing off a bad debt reduces the debtors or creditors figure on the Balance Sheet.

When you write off a debt, you need to decide whether it meets the VAT Bad Debt Relief conditions set by HM Revenue & Customs. You then need to check the balance on the account, and post the necessary transactions.

Sage 50 Accounts offers you two ways to write off bad debts. The Write Off, Refund and Returns Wizard automates the write off procedure for you and posts the necessary transactions to reduce the outstanding amount and balance your books. Alternatively, you can process bad debts manually by posting the transactions you need to record the write off.

Note: The Write Off, Refund and Returns wizard does not account for VAT. If you need to reclaim VAT when writing off transactions that meet the VAT Bad Debt Relief criteria, you must post manual transactions to account for the VAT.

This section describes how to use the wizard to write off bad debts, and provides instructions on how to perform write offs manually.

VAT bad debt relief

Note: VAT Bad Debt Relief only applies if you are using the standard VAT accounting scheme. If your business operates under the VAT Cash Accounting scheme, you pay VAT only on the money you actually receive from customers, so VAT Bad Debt Relief is not necessary.

If your customers do not pay you for goods or services that you supply, you can claim relief from the VAT on the bad debt, as long as you meet certain conditions specified by HM Revenue & Customs. These conditions include the following:

- You must already have accounted for the VAT on the invoice and paid it to HM Revenue & Customs.
- You must have written off the debt in your VAT accounts and transferred it into a separate bad debt account.
- The debt must have remained unpaid for a period of six months from the payment due date, or the date the supply was made, whichever is later.

Similarly, if you do not pay a supplier for goods or services they provide, they are entitled to claim VAT Bad Debt Relief according to the same set of conditions. In this case, you are obliged to repay the VAT portion of the bad debt.

Note: For a full list of the conditions applying to VAT bad debt relief, and an explanation of the conditions, see VAT Notice 700/18. You can obtain copies of VAT Notices from HM Revenue & Customs, or download them from www.hmrc.gov.uk.

Writing off bad debts using the wizard

The Write Off, Refund and Returns Wizard automates the write off procedure for you and posts the necessary transactions to reduce the outstanding amount and balance your books.

Note: You can only use the wizard to write off bad debts if your business operates under the Standard VAT accounting scheme. If you use the VAT Cash Accounting scheme, you must write off debts manually. For more details, refer to the Sage 50 Accounts Help system.

The Write Off, Refund and Returns Wizard does not take VAT into account. If you need to reclaim VAT for transactions that meet the VAT Bad Debt criteria, you can use the wizard but you will then need to post manual transactions to account for the VAT element of the write off. Alternatively, you can write off the debt manually using the instructions in *Writing off bad debts manually* on page 237.

To write off a sales invoice using the Write Off, Refund and Returns Wizard

Note: The following procedure describes how to use the Write Off, Refund and Returns Wizard to write off a bad debt invoice for a customer. If you want to write off a supplier invoice, replace 'customer' with 'supplier' in the steps below.

1. Select Customers > Manage Credit Control.
2. From the Customers tab of the Credit Control window, click Write Off.
The Write Off, Refund and Returns Wizard appears.
3. Select 'Write Off Customer Transactions' and click Next.
4. Select the account that contains the transaction(s) you want to write off and click Next.
The list of outstanding transactions on the customer account appears.

Write Off, Refunds and Returns Wizard

Write Off, Refund and Returns

Select the outstanding invoice transaction(s) from the list below that are to be written off then click on "Next" to continue, if you have selected the wrong account click on the "Back" button to select a different account

No	A/C	N/C	Date	Invoice	Details	Disputed?	Amount
856	ABS001	4000	24/04/2004	58	A4 Car...		2533.31

Clear Swap

Cancel Help Back Next Finish

5. Select the invoice(s) you want to write off and click Next to continue.
6. Enter the date and any additional reference you want to use for the write off and click Next to continue.
7. Check the transaction summary that appears on the final screen of the wizard, and click Finish to confirm the details and post the write off transactions.

Sage 50 Accounts posts a sales credit note to the customer's account using the bad debt write off nominal code and the non-VATable tax code, usually T9.

The sales credit transaction:

- Credits the debtors control account for the total amount of the bad debt, including VAT;
- Debits the bad debts control account for the total amount of the bad debt, including VAT; and
- Reduces the outstanding balance on the customer account by the total amount of the bad debt.

Note: Because Sage 50 Accounts posts the sales credit note with a non-VATable tax code, your next VAT Return does not pick up the transaction.

Using the wizard to write off other debts

Using the wizard, you can post four types of write off:

- Customer or supplier accounts. Use this option if you want to write off an entire account, for example if a customer or supplier stops trading.
- Customer or supplier transactions. Choose this option to write off individual transactions.
- Transactions below a specified value. Select this option if you want to write off small amounts, for example, transactions under 50 pence (you may have a lot of very small transactions which, for some reason, have not been paid and you want to clean up your ledgers).
- Small Overpayments. Use this option to write off small customer or supplier overpayments (again, if you want to clean up your ledgers).

To use the wizard, select whether you want to make amendments to the Sales ledger or Purchase ledger. Next, select the type of write off you want to make and then follow the on-screen instructions.

When you write off bad debts using the wizard, Sage 50 Accounts automatically generates all the appropriate adjustments to the nominal ledger and the customer or supplier account. However, VAT is not accounted for; if you need to reclaim or repay VAT, you must post transactions to account for the VAT element of the write off. Read how to reclaim or repay VAT in *To reclaim VAT After writing off a sales invoice* on page 238.

Writing off bad debts manually

Note: These instructions only apply if you are using UK Standard VAT Accounting. Under VAT Cash Accounting you do not need to reclaim the VAT from bad debts as you only pay VAT on the money you actually receive. However, you do need to post transactions to balance your books (to reverse out the invoices or credit notes).

Help

For more information, type 'Write Offs' in the Help index, select 'Customer' or 'Supplier', and follow the on-screen instructions.

To post a bad debt sales credit and write off a sales invoice

In this example, there is an unpaid invoice of £117.50 on the customer account, Brown Ltd. You want to write this balance off as a bad debt.

1. Select Customers > Batch Credit.

The Batch Customer Credits window appears.

Enter the details in the Batch Customer Credits window, For example:

A/C	Date	Ref	N/C	Details	Net	T/C	VAT
BROWN	Write off date	BADDBT	8100	Write off	117.50	T9	0.00

- To post the credit note click Save, or to exit without saving, click Discard and then click Close.
Sage 50 Accounts posts the credit note, and the Batch Customer Credits window clears.
- To return to the Customers window, click Close.
The Customers window appears.
You now need to allocate the credit to the invoice to clear the outstanding debt, for further information about this, please refer to the Sage 50 Accounts Help System.

Posting the Credit Note has the following effect on the control accounts:

- Credits the debtors control account for the total amount of the bad debt, including VAT;
- Debits the Bad Debt control account for the total amount of the bad debt, including VAT and
- Reduces the outstanding balance on the customer' account by the total amount of the bad debt.

To reclaim VAT After writing off a sales invoice

If you post a write off transaction but need to reclaim the VAT you can achieve this by posting a journal.

If you need more information about the conditions that need to be satisfied before the VAT can be recovered on a bad debt, please contact HM Revenue & Customs.

In the following example, you wrote off an invoice with a balance of £117.50, and now need to recover the £17.50 VAT element.

Note: This section assumes that you have posted the write off credit as described in *To post a bad debt sales credit and write off a sales invoice* on page 237.

- Select Company > New Journal.
The Nominal Ledger Journals window appears.

- Enter a date and reference for the journal, then enter the required information to reclaim the VAT, for example:

N/C	Name	Details	T/C	Debit	Credit
2201	Purchase Tax Control Account	Bad debt Relief	T1	17.50	0.00
8100	Bad Debt Write Off	Bad Debt Relief	T9	0.00	17.50

Note: the date used for this journal should satisfy HM Revenue & Customs' rules for bad debt relief.

- To post the journal, click Save, or if required, to exit without saving, click Discard then click Close.

The journal is posted, and the Nominal Ledger Journals window appears.

You have now posted the journal to reclaim the VAT. As required by HM Revenue and Customs this transaction updates box 4 of the VAT Return, VAT reclaimed in this period on purchases.

Prepayments

(Accounts Plus and Accounts Professional Only)

You can use the Prepay facility in Sage 50 Accounts to set up details of invoices you pay in advance, enabling you to post prepayment journals automatically when you run the Month End process.

For example, you probably pay your rent or insurance premiums in advance. Prepayments spread the expense, so that your Profit and Loss report shows the expense shared over the number of months to which it relates instead of one large payment in a single month.

Note: You must post the payment or invoice for the expense in the normal way, using the correct date.

To add a prepayment

1. Select Company > Nominal Ledger.
2. Click Prepay.

The Prepayments window appears.

N/C	Details	Dept	Prepayment N/C	Value	Months	Monthly Amount	Post
7100	Rent Prepayment		01103	1800.00	4	450.00	4
7100	Rent Prepayment		01103	2000.00	4	500.00	4
7100	Rent Prepayment		01103	2500.00	4	625.00	3
			0	0.00	0	0.00	0

3. In the boxes provided, enter the following prepayment details. Alternatively, click Wizard and follow the on-screen instructions.

N/C	Enter the relevant nominal code in this box. This will be the same nominal code you will post the bank payment or purchase invoice to. For example, if you are setting up a prepayment for rent, you would use the nominal account for Rent, 7100.
Details	Enter a description for the prepayment. This appears on the audit trail.
Dept	If you want your prepayment to be assigned to a specific department, for reporting purposes, enter or select the department you require.
Prepayment N/C	The Prepayment nominal code, as set up in the control accounts, appears for you automatically. You can change this if necessary.
Value	Enter the total net value of the prepayment here.
Months	Enter the number of months over which the prepayment is to be spread. You can enter any number from 2 to 12.
Monthly Amount	This display-only box shows the monthly amount which is posted when you run the Month End and select the 'Post Prepayments' option. You cannot change this. Sage 50 Accounts calculates this value automatically by dividing the value of the prepayment by the number of months over which the prepayment is to be spread.
Post	This box shows the number of payments which have already been posted using the month end post prepayments option for this prepayment. You cannot change these details.

The following information appears at the top of the Prepayments window, but you cannot edit it:

N/C	This shows the name of the nominal account you have entered for this prepayment.
PRP	This shows the name of the Prepayment nominal account you have entered for this prepayment.
Current Item	This shows the number of the Prepayment entry in the list which is being added or amended.

No Of Items As you make new entries, this box is automatically updated.

4. To save your prepayment details, click Save. To exit without saving, click Close.

Note: No accounting is done as a result of saving the prepayment details. Sage 50 Accounts only posts the prepayment journal entries when you run the Month End and select the 'Post Prepayments' option.

Example of the postings made for a prepayment

A prepayment of £300 is made once every three months in advance for rent, and the cost is to be accounted for over the three month period.

In Month 1, you manually post a bank payment to your Rent nominal code for £300.00. Your Prepayment is set up to post £100 per month when you run the Month End and select the 'Post Prepayment' option.

As part of the Month End routine for Month 1, Sage 50 Accounts automatically posts a reversal to clear the balance of £300.00 on the Rent nominal code and transfer it to the Prepayments account before posting the first prepayment journal entry.

Sage 50 Accounts makes the following postings over the three months:

Transaction	Debit	Credit
Month 1 Prepayment Reverse	300.00 1103 Prepayment A/C	300.00 7100 Rent Account
Month 1 Prepayment 1	100.00 7100 Rent Account	100.00 1103 Prepayment A/C
Month 2 Prepayment 2	100.00 7100 Rent Account	100.00 1103 Prepayment A/C
Month 3 Prepayment 3	100.00 7100 Rent Account	100.00 1103 Prepayment A/C

After the three months, your Rent nominal code shows the accumulated balance of £300.00 for the quarter, and your Prepayment account shows a zero balance.

Accruals

(Accounts Plus and Accounts Professional Only)

You can use the Accruals facility in Sage 50 Accounts to set up details of invoices you pay in arrears, enabling you to post accrual journals automatically when you run the Month End process.

For example, you probably pay your telephone, gas and electricity bills in arrears. Accruals spread the expense, so that your Profit and Loss report shows the expense shared over the number of months to which it relates instead of one large payment in a single month.

Note: You must post the payment or invoice for the expense in the normal way, using the correct date.

To set up an accrual

1. Select Company > Nominal Ledger.
2. Click Accrual.

The Accruals window appears.

[illegible]

3. In the boxes provided enter your accrual details. Alternatively, click Wizard and follow the on-screen instructions.

N/C	Enter the same nominal account code as the one which you will post the bank payment or purchase invoice to when you receive it. For example, if you are setting up an accrual for a telephone bill, and will post your purchase invoices to the Telephone nominal account 7502, enter the nominal account code 7502 in this box.
Details	Enter a description for the accrual. This appears on the audit trail.
Dept	If you want to assign this transaction to a department for reporting purposes, enter the department number here.
Accrual N/C	The accrual nominal code, as set up in the Control Accounts, appears automatically. You can change this if required.
Value	Enter an estimate of the total net value of the accrual here.
Months	Enter the number of months over which the accrual will be spread. You can enter any number from 2 to 12.
Monthly Amount	This box shows the monthly amount which is posted when you run the Month End and select the 'Post Accruals' option. You cannot change these details. Sage 50 Accounts calculates this value automatically by dividing the value of the accrual by the number of months over which the accrual is to be spread.
Post	This box shows the number of accruals which have already been posted using the Month End 'Posting Accruals' option for this accrual. You cannot change this.

The following information is shown at the top of the accruals window, but cannot be edited:

N/C	This shows the name of the nominal account you have entered for this accrual.
ACR	This shows the name of the accrual nominal account you have entered for this accrual.
Current Item	This shows the number of the entry in the list which is being added or amended.
No of Items	As you make new entries, this box is automatically updated.

4. To accept your accrual details, click Save. To exit without saving, click Close.

Note: No accounting is done as a result of saving the accrual details. Sage 50 Accounts only posts journal entries when you run the Month End and select the 'Post Accruals' option.

For more information see *Carrying Out Your Month End* on page 305.

Example of the postings made for an accrual

If you estimate that your quarterly telephone bill will be £300, you can set up an accrual to spread the cost over the three months of the quarter.

Your Accrual is set up to post £100 per month when you run the Month End and select the 'Post Accruals' option. Sage 50 Accounts makes the following postings over the three months:

Transaction	Debit	Credit
Month 1 Accrual 1	100.00 7502 Telephone	100.00 2109 Accrual A/C
Month 2 Accrual 2	100.00 7502 Telephone	100.00 2109 Accrual A/C
Month 3 Accrual 3	100.00 7502 Telephone	100.00 2109 Accrual A/C
Month 3 Accrual Reversal	300.00 2109 Accrual A/C	300.00 7502 Telephone

As part of the Month End routine for Month 3, Sage 50 Accounts automatically posts a reversal to clear the accumulated balance of £300.00 on the Telephone nominal code and the Accrual account. You must now manually post a Bank Payment to your Telephone nominal code for the actual value of the telephone bill.

Budgeting in Sage 50 Accounts

You can use the program to keep an eye on a range of business costs. Budgets can be set up for:

Nominal codes

You can use the Standard budgeting, a basic budgeting feature you can use to view your budget, actuals and previous years figures.

Or you can opt to use Advanced budgeting that includes up to five years historical figures and is designed to improve budget set up.

Departments

This is part of the Advanced budgeting feature. You can choose to analyse the department budget by nominal categories such as Sales, Purchases or Overheads. Or you can analyse the budget against a nominal code.

Products (Accounts Plus and Accounts Professional only)

You can view your budget, actuals and previous year figures at the same time. The actuals are automatically updated for you when invoices, sales orders or credit notes are generated.

Projects (Accounts Plus and Accounts Professional only)

A budget can be set up for a project on the project record. As costs are applied to the project you can track project costs including spend against budget.

Nominal Account Budgets

This is the Standard budgeting method in Sage 50 Accounts. With this budgeting method you can set budget values for each month of your financial year for each of your nominal accounts.

You can compare these figures against actual monthly figures for both this year and for the year just ended.

This means that you can keep track of how close you are to meeting your budget targets, and see whether your business is performing better or worse than at the corresponding time last year.

You can amend your nominal account budget values at any time by using the **Global Changes** feature from the Tools menu.

Note: When you run a **year end** you also have the option to move the actuals values for the year just ended to the budgets for the coming year. This sets the budget values to be what really happened in each month of the year just ended.

You can also add a percentage increase to your budget values, so that your budget values for this year are greater than your actuals for last year.

You may prefer to take advantage of **Advanced budgeting**.

To Set Up your Nominal Account Budgets

1. Select the nominal account or accounts you require, from the Nominal Ledger window.
2. From the Nominal Ledger toolbar, click Record.
3. The Nominal Record window appears showing details of the account you selected.
4. The analysis table contains three columns, which show for each month of your financial year the following: Actuals, Budgets and Prior Year.

In the Budgets column, enter your budget values for each month, or you can enter the total budget allocation for the year in the Totals box. If you enter the annual total, Sage 50 Accounts automatically divides this total equally between the twelve months.

You can amend your nominal account budget values by using the **Global Changes** feature from the Tools menu.

B/F stands for "Brought Forward" items. These are transaction items that are dated in the previous financial year.

The row labelled Future displays the totals of any transactions that have already been entered for your next financial year.

5. To save your budget values click Save, or to clear the boxes and re-enter a new account code, click Discard. To return to the main Nominal Ledger window, click Close.

Department Budgets

Department budgets are an excellent way to keep an eye on costs and income to assess the profitability of departments in your business. You can check these figures on an annual basis as well as a month by month basis.

Not just limited to departments, they can be used to track any area of your business such as:

- Business locations such as Newcastle, Leeds and Manchester to track what is spent against budget.
- Regional sales or funds to track income against set targets.

All budgetary information is managed in your base currency.

What can I do with department budgets?

- View the budget figures against your actual results.
- Change a budget.
- Enter a budget for the next year (referred to as the forecast year).
- Copy current year budget values to the next year. At the same time increase or decrease the copied values.
- View previous budget results - for the past five years.

- Add information to the department record, either as notes or attachments.
- Generate various budget reports including a Profit and Loss or Balance Sheet report for each department budget.

To Use Department Budgets

Consider a Chart of Accounts just for Budgeting

Do you only want to see the nominal accounts you are interested in when setting up budgets and reporting on them? Then create a Chart of Accounts just for budgeting.

Decide how you want to track the budget

Standard

Budgeting by nominal account record only.

You can view your budget, actual and previous year figures. The information can also be viewed in graphical format.

If you have used this method in a previous version of Sage 50 Accounts (version 12 or earlier) and you choose to use the Advanced nominal code budgeting, your current nominal budgets are transferred for you. The earlier budgets are made read only on the nominal accounts.

Nominal Code - Advanced

Budgeting by nominal account record only. Very similar to the Standard method but presented in a better way.

Extra benefits include:

- View previous budget results for the past five years.
- Enter a budget for the next year - referred to as a forecast year.
- Copy the current year's values to create a budget for your forecast year. At the same time increase or decrease those figures.

Department Overview - Advanced

With this method you can set up a budget for a department and analyse its costs or income by nominal category.

Nominal categories are the accounting areas used to group your nominal accounts, such as Sales, Purchases, or Overheads.

The value of all nominal accounts in a category are used to monitor what has actually happened against what was planned. If you prefer a more detailed breakdown for your budgets, see Department In-Depth - Advanced Budgeting in the main Help.

This method is part of the Advanced budgeting feature. Advanced budgeting provides many benefits, such as being able to view previous budget results for the past five year, or enter a budget for the next year - referred to as a forecast year.

Department In-Depth - Advanced

With this method you can set up a budget for a department and analyse the cost or income by nominal account. This method gives you the most detailed analysis when it comes to budgeting.

This method is part of the Advanced budgeting feature. Advanced budgeting provides many benefits, such as being able to view previous budget results for the past five year, or enter a budget for the next year - referred to a forecast year.

Set the program to use your chosen budgetary method

1. Click Settings > Company Preferences, then click the Budgeting tab.
2. Select the budgeting method you want from the drop-down lists.
3. If you have created a Chart of Accounts just for budgeting, select it from the drop-down list.
4. Click OK.

Create department records (not required when budgeting by nominal code only)

1. Click Company > Departments > New.
2. Enter the reference (up to 9 characters) and name (up to 50 characters) for the department.
3. Enter a description (up to 100 characters) - this is optional, then click Save.

Tip: Do you want the program to create the reference? If yes, leave the Reference blank. The program abbreviates the name you enter. Use a consistent reference system - it will help you in the long run.

You can have up to 999 departments.

Set up budget records

1. Click Company > Budgets.
2. Select the accounting area you want to budget against.

Overview - select the department from the Reference drop-down list and the nominal category from the Nominal Area.

In-Depth - select the department from the Reference drop-down list and the nominal account from the Nominal Area. Click the Nominal Area to expand the nominal structure.

Nominal code - find and select the nominal account you want by clicking on the Nominal Area to expand the nominal structure.

3. Using a Chart of Accounts just for budgeting? Select the layout from the Chart of Accounts drop-down list.
4. Add information about the budget in Notes (optional).
5. Enter the budget in the Total Budget box. The program distributes the amount evenly across the 12 months in the Monthly Breakdown table. Amend those individual monthly values to suit.

Alternatively enter a budget value for each month into the table.

6. Click Save.

Assign a department

Assign a department to transactions as they are recorded in Sage 50 Accounts, for example when entering invoices and orders etc.

Care is needed at that point to assign the transaction to the correct department record. If you do not assign a department the program uses Department 0.

Monitor the budget

Other than generating reports, you can also monitor budgets using the:

Budget record:

To view the actual values against the planned budget for the current year, open the budget record and view the actuals against the budget.

To view historical budgets, use the Year drop-down.

Activity feature:

To view the transactions that make up the actuals for a department. You can choose the data range you are interested and print the results.

If you are budgeting by department, select Company > Departments > Activity.

If you are budgeting only by nominal code, click Company > Nominal Ledger > Activity.

Departments window

To view the revenue and expenses to date for a department.

Generate budget reports

Important: If you deal with foreign currencies run the Foreign Bank Revaluation Wizard before you generate a report.

Department Reports

1. Click Company > Departments.
2. Select the department from the list you want to report on. Click Reports.
3. Select the report you want from the list then click New.

The Report Wizard appears; follow the on-window instructions and the report will open in Report Designer.

To see the difference between the budget and your actual figures, generate a variance report. Click Company > Variance, and then follow the above instructions.

Department Profit and Loss

1. Click Company > Departments.
2. Select the department you want to report on from the list. Click P and L.

3. Choose where you want to send the report to and then click Run.
4. To limit the data range in the report, use the boxes in the Criteria Values window, then click OK. The report opens in Report Designer.

Department Balance Sheet

1. Click Company > Departments.
2. Select the department you want to report on from the list. Click Balance.
3. Choose where you want to send the report to and then click Run.
4. To limit the data range in the report, use the boxes in the Criteria Values window, then click OK. The report opens in Report Designer.

Keeping Department Budgets Up-To-Date

What happens if I change a department's name?

The department's name is updated. The change does not affect your budget values.

Can I Change the budget method?

It may be possible to change your budget method. If it is possible your current budgets are transferred to the new method.

Use the table illustration below to check if you can.

Current budget method	New budget method			
	Standard	Advanced - Nominal Code only	Advanced - Department Overview	Advanced - Department In-Depth
Standard		Yes	No	No
Advanced - Nominal Code only	Yes		No	No
Advanced - Department Overview	No	No		No
Advanced - Department In-Depth	No	Yes	Yes	

Product Budgets

To view or edit a product budget:

1. Select the Products navigation group and then, if appropriate, use the view selector to switch to the Products view.
2. Now select one or more of the product records displayed in the list box, then click Record.
The details of the first product you selected from the list box appear on the product record.
3. Click the Sales tab.
The Sales information appears showing two tables of sales figures, one showing the Sales Value of the product, and the other showing the Qty Sold.
The row labelled Late Adj shows any transactions from the previous Financial Year which have not yet been cleared.
The row labelled Future displays the totals of any transactions that have been entered for your next financial year.
The Date of Last Sale box shows the date of the last product invoice that was raised for this product.
If you selected more than one product record, use the Next and Previous buttons to scroll between product records.
4. To return to the Products window, click Close.

Sales Value Budget

You can enter your budget values directly into this table, or you can enter the total budget allocation for the year in the Totals box.

If you enter a total, your program divides it by 12 and enters the resulting value in each month's budget box.

If there is a remainder after dividing the total by 12, your program enters it into the box for month 12.

Quantity Sold Budget

This column displays the budgeted sales that you had planned to sell in that month.

Project Budgets

A budget can be set up for a project on the project record. As costs are applied to the project you can track project costs including spend against budget.

To Assign a Project Budget

1. From the Projects window, select the project(s) you require and click Record.
The Project Record window appears, showing the Details information.
2. Click the Budgets tab.
The budget information displays all cost codes set up in Sage 50 Accounts.
3. Select the 'Budget' column for each cost code and enter the budget value.
4. To save your entries click Save, or to clear any data and start again click Discard.
5. To exit the Project Record window, click Close.

To View Project Costs and Compare to Budget

1. From the Projects window click Enquiry.
2. Select the project record you want from the 'Project Reference' drop-down.
The project's cost and budgetary information appears.
Alternatively, from the Projects window select the project record, click the record's Analysis tab and then click the arrow to the right of 'Actual cost'.
3. To see a breakdown of the project's costs from cost types to cost codes, down to transaction level, first double click the project name. The costs and budgets for the cost types are displayed.
For a further breakdown, select a value and then double click. The costs and budgets for the cost codes associated with the cost type are displayed. Use the 'Cost Type' drop-down to view costs and budgets at cost code level for another cost type.
To enquire down to transaction level, select the cost code and then double click. Use the 'Cost Code' drop-down to view transactions for other cost codes.
To include committed costs in various calculations, select the 'Include committed costs in variances' option.
Note: Selecting information from a drop-down always displays rolled up figures for the project.
4. To generate a copy of the displayed information, click Print List.
5. Click Close to exit.

For further information refer to the **Budgeting - Projects** topics in the main program help.

Working With Fixed Assets

Fixed assets are those assets which your business intends to keep for longer than a year. Examples of fixed assets include property, office equipment and motor vehicles.

You can work with fixed assets in Sage 50 Accounts by selecting Company > Manage Fixed Assets. On the Fixed Assets window, you can enter the details of your fixed assets, put in details about their depreciation and also, write them off.

Asset Reference	Description	Cost Price	Depreciation To Date	Book Value
K562TF	BMW 316Si	16500.00	1210.00	15290.00
M401HCN	BMW 316Si	16500.00	1210.00	15290.00
M844KFT	Peugeot 106	6495.00	357.28	6137.72

Entering your fixed asset records (which includes entering how you want them to be depreciated) is explained in *Setting Up Your Fixed Asset Records* (Accounts Plus and Accounts Professional Only) on page 198.

The next section outlines the depreciation methods that Sage 50 Accounts uses.

Help

Type 'Fixed Assets' in the Help index to find out more.

Depreciation

Depreciation is the reduction of the 'Book' value due to wear and tear, or because of a reduction in the resale value. (For example, if the asset is new, the book value is the same as the cost price. If the asset is not new, the book value is the cost price minus the depreciation).

Depreciation of your fixed assets, over time, reduces their book value, reduces the profit to your company and increases the loss.

The Fixed Assets facility allows you to keep a record of this depreciation and make sure that your company's Profit and Loss and Balance Sheet accounts are updated with accurate monthly depreciation values.

Sage 50 Accounts offers two accepted methods of depreciating assets and also gives you the ability to write-off the asset at any time (that is, to depreciate the asset to zero).

Note: Sage 50 Accounts only makes automatic depreciation postings as part of the Month End routine. In order to post automatic depreciation journals, you must run this routine at the end of each month and select the 'Post Depreciation' check box. For more information, see *Carrying Out Your Month End* on page 305.

Help

Type 'Depreciation' in the Help system index to find out more.

Depreciation methods in Sage 50 Accounts

You can depreciate your fixed assets using one of two methods in Sage 50 Accounts:

- The 'Straight-Line' method
- The Reducing Balance method

Read the following sections for more information about each depreciation method.

The 'Straight-Line' method

This method depreciates an asset by a fixed percentage every month until the asset value is reduced to zero. The fixed percentage is calculated from the original cost price of the asset.

For example, if you enter an asset with a cost price of £10,000 and you want this to be depreciated over a four year period then you would enter 25 percent as the annual depreciation rate. Every month, the same amount will be depreciated from the asset's value until it is reduced to zero. This is shown in the following table:

	Cost Price	Dep. Rate	Dep. Amount	New Book Value
Year 1	£10,000	25%	£2,500	£7,500
Year 2	£10,000	25%	£2,500	£5,000
Year 3	£10,000	25%	£2,500	£2,500
Year 4	£10,000	25%	£2,500	£0

Note: Sage 50 Accounts is designed to depreciate your assets every month, so in the case shown previously, the annual depreciation rate of 25 percent is divided by twelve to give a monthly depreciation rate of 2.0833 percent. At the end of each year this monthly rate amounts to 25 percent of depreciation.

The Reducing Balance method

This method depreciates the value of an asset by a fixed percentage each year just like the straight-line method but this fixed percentage is applied each time to the new reduced 'book value' of the asset. Theoretically, the book value will never reach zero, but for all practical purposes, the write off value of an asset is reached by using a realistic percentage.

For example, if you have an asset worth £10,000 which is to be depreciated at the rate of 25 percent a year, the annual depreciation calculation using the reduced balance method is as follows:

	Book Value	Dep. Rate	Dep. Amount	New Book Value
Year 1	£10,000	25%	£2,500	£7,500
Year 2	£7,500	25%	£1,875	£5,625
Year 3	£5,625	25%	£1,406	£4,219
Year 4	£4,219	25%	£1,054	£3,165

You can see from this example that, in comparison to the straight line method, the reducing balance method takes longer to depreciate an asset using the same annual depreciation rate. For example, after four years at 25% the asset has been written off by the straight-line method but has a remaining book value of £3,165 in the example above.

Note: Because Sage 50 Accounts calculates the depreciation every month the annual rate of depreciation is calculated as a reducing balance 'monthly'. In the example above, the first annual depreciation amount of £2,500 will occur, but the first month will show a greater value of depreciation than the next and so on.

Writing off fixed assets

You can write off your assets when they no longer have any value. When you write off your assets, the book value is reduced to zero and it is written off in your accounts. You can find the write off option from within the Fixed Asset Record, on the Posting tab in the Depreciation Method box (see *To enter a fixed asset* on page 198).

Selling fixed assets

If you have sold your fixed asset, you can use the Fixed Asset Disposal Wizard to make all the necessary postings to record the sale of the asset. To run the Fixed Asset Disposal Wizard, select Company > Manage Fixed Assets and then click Disposal from the Fixed Assets toolbar.

Creating fixed asset categories

Sage 50 Accounts lets you divide your fixed assets into 99 different categories for analysis and reporting purposes. For example, you may want to set up separate categories for equipment, furniture and vehicles, which you can use on each fixed asset record you create. You can set up your fixed assets categories from the Fixed Assets tab on the Configuration Editor. For more information, see *The Fixed Assets Tab* (Accounts Plus and Accounts Professional only) on page 88.

Preparing Intrastat Declarations

Intrastat is the system for collecting statistics on the physical trade in goods (that is, the actual movement of goods) between the Member States of the European Union (EU). It has been in operation since the beginning of the Single Market on 1st January 1993 and replaced customs declarations as the source of trade statistics within the EU. The requirements of Intrastat are similar in all Member States of the EU.

Note: The supply of services is excluded from Intrastat. Only movements which represent physical trade in goods are covered by Intrastat.

Intrastat is closely linked with the VAT system. Businesses who are not registered for VAT and private individuals who move goods within the EU have no obligations under the Intrastat system.

When your import and/or export trade to the EU exceeds a certain level (known as the assimilation threshold), you are required by law to submit certain details of your trade to HM Revenue & Customs. The forms used to submit this information are called Supplementary Declarations, or SDs.

Sage 50 Accounts helps you to complete your SDs by identifying EU transactions and using them to generate the information you need to submit. You can then transfer the figures that Sage 50 Accounts produces onto the official Supplementary Declarations forms.

For further information about all aspects of Intrastat, please refer to HM Revenue & Customs' Notice 60, The Intrastat General Guide.

Before you start using Sage 50 Accounts to confirm your Intrastat dispatches and arrivals, you need to set up your Intrastat defaults. For information on how to do this, see *To set up your Intrastat defaults* on page 144.

Confirming your Intrastat dispatches

When you deliver a sales order to your customer, Sage 50 Accounts shows a status of 'Part' or 'Complete' in the 'Despatched' column on the Sales Order Processing window. You can now include these items on your Intrastat Dispatches declaration. Using the Intrastat facilities, Sage 50 Accounts searches your sales orders for qualifying items and displays them in a list, ready for you to confirm the entries for your declaration.

Note: For products to appear on the Intrastat Dispatches Confirmation (SOP) window, the following criteria must be met:

- You must have enabled Intrastat Declarations. For more information, see *To set up your Intrastat defaults* on page 144.
- The Country Code that appears on your company Delivery Address must be GB (or IE for users in the Republic of Ireland). If you do not have a company Delivery Address set up, then the Country Code on your default company address details must be GB (or IE for users in the Republic of Ireland). You can set up your company Delivery Address and default company address details in Company Preferences (Company > Settings).

1. Select Company > Prepare Intrastat Return.
A Confirm box appears.

- Note:** The Intrastat facility is only available if the 'Generate Intrastat Entries for Sales Orders' check box is selected in the Intrastat tab of Invoice and Order Defaults. For more information, see *To set up your Intrastat defaults* on page 144.
- The Intrastat Dispatches Confirmation (SOP) window appears.

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The Intrastat Dispatches Confirmation (SOP) window displays the following information:

For the period	This is the date that will appear on your Summary Declarations report. The current program date appears here automatically, but you can change this if you require.
Order No	Displays the number of the sales order to which the item belongs.
Product Code	Shows the product code of the item, as it appears on the sales order.
Description	The product's description appears here.
Quantity Delivered	Shows the quantity of this item that have been dispatched for the order. You can amend this if you require.
NOTC	The Nature of Transaction Code (NOTC) indicates the type of transaction made. For example, a sale resulting in a change in the legal ownership of goods uses NOTC 10. For a list of commonly-used NOTCs, please refer to the Sage 50 Accounts Help system. You can amend the NOTC here if you require.
Delivery Terms	Shows the three-character delivery terms code. Refer to the Sage 50 Accounts Help system for details of the available codes. You can amend the code if you require. Note: If the value of your dispatches or arrivals exceeds £14 million, you must also specify the contract delivery terms on your SD. Like the Intrastat assimilation threshold, the delivery terms threshold may change annually. However, unlike the assimilation threshold, you will only be required to begin declaring delivery terms at the start of the next calendar year, not during the month in which the threshold was exceeded.
Net Mass kg	A requirement depending on the Commodity Code used (every commodity code requires either net mass or supplementary units, or in some cases both). Displays the net weight of the item, rounded up to the nearest kilogram. You can amend this if you require.

Goods Value	Shows the value of the item rounded up to the nearest pound (or euro). Sage 50 Accounts displays this in your company's base currency - £ for UK users or € for users in the Republic of Ireland. The value includes any related freight or insurance charges where they form part of the invoice for the goods. You can amend the value if you require.
Country To	Displays the two-letter country code of the country to which you are dispatching the item. You can view a full list of EU country codes in the Sage 50 Accounts Help system.
Supp Units	Displays the Supplementary Units for the item. This is a requirement depending on the commodity code used (every commodity code requires either net mass or supplementary units, or both). If the item requires Supplementary Units, you must enter this information here manually.
Item Delivery Status	Displays whether the item has a dispatched status of 'Complete' or 'Part'. Only items that have been delivered appear in this list.

3. Check the details of each item to make sure that you want to include it in the Intrastat return. If items appear that you do not want to include, select the item and press the F8 function key on your keyboard to delete it.

Note: HM Revenue & Customs require that your Supplementary Declarations for Dispatches should also include returns from Purchase Order Processing. As Sage 50 Accounts does not include these automatically in Sales Order Processing, you need to add Purchase Order Processing returns manually if you want to include them in your declaration. For further information, refer to HM Revenue & Customs Notice 60, section 7.2.

4. When you are happy that the items in the list are correct and should appear on the Intrastat Dispatches return, click Generate.

A confirmation message appears: "The items on this Intrastat Confirmation window will now appear on the Supplementary Declarations reports. Which type of report would you like to produce?"

5. Choose which type of Supplementary Declarations report you want to produce from the following:

CSV

If you choose CSV, Sage 50 Accounts produces your Supplementary Declarations information in the form of a comma-separated value (CSV) file. For more information about the structure of the CSV file, please refer to the Sage 50 Accounts Help system.

You can submit the CSV file electronically or via the Internet to HM Revenue & Customs. Further details about electronic submission of your Intrastat data are available from the HM Revenue & Customs website.

When you click the CSV button, the report appears. Select Save As to save the report, and specify where you want to save the CSV file.

Paper-based

If you do not want to submit your Supplementary Declarations report electronically to HM Revenue & Customs, you can produce a paper-based report. You can use this report to help you to complete the official Supplementary Declarations form.

Note: You cannot submit the report Sage 50 Accounts produces to HM Revenue & Customs - you must transfer the information onto the official form (C1501). You can request copies of the form you need from HM Revenue & Customs, or you can download it from their website.

Note: When you produce the Supplementary Declarations report, Sage 50 Accounts stores a copy of it in your data in a folder named 'Intrastat Archive'. You can view this at any time, for example if your original report is lost, damaged or queries by HM Revenue & Customs. For details about how to view archived declarations, see *To view an archived Intrastat declaration report* on page 263.

6. To close the Supplementary Declarations report window and return to the previous window, click Close.

The sales orders that contain items included in the Supplementary Declarations report display 'Part' or 'Complete' in the 'Intrastat' column.

You have now produced your Supplementary Declarations for Intrastat Dispatches.

To view an archived Intrastat declaration report

1. From the Sage 50 Accounts menu bar, select File > Open > Report.
The Open window appears.
2. Locate the Intrastat Archive folder. This is stored within your Sage 50 Accounts data directory.
For example, if your Sage 50 Accounts program is installed into the default directory, the path to the archive folder is C:\Program Files\Sage\Accounts\ACCDATA\Intrastat Archive.
3. Select the Intrastat Archive folder and click Open.
4. Locate the archive file you want to display. Sage 50 Accounts names the archived report files using the type of report (dispatches or arrivals), the date and time you produced the report, and the file type of the report you originally produced (CSV, or SRD for the paper-based report). For example, if you produce a paper-based report for Intrastat Dispatches on 22 March 2005 at 15.39, Sage 50 Accounts saves the report using the file name 'Dispatches SD 22032005 1539.srd'.
Note: You can only view SRD reports (that is, the paper-based report) in this way. To view an archived CSV report, you must open the file from the Intrastat Archive folder in a program such as Microsoft® Excel.
5. Select the file and click Open.
Sage 50 Accounts displays the archived report, ready for you to print or check as you require.
6. To close the archived report and return to the Sage 50 Accounts desktop, click Close.

Confirming your Intrastat arrivals

When you record full or part delivery of a purchase order, Sage 50 Accounts shows a status of 'Part' or 'Complete' in the 'Delivered' column on the Purchase Order Processing window. You can now include these items on your Intrastat Arrivals declaration. Using the Intrastat option, Sage 50 Accounts searches your purchase orders for qualifying products and displays them in a list, ready for you to confirm the entries for your declaration.

Note: For products to appear on the Intrastat Arrivals Confirmation (POP) window, the following criteria must be met:

- You must have enabled Intrastat Declarations. For more information, see *To set up your Intrastat defaults* on page 144.
- The Country Code that appears on your company Delivery Address must be GB (or IE for users in the Republic of Ireland). If you do not have a company Delivery Address set up, then the Country Code on your default company address details must be GB (or IE for users in the Republic of Ireland). You can set up your company Delivery Address and default company address details in Company Preferences (Company > Settings).

- The Product Tax Code on the purchase order must be an EC Purchase Tax Code.
- The Country Code of the supplier on the purchase order must be that of an EU member. For a full list of EU member countries and their corresponding Country Codes, please refer to the Sage 50 Accounts Help system.
- The product must have a valid Intrastat Commodity Code present on the product record. For more details, please see *Creating a Product Record* on page 186.

To confirm your Intrastat arrivals

1. Select Company > Prepare Intrastat Return.

A Confirm box appears.

2. Select Purchase Orders and then click OK.

Note: The Intrastat facility is only available if the 'Generate Intrastat entries for Purchase Orders' check box is selected in the Intrastat tab of Invoice and Order Defaults. For more information, see *To set up your Intrastat defaults* on page 144.

The Intrastat Arrivals Confirmation (POP) window appears.

Order No	Product Code	Description	Quantity Received	INOTC	Delivery Terms	Net Mass Kg	Goods Value £	Country From	Supp Units	Item Delivery Status
37	BOARD001	Whiteboard - Drywipe (900 x 12	2	10	E:W	0	30	FR		0 COMPLETE
38	BOARD001	Whiteboard - Drywipe (900 x 12	2	10	E:W	0	30	FR		0 COMPLETE

The Intrastat Arrivals Confirmation (POP) window displays the following information:

For the period

This is the date that will appear on your Supplementary Declarations report.

The current program date appears here automatically, but you can change this if you require.

Order No	Displays the number of the purchase order to which the item belongs.
Product Code	Shows the product code of the item, as it appears on the purchase order.
Description	The product's description appears here.
Quantity Received	Shows the quantity of this item that have been received for the order. You can amend this if you require.
NOTC	The Nature of Transaction Code (NOTC) indicates the type of transaction. For example, a purchase resulting in a change in the legal ownership of goods uses NOTC 10. For a list of commonly-used NOTCs, please refer to the Sage 50 Accounts Help system. You can amend the NOTC here if you require.
Delivery Terms	Shows the three-character delivery terms code. Refer to the Sage 50 Accounts Help system for details of the available codes. You can amend the code if you require. Note: If the value of your dispatches or arrivals exceeds £14 million, you must also specify the contract delivery terms on your SD. Like the Intrastat assimilation threshold, the delivery terms threshold may be changed annually. However, unlike the assimilation threshold, you will only be required to begin declaring delivery terms at the start of the next calendar year, not during the month in which the threshold was exceeded.
Net Mass kg	A requirement depending on the Commodity Code used (every commodity code requires either net mass or supplementary units, or in some cases both). Displays the net weight of the item, rounded up to the nearest kilogram. You can amend this if you require.
Goods Value	Shows the value of the item rounded up to the nearest pound (or euro). Sage 50 Accounts displays this in your company's base currency - £ for UK users or € for users in the Republic of Ireland. The value includes any related freight or insurance charges where they form part of the invoice for the goods. You can amend the value here if you require.

Country From	Displays the two-letter country code of the country from which you receive the item. You can view a full list of EU country codes in the Sage 50 Accounts Help system.
Supp Units	Displays the Supplementary Units for the item. This is a requirement depending on the commodity code used (every commodity code requires either net mass or supplementary units, or in some cases both). If the item requires supplementary units, you must enter this information here manually.
Item Delivery Status	Displays whether the item has a delivered status of 'Complete' or 'Part'. Only items that have been delivered appear in the list.

3. Check the details of each item to make sure that you want to include it in the Intrastat return. If items appear that you do not want to include, select the item and press the F8 function key on your keyboard to delete it.

Note: HM Revenue & Customs require that your Supplementary Declarations for Arrivals should also include returns from Sales Order Processing. As Sage 50 Accounts does not include these automatically in Purchase Order Processing, you need to add Sales Order Processing returns manually if you want to include them in your declaration. For further information, refer to HM Revenue & Customs Notice 60, section 7.2.

4. When you are happy that the items in the list are correct and should appear on the Intrastat Arrivals return, click Generate.

A confirmation message appears: "The items on this Intrastat Confirmation window will now appear on the Supplementary Declarations reports. Which type of report would you like to produce?"

5. Choose which type of Supplementary Declarations report you want to produce from the following:

CSV If you choose CSV, Sage 50 Accounts produces your Supplementary Declarations information in the form of a comma-separated value (CSV) file. For more information about the structure of the CSV file, please refer to the Sage 50 Accounts Help system.

You can submit the CSV file electronically or via the Internet to HM Revenue & Customs. Further details about electronic submission of your Intrastat data are available from the HM Revenue & Customs website.

When you click the CSV button, the report appears. Select **Save As** to save the report, and specify where you want to save the CSV file.

Paper-based If you do not want to submit your Supplementary Declarations report electronically to HM Revenue & Customs, you can produce a paper-based report. You can use this report to help you to complete the official Supplementary Declarations form.

Note: You cannot submit the report Sage 50 Accounts produces to HM Revenue & Customs - you must transfer the information onto the official form (C1500). You can request copies of the form you need from HM Revenue & Customs, or download it from their website (www.hmrc.gov.uk).

Note: When you produce the Supplementary Declarations report, Sage 50 Accounts stores a copy of it in your data in a folder named 'Intrastat Archive'. You can view this at any time, for example if your original report is lost, damaged or queried by HM Revenue & Customs. For details about how to view archived declarations, see *To view an archived Intrastat declaration report* on page 263.

6. To close the Supplementary Declarations report window and return to the main Purchase Order Processing window, click **Close**.

You have now produced your Supplementary Declarations for Intrastat Arrivals.

Managing your VAT

With the implementation of e-VAT submissions to HMRC, all VAT functionality in Sage 50 Accounts has been brought together into the new design VAT Ledger. From the new VAT Ledger you can generate your VAT Returns, EC Sales List and Reverse Charge Sales List and make associated submissions and payments to HMRC.

The VAT Ledger

In this version of Sage 50 Accounts, all VAT functionality has been brought together into a central VAT Ledger.

1. From the navigation bar click Company.
2. Now click Manage VAT in the Tasks List at the top of the navigation bar. The VAT Ledger appears.

From the VAT Ledger you can create and review all VAT elements related to your business. All VAT-related tasks can be undertaken using the VAT Ledger toolbar.



Note: The Submit Return and HMRC Receipts buttons are only visible if you have Enabled e-Submissions in your Company Preferences VAT tab.

The VAT Ledger work area lists all previously created VAT Returns, EC Sales and Reverse Charge Sales Lists.

Note: If you have upgraded from a previous version, then those VAT Returns that you have saved in that version will not be visible in the VAT Ledger. To view these, select File Menu > Open > VAT Archive.

Each Return listed is shown with the Period to which it applies, the Amount, a Status flag of Submitted, Pending or N/A, as appropriate, and a Y/N Paid indicator.

Note: The Status column will only be displayed if you have previously selected the Enable e-VAT Submissions check box in the Company Preferences VAT tab.

3. To view any previously completed Return, highlight it in the list and click View.



The Return is displayed as Read Only, and can be printed, drilled-down into and closed but with all other options being disabled.

4. To print out the VAT Ledger listing, click Print List.
5. To delete a highlighted VAT Return, ECSL or RCSL in the list, Click Delete.

Note: A warning message will prompt you to check your current backup status. Remember that your VAT records, like all your business records, must be kept for at least SIX years to comply with both company and tax legislation.

The VAT Return checklist

To help you run through your VAT Return successfully, you should follow these steps:

- ☐ Ensure that your VAT Settings and Preferences have been set up.
- ☐ Optional: Post your Scale Charges.
- ☐ Calculate your Sage 50 Accounts VAT Return.
- ☐ If required: Calculate your Sage 50 Accounts EC Sales List.
- ☐ If required: Calculate your Sage 50 Accounts Reverse Charge Sales List.
- ☐ Check your Sage 50 Accounts VAT Return.
- ☐ Analyse your Sage 50 Accounts VAT Return.
- ☐ Where necessary: make Manual Adjustments to your Sage 50 Accounts VAT Return.
- ☐ Print your VAT Return reports.
- ☐ Back up your data.
- ☐ Reconcile and Archive your VAT transactions.
- ☐ Clear your VAT Control Accounts.
- ☐ Submit your VAT Return to the relevant tax authority.
- ☐ Optional: View your HMRC Receipts.
- ☐ Make a Payment to HMRC.

VAT Preferences

VAT preferences are a range of settings that control how Sage 50 Accounts deals with all your VAT calculations, submissions and payments.

Your selections are used to configure Sage 50 Accounts, so that the program can handle all your VAT reporting requirements, in accordance with current legislation.

To Configure your VAT Preferences

1. Click Company > Company Preferences > VAT tab. Alternatively, click Settings Menu > Company Preferences > VAT tab.

Note: Password entry is required to display the Company Preferences window.

The screenshot shows the 'Company Preferences' window with the 'VAT' tab selected. The window has a title bar and a close button. Below the title bar are tabs: Address, Labels, Parameters, Reporting, and Accountant. Under the 'Parameters' tab, there are sub-tabs: Budgeting, VAT (selected), and Payment Solutions. The 'VAT' sub-tab contains several sections: 'VAT Details' with fields for V.A.T Reg (123 4567 89), Non-Vatable Tax Code (T9 0.00), and checkboxes for 'Item VAT Amendable' (unchecked), 'Validate VAT Number' (checked), 'Vat Cash Accounting' (unchecked), and 'Enable e-VAT submissions' (checked). 'EC Sales List' has a dropdown for 'Error Threshold' (30% (Recommended)), and text fields for 'Branch Identifier' (000) and 'Branch Postcode'. 'eSubmissions Credentials' has text fields for 'User ID' (NBMFL75CJHC), 'Password' (masked with asterisks), and 'Confirm Password' (masked with asterisks). 'eSubmissions Contact Details' has text fields for 'Forenames' (Roger), 'Surnames' (Snee), 'Telephone' (01916666666), and 'E-Mail' (roger.snee@maymail.com). At the bottom right are 'OK' and 'Cancel' buttons.

2. In the VAT Preferences tab that appears, set your VAT Details, ECSL preferences, e-Submission credentials and contact preferences. For detailed information on the various

entry box categories on this tab, please refer to the Manage your VAT > VAT Preferences > To Configure your VAT Preferences topic in the main program help file (F1).

Configure your VAT Details Preferences

At the top of the VAT Details window, enter your VAT registration number. For further information on this, please refer to the Manage your VAT > VAT Basics > VAT Registration Validation topic in the main program help file (F1).

Set your other VAT details as follows:

Non-Vatable Tax Code

On installation, your program automatically sets T9 as the tax code for transactions, which do not involve VAT and are not included on the VAT Return, and also for all those routines within your program that are non-vatable, e.g. journal entries and error corrections.

If you want to change this default tax code, select the tax code you require from the drop-down list.

Item VAT Amendable

Select this check box (a tick appears when it is selected) if you want to be able to change the VAT amount which is automatically calculated by your program when you create invoices or credit notes.

Accounts Professional users can also amend VAT amounts when creating sales and purchase orders.

VAT Cash Accounting

The default VAT accounting scheme is set at Standard Scheme only. Sage 50 Accounts supports the following VAT scheme combinations:

- VAT Cash Accounting
- VAT Standard Accounting

To find out more about the scheme that is right for your company, check the Manage your VAT > VAT Schemes topics in your main program help file (F1).

Click the check box if you decide to use VAT Cash Accounting.

Validate VAT Numbers

Your EC Sales List submission (ECSL) requires the inclusion of your customer's country code and VAT registration number.

Leave this check box selected (ticked) if you want Sage 50 Accounts to validate EU VAT numbers for all EU member countries.

Enable e-VAT Submission

Select (tick) this check box if you wish to submit your VAT return and EC Sales List to HMRC over the Internet. In order to make e-VAT submissions you will have already obtained a Government Gateway Account.

If you do not wish to submit your VAT returns online, do not select the Enable e-VAT Submissions check box. You can still make your VAT payments using the Payment button on the VAT Ledger toolbar. This will open the Bank Payment window.

Configure your EC Sales List Preferences

If you are registered for VAT and supply goods to customers in the EC, you need to submit an EC Sales List. The information provided on the EC Sales List is used in the UK and by other Member States to ensure that VAT has been correctly accounted for, on the sale of goods within the EC.

In the case of a multi-company environment, an EC Sales List (ECSL) must be submitted for each company within the group.

If you intend to submit your EC Sales List to HMRC online, then configure your VAT Internet Submissions in each of the following categories:

Error Threshold

Select either 30% or 0% Error Threshold from the drop-down list provided.

Your selection is required to determine whether the error tolerance setting for an ECSL submission is set to 30% or 0%.

A 0% selection signifies that the User is willing to accept zero tolerance for submissions, in which case the submission will be rejected wholesale, when the first error is encountered in a submission line.

Selecting 30% signifies that the User is prepared for a 30% tolerance range, where more than 30% of the lines will need to be deemed as having errors, for the submission to be rejected by HMRC.

The default setting, as per HMRC recommendation, is 30%.

Branch Identifier

Type the three-digit number, representing the EC Sales List Branch Identifier.

The default number is 000.

This number is allocated by the [HMRC National Advice Service](#).

Branch Post Code

Type the EC Sales List Branch Postcode. This is an alphanumeric entry of up to eight characters. This is set blank by default.

Configure your e-Submissions Credentials Preferences

Configure your e-Submissions credentials in each of the following categories, using the same details as you used, when setting up your Government Gateway account:

User ID

Type your User ID in this entry box, defined as your Government Gateway Account Username, when you set up your account.

Password / Confirm Password

Type your Password in these entry boxes, defined as your Government Gateway Account password, when you set up your account.

Submit as an Agent (Client Manager only)

Click the Submit as an agent check box to enable the Agent Ref: field. Enter your Agent Reference details in this field.

Configure your e-Submissions Contact Details

Configure your e-Submissions contact details in each of the following categories, using the same details as you used, when you set up your Government Gateway account:

Forename

Type your first or given name(s) in this entry box, as defined when you set up your Government Gateway account.

Surname

Type your last or family name in this entry box, as defined when you set up your Government Gateway account.

Telephone

Type your contact telephone number in this entry box, as defined when you set up your Government Gateway account.

Email

Type your contact email address in this entry box, as defined when you set up your Government Gateway account.

The VAT Return Process

Producing your VAT Return in Sage 50 Accounts consists of:

1. Calculating your VAT Return.
2. Checking your VAT Return.
3. Analysing your VAT Return.
4. Making any required Manual Adjustments to your VAT Return.
5. Reconciling and Archiving your VAT Return. You should back up your data files before doing this.
6. Printing your VAT Return reports.
7. Clearing your VAT Control Accounts.
8. Submitting your VAT Return to the tax authorities.
9. Making a VAT Payment online or offline to the tax authorities.

To Calculate your VAT Return

1. From the Company navigation group click Company; then from the Tasks List click Manage VAT. Finally, click VAT Return on the VAT Ledger toolbar to open the Value Added Tax Return window..



Note: The alternative navigation route of Company > Financials > VAT button is also available.

Enter the VAT Period dates "For the period" and "To". These dates are inclusive, i.e. any transactions logged on these dates are included in the VAT Return.

You can include previously reconciled VAT transactions, for example if you want to calculate a VAT Return quarterly, and you have not cleared your audit trail. To include these transactions, select the Include Reconciled Transaction check box.

2. To calculate the totals for your VAT Return, click Calculate.

Sage 50 Accounts searches through the audit trail and totals all the VAT transactions, within the period you specified.

It also searches for any transactions that are dated before the period specified but have not previously been reconciled. If any unreconciled transactions are found, you are told how many and asked if you want to include them or not.

If you wish to include these transactions in your VAT Return, choose Yes, if you do not, choose No. If you choose not to include them, they remain as unreconciled transactions and the message will appear again when you next run your VAT Return.

Your VAT totals are automatically entered for you into the appropriate VAT Return total boxes, in the Value Added Tax Return window.

How your VAT Return is Calculated

As soon as you choose the Calculate button, Sage 50 Accounts searches through the audit trail for VAT transactions. The boxes on the Value Added Tax Return window are then automatically updated with the appropriate values. These values are calculated on the basis of the tax codes you assigned for each transaction.

These tax codes are set up in the Configuration Editor (Settings > Configuration).

Your program includes in the VAT Return only those transactions that have not yet been reconciled and fall within the period you specify. However, if necessary, you can include reconciled transactions, and/or unreconciled transactions that are dated before the specified period.

For full details on how Sage 50 Accounts calculates your UK or Republic of Ireland VAT Return using the Standard VAT or VAT Cash Accounting scheme, please refer to the various VAT topics, located in the Manage your VAT > VAT Return Generation folder in the main program help file (F1).

The UK VAT Return (Standard VAT Scheme)

The VAT Return is made up of nine boxes which represent the various VAT charges from all of the transactions that you have entered into Sage 50 Accounts.

1	26336.36
2	14.18
3	26350.54
4	13380.04
5	12970.50
6	166326.89
7	78983.43
8	0.00
9	158.00

Box 1 - VAT due in this period on sales

This box contains the VAT charged on all your sales transactions (credit notes are deducted.) This represents the total VAT due in this period on Sales.

Click the figure in Box 1 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 2 - VAT due in this period on EC acquisitions

This represents the VAT due this period on acquisitions from EC member states. It is calculated applying the UK standard rate of 17.5% on T8 transactions.

Click the figure in Box 2 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 3 - Total VAT due (sum of boxes 1 and 2)

This box displays the sum of the values calculated in Boxes 1 and 2. It represents the total VAT that you owe for this period before the deduction of VAT on purchases.

Box 4 - VAT reclaimed in this period on purchases

This represents the amount of VAT that you can reclaim for purchases and other inputs. This includes the value calculated for EC acquisitions in Box 2.

Click the figure in Box 4 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 5 - Net VAT to be paid to the tax authorities, or reclaimed by you

This is the difference between Box 3 and Box 4.

If the value in Box 3 (Total VAT due) is greater than the value in Box 4 (VAT reclaimed in this period on purchases), your program displays the difference as a positive figure in Box 5. This represents the total amount of VAT that you must pay to HMRC for this period.

If the value in Box 3 (Total VAT due) is less than the value in Box 4 (VAT reclaimed in this period on purchases), your program displays the difference as a negative figure in Box 5. This represents the total amount of VAT that you can claim back from HMRC as a rebate for this period.

Box 6 - Total value of sales, excluding VAT

This is the total value of sales, excluding VAT. This includes all exports to other countries, both EC and non-EC members. (It also includes the value in Box 8).

Click the figure in Box 6 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 7 - Total value of purchases, excluding VAT

This represents the total value of all purchases excluding VAT. This includes all imports from both EC and non-EC countries. (It also includes the value in Box 9).

Click the figure in Box 7 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 8 - Total value of EC sales, excluding VAT

This represents the total value of all sales to EC member states, excluding VAT.

Click the figure in Box 8 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 9 - Total value of EC purchases, excluding VAT

This represents the total value of all purchases from EC member states, excluding VAT.

Click the figure in Box 9 to see a list of the transaction types and tax codes that your program uses to calculate this value.

The UK VAT Return (VAT Cash Accounting)

The VAT Return is made up of nine boxes which represent the various VAT charges from all of the transactions that you have entered into Sage 50 Accounts.

1	26336.36
2	14.18
3	26350.54
4	13380.04
5	12970.50
6	166326.89
7	78983.43
8	0.00
9	158.00

Box 1 - VAT due in this period on sales

This contains the VAT charged on all your receipts. This represents the total VAT due in this period on your sales.

Click the figure in Box 1 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 2 - VAT due in this period on EC acquisitions

This represents the VAT due in this period on acquisitions from EC member states. It is calculated applying the UK standard rate of 17.5% on T8 transactions.

Click the figure in Box 2 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 3 - Total VAT due (sum of boxes 1 & 2)

This box displays the sum of the values calculated in Boxes 1 and 2. It represents the total VAT that you owe for this period.

Box 4 - VAT reclaimed in this period on purchases

This represents the amount of VAT that you can reclaim for payments and other inputs. This includes the value calculated for EC acquisitions in Box 2.

Click the figure in Box 4 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 5 - Net VAT to be paid to the tax authorities, or reclaimed by you

This is the difference between Box 3 and Box 4.

If the value in Box 3 (Total VAT due) is greater than the value in Box 4 (VAT reclaimed in this period on purchases), your program displays the difference as a positive figure in Box 5.

This represents the total amount of VAT that you must pay to HMRC for this period.

If the value in Box 3 (Total VAT due) is less than the value in Box 4 (VAT reclaimed in this period on purchases), your program displays the difference as a negative figure in Box 5.

This represents the total amount of VAT that you can reclaim from HMRC as a rebate for this period.

Box 6 - Total value of sales, excluding VAT

This is the total value of receipts, excluding VAT. This includes all exports to other countries, both EC and non-EC members. Box 6 also includes the value of T4 EC invoices and credit notes (It also includes the value in Box 8).

Click the figure in Box 6 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 7 - Total value of purchases, excluding VAT

This represents the total value of all payments, excluding VAT. This includes all imports from both EC and non-EC countries. (It also includes the value in Box 9).

Click the figure in Box 7 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 8 - Total value of EC sales, excluding VAT

This represents the total value of all invoices to EC member states, excluding VAT.

Click the figure in Box 8 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 9 - Total value of EC purchases excluding VAT

This represents the total value of all invoices from EC member states, excluding VAT.

Click the figure in Box 9 to see a list of the transaction types and tax codes that your program uses to calculate this value.

The Republic of Ireland VAT Return (Standard VAT)

The Republic of Ireland VAT Return is made up of ten boxes which represent the various VAT charges from all of the transactions that you have entered into Sage 50 Accounts.

	26336.00
	14.00
T1	26351.00
T2	13380.00
T3	12971.00
T4	0.00
E1	0.00
E2	158.00
	166326.00
	78983.00

T1 - VAT due in this period on sales

T1 is split into three sections:

Box 1:

VAT charged on supplies of goods and services within the ROI.

Click the figure in Box 1 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 2:

VAT due on purchases made within the EU (credits are deducted).

Click the figure in Box 2 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 3:

Total VAT on sales. This is the sum of Boxes 1 and 2.

T2 VAT reclaimed in this period on purchases

Box 4:

This represents the tax reclaimable on purchases and other inputs including acquisitions from the EU.

T3 Net Payable (Excess of T1 over T2)

Box 5:

This is calculated as the difference between Boxes 3 and 4. If the value in Box 3 (T1) exceeds the amount in Box 4 (T2), the difference appears in Box 5. This value represents the total amount of VAT you owe to the tax authorities for this period.

Note: If the value in Box 4 (T2) exceeds the amount in Box 3 (T1), the value shown in Box 5 is zero and the difference appears in Box 6 to show the amount of VAT you can reclaim from the tax authorities for this period.

T4 Net Repayable (Excess of T2 over T1)

Box 6:

This is calculated as the difference between Boxes 3 and 4.

If the value in Box 4 (T2) exceeds the amount in Box 3 (T1), the difference appears in Box 6. This value represents the total amount of VAT that you can reclaim from the tax authorities for this period.

E1 Total Goods TO other EU countries

Box 7:

This represents the total value of all sales to other EU member states, excluding VAT.

Click the figure in Box 7 to see a list of the transaction types and tax codes that your program uses to calculate this value.

E2 Total Goods FROM other EU countries

Box 8:

This represents the total value of all purchases from other EU member states, excluding VAT.

Click the figure in Box 8 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Total value of sales, excluding VAT

Box 9:

This is the total value of all sales excluding VAT. This includes export sales to all countries, both EU and non-EU.

Click the figure in Box 9 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Total value of purchases, excluding VAT

Box 10:

This represents the total value of all purchases excluding VAT. This includes all imports from both EU and non-EU countries.

Click the figure in Box 10 to see a list of the transaction types and tax codes that your program uses to calculate this value.

The Irish VAT Return (VAT Cash Accounting)

The Republic of Ireland VAT Return is made up of ten boxes which represent the various VAT charges from all of the transactions that you have entered into Sage 50 Accounts.

	26336.00
	14.00
T1	26351.00
T2	13380.00
T3	12971.00
T4	0.00
E1	0.00
E2	158.00
	166326.00
	78983.00

T1 - VAT due in this period on sales

T1 is split into three sections:

Box 1:

VAT charged on money received for goods and services.

Click the figure in Box 1 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 2:

VAT charged on purchases made within the EU (credits are deducted).

Click the figure in Box 2 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Box 3:

Total VAT on sales. This is the sum of Boxes 1 and 2.

T2 VAT reclaimed in this period on purchases

Box 4:

This represents the tax reclaimable on purchases and other inputs including acquisitions from the EU.

Click the figure in Box 4 to see a list of the transaction types and tax codes that your program uses to calculate this value.

T3 Net Payable (Excess of T1 over T2)

Box 5:

This is calculated as the difference between Boxes 3 and 4. If the value in Box 3 (T1) exceeds the amount in Box 4 (T2), the difference appears in Box 5. This value represents the total amount of VAT you owe to the tax authorities for this period.

Note: If the value in Box 4 (T2) exceeds the amount in Box 3 (T1), the value shown in Box 5 is zero and the difference appears in Box 6 to show the amount of VAT you can reclaim from the tax authorities for this period.

T4 Net Repayable (Excess of T2 over T1)

Box 6:

This is calculated as the difference between Boxes 3 and 4.

If the value in Box 4 (T2) exceeds the amount in Box 3 (T1), the difference appears in Box 6. This value represents the total amount of VAT that you can reclaim from the tax authorities for this period.

E1 Total Goods TO other EU countries

Box 7:

This represents the total value of all sales to other EU member states, excluding VAT.

Click the figure in Box 7 to see a list of the transaction types and tax codes that your program uses to calculate this value.

E2 Total Goods FROM other EU countries

Box 8:

This represents the total value of all purchases from other EU member states, excluding VAT.

Click the figure in Box 8 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Total value of sales, excluding VAT

Box 9:

This is the total value of all sales excluding VAT. This includes export sales to all countries, both EU and non-EU.

Click the figure in Box 9 to see a list of the transaction types and tax codes that your program uses to calculate this value.

Total value of purchases, excluding VAT

Box 10:

This represents the total value of all purchases excluding VAT. This includes all imports from both EU and non-EU countries.

Click the figure in Box 10 to see a list of the transaction types and tax codes that your program uses to calculate this value.

To print the VAT Return report

1. After producing your VAT Return, click Print from the Value Added Tax Return window.
The VAT Return Report window appears.
2. Select the type of report you require from, VAT Return, Summary, Detailed or Adjustments (where you have made manual adjustment to your VAT Totals).
3. To indicate the type of output that you require, select the appropriate option button from Printer, Preview, File or E-mail.
4. To generate the report, click Run or to exit the Print VAT Report window without printing, click Cancel.

Checking your VAT Return

You need to check your VAT Return to see if it is correct. If your VAT Return does not agree with the net closing balance of the VAT control accounts, it could be because you have entered a transaction with an incorrect date (for example, if you were doing the VAT Return for January, February and March and you included a transaction from May, i.e. outside the specified period) or you have entered the transaction using the wrong VAT code, or you have posted VAT incorrectly.

The procedure for checking your VAT Return is different depending upon the VAT scheme you are running. Follow the procedure that applies to your VAT scheme.

Note: The balance of your VAT Return should agree with the balance of your VAT Control Accounts. If you make a manual adjustment to your Return, then these two balances will not agree. Your VAT control accounts should agree with the VAT Return before any manual adjustments are made.

To check your VAT Return using the Standard VAT scheme

1. Print your Detailed VAT report from the Print VAT Return window.
2. Select Company > Nominal Ledger and then click Reports.

3. From the Nominal Reports window, print the Nominal Activity Report, using the date range of your VAT Return, and the nominal account range of your VAT on Sales and VAT on Purchases control accounts (this is 2200 to 2201 by default, if you haven't changed it).
4. Check that the balance in box 5 on your VAT Return agrees with the net closing balance of your VAT on Sales and VAT on Purchases control accounts.

If this does not agree, check the following:

- Does either the VAT on Sales or VAT on Purchases control account total include a value for a tax code which is not included on your VAT Return (for example, by default T9 is not included on your VAT Return)?
- When you ran your VAT Return, did Sage 50 Accounts find any transactions which were outside of the date range but which had not yet been included on your VAT Return? If so, did you ask to include these transactions on this VAT Return? For example, this could happen if a transaction has been posted with an incorrect date.
- After reconciling the last quarter's VAT Return, did you post the clear down journals correctly i.e. using the correct date?
- Have you posted VAT incorrectly?

If your answer to any of these questions is yes, this could be the discrepancy. Correct the discrepancy and then re-check your figures to see if your balances agree now.

5. If you still have a discrepancy, print the following reports and use these to help you to find the discrepancy:
 - Audit Trail Detailed Report. Items on the audit trail which are marked with an 'N' in the V (VAT) column are included when you calculate your VAT Return. Items which are marked with an 'R' have already been included on your VAT Return and have been reconciled for VAT so these are not included in this VAT Return. Items marked with a dash are not included in your VAT Return; for example, transactions which have been entered with a T9 tax code.
 - Customers Day Book Reports.
 - Suppliers Day Book Reports.
6. If you still have a discrepancy, print the Day Books for your Bank, Cash and Credit Card Receipts and Payments and use these reports to try to find the error.
7. If you still cannot find the discrepancy, print out the journal day books and use these to try and find the error.

To check your VAT Return using VAT Cash Accounting

1. Print your Detailed VAT report from the Print VAT Return window.
2. Select Company > Financials and then click Audit.
3. Print the Audit Trail Detailed report. Items on the audit trail which are marked with an 'N' in the V (VAT) column are included when you calculate your VAT Return.

Items which are marked with an 'R' have already been included on your VAT Return, and have been reconciled for VAT so these are not included in this VAT Return.

4. Using the same date range as your VAT Return, print the following reports.
 - Nominal Ledger Day Book report.
 - From the Bank Accounts window, click Reports. From the Bank Report window, select Customer Receipts Day Book report (and your Supplier Payments Day Book report if you are using the UK VAT Cash Accounting scheme).
 - From the Bank Reports window, print all of your payment and receipt Day Book reports.
 - If you are using the Irish VAT Cash Accounting scheme, from the Suppliers window, click Reports. From the Supplier Reports window, print your Supplier Invoices Day Book and Supplier Credits Day Book reports.
5. Use these reports to check that the totals on your VAT Return are correct.

To Analyse the VAT Totals

1. From the Value Added Tax Return window, choose each of the Total boxes (1,2,4,6,7,8,9), in turn to analyse the VAT Totals.
2. As an example, choose Box 1.

The VAT Breakdown - VAT due on Sales list box appears. Each line of the list box shows, for each of the VAT codes (T/c) included in the total's calculation, the total VAT value (or the net value, depending on which total button you selected) accumulated by each type of transaction.

Any manual adjustments that have been made, which relate to the Total concerned are shown below the tax code list. The table will show the VAT values before and after the manual adjustments. The adjustment will be minus (-) signed if the adjustment reduced the total VAT figure.

You can print the information from this list box by printing the Summary VAT report from the VAT Return window.

3. You can see the individual transactions that make up these totals by double clicking with the left mouse button on the total you require.
A VAT Breakdown - Transaction list box now appears, showing the individual VAT transactions that make up the transaction type total for the selected VAT code (Tax Code). Click the Print List button in this list box to obtain a detailed VAT breakdown.
4. To return to the VAT Breakdown list box, click Close.
5. To return to the Value Added Tax Return window, click Close.

To Make Manual Adjustments to the VAT Totals

To make adjustments to a calculated VAT Return:

1. From the Value Added Tax Return window, click Adjustments.

The VAT Manual Adjustments window appears displaying the Calculated VAT totals.

VAT Manual Adjustments

To adjust the box values, follow the link alongside the existing adjustment value, or press F3.

Box	Description	Calculated (£)	Adjustment (£)	Reported (£)
1	VAT due in this period on sales	28541.27	0.00	28541.27
2	VAT due in this period on EC acquisitions	14.18	0.00	14.18
3	Total VAT due (sum of boxes 1 and 2)	28555.45	0.00	28555.45
4	VAT reclaimed in this period on purchases	13755.10	0.00	13755.10
5	Net VAT to be paid to Customs or reclaimed by you	14800.35	0.00	14800.35
6	Total value of sales, excluding VAT	179146.89	0.00	179146.89
7	Total value of purchases, excluding VAT	81370.78	0.00	81370.78
8	Total value of EC sales, excluding VAT	0.00	0.00	0.00
9	Total value of EC purchases, excluding VAT	158.00	0.00	158.00

Close

Alongside the Calculated column there is an editable Adjustment column, in which you can enter manual adjustments for boxes 1, 2, 4, 6, 7, 8, and 9.

2. To open the VAT Manual Adjustments list box, click on the drill button in an adjustment cell of choice. You can also double click or use F3, if you prefer.
3. Enter a reason in the Reason cell for making the adjustment. To move to the Adjustment value cell, press TAB.

Note: You must enter a reason for adjustment in order to enter an amount.

- Enter an Adjustment value. An adjustment can be positive or negative.

Reason	Adjustment (£)
Wrong receipts included	64.23
	0.00

Total Adjustment: 64.23

Save Close

If necessary, add multiple adjustments, along with a reason for each. Sage 50 Accounts records the adjustment, along with the date, time and the originator.

- When you are satisfied with the adjustments and explanations given, click Save to close the list box, then click Close in the VAT Manual Adjustments window to return to the Value Added Tax Return window.
- In the Value Added Tax Return window, if you decide that you are not happy with the VAT calculations so far, and you would like to start the VAT Return calculation again, click Clear to clear all entries, including the adjustments.
- To modify the adjustment you have just made, choose the Adjustment button again to edit.

Note: If you make an adjustment but then close the Return without Reconciling, the adjustment will not be saved.

Note: The default Control Accounts nominal code for manual adjustments is 2204. If you encounter any difficulties with the nominal code for Manual Adjustments, refer to the Edit or View your Control Accounts topic.

To Reconcile and Archive a VAT Return

- From the Value Added Tax Return window, click Reconcile. When you reconcile, Sage 50 Accounts flags the VAT transactions that were included in the VAT Return with an 'R'.

You can see whether or not a transaction has been flagged as reconciled by looking at the VAT column in the audit trail.

Transactions in the audit trail that have been reconciled with the VAT Return and with your bank statements can be removed from this report by the Period End function (Clear Audit Trail).

Once these transactions have been removed, they cannot be included in any future VAT Return calculations.

2. When you click Reconcile, the VAT Return is also archived in full. A confirmation message is then displayed, prompting you to confirm whether or not to flag all the VAT transactions. To flag the transactions, click Yes.
3. The Reconciled and Archived VAT Return is then listed on the VAT Window list. It is listed with a Return Number (Rtn No.), the Period covered by the return, the amount, and a Status of 'Pending'. This status denotes that the return has yet to be submitted.

Archive Locations

Customers in the UK

The VAT return is archived as a XML file type in the following location:

Windows 2000, Windows XP

C:\Documents and Settings \ All Users \ Application Data \ Sage \ Accounts \ 2008 \ Company.000 \ VATRtns \ <year>

Windows Vista

C:\ProgramData\Sage\Accounts\2008\Company.000\VATRtns\<year>

Customers in the Irish Republic

The VAT return is saved as an Irish Revenue XML VAT3 file, in a VAT3 sub-folder of the VATRtns main archive.

Windows 2000, Windows XP

C:\Documents and Settings \ All Users \ Application Data \ Sage \ Accounts \ 2008 \ Company.000 \ VATRtns \ <year> \ VAT3

Windows Vista

C:\ProgramData\Sage\Accounts\2008\Company.000\VATRtns\<year>\VAT3

Those customers in the Republic of Ireland, who have previously archived Sage 50 Accounts VAT Return XML files, (in a previous version of the software, for instance), will not have the corresponding Irish Revenue XML files for VAT3 submission.

In such instances, the archived file should be re-opened and then re-archived, in order to create the Irish Revenue XML file for VAT3 submission.

Handling late transactions

Sometimes you find that you receive an invoice from a supplier for a particular VAT period, after you have completed that return. Obviously, the program needs to pick up these transactions when you run your next VAT Return.

On running the next VAT Return, the program not only checks for transactions in the current period, but will also tell you of transactions that have not been VAT reconciled from previous periods, i.e. the late transactions. The program gives a warning message on running the VAT Return when this happens.

If we include these transactions, this will avoid the Control Account and VAT Return disagreeing because of late transactions.

Note: If the program warns of late transactions, under tax regulations you must print off a separate list of the late transactions.

Handling future transactions

You can enter future transactions and when you run the VAT Return they will not be picked up. However, these transactions are included on the balance of the Control Accounts therefore causing a difference when reconciling the two.

To make sure that the difference is caused by the future dated transactions, run the Activity for the future period only.

To do this, select Company > Nominal Ledger, select the VAT control account and then click Activity. Click Range and then select the day after your VAT period in the Date Range, 'From' box to view the activity for the future period only.

If it is future dated transactions that are causing the difference, the B/Fwd figure on the Control Accounts Activity will be the same as the VAT Return figure.

Clearing your VAT Control accounts

After you have reconciled your Sage 50 Accounts VAT Return, we recommend you transfer the values from your VAT on Sales and VAT on Purchases control accounts for the current VAT period to your VAT Liability nominal account.

We strongly recommend that when you are satisfied that the balance of the VAT control accounts are accurate, you make the accounts zero as at the end of the month or quarter. This way, it will always be zero at the beginning of the following month, so if you do make a mistake you will only have to check back through one month's transactions.

You can clear your VAT Control accounts in two ways. Firstly, by using the VAT Transfer Wizard; to start the wizard, select Modules > Wizards > VAT Transfer Wizard. Please refer to the Manage VAT > Transfer your VAT Liability topics in the main program help file (F1) for full details on the VAT Liability Transfer Wizard. Secondly, by manually posting journals. Either process will achieve the same result.

For example:

If the balance on your VAT accounts are as follows:

2200 VAT in Sales 5000 Cr

2201 VAT on Purchases 3500 Dr

The VAT Transfer Wizard would post the following journals (or you would do it manually):

2200 VAT on Sales 5000 Dr

2202 VAT Liability Account 5000 Cr

2201 VAT on Purchases 3500 Cr

2202 VAT Liability Account 3500 Dr

The value you transfer to the VAT Liability account is cleared either when you make a payment to your local tax office or when you receive a refund from them (see the notes in the following section).

Note: All the above transactions would be posted with the non-vatable tax code (T9 by default).

Help

To find out more, type 'Clearing' in the Help index and then select 'VAT Control Accounts' from the list.

Entering Scale Charges

(Accounts Plus and Accounts Professional Only)

Fuel Scale Charges are taxes levied against free fuel provided for personal use in company cars. These charges are now dependent upon the carbon dioxide (CO₂) emissions band, defined for the specific car engine.

The tax amount and breakdown of the CO₂ bands can be accessed [*from here*](#).

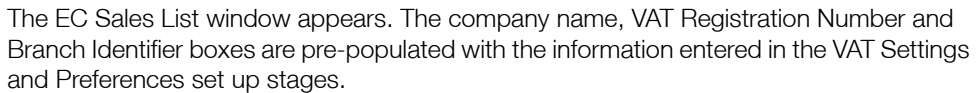
To post your Scale Charges, from the Sage 50 Accounts menu bar, select Modules > Wizards > Scale Charges Wizard. Follow the on-screen instructions to complete posting the scale charges.

For full instruction on this wizard please refer to the main program help file - F1 on your keyboard.

To Generate an EC Sales List

If you are registered for VAT and supply goods to customers in the EC, you need to submit an EC Sales List. The information provided on the EC Sales List is used in the UK and by other Member States to ensure that VAT has been correctly accounted for, on the sale of goods within the EC.

In the case of a multi-company environment, an EC Sales (ECSL) must be submitted for each company within the group.

[illegible]

- Customer's country code
- VAT registration number
- Total value of supplies
- A read-only Pence (p) column signifying the Pence setting in the value column
- An Indicator field - **0** (business to business transaction) or **2** (triangulation transaction)
- a Submitted field, in which the submitted status of each transaction is shown

Note: the submitted status may be Blank (Not Submitted), Successful (Submitted and Accepted by HMRC), Partial (Re submitted) or Rejected (Submitted and Rejected by HMRC).

3. Use the drill-down button (or double click or use F3) in the Value column boxes to display the EC Sales List - Transaction window to examine in detail, the transactions that make up the return.



The EC Sales Lists totals are the net amounts of SI minus SC transactions using the T4 tax code for the selected period. This is the same for customers on either standard VAT or VAT cash accounting.

4. If a transaction becomes triangulated select the Triangulated check box against that transaction. To save any changes to triangulation setting, click Save and then Close to return to the EC Sales List window.
5. If you are not satisfied with the list, click Clear to remove the ECSL details and recalculate.
6. Finally, when you are satisfied with the list details, click Save. Your new EC Sales List return is added to the VAT Ledger list, with a status of Pending (not submitted).

Note: The Pending (not submitted) status will only be visible if e-Submissions has been enabled in your Company Preferences - VAT Settings.

Note: When you click Save, if your EC Sales List contains any transaction entries with a blank or incomplete fields, the program will remove those customers from the list and displays a message advising of this.

Any submitted EC Sales List with blank customer VAT Registration Number entries present, will be rejected by HMRC.

It is recommended that you review your EC Sales List for any such incidence and resolve them before saving.

7. To print your ECSL return, click Print and then choose from the Report/Output print options offered. Finally, click Run to generate your print-out.

Note: The EC Sales List groups customers by VAT Registration Number. This means that if you have two customers that are owned by the same parent company, and therefore, they have the same VAT Registration Number, their transactions will be grouped together on the EC Sales List, as a single entry.

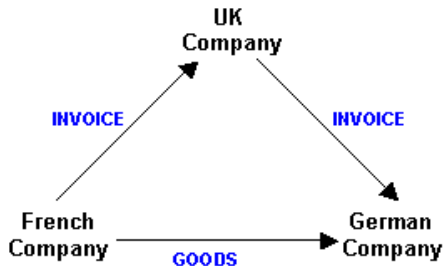
8. To close the EC Sales List window, click Close.

What are Triangulation Transactions?

In the trading context, Triangulation is the term used to describe a chain of intra-EC supplies of goods, involving three parties.

However, instead of the goods physically passing from one party to the other, they are delivered directly from the first to the last party in the chain.

For example:



A UK company receives an order from a customer in Germany. However, to fulfil the order the UK supplier has to purchase the goods from their supplier that is based in France.

To save time and delivery costs, the goods are delivered from France to Germany but the invoice to the German customer is from the UK company.

As the goods do not enter the UK, an indicator ("2") is placed on the EC Sales List to show that the sale was part of a triangulation transaction.

To Generate a Reverse Charge Sales List

If your business involves the sale of goods that are affected by the MTIC/Carousel Fraud Reverse Charge legislation, you need to generate and submit a Reverse Charge Sales List to HMRC.

1. Select Modules > Company and then select Manage VAT from the Tasks list.
2. From the VAT Ledger toolbar, click Reverse Charge.



The Reverse Charge Sales List window appears. The company name, VAT Registration Number and Branch Identifier boxes are pre-populated with the information entered in the VAT Settings and Preferences set up stages.

3. Proceed to enter the "For the period / to" dates (for up to a 12 month period) and then click Calculate.

After a moment, the Reverse Charge Sales List window is updated, showing total reverse charge-related sales for each monthly period, defined by the date range entered.

Customer's VAT Registration Number	Sales (£) in June	Sales (£) in July	Sales (£) in August
GB489 5542 65	5876.25	12450.00	0.00
GB473 2498 37	10859.22	0.00	22000.00

- To view the detailed transaction history for any of the totals shown, click the cell drill-down button (or double click or use F3) to display the Reverse Charge Sales List - Transaction list box for that period.



- If you are not satisfied with the list, click Clear to remove the return details and recalculate.
- When you are satisfied with the list details, click Save. Your new Reverse Charge Sales List return is added to the VAT Ledger list, with a status of N/A.

Note: The Status N/A indication will only be visible if e-Submissions has been enabled in your Company Preferences - VAT Settings.

Note: When you click Save, if your Reverse Charge Sales List contains any transaction entries with a blank or incomplete fields the program will display a warning message advising that any submitted Reverse Charge Sales List with blank customer VAT Registration Number entries present, will be rejected by HMRC.

It is recommended that you review your Reverse Charge Sales List for any such incidence and resolve them before saving.

If the Save process is successful, your Reverse Charge Sales List appears in the VAT Return list and is also saved as a csv file. An information message appears with the Save location of the csv file.

- To print your Reverse Charge Sales List return, click Print and then choose from the Report/Output print options offered. Finally, to generate your print-out, click Run.

Note: The Reverse Charge Sales List groups customers by VAT Registration Number. This means that if you have two customers that are owned by the same parent company, and therefore, they have the same VAT Registration Number, their transactions will be grouped together on the Reverse Charge Sales List, as a single entry.

- Finally, to close the Reverse Charge Sales List window, click Close.

Note: You can choose which VAT tax code to use for Reverse Charge Transactions. By default it is set to T20. In addition, you can nominate the theoretical VAT rate to apply to both the Sales Invoice/Purchase Order-related elements in order to balance the reverse charge transaction.

For more information about how to change these codes, please refer to Add or Edit a VAT Rate in the main program help file (F1).

View the RCSL Transaction Breakdown

- When you calculate your Reverse Charge Sales List for the period defined, any totals for the month periods are displayed with a drill-down button, adjacent to the total.

Sales in July
3926.60 

- Click the drill-down button. The Reverse Charge Sales List - Transactions window appears, providing a full breakdown of the monthly total.

Reverse Charge Sales List - Transactions

VAT Registration No. 12345678

AVC	No	Type	N/C	Date	Ref	Details	Debit	Credit
MUGLISH	1225	SI	4000	06/07/2007	76	a test rcsl T20 product	3926.60	0.00

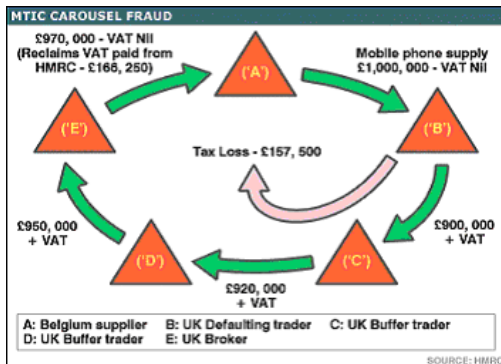
Close

Total: 3926.60

- Review the transaction breakdown for customer account reference, product details, and Invoice number reference.

Why is a Reverse Charge Sales List Needed?

VAT carousel fraud, also known as Missing Trader Intra Community Fraud (MTIC), occurs when certain specified goods pass between traders into the United Kingdom, and then out again via EU countries, and on each occasion the goods are sold, the VAT is not paid to HMRC.



To combat this, HMRC have introduced new legislation, from 1st June 2007. Under this legislation, if you are supplying any of these specified goods and the invoice value for the goods is greater than £5,000, then you will not charge or collect output tax. However, you will need to record the amount of reverse charge VAT on the invoice but for notional purposes only.

Similarly, if you are purchasing more than £5,000 (invoice value) of these specified goods from a VAT-registered business, then you should not be charged VAT. However, you must account for the notional reverse charge VAT that is printed on the invoice.

In this way, you will report the notional output and input tax on the same VAT return. The aim of introducing this new reverse charge reporting is to minimise the exposure of HMRC to any tax loss.

In addition to recording this notional reverse charge, affected businesses will have to submit a Reverse Charge Sales List (RCSL) with each VAT return.

To View a Previous VAT Return

1. Ensure that the VAT Ledger is open (Company > Manage VAT).
2. Click View.



The Value Added Tax Return window appears with the full VAT breakdown for the period. The return is displayed as Read Only, and can be printed, submitted online, drilled-down into and closed but with all other options being disabled.

Note: If you have upgraded from a previous version, then those VAT returns that you have saved in that version will not be visible in the VAT Ledger. To view these, select File Menu > Open > VAT Archive.

Making an e-VAT Submission

During the setting of your VAT Preferences, you will have chosen whether or not to enable e-VAT Submission. If you have enabled e-VAT submission and entered all required e-VAT submission credentials, then this help topic does apply to you.

If you chose not to enable e-VAT submission, then please refer to the Submit your VAT Return topic.

Note: In the Budget 2007 - Review of HMRC Online Services, it was announced that all large and medium sized companies, most small traders and all newly registered VAT traders, will be required to file their VAT returns online and pay electronically, from April 2010 at the earliest.

1. From the navigation group, click Company and then from the Tasks List click Manage VAT. The VAT Ledger appears.
2. Choose the VAT Return / EC Sales List required. To submit a VAT Return or Sales List, it must have a Status of Pending or Partial (Re submitted).
3. Highlight the VAT Return / EC Sales List from the VAT Window list and click Submit Return.



4. At this point, if any of your Company VAT Preferences e-Submission credentials has not been completed correctly, a Submission Incomplete list box appears, detailing error or omission.
5. If your Company VAT Preferences e-Submission credentials are satisfactory the Sage Internet Submissions wizard appears to guide you through your e-Submission.

Sign Up for a Government Gateway Account

To use e-VAT submissions, you need to have a Government Gateway account.

If you do not have a Government Gateway account, you can sign up for one at:

<https://online.hmrc.gov.uk/registration>

When you receive your User ID and Activation PIN, you must activate these within 28 days from the date shown on your Activation PIN letter. If you do not you will have to repeat the registration process. Your letter will explain how to activate your registration.

You use your User ID and Activation PIN, when setting up e-Submissions preferences.

The Sage Internet Submissions Wizard

Window 1 - Important Notice

The Important Notice window indicates clearly that you are about to submit your VAT Return electronically to the Government Gateway. The submission process is irreversible and you are advised that penalty / prosecution could follow if false statements are made.

A Click Here link invites you to view the information relating to data captured by Sage during your submission process to HMRC.

Data Captured by Sage...

This window lists the summary file data elements submitted to Sage (UK) Limited, when any e-Submission is made to HMRC using Sage software. The data is used for licence validation, troubleshooting problems and statistical analysis. No personal data is submitted to Sage.

When you are ready, click Continue.

Window 2 - Check your Details

Your VAT Preferences e-Submission credentials are displayed. These should be based upon the information that you used, when setting up your Government Gateway account.

When you are satisfied that the credentials are correct, click Submit to send your information to HMRC.

Window 3 - Submitting

Your e-Submission progress is displayed in this window. Various messages may appear above the progress bar, signifying submission progress, delays, retries, all dependant upon submission activity to the Government Gateway.

When submission is complete, the Window 5 - Finished appears.

Window 4 - Finished

When a submission has been successfully completed, a successful submission reply is received from HMRC. The VAT Ledger returns list Status column is updated from Pending to Submitted, against the specific Return submitted.

To view and print the details of the HMRC reply in Window 6 - Submission Succeeded, click the link.

Click Close to complete the e-Submission process.

Window 5 - Submission Succeeded...

Details of the HMRC response are shown including Correlation ID, Submission Date/Time and the Message content.

The window also indicates where an encrypted version of the file is stored on your computer.

Click Close to complete the e-Submission process.

Window 6 - Submission Log (Unsuccessful Submission)

If the submission is unsuccessful, the HMRC response provides a tabulated listing of the Error Code assigned to the submission failure, the Location of the error step in the VAT XML declaration and a brief description of the error.

A full description of all the error codes is outside the scope of this guide but full details can be downloaded from <http://www.hmrc.gov.uk/ebu/vat-ec-techpack.htm>.

To View HMRC Receipts

When you make a successful VAT Return / EC Sales List e-Submission to HMRC, the HMRC receipt is saved to your Sage Accounts program folder in a sub-folder. To view these receipts:

1. From the navigation group click Company and then from the Tasks List click Manage VAT. The VAT Ledger appears
2. Highlight the VAT Return / EC Sales List required. To view a HMRC receipt, the selected VAT Return or Sales List must have a Status of Submitted.
3. Click the HMRC Receipts button on the VAT Ledger toolbar. The HMRC receipt is then displayed as a PDF file.

Where the submission is unsuccessful, the HMRC receipt provides a tabulated listing of the Error Code assigned to the submission failure, the Location of the error step in the VAT XML declaration a brief description of the error and the stored location of the HMRC Receipt file.

Some of the possible submission errors that can be reported are shown below:

Return Type	Error Number	Brief Description
VAT Return	Error 2	Currency code is not supported
	Error 1101	VAT Registration number was not found
	Error 1102	Invalid Period. I.e. it is a duplicate return or outside the 12 month period
	Error 1103	Box 3 does not equal Box 1 and 2
	Error 1104	Box 5 is not equal Box 3 and 4
EC Sales List	Error 2	Invalid Currency Code
	Error 1201	Tax Quarter must not be over 6 years old
	Error 1203	Tax Quarter must not be in the future
	Error 1204	Max 9999 Lines in a submission

A full description of all the error codes is outside the scope of this help topic but full details can be downloaded from <http://www.hmrc.gov.uk/ebu/vat-ec-techpack.htm>.

To Make a VAT Payment

Making an Offline VAT Payment to HMRC

During the setting of your VAT Preferences, you will have chosen whether or not to enable e-VAT Submission. If you have enabled e-VAT submission, then this help topic does not apply to you. Please refer to Entering an Online VAT Payment to HMRC with e-Banking Enabled.

If you chose not to enable e-VAT submission and/or not to enable eBanking, then read on.

Note: In the Budget 2007 - Review of HMRC Online Services, it was announced that all large and medium sized companies, most small traders and all newly registered VAT traders, will be required to file their VAT returns online and pay electronically, from April 2010 at the earliest.

1. Ensure that the VAT Ledger is open (Company > Manage VAT). Highlight a specific VAT Return from the VAT Ledger list and click View.



The Value Added Tax Return window is displayed, with the full VAT breakdown for the period.

2. Print your VAT Return report.
3. Copy the figures from the Sage 50 Accounts VAT Return report to your actual VAT Return form.
4. If the net VAT value in box 5 of your VAT Return is positive, and there is no 'minus' sign before the value, you owe this amount, and you should make a payment for this value.
If the value in box 5 of your VAT Return is negative and there is a 'minus' sign before the value, you have a reclaim amount for your VAT and are owed this amount.

Note: When you receive this payment, you can post a Bank Receipt with a non-vatable tax code, T9 by default, into your VAT Liability Account.

5. If you have to make a payment, select the specific VAT Return in the VAT Ledger list and click the Payment button on the VAT Ledger toolbar.



6. In the Bank Payments window that appears, many of the boxes will be pre-populated with the specific VAT Return information and the amount to pay.
Complete the Bank Payments window entries and save the transaction.
7. Send the VAT Return form you completed, together with your payment, to the tax authorities. You should now record your payment from your program's bank account.

If you need to reclaim VAT, send the VAT Return form you completed to the relevant tax authorities. When you receive this money, you will need to record it into your program's bank account.

Entering an Online VAT Payment to HMRC with e-Banking Enabled

1. From the navigation group click Company and then from the Tasks List click Manage VAT. The VAT Ledger appears.
2. Click Settings on the VAT Ledger toolbar. In the VAT Tab of the Company Preferences window, ensure that the Enable e-VAT Submission check box is selected.
3. To enable e-Banking, select Settings Menu and then Bank Defaults. The Bank Default window appears. Select the Enable e-Banking check box. Click OK. In addition, ensure that you have set up your electronic banking facility correctly.
4. Choose the VAT Return for which you want to make an online payment. The status of the return must be Submitted but Not Paid.
5. Click the Payment button on the VAT Ledger toolbar. The HMRC Payments window appears.

Bank	Date	Ref	N/C	Dept	Type	Details	Payment Amount
1200	03/05/2007	HMRC	2202	000	Sage eBanking	HMRC VAT GB479 4454 24	7992.72

To set your HMRC Payment window settings for the various categories, press F1 on your keyboard to open the relevant help page and use the help notes provided.

6. Click Save once you are satisfied that all field entries are correct and complete. Sage 50 Accounts posts a bank payment with a T9 tax code to Financials. This appears in the Financials Window.

Making a VAT Payment to HMRC using e-Banking

1. From the navigation bar, click Bank.
2. From the Bank Accounts window, select the bank account you are using to pay HMRC, and then click e-Payments. The Send Payment window appears, displaying all outstanding supplier and HMRC payments for the selected bank account.

- Highlight the HMRC payment(s) requiring payment and click Send. The 'Payment Confirmation From' information box appears, displaying the number and value of payments to be made.

To view where the payment will be made, click Show Details.

- To confirm the payments to be made, click OK. The information is transferred from Sage 50 Accounts to a file, ready for your bank software to use.

Sage e-Banking / UK Payment Account setting within the HMRC Payments Window

When you complete Step 4 above, the VAT Ledger is updated and the VAT Return Paid box is shown as Y instead of N.

Other Method / UK Payment Account setting within the HMRC Payments Window

Completion of Step 4 above results in a bank payment posting with a T9 tax code. However, the payment to HMRC is then outside the remit of Sage 50 Accounts, and requires the use of your other banking software or other method to send the HMRC payment. The VAT Ledger will still be updated and the VAT Return Paid box is shown as Y instead of N.

Sage e-Banking / Payment from NON-UK A/C setting within the HMRC Payments Window

Even if e-Banking has been enabled, you will not be able to post these HMRC transactions using e-Banking. Attempts to do so will generate a system message:

"You have selected to make Payment to a NON –UK A/C. Please note than you will not be able to make this payment via the Sage e-Banking module. Please use another payment method to make this payment to HMRC."

Other Method / Payment from NON-UK A/C setting within the HMRC Payments Window

Completion of Step 4 above results in a bank payment posting.

Type	Account	Nominal	Dept	Details	Date	Ref	Ex.Ref	Net
BP	1200	2202	000	HMRC VAT GB479 4454 24 (NON-UK A/C)	04/05/2007	HMRC		7892.72

No system message is displayed on this occasion. However, the payment to HMRC is then outside the remit of Sage 50 Accounts, and requires the use of your other banking software or other method to send the HMRC payment. The VAT Ledger will still be updated and the VAT Return Paid box is shown as Y instead of N.

Note: On those occasions where a refund or repayment from HMRC is due, you will use the Bank Receipts option in the Bank Module of Sage 50 Accounts.

HMRC Bank Accounts

HMRC operates two bank accounts for receiving VAT payments - one for receiving payment from a UK bank account, and a second account for receiving VAT payments from a non-UK bank account. Details of these two accounts are as follows:

HMRC Bank Account for VAT Payment from UK Bank Accounts

Bank of England

Threadneedle Street

LONDON

EC2R 8AH

Sort Code: 10-00-00

Account No: 52055000

Account name: HMCE VAT

HMRC Bank Account for VAT Payment from NON- UK Bank Accounts

Bank of England

Threadneedle Street

LONDON

EC2R 8AH

IBAN Number: GB03BKEN10000052055000

BIC Code: BKENGB33

Account name: HMCE VAT

VAT Audit reports

Sage 50 Accounts includes a full suite of reports to help you to prepare for a visit from your VAT office and a tax inspection.

VAT Audit reports required for a VAT inspection using Standard VAT Accounting

If you are using the Standard VAT scheme, the reports that you will require for a VAT tax inspection are:

- The Nominal Activity report (this details the transaction histories for the Sales and Purchase Tax Control Accounts)
- Day Book Reports from each ledger for the current trading period, including:
 - Day Books: Nominal Ledger
 - Day Books: Customer Invoices (Detailed)
 - Day Books: Customer Credits (Detailed)
 - Day Books: Supplier Invoices (Detailed)
 - Day Books: Supplier Credits (Detailed)
 - Day Books: Bank Payments (Detailed)
 - Day Books: Cash Payments (Detailed)
 - Day Books: Credit Card Payments (Detailed)
 - Day Books: Bank Receipts (Detailed)
 - Day Books: Cash Receipts (Detailed)
 - Day Books: Credit Card Receipts (Detailed)

VAT Audit reports required for a VAT inspection using the VAT Cash Accounting Scheme

If you are using a VAT Cash Accounting scheme, the reports that you will require for a VAT tax inspection are:

- The Day Book Reports from each ledger for the current trading period, including
 - Day Books: Nominal Ledger
 - Day Books: Customer Receipts (Detailed)
 - Day Books: Supplier Payments (Detailed) (for users operating on the UK VAT Cash Accounting scheme)
 - Day Books: Bank Payments (Detailed)
 - Day Books: Cash Payments (Detailed)
 - Day Books: Credit Card Payments (Detailed)

- Day Books: Bank Receipts (Detailed), Day Books: Cash Receipts (Detailed)
- Day Books: Credit Card Receipts (Detailed)

If you are based in the Republic of Ireland and using the Irish VAT Cash Accounting scheme, you will also need the Day Books: Supplier Invoices (Detailed) and Day Books: Supplier Credits (Detailed) reports.

Carrying Out Your Month End

At the end of each month you should run the Month End procedure. This lets you see how your business has performed over the last month. It also lets you prepare your Sage 50 Accounts data for the next accounting month.

You can use the Month End facility to clear fully paid transactions that have been reconciled with the bank and the VAT Return (optional), and to move any recurring entries that you have set up to the next month. Also use the Month End to clear your customer and supplier month-to-date turnover figures.

Clearing the audit trail is optional. Some companies like to keep years of data on their system, so they can see their historical data quickly, whereas others clear their transactions every month so it's easier to keep track of current transaction activities. Whatever you decide you should still run the Month End every month because of recurring entries. We also recommend that you take a print out of your audit trail with a date range that includes the current month's transactions.

Note: You do not have to run your Month End at the exact Month End date. Because your transactions (for example, bills, invoices, etc.) may not all arrive on time, you may not receive everything you need, until, for example, the second week of the next month. In this case, you can wait until all transactions are in, then change the program date to the Month End you want to run.

Help

Type 'Month End' in the Help index for more information.

Month End checklist

Follow these steps to run your Month End.

- ☐ **Change your program date** to the Month End date. For further information about how to do this, refer to *Changing the program date* on page 59.
- ☐ Ensure that you have **posted all of your transactions** for the current month.
- ☐ **Accounts Professional and Accounts Plus only:** If you are using foreign currency bank accounts, you should make sure that you have posted your bank revaluation journals. This is to ensure that your balance sheet is a true reflection of the value of your foreign currency.

To do this, select Modules > Wizards > Foreign Bank Revaluation Wizard, and then follow the instructions displayed on screen.

- ☐ **Process your recurring entries.** For further information about how to do this, refer to *Creating and Processing Recurring Transactions* on page 373.
- ☐ **Accounts Professional and Accounts Plus only:** Set up any **new prepayments and/or accruals**. For further information about how to do this, refer to *Prepayments* (Accounts Plus and Accounts Professional Only) on page 240.
- ☐ **Accounts Professional and Accounts Plus only:** Set up any **new fixed assets depreciation**. For further information about how to do this, refer to *Working With Fixed Assets* on page 254.
- ☐ (Optional) **Reconcile all of your bank accounts.** For further information about how to do this refer to *Reconciling Your Bank Account* on page 365.
- ☐ (Optional) **Post your opening and closing stock**, for your profit and loss and balance sheet reports. For more information, see *Posting opening and closing stock* on page 309.
- ☐ **Back up your data** and label it as 'Before Month End (Month & Year)'. For further information about how to do this, refer to *Backing up your data* on page 322.
- ☐ **Run the Month End procedure.** For further information about how to do this, refer to *Running the Month End* on page 307.

Note: Double check that you have changed the program date to the Month End date. If you have not changed it and you carry out this step your accounts will be incorrect.
- ☐ **Back up your data** and label it as 'After Month End (Month & Year)'. For further information about how to do this, refer to *Backing up your data* on page 322.
- ☐ (Optional) **Remove your stock transactions.**

Note for Accounts Professional and Accounts Plus users: Before clearing your stock transactions, ensure that you have printed your Product Activity, Product Profit and Product Valuation reports. For further information about this, refer to *Clearing your stock transactions* on page 316.
- ☐ (Optional) **Remove all fully paid and reconciled transactions** from the audit trail. For further information about how to do this, refer to *Clearing the Audit Trail* on page 338.
- ☐ If you have cleared your stock transactions and audit trail, **back up your data and label it as 'After Month End - after clear transactions** (Month & Year)'.

Changing the program date

One of the strengths of Sage 50 Accounts is that you can change the program date, i.e. the day's date that you want to use to record your transactions.

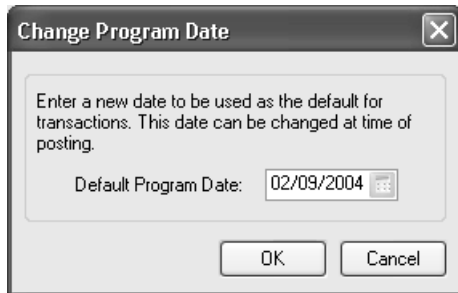
Important Note: This is not your financial year start date.

This means that you don't have to run your Month End on the exact Month End date. (This is the same with your Year End.) Because you may have to wait for certain invoices or bills to come in before you can run a period end procedure, Sage 50 Accounts lets you change your program date to whatever date you choose.

When you have finished, you can use Change Program Date to reset the date to today's date.

Note: The date will automatically set itself to the correct date when you restart the program.

You can change the program date by selecting Settings > Change Program Date from the Sage 50 Accounts menu bar. The Change Program Date box (see below), appears. Here you can enter the date that you need to run your month end.



Running the Month End

Use the Month End process to clear down the month to date turnover figures on all of your customer and supplier records. If you are using Accounts Plus or Accounts Professional you can also use the Month End to process your prepayments, accruals and depreciation values.

You can post transactions for the next accounting period before closing the current month. Any transactions with a date that is in a future period will be put in the relevant monthly total on the nominal record. After completing the Month End, you can also post transactions for any previous accounting period, and the correct period total will be updated in the nominal record.

To run the Month End

1. Select Tools > Period End > Month End.

The Month End window appears.



2. Use the following check boxes to indicate which Month End postings you want to make.

- **Clear Turnover Figures**

Select this check box to set your month to date turnover figures to zero on each customer and supplier record window.

- **Post Prepayments (Accounts Plus and Accounts Professional only)**

If you have set up any prepayments, select this check box to post them.

- **Post Accruals (Accounts Plus and Accounts Professional only)**

If you have set up any accruals, select this check box to post them.

- **Post Depreciation (Accounts Plus and Accounts Professional only)**

If you have set up any fixed assets, select this check box to post the monthly depreciation values for each of your fixed assets.

3. Click OK to proceed. A Confirmation message appears.
4. Click Yes to complete your Month End procedure.

You have now completed the month-end procedure.

Posting opening and closing stock

Sage 50 Accounts includes a wizard to help you post your opening and closing stock figures. To run the wizard, select Modules > Wizards > Open Closing Stock Wizard.

You can also do it manually. If you want to post your opening and closing stock journals manually, select Company > New Journal and follow the guidelines below.

When you calculate your gross profit it is very important to use your cost of sales figure and not your purchases. Consider the following example:

Your company buys stock for £10,000 therefore your purchases are £10,000.

Your company then sells half of its stock for £10,000 therefore your sales are £10,000.

If your gross profit was calculated as sales less purchases then your company would appear to have made no profit at all even though you still have £5,000 worth of stock left. Therefore the cost of sales needs to be calculated to give the true profit.

The cost of the sales value can be calculated using the following formula.

COST OF SALES = OPENING STOCK plus PURCHASES less CLOSING STOCK

Sage 50 Accounts will automatically calculate your cost of sales for you and then produce accurate net and gross profits if you enter the following journal entries.

To prepare to enter your opening and closing stock values

1. Check that your Nominal Ledger Chart of Accounts includes:

1001	Stock	Balance Sheet
5200	Opening Stock	Profit & Loss
5201	Closing Stock	Profit & Loss

Note: These nominal accounts are automatically included in Sage 50 Accounts's default Chart of Accounts.

2. Find out your opening stock balance in your 1001 Stock account.

To enter the stock values for month one

Note: You would complete this step when you run your first Month End.

1. In the first month of your financial year, clear the stock figure in the 1001 Stock account and transfer it to the 5200 Opening stock account by posting the following journal entry.

Note: If you are just beginning to trade and have no stock at the beginning of the financial year go to step 2.

CREDIT the 1001 Stock account with the full value of your opening stock at the start of the financial year.

DEBIT the 5200 Opening Stock account with the full value of your opening stock at the start of the financial year.

2. At the end of the first month, enter your closing stock value for the month by posting the following journal entry.

Important Note: It is very important that the date you enter is within the first month.

CREDIT the 5201 Closing stock with the closing stock value.

DEBIT the 1001 Stock account with the closing stock value.

To enter the stock values for month two

Note: You would complete this step the second time you run a Month End.

1. At the beginning of month two, clear the values in the Closing stock and Stock account by posting the following journal entry.

Important Note: It is very important that the date you enter is within the second month.

CREDIT the 1001 Stock account with the previous closing stock value.

DEBIT the 5201 Closing stock account with the previous closing stock value.

2. At the end of this month, enter the new closing stock value for the month by posting the following journal entry.

CREDIT the 5201 Closing stock account with the new closing stock value.

DEBIT the 1001 Stock account with the new closing stock value.

Important Note: It is essential that the journal entries in steps 1 and 2 are posted within the same month.

To enter the stock values for month three

Note: You would complete this step the third time you run a Month End.

1. At the beginning of month three, clear the values in the Closing stock and Stock account by posting the following journal entry.

Note: It is very important that the date you enter is within the third month.

CREDIT the 1001 Stock account with the previous closing stock value.

DEBIT the 5201 Closing stock account with the previous closing stock value.

2. At the end of this month, enter the new closing stock value for the month by posting the following journal entry.

CREDIT the 5201 Closing stock account with the new closing stock value.

DEBIT the 1001 Stock account with the new closing stock value.

Note: It is essential that the journal entries in steps 1 and 2 are posted within the same month.

To enter the stock values for subsequent months

Note: You would complete this step for the other Month End routines you run.

1. At the start of each month you must clear the values in the Closing stock and Stock accounts.
2. At the end of each month you must enter the new closing stock for the month in the Closing stock account and Stock account.

Note: The dates for posting the journal entries for steps 1 and 2 must be within the same month to enable correct monthly profit and loss accounts to be calculated.

You are now able to produce profit and loss accounts which show the true profit or loss for the month and year to date.

The following example shows three months trading. The example cost of sales figures appear in the month to date column of the profit and loss account.

At the beginning of the financial year the stock was valued at £1000.

Month 1

Post the following journal entry:

N/C	Name	T/C	Debit	Credit
1001	Stock	T9		1000
5200	Opening Stock	T9	1000	

At the end of the first month the closing stock value was £4000. Post the following journal entry:

N/C	Name	T/C	Debit	Credit
1001	Stock	T9	4000	
5201	Closing Stock	T9		4000

The purchases for the first month were £10,000. The cost of sales can then be calculated.

The opening stock figure is taken from the Opening stock account 5200. The closing stock figure is taken from the Closing stock account 5201.

$\text{COST OF SALES} = \text{OPENING STOCK} + \text{PURCHASES} - \text{CLOSING STOCK}$

$\text{COST OF SALES} = 1000 + 10,000 - 4000$

Therefore cost of sales is equal to £7000.

Month 2

At the beginning of month two post the following journal entry to clear the closing stock value from month one:

N/C	Name	T/C	Debit	Credit
1001	Stock	T9		4000
5201	Closing Stock	T9	4000	

At the end of month two post the following journal entry to enter the closing stock value:

N/C	Name	T/C	Debit	Credit
5201	Closing Stock	T9		10000
1001	Stock	T9	10000	

The purchases for the second month were £20,000. The cost of sales can then be calculated.

For the second and subsequent months the opening stock figure is taken as the value of the 5201 Closing stock account debit, therefore equal to £4000 for month two. The closing stock figure is taken as the 5201 Closing stock account credit, £10,000 for month two.

$\text{COST OF SALES} = \text{OPENING STOCK} + \text{PURCHASES} - \text{CLOSING STOCK}$

$\text{COST OF SALES} = 4000 + 20,000 - 10,000$

Therefore cost of sales is equal to £14,000.

Month 3

At the beginning of month three post the following journal entry to clear the closing stock value from month two.:

N/C	Name	T/C	Debit	Credit
1001	Stock	T9		10000
5201	Closing Stock	T9	10000	

At the end of month three post the following journal entry to enter the closing stock value for month three:

N/C	Name	T/C	Debit	Credit
1001	Stock	T9	6000	
5201	Closing Stock	T9		6000

The purchases for the third month were £35,000. The cost of sales can then be calculated as follows.

$$\text{COST OF SALES} = \text{OPENING STOCK} + \text{PURCHASES} - \text{CLOSING STOCK}$$

$$\text{COST OF SALES} = 10,000 + 35,000 - 6000$$

Therefore the cost of sales is equal to £39,000.

Posting monthly accruals

If you are expecting an invoice from one of your suppliers (a purchase invoice), but you have not received it before you are ready to perform the Month End procedure, you can accrue the value of this invoice so that it appears in your Profit and Loss Account and Balance Sheet.

This means that these reports will be accurate for the month you are completing. After you have completed your Month End and when you receive the invoice in the next month, you can then reverse the accrual and post the invoice correctly.

Use journal entries to post your monthly accruals, and make sure you enter the correct date and values (and nominal codes if you are not using the defaults) each time.

To post your monthly accruals using journal entries

1. Select Company > New Journal.
The Nominal Ledger Journals window appears.
2. Enter the correct date for your accrual, i.e. the date that should appear on your purchase invoice.
3. Enter the following details for your journal entry in the boxes provided.

N/C	Name	Details	T/C	Debit	Credit
5000	Purchases	Monthly Accrual	T9	Debit	
2109	Accruals	Monthly Accrual	T9		Credit

4. When you are sure that you have entered the correct date and figures, click Save.
You have posted your monthly accruals and can now complete your Month End.
After you have completed your Month End procedures and have received the purchase invoice in the next month, you should then reverse the accrual and post the invoice correctly.

To reverse your monthly accruals and post your invoice correctly (Accounts Plus and Accounts Professional Only)

Note for Accounts users: To reverse your monthly accruals and post your invoice correctly, you will have to manually reverse the journal. To do this repeat steps one to four from the preceding section and reverse the debit and credit postings in step three, i.e. where you posted a debit, post a credit and vice versa. After you have done this go to step 8 in this section.

1. Select Company > Nominal Ledger.
2. Click Reversals.

You are prompted to print your Nominal Ledger Day Book report and to make a backup of your data. We recommend you follow this advice, so that you have a copy of your original data before you process the reversal.

To print the Nominal Ledger Day Book, click Print Now and select the range and output you want to use for your Day Book from the Criteria window. After you have selected the range and output to use for your Day Book report, you are returned to the Nominal Reversals window.

3. To back up your data, click Backup Now and complete the backup procedure.
When you have completed your backup, click OK to continue.
The Transaction Range window appears.
4. Specify the transactions you want to display, by entering a transaction number range or date range in the boxes provided.
5. To continue with the reversal procedure, click OK.
If matching transactions are found, the Nominal Reversals window appears listing the matches. (If no matches are found, a message appears informing you of this.)
6. Highlight the items that you want to reverse, and then click Reverse.
Note: The total debit and total credit amounts must be equal.
If the selected items balance, a confirmation window appears, showing the transactions you have selected to reverse. You cannot change the information shown here.
7. If the information shown is correct and you are sure that you want to reverse this journal, click Save.
If the information is incorrect, click Cancel to return to the Nominal Reversals window.
The reversal journals are posted to the audit trail with the original journal transaction date, a reference of 'REVERSE' and details of 'Reversal of Original Transaction Number'.
You have now reversed your monthly accruals and can now post your purchase invoice correctly. To do this, continue with the steps below.
8. Select Suppliers > Batch Invoice.
9. For each invoice item (or whole invoice), enter the following details one line at a time.

A/C	Enter the account code of the supplier you have received the invoice from here.
Date	Enter the date that appears on your purchase invoice here.
Ref	You can enter a reference for your invoice if you want to.
Ex Ref	You can enter an additional reference here.
N/C	Enter the nominal code you want to post this invoice to, for example, the Purchases nominal code.
Dept	Enter a department code here if you want to assign the transaction to a department for analysis purposes.
Details	Enter the details of the purchase invoice here.
Net	Enter the net amount of the invoice here.

- T/C Enter the tax code for your invoice.
- VAT The VAT amount is calculated automatically for you and entered here.

10. To accept your entries, click Save. The details are 'posted' instantly to update the Nominal Ledger and the relevant supplier's details.
11. To exit the Batch Supplier Invoices window and return to the Suppliers window, click Close.

Clearing your stock transactions

The Clear Stock function can be run as part of the Month End and Year End routines. It is a way of clearing down transactions from your Product Activity prior to a specified date. This way you can decide how long you keep individual transactions on your system.

Accounts Plus and Accounts Professional only: Before you run the Clear Stock function, you should print your Product Valuation and Product Activity reports. The Retrospective Product Valuation report may not show the correct valuation after running the Clear Stock function.

Note: When you clear your stock, the individual transactions are removed from each product record leaving any adjustments in (AI) and movements in (MI) which are brought forward in full as opening balances, showing the quantity used.

To clear your stock

1. Make sure you have at least one backup of your data before running the Clear Stock function. For more information, see *Backing up your data* on page 322.
2. From the Sage 50 Accounts menu bar, select Tools > Period End > Clear Stock.
A warning message appears.
3. To continue, click Yes.
The Clear Stock window appears.



4. In the 'Date' box, enter the date up to which transactions are to be cleared.
5. To clear the stock, click OK.

Printing your Product reports

(Accounts Plus and Accounts Professional)

You should print out the following reports:

Product Activity (PRDHIST.SRT)	This shows the product's detailed history.
Product Profit (PRDPROF.SRT) (Accounts Plus and Accounts Professional only)	This shows if your products have sold at a profit.
Product Valuation (PRDVALUE.SRT) (Accounts Plus and Accounts Professional only)	This shows how much your stock is worth.

To print the report, from the Products window choose the Reports option then select the appropriate folder for the report you want to run. Highlight the report, click Generate Report, enter your criteria and click OK. Repeat this for the other two reports.

Clearing the Audit Trail

Clearing the audit trail removes fully paid and fully reconciled transactions from your audit trail up to a date that you choose. This means that you have fewer transactions to work with, which makes tasks such as printing reports and taking backups quicker.

For full details about clearing your audit trail, see *Clearing the Audit Trail* on page 338.

Handling late entries

On occasions, purchase invoices are received after you have completed your Month End procedures in Sage 50 Accounts. These transactions are called late entries.

There are two ways you can deal with these late entry transactions.

- If you know the values of these invoices and you have not finalised your Profit and Loss, Balance Sheet and VAT Return for the month, you can accrue the values to process later. When you receive the invoice next month, you can reverse the accrual and post the invoice correctly. For more information, see *Posting monthly accruals* on page 313.
- If you have finalised your Profit and Loss, Balance Sheet and VAT Return and then subsequently receive an invoice, post this invoice as a late entry. For further information about how to do this, refer to the next section.

We would strongly recommend that the tax point date is unchanged when posting the late invoice, otherwise you may have difficulty reconciling your VAT Return with your local tax office.

Note: As a result of posting late entry journals, you may find that your retrospective aged reports may not reconcile with the figures on your Creditors Control account.

Posting late entries

If you have already completed your Month End procedures and finalised your Profit and Loss, Balance Sheet and VAT Return for the month, then subsequently receive an invoice, you need to post this transaction as a late entry. Posting a transaction as a late entry consists of:

1. Posting the purchase invoice using the correct tax point date, i.e. the same date that appears on the original purchase invoice.
2. Posting a journal entry to remove the late purchase invoice value from last month's accounts.
3. Posting a journal entry for the value of the purchase invoice using a date in your current month. This means the value of this invoice is recorded in your current month's financial reports.

To post your purchase invoice

1. Select Suppliers > Batch Invoice.
The Batch Supplier Invoices window appears.
2. For each invoice item (or whole invoice), fill in the details.
3. To accept your entries click Save. The details are 'posted' instantly to update the Nominal Ledger and the relevant supplier's details.
4. To exit the Batch Supplier Invoices window and return to the Suppliers window, click Close.
You have now posted the late purchase invoice you have received. You should now post a journal entry to remove the value of this purchase invoice from last month's accounts.

To post a journal entry to remove the late purchase invoice value from last month's accounts

1. Select Company > New Journal.
The Nominal Ledger Journals window appears.
2. Enter the correct date, i.e. enter the same date you used when you posted the late purchase invoice.
3. Enter the following details for your journal entry in the boxes provided:

N/C	Name	Details	T/C	Debit	Credit
5000	Purchases	Late Invoice	T9		Credit
2201	Purchases Tax Control	Late Invoice	T9		Credit
2100	Creditors Control	Late Invoice	T9	Debit	

4. When you are sure you have entered the correct date and figures click Save.

You have now posted the late entry adjustment to remove the value of the late purchase invoice from your previous month's accounts, i.e. the month you have just completed. You should now post a journal entry to record this value in your current month's account.

To post a journal entry to record the value of the late purchase invoice into your current month's accounts

1. Select Company > New Journal.
The Nominal Ledger Journals window appears.
2. Enter the correct date, i.e. enter a date in your current month.
3. Enter the following details for your journal entry in the boxes provided.

N/C	Name	Details	T/C	Debit	Credit
5000	Purchases	Late Invoice	T9	Debit	
2201	Purchase Tax Control	Late Invoice	T9	Debit	
2100	Creditors Control	Late Invoice	T9		Credit

4. When you are sure you have entered the correct date and figures, click Save.

You have now recorded the value of the late purchase invoice in your current month's accounts. The next time you run your financial reports for your current month, this value will be included.

Running the Year End

The Year End facility in Sage 50 Accounts takes care of all of your financial Year End accounting. You may not want to run your Year End on the Year End date, often you may want to wait for a short period of time after the Year End has passed, in order to receive your last invoices. When you decide you are ready, you can change the program date to the Year End date, then run your Year End.

At Year End, you can archive your old data so you can make comparisons at a later date. You can then see how your business is performing year after year.

When you run your Year End, the balances of your income (your Sales accounts) and expenditure (your Purchases, Direct Expenses and Overheads) accounts are set to zero. For more information, see *Sage 50 Accounts's Default Chart of Accounts* on page 163. The balances are transferred into the Retained Earnings account (3200, by default), so they are ready to accept transactions for the new financial year. In addition to this and for each account, the Actual balances are moved to the Prior Year balances. You can also update the budget values.

Run your Year End process to:

- Transfer the balances from your profit and loss accounts to your retained earnings account.
- Carry the balances from your balance sheet accounts forward to the new financial year.
- Update the audit trail with the Year End journals that are automatically posted.
- Update the nominal records with the prior year figures and any future transactions.
- Update the product record to transfer sales values and quantity sold to the prior year boxes.
- Transfer customer and supplier YTD values to the Prior YTD boxes.
- Increment the financial year start date by one.

An outline of the steps you are asked to complete in the Year End process is shown in the following section.

Year End checklist

- ☐ (Optional) Run your month end, choosing not to clear the audit trail. For more information, see *Carrying Out Your Month End* on page 305.

Note: If you use month end to post monthly prepayment, accrual or depreciation journals, you must complete the Month End function for Month 12 before running the Year End.

- ☐ Take two backups and label them 'Before Year End (Month & Year)'. For further information on taking a backup, see *Backing up your data* on page 322.
- ☐ Check that your program date is set to your Year End date. For further information about how to do this, see *Changing the program date* on page 59.

- ☐ Ensure you have processed any final adjustments for this financial year.
- ☐ Print the following reports, if required:
 - Trial Balance
 - Profit and Loss
 - Balance Sheet
 - Aged analysis reports for debtors and creditors
 - Statements for customers and banks
 - Day Books for customers, suppliers, banks and nominal
 - Activity reports on all ledgers
 - Audit Trail
 - Budget Analysis report
 - Prior Year Analysis report
 - Product Valuation (Accounts Plus and Accounts Professional)
 - Product Profit Reports (Accounts Plus and Accounts Professional)
- ☐ Run your accounts Year End. For further information about how to do this, refer to *Running the Accounts Year End* on page 323.
- ☐ Take a backup and label it 'After Year End'. For further information about how to do this, see *Backing up your data* on page 322.
- ☐ Check that your financial year start date is correct. For further information about how to do this, refer to *Checking the Financial Year Start Date setting* on page 327.
- ☐ Print your post Year End reports. We recommend that you print the Year End Journals, Brought Forward Trial Balance and any activity reports you require.
- ☐ (Optional) Clear your audit trail. For further information about how to do this, refer to *Clearing the Audit Trail* on page 338.
- ☐ Remove any unwanted customer, supplier, nominal, bank and product records. For further information about how to do this, refer to *Chapter 5, Setting Up Records*.
- ☐ Run the Compress facility to reclaim disk space used by deleted records. For further information about how to do this, see *Compressing Your Data* on page 343.

Backing up your data

Use the Backup facility to take a backup of your Sage 50 Accounts data files. Sage 50 Accounts will automatically back up your data files to drive C:\ You can change the backup destination and select which files you want to back up if required. For example, you can back up all your files, your report and/or layout templates, or just your data files. Before running your Year End, we recommend that you back up all of your files.

To back up your data

1. From the Sage 50 Accounts menu bar, select File > Backup.
2. A message appears asking you if you would like to check your data. We recommend that you check your data before you back up. To do this, click Yes. If you do not want to check your data, click No.

If you have chosen to check your data, a bar appears showing how the data check is progressing. When the data has been checked the File Maintenance Problems Report window appears.

If any errors or warnings appear, we recommend that you fix them before you continue with the data.

Warning: Before selecting Fix you should take at least two backups of your data.

The Fix option will attempt to repair any errors found on your data. If there is a rare occasion where this routine is not successful (for example, because of data corruptions), you will need to either restore to an error-free backup or send your data to Sage Technical Support (contact 0845 111 55 55 if you are a UK resident or 01 6420877 for residents of the Republic of Ireland) to be repaired by the Data Repair Service. If you need to send your data to our Data Repair Service, we will need a backup of your data before the Fix option has been run. You should also contact our helpline (on the same number as above) for the necessary procedural forms.

3. The Previous Paths drop-down list shows the location of your previous backups. If you want to back up your data to one of the previous locations, select the path you require from the list.

Alternatively, enter the drive, directory and file name you require in the boxes provided. By default the backup will be saved onto your C drive in the path of your Sage 50 Accounts directory. If this is the default directory, the path is c:\Program Files\Sage\Accounts in a file called SAGEBACK.001.

Note: Be careful that you don't overwrite existing backups that you want to keep - if you want to keep old backups, use different file names each time.

4. If you want to enter a description of your backup, for example Week 1 dated 24/02/2005, type the text you require in the Description box.
5. Select the type of data that you want to back up from the File Type check boxes.

6. To proceed with the backup, click OK. If you do not want to continue with the backup, click Cancel.
7. If you have chosen to overwrite an existing backup, a warning message appears informing you of this. To overwrite the file, click Yes. If you do not want to overwrite the file, click No. The Backup window appears, showing the details of the backup as it proceeds. If you are backing up onto floppy disk you are prompted to replace each disk, as they become full. When the backup is finished, a message box appears telling you that the backup has been successful (or not). Click OK to acknowledge this message.

Note (E-Banking users only): The E-Banking files that you import to and export from your banking software are not backed up as part of the Sage 50 Accounts backup routine.

Running the Accounts Year End

The Year End process takes care of all of your financial Year End accounting.

Note: Before running the Year End process, make sure you have completed all of your month end procedures first.

To prepare for your Year End, run your month end procedure choosing not to clear the audit trail. When you are sure that your month end figures are correct, change your program date to your Year End date. You are now ready to run your Year End.

Note: The Year End applies to all Chart of Accounts.

To run your Year End

1. From the Sage 50 Accounts menu bar, select Tools > Period End > Year End.

The Year End window appears.

When you run the Year End, Sage 50 Accounts automatically resets the balances on all of your profit and loss nominal accounts to zero for your new financial year.

2. If you budget using nominal accounts and departments and want the program to set up budget figures for the coming year, select the Nominal & Departmental Budgets 'Copy Current Year Budgets' option.

Choose the figures you want the program to use. To increase or decrease those values, enter a percentage change in the Percentage Change box.

3. If you budget against your product records and want the program to set up budget figures for the coming year select the Stock Budgets 'Copy Current Year Budgets' option.

Choose the figures you want the program to use. To increase or decrease those values, enter a percentage change in the Percentage Change box.

4. In the 'Year End Journals' date box, enter the date you want to appear on your Year End journals. Your financial Year End date appears here automatically, but you can change this if you want to.

If you want to keep last year's data for purposes of comparison (it becomes read-only), tick 'Archive Company Data before Year End'. For a full explanation of this, read the next section.

5. An updated Audit Trail report is produced for you to view the Year End postings. Select the type of output you require: either Printer or File.
6. To carry out the procedure, click OK.

A confirmation message appears.

7. To continue with your Year End, click OK.

When your Year End postings have been made, a warning message appears reminding you to change your Program Date back to the correct date.

After you have entered the correct date, click OK to continue.

Accounts Professional and **Accounts Plus** users can now clear down their stock records if required. See *Clearing your stock transactions* on page 316.

Historical Data Analysis

This facility lets you take a snapshot of your company data just before you run the Year End. It lets you compare this years data with last years, the year before, and so on. For example, you can run and compare profit and loss and balance sheet reports from one year to the next, to see how your company is doing. You can compare the datasets as often as you like and whenever you like.

Help

Type 'Historical Data Analysis' in the Help system's Search tab to find out more.

Important Note: The archived data is not the same as a data backup. Your archived data is read-only - you cannot restore and use this data in the event of data corruption!

In addition to being able to conduct analysis and run different reports on archived data, you will also have other columns on all of your nominal records. These columns will show your prior year (archived data sets) totals. So, you can quickly see how different sectors of your company are doing compared to previous years. For more information, see *Entering Nominal Records* on page 168.

To archive your data

1. From within the Year End window (see previous section) select the 'Archive Company Data before Year End' check box.
2. Set any other options in the Budgets, Postings and Output To areas of the window as part of your Year End procedure.
3. Click OK.

A confirmation message appears, recommending that you run the Check Data facility. We recommend that you run the Check Data facility and correct any problems that are highlighted. For more information about the Check Data facility, see *Checking your data* on page 60.

4. Click Yes to check your accounting data.

After the Check Data process has finished (and you have corrected any errors that have been listed), the Archive Company window appears.

5. Enter the following details in the Archive Company window:

Path to Archive	This displays the data path where the archive will be saved. You cannot change the location of this data path. If you installed Sage 50 Accounts in the default directory, the archive path will be C:\Program Files\Sage\Accounts\Archives\.
Description	Enter a description that will help you identify the archive at a later date. The default Description includes the current year.
Archive Folder	The name displayed here is the name of the folder where the archive will be saved. As a default, the folder name is based on the current financial year, however you can enter a new folder name if necessary. For example, if the name entered in this box is 2005 and you have installed Sage 50 Accounts in the default directory, the full archive path will be C:\Program Files\Sage\Accounts\Archives\2005. Note: Each archive must be held in a unique folder. If you attempt to save an archive file using an existing folder, a warning message appears.
Archive Date	This displays the current program date. You cannot change this date.

6. To continue with the archive click OK. To cancel the archive and return to the Year End window, click Cancel.

To view an existing company archive

1. From the Sage 50 Accounts menu bar, select File > Open > Company Archive.

Note: If you have a two or multi-company version of Sage 50 Accounts, each company will have its own archive list.

2. Select the company archive that you want to view and then click Open.

You can now analyse and report on the data contained in the archive, as you normally would in Sage 50 Accounts (some functions will be unavailable).

Note: You can't modify an opened archive. Activities such as the creation of new customers, suppliers, nominal accounts, products, banks, invoices, etc., are not possible. Also, it is not possible to post or otherwise modify transactions or to process recurring entries.

Accounts Professional users only: A new report is created so that you can view your Profit & Loss with your prior year values, taken from your archived company data.

3. When you have finished looking at your archived data, you will want to return to your company data. From the Sage 50 Accounts menu bar, select File > Open > Company and then select the company whose data you require.

The archived company data closes and your current (live) accounting data reappears.

To delete an existing company archive

1. From the Sage 50 Accounts menu bar, select File > Open > Company Archive.

The Company Archives window appears.

2. Select the company archive that you want to remove and then click Delete.

Sage 50 Accounts removes the archived company data.

Checking the Financial Year Start Date setting

To check your financial year is correct, from the Sage 50 Accounts menu bar, select Settings > Financial Year. Check that the month and year are correct for your new financial year.

Note: If you change your Financial Year start date, all of your prior year columns (on nominal records) are cleared.

Recording a Journal Entry

The "journal" is used for recording non-regular transactions. These include:

- Entering opening figures of a new business (i.e. opening balances).
- Depreciation of fixed assets.
- Error corrections in your accounts.
- Purchase and sale of fixed assets.
- Writing off bad debts.

The journal is also important because it acts as a record of the non-regular transaction, like a note book, to help you remember what the non-regular transactions were for.

You can also use journal entries to make transfers between any of your nominal account types: Asset, Liability, Income or Expense. But beware, when using journal entries, you must adhere to strict double-entry bookkeeping principles; for every debit total, there must be a corresponding balancing credit. This does not mean that for every single debit item you must post a single credit item. For example, you can post several debits but one balancing credit, and vice versa. As long as the net difference between your postings is zero (i.e. the total value of credits equals the total value of debits), you can post the journal entry.

For example, you would use journal entries to record the payment of staff wages. This is explained in more detailed in the section, *Paying wages using journal entries* on page 333.

To make a journal entry

1. Select Company > New Journal

The Nominal Ledger Journals window appears. A journal comprises of a batch of individual debit and credit transactions. To follow double-entry bookkeeping principles, the values of the credit transaction must equal the value of the debit transaction. Each line of the journal entry table represents a single transaction, and there must be at least two transactions in the journal.

Note: You can use the Print List button on the Nominal Ledger Journals window to print what is displayed. You may want to do this if you want to manually tick off the journals that you have posted.

[illegible]

- The boxes at the top of the journal show the following batch details:

Reference	Enter a unique reference for the transfer, using up to 30 characters.
Date	The system date appears automatically. You can change this if necessary.
Balance	As you enter transactions, the box automatically updates to show the difference remaining between the debit and credit values.
- In the transaction table, enter the following transaction details, one line per transaction:

N/C	Enter the nominal account that you want to be affected by this transaction. Use the drop-down button to select the nominal code from the nominal account list or to create a new account.
Name	The name of the nominal account you have entered appears here automatically. You cannot edit this box.
Dept	If you want to analyse this transaction to a department, enter the department number here.
Details	Enter a description for the transaction of up to 60 characters.

T/C	Enter an appropriate VAT Code for the transaction. Journals are usually a movement of funds between accounts that do not involve VAT. The default non-vatable tax code as set up on the Company Preferences' Parameters tab appears here automatically. Whatever code you use, Sage 50 Accounts will not calculate the VAT for you or post VAT to the VAT Control Account. If you want to include VAT in this journal, enter the VAT element as a separate line, with the appropriate debit or credit to the appropriate VAT Control Account (sales or purchases) and a relevant tax code.
Debit	Each transaction can either be a debit or a credit (not both). Enter any debit value here.
Credit	Each transaction can either be a debit or a credit (not both). Enter any credit value here.

Accounts Plus and Accounts Professional users: If you use this journal entry regularly, you can save it as a skeleton, so that you can re-create it quickly and easily. For more information about skeleton journals, type 'skeletons' in the index of the Sage 50 Accounts Help system.

4. To post your journal, click Save or to clear the window and enter new data, click Discard.
5. To return to the Nominal Ledger window, click Close.

Reversing nominal journals

(Accounts Plus and Accounts Professional Only)

If you have posted a journal entry incorrectly, you can use the Reversals facility to remove the journal. You can then re-enter the journal correctly.

For example, if you have posted a journal with the incorrect date, you can reverse the journal and then re-enter the information with the correct date.

To reverse a journal entry

1. Select Company > Nominal Ledger.
2. Click Reversals.

You are prompted to print your Nominal Ledger Day Book report and to make a backup of your data. We recommend that you print your Day Book and take a backup of your data so that you have a copy of your original data before you process the reversal.

3. To print the Nominal Ledger Day Book, click Print Now and select the range and output you want to use for your Day Book from the Criteria window. After you have selected the range and output to use for your Day Book report, you are returned to the Nominal Reversals window.
4. To backup your data, click Backup Now and complete the backup procedure. For further information about backing up your data, refer to *Backing up your data* on page 322.
When you have completed your backup, the Nominal Reversals window appears.
5. Click OK.
The Transaction Range window appears.
6. Enter the following information:
Note: You can find the details in the Nominal Ledger Day Book that you printed in step 2.

Transaction Range From and To	Enter the transaction number range that you want to use to find the journal entry you want to reverse.
Date	Enter the date that you posted the original journal entry here.
Reference	If you know the reference that you used to post the journal entry, enter it here.
Department	If you have posted the journal entry against specific department, enter it here.

7. To continue with the reversal procedure, click OK.
If no transactions are found with the details you have entered, a message appears. Click OK to return to the Transaction Range window.
If matching transactions are found, the Nominal Reversals window appears listing all of the posted journal entries that match the transaction range criteria.

The screenshot shows the 'Nominal Reversals' window. It contains a table with the following data:

No	N/C	Type	Date	Ref.	Details	Amount	Debit	Credit
1169 2200	JD	02/06/2005	JNL001	VAT Transfer 1st Quarter	5000.00	5000.00		
1170 2201	JC	02/06/2005	JNL001	VAT Transfer 1st Quarter	3500.00		3500.00	
1171 2202	JC	02/06/2005	JNL001	VAT Transfer 1st Quarter	1500.00		1500.00	

At the bottom of the window, there are two input fields for 'Total Debit' and 'Total Credit', both showing '0.00'. Below these are buttons for 'Range', 'Reverse', and 'Cancel'.

8. Highlight the items that you want to reverse.

Note: The total debit and total credit amounts must be equal.

9. Click Reverse.

Tip: If the journal you are looking for is not displayed in the list, you may have used the wrong transaction range or date. Click Range to enter the correct details and then click OK to return to the Nominal Reversals window.

If the selected items do not balance, a message appears informing you that your debits and credits must be equal before the journal can be reversed. Click OK and make your selections again.

If the selected items do balance a confirmation window appears, showing the transactions you have selected to reverse. You cannot change the information shown here.

10. If the information shown is correct and you are sure that you want to reverse this journal, click Save.

If the information is incorrect, click Cancel to return to the Nominal Reversals window. The reversal journals are posted to the audit trail with the original journal transaction date, a reference of 'REVERSE' and details of 'Reversal of Tran. xx' (where xx is the number of the reversed transaction).

You have now completed the journal reversal and should re-enter the original journal using the correct details.

Tip: To look at the reversals you have made, run the Day Books: Nominal Journal Reversal Report from the Nominal Reports facility.

Paying wages using journal entries

When you pay your staff, you need to update your accounts to include the payments you have made for wages and deductions. First, you need to post the salary journal entry to your nominal ledger to keep your trading accounts correct. You then need to record your bank payments to update your bank balance.

To prepare to post your salary journals

1. Select Company > Nominal Ledger.

The Nominal Ledger window appears.

Check that your Nominal Ledger Chart of Accounts includes the net wages, PAYE, pension fund and national insurance/PRSI nominal account codes in the balance sheet section of the layout of accounts. For more information, see *Chapter 4, Setting Up your Chart of Accounts*.

The default for these nominal account codes are:

2210 PAYE

2211 National Insurance

Note: Users in the Republic of Ireland can change the name of this account to PRSI. For more information, see *Chapter 4, Setting Up your Chart of Accounts*.

2212 Tax Credits Funding (if applicable)

2214 Student Loans (if applicable)

2215 Attachments (if applicable)

2216 Deductions (if applicable)

2220 Net Wages

2230 Pension Fund

Check that your Nominal Ledger Chart of Accounts includes nominal accounts codes for gross pay, employer's NI and employer's pension in the profit and loss section of the layout of accounts. For more information, see *Chapter 4, Setting Up your Chart of Accounts*.

The defaults for these nominal account codes are:

7000 Gross Wages

7001 Directors Salaries

7002 Directors Remuneration

7006 Employer's NI

7007 Employer's Pension

7010 SSP Reclaimed

7011 SMP Reclaimed

Note: If you need to edit or create a Chart of Accounts or the nominal account codes, refer to *Chapter 4, Setting Up your Chart of Accounts* and *Chapter 5, Setting Up Records*.

2. Make a note of the totals from your payroll run (i.e. the money that you have paid) for the period to be posted for PAYE, net wages, total National Insurance/PRSI contributions (i.e. employer and employee national insurance/PRSI contributions), employer's National Insurance/PRSI contributions, gross wages, any employer and employee pension contributions and SSP/SMP reclaimed if applicable.

To post your salary journals

1. Select Company > New Journal.
The Nominal Ledger Journals window appears.
2. Enter a reference and the date of your payroll run then post the journal entry as shown in the following table:

	Debit	Credit
7000 Gross Wages (Total gross wages including adjustments, SSP and SMP)	Debit	
7006 Employers NI (Total employer's NI contributions)	Debit	
2220 Net wages (Total net wages i.e. total of employees' take home pay)		Credit
2210 PAYE (Total PAYE deducted)		Credit
2210 PAYE (Tax Credit amount) Note: If you receive Tax Credit Funding, this Debit amount should be posted to the Tax Credit Funding account. If you do not already have a Tax Credit Funding account, we suggest using a nominal code in the Current Liability section of the Balance Sheet. For example, 2212.	Debit	
2211 National Insurance/PRSI (Total employer and employee national insurance/PRSI contributions). Note: If you receive an employee or employer National Insurance rebate, the value should be posted to this nominal code as a debit.		Credit
2214 Student Loans (if applicable) (Total of Student Loans deductions made)		Credit
2215 Attachments (if applicable) (total of Attachments deducted from employees' net pay)		Credit

2216 Deductions (Total of remaining employee deductions, excluding Attachments and Student Loans)	Credit
---	--------

If your Payroll includes pensions you need to post the following transactions.

2230 Pension (Total employer and employee pension contributions)	Credit
---	--------

7007 Employers Pension (Total employer's pension contributions)	Debit
--	-------

If your payroll includes SSP or SMP you need to post the following transactions:

7010 SSP Reclaimed (Total SSP reclaimed)	Credit
---	--------

7011 SMP Reclaimed (Total SMP reclaimed)	Credit
---	--------

2211 National Insurance/PRSI (Total SSP/SMP reclaimed)	Debit
---	-------

Note for Accounts Plus and Accounts Professional users: You can recall the standard skeleton salary journal, by choosing Recall and selecting the file salary.njr, or you can save your own skeleton so you can re-create it quickly and easily. For more information about skeleton journals, type 'skeletons' in the index of the Sage 50 Accounts Help system.

3. Click Save to save your journal entry details.

Note: You will only be able to save the journal entry when the balance displayed is equal to zero.

4. Click Close to exit the Nominal Ledger Journals window.

You have posted your salary journal entry to your nominal ledger and should now record the bank payments for the net wages, PAYE, national insurance and pension, if applicable.

To record the bank payment for your wages

1. Select Bank > New Payment.
The Bank Payments window appears.
2. Enter the details into the Bank Payments window as follows:

Bank	Use the drop-down button to select the required bank account from the Bank Ledger list.
Date	The program date is automatically entered for you to. Change this if required.
Ref	Enter a unique reference, of up to 30 characters. For example, the cheque number.
N/C	Choose the drop-down button to enter the nominal code for net wages (2220).
Department	If you want to analyse this transaction to a department, enter the department number here.
Details	Enter any details you require here; up to 60 characters.
Net	Enter a value for the net wages.
T/C	Enter the non-vatable tax code here; T9 by default.
Tax	This shows the amount of tax. This will be zero when you have selected the non-vatable tax code; T9 by default.

3. Click Save to record your bank payments for employee wages.
You have recorded the bank payments for your wages.

To record the bank payment to HM Revenue & Customs (or the Revenue Commissioners)

1. Select Bank > New Payment.
The Bank Payments window appears.
2. Use the drop-down list to choose the name of the bank you require. Select the bank name and then click OK.

3. Check the date that you sent your contributions to HM Revenue & Customs or Revenue Commissioners is correct. Enter the nominal code for PAYE (2210) and the amount in the 'Net' column. Finally, enter the non-vatable tax code; T9 by default.
4. On the following line of the Bank Payments window enter the Bank Account name again.
Tip: Use the F6 function key to copy information from above.
5. Enter the nominal code for National Insurance/PRSI (2211), the amount of National Insurance/PRSI and finally the non-vatable tax code; T9 by default.
Note: Users in the Republic of Ireland can change the name of this account to PRSI. For more information, see *Chapter 4, Setting Up your Chart of Accounts*.
6. Choose the Save button to record your bank payments for your contributions to the Revenue Accounts Office (or Revenue Commissioners).
7. You have recorded the bank payment sent to the Revenue & Customs (or Revenue Commissioners).

To record the bank payment to the pension company

1. Select Bank > New Payment.
The Bank Payments window appears.
 2. Use the drop-down list to choose the name of the bank you require. Select the bank name and then click OK.
 3. Check the date you sent your contributions is correct. Enter the Pension Fund nominal code (2230) and the amount of contribution and the non-vatable tax code; T9 by default.
 4. Choose the Save button to record your bank payments for your contributions to your pension company.
You have now recorded the bank payment sent to the pension company.
- You have now completed the process for recording your wages payments in Sage 50 Accounts.

Clearing the Audit Trail

Clearing the audit trail removes fully paid and reconciled transactions from your audit trail up to a date that you choose, and stores them in your data files. This means that you have fewer 'live' transactions to work with, which speeds up tasks such as printing reports and backing up your data.

Note: The Clear Audit Trail process is irreversible, and means that removed transactions no longer appear on the audit trail, transactional reports or activity windows. It is therefore essential that you back up your data prior to clearing the audit trail, and print copies of your audit trail, day books, activity and VAT Return reports.

When Clear Audit Trail removes transactions, Sage 50 Accounts posts journal entries to the nominal codes that the transactions were linked to. This ensures that the balances on your nominal ledger are the same before and after clearing the audit trail. Sage 50 Accounts uses the Clear Audit Trail date as the date for these journals. The journals display the details 'Opening Balance', and appear at the end of your audit trail when the Clear Audit Trail routine is complete.

After clearing your audit trail, you can view details of the deleted transactions using Sage 50 Accounts Cleared Audit Trail reports. To view these reports, select Company > Financial Reports and then open the Cleared Audit Trail Reports folder.

Note: If you choose to archive your company data when you run your next year end, the archive includes the removed transactions and clears them from the current data into the company archive. In order to view details of cleared transactions after archiving your data, you must open the relevant company archive and then run the audit trail report you require.

To summarise, Clear Audit Trail:

- Removes all fully paid, allocated and reconciled transactions from the audit trail, provided that they are posted on or before the date you specify. For full details of the criteria Clear Audit Trail uses to remove transactions, refer to the following section.
- Carries forward as outstanding items any unreconciled and/or unallocated transactions that are dated before or on the date you specify.
- Carries forward as outstanding items any customer and supplier transactions that are dated after the date you specify.
- Posts an opening balance journal to each nominal ledger and bank account for the value of all removed transactions.
- Does not affect any transactions that are dated after the date you specify, or that are dated before the date you specify but are not fully paid/allocated and reconciled.

Criteria for clearing transactions

Clear Audit Trail removes transactions up to and including the date you specify, providing they meet all of the following criteria:

- Transactions must be fully paid and/or allocated. These transactions display 'Y' in the Paid column in the Financials window.
- Bank transactions must be flagged as reconciled with the appropriate bank account. These transactions display 'R' in the Bank column in the Financials window. Alternatively, bank transactions must be flagged as not requiring reconciliation - these items display '-' in the Bank column.
- Transactions with VAT must be fully reconciled on the VAT Return. These transactions display 'R' in the VAT column on the Financials window.

If a transaction does not meet all of the above criteria, Clear Audit Trail does not remove it.

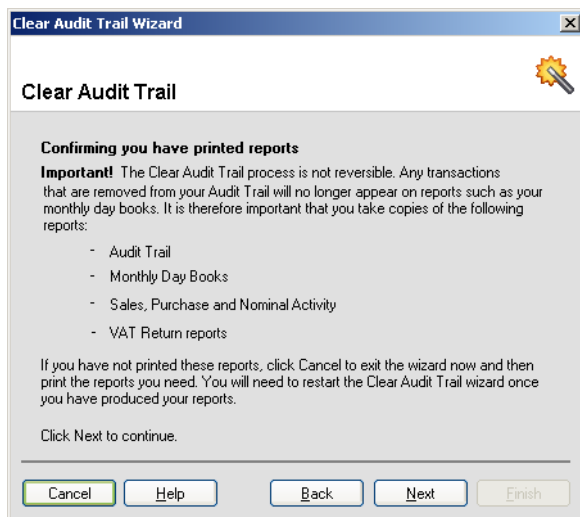
Important Note: ALL transactions that are linked together must meet ALL of the above criteria before Clear Audit Trail can remove any of them. That is, every transaction in a chain must be dated on or prior to the date you specify, fully paid and/or allocated, fully bank reconciled (where applicable) and fully VAT reconciled (where applicable). If any transaction in a chain does not meet one or more of these criteria, then Clear Audit Trail cannot remove any of the linked transactions.

Examples of linked transactions are a sales invoice and its corresponding sales receipt, or two purchase invoices paid off by a purchase credit note and a purchase payment.

If special circumstances exist where you need to remove transactions that do not meet all of the above criteria, you may be able to post a manual adjustment that allows you to clear the chain of linked items. For more details, and to see an example, refer to the Sage 50 Accounts Help system.

To clear your audit trail

1. From the Sage 50 Accounts menu bar, select Tools > Period End > Clear Audit Trail.
The Clear Audit Trail Wizard appears.
2. Click Next to proceed.
The 'Confirming you have printed reports' screen appears.



The wizard lists the reports you should print before proceeding to clear the audit trail.

Note: Because Clear Audit Trail removes transactions and is irreversible, you will not be able to print these reports for cleared transactions after the process is complete. It is important that you print these reports now:

- Audit Trail
- Monthly Day Books
- Sales, Purchase and Nominal Activity
- VAT Return reports

3. If you have not printed your reports, click Cancel to exit the wizard and print them now. You will need to start the wizard again from step 1.

Alternatively, if you have printed your reports, click Next to continue. The 'Confirming your Clear Audit Trail date' screen appears.



4. Enter the date that you want to remove fully paid and reconciled transactions up to. Remember that this date is inclusive.
5. **Important:** It is essential that you back up your data before you clear the audit trail, as the process is permanent and irreversible.
 If you do not have at least one current backup of your data, click Backup Now. The Backup window appears. Click Yes to check your data before backing up, then select the location and file types to back up, and click OK. When the Backup process is complete, Sage 50 Accounts returns you to the Clear Audit Trail wizard.
 If you have already made your pre-Clear Audit Trail backups, click Next to proceed.
 The 'Removing the transactions' confirmation screen appears.
6. Confirm that the date you want to clear transactions up to and including is correct.
 If the date shown is not correct, click Back to return to the previous screen and enter the correct date. Click Next to proceed to the 'Removing the transactions' confirmation screen and check that the date is correct.
 If the date shown is correct, click Process to begin the Clear Audit Trail procedure. A progress bar appears, showing that Clear Audit Trail is processing. When the process is complete, the 'Finished' screen appears.



The 'Finished' screen displays how many transactions have been removed, and allows you to view the details of the cleared transactions.

7. To view a list of the removed transactions when the process is complete, select the 'I would like to view details of the removed transactions' check box.
8. To complete the Clear Audit Trail process and close the wizard, click Finish.

If you selected the 'I would like to view details of the removed transactions' check box, the Audit Trail Historic List report appears, showing details of the removed transactions. You can print or save this report as you require.

The Sage 50 Accounts desktop appears.

You have successfully cleared your audit trail.

Clearing Stock Transactions

The Clear Stock facility can be used as part of the Month End and Year End routines. It is a way of clearing down transactions from your Product History prior to a specified date.

For full details about how to clear your stock transactions, see *Clearing your stock transactions* on page 316.

Compressing Your Data

Use the Compress Data facility to return the unused disk space (created when you have deleted your customer, supplier, nominal, bank and product records) as free space. We recommend that you use this facility if you have deleted a large volume of data.

To compress your data files

1. Ensure you have taken at least one backup of your data.
2. From the Sage 50 Accounts menu bar, select File > Maintenance.
3. Click Compress.
The Compress Data Files window appears.
4. To compress all data files, select the 'Compress All Data Files' check box.
If you clear this check box, you can select the particular data files that you want to compress.
5. To continue with the compression, click Compress. To exit without compressing, click Close.

Chapter 7

Banking Tasks

This chapter contains information on the tasks included in Sage 50 Accounts 'Bank' navigation group. It discusses all the activities you'll need to perform when working with your bank accounts.

In this chapter, we guide you through recording payments and receipts and show you how to process a transfer of funds between accounts. We'll also introduce the process of reconciling your bank accounts in Sage 50 Accounts with your actual bank statements.

Later, we discuss how to create and process regular transactions, such as standing orders and direct debits, using Recurring Entries, along with viewing bank transaction activity.

Finally, the chapter covers how to handle petty cash transactions, such as expenses, in Sage 50 Accounts.

This chapter assumes you have set up your bank accounts. For information about this see *Entering Bank Account Records* on page 175.

In this chapter:

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Recording a Bank Receipt

Use Bank > New Receipt to record any money you receive that does not go to pay invoices you have sent. For example, you can record;

- Bank interest.
- Dividends received.
- Money received for an insurance claim.
- Money received from a grant.

Tip: The Bank Receipts facility is often used by cash businesses, for example, newsagents, bars and restaurants, where customers pay at the time of purchasing and no invoice is raised.

You can record details of this money received in one or more of the different nominal accounts. By allocating your income to different accounts you can see at a glance the different sources of your money and how much you are receiving from each source. For example, you would record money you received from an insurance claim to the nominal code 4903 (Insurance Claims).

The window that appears for you to enter your receipts is the same, whatever the type of bank account that you select; Cheque Account, Cash Account, or Credit Card Account. However, each type of account records a different transaction type onto the audit trail.

Make sure when you are dealing with credit card receipts that you have selected the correct credit card bank account.

To record money you have received

1. Select Bank > New Receipt.

The Bank Receipts window appears.

[illegible]

2. For each receipt, enter the following details one line at a time.

Bank	Enter the bank account you require, or use the drop-down list to choose the bank account required.
Date	The program date is entered for you automatically, but you can change this as required. Tip: If you have several receipts to enter with the same date, why not change the program date, see page 59.
Ref	Enter a reference here for this receipt. For example, enter a cheque number or a deposit number. You will find this very useful when you reconcile your bank accounts.
N/C	Enter a nominal account code for the income to be posted to, or use the drop-down button to select from the list of available codes. You can create a new account code here if necessary.
Dept	Enter the department that you want this transaction to be analysed to.
Details	Describe the income transaction here for your reference.
Net	If you are not concerned with VAT analysis, you can simply enter the gross amount in this box. If you need to record VAT you will normally enter the net amount of the receipt. However, you can enter either the net or gross amount here, according to how you want Sage 50 Accounts to calculate VAT. If you enter the gross amount here, you can calculate the VAT amount and the corresponding net amount by choosing the Calculate Net button. The net amount box is then changed to reflect the true net amount. Each time you enter a value in the net amount box, the analysis total is updated at the foot of the column.
T/C	A tax code has already been entered for you that has been copied from the tax code set up as your Customer's Default. If required, you can change this to whichever VAT code is appropriate for this payment item, i.e. T0 to T99.
Tax	This box displays the amount of VAT automatically calculated from the Net amount and the tax code. If you entered a zero-rated VAT code (for example, T0) then the VAT amount will be zero.

3. If you calculated the batch totals manually before you started entering them in Sage 50 Accounts, check your totals against those shown on the Bank Receipts window. These are:

Net Total	This shows the total of the amounts entered in the 'Net' column. Tip: This box is not labelled but appears below the item lines under the 'Net' column.
Tax Total	This shows the totals of the amounts entered in the 'Tax' column. Tip: This box is not labelled but appears below the item lines under the 'Tax' column.
Total	This shows the net total added to the tax total to give the gross total.

Other boxes displayed on your window show the following information:

Bank	The name of the bank account automatically appears in this box when you enter the bank account code.
N/C Name	The name of the nominal ledger account automatically appears in this box when you enter the nominal account code.
Tax Rate	This is the tax rate for the tax code that you selected.

Notes for users of Accounts Professional: If you are using Foreign Trader and have set up foreign bank accounts, the Currency and the Exchange Rate are displayed as well as the standard information listed in this procedure.

4. To accept your entries, click Save. The details are 'posted' instantly to update the appropriate nominal and bank accounts, and the Bank Receipts window clears.
If you don't want to save this batch, click Discard to clear the data and start again. The Discard button does not however cancel any batch entries you have already saved.
5. To exit the Bank Receipts window, click Close.

Memorising and recalling bank receipts

(Accounts Plus and Accounts Professional Only)

If you make the same bank receipts frequently you can save the batch of receipts as a template, which you can load each time you want to post them, for example, if you receive regular interest payments on your savings. You can then change the date and any receipt values or add any additional information you need. Not only does this save you time, it also reduces the possibility of errors being made as you enter the data.

To memorise a batch of bank receipts

1. Enter your bank receipts, as you would do normally (see *Recording a Bank Receipt* on page 346).

Alternatively you can use a different method. From the Sage 50 Accounts menu bar, select Edit > Memorise.

2. Click Memorise.

Note: You cannot memorise an empty template. If you try to memorise an empty template, a message appears informing you that there are no transactions to memorise.

The Memorise window appears.

3. Select the directory where you want to store your bank receipt template, for example in your INVOICES directory, and then enter a filename for your template.

4. To save the template, click Save. If you do not want to save the template, click Cancel.

If the filename already exists, you are prompted to overwrite the contents of the template. If you want to do this click Yes. If you do not want to overwrite the existing template, click No and enter a different filename.

You have now memorised your bank receipt template and the Bank Receipts window reappears.

5. If you do not want to post the bank receipts, for example if you are waiting for additional information, click Discard.

If you do want to post the batch entry, click Save.

To recall a batch of bank receipts

1. Select Bank > New Receipt.
2. From the Bank Receipts window, click Recall.

Alternatively you can use a different method. From the Sage 50 Accounts menu bar, select Edit > Recall.

Note: If you have already entered information into the batch data entry window, you are prompted that if you continue, the information that you have already entered will be lost. To overwrite the information, click Yes.

The Recall window appears.

3. Select the directory where your bank receipt template is stored, for example in your INVOICES directory, and then locate the filename for your template.
4. To load the template, click Open. If you do not want to recall the template, click Cancel.

The template appears in the batch data entry window and shows the saved data.

Note: If you have tried to load a template that was not created using the option you are currently using, a message appears informing you that you must select a different filename. For example, you cannot load a bank payment template in the Bank Receipt window.

5. Make any changes to the bank receipts and then save the batch.

You have now recalled the bank receipts template.

2. For each payment, enter the following details one line at a time.

Bank	Enter the bank account you are paying from, or use the drop-down list to choose the bank account required.
Date	The program date is entered for you automatically but you can change this as required. Tip: If you have several payments to enter with the same date, you can save time by changing the program date, see page 59.
Ref	Enter a reference here for this payment, if required. This appears on the audit trail next to the transaction.
N/C	Enter a nominal account code for the payment to be posted to, or use the drop-down button to select from the list of available codes. You can create a new account code here if necessary.
Dept	Enter the department code here. The transaction will be included when analysing by department at a later date.
Project Reference (Accounts Plus and Accounts Professional Only)	If you have created projects, the payment can be assigned to a project if required, by entering the project's reference code or choosing the project from the drop-down list.
Cost Code (Accounts Plus and Accounts Professional only)	If you have selected a project reference for the payment, the relevant cost code should be entered here.
Details	Describe the payment transaction here, for example Motor Expenses.
Net	If you are not concerned with VAT analysis, you can simply enter the gross amount in this box. If you need to record VAT you will normally enter the net amount of the payment. However, you can enter either the net or gross amount here, according to how you want Sage 50 Accounts to calculate VAT.

If you enter the gross amount here, you can instruct Sage 50 Accounts to calculate the VAT amount and the corresponding net amount by clicking Calc. Net. The box is then changed to reflect the true net amount.

Each time you enter a value in the net amount box, the batch total is updated at the foot of the column.

T/C A tax code has already been entered for you. This has been copied from the tax code set up as your Supplier's default. If required, change this VAT code to one that is appropriate for this payment item, i.e. T0 to T99.

Tax This box displays the amount of VAT automatically calculated from the Net amount and the tax code. If you entered a zero-rated VAT code (for example, T0) then the VAT amount will be zero.

3. If you calculated the batch totals manually before you started entering them in Sage 50 Accounts, check your totals against those shown on the Bank Payments window. These are:

Net Total This shows the total of the amounts entered in the 'Net' column.

Tip: This box is not labelled but appears below the item lines under the 'Net' column.

Tax Total This shows the totals of the amounts entered in the 'Tax' column.

Tip: This box is not labelled but appears below the item lines under the 'Tax' column.

Total This shows the net total added to the tax total to give the gross total.

Other boxes displayed on your window show the following information:

Bank The name of the bank account automatically appears in this box when you enter the bank account code.

N/C The name of the nominal ledger account automatically appears in this box when you enter the nominal account code.

Tax Rate This is the tax rate for the tax code you selected.

Notes for Accounts Professional users only: If you are using Foreign Trader and have set up foreign bank accounts, the currency and the exchange rate are displayed as well as the standard information.

4. To accept your entries, click Save. The details are 'posted' instantly to update the appropriate nominal account and the bank account, and the Bank Payments window clears.

If you don't want to save this batch, click Discard to clear the data and start again. The Discard button does not cancel any batch entries you have already saved.

5. To exit the Bank Payments window, click Close.

Memorising and recalling bank payments

(Accounts Plus and Accounts Professional Only)

If you make the same bank payments frequently, for example, if you service your cars every three months, you can save the batch of payments as a template which you can load each time you want to post the set of payments. You can then change the date and any payment values or add any additional information you need. Not only does this save you time, but it also reduces the possibility of errors being made as you enter the data.

To memorise a batch of bank payments

1. Enter your bank payments as you would do normally (see *To record bank payments* on page 351).

2. Click Memorise.

You cannot memorise an empty template. If you try to memorise an empty template, a message appears informing you that there are no payments to memorise. Click OK to continue.

Alternatively you can use a different method. From the Sage 50 Accounts menu bar, select Edit > Memorise.

The Memorise window appears.

3. Select the directory where you want to store your bank payment template, for example in your INVOICES directory, and then enter a filename for your template.

4. To save the template, click Save. If you do not want to save the template, click Cancel.

If the filename already exists, you are prompted to overwrite the contents of the template. If you want to do this click Yes. If you do not want to overwrite the existing template, click No and enter a different filename.

You have now memorised your bank payment template. The Bank Payments window appears.

5. If you do not want to post the bank payments, for example if you are waiting for additional information, click Discard.

If you do want to post the batch entry, click Save.

To recall batch bank payments

1. Select Bank > New Payment.
2. From the Bank Payment window, click Recall.

Alternatively you can use a different method. From the Sage 50 Accounts menu bar, select Edit > Recall.

Note: If you have already entered information into the batch data entry window, you are prompted that if you continue any information already entered will be lost. To overwrite the information, click Yes.

The Recall window appears.

3. Select the directory where your bank payment template is stored, for example in your INVOICES directory and then locate the filename for your template.
4. To load the template, click Open. If you do not want to recall the template, click Cancel.
The template appears in the batch data entry window and shows the data saved when the template was first created.

Note: If you have tried to load a template that was not created using the option you are currently using, a message appears informing you that you must select a different filename. For example, you cannot load a bank receipt template in the Bank Payment window.

5. Make any necessary changes, then click Save to record the Bank Payment details.
You have now recalled a bank payments template.

Producing cheques

(Accounts Plus and Accounts Professional Only)

There are two ways to prepare cheques in Sage 50 Accounts and only one way to print them. You can prepare cheques using the Payment or Supplier buttons on the Bank Accounts window. Once you have prepared the cheques using either of these methods, you can only print them using the Cheque List option.

If you want to prepare a cheque to pay an invoice sent to you by a supplier (i.e. make a purchase payment) you would do this using the Supplier button on the Bank Accounts window. When you prepare a cheque in this way, Sage 50 Accounts will automatically update your Purchase (or supplier) ledger.

If you want to prepare a cheque to pay for a one-off cost, or to make a payment to a supplier that is not set up on your system as a supplier, you would do this using the Payment button (or

Bank > New Payment). Doing this will not affect your Suppliers, but will record the transaction in the relevant Bank and Nominal accounts.

Once you have prepared your cheques using either of these two methods, you have to go to the Cheque List option, to physically print them out. This way you can prepare as many cheques as you like and then print them off in one go, for example, some companies prepare their cheques throughout the month and do a print run at the end of the month.

Note: When printing cheques you must set the 'Cheque lines per page' from within your Company Preferences settings. If you have 12" cheque layouts, set this to 13 cheque lines per page. If you are using A4 cheque layouts, set this to 11 cheque lines per page. When you are printing your cheques you may have to make further adjustments to the number of cheque lines per page until your cheque layout is printed correctly.

To prepare your cheques using the Supplier option

Use this option to pay an invoice sent to you by a supplier (i.e. make a purchase payment). When you prepare a cheque in this way, Sage 50 Accounts will automatically update your Purchase (or supplier) ledger.

1. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
2. Select the bank account from where you want to pay your supplier, and then click Supplier.

The Supplier Payment window appears. This also displays the name of the selected bank account (on the title bar of the window).

Note: The top half of the window looks like a cheque.

[illegible]

3. Enter the following details:

Payee Enter the account code of the supplier you want to pay, or use the drop-down list to select from the list of available codes. You can create a new supplier account here if necessary. All items that you have been invoiced for by that supplier and which are not fully paid, as well as payments you have made on account and credit notes, appear automatically in the table.

Date The program date is entered for you automatically. Type in the date you made the payment if this is different. Use the Calendar button to enter the date.

Cheque Number Leave this box blank because Sage 50 Accounts will automatically generate these cheque numbers. See step 5 in *To print your cheques using Cheque List* on page 360.

Cheque Total You can enter the amount of the cheque in two ways.

Note: This box is not labelled, but appears where you would normally enter the sum of the cheque. Firstly, you can enter it manually, by placing your cursor in the box and typing in the sum you want to pay. You can then click Automatic, which will then allocate the value of the cheque to the invoices in the order they are displayed. Your bank balance will also be automatically reduced by the total amount on the cheque.

Secondly, you can enter the amounts you want to pay per invoice. This way you enter the value in each 'Payment' box and Sage 50 Accounts will automatically put the total in the cheque and reduce your bank balance accordingly (see step 4).

4. Allocate the money paid to the individual invoice items displayed in the item table by entering a value in the 'Payment' box of each. You can part pay an invoice item or pay it off in full, but you cannot allocate more than the full value of the item.

If you are paying an item in full, click on the item's 'Payment' box then click Pay in Full. The amount needed to pay the item in full is then entered for you automatically.

Continue allocating in this way until the amount in the 'Analysis Total' box equals the amount you are paying to your supplier.

5. If you have been given any discount against an invoice item, then enter the discount amount (not the percentage amount) in the 'Discount' box. For example, this may have

been offered to you for early payment. The amount shown in the 'Payment' column is reduced by the value of the discount entered.

If you have selected not to create remittance information for each supplier payment within your Bank Defaults and you want to print a remittance advice note, click Create Remittance. This saves the remittance information. To print your remittance advice note and cheque, follow the instructions given in the following section.

If you have selected to create remittance information for each supplier payment within your Bank Defaults, the Create Remittance button does not appear. To print your remittance advice note and cheque, follow the instructions given in the following section.

6. To save your payment details, click **Save**.

To prepare your cheques using the Payment option

Use this option to prepare cheques for one-off payments. Using this option does not affect your Suppliers, but will record the transaction in the relevant Bank and Nominal accounts.

1. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
2. Select the bank account from where you want to pay, and then click Payment.

The Bank Payments window appears. This also displays the name of the selected bank account.

[illegible]

3. Enter the following details:

Bank	Enter the bank account you want to make the payment from. If the bank account selected is not a cheque account, i.e. it is a cash or credit card, a warning appears when you click Print Cheque. If you are entering several items, you must select the same bank account for each item to generate the cheque, each individual cheque needs to be entered separately.
Date	The program date is entered for you automatically, but you can change this if required.
Ref	You can enter a reference here for this payment, but any values entered in this column will be overwritten when the cheque is printed with the automatically generated cheque number from the cheque printing option.
N/C	Enter here a nominal account code for the payment to be posted to, or use the drop-down list to select from the list of available codes. You can create a new account code here if necessary.
Dept	Enter the department code here. The transaction will be included when analysing by department at a later date.
Project Reference (Accounts Plus and Accounts Professional Only)	If you have created projects, the payment can be assigned to a project if required, by entering the project's reference code or choosing the project from the drop-down list.
Cost Code (Accounts Plus and Accounts Professional only)	If you have selected a project reference for the payment, the relevant cost code should be entered here.
Details	Describe the payment transaction here, for example Motor Expenses.
Net	Enter the net amount for the bank payment here. Each time you enter a value in the amount column, the batch total is updated at the foot of the column.
T/C	By default, the tax code listed in the Supplier Defaults is listed here. If you have not changed the supplier defaults, the tax code T1 is entered automatically. You can change this if required.

Tax	This box displays the amount of VAT, automatically calculated from the Net amount and the tax code. If you entered a zero-rated VAT code (for example, T0) then the VAT amount will be zero.
-----	--

4. To print a cheque for this bank payment, click Print Cheque.
The Cheque window appears.
5. From the 'Payee' drop-down list, select the supplier you want to make the cheque payable to. If you do not have a supplier record, type the name you require in the box provided, and enter the supplier address if required.
6. To save your bank payment to enable you to print the cheque using the Cheque option, click Save.
7. To return to the Bank Accounts window, click Close.
8. To print your cheques automatically, click Cheques and follow the instructions given in the next section.

To print your cheques using Cheque List

After preparing your cheques, you now can print them using the Cheque List facility. Some companies choose to prepare all their cheques as they go and print them off in one go (i.e. a print run).

1. Select Bank > Cheques.

The Print Cheques window appears, displaying all the cheques for the highlighted bank account that have been prepared using the Payments and Suppliers options but have not been printed before and have blank references.

Note: When printing cheques you must set the 'Cheque lines per page' option from within your Company Preferences settings. When you are printing your cheques you may have to make further adjustments to the number of cheque lines per page until your cheque layout is printed correctly.

Print Cheques

Bank A/C Ref: 1200 Name: Lloyds Bank PLC

Print

Starting Cheque Number: 100010 ☐ Date Range From: / / To: / /

Show printed items: ☒

Index Number	Date	Bank A/C	Cheque	Supp A/C	Supplier Name	Amount £	Printed?	Items
0000001	29/01/2005	1200	100001	QUA001	Quality Motors	256.36	Y	1
0000002	29/01/2005	1200	100002	STU001	Studio Designs	25.50	Y	1
0000003	29/01/2005	1200	100003	SUP001	Superior Technologies Ltd	1977.58	Y	3
0000004	29/01/2005	1200	100004	SUP002	Superclean	599.03	Y	2
0000005	29/01/2005	1200	100005	THO001	Thompsons Electricals	7141.98	Y	4
0000006	29/01/2005	1200	100006	WAL001	Wallace Office Equipment	150.96	Y	1
0000007	29/01/2005	1200	100007	WED001	Wedgwood Marshall & Wilson	63.00	Y	1
0000008	29/01/2005	1200	100008	WIS001	Wise Electricals Ltd	35.01	Y	1
0000009	29/01/2005	1200	100009	WIS002	Wiseman Paper Products	1659.34	Y	8
0000010	30/03/2005	1200		SUP001	Superior Technologies Ltd	9871.89		6
0000011	27/04/2005	1200		SUP001	Superior Technologies Ltd	5786.51		9
0000012	27/04/2005	1200		WIS002	Wiseman Paper Products	4292.05		24

Swap Clear Purge Print List Print Cheques Close

Note: You can use the Print List button to print what is displayed. This can help you when you are manually ticking off the cheques that you have printed.

- To select a different bank account use the Bank A/C Ref drop-down.
- If you want to restrict the transactions that appear to a certain date range, select the 'Date Range' check box and enter the date range you require in the 'From' and 'To' boxes.
- If you want to include cheques that have already been printed, select the 'Show Printed Items' check box. If you have already printed a cheque, it appears in a different colour in the Print Cheques window and a 'Y' appears in the 'Printed' column.

Note: If you are certain that you will not want to reprint cheques, you can completely remove all printed and allocated cheques from the list by choosing the Purge button. Use this button with care!

- The starting cheque number is automatically entered for you. The first time you use this facility, the cheque number 100001 is allocated by default. You can change this number so it is the same number on the blank cheque that is going to be printed if you require. The cheque number is automatically updated for you when you print your cheques.

If a cheque has already been printed and allocated a cheque number, the cheque number appears in the 'Cheque' column.

- Select the transactions you want to print cheques for.
- Click Print Cheques. If you have not selected any transactions the program warns you that cheques will be printed for all listed transactions. Choose Yes to continue and print cheques for all of the listed transactions or click No to abandon and select the individual transactions that you want to print cheques for.

The Cheque Layouts window appears.

8. From the Cheque Layouts window, select the layout you require and click Run.

Layouts that conform to APACS best practice for cheque printing are provided (SECREM12, SECREMA4 AND SECCHQDT). These layouts offer better protection against cheque fraud than existing layouts by printing the full amount in words without spaces: ****FORTYTHREETHOUSANDFIVEHUNDREDANDFORTYPOUNDS10P****.

The remaining layouts print the values for thousands, hundreds, pounds and pence to separate boxes on the cheques.

Note: Your cheque stationery must match the layout you choose.

Your cheques are printed and a message appears asking you to confirm that they have all printed correctly.

9. If your cheques have printed correctly, each cheque is given a reference number, starting with the Starting Cheque Number and incrementing by one for the next cheque. When all of your cheques have been given a reference, the next cheque number is stored with the bank record.

Note: If your remittance note spans over more than one page, only the final page contains the printed cheque, cheques on previous pages of the remittance are voided using a series of 'xxxx's.

Recording a Transfer

If you want to record the transfer of money from one bank account to another you can do this either by making a journal entry (see *Recording a Journal Entry* on page 328), or by selecting Bank > Record Transfer.

For example, you can use the Bank Transfer facility to record money you have taken from your current account that you have used to top up your petty cash. **Accounts Professional users** can also record transfers between non-base currency accounts (provided that you've activated Foreign Trader). Sage 50 Accounts uses the exchange rates set up in your Currency table to calculate the overall exchange rate for the transfer.

There's also a wizard to guide you through the procedure. To use the wizard, select Bank > Record Transfer. From the Bank Transfer window click Wizard and follow the on-screen instructions.

Alternatively, if you make bank transfers on a regular basis, you can set up a recurring entry. For more information, see *To enter a journal recurring entry* on page 382.

To make a bank transfer

1. Select Bank > Record Transfer.

The Bank Transfer window appears.

2. In the boxes provided, enter the following transfer details:

Account from	Enter the bank account code of the bank from which the money is being transferred. Use the drop-down list to select from the bank account list.
Account to	Enter the bank account code of the bank you want to receive the money. Use the drop-down list to select the bank code from the bank account list.
Reference	Type a reference to be recorded for this transaction in the audit trail. For example, you can enter a cheque number.
Dept	If you want your transaction to be analysed to a specific department, enter the department number here.
Date	Today's date is entered for you automatically but you can change this if required.
Description	Type a description of up to 60 characters for easy reference.
Payment Value	Enter the value you want to transfer.
Exchange Rate (Accounts Professional only)	If you have run the Foreign Trader Setup Wizard to use foreign currencies in Sage 50 Accounts, you can enter your currency exchange rate here.

3. To process the transfer, click Save, to re-enter the data click Discard and/or to leave the window click Close.

Bank transfers involving foreign currency accounts

(Accounts Professional Only)

If you have activated Foreign Trader so that you can work with accounts in difference currencies, Sage 50 Accounts Professional allows you to enter bank transfers between base and non-base currency accounts. You can also post transfers between two non-base currency bank accounts.

For full details about dealing with inter-currency bank transfers, see *Bank Transfers Involving Foreign Currency Accounts (Accounts Professional Only)* on page 732.

Reconciling Your Bank Account

Bank reconciliation is the process of matching your computer bank records with the statement from your bank.

We recommend that you reconcile your bank accounts when you receive your statement from the bank. By reconciling regularly, you will not have too many transactions to check and you will not have to make as many adjustments for possible interest charges or overdraft payments.

There are two ways to reconcile your bank accounts. You can use e-Banking see *e-Banking* on page 654. Or, as described in this section, you can manually reconcile your bank accounts. Regardless of which method you choose, bank reconciliation is a formal check of the bank records you keep against the bank statement(s) you receive from the financial organisation(s) you deal with.

You don't have to reconcile any of your bank accounts if you don't want to. However, it is good practise to do so ensuring:

- Your bank records are accurate and complete.
- Charges and/or interest applied to your account are identified and adjustments made to account for these.
- Erroneous transactions are identified which can then be disputed with the financial organisation you deal with.
- Missing transactions can be added to your bank records to bring them up to date.

What bank reconciliation offers

- You can save a history of bank reconciliations.
- You can apply a reference to each bank reconciliation to correspond to the relevant bank statement used.
- You can view past reconciliations stored in the history.
- You can make your matched bank transactions correspond the those in your bank statement by repositioning transactions.
- You can put a bank reconciliation on hold, save what you have done and return to finish the job later. The next time you access bank reconciliation you can choose to:
 - Open the bank reconciliation as it was left. Recently recorded transactions up to and including the date associated with the bank reconciliation are made available for reconciliation.
 - Throw the bank reconciliation away and start again.
- You can send the information displayed during reconciliation (matched and unmatched transactions) to Excel for further analysis.

What do I need?

- Latest bank statement(s) you have received.
- The bank record you want to reconcile enabled for reconciliation.

To reconcile your bank statement

1. Select Bank > Reconcile Account.

The Statement Summary window appears.

2. Select the bank you want to reconcile from the drop-down list.
3. Use the Statement Summary window to record information shown on your bank statement. You can enter the following statement information:

Statement Reference	If you want to maintain a history of bank reconciliations, enter a statement reference. To associate the reconciliation to your bank statement, enter the reference shown on your bank statement.
Statement (End) Date	The current system date appears. You can change this date to the date on your bank statement so that only those transactions up to and including the date are available for reconciliation. The date cannot be blank.
Ending Balance	If this is the first time the bank account is to be reconciled the account's opening balance is displayed, otherwise the reconciled balance from the previous reconciliation is displayed. Enter the balance shown on your bank statement. If your account is overdrawn, to record a negative amount place a minus (-) at the beginning of the value.

- Interest Earned Amount ■ Amount: If your bank statement shows interest earned, enter the amount. The amount is committed to the bank account when transactions are reconciled and appears as a bank receipt.
- Date: Enter the date the interest was applied to your account.
- NC: From the drop-down list, select a nominal account you want to post the interest to.

- Account Charges ■ Amount: If any bank charges appear on your statement, enter an amount for charges. The amount is committed to the bank account when reconciliation is reconciled and appears as a bank payment.
- This amount is added to the reconciliation as a fixed amount, which cannot be split into separate charges. If you have several charges you want to record separately, add them using an adjustment (explained later).
- Date: Enter the date the charges were applied to your account.
- NC: From the drop-down list, select a nominal account you want to post the charge to.

4. When you have entered your statement information, click OK.
The Bank Reconciliation window appears.

Bank Reconciliation - 1200 - Bank Current Account

Statement
 Edit... Reference End Date 01/08/2005 End Balance : 12443.05

Unmatched items

Date	Ref	Details	Payments	Receipts
29/01/2003	DD/STO	Electricity Direct Debit	162.00	
30/01/2003	568953	Vat Payment Quarter End 3112.	1497.58	
30/01/2003	5897532	Payment on Account		500.00
30/01/2003	TRANS	Petty Cash Cheque	250.00	
30/01/2003	VOID	Cancelled Cheque - 1036		50.00

Find...
 Swap
 Clear
 Match Transaction

Matched Against Statement

Trans. Date	Ref	Details	Payments	Receipts	Balance
0/Bal		Last reconciled balance			-6511.96

Unmatch Transaction
 Add Adjustment...

Totals

Payments: 0.00 Receipts: 0.00

Matched Balance - Statement Balance = Difference
 -6511.96 12443.05 -18955.01

Reconcile Save Print... Send to Excel... View History Close

Transactions up to and including the 'Statement (End) Date' are displayed.

An opening balance appears in the 'Matched Against Statement' area of the window. If this is the first time the bank account is to be reconciled the account's opening balance appears, otherwise the reconciled balance from the previous reconciliation appears. It is displayed for information purposes only, it cannot be removed or changed.

Any account charges or interest earned that have been recorded using the Statement Summary window appear in the 'Matched Against Statement' area of the window. They cannot be moved into the 'Unmatched items' area. To remove them click Edit, then set the charge/interest amount to zero on the displayed Statement Summary window and click OK. Confirm this action by clicking OK when prompted.

Depending on your Sage 50 Accounts settings, transactions may be grouped and displayed as one transaction (see *Entering Your Bank Defaults* on page 119). Grouped transactions are indicated by the letter 'Y' in the 'Grouped' column. See hints and tips at the end of this section that explain how to view this column.

5. Work through your bank statement one line at a time. Match a transaction on your bank statement to a transaction in the 'Unmatched items' area.

Select the item to be matched (left-click mouse button - the line becomes highlighted) then click Match Transaction.

As you move transactions the 'Matched Balance' and 'Difference' values change automatically.

Transactions are positioned in the 'Matched Against Statement' area in the order in which they are moved into the area. Any transaction within this area that is associated with a negative bank balance appears red.

To move a transaction from 'Matched Against Statement' to 'Unmatched items', select the transaction (left-click mouse button) then click Unmatch Transaction.

6. To add a transaction to your bank records (bank charge, interest earned, payment or receipt) click Add Adjustment.

Important Note: Do not use an adjustment to add transactions that affect your customer or supplier accounts, for example, BACS receipts from customers, Direct Debit or Standing Orders to suppliers. You must use the Customer Receipt or Supplier Payment facilities to record such transactions. Caution: You cannot delete adjustments from the reconciliation.

The Adjustment window appears.

Enter the following adjustment information.

Nominal Code	From the drop-down list, select the nominal account code for the adjustment transaction. The bank account you are reconciling is automatically altered by the value you enter in this adjustment.
Date	Enter the date for the adjustment transaction.
Reference	Enter a reference for your adjustment. If no reference is entered, you are again given the option to enter a reference when you reconcile.
Dept	If required, enter a department to assign to the transaction for reporting purposes.
Details	Type a description of the adjustment, for example bank charges.
Tax Code	Select the appropriate VAT code for the adjustment.

Payment	Enter a payment value if you are recording withdrawals from your bank account. For example, bank charges that you have paid to the bank. You should enter the full amount including any VAT.
Receipt	Enter a receipt value if you have received money into the bank. For example, bank interest received. You should enter the full amount including VAT.

- To save the adjustment information, click Save. Alternatively to clear the window and enter new information, click Discard.

The adjustment is displayed in the 'Matched Against Statement' area of the window.

- To change the position of a transaction in the 'Matched Against Statement' area, select a transaction (left-click mouse button) and then click up and down arrows to reposition the transaction within the list.
- Once you are satisfied you have completed the reconciliation (all transactions are selected, the 'Statement Balance' = 'Matched Balance' and the 'Difference' balance is zero) click Reconcile.

Note: If the difference is not zero after clicking Reconcile, a warning appears with the option to enter an adjustment, ignore the difference or cancel and return to the reconcile window. For further information about these options, see below.

The transactions are marked as reconciled (displayed as 'R' in the audit trail) and they will not re-appear for reconciliation again. A history of the reconciliation is stored in PDF format if you applied a statement reference to the reconciliation.

The Reconciliation window closes.

If the end and matched balances are not equal you can choose to:

- Investigate and rectify the problem. Remember, you can put the bank reconciliation on hold and return to finish it later. Any transactions you add to Sage 50 to rectify the problem will be made available for reconciliation provided their date does not exceed the reconciliation's 'Statement (End) Date'. To put the bank reconciliation on hold click Save and then OK when prompted to do so. If you put the reconciliation on hold, when you next open the bank reconciliation window you are given the option of using the saved statement or discarding it to start the reconciliation again.

Use the Nominal Activity Report to investigate the problem. This report lists all the transactions that have been made to and from the bank, both reconciled and those that have not been reconciled. To do this, from the Company navigation group select Nominal Ledger > Reports > Nominal Activity Reports. Select the criteria for the bank account you are reconciling.

- Save the reconciliation with a known discrepancy.

The bank reconciliation is saved as usual, however the next time you reconcile the bank account the opening balance displayed for the bank will be in doubt.

- Enter an adjustment.

Hints and tips

- **Selecting transactions:** Instead of using your mouse to select each line of your statement, you can use the arrow keys to scroll up and down, and use the SPACEBAR to select each line. Press Return on the keyboard to move selected transactions into the 'Matched Against Statement' area.
- You can sort unmatched items (chronological, value) by clicking on any of the column headings in that area.
- You can hide or display columns in the 'Unmatched items' area. The Date, Payment and Receipts columns always appear. You can choose to hide or display the No, Type, Details, Ref and Grouped columns. To do this right-click a column heading and then select the columns' behaviour from the displayed menu.
- **Swap:** Use this to select or clear multiple transactions.
- **Clear:** If you have highlighted the wrong transaction in the 'Unmatched items' area, to remove the selection click Clear. This will clear all highlighted transactions.
- **Find:** Use this to search for transactions (unmatched items only). You can search for transactions by transaction number, account reference, details, reference, date and net amount.
- **Print:** Use this to generate a copy of the matched and unmatched transactions displayed during reconciliation.
- **History:** To view a previous bank reconciliation click View History and select the reconciliation you are interested in from the list of PDFs.
- **Calculators and calendars:** These are found to the right of many data entry boxes and can be used to enter information.

Help

For more information and common questions and answers, type 'Bank Reconciliation' in the Help index and select 'Questions' from the list.

Printing a bank statement report

You can print a statement for any or all of your Sage 50 Accounts bank accounts any time you want, showing all of your reconciled payments and receipts. This means that your Sage 50 Accounts bank statements should match your actual bank statements.

Note: The Sage 50 Accounts bank statement shows the dates the transactions were given when entered into Sage 50 Accounts, whereas your actual bank statement shows the dates the transactions were processed at the bank. Use the Statement facility to print a report in bank statement form.

To print a bank statement

1. Select Bank > Statement.

The Print Output window appears.

2. Choose the type of print out you require and then click Run.

The Criteria window appears.

3. Enter a date range.

This has a default of a 'From' date of 01/01/80 and a 'To' date which is the program date.

If you accept these defaults, all reconciled transactions up to today's date are included in the report. You can change these dates so that only transactions within a specific date range are included, for example, a week or a month. To change the dates, click on the 'From' and 'To' boxes, and edit the date as required.

4. If required, enter a range in the 'Bank Ref' boxes to select the banks that you want to produce statements for.

Note: If a bank account is highlighted on the bank list, transactions for that account will be displayed.

5. Click OK to accept the settings and print the statement. Click Cancel to exit without running the bank statement.

Creating and Processing Recurring Transactions

Sage 50 Accounts lets you record the regular payments that you make every month, such as direct debits and standing orders. These are known as recurring entries. All you need to do is add these recurring entry details into the Recurring Entries facility, then every day, week or month, on your command, Sage 50 Accounts is updated with these transaction details.

Explaining recurring entries

Recurring entries are those payments that you make regularly, such as direct debits and standing orders.

Within Sage 50 Accounts you can enter recurring entries for different time periods. For example, you can enter daily, weekly, monthly and quarterly recurring entries.

You can enter recurring entries against customer and supplier accounts. For example, you would set this up if you were paying a supplier by instalments.

You can also enter recurring entries against nominal accounts. For example, you can enter a recurring entry for bills that you pay on a regular basis.

You can also use the Recurring Entries facility, to set up transfers between your bank accounts that you make on a regular basis.

The Recurring Entries window lists all of your recurring entries. From here you can add, edit and delete these entries. You can add the following types of recurring entry:

Bank/Cash/Credit Card Payment	You would use this option to record regular payments from your bank accounts (see the next section).
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Bank/Cash/Credit Card Receipt	You would use this option to record the receipt of money from someone else into your bank account, petty cash or credit card (see the next section).
-------------------------------	--

Bank/Cash/Credit Card Transfer	You would use this option to transfer money between your bank accounts (see the next section).
--------------------------------	--

Customer Payment on Account	Use this option to record the receipt of money from a customer to your accounts. For more information, see <i>To enter a customer payment on account recurring entry</i> on page 378.
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Supplier Payment on Account	Use this option to record the payment of money from your accounts to a supplier. For more information, see <i>To enter a supplier payment on account recurring entry</i> on page 380.
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Journal Debit

Journal Credit

You would use these options in a similar way to the previous option, to transfer money between nominal codes. For more information, see *To enter a journal recurring entry* on page 382.

You can also view your recurring entries before you post them so that you can make any last minute changes.

Follow the instructions below for the type of recurring entry that you want to add.

To enter a bank/cash/credit card recurring entry

- 1. Select Bank > New Recurring Transaction.

The Add/Edit Recurring Entry window appears.

Add / Edit Recurring Entry

Transaction Type

Bank/Cash/Credit Card Payment

Recurring Entry From / To

Bank A/C

Nominal Code

Recurring Entry Details

Transaction Ref

DD/STO

Transaction Details

Department

0

Posting Frequency

Every

0

Day(s)

Total Required Postings

0

Start Date

01/06/2004

Finish Date

Last Posted

Suspend Posting ?

Posting Amounts

Net Amount

0.00

Tax Code

T1 17.50

VAT

0.00

OK

Cancel

2. In the boxes provided, enter the following transaction details for each recurring entry.

Transaction Type	From the drop-down list select the type of transaction that you want to post. You can select one of three bank recurring entries from the list of recurring entries available: Bank/Cash/Credit Card Payment Bank/Cash/Credit Card Receipt Bank/Cash/Credit Card Transfer
Bank A/C	If you are entering a bank payment or receipt recurring entry, enter the bank account nominal code that you want the recurring entry to be posted to. If you are entering a bank transfer recurring entry, enter the bank account nominal code of the bank you are transferring from.
Nominal Code (‘Bank A/C To’ if you are setting up a transfer)	If you have chosen to enter a bank payment or a receipt recurring entry, enter the nominal code of the account where you want the recurring entry posted to. If you have chosen to post a bank transfer recurring entry, enter the bank account nominal code that you want to transfer the money to.
Transaction Ref	Enter a reference for the recurring entry transaction here.
Transaction Details	Enter some text to describe the transaction. This text appears in the audit trail.
Department	If you want to assign this transaction to a department for reporting purposes, enter the department number here.
Every	Enter the frequency of the recurring entry here. This can be a number of days, weeks or months. For example, you could enter 14 days, 5 weeks or 3 months.

Total Required Postings	If you know the number of postings you need to make, for example, if you are paying off a loan over 24 months, enter the number here. This automatically updates the 'Finish Date'. Note: You cannot change the number shown in the 'Total Required Postings' box to a number that is less than the number of postings that have already been made. For example, if the recurring entry has already been posted five times and you try to change the 'Total Required Posting' to three, a message appears informing you that you must enter a value greater than the number of postings already made. Click OK to continue.
Start Date	Enter the date that you want to start posting the recurring entry. The date defaults to the program date but you can change this if required.
Finish Date	This box updates automatically if you have entered a value in the 'Total Required Postings'. If you have not entered a value in 'Total Required Postings', the 'Finish Date' is not calculated. For example, you would not enter a total number of postings for a rent payment, as you would expect this payment to continue into the foreseeable future. In this case no 'Finish Date' would be calculated and the recurring entry would continue to be posted until you suspend posting or delete the recurring entry. The box is updated to read 'Perpetual'.
Last Posted	This box shows the date the recurring entry was last posted. You cannot change this date. Note: The box remains blank until you have saved and processed the recurring entry for the first time.
Suspend Posting	If you want to suspend the posting of a recurring entry, select this check box. For example, if there is a dispute, you can suspend the posting of the recurring entry until it has been resolved.

Net Amount/Amount Enter the net amount of the transaction in the 'Net Amount' box.

Note: If you do not post a recurring entry for the same amount each time, enter zero here.

Tax Code Enter the tax code you require here.

VAT The VAT element of the transaction appears automatically for you. You can change this if required.

3. To save your new recurring entry, click OK. To exit without saving, click Cancel.
The Bank Accounts window appears.
4. To view a list of your recurring entries click Recurring Transaction List, then to return to the Bank accounts window, click Close.

To enter a customer payment on account recurring entry

1. Select Bank > New Recurring Transaction.
The Add/Edit Recurring Entry window appears.
2. In the boxes provided, enter the following transaction details for each recurring entry.

Transaction Type	Select the 'Customer Payment On Account' transaction type.
Bank A/C	Enter the bank account nominal code that you want the recurring entry to be posted to.
Customer A/C	Enter the customer account code that you want to post your recurring entry against.
Transaction Ref	Enter a reference for the recurring entry transaction here.
Department	If you want to assign this transaction to a department for reporting purposes, enter the department number here.
Every	Enter the frequency of the recurring entry here. For example, you could enter 14 days, 5 weeks or 3 months.
Total Required Postings	If you know the number of postings you need to make, for example if your customer is paying off a debt in 12 repayments, enter the number here. This automatically updates the 'Finish Date'.
Start Date	Enter the date that you want to start posting the recurring entry. The date defaults to the program date but you can change this if required.
Finish Date	This box updates automatically if you have entered a value in the 'Total Required Postings'. If you have not entered a value in 'Total Required Postings', the 'Finish Date' is not calculated. For example, you would not enter a total number of postings for a long-term service agreement, as you would expect this payment to continue into the foreseeable future. In this case, no 'Finish Date' would be calculated and the recurring entry would continue to be posted until you suspend the posting or delete the recurring entry. The box is updated to read 'Perpetual'.

- | | |
|---------------------|--|
| Last Posted | <p>This box shows the date the recurring entry was last posted. You cannot change this date.</p> <p>Note: The box remains blank until you have saved and processed the recurring entry for the first time.</p> |
| Suspend Posting | <p>If you want to suspend the posting of a recurring entry, select this check box. For example, if there is a dispute, you can suspend the posting of the recurring entry until it has been resolved.</p> |
| Net Amount'/'Amount | <p>If you are using the Standard VAT scheme, enter the gross amount of the transaction in the 'Amount' box.</p> <p>If you are using the VAT Cash Accounting scheme, enter the net amount of the transaction in the 'Net Amount' box.</p> <p>Note: If you do not post a recurring entry for the same amount each time, enter zero here.</p> |
| Tax Code | <p>If you are using the Standard VAT scheme, the 'Tax Code' box does not appear, as the recurring entry is posted against the non-vatable tax code set up in your Company Preferences.</p> <p>Note: If you change from the Standard VAT scheme to the VAT Cash Accounting scheme, you are prompted to make sure that you change your customer or supplier payment on account recurring entries to include VAT information.</p> <p>If you are using the VAT Cash Accounting scheme, enter the tax code you require here.</p> |
| VAT | <p>If you are using the Standard VAT scheme, the 'VAT' box does not appear as the recurring entry is posted against the non-vatable tax code set up in your Company Preferences.</p> <p>If you are using the VAT Cash Accounting scheme, the VAT element of the transaction appears automatically for you.</p> |
3. To save your new recurring entry, click OK. To exit without saving, click Cancel.
The Bank Accounts window appears
 4. To view a list of your recurring entries click Recurring Entries List, then to return to the Bank Accounts window, click Close.

To enter a supplier payment on account recurring entry

1. Select Bank > New Recurring Transaction.
The Add/Edit Recurring Entry window appears.
2. In the boxes provided, enter the following transaction details for each recurring entry.

Transaction Type	Select the 'Supplier Payment On Account' transaction type.
Bank A/C	Enter the bank account nominal code that you want the recurring entry to be posted from.
Supplier A/C	Enter the supplier account code that you want to post your recurring entry against.
Transaction Ref	Enter a reference for the recurring entry transaction here.
Department	If you want to assign this transaction to a department for reporting purposes, enter the department number here.
Every	Enter the frequency of the recurring entry here. For example, you could enter 14 days, 5 weeks or 3 months.
Total Required Postings	If you know the number of postings you need to make, for example if you are paying off a loan over 24 months, enter the number here. This automatically updates the 'Finish Date'.
Start Date	Enter the date that you want to start posting the recurring entry. The date defaults to the program date but you can change this if required.
Finish Date	This box updates automatically if you have entered a value in the 'Total Required Postings'. If you have not entered a value in 'Total Required Postings', the 'Finish Date' is not calculated. For example, you would not enter a total number of postings for a rent payment, as you would expect this payment to continue into the foreseeable future. In this case no 'Finish Date' would be calculated and the recurring entry would continue to be posted until you suspend posting or delete the recurring entry. The box is updated to read 'Perpetual'.

Last Posted	This box shows the date the recurring entry was last posted. You cannot change this date. Note: The box remains blank until you have saved and processed the recurring entry for the first time.
Suspend Posting	If you want to suspend the posting of a recurring entry, select this check box. For example, if there is a dispute, you can suspend the posting of the recurring entry until it has been resolved.
Net Amount/Amount	If you are using the Standard VAT scheme, enter the gross amount of the transaction in the 'Amount' box. If you are using the VAT Cash Accounting scheme, enter the net amount of the transaction in the 'Net Amount' box. Note: If you do not post a recurring entry for the same amount each time, enter zero here.
Tax Code	If you are using the Standard VAT scheme, the 'Tax Code' box does not appear as the recurring entry is posted against the non-vatable tax code set up in your Company Preferences. Note: If you change from the Standard VAT scheme to the VAT Cash Accounting scheme at some point in the future, you are prompted to make sure that you change your customer or supplier payment on account recurring entries to include VAT information. If you are using the VAT Cash Accounting scheme, enter the tax code you require here.
VAT	If you are using the Standard VAT scheme, the 'VAT' box does not appear as the recurring entry is posted against the non-vatable tax code set up in your Company Preferences. If you are using the VAT Cash Accounting scheme, the VAT element of the transaction appears automatically for you.

3. To save your new recurring entry, click OK. To exit without saving, click Cancel.
The Bank Accounts window appears.
4. To view a list of your recurring entries, click Recurring Transactions List, then to return to the Bank Accounts window, click Close.

To enter a journal recurring entry

- 1. Select Bank > New Recurring Transaction.
The Add/Edit Recurring Entry window appears.
- 2. In the boxes provided, enter the following transaction details for each recurring entry.
Note: Make sure that the total value of your credits and debits balances. If your journal entries do not balance, Sage 50 Accounts displays an error message on processing the recurring entries.

Transaction Type	Select from the following transaction type options: 'Journal Credit' 'Journal Debit'
Nominal Code	Enter the nominal account code that you want to post your journal recurring entry to.
Transaction Ref	Enter a reference for the recurring entry transaction here.
Transaction Details	Enter some text to describe the transaction. This text appears in the audit trail.
Department	If you want to assign this transaction to a department for reporting purposes, enter the department number here.
Every	Enter the frequency of the recurring entry here. For example, you could enter 14 days, 5 weeks or 3 months.
Total Required Postings	If you know the number of postings you need to make, for example if you are paying off a loan over 24 months, enter the number here. This automatically updates the 'Finish Date'.
Start Date	Enter the date that you want to start posting the recurring entry. The date defaults to the program date but you can change this if required.

Finish Date	This box updates automatically if you have entered a value in the 'Total Required Postings'. If you have not entered a value in 'Total Required Postings', the 'Finish Date' is not calculated. For example, you would not enter a total number of postings for a rent payment, as you would expect this payment to continue into the foreseeable future. In this case no 'Finish Date' would be calculated and the recurring entry would continue to be posted until you suspend posting or delete the recurring entry. The box is updated to read 'Perpetual'.
'Last Posted	This box shows the date the recurring entry was last posted. You cannot change this date. Note: The box remains blank until you have saved and processed the recurring entry for the first time.
Suspend Posting	If you want to suspend the posting of a recurring entry, select this check box. For example, if there is a dispute, you can suspend the posting of the recurring entry until it has been resolved.
Net Amount	Enter the net amount of the transaction in the 'Net Amount' box. Note: If you do not post a recurring entry for the same amount each time, enter zero here.
Tax Code	Enter the tax code you require here.

3. To save your new recurring entry, click Save. To exit without saving, click Cancel.
The Bank Accounts window appears
4. To view a list of your recurring entries click Recurring Entries List, then to return to the Bank Accounts window click close.

To process your monthly recurring entries

If you have any outstanding recurring entries, you will be reminded every time you start Sage 50 Accounts. Click Yes to post the transactions or click No to use Sage 50 Accounts without posting them.

Note: You can turn this reminder off by selecting the 'No Recurring Entries at Startup' check box within your Company Preferences (Company > Settings).

1. Select Bank > New Recurring Transaction.
2. To process recurring entries, click Process.
The Process Recurring Entries window appears.
If any recurring entries are found that are past their finish date, a message appears informing you of this and also saying that they will not be included in the list.
3. The program date automatically appears in the 'Show Due Entries Up To' box. You can change this if you want to change the recurring entries that are shown in the Process Recurring Entries window.
4. You can amend some of the recurring entry details, depending upon the type of transactions. The values you can amend are shown below (Y = can edit, N = cannot edit):

Transaction Type	Net Amount	Tax Code	VAT Amount
BP/CP/VP	Y	Y	Y
BR/CR/CR	Y	Y	Y
JC/JD	Y	Y	N
PA	Y	Standard VAT - N	N
		VAT Cash Accounting - Y	N
SA	Y	Standard VAT - N	N
		VAT Cash Accounting - Y	N
JC/JD (Bank Transfer)	Y	N	N

5. To update Sage 50 Accounts with all of the recurring entries that are shown, click Post. If you do not want to post your recurring entries, click Cancel.

Note: You cannot post a recurring entry with a zero value. A message appears informing you if any of the recurring entries you have chosen to post have a zero value. Click OK and edit the recurring entry to include a value or to suspend the posting for the current period.

If you try to post a recurring entry that is dated outside of the current financial year, a message appears asking you if you want to continue. To post the recurring entry outside of the current financial year, click Yes. If you do not want to continue, click No.

Viewing Bank Transaction Activity

You can view a detailed transaction history, or 'activity', for all of a bank's transactions.

1. From the Bank Record window, click the Activity tab.

The activity information appears, showing the transactions that have been made to your selected account. Each transaction is listed for the selected bank account, one line per transaction.

2. To see the individual items that make up each line, select the transaction in the upper pane to display its component parts in the lower pane.

For example, if a sales receipt (SR) transaction appears in the list in the upper pane, select it to view the details of the invoices to which it is allocated in the lower pane.

3. To filter the transactions displayed, choose the criteria you require from the following selection fields:

Show

To filter the transactions by a specific period, select the period you want to display from the 'Show:' drop-down menu. You can choose to filter the transactions by calendar month.

Alternatively, you can show only those transactions that you have reconciled to your bank statement, or only those you have yet to reconcile.

Finally, you can set a date range, transaction number range or select a transaction type to view by selecting the 'Custom Range' option from the menu and entering your selections in the Activity Range window that appears.

Your program retains the filter you specify from this menu and applies it the next time you view the activity. This is true for all of the 'Show:' menu settings, although the values you enter in the Activity Range window will not be retained.

Date

This read-only field displays the date range you selected using the 'Show' menu. For example, if you selected 'Custom Range' and entered the date range 01/07/2006 to 31/07/2006, these dates appear in this field.

The Activity window only displays those transactions that fall within the specified date range.

Type

If you select 'Custom Range' from the 'Show' menu and use the Activity Range window to choose a specific type of transaction to display, this field shows which transaction type you selected.

For example, if you chose to view only bank receipts by selecting 'BR - Bank Receipts' on the Activity Range window, this field shows 'BR'. The Activity window now only displays bank receipt transactions dated within the specified range.

You cannot change the transaction type shown in this field directly - to change the type of transaction displayed here, you must select 'Custom Range' from the 'Show:' menu and re-select the transaction type you want to view.

O/S Only

If you selected 'Custom Range' from the 'Show:' menu and selected the 'Outstanding Transactions Only?' check box on the Activity Range window, this check box is selected. This indicates that the Activity window is displaying only those transactions that are not yet paid or allocated.

You cannot change this setting directly here - to select or clear this box, select 'Custom Range' from the 'Show:' menu and select or clear the 'Outstanding Transactions Only?' check box in the Activity Range window.

Trans

This field shows the transaction number range currently displayed on the Activity window. For example, if you select 'Custom Range' from the 'Show:' menu and use the Activity Range window to specify a range of transactions to view, this field shows the transaction numbers you chose.

If you do not specify a transaction range, this field displays the first and last transaction numbers from your audit trail. For example, if you have 2169 transactions on your audit trail, this field shows '1 to 2169'.

You cannot change the range shown in this field directly. To change the transaction number range shown here, select 'Custom Range' from the 'Show:' menu and enter the transaction number range you want to view.

4. To print the information shown, click Print List.
5. To exit the Bank Record and return to the main Bank Accounts window, click Close.

For more information, please refer to the Bank > Record > To View a Bank's Transaction Activity topic in the main program help file (F1).

Managing Your Petty Cash

Most companies use petty cash for a variety of uses, from readily available cash for everyday purchases, to travelling expenses for business trips. Setting up your petty cash account is straightforward and is easy to maintain in Sage 50 Accounts. A petty cash account is already set up in the bank accounts list for you to use.

When you take money out of your company's current account for your petty cash tin, you must record it in your accounts. You can do this by making a bank transfer, using **Bank > Record Transfer**. For full details on how to do this, see *To make a bank transfer* on page 363.

Alternatively, if you make bank transfers on a regular basis, you can set up a recurring entry, for example, if you want to set up a recurring entry of £100 a week from your current account to your petty cash tin. For further information about how to do this, refer to *To enter a bank/cash/credit card recurring entry* on page 374.

Recording expenses

If you, or a member of staff, have been on a business trip, you will want to record your business expenses in your accounts. You can do this by recording each receipt to the appropriate nominal code, for example, your food bills to the Subsistence account (7406) or perhaps to the UK Entertainment nominal code (7403) if you have been entertaining clients, and your travelling expenses to the Travelling nominal code (7400).

Normally, you would take your expenses from your petty cash account.

An expense is recorded as a payment. For full details on how to do this, see *To record bank payments* on page 351.

Chapter 8

Customer Tasks

This chapter contains information on the tasks included in the 'Customers' navigation group. It discusses all the activities you'll need to perform when working with your customer accounts, from creating a quotation through to recording your customers' payments.

In this chapter, we look at the sales order cycle in detail, from the creation of an order, through allocation of stock, to despatch and completion. We also guide you through invoice production, including how to set up recurring transactions, and checking the profit you'll make from an invoice as you create it.

Later, the chapter shows you how to enter the payments you receive from your customers, dealing with deductions, helps you to create a credit note, along with viewing customer transaction history, dealing with customer refunds and payments using the Pay by Card facility.

Details on credit control can be found in *Chapter 6, Company Tasks*.

This chapter assumes you have set up your customer records. For details on how to do this see *Chapter 5, Setting Up Records*.

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Pricing and Discounts

As a business, you will know the importance of setting your prices at the right level for your customers. You can use Sage 50 Accounts to create price lists for your customers and suppliers as well as set up a number of different types of discount.

You can set up a 'good customer' discount. With this method of discounting, you can for example, give discounts to customers who settle their bills before the due date.

Sage 50 Accounts Plus and Accounts Professional users can also set up discounts for bulk purchases, or for total order values. For example, you can give a customer a 5% discount for sales over £100, and 10% off for sales over £500. You can also set up price lists for specific groups of customers, and choose how these prices are edited and updated. It is also possible to set up special prices for individual customers that buy specific products.

With the variety of pricing and discount features in Sage 50 Accounts, it is important that you decide how you want to use them. Even after you have set up your discounts and started posting transactions you can still alter your prices, the price discounts and how they are applied.

Both pricing and discounts are affected by Sage 50 Accounts settings, see *Entering Invoice and Order Defaults* on page 133.

Note: Discounts and special pricing cannot be used with Transaction e-Mail.

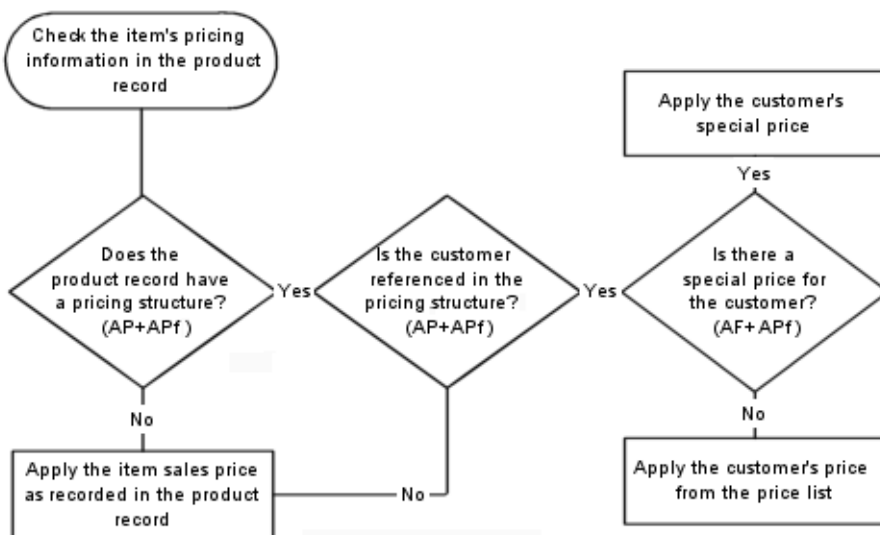
Customer Pricing

Sage 50 Accounts applies a price to each item during invoice entry or order entry. It does this by checking an item's price information held in the product record. An item's price information includes:

- A sales price: The standard price an item can be sold for as recorded in the product record.
- A pricing structure (**Accounts Plus and Accounts Professional**): Used to apply an alternative price to an item when dealing with certain customers. In a pricing structure you can have:
 - A 'Special Customer Price' if you have agreed a special price for a stock item with one customer.
 - 'Price Lists', which are used to set a price for products or services for a group of customers. For example, you could set up a retail price list for the majority of your customers, and a trade price list for your business customers. Prices can be fixed, or related to the sales or cost price of your stock items. **Accounts Professional users** can set up foreign currency price lists for overseas customers.

There is also the Supplier Price List (**Accounts Professional users only**). This type of list can be set up for each supplier, with the facility to import the price list from a text file. The supplier's price list will be in the supplier's own currency.

Which price is applied to a sales invoice or sales order?



Key: AP+APf Accounts Plus and Accounts Professional only

Using customer price lists

(Accounts Plus and Accounts Professional Only)

There may be times when you want to sell your products or services to different groups of customers at a different price. This is done using price lists, which associate products at a given price to a group of customers.

Price lists can be copied. Product and price information from an existing price list is copied to the new price list. However, the associated customers are not copied, they must be added to the new price list to complete it. This is a great way to quickly create a new price list based on existing information.

To create a new price list

1. Select Customers > Price List.

The Price Lists window appears, showing any existing price lists.

2. Click New.

Note: You can also create a new customer price list using Products > Price Lists. Click New from the Price Lists window.

The New Price List window appears.

New Customer Price List

Price List Details

Name

Currency

Pound Sterling

Description

Last Updated

Associated Products

Customers

Product Code	Description	Calculation Method	Sales Price £	Cost Price £	List Price £	Profit Margin%
--------------	-------------	--------------------	---------------	--------------	--------------	----------------

Add

Edit Price...

Remove

Import

Recalculate Prices Details

☒ Recalculate Price List prices whenever Product prices change

☐ Only recalculate Price List Prices on selection of the Recalculate Prices button

Recalculate Prices

Save

Close

3. Enter a name and description for your new price list.

Foreign Currency Users only: If you are using foreign currencies and want to set up a price list for customers or products in a specific currency, select that currency from the

'Currency' drop-down list. Only customers and products that use the selected currency can be added to your new Price List. If you are not using foreign currencies, the 'Currency' box displays the system's base currency and cannot be edited.

You are now ready to add products to your price list.

To add products to your price list

1. Select Customers > Price List.

The Price Lists window appears, showing any existing price lists.

2. From the Price Lists window, highlight the price list that you want to add products to and click Edit.
3. If it is not selected already, click the Associated Products tab.

This shows the products already attached to the selected price list. If no products have been attached to the price list, this list will be empty.

4. Click Add.

The Add Products window appears.

Add Products [DEMO2 - Demo]

Select products to be added to Price List:

Product Code	Description	Sales Price £	Cost Price £
BOARD001	Whiteboard - Drywipe (900 x 1200)	20.00	15.00
BOARD002	Whiteboard - Drywipe (1000 x 1500)	22.00	17.00
BOOKS001	A4 Ledger Book - 5 Column	7.99	4.50
BOOKS002	A4 Carbon Copy Book - Triplicate	2.99	1.50
BOOKS003	Shorthand Notebook - 80 Sheets	4.50	3.50
CALC001	Calculator - Desktop	10.00	7.00
CALC002	Calculator - Pocket	6.00	3.80
CALC003	Calculator - Desktop (Printing)	17.00	11.00
CALC004	Calculator - Printing Rolls	6.00	4.20
CAS001	AT Mini Tower Case	15.00	7.51
CAS002	ATX Mini Tower Case	20.00	12.00
CAS003	ATX Desktop Case	30.00	16.00
CDR001	CDR08432 Read/Write CD Drive	154.00	120.00
CDR002	CDR10432 Read/Write CD Drive	190.00	160.00
CDR003	CDR12432 Read/Write CD Drive	223.00	179.00
COR001	Correction Fluid - White	2.50	1.75

Use these settings to determine how the Product Item Price for this Price List will differ from standard Product pricing.

Set pricing method to:

Calculation Method:

Value:

Rounding Direction:

☒ To Decimal Places

☐ Multiples of plus adjustment

(e.g. to round to the nearest 0.99, enter a value of 1.00 with an adjustment of -0.01)

Buttons: Help, OK, Cancel

5. Select the product(s) that you want to add to your price list.

Tip: You can select more than one product. To do this hold the CTRL key down and select the products you require. If you want to select a range of products, hold the SHIFT key down and select the range you require.

6. Select the Calculation Method you want to apply from the drop-down list.

The following methods are available for calculating your prices:

Fixed Price	This allows you to enter a direct price for the product. The amount entered in the 'Value' box will be the price used in the price list. The list price of this product will not change even if the sales price changes on the product record.
Standard Sales Price	This method uses the standard sales price from the product record.
Decrease Sales Price by %	This method calculates and deducts the percentage from the standard sales price.
Decrease Sales Price by Value	This method deducts the value entered from the standard sales price. Note: You cannot use this method on foreign currency price lists or for foreign currency customers.
Mark Up % on Cost Price	This method calculates and adds the percentage mark-up onto the cost price.
Mark Up Value on Cost Price	This method adds the value mark-up entered to the cost price. As your cost price changes, the special sales price will also change by the amount entered in the 'Value' box. Note: You cannot use this method on foreign currency price lists or for foreign currency customers.
Increase Sales Price by %	This method increases the percentage from the standard sales price.

7. In the 'Value' box enter the fixed price, value or percentage depending upon the calculation method you have chosen.

Note: If you have chosen to use the 'Standard Sales Price' calculation method, this box is not available.

The following calculation methods are available:

Value	Enter the amount or percentage to be used to update the selected price list items.
-------	--

Rounding Direction

Select how you want to round your prices from the following options:

'Round up to'

Select this option to round a price up to the number of decimal places selected in the 'Decimal Places' drop-down list. For example, 6.55555 rounded up to 2 decimal places is displayed as 6.56.

'Round down to'

Select this option to round a price down to the number of decimal places selected in the 'Decimal Places' drop-down list. For example, 6.5555 rounded down to 2 decimal places is displayed as 6.55.

'Nearest'

Select this option to round a price up or down to the nearest value selected in the 'Decimal Places' drop-down list. The following options are also available:

'To.....Decimal Places'

Use this section of the window to specify whether you want to use decimal places to round any values, or to use a rounding technique to give you an actual figure.

Using the 'Decimal Places' option will round the calculated figure up or down to the nearest number of decimal places that you specify.

The number of decimal places available is controlled by the Unit D.P. setting in Settings, Product Defaults.

For example;

£13.4567 rounded down to 2 decimal places = £13.45.

£13.4567 rounded up to 2 decimal places = £13.46.

or

'Multiples of.....plus adjustment.....'

Instead of rounding prices by the number of decimal places, you can select the 'Multiples of' option to round your prices to psychologically important points, such as £9.99 instead of £10.00.

For example, you may specify the rounding amount so that each price ends in 99 pence, so that £13.4567 rounded down to multiples of 0.50, plus an adjustment -0.01 = £12.99.

8. To add the product and pricing details to the price list and return to the Edit Price List window, click OK.
9. Select the method that you want to use to recalculate prices on your price lists by using one of the following 'Recalculate Prices Details' options:

Recalculate Price List
prices whenever
Product prices change

Select this check box if you want prices to be automatically recalculated when a product sales or cost price changes. This will only affect prices that are based on the sales or cost price of a product.

Foreign Currency Users only: If you are editing a price list that has been created using a currency that is different to your base currency, the option changes to 'Recalculate Price List prices whenever Exchange Rate or Product prices change'.

Only recalculate Price
List Prices on selection
of the Recalculate Prices
button

If you want your price list prices to stay the same, regardless of changes to product cost and sales prices, select this check box. This option is useful if you want to decide when to change your price list prices, rather than having them track the product sales or cost price.

If your product prices change on the product records, you must return to this window and click Recalculate Prices.

When you click Recalculate Prices, the Recalculate Prices Preview window appears. The Recalculate Prices Preview window displays the current and newly discounted prices for the selected products. You should check the displayed details to make sure they are correct, and then click Save to change the product prices on the price lists.

10. Click Save to update your price lists with any changes that you have specified.
Alternatively, click Close to save any changes and exit from the Edit Price List window.
You have now updated the products area of your price list. You can add as many products to the price list as you need. You are now ready to add customers to your price list.

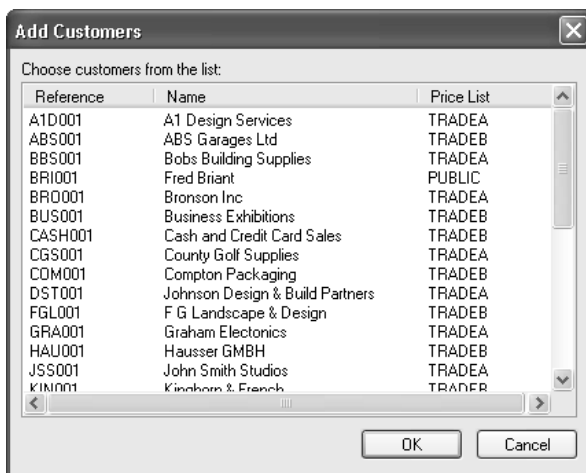
To add customers to your price list

1. Select Customers > Price List.

The Price Lists window appears, showing any existing price lists.

2. From the Price Lists window, highlight the price list that you want to add customers to and click Edit.
3. Click the Customers tab.
4. To add a customer to your price list, click Add.

The Add Customers window appears showing all of the customer records listed in your Sage 50 Accounts program.



The Add Customers list shows the customer account reference, the customer name, whether the customer already belongs to a price list and the price list reference. If the customer does not belong to a price list, the Price List column is left blank.

Note for Accounts Professional users only: If you have activated the Foreign Trader facility by running the Foreign Trader Wizard, select the currency of the new price list from the 'Currency' drop-down list. Only those customers who use the same currency as the currency that you have selected are displayed.

5. Select the customers that you want to add to the price list and click OK.

Note: If you have selected a customer that already appears on another price list, a message appears asking you if you want to associate the selected customer with the selected price list. If you click 'Yes', the selected customer will be moved to the new price list. If you click 'Yes to All', all of your customers will be moved to the new price list. If you click 'No', the selected customer will not be moved. If you click 'No to All', none of the

selected customers will be moved. You can check which price list a customer belongs to by viewing the Price List column in the Add Customers window.

- Click OK to add that customer record to the Price List.

The customer record is added to the price list.

Now that you have created a price list you can add customers and products to the existing price list, change product prices and delete price lists that you no longer require.

To copy a customer price list

- Select Customers > Price List.

The Price Lists window appears, showing any existing price lists.

- Select the price list you want to copy and click Copy.

The Copy Price List window appears.

Copy Price List

Price List Details

Name: Currency: Pound Sterling Last Updated:

Description: Copy of <PUBLIC>

Associated Products Customers

Product Code	Description	Calculation Method	Sales Price £	Cost Price £	List Price £	Profit Margin%
BOARD001	Whiteboard - Drywipe (90...	Sales Price-	20.00	15.00	19.60	23.47
BOARD002	Whiteboard - Drywipe (100...	Sales Price-	22.00	17.00	21.56	21.15
BOOKS001	A4 Ledger Book - 5 Column	Sales Price-	7.99	4.50	7.84	42.60
BOOKS002	A4 Carbon Copy Boo...	Sales Price-	2.99	1.50	2.94	48.98
BOOKS003	Shorthand Notebook ...	Sales Price-	4.50	3.50	4.41	20.63
CALC001	Calculator - Desktop	Sales Price-	10.00	7.00	9.80	28.57
CALC002	Calculator - Pocket	Sales Price-	6.00	3.80	5.88	35.37
CALC003	Calculator - Desktop (Printing)	Sales Price-	17.00	11.00	16.66	33.97
CALC004	Calculator - Printing Rolls	Sales Price-	6.00	4.20	5.88	28.57
C&S001	A4 Mini Trimmer Case	Sales Price-	15.00	7.51	14.70	48.91

Add Edit Price... Remove Import

Recalculate Prices Details

☒ Recalculate Price List prices whenever Product prices change

☐ Only recalculate Price List Prices on selection of the Recalculate Prices button

Recalculate Prices

Save Close

- Enter a unique name for the price list. The description can be changed until the price list is saved.
- Click Save.
- Click the Products Associated tab and amend the displayed information, where required. Refer to the information on page 393 to help you.
- Click Customers and add customers to the price list. Refer to the information on page 397 to help you.
- Click Save and to return to the Price Lists window, click Close.

Importing product prices onto a customer price list

(Accounts Plus and Accounts Professional only)

You can import updated product prices onto any customer price list that is set up in Sage 50 Accounts. You can also use the import process to add new products onto a customer price list, as long as the related product records exist in Sage 50 Accounts. The details you import must be in a comma separated value (CSV) format or in a text (TXT) file.

When you import details onto a customer price list, Sage 50 Accounts makes the following assumptions:

The process imports the product reference and price.

Sage 50 Accounts ignores any data (on the same line) following the price.

The program treats the first line of the import file as a heading and ignores it, providing there is only text content.

The price is in the currency held on the price list.

For example, your CSV file may look like this:

"Product Ref", "Price"

"BOARD001", 20

"BOX002", 22.00, "with waterproof coating"

"BOOKS001", 7.99, "signed, limited edition"

In this example, Sage 50 Accounts does not import the column headings on the first line ('Product Ref' and 'Price'), nor the additional text 'with waterproof coating' and 'signed, limited edition'.

Note: When you import product prices onto a customer price list, Sage 50 Accounts automatically sets the calculation method for the product price as 'Fixed Price', as it cannot determine what calculation method has been used for the price. Sage 50 Accounts reads the cost price and sales price from the Product Record and calculates the profit margin accordingly.

To import product prices onto a customer price list

1. Select Customers > Price List.

The Price Lists window appears, showing any existing price lists.

Alternatively, you can select Products > Price Lists.

2. From the Price Lists window, select the price list you want to import details into and click Edit.

The Edit Price List window appears, showing the Associated Products information.

Alternatively, to create a new price list to import details into, click New and enter a name and description for your price list, for further information about this, please refer to *To create a new price list* on page 392.

3. Click Import.

The Import Customer Price List window appears, displaying the 'Price List Name', 'Currency' and 'Description' of the price list.

Note: Sage 50 Accounts assumes that any prices you import are in the same currency as the price list. For example, if you import a product with a price of 20.00 to a euro price list, and your base currency is pound sterling, the price imports as €20.00, not £20.00 converted into euros. The Confirm Price List Import window shows the currency symbol associated with the price list you are updating.

4. Enter the directory and file name of the customer price list details file that you want to import.

If you do not know the exact location or name of the price list file, click Browse to locate the file.

5. Click Continue to proceed with the import process.

The Confirm Price List Import window appears, displaying the following information about the file you are importing:

Number of items in current price list	Displays the number of products that currently belong to the selected price list. You cannot amend this.
Valid items in import file	Shows the number of items that Sage 50 Accounts can successfully import from the file you select. You cannot amend this value directly, although you can increase the number of valid items by correcting import errors displayed in the 'Warnings' column. For more information, see 'Warnings' later in this table.
Invalid items in import file	Shows the number of items that create import errors and cannot be imported. You cannot amend this value directly, although you can decrease the number of invalid items by correcting import errors displayed in the 'Warnings' column. For more information, see 'Warnings' later in this table.

Line	Shows the position of this product line within the CSV or TXT file you are importing. You cannot change this.
Stock Code	Displays the stock code held in the import file. You can amend this if you require.
Current Price	Reads the sales price currently held on the price list. If the product does not yet appear on a price list, Sage 50 Accounts displays the sales price held on the product record. The currency symbol shown indicates the currency of the price list. You cannot change the 'Current Price'.
Proposed Price	Reads the product price from the file you are importing, and displays it in the price list's currency. You can change this if you require.
Warnings	This column displays errors and warnings about the items you are importing. You cannot amend these. Sage 50 Accounts displays import errors in red. Examples of errors are: ■ 'Product code not recognised.' ■ 'There are two prices being imported for this product. See Line xx.' ■ 'Invalid price supplied for this product.' If errors are present, then the import of those products cannot proceed. The 'Invalid items in import' box summarises the number of items containing errors. You must correct the errors in the import file before you try to import those items. If you correct an error and the associated item imports successfully, the 'Invalid items in import file' value decreases, and the 'Valid items in import file' value increases. Sage 50 Accounts displays import warnings in black. Examples of warnings are: ■ 'Product code exists and the current list price of x.xx will be overwritten.' Warnings provide additional information but do not stop the import process.

6. Select or clear the following import options as you require:

- 'Remove all items from the Price List prior to importing'.

If you select this option, Sage 50 Accounts removes all products currently associated with the price list before proceeding with the import.

For example, if you have a price list containing 600 products, and you import a file containing 150 updated prices, Sage 50 Accounts updates the prices of those 150 products and removes the remaining 450 items from the price list.

If you do not select this option, Sage 50 Accounts checks the list of products on the price list, and if a price exists, it updates it. If the product you are importing does not exist on the price list, Sage 50 Accounts adds it.

For example, if you have a price list containing 1000 products, and you import a file containing amended prices for 250 of those products, Sage 50 Accounts updates only those 250 prices and leaves the remaining 750 unchanged. Alternatively, if you have a price list containing 400 products, and you import a file containing 50 products that do not currently belong to that price list, Sage 50 Accounts adds those 50 products to the list and leaves the original 400 products unchanged.

- 'Hide warnings, errors will still be displayed'.

Select this check box if you want the Import process to filter out any warnings and display only errors in the 'Warnings' column.

If you do not select this check box, Sage 50 Accounts displays both errors and warnings in the 'Warnings' column.

7. To remove a line from the list so that it is not included in the Import process, select the line and click Delete Line.
8. To save any changes you make in the list back to the original CSV or TXT import file, click Save. Alternatively, to save your amendments to a new import file, click Save As and specify a file name and location for the new file.
9. To continue with the import process and apply the price changes to your data, click Apply.

Note: Items displaying errors will not import. You must correct the errors before you can successfully import these items.

If you are importing a large volume of data, a status bar appears, showing the progress of the import process.

Once the import is complete, the Associated Products information appears.

You have successfully imported your product price information.

Setting special customer prices

(Accounts Plus and Accounts Professional Only)

Sometimes you may want to give a particular customer a special price for one of your products or services.

You can set up special prices for your customers using the Pricing Structure facility, which is available in the Products navigation group.

To enter a special customer price

1. Select the Products navigation group and then, if appropriate, use the view selector to switch to the Products view.
2. From the Products window, highlight the product you want to set a special customer price for and click Record.
3. From the Product Record window, click Pricing Structure and then Add. Select 'Special Customer Price' from the prompt.

The New Price window appears.

New Price

Apply Pricing To

Pricing Option: Special Customer Price

A/C Reference:

Currency:

Description:

Product Details

Product Code: BOARD002

Description: Whiteboard - Drywipe (1000 x 1500)

List Price Calculation

Calculation Method: Fixed Price

Value: 0.00

Rounding Direction: Round up to

To: 2 Decimal Places

Multiples of: 0.00 plus adjustment 0.00

Pricing Details

Currency	Product Price		Price List Price		Profit	
	Cost	Sales	Current	Proposed	Value	Margin %
Pound Sterling	17.00	22.00	0.00	0.00	-17.00	0.00

Help Save Close

4. Select a customer for the special price using the A/C Reference drop-down.
5. From the 'Calculation Method' drop-down list, select the method you want to use to calculate the special customer price.

The following methods are available for calculating your prices:

Fixed Price	This allows you to enter a direct price for the product. The amount entered in the 'Value' box will be the price used in the price list. The list price of this product will not change even if the sales price changes on the product record.
Standard Price	This method uses the standard sales price from the product record.
Decrease Sales Price by %	This method calculates and deducts the percentage from the standard sales price.
Decrease Sales Price by Value	This method deducts the value entered from the standard sales price. Note: You cannot use this method on foreign currency price lists or for foreign currency customers.
Mark Up % on Cost Price	This method calculates and adds the percentage mark-up onto the cost price.
Mark Up Value on Cost Price	This method adds the value mark-up entered to the cost price. As your cost price changes, the special sales price will also change by the amount entered in the 'Value' box. Note: You cannot use this method on foreign currency price lists or for foreign currency customers.
Increase Sales Price by %	This method increases the percentage from the standard sales price.

6. In the 'Value' box enter the fixed price, value or percentage amount depending upon the calculation method you have chosen.

Note: If you have chosen to use the 'Standard Sales Price' calculation method, this box is not available

The following calculation methods are available:

Value	Enter the amount or percentage to be used to update the selected price list items.
Rounding Direction	Select how you want to round your prices from the following options:

'Round up to'

Select this option to round a price up to the number of decimal places selected in the 'Decimal Places' drop-down list. For example, 6.55555 rounded up to 2 decimal places is displayed as 6.56.

'Round down to'

Select this option to round a price down to the number of decimal places selected in the 'Decimal Places' drop-down list. For example, 6.5555 rounded down to 2 decimal places is displayed as 6.55.

'Nearest'

Select this option to round a price up or down to the nearest value selected in the 'Decimal Places' drop-down list. If you select the 'Nearest' option, the following options become available:

'To.....Decimal Places'

Use this section of the window to specify whether you want to use decimal places to round any values, or to use a rounding technique to give you an actual figure.

Using the 'Decimal Places' option will round the calculated figure up or down to the nearest number of decimal places that you specify, the number of decimal places available is dictated by the Unit D.P. setting which can be amended in Settings, Product Defaults. For example;

£13.4567 rounded down to 2 decimal places = £13.45.

£13.4567 rounded up to 2 decimal places = £13.46.

or

'Multiples of.....plus adjustment.....'

Instead of rounding prices by the number of decimal places, you can select the 'Multiples of' option to round your prices to psychologically important points, such as £9.99 instead of £10.00.

For example, you may specify the rounding amount so that each price ends in 99 pence, so that £13.4567 rounded down to multiples of 0.50, plus an adjustment -0.01 = £12.99.

The Pricing details are displayed in the 'Pricing Details' area of the window.

Foreign currency price lists only: If you are creating price lists that use foreign currencies, the preview window will show the base currency and foreign currency figures. Due to rounding calculations, it is possible that the 'Profit Margin %' column may differ between each row.

For example:

Values rounded to 2 decimal places, exchange rate at 1 = 1.559300:

Currency	Product		Price List Price		Profit	
	Cost	Sales	Current	New	Value	%
Euro	15.59	20.27	18.24	22.86	7.27	31.80
Pound Sterling	10.00	13.00	11.70	14.66	4.66	31.79

7. To save your special customer price, click Save.
8. To return to the Pricing Structure click Close.

You have now set up your special customer price. If you decide that you need to change the price, you can edit it. If you no longer need the special customer price, you can remove it.

To print a price list

1. Select Customers > Price List.
The Price Lists window appears, showing any existing price lists.
2. Select the price list that you want to print and click Print.
The Criteria window appears.
3. Select the stock codes and specify the number of records to display in the price list report.
Note: To display all records, leave the selection criteria as they appear.

4. Select one of the following options:

Printer	Choose 'Printer' to print the selected price list immediately.
Preview	Select this option to view the price list on-screen. Use this option to check whether it is the right report, or to view how the price list looks before you actually print it.
File	Use this option to save the price list as a file. You can then use the file on another computer running Sage 50 Accounts, or to take a backup of the Price List report for future reference. The Price List is saved with a file extension .SRD.
E-Mail	Use this option if you are using Microsoft® Outlook as your e-mail program and you want to send the Price List report via e-mail.

5. Click OK to generate the printed price list.

6. Click Close to close the Price List report and return to the Price Lists window.

Discounts

There are several types of discounts you can use. Most can be set up so that they are automatically applied to an invoice to speed up invoice entry. As you create the invoice the awarded discount can be altered if it is not quite right.

Accounts Professional users can also use and automate discounts to influence orders, quotations and proformas.

The different discounts

- 'Good Customer' Discount. You can set a discount for all of your customers, this discount is automatically added to any other discounts that you have set up.
- Early Settlement Discount. If you want to offer discounts for early payment of invoices, you can with Sage 50 Accounts. Qualifying periods (for example, 15 days) and corresponding discounts can be set up.
- Quantity Discounts. **Accounts Plus and Accounts Professional users** can set up progressive discounts for bulk purchases (for example, 5% off if a customer buys more than 10 items, 10% if they buy more than 50 items).
- Invoice Value Discounts. As an alternative to Quantity Discounts, Accounts Plus and Accounts Professional versions also support progressive value discounts. You can offer a range of discounts against total order or invoice value (for example, 5% off the invoice value if a customer spends more than £100, 10% if they spend more than £500).

- In addition to all of these types of discount, you can apply a one-off price reduction (manual discount) during invoice entry.

If the prices that you charge for your products and services change frequently and you prefer greater flexibility when giving discounts, this is the simplest discounting method that can be applied to individual invoices or sales orders.

How discount is calculated

Discounts, with the exception of early settlement, are calculated as follows:

$(\text{Unit Sales Price} - \text{Discount Amount}) \times \text{Quantity}$

For example, a customer buys 40 units at £9.99, with a 20 percent discount. The sum is $(9.99 \times 40) - 20\% = £319.68$

You can change the way the discount is calculated so that the discount is calculated by unit price.

$(\text{Unit Sales Price} - \text{Discount Amount}) \times \text{Quantity}$. The sum is $(9.99 - 20\%) \times 40 = £319.60$

This difference is due to the point at which rounding is applied to the values.

To set Sage 50 Accounts to calculate discount based on unit price see *Entering Invoice and Order Defaults* on page 133.

How discounts are applied to invoices/orders

Sage 50 Accounts gives you complete control over how discounts are applied. This is done by setting discounts on individual customer records.

Accounts Plus and Accounts Professional users can also use settings from product records (see page 414) and customer defaults (see page 417) to award quantity and invoice discounts during sales order entry and invoice entry. Invoice and order defaults can also be set to add further control (see *Entering Invoice and Order Defaults* on page 133).

When you create an invoice or order, Sage 50 Accounts automatically applies the pricing and discounting structures that you have set up. At that point the you can then change the total discount awarded by applying a one-off discount (manual discount).

The following illustration shows an invoice awarded a 5% discount from the customer's record.

The screenshot displays two overlapping windows from the Sage 50 Accounts software. The background window is the 'Invoice' form, and the foreground window is the 'Customer Record' form.

Invoice Window:

- Details Tab:** Customer ABC.
- Form Fields:** Type: Invoice; Format: Product; Date: 25/07/2005; A/C: ABC001.
- Table:**

Product Code	Description	Quantity	Price £	Discount £	Discount %	Net £	V.A.T. £
BOARD001	Whiteboard - Drywipe (900 x 1200)	1.00	19.00	0.95	5.0000	18.05	3.08

Customer Record Window:

- Details Tab:** Pricing and Discounting.
- Form Fields:**
 - Discount %: 5.00
 - Additional Discount: No additional
 - Price List: TRADEA
 - Miscellaneous Defaults: Default Nominal Code: 4002, Default Tax Code: T1 17.50.
 - Currency: 1 Pound Sterling, Department: 1.

Note: Early settlement discount is displayed in the Footer Details tab.
Only the VAT amount is affected by this discount.

'Good customer' discount

You may have particular customers with whom you have a good business relationship. For example, they may buy in larger volumes or more frequently than your other customers. In this case, you can choose to set up a 'good customer' discount.

The 'good customer' discount is the standard type of discount that you can apply. When it is set up, the discount value is applied to the full net value of an invoice (or sales order if you are using the Accounts Professional version of Sage 50 Accounts), and is added to any other discount that is also applied.

To apply a 'good customer' discount, you must set it up on the customer record. This discount will be applied to all invoices that are entered for that particular customer. For example, if you enter a 2 percent discount, every invoice that you send to the customer will be discounted by 2 percent. If other discounts are also being applied, this discount amount is added to them.

You can enter a standard discount in two ways:

- If you give the same discount to most of your customers, you can enter a discount in your Customer Defaults. For further information about entering customer defaults, see *Entering Customer Defaults* on page 121.
- If you want to assign a discount percent to each of your customers individually, you can use the Defaults tab from the Customer Record to enter the discount. For further information about setting up a customer record, see *Entering Customer and Supplier Records* on page 180. For information on setting up a 'good' customer discount, refer to the following section.

To set up a 'good customer' discount

1. Select the Customers navigation group and then, if appropriate, use the view selector to switch to the Customers view.
2. From the Customers window, select the customer you require, then click Record.
3. Click the Defaults tab.

The screenshot shows the 'Customer Record' window with the 'Defaults' tab selected. The window has a title bar with standard window controls. Below the title bar is a tabbed interface with tabs for 'Details', 'Defaults' (selected), 'Credit Control', 'Sales', 'Orders', 'Projects', 'Graphs', 'Activity', 'Contacts', and 'Memo'. The 'Defaults' tab contains several sections:

- Custom Fields:** Includes text boxes for 'Cust. Type' (containing 'Trade'), 'Resp. Rep' (containing 'Malcolm'), and 'Region' (containing 'Worcestershire').
- Pricing and Discounting:** Includes a 'Discount %' box (containing '3.00'), an 'Additional Discount' dropdown (set to 'Discount A'), and a 'Price List' dropdown (set to 'TRADEB').
- Miscellaneous Defaults:** Includes a 'Default Nominal Code' dropdown (set to '4001'), a checkbox for 'Use Default Nominal Code for Sales' (unchecked), a 'Default Tax Code' dropdown (set to 'T1 17.50'), and a checkbox for 'Use Default Tax Code for Sales' (unchecked).
- Currency and Department:** Includes a 'Currency' dropdown (set to '1 Pound Sterling') and a 'Department' dropdown (set to '1').

At the bottom of the window is a row of buttons: 'Save', 'Discard', 'Delete', 'Previous', 'Next', 'Print List', 'New Order', 'New Invoice', 'New Project', and 'Close'.

4. Enter the discount rate you want to apply in the 'Disc %' box.
A discount of this percentage rate will now be automatically applied to all invoices/orders you generate for this customer.
Note: You can also see this discount on the item line of the invoice. To do this select an item line on an invoice and Press F3, the Edit Item Line window appears.

5. Click Save.

You have now entered your 'good customer' discount.

Early settlement discount

It is easier to manage the cash flow of a business if your customers settle their outstanding invoices promptly. By setting up early settlement discounts, you may encourage your customers to pay their debts earlier.

A settlement discount is calculated on the net value of a customer invoice, after all other discounts have been applied. This net amount on the invoice, including the settlement discount, is displayed in the Footer Details tab.

When you create an invoice for a customer who qualifies for a settlement discount, the settlement discount is automatically applied to calculate the VAT amount shown. (The net amount is not reduced by the settlement discount at this stage. Although you have created and sent the invoice out, you are not sure that the customer will pay before the time has expired for the early settlement. Therefore the discount only shows on the VAT amount).

To set up a settlement discount for a customer

1. Select the Customers navigation group and then, if appropriate, use the view selector to switch to the Customers view.
2. From the Customers window, select the customer that you require, then click Record.
3. Click the Credit Control tab.

4. In the 'Sett. Due Days' box, enter the number of days within which payment should be made to qualify for an early settlement discount.
5. In the 'Sett. Discount' box, enter the percentage discount you want to apply.
6. Click Save to record the discount details.

Irish early settlement discounts

If the Regional Settings on your computer have been set up as English (Ireland), the early settlement discount is calculated using the Irish Early Settlement Discount scheme.

When using the Irish Early Settlement Discount scheme, the tax is calculated before the discount is deducted from an invoice. On your invoices, the full net and tax amounts are displayed. However, you can still view the settlement discount value on the Footer tab, or when you print the invoice.

See how the Irish settlement discount is applied in the following scenario:

- Tax rate of 21%,
- Early settlement discount of 10%,
- Settlement period of 30 days.

Your invoice lists the following values:

€100.00 net €21.00 tax
€200.00 net €42.00 tax
Total net = €300.00
Total tax = €63.00

The invoice will also show the discount available to the customer;

Payment due within 30 days.

Early Settlement Discount of 10% available if you settle within 30 days.

With Early Settlement Discount, pay only €333.00

In this example, the discounted figure is calculated by applying the 10% discount to the net amount (€300.00). This amount is then subtracted from the original gross amount.

The invoice will also show the settlement discount being offered, and the amount that would be payable if the invoice is paid within the settlement discount period.

When the invoice is posted, the following entries are made to your accounts system:

	Debit	Credit
Debtors Account	363.00	
Sales Tax		63.00
Sales		300.00

Once the invoice is paid (within the discount period), the following entries are made:

	Debit	Credit
Debtors Account		363.00
Bank Account	333.00	
Discount	30.00	

Discounting by quantity of product sold

(Accounts Plus and Accounts Professional Only)

From the Product record it is possible to set up five different quantity discount rates to give your customers. These are additional discounts, applied on top of all the other discounts that you have set up. For example, you may want to set up a discount for retail customers, one for wholesale and one for trade, so that each of these customer types pays different prices for the same product.

Quantity discounts in Sage 50 Accounts are determined through product discount rate tables. You can apply one of these five product discounts as the 'Additional Discount' default for your customers, do this within Settings, Customer Defaults. You can also allocate one of these to a customer when you create or edit the customer record.

Note: You can amend the names shown on each of the discount tabs so that they are more meaningful for your business. This is done using Products > Product Defaults.

The product discounts you can set up are based on quantity levels and you can enter quantities for up to 10 levels of discount.

If you use a standard set of discounts for your products, for example, for retail customers, you can set up Discount A on each product record to be your retail discount. You can then enter the levels of discount on your first product's Discount A tab. Then, copy this discount structure, using the Copy Discount button on the main Products window, to the Discount A tab of each of your other product records. This means, that you only have to set your levels of discount once.

Similarly, you can set up Discount B to be your wholesale discount. If you enter this structure on one product record, you can then copy it to every other product record it applies to.

You can only copy from one product's discount tab to another product's discount tab, if the letter of each discount tab is the same. For example, you can copy a product's Discount B to another product's Discount B, but you cannot copy Discount B to Discount C.

Note: On copying discounts in this fashion, all discounts in columns A-E will be copied between product records.

To set up a discount structure for your product record

1. Select the Products navigation group and then, if appropriate, use the view selector to switch to the Products view.
2. From the Products window, select the product (or products) that you want to set up discounts for, and then click Record.
3. Click the Discount tab.

Discount	Quantity	Discount %	Discounted Value
Level 1		0.00	0.00
Level 2		0.00	0.00
Level 3		0.00	0.00
Level 4		0.00	0.00
Level 5		0.00	0.00
Level 6		0.00	0.00
Level 7		0.00	0.00
Level 8		0.00	0.00
Level 9		0.00	0.00
Level 10		0.00	0.00

The discounts information appears.

You can sub-divide each of the five discounts on each individual product record to 10 different levels of discount.

If you want to copy a discount structure that you have already set up on another product record, click Copy Matrix.

Note: If you have chosen to rename the Discount tabs A-E, the names that you have entered appear here.

- Choose each discount tab in turn, to set up the discount structures for Discounts A-E as required. In the Discount table on each discount tab, enter the following discount details, one line per level of discount, as required.

Quantity Enter the quantity of the product required for a customer to qualify for a discount. Sage 50 Accounts only lets you enter quantities in ascending order, with the smallest quantity as level one.

Discount % Enter the discount (as a percentage) that a customer receives for purchasing this quantity of the product.

Value This is automatically calculated for you by Sage 50 Accounts and is the sale price of the product, less the percentage discount you entered.

5. When you have finished entering your discounts, to save your entries, click Save, or to clear any data you entered and start again, click Discard.
6. To exit the product record and return to the Products window, click Close.
7. Next, you must access the relevant Customer Record and apply the discount. To do this, choose the Defaults tab from the Customer Record and select the discount you want to apply from the 'Additional Disc' drop-down list in the 'Pricing & Discounting' section of the window.

The screenshot shows the 'Customer Record' window with the 'Defaults' tab selected. The window has a menu bar with 'Details', 'Defaults', 'Credit Control', 'Sales', 'Orders', 'Projects', 'Graphs', 'Activity', 'Contacts', and 'Memo'. The 'Custom Fields' section contains 'Cust. Type' (Trade), 'Resp. Rep' (Malcolm), and 'Region' (Worcestershire). The 'Miscellaneous Defaults' section includes 'Default Nominal Code' (4001), 'Use Default Nominal Code for Sales' (unchecked), 'Default Tax Code' (T1 17.50), and 'Use Default Tax Code for Sales' (unchecked). The 'Pricing and Discounting' section shows 'Discount %' (3.00), 'Additional Discount' (Discount A), and 'Price List' (TRADEB). The 'Currency' is set to '1 Pound Sterling' and 'Department' is '1'. At the bottom, there are buttons for 'Save', 'Discard', 'Delete', 'Previous', 'Next', 'Print List', 'New Order', 'New Invoice', 'New Project', and 'Close'.

8. To save the changes, click Save.

Discounting by invoice value

(Accounts Plus and Accounts Professional Only)

This discount is set up as part of your Customer Defaults.

You can set up 10 different discount rates that you can apply to different values of invoice or order. For example, you could add 1 percent extra discount for every £1000 invoiced. So, if a customer bought £2000 worth of goods, the customer would receive a 2 percent discount and so on until £10,000 when the customer would receive 10 percent discount.

The discount by invoice value is calculated as follows:

$(\text{Unit Sales Price} \times \text{Quantity}) - \text{Discount}$

The additional discount rate is applied to the full net value of the invoice, ignoring any VAT charged and other discounts applied.

To set up discounting by invoice value

1. Select Customers > Customer Defaults.

The Customer Defaults window appears.

2. Click the Discount tab and enter your discount values.

Discount Type	Invoice Value	Discount %
Discount	100.00	5.00
Discount	500.00	7.00
Discount	1000.00	15.00
Discount	3000.00	17.00
Discount	5000.00	20.00
Discount	0.00	0.00
Discount	0.00	0.00
Discount	0.00	0.00
Discount	0.00	0.00
Discount	0.00	0.00

Note: If you want to set this discount to all of your new customer records, click the Record tab and from the Type drop-down list, select Invoice Value. This will apply the discounts that you set in step 2 to all your new customer records. If you do not want your discounts applied globally, this drop-down box should read 'No additional'.

3. Click OK to add these discount values as defaults. To exit without saving, click Cancel.
4. To set the discount on a customer's record from the main desktop, select the Customers navigation group. If appropriate, use the view selector to switch to the Customers view and then select the customer you require from the list of customer records in the Customer window.
5. Click Record.
6. Click the Defaults tab.
7. From the 'Additional Disc' drop-down list, select 'Invoice Value'.
8. Click Save.

Now, whenever you raise an order or an invoice for this customer, the appropriate discount rate in your customer defaults will be applied, depending on the value of the invoice.

Applying a one-off discount

This is a manual discount that you can apply to individual items during invoice or sales order entry.

You can use a manual discount to override any discounts awarded to items from your discounting structure, such as a 'good customer' discount. This means you can increase any discount awarded to an item when creating the invoice/sales order, or even decrease it.

To apply a manual discount

Note: To enable the Discount columns you must ensure 'Show Discount on Main Invoice/Order Screen' is ticked in Invoice and Order Defaults > Discounts.

- During invoice entry, on the item line, enter the discount you want to apply.
You can enter the amount you want to award as a discount in the 'Discount' column. Alternatively, you can enter a percentage discount in the 'Discount %' column.
- To copy the discount from the item line above to the one you are entering, press F6 in either the 'Discount' or 'Discount %' column.

The screenshot shows the 'Product Invoice' window with the following details:

- Details Tab:**
 - Customer: CHARNWOOD FAYRE, 38 FESTIVAL DRIVE, LOUGHBOROUGH, LEICESTERSHIRE, LE11 0XJ
 - Type: Invoice
 - Format: Product
 - Date: 12/07/2007
 - A/C: 1CHARN
 - Product Invoice: <AutoNumber>
 - Inv. No.:
 - Order No.:
 - Item No.: Item 1 of 1
- Table:**

Product Code	Description	Quantity	Price £	Discount £	Discount %	Net £	V.A.T. £
CAJUN	CAJUN HOT SMO...	1.000	12.500	1.80	14.4000	10.70	0.00
- Summary:**
 - Total Discount: 1.80
 - NET VALUE DISCOUNT: 0.00
 - Total GBP £: 10.70
 - Carriage GBP £: 0.00
 - Gross GBP £: 10.70
 - Euro £: 15.52
 - Less Deposit GBP £: 0.00
 - Amount Due GBP £: 10.70
- Buttons:** Save, Discard, Print, Memorise, Recall, Profit, Send e-Mail, Close

- Alternatively, you can apply a manual discount to an item by selecting the item and then press F3 on your keyboard.

The Edit Item Line window appears.

Edit Item Line

Details

Product Code: BOARD001 Units: Each

Description: Whiteboard - Drywipe (900 x 1200)

Comment 1:

Comment 2:

Order Reference: Order Line Reference: 0

Values

Quantity: 1.00 Discount %: 0.0000 Net GBP £: 20.00

Unit Price GBP £: 20.00 Discount GBP £: 0.00 VAT GBP £: 3.50

Posting Details

Nominal Code: 4000 Department: 1

Tax Code: T1 17.50

Additional Information

Line Information:

Calc. Net Discounts Price List OK Cancel

4. Enter the discount you want to offer in the 'Discount %' box and then click OK to accept the changes, or to exit without saving the changes, click Cancel.

Proformas

(Accounts Plus and Accounts Professional Only)

You will usually use a proforma for a new customer or a large order, for example, where you want the customer to pay before they receive the goods.

You create proformas in the same way as sales orders or invoices. For further information, see *Sales Order Processing* (Accounts Professional Only) on page 425 and *Entering an Invoice* on page 458.

When you receive payment for a proforma, you need to convert the proforma to a sales order or an invoice. You can then update the Customer Record and stock levels with the invoice details.

Quotations

(Accounts Plus and Accounts Professional Only)

Many businesses submit quotations in the hope of attracting new business. When the customer accepts the quotation, you will convert it to a sales order or an invoice.

When you create a quotation in Sage 50 Accounts it is given a status of Open. From this point it may become:

- Won - A quotation automatically becomes Won when you convert it to an order or invoice.
- Lost - A quotation becomes Lost when you amend it and mark it as such. The status of a Lost quotation can be amended to make it Open again.
- Expired - A quotation automatically becomes Expired after it has been Open for a time-out period longer than you specify. An expired quotation can become Open again, if you amend the expiry date.

Creating a new quotation

Note: Before you start to work with quotations you need to specify whether, when converted, a quotation will generate a sales order or an invoice. See *Entering Invoice and Order Defaults* on page 133 for details.

Use Customers > New Quotation to create quotations. The Quotation window appears.

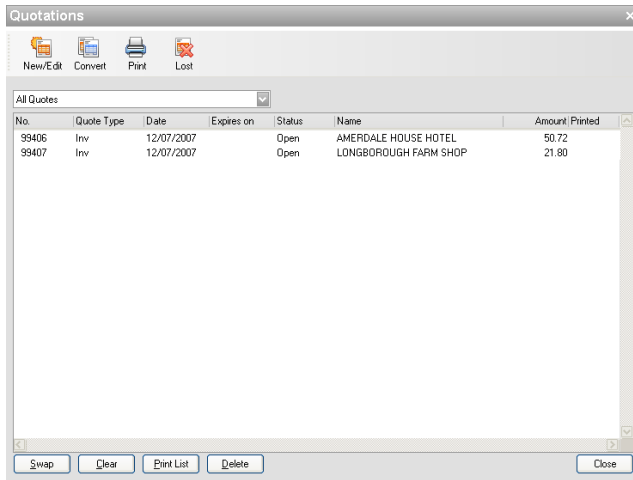
The window shown is very similar to that which you use to create invoices and credit notes or sales orders (depending upon your Invoice and Order Defaults settings), with the following differences:

- The Type is automatically set to Quote or Quote SOP, and cannot be changed.
- An Expiry box is included to enable you to set an expiry date for the quotation.

For details of how to use this window, see *To create a new product invoice or credit note* on page 460 or *To create a sales order* on page 427.

Maintaining quotations

To maintain your quotations, select Customers > Quotations List. The Quotations window appears.



Use the drop-down at the top of the list to filter the quotations shown. You can choose:

- All quotes
- Quotes won
- Quotes lost
- Open quotes
- Expired quotes

Maintenance tasks may include:

- Editing a quotation. For details, see *To edit a quotation* on page 423.
- Changing the status of a quotation. For details see *To change the status of a quotation* on page 423.
- Allocating stock. For details, see *To allocate stock to a quotation (Accounts Professional only)* on page 423.
- Amend stock allocation. For details, see *To convert a quotation to an invoice or sales order* on page 423.
- Converting a quotation to an invoice or sales order. For details, see *To convert a quotation to an invoice or sales order* on page 423.
- Removing a quotation from the list. For details see *To remove a quotation from the list* on page 424.

To edit a quotation

1. Select the quotation you want to change on the Quotations window.
2. Click New/Edit.

The Quotation window appears. For more information on this, see *Creating a new quotation* on page 421.

Note: If you edit a quotation which has been won and converted to a sales order or to an invoice, the Sales Order or Invoice window appears, as appropriate.

To change the status of a quotation

1. Select the quotation you want to change on the Quotations window.
2. Right-click, then select the "Set as" option you require for the new status from the menu displayed.

Note: Alternatively, if you want to mark a selected quotation as lost, click the Lost button on the toolbar.

You are prompted to confirm the change of status.

3. Click Yes or No, as appropriate.

Note: To reactivate an expired quotation that has a status of Invalid, you should edit the quotation, as described in the previous section and set the Expiry date to some time in the future.

To allocate stock to a quotation (Accounts Professional only)

1. On the Quotations window, select the open quotation to which you want to allocate stock.
2. Click Allocate in the Tasks List on the Navigation Bar.

From this point, the procedure is the same as allocating stock to a sales order. For more information on this, see *Allocating stock to sales orders* on page 447.

Note: You are only allowed to allocate stock to a quotation if the Type column on the Quotations window indicates that the quotation will be converted to a sales order if won. For details of how to use the Invoice and Order Defaults window to set your conversion option, see *Entering Invoice and Order Defaults* on page 133.

To convert a quotation to an invoice or sales order

1. On the Quotations window, select the open quotation(s) you want to convert.
2. Click Convert.
You are prompted to confirm the conversion.
3. Click Yes or No, as appropriate.

Note: The quotation is converted to a sales order or to an invoice, depending upon its Type. Quotations are numbered in sequence with your sales orders or invoices, as appropriate.

To remove a quotation from the list

1. On the Quotations window, select the quotation to be removed from the list.
2. Click Delete.
You are prompted to confirm the deletion.
3. Click Yes or No, as appropriate.

Sales Order Processing

(Accounts Professional Only)

Sales orders are requests for your goods, received from your customers. Sales Order Processing enables you to keep track of the items your customers are ordering. Sales Order Processing lets you:

- Create the order.
- Allocate stock against the order.
- Record the despatch of stock.
- Produce an invoice to send to a customer.

Note: In a similar way to invoicing, if you are dealing with one-off orders, you can give your sales order 'special' product codes. For more information, see *A Note about special product codes* on page 459.

You can also use the Sales Order Processing facilities to enter your sales order proformas.

The sales order life cycle

Creating the sales order is only the first step in the order cycle. The other steps are outlined below and explained in the following sections. Depending upon how you save your sales orders, you might not have to complete all of the stages of the cycle as Sage 50 Accounts will do some of it for you automatically.

1. Converting quotations and proformas into sales orders. An order may begin life as a quotation or a proforma.
For more information on converting a quotation, see *To convert a quotation to an invoice or sales order* on page 423.
2. Creating the order.
For more information, see *Creating a sales order* on page 426.
3. Saving the order.
For more information, see *Saving your sales order* on page 445.
4. Printing your sales order.
For more information, see *Printing your sales order* on page 446.
5. Allocating the stock.
For more information, see *Allocating stock to sales orders* on page 447.
6. Despatching the stock.
For more information, see *Despatching sales orders* on page 449.
7. Print the invoice.
For more information, see *Completing the sales order cycle* on page 457.

8. Update the ledgers.

For more information, see *Posting an Invoice* on page 491.

Dealing with cash sales

Orders differ in the length of time they take to complete. Some orders are completed immediately at the point of sale, particularly when dealing with over the counter sales. The customer picks the goods, pays immediately and takes the goods. In Sage 50 Accounts this type of sale is dealt with as a 'cash sale'.

Rather than record each part of the sales order process as complete, from stock allocation through to ledger update, the whole order life cycle can be automated by choosing the Cash Sales option when you are creating the sales order.

Note: There must be sufficient stock levels to satisfy the whole order. If you have set Sage 50 Accounts to allow negative stock the order will go through regardless of stock levels.

The order documentation produced for a cash sale can be limited to only those documents you need (see *Entering Invoice and Order Defaults* on page 133). Depending on these settings you are prompted to select the right layout for the generated documents (sales order, invoice and goods despatched note).

To complete the order a sales receipt is generated and allocated to it. If the order contains goods assigned to different tax codes and you use VAT cash accounting, Sage 50 Accounts generates a sales receipt for each tax code used.

Note: A cash sale can only be recorded to a base currency bank account. At installation a default cash sales bank account is created and set for use by cash sales. See *Entering Invoice and Order Defaults* on page 133. Also, a cash sale cannot be recorded for a customer with an account record set for foreign currency.

Creating a sales order

You can create a sales order using Customers > New Sales Order. This opens the Product Sales Order window, which is made up of six tabs: Details, Order Details, Footer Details, Payment Details, Despatched and Invoices.

- Use the Details tab to enter your main sales order details, including customer account details, items and quantities ordered. For further information about how to do this, see *Creating a sales order* on page 426.
- Use the Order Details tab to enter or amend the delivery address and details which are applicable to the sales order. For further information about how to do this, see *To enter the order details for your sales order* on page 435.
- Use the Footer Details tab to enter carriage charges, settlement terms and global details to relate to the whole order. For further information about how to do this, see *To enter your sales order footer details* on page 437.

To enter details of the sales order

- In the boxes provided, enter the following order header details.

Type From the 'Type' drop-down list, select the type of sales order that you want to create. You can create an order or proforma.

Help

Type 'Proformas' in the Help index to find out more.

Order No. When you create a new sales order, '<Auto Number>' appears in this box. Sales order numbers are not assigned until the order has been saved.

If you want to edit an existing sales order, type the order number of the sales order that you want to edit, here.

The first time you create and save a sales order, it will be assigned the number '1'. Each time you create and save a sales order, the order number is increased by one. If you want to start numbering your orders at a particular number, you must change the numbering sequence in your Invoice and Order Defaults (see *Entering Invoice and Order Defaults* on page 133).

Date The current program date appears here automatically, but you can change this if necessary. Use the Calendar to enter a different date or type directly into the box.

Inv. Ref. When you update the sales order to match an existing invoice, the last invoice number relating to the sales order appears.

A/C Enter the customer account reference here. If you enter an existing account reference, the customer's name and address appear automatically. If you enter an account code that is not already set up, the drop-down list appears. You can then select the account you require or click New to create a new customer record.

Note: If you have selected the 'Display Account Status' check box in the Company Preferences window (Company > Settings), Sage 50 Accounts gives you a warning if the customer account you have selected has been put 'on hold'.

If the 'Show warning on each change' option is selected, click OK on the warning message to continue to enter the order.

If the 'Stop the account' option is selected, you must take the account off hold before you can create the order. Click OK to continue.

Item No.	This shows the number of the item that is currently highlighted. For example, if there are ten item lines and the cursor is currently on the second line, this box shows 'Item 2 of 10'.
Rate	You can enter your currency exchange rate here. This only appears if you have set up Foreign Trader.

To add goods/services to the order

1. Enter the product items that you have sold, one line of the order per product, entering the details as follows:

Product Code	Enter the product code you require here. You can use the drop-down button to search and select from your existing product records. If you enter an unknown product code you are given the list of existing products to select from. If necessary, you can create a new product record and select this for inclusion in the sales order.
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In addition to the normal product codes, you can also enter special product codes.

Note: You cannot change the product code on a sales order if the order shows an allocated or despatched quantity for that product. If you open an existing order that contains products with allocated or despatched quantities, the product code is not enabled, and you cannot change it using the drop-down list, or by overtyping. In order to change the product code on an order if it has an allocated quantity, you must first reverse the allocation using the Amend option. If a product shows a despatched quantity, you must reverse the despatch manually, taking the customer and stock into account where appropriate, and re-enter an order as you require.

Description	The description of your product is entered here automatically and is taken from the Product Record window, but you can change this if required. When your cursor moves to the 'Description' box, an Edit button appears. Use the button (or press F3) to apply one-off product details. For more information, see <i>To edit the goods/services (sales order item line)</i> on page 431.
Quantity	Enter the quantity of stock that your customer has ordered.

Price	The unit price from the product record appears here. If a special product code (for example, S1) has been entered, the value entered in the Edit Item Line window appears here. You can amend these values if necessary.
Discount	Displays the amount the item has been reduced by as a result of discounts that have been awarded such as a 'good customer' discount. You can change the amount by keying in a new discount amount. Alternatively, with the item line selected you can press F3 to open the Edit Item Line where you can amend the discount.
Discount %	Displays the total percentage discount that the customer receives. The total can be made up of 'good customer', quantity or invoice value discounts. You can change the discount by keying in a new discount percentage. Alternatively with the item line selected you can press F3 to open the Edit Item Line where you can amend the discount. Note: The Discount and Discount % columns only appear if Sage 50 Accounts is set to do this. See <i>Entering Invoice and Order Defaults</i> on page 133.
Net	The net value is calculated automatically. This value cannot be changed.
VAT	The VAT amount appears here automatically. This value cannot be changed.
Tax Breakdown List	The 'Tax Breakdown List' box shows the tax information, grouped by tax code, for the items entered in the order.
Totals	These two boxes show the Net and VAT totals of the invoice.
Carriage	These two boxes show the Net and VAT totals of any carriage costs applied to the order.
Gross	The total value of your order appears here.
Euro	If you have entered currency details into your Sage 50 Accounts program, the total value of the order appears here (in euro).

2. Continue to enter the remaining lines of your sales order.

To enter your order details such as delivery address see *To enter the order details for your sales order* on page 435.

To enter any carriage or settlement details see *To enter your sales order footer details* on page 437.

To enter payment details against the sales order see *To enter your sales order payment details* on page 440. These are then updated to the customer's account when the sales order is saved.

If you do not want to add any order or footer details to this sales order save the order. See *To finish the order* on page 442.

Note: If you are viewing or editing existing orders, you can highlight the relevant orders you want to view or edit from the Sales Order Processing window (Customers > Sales Order List). When you call up the order using the New/Edit button you can then use the Next and Previous button to browse through your chosen orders.

To edit the goods/services (sales order item line)

Use this function to increase the detail which is included in your records. You can assign a nominal code to your sales orders so you can increase the analysis and reporting options that you can use on them (for example, you can see the products that are most commonly sold to a particular customer) at a later date. You can also see what discounts have been set up for this product.

1. Select Customers > New Sales Order.

The Product Sales Order window appears, showing the Details tab.

2. Enter your sales order details.

When your cursor moves to the 'Description' box, an Edit button appears.

3. Click the Edit button (or press F3).

The Edit Item Line window appears.

Some of the boxes on the Edit Item Line window are already filled, with information taken from the product and customer records.

4. In the boxes in the 'Details' area, enter the following details:

Product Code	This box automatically displays the product code you have chosen. You cannot edit this entry.
Units	This defaults to the setting within the product record. However, you can enter your own description.
Description	You can amend an existing product description, or enter your own if none was entered previously, using up to 60 characters.
Comment 1 and Comment 2	These two boxes, each of up to 60 characters, can be used to add additional text to the description.

5. In the boxes provided in the 'Values' area, enter the following details:

Quantity	The quantity displayed on the Sales Order Details tab appears here, but you can override this if necessary. If you have selected the 'Allow Negative Stock' check box on the Company Preferences window (Company > Settings>), Sage 50 Accounts gives you a warning if you do not have enough stock (unless it is set as a non-stock item in the product record).
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Unit Price	This is the sales price per unit that is taken from the product record. You may amend it for this sales order if necessary. If you enter the gross amount here, you can make Sage 50 Accounts calculate the VAT amount and the corresponding net amount by clicking Calc Net.
Discount %	The discount entered here is the total percentage of discount that the customer receives, as set up on the Customer Record Defaults tab. You can amend this if you require. To see how this discount is made up, click Discounts. The Discount Breakdown window appears.
Discount	This shows the value of the discount that the customer will receive, based on the percentage of discount above. You can amend this if you want.
Net	This box displays the net value for the current item. It is calculated by multiplying the quantity by the net unit price (including any discount). You cannot amend this value.
VAT	This box displays the amount of VAT calculated for this item according to the default VAT code from the product record. If you have selected the 'Override product tax code in invoicing' check box on the customer record, the customer's default tax code is used to calculate the VAT. You can edit this value if you have selected the 'Item VAT Amendable' check box in the Company Preferences (Company > Settings).

6. In the boxes provided in the 'Posting Details' area, enter the following details:

Nominal Code	If you have added a product to the order, the defaults set on the customer's record (see <i>To enter your customer and supplier records</i> on page 180) dictate which nominal code is suggested for use. This is either the nominal code from the product record or from the customer's record. If you have added a special product code, the nominal code from the customer's record appears here. You can also change the displayed nominal code if required. The code entered here will be used when you generate an invoice from this sales order. You can enter the nominal code in one of two ways. You can either analyse each item of the order to an appropriate nominal account, or you can analyse the whole order to one nominal ledger account.
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If you want to transfer individual items on the order separately to the nominal ledger, then you need to include a nominal code entry for every item on the order. You may amend the nominal account that is displayed here if necessary. If you are not sure which nominal codes are available, use the drop-down button to display a list of possible nominal accounts from which you may select.

If you want to analyse the whole order to just one nominal code, any code entered in this box will be overwritten by the entry you make for 'Nominal Account' in the 'Global' area of the Sales Order Footer tab.

If you analyse your order to one nominal account, when you update the ledgers with details from the product invoice that is generated from this sales order, only one line will appear on the audit trail.

Tax Code

This is the default tax code for the product. If you have selected the 'Use Default Tax Code for Sales' check box on the customer record, the customer's default tax code appears here.

You can either analyse the VAT on each item of the sales order to its appropriate VAT rate code, or you can analyse the whole order to just one code. You can only analyse the whole order to one VAT code if you are also analysing it to one nominal code.

If you want to analyse each item of the order separately, select the VAT rate code you require from the drop-down list box for each item line. If you want to analyse the whole order to just one VAT code, any code entered in this box will be overwritten by the entry you make for 'Tax Code' in the 'Global' area of the Sales Order Footer tab. If you analyse your order to one code, when you update the ledgers with details from the product invoice that is generated from this sales order, only one line will appear on the audit trail.

Department

This shows the default department for the product record.

Like the nominal and tax codes described above, department numbers can be entered by line item or for the order transaction as a whole. You can only analyse the whole order to one department if you are also analysing it to one nominal code.

If you want to analyse the order across departments for each line item, then each item must have its own department number. You may amend this if necessary. If you want to analyse the entire order to one department number, any department entered in this box will be overwritten by the entry you make for 'Department' in the 'Global' area of the Sales Order Footer tab.

7. View the following 'Item Status' information:

Allocated	Sage 50 Accounts automatically enters the quantity of stock that is currently allocated for this product.
Despatched	Sage 50 Accounts automatically enters the quantity of stock that has been despatched.
To Deliver	Sage 50 Accounts automatically enters the quantity still left to deliver here.
Intrastat	Shows the number of items that have been Intrastat confirmed. Note: This box only appears if you have enabled Intrastat reporting in Invoice and Order Defaults. For more information, see <i>To set up your Intrastat defaults</i> on page 144.

8. If Project Costing is enabled in Sage 50 Accounts and you enter the special product code S3 on your sales order, an additional 'Project Details' section appears on the Edit Item Line window. If you want to assign this order to a project, select the project you require from the 'Project Ref' drop-down list.
9. If you want to view a breakdown of the discounts that have been applied to this item, click Discounts.
10. If you want to view the different price lists or special customer prices that are available for the selected product, click Price List.
11. To save your sales order item line entries click OK, or if you want to exit without saving click Cancel.

To enter the order details for your sales order

1. From within the appropriate sales order, click the Order Details tab.

If you are amending an existing sales order, select the order you require from the Product Sales Orders window and then click New/Edit.

The Order Details information appears. Some of the boxes are already filled for you, with information taken from the customer record.

You can enter or amend any entries here, but the changes you make will be applicable to this sales order only. No changes are saved to the customer record.

2. In the boxes provided in the 'Order Details' area, enter or edit the following details:

Delivery Address

The customer's default delivery address appears here. You can edit this address directly by typing into the box. Alternatively, you can select a different address from the list of company, customer or supplier delivery addresses by clicking Change.

The 'Tax Code' box displays the default tax code assigned to the company delivery address.

Note: If there is no default delivery address, the box will be left blank for you to enter the delivery address of your choice.

Customer Order No.

Enter your customer's order number here.

Customer Tel. No.

Your customer's telephone number appears here automatically. You can change this if required.

Customer Contact	The name of the person you set up as the contact on the customer record appears here automatically. If you want, you can change this to record the name of the person who placed this particular sales order.
Order Taken By	Enter the name of the person who took the order here. If you are using the Access Rights to restrict access to Sage 50 Accounts's functionality, your Logon Name appears here.
Notes	Enter up to three lines of notes here, that relates to the whole order. (For example, you could record any special delivery requirements.)

3. The boxes in the 'Sales Order Status' area show the following details:

Allocation	When you allocate stock to this sales order, Sage 50 Accounts automatically enters the allocation status of the order here.
Despatch	This shows the status of the order when you deliver the products.
Due	If necessary, you can enter an estimated despatch date for the sales order here. This is for reporting purposes only. Use the Calendar button to help you select the date you require.

To enter your sales order footer details

1. From within the appropriate sales order, click the Footer Details tab.

Note: If you are amending an existing sales order, first select the order you require from the Sales Orders window then click New/Edit and then click the Footer Details tab.

The Footer Details information appears. Some of the boxes are already filled for you, with information taken from the Customer Record and from your Invoice and Order Defaults settings.

Product Sales Order

Details | Order Details | **Footer Details** | Payment Details | Despatched | Invoices

Carriage

Net GBP £ 0.00 Tax Code T0 0.00
V.A.T. GBP £ 0.00 Gross GBP £ 0.00
N/C Department 000
Consign. No. Courier

Settlement Terms

Days 0 Amount GBP £ 0.00
Discount % 0.00 Total GBP £ 411.25

Global

N/C Details
Tax Code T0 0.00 Department 000

Tax Analysis

T/C	Rate	Description	Net £	VAT £
0	0.00	Zero rated	411.25	0.00

Save Discard Print Complete Cash Sales Memoise Recall Close >>

2. In the boxes provided, enter the following carriage charges (or leave them blank if you are not charging for carriage).

Net	Enter the amount of the carriage item, i.e. excluding VAT. Use the Calculator button to help you calculate the amount to enter. If you have chosen to enter a default net carriage charge in your Invoice and Order Defaults, the default net carriage charge appears automatically for you. You can edit this if required.
Tax Code	From the drop-down list, select the VAT code you require for carriage.
VAT	This shows the amount of VAT calculated according to the rate specified in the 'Tax Code' box. You can only amend this if you have selected the 'Item VAT Amendable' check box in the Company Preferences (Company > Settings).
Gross	This shows the gross amount of carriage to be paid (i.e. the net plus VAT in total).

- | | |
|-------------|---|
| N/C | Enter the reference for the nominal code to which the carriage value will be analysed. You can use the drop-down button to display a list of nominal accounts from which to choose.

Note: If you have chosen to enter a default nominal code to analyse your carriage to in your Invoice and Order Defaults, the default nominal code appears automatically for you. You can edit this if required. |
| Department | If you want to analyse the carriage to a department, enter the department you require here, or select it from the drop-down list.

Note: If you have chosen to enter a default department to analyse your carriage to in your Invoice and Order Defaults, the default department appears automatically for you. You can edit this if required. |
| Consign. No | You can enter a consignment number here. |
| Courier | Select the courier you are using to despatch the order from this drop-down list box. |
3. In the boxes provided, enter the following Settlement Terms (or leave blank if not applicable).
- | | |
|------------|---|
| Days | If necessary, enter the number of days during which early settlement discount applies to this sales order. This box defaults to the number specified in the 'Settlement Due Days' box on the customer record. |
| Discount % | If appropriate, enter the percentage of settlement discount that you want to offer in this box. This box defaults to the percentage specified as 'Sett. Discount' on the customer record. |
| Amount | This is the actual value of the discount given. You cannot edit this value.

Note: This value does not include the settlement discount already applied to the VAT. |
| Total | This is the Gross amount of the order less the settlement discount amount. |
4. In the boxes provided, enter any conditions you want to apply globally, i.e. to all of the items listed on the sales order. If you analyse your order globally, only one line will be added to the audit trail when the product invoice that is created for this sales order is updated. The global entries you make are only activated if you make an entry in the N/C box in the 'Global' area.

N/C	If you want to analyse the entire net value of the order to just one nominal account, enter the nominal code in this box. Use the drop-down button to display a list of nominal accounts from which to select. When you enter a nominal code in this box, you activate the whole of the global area. This means that the sales order will be analysed automatically to whatever entries you make in the 'N/C', 'Details', 'Tax Code' and 'Department' boxes in the 'Global' area.
Details	Details should be entered to accompany the posting to the nominal ledger if the sales order is to be analysed to one nominal code only. You can enter up to 60 characters. This text appears on your reports.
Tax Code	To analyse the whole order to one VAT code, enter the code in this box or select one from the drop-down list.
Department	If you want to analyse the entire order to just one department, enter the department you require here or select it from the drop-down list. If you do not specify a department, the audit trail will be updated with a department number of zero. Note: Any entries you make in the 'Global' area will override any you have already set up using the Product Item Line window, provided that you have made an entry in the 'Global N/C' box.

To enter your sales order payment details

Note: If you are recording a cash sale there is no need to enter payment details as Sage 50 Accounts does this for you.

1. From within the appropriate sales order, click the Payment Details tab.

The Payment Details information appears. You cannot add a payment detail after you have saved a sales order as it will not post retrospectively.

2. In the boxes provided, enter the following payment details:

- | | |
|----------------|---|
| Payment Ref | Enter a reference here that relates to the payment. |
| Bank Account | Enter the nominal code of the bank account that you want the money to be debited to, i.e. paid into. |
| Payment Amount | Enter the payment amount to be posted to the customer account.
Use the Calculator button to help calculate the amount. |

Note for VAT Cash Accounting users: If the payment exceeds the order value the tax liability of the overpayment must be dealt with. Sage 50 Accounts records an overpayment as a 'payment on account'. Before the order is saved Sage 50 Accounts prompts you to apply a tax code to the overpayment. The default tax code from the customer's record is suggested for use but you can select another from the drop-down. Alternatively you can cancel, return to the order and amend the payment to match the order value.

You have now completed the payment details for your sales order. The payment information entered here is posted to the audit trail as a sales payment on account (SA) when you save the sales order.

To finish the order

1. To check the profit of the order, click Profit. For an explanation of this function, type 'Profit Check' in the Sage 50 Accounts Help system's index and select the topic 'To Use the Invoice Profit Check Option'.
2. To commit the order to Sage 50 Accounts you have a number of choices depending on how far the order is processed.
 - If the order has been concluded and payment received, provided it is not a foreign currency payment, click Cash Sale.

Stock is allocated to the order, it is marked as despatched, an invoice created and ledgers are updated automatically for you. A sales receipt is generated and allocated to the order. The order is marked complete.

Depending on your cash sales settings, you may be prompted to select the bank account you want the value of the sale applied to. You must select a base currency bank account. You may also be prompted to print the generated order documents (sales order, goods despatched note, sales invoice).
 - If the order has been despatched, click Complete. Stock is allocated to the order and it is marked as despatched. An invoice is generated and ready to be printed and updated to the customer's account. Prompts to print the sales order are displayed.
 - If the order is pending and you want a printed copy of the order now, click Print. The order is saved and a printed copy generated.
 - If the order is pending and you want to save it for later printing, allocating and despatching, click Save.

Alternatively you can clear the entries you have made and start again, click Discard. Or exit without saving the order by clicking Close.

Depending on your Sage 50 Accounts setting the window either clears ready for you to enter a new order or the order information remains displayed for you to edit. For more information see *Entering Invoice and Order Defaults* on page 133.

Note: If you use this sales order regularly, you can save it as a 'skeleton' sales order, so you can recall the saved sales order quickly and easily. To do this click Memorise (you then have to give it a file name and a description). For more information, see *To create a recurring transaction* on page 492.

To view despatch information for a sales order

Note: The Despatched tab does not appear if your GDN Options in Invoice and Order Defaults are set to 'Do not generate'. For more information, see *To enter your invoice and order numbering options* on page 138.

1. From within the appropriate sales order, click the Despatched tab.

The despatch information for the sales order appears.

Product Sales Order

Details | Order Details | Footer Details | Payment Details | **Despatched** | Invoices

Order Status: Complete: Y

Despatch Status: COMPLETE Due Date: / /

Invoice Status: N Intrastat: COMPLETE

Goods Despatched Notes

GDN. No	Customer GDN No.	Date	Printed?
1		29/07/2004	

View Print GDN

Save Discard Print Complete Cash Sales Memorise Recall Profit Send e-Mail Close

You can view the following information:

Order Status	The status of the sales order appears here automatically. This may be 'Full', 'Part', 'Cancelled' or blank. If the status is blank, the order is either complete, or it has no stock allocated to it.
Despatch Status	This box shows the despatch status of the order and can be 'Part' or 'Complete'. If you have not yet despatched any items for this order, this box is blank.
Invoice Status	If you have raised an invoice for this sales order, a 'Y' appears in this box. If you have not yet raised an invoice, an 'N' appears here.

Complete	If the order is complete, a 'Y' appears in this box. If the order is not yet complete, an 'N' appears here.
Due Date	You can enter an estimated despatch due date in this box. Note: If the status of the sales order is 'Complete', you cannot change this date.
Intrastat	Displays the Intrastat declarations status of the order. This can be blank (the order is not Intrastat confirmed), 'Complete' (the order has been fully Intrastat confirmed) or 'Part' (only some items on the order have been Intrastat confirmed). Note: This box only appears if Intrastat reporting is enabled in Invoice and Order Defaults. For more information, see <i>To set up your invoice and order defaults</i> on page 134.
GDN. No	This column shows the goods despatched note number that Sage 50 Accounts automatically assigns to each despatch.
Customer GDN No.	If you entered a customer's goods despatched note number for reference purposes, it appears here.
Date	This column displays the date that you despatched the goods to the customer.
Printed?	Displays a 'Y' if you have printed the GDN, or an 'N' if you have not. The column is blank if you have yet to print a GDN.

2. To view individual goods despatched notes, select the note you want to view from the list and click View. The Goods Despatched Notes window appears, showing the goods despatched note details. You cannot change any of this information.
3. If you want to print (or reprint) individual goods despatched notes, select the note you want to print from the list and click Print GDN. The Preview window appears, showing the goods despatched note details. You can print, save or e-mail the note from this window. Click Close to return to the Despatched tab.
4. To exit and return to the Sales Order Processing window, click Close.

To view your sales order invoice details

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the sales order you require and then click New/Edit.

3. From the Product Sales Order window, click the Invoices tab.
The invoices associated with the selected sales order are listed.
4. Select the invoice from the list and click View.
The invoice details are displayed.

Completing your sales order if it has already been despatched

If your order has already been despatched to the customer, you can choose to complete the order. This will print your sales order, allocate stock to it and mark the order as despatched.

To complete your order

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the sales order you require and then click Complete.

You are prompted to confirm that you want to complete your order. To continue, click Yes.

If for any reason your order can't be fully allocated or despatched, Sage 50 Accounts provides you with a list of possible causes. You are then prompted to print your sales order. The order will be marked as completed or part completed depending upon whether Sage 50 Accounts has been able to completely allocate the stock or partially allocate the stock.

If your order has only been part-despatched, an invoice will be created for the stock that has been despatched. When you have more stock available, you can simply choose to complete the order to despatch the remaining stock.

If your order has been fully despatched, an invoice is created for all of the stock.

If your order has not been despatched, or is only part completed, follow the procedure in *Allocating stock to sales orders* on page 447.

Saving your sales order

To save an order without immediately printing, allocating or despatching it, click Save.

If you want to more instructions about how to print your sales orders, see *Printing your sales order* on page 446.

If you want to allocate your sales orders, see *Allocating stock to sales orders* on page 447.

If you want to despatch your sales orders, see *Despatching sales orders* on page 449.

Note: You cannot despatch your sales orders until you have allocated stock to the order.

Duplicating a sales order

To save you time when entering your sales orders, you can use the Duplicate facility to copy an existing order. This is useful if you need to create many sales orders with the same details.

To duplicate a sales order

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the sales order you require and then click Duplicate.

The Sales Order window appears, displaying the Details information.

Note: Sage 50 Accounts makes an exact copy of the original order, regardless of whether any prices have changed since you created the order. You should check all item prices carefully, and make any changes manually before you save the order.

3. If you manually number your orders as you create them, type the order number you require in the 'Order No.' box.

If you use the 'Autonumber' facility to automatically number your sales orders as you create them, you cannot overtype the '<Autonumber>' text that appears in the 'Order No.' box. Sage 50 Accounts assigns the next available number to the duplicated sales order when you save it.

4. Check that the details in each tab of the order are correct and make any amendments you require.
5. To save the new order, click Save. To exit without saving, click Discard.
6. To close the order and return to the Sales Order Processing window, click Close.

The Sales Order Processing window appears.

The new sales order appears in the list on the Sales Order Processing window, ready to be printed, allocated and despatched.

Printing your sales order

Use the Print facilities to print a copy of your sales order. You can print as many copies of your sales order as you need.

To print a sales order

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the sales order you require and then click Print.
3. Select the layout and output you require and then click Generate Report.

You are now ready to allocate stock to your sales order.

Important Note for Irish Users: Special legislation exists in the Republic of Ireland regarding VAT requirements when sending and receiving invoices and orders by e-mail. For information, view the notice on the Revenue website at <http://www.revenue.ie/pdf/vat09-92.doc>. Alternatively, you can obtain a copy of the notice from your Revenue Office.

Note: You can choose to print your sales order in a 'batch', i.e. to print all of the orders in one go. Or, you can select the sales orders you want to print off individually.

Allocating stock to sales orders

After you have created a sales order, you must allocate stock to it. There are three ways in which you can allocate stock, depending on your circumstance.

If the order has been despatched and you have chosen to complete the order, the stock is automatically allocated for you. This is explained in *Completing your sales order if it has already been despatched* on page 445.

Alternatively, you can let Sage 50 Accounts allocate your stock automatically. You may want to use this facility if you have received an order from a trusted customer and want to allocate the relevant stock (i.e. the stock has been spoken for). For further information, refer to the following section.

Allocating your stock manually gives you greater control over your stock allocation. For example, if you only have 10 stock items left in your stores and you receive two orders for 10 items each, you can manually allocate five items to each customer and tell them they will get the remaining five items when you get them in stock. For more information, see *Manually allocating stock to your sales orders* on page 448.

To allocate sales orders automatically

Sage 50 Accounts automatically allocates as much stock as possible to your orders. Sage 50 Accounts automatically makes the following adjustments for each product that you have allocated stock for:

- The 'free stock' level decreases.
- The 'allocated' stock increases.

Note: If you only want to make a part allocation, see *Manually allocating stock to your sales orders* on page 448.

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the sales orders you require and then click Allocate.

A confirmation message appears asking you to confirm that you want to allocate the full quantity of stock for each order.

3. To allocate stock to the sales order, click Yes.

If you do not have enough stock to allocate, a message appears listing the reasons why this might occur.

4. Click OK.

The Sales Order Processing window reappears showing an 'Allocated' status of 'Full' if you had sufficient stock, or 'Part' if you didn't, for each selected order.

The next step in the order cycle is to record the despatch of the stock to your customer. For further information about how to do this, see *Despatching sales orders* on page 449.

Manually allocating stock to your sales orders

You can use Sage 50 Accounts to manually allocate stock to your orders.

Sage 50 Accounts automatically makes the following adjustments for each product that you have allocated stock for:

- The 'free stock' level decreases.
- The 'allocated' stock increases.

To allocate sales orders manually

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the sales orders you require and then click Amend.
3. In the Allocated column, enter the quantity of stock you want to allocate against each product item.
4. To save your changes, click Close.

Amending the allocation of stock

If you have allocated stock to a sales order but have not yet despatched it all, you can amend the allocation. You may want to do this to prioritise orders. To do this, select the order you require and from the Sales Order Processing toolbar, click Amend. In the Allocated column, amend the quantity of stock you want to allocate against each product item.

Sage 50 Accounts automatically makes the following adjustments for each product allocation that you have increased:

- The 'free stock' level decreases.
- The 'allocated' stock increases.

Sage 50 Accounts automatically makes the following adjustments for each product allocation that you have decreased:

- The 'free stock' level increases.

- The 'allocated' stock decreases.

To amend stock allocation

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the sales orders you require and then click Amend.
3. In the Allocated column, amend the quantity of stock you want to allocate against each product item.

Dealing with low stock

If you have run out, or are running low on stock, you can use the Shortfall facility to automatically generate purchase orders for the stock that you require.

For full details about using the Shortfall facility, see *Stock Shortfall* (Accounts Plus and Accounts Professional Only) on page 577.

Despatching sales orders

When you have allocated your stock to your sales order you are ready to record the despatch of the order.

If you have chosen to complete the order, the stock is automatically recorded as despatched for you. For more information, see *Completing your sales order if it has already been despatched* on page 445.

There are three other ways of recording the despatch of the goods. The method you choose will depend on the amount of 'traceability' you require and the number of items that you despatch. The three methods are:

- Use the Goods Despatched Notes (GDN) facility to record the despatch of goods automatically. The advantage of using the GDN facility is that it provides you with maximum traceability, as you can view all of the goods despatched notes for an order. For further information about how to do this, refer to the following section.
- Use the Despatch facility to automatically record the complete deliveries of stock for the sales orders you select. When you use the Despatch facility, Sage 50 Accounts assumes that you are despatching the complete order. For further information about how to do this, see *Manually recording sales order despatches* on page 456.
- If you are not despatching the whole order, you can manually record the delivery of the stock you are sending. For more information, see *Manually recording sales order despatches* on page 456.

Sage 50 Accounts automatically makes the following adjustments for each product you despatch:

- The 'In Stock' level is decreased by the quantity of the despatch.

- The 'Allocated' stock level is decreased by the quantity of the despatch.
- A GO (Goods Out) adjustment is made for the quantity of the despatch.

Recording delivery of goods using Goods Despatched Notes

The Goods Despatched Notes (GDN) facility provides a quick and easy way of recording the despatches you make for your sales orders. You can use this facility to record despatches against more than one sales order at the same time.

Sage 50 Accounts keeps a record of the goods despatched notes that link to each sales order, enabling you to keep track of your despatches.

Before you start using Goods Despatched Notes

Before you start using Goods Despatched Notes, you should set up your GDN Options in Invoice and Order Defaults. The behaviour of the GDN, Despatch and Amend facilities depends on the settings you enter for these defaults.

Option 1: 'Generate for all despatches (Default)'

- **Goods Despatched Notes window:**

If you set your GDN Options to 'Generate for all despatches (Default)', the following message appears every time you click Save in the Goods Despatched Notes window:

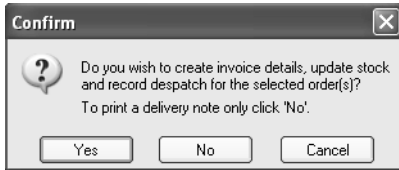


Note: If you do not want to see this message each time you print a despatch note, and you will always choose the same answer, select the 'Do not show this message again' check box.

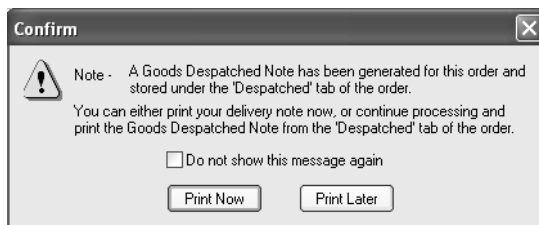
Click 'Print Now' to display the Sales Order Processing Delivery Note Printing window. Select the layout and output you require and click 'Generate Report'. Alternatively, to print your goods despatched note later, click 'Print Later'. You can print the note at any time from the Despatched tab of the sales order.

- **Sales Order Processing window:**

If you set your GDN Options to 'Generate for all despatches (Default)', the following message appears every time you click Despatch in the Sales Order Processing window:



- If you want to produce a delivery note AND update your stock levels and order status, click Yes. The following message appears:



Click 'Print Now' to display the Sales Order Processing Delivery Note Printing window. Select the layout and output you require and click 'Generate Report'. Alternatively, to print your goods despatched note later, click 'Print Later'. You can print the note at any time from the Despatched tab of the sales order.

- If you want to print a delivery note WITHOUT updating your stock levels and order status, click No. The Sales Order Processing Delivery Note Printing window appears. Select the layout and output you require and click 'Generate Report'.

Option 2: 'Prompt at each despatch'

- **Goods Despatched Notes window:**

If you set your GDN Options to 'Prompt at each despatch', the following message appears every time you click Save in the GDN window:

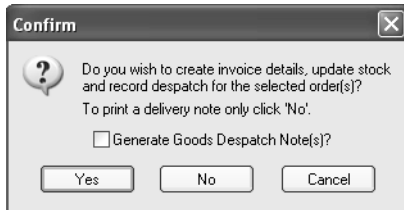


Note: If you do not want to see this message each time you print a despatch note, and you will always choose the same answer, select the 'Do not show this message again' check box.

Click 'Print Now' to display the Sales Order Processing Delivery Note Printing window. Select the layout and output you require and click 'Generate Report'. Alternatively, to print your goods despatched note later, click 'Print Later'. You can print the note at any time from the Despatched tab of the sales order.

- **Sales Order Processing window:**

If you set your GDN Options to 'Prompt at each despatch', the following message appears every time you click Despatch in the Sales Order Processing window:



- If you want to generate a goods despatched note AND update your stock levels and order status, select the 'Generate Goods Despatch Note(s)' check box and click Yes. The following message appears:



Click 'Print Now' to display the Sales Order Processing Delivery Note Printing window. Select the layout and output you require and click 'Generate Report'. Alternatively, to print your goods despatched note later, click 'Print Later'. You can print the note at any time from the Despatched tab of the sales order.

- If you want to update your stock levels and order status WITHOUT generating a goods despatched note, leave the 'Generate Goods Despatched Note(s)?' check box clear and click Yes. Sage 50 Accounts updates your stock levels and order status and creates an invoice for the despatched goods.
- If you want to generate a goods despatched note WITHOUT updating your stock levels or order status, click No. The Sales Order Processing Delivery Note Printing window appears. Select the layout and output you require and click 'Generate Report'.

Note: Printing a despatch note in this way does not store goods despatched note details on the Despatched tab of the order.

Option 3: 'Do not generate'

If you set your GDN Options to 'Do not generate', Sage 50 Accounts does not produce a goods despatched note for any despatch, and the GDN option does not appear on the Sales Order Processing toolbar.

To use Goods Despatched Notes

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the sales orders you want to despatch goods for and then click GDN.

Note: You can only use the Goods Despatched Notes option for sales orders that have stock allocated to them. This means that the sales orders you select must show a status of 'Part' or 'Full' in the 'Allocated' column. If you select an order that has no stock allocated to it, the message 'There is no stock allocated to order(s)' appears. Click OK to return to the Sales Order Processing window and allocate stock to the order or choose an alternative order.

The Goods Despatched Notes window appears.

Goods Despatched Notes

Details

GDN No. 3

Date Despatched 25/07/2005

Customer's Ref

Customer A/C Ref

Order No.	Product Code	Part No.	Details	Ordered	To Despatch	This Despatch

Total Quantity Despatched 0.00

Save Despatch All Discard Close

3. Enter the date and customer details in the boxes provided:

GDN No.	The Goods Despatched Note number appears here automatically. You cannot change this number. If you want to change the number that your goods despatched notes start from, you can do so in Invoice and Order Defaults. For more information, see <i>To enter your invoice and order numbering options</i> on page 138.
Date Despatched	By default, the program date appears here. You can change this if you require.
Customer's Ref	You can enter the customer's reference here. You can later use this as a cross-reference check between the goods that you despatch and your customer receives.
Customer A/C Ref	From the drop-down list, select the customer you are sending a delivery to. Only those customers associated with the sales orders you select appear in the list.

Note: You cannot type directly into this box.

4. When you select the customer you are sending a delivery to, the following information appears:

Order No.	Your Sage 50 Accounts sales order number appears here.
Product Code	The product code of each item on the sales order appears here.
Part No.	If the product record contains a part number for this item, Sage 50 Accounts displays it here.
Details	This shows the item description as it appears on the sales order. If you did not enter an item description on the sales order, this column remains blank.
Ordered	This column displays the total quantity of the item that appears on the sales order.
To Despatch	Shows the number of items that still need to be delivered, that is, the quantity of this item still outstanding on the sales order.

This Despatch

If you want to record the complete delivery of all the items on the goods despatched note, click Despatch All. Selecting Despatch All enters the 'To Despatch' value into the 'This Despatch' column for all items on the order. When you save the goods despatched note, the order status changes to 'Complete'.

If you are delivering only part of an order, enter the quantity of items that you are delivering here. When you save the goods despatched note, the order status changes to 'Part'.

Note: You cannot enter a quantity greater than the quantity displayed in the 'To Despatch' column. If you try to enter a 'This Despatch' quantity that is greater than the quantity to despatch, Sage 50 Accounts automatically changes the value to the figure shown in the 'To Despatch' column.

**Total Quantity
Despatched**

This box shows the total of the 'This Despatch' column, that is, the number of items you are despatching.

5. To save the goods despatched note information, click Save.
6. Depending on your GDN Options settings, a prompt message may appear. Produce your goods despatched note as you require, according to the message or options that appear. For full details, refer to the section *Before you start using Goods Despatched Notes* on page 450.
7. If you do not want to save the goods despatched note information, click Discard. The Goods Despatched Note window clears, ready for you to re-enter the details or return to the Sales Order Processing window.
8. To return to the Sales Order Processing window, click Close.

You have now recorded your good despatched note for the selected customer. Repeat the procedure above for the remaining customers that you have despatched goods to.

The Despatched Tab

When you have recorded a delivery of goods using the GDN facility, Sage 50 Accounts updates the Despatched tab on the sales order with information relating to the despatch. This provides you with the ability to trace when you despatched the goods. From the Despatched tab, you can also view or print the goods despatched notes. For more information about the Despatched tab, see *To view despatch information for a sales order* on page 443.

Note: The Despatched tab is not available if your GDN Options in Invoice and Order Defaults are set to 'Do not generate'. For details, see *To enter your invoice and order numbering options* on page 138.

Recording sales order despatches

Use the Despatch facility to record the complete deliveries of stock to your customers for the sales orders you select.

To despatch sales orders

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the sales orders that you want to process and click Despatch.
3. Depending on your GDN Options settings, a message may appear. Produce your goods despatched note as you require, according to the message or options that appear. For full details, refer to section *Before you start using Goods Despatched Notes* on page 450.

For each order or part order that you despatch, Sage 50 Accounts prints a goods despatched note (if you request one), creates a product invoice and updates the stock level for each product on the order.

Manually recording sales order despatches

You can use the Amend facility to record complete or part despatches for your sales orders.

To record a sales order despatch manually

1. Select Customers > Sales Order List.
2. From the Sales Order Processing window, select the order(s) you require and click Amend.
The Amend Allocations window appears showing the details of the first sales order you selected.
3. When you originally allocated stock to this order, Sage 50 Accounts automatically entered the quantity of stock outstanding for each product in the 'This Despatch' column.
If you want to record a part despatch of the order, amend the quantity in the 'This Despatch' column.
4. To update the product records with the delivery details, click Despatch.
5. Depending on your GDN Options settings, a prompt message may appear. Produce your goods despatched note as you require, according to the message or options that appear. For full details, refer to section *Before you start using Goods Despatched Notes* on page 450.
6. To return to the Sales Order Processing window, click Close.

Completing the sales order cycle

When your sales order is complete (that is, you have allocated and despatched all stock associated with the order), you need to print the invoice(s) created from the order and update your ledgers with the invoice details.

Any invoices related to sales orders appear in the Invoicing window, ready for you to print and update. For details about how to update your ledgers, see *Posting an Invoice* on page 491.

To print your invoice

1. Select Customers > Invoice List.
2. From the list of invoices, select those that you want to print and then click Print.
The Invoice Printing window appears.
3. Select the layout and output that you require and then click Generate Report.
4. You have now printed the invoice. Now you must update the customer and nominal ledger so that the customer's account balance is amended to reflect the sale of goods. Using the update function also adds the value for the sale of goods to the Debtors Control account.

Deleting a sales order

If you want to, you can delete cancelled or completed orders. This will free up disk space on your computer when you compress your data.

Before you delete any orders, back up your data. For more information, see *Backing up your data* on page 322.

To delete completed or cancelled orders

1. Back up your data. For details on how to back up your data, see *To back up your data* on page 322.

Note: Keep this backup until your Year End.

2. Select Customers > Sales Order List.
3. From the Sales Order Processing window, select the sales orders that you want to delete and click Delete.

A confirmation message appears asking you to confirm that you want to delete the order(s).

Note: When you delete sales orders, Sage 50 Accounts also deletes any goods despatched notes associated with the orders. You should make sure that you no longer need the goods despatched note information before you confirm deletion of the orders.

4. To continue to delete the orders, click Yes.

Note: If you have deleted a large number of sales orders, we recommend that you compress your data to free up disk space. For further information about how to do this, refer to the Sage 50 Accounts Help system.

You have now deleted the sales order.

Entering an Invoice

Sage 50 Accounts gives you all the functions you need to produce invoices and credit notes for your products and services.

You can enter your invoices or credit notes that you have produced manually and already sent out to your customers. Sage 50 Accounts enables you to enter these in groups at one sitting (known as 'batch' invoices or credit notes). You can also produce invoices or credit notes that you want to print out and send to your customers.

Users of Accounts Plus or Accounts Professional can also create proformas. Other invoicing functions, like mixed product and service invoices, are only available to users of Accounts Professional.

Invoicing in Sage 50 Accounts is directly linked to your Customer, Product, Project and Nominal accounts, so when you produce an invoice or credit note, all of these accounts are automatically updated.

Creating invoices

This method produces printed invoices to send to your customers, for goods or services. You create the invoice using Customers > New Invoice. Accounts Plus and Accounts Professional users can also create proformas.

The Invoice window appears, which is made up of four tabs: Details, Order Details, Footer Details and Payment Details.

- Use the Details tab to enter your main invoice, credit note or proforma details, including customer account details, items and quantities. For further information about how to do this, see *To create a new product invoice or credit note* on page 460.
- Use the Order Details tab to enter or amend the delivery address and details which are applicable to the invoice, credit note or proforma. For further information about how to do this, see *To enter order details for your invoice or credit note* on page 476.
- Use the Footer Details tab to enter carriage charges, settlement terms and global details to relate to the whole invoice, credit note or proforma. For further information about how to do this, see *To enter your invoice or credit note footer details* on page 478.
- Use the Payment Details tab to record any payments made against the invoice or proforma. For further information about how to do this, see *To enter your invoice payment details* on page 481.

Note: When you create a credit note, it appears in red on the Invoicing window.

To save you time when entering your invoices or credit notes you can enter a series of defaults. For example, you can set up a default to select the type of invoice you create most often and then when you click New Invoice or New Credit the window that appears will already show the type of invoice you want to create. For further information about how to do this, see *Entering Invoice and Order Defaults* on page 133.

Another time-saving feature is the facility to duplicate an existing invoice or credit note. This is particularly useful if you need to create many invoices for the same products or services. For more information about duplicating invoices and credit notes, see *To duplicate an invoice or credit note* on page 484.

Accounts Plus and Accounts Professional only: Sage 50 Accounts lets you save the details of any product or service invoice you create, as a 'skeleton' invoice so that you can use it again without having to enter all of the information again. This is very useful for those invoices that you create regularly. When you load your skeleton, all the details that you saved appear automatically in the boxes in the invoice window. For further information about skeleton invoices, type 'Skeleton Invoice' in the Sage 50 Accounts Help system's Index.

In addition to creating skeleton invoices, you can also set up recurring invoices and orders if you bill customers for regular product or service sales, or if you place frequent orders for products or services with the same supplier. For more information about setting up and processing recurring invoices or orders, see *Dealing with Recurring Transactions* on page 492.

Note: The status bar shows the number of the last invoice or credit note you created.

When you have created your invoices and credit notes, you must decide when you want Sage 50 Accounts to update the sales and nominal ledgers with the transaction details. For details, see *Posting an Invoice* on page 491.

A Note about special product codes

Normally you would set up a series of codes for your products and services that you regularly produce invoices or credit notes for.

(See *Creating a Product Record* on page 186 for more information.)

However, sometimes you may need to produce invoices or credit notes for a product or service that you have no code for, that is, a one-off. In these cases you can choose a special product code that Sage 50 Accounts has already set up.

The following special product codes are available from the product code drop-down list when you create an order:

M Message Lines

Use this to add additional lines of description to the product or any comments you want to add.

S1 Special Product Item Tax Chargeable

Use the S1 code for product items that use the standard VAT code (T1) where no Product Record exists in Sage 50 Accounts.

S2 Special Product Item Zero-Rated

Use the S2 code for product items that are zero-rated for VAT (T0) where no Product Record exists in Sage 50 Accounts.

S3 Special Service Item Tax Chargeable (Accounts Professional Only)

Use the S3 code for adding service items to product invoices and sales orders. It uses the standard VAT code (T1).

Note: This code is not available in purchase order processing.

Tip: If the special product codes do not appear in the product code list, select Customers > Invoice / Order Defaults. Select the 'Show special product codes in Invoicing' check box.

To create a new product invoice or credit note

1. Select Customers > New Invoice.

The Invoice window appears, showing the Details tab.

The screenshot shows the 'Product Invoice' window in Sage 50 Accounts. The 'Details' tab is selected. The 'Type' is 'Invoice' and the 'Format' is 'Product'. The 'Date' is '12/07/2007'. The 'A/C' is 'No Items'. Below the form is a table with columns: Product Code, Description, Quantity, Price £, Discount £, Discount %, Net £, and V.A.T. £. The table is empty. At the bottom, there are fields for Total Discount (0.00), Deduction (NET VALUE DISCOUNT), Net £ (0.00), Total GBP £ (0.00), Carriage GBP £ (0.00), Gross GBP £ (0.00), Euro £ (0.00), Less Deposit GBP £ (0.00), and Amount Due GBP £ (0.00). There are buttons for Save, Discard, Print, Memorise, Recall, Profit, Send e-Mail, and Close.

2. Select the type and format you require from the relevant drop-down lists. For example, to create a product invoice, select Invoice from the Type drop-down list and Product from the Format drop-down list.

Note: If you are using Accounts Professional or Accounts Plus, you can also choose to create proformas.

Help

Type 'Proformas' in the Help index to find out more.

3. Enter your invoice or credit note header details:

Inv. No. When you create a new invoice or credit note, '<Auto Number>' appears in this box. Invoice or credit note numbers are not assigned until you save the invoice or credit note. If you want to edit an existing invoice or credit note, or create an invoice or credit note with a specific number, type the number you require here.

Crđ. No.

The first time you create and save an invoice or credit note, Sage 50 Accounts assigns it with the number 1. Each time you create and save an invoice or credit note, the invoice/credit note number is increased by one. If you want to start numbering your invoices or credit notes at a particular number, you must change the numbering sequence in your Invoice and Order Defaults. For further information about how to do this, refer to *To set up your invoice and order defaults* on page 134.

Date

Enter the date of the invoice or credit note here. You can use the Calendar button to enter your date or you can type the date directly into this box.

Order No.

You can enter your own order number here, or leave it blank. If you enter a number in here and want to be able to see that number on the audit trail instead of the invoice number, select Customers > Invoice / Order Defaults and select the 'Update Using Order No' box.

If you have **Accounts Professional** and have generated an invoice via Sales Order Processing, an order number automatically appears in this box. You can change it but we recommend you keep the number so you can match up the sales order with the invoice. For more information, see *Despatching sales orders* on page 449.

A/C

Enter the customer account reference you want to assign the invoice or credit note to. You can use the drop-down button to enter the customer account reference or you can type directly into the box.

Note: If you have selected 'Display Account Status' in Company Preferences, a warning message appears if the customer account you have selected is 'on hold'.

If the 'Show warning on each change' option is selected in Company Preferences (Company > Settings), click OK on the warning message to continue to enter the invoice or credit note.

If the 'Stop the account' option is selected in Company Preferences (Company > Settings), you must take the account off hold before you can create the invoice or credit note. Click OK to continue.

Item No. This shows the number of the product item that is currently selected on the invoice or credit note. For example, if there are ten item lines and the cursor is currently on the second line, this box shows 2 of 10.

Rate This box only appears if your base currency is not the same as the customer's currency.

(Accounts Professional only)

You can enter your currency exchange rate here.

4. Enter the product information, one line of the invoice or credit note per product.

Product Code Enter the product code of the item you are invoicing or crediting. You can use the drop-down list to locate the product code or you can type directly into this box.

You can also select the special product codes from the product code list. For further information about the special product codes, see *A Note about special product codes* on page 459. If you use the special product codes the Edit Item Line window appears automatically. For further information about what to enter here, refer to the section *To enter product item line details* on page 465.

Description The item's description, as it appears on the Product Record, displays automatically when you enter the product code. You can change this if you require.

If you want to enter any one-off product details, click the Edit button from the 'Description' box or press F3. For further information about entering one-off product details, see *To enter product item line details* on page 465.

Quantity	Enter the quantity of the product that you are invoicing or crediting here. If the item has a quantity in stock, Sage 50 Accounts enters one unit of the product automatically. If there are no items in stock, a zero appears. If you have already entered a quantity on the Edit Item Line window, it appears here automatically. If you have Accounts Professional and are editing an invoice that was generated from a sales order, the quantity that was entered on the sales order appears here. You can change this if you require. If you do not have enough stock for the quantity you have entered, a warning appears.
Price	The unit price from the Product Record appears here. If you are using a special product code, the value you enter in the Edit Item Line window appears here. You can change these values if necessary.
Discount	Displays the amount the item has been reduced by as a result of discounts that have been awarded such as a 'good customer' discount. You can change the amount by keying in a new discount amount. Alternatively with the item line selected you can press F3 to open the Edit Item Line where you can amend the discount.
Discount %	Displays the total percentage discount that the customer receives. The total can be made up of 'good customer', quantity or invoice value discounts. You can change the discount by keying in a new discount percentage. Alternatively with the item line selected you can press F3 to open the Edit Item Line where you can amend the discount. Note: The Discount and Discount % columns are only displayed if Sage 50 Accounts is set to do this. See <i>Entering Invoice and Order Defaults</i> on page 133.
Net	Sage 50 Accounts calculates the net value automatically. You cannot edit this.
VAT	The VAT amount appears here automatically. You can only edit this amount if you have selected the 'Item VAT Amendable' check box within the Parameters tab of Company Preferences (Company > Settings). If this option is selected, you can edit the VAT amount within the Edit Item Line window.

Tax Breakdown List	This list box breaks down all of the VAT on the invoice or credit note into the separate tax codes. As you enter a new line on the invoice or credit note, Sage 50 Accounts automatically recalculates the values. The list shows, for each tax code used, the code, rate, description, net and VAT.
Total	These two boxes show the Net and VAT totals of the invoice or credit note.
Carriage	These two boxes show the Net and VAT totals of any carriage costs you apply to the invoice or credit note. You can enter carriage information on the Footer Details tab.
Gross	The total value of the invoice or credit note appears here.
Euro	If you have entered currency details into Sage 50 Accounts, the total value (in euro) of the invoice or credit note appears here.

5. Continue to enter your remaining product lines.

You can now enter any order details such as the delivery address. For further information about how to do this, refer to the section *To enter order details for your invoice or credit note* on page 476.

If you want to enter any carriage or settlement details (for example, if you want to charge your customers for postal costs or provide discount for early settlement) refer to the section *To enter your invoice or credit note footer details* on page 478.

You can also enter payment details for an invoice (for example, if you want to include a payment reference or choose a bank account from which to debit). For further information about how to do this, see *To enter your invoice payment details* on page 481.

If you are an Accounts Plus or Accounts Professional user, you can calculate the profit you are making on this invoice by clicking Profit. For further information about how to do this, see *To use the invoice profit check* on page 489.

6. To save the invoice, click Save. If you have chosen the 'Create a new Invoice/Order after saving (Default)' option in the Options tab of Invoice and Order Defaults, the window clears ready for you to enter a new invoice or credit note. Alternatively, if you have chosen the 'Edit the last Invoice/Order after saving' option, the invoice or credit note information remains displayed for you to edit.

To print the invoice or credit note straight away, click Print. Select the layout and output you require and then choose Generate Report.

Important Note for Irish Users: Special legislation exists in the Republic of Ireland regarding VAT requirements when sending and receiving invoices and orders by e-mail. For information, view the notice on the Revenue website at

<http://www.revenue.ie/pdf/vat09-92.doc>. Alternatively, you can obtain a copy of the notice from your Revenue Office.

Alternatively, to clear the entries you have made and start again, click Discard.

7. To return to the main Invoicing window, click Close.

Note: If you are viewing or editing existing invoices or credit notes, you can highlight all the relevant invoices you want to view or edit from the Invoicing window. When you click New/Edit, Sage 50 Accounts displays the first invoice or credit note in the selection and you can use the Next and Previous button to browse through your selected records.

To enter product item line details

Use this function to increase the detail which is included in your records. You must assign a nominal code to your product item lines so you can increase your analysis on them (for example, to see the turnover for the different types of services you provide) at a later date. You can also view or alter the discounts that have been set up for this product.

Note: Item line details are a breakdown of the item on the invoice or credit note.

1. From the Invoice or Credit Note window, click the Edit button in the Description box or press F3.

The Edit Item Line window appears.

Note: You cannot edit the item line until some detail has been entered.

Edit Item Line

Details

Product Code: BOARD001 Units: Each

Description: Whiteboard - Drywipe (900 x 1200)

Comment 1:

Comment 2:

Order Reference: Order Line Reference: 0

Values

Quantity: 1.00 Discount %: 0.0000 Net GBP £: 20.00

Unit Price GBP £: 20.00 Discount GBP £: 0.00 VAT GBP £: 3.50

Posting Details

Nominal Code: 4000 Department: 1

Tax Code: T1 17.50

Additional Information

Line Information:

Calc. Net Discounts Price List OK Cancel

2. Enter your item line details.

Product Code	This shows the product code of the product selected on the invoice or credit note. You cannot change this.
Units	Enter the unit type here. For example, you may sell items by the sheet or roll.
Description	The product description as entered on the Product Record appears here. You can change this if you require, but any changes you make here do not affect the description on the Product Record.
Comment 1 and Comment 2	You can enter any additional comments you may have regarding the product items here.
Order Reference	If the invoice was generated from a sales order, the sales order reference appears here. You cannot edit this information. This information is used exclusively by Transaction e-Mail.
Order Line Reference	This shows this item's position on the invoice. This number is only used by Transaction e-Mail.
Quantity	Enter the quantity of the product that you want to add to the invoice or credit note.
Unit Price	The sales price, taken from the Product Record, appears here. You can amend this if you require. You can enter a gross amount here, then click Calc. Net to split the gross into the net and VAT amounts.
Discount %	This box shows the total discount (in percent) that the customer receives. You can change this if you require. Accounts Plus and Accounts Professional only: To see a breakdown of how this discount is made up, click Discounts.
Discount	This shows the value of the discount that the customer will receive based on the discount percentage. You can change this if you require.
Net	This box displays the net value for the current item. Sage 50 Accounts calculates this by multiplying the quantity by the net unit price (including any discount). You cannot amend this value.

VAT	This box shows the amount of VAT calculated for this item according to the default tax code held on the Product Record. If you have selected the 'Override Product Tax Code in Invoicing' check box on the Customer Record, the customer's default tax code is used to calculate the VAT. If you have selected the 'Item VAT Amendable' check box in the Parameters tab of Company Preferences, (Company > Settings), you can edit this value.
Nominal Code	The defaults set on the customer's record (see <i>To enter your customer and supplier records</i> on page 180) dictate which nominal code is suggested for use. This is either the nominal code from the product record or from the customer's record. If you are using a special product code, the nominal code from the customer's record appears here. You can analyse your invoices or credit notes to the nominal ledger in two ways. You can either analyse each item of the invoice or credit note to an appropriate nominal account, or treat the whole invoice as one posting to the nominal ledger. If you want individual items on the invoice or credit note to transfer separately to the nominal ledger, then you need to include a nominal code entry for every item on the invoice. You can amend the default nominal code if you require. If you are not sure which nominal codes are available, use the drop-down list to select from a list of nominal accounts. If you want to analyse the whole invoice or credit note to just one nominal code, the Nominal Code you enter in the 'Global' area of the Footer Details tab overrides any code that appears here. If you analyse your invoice to one nominal code, only one line will appear on the audit trail for this invoice or credit note.
Tax Code	This is the default tax code for the product. If you have selected the 'Use Default Tax Code for Sales' check box on the customer record, the customer's default tax code appears here. Like the nominal code described above, you can either analyse each line of the invoice or credit note to its appropriate VAT code, or you can analyse the whole invoice or credit note to just one VAT code. You can only analyse it to one VAT code if you are also analysing the invoice or credit note to one nominal code.

If you want to analyse each line of the invoice separately, select the VAT code you require from the drop-down list.

If you want to analyse the whole invoice or credit note to just one VAT code, any code entered in this box will be overwritten by the entry you make for Tax Code in the 'Global' area of the Footer Details tab.

If you analyse your invoice to one code, only one line will appear on the audit trail for this invoice or credit note.

Note: A global tax code will only apply if a global nominal code is also entered.

Department

This is the default department for the product.

Like the nominal and tax codes described above, department numbers can be entered by line item or for the invoice transaction as a whole. You can only analyse the whole invoice or credit note to one department if you are also analysing it to one nominal code.

If you want to analyse the invoice or credit note across departments for each line item, then each item must have its own department number. You may amend this department number if you require.

If you want to update using the department on the customer record, you will need to ensure the 'Update using Customer Department' setting, held within Invoice/Order defaults, has been selected.

If you want to analyse the whole invoice or credit note to just one department number, any department entered here will be overwritten by the entry you make for Department in the global area of the Footer Details tab.

Note: A global department will only apply if a global nominal code is also entered.

Line Information

Enter any additional information about the item line in this box.

If your product item is a special service item (S3), the Product Item Line window only displays those boxes that are appropriate to that type of item.

For no-charge service items (code M) an Item Line Message window appears, enabling you to add a description and two lines of comments.

For information about these special codes, see *A Note about special product codes* on page 459.

3. **Accounts Plus and Accounts Professional only:** If Project Costing is enabled in Sage 50 Accounts and you enter the special product code S3 on a Product Invoice, an additional 'Project Details' section appears on the Edit Item Line window. If you want to assign this invoice or credit note to a project, select the project you require from the 'Project Ref' drop-down list.
4. **Accounts Plus and Accounts Professional only:** If you want to view a breakdown of the discounts that have been applied to an item on this invoice or credit note, click Discounts.
5. If you want to view the different price lists or special customer prices that are available for the selected product, click Price Lists.

To save the item line and return to the Invoice or Credit Note window, click OK. To return to the Invoice or Credit Note window without saving, click Cancel.

To create a service invoice or credit note

1. Select Customer > New Invoice.

The Invoice window appears, showing the Details tab.

The screenshot shows the 'Service Invoice' window. The 'Details' tab is selected. The 'Type' is set to 'Invoice' and 'Format' is 'Service'. The 'Date' is '12/07/2007'. The 'Inv. No.' is '<AutoNumber>'. The 'Order No.' and 'Item No.' are empty. Below the fields is a table with columns: Details, Amount £, Discount £, Discount %, Net £, and V.A.T. £. The table is currently empty. At the bottom, the 'Total Discount' is 0.00, 'Total GBP £' is 0.00, 'Carriage GBP £' is 0.00, 'Gross GBP £' is 0.00, 'Euro £' is 0.00, 'Less Deposit GBP £' is 0.00, and 'Amount Due GBP £' is 0.00. A 'Deduction' section shows a 'NET VALUE DISCOUNT' with a description field and a 'Net £' value of 0.00. At the bottom are buttons: Save, Discard, Print, Memorise, Recall, Send e-Mail, Previous, and Close.

2. Select the type and format you require from the relevant drop-down lists. For example, to create a service invoice, select Invoice from the Type drop-down list and Service from the Format drop-down list.

Note: If you are using **Accounts Professional** or **Accounts Plus**, you can also choose to create proformas.

Help

Type 'Proformas' in the Help index to find out more.

3. Enter your invoice or credit note header details:

Inv. No. When you create a new invoice or credit note, '<Auto Number>'
Crd. No. appears in this box. Invoice and credit note numbers are not assigned
 until you save the invoice or credit note. If you want to edit an existing
 invoice or credit note, or create an invoice or credit note with a
 specific number, type the number you require here.

The first time you create and save an invoice or credit note, Sage 50
Accounts assigns it with the number 1. Each time you create and
save an invoice or credit note, the invoice or credit note number is
increased by one.

If you want to start numbering your invoices and credit notes at a
particular number, you must change the numbering sequence in your
Invoice and Order Defaults. For further information about how to do
this, refer to the section *To set up your invoice and order defaults* on
page 134.

Date Enter the tax point date of the invoice or credit note here. You can use
 the Calendar button to enter your date or you can type the date
 directly into this box.

Order No You can enter a reference code of your own choice here or leave this
 box blank.

A/C Enter the customer account reference you are allocating the invoice or
 credit note to. You can use the drop-down button to enter the
 customer account reference code or you can type directly into the
 box.

Note: If you have selected 'Display Account Status' in Company
Preferences, a warning message appears if the customer account you
have selected is 'on hold'.

If the 'Show warning on each change' option is selected in Company
Preferences (Company > Settings), click OK on the warning message
to continue to enter the invoice or credit note.

If the 'Stop the account' option is selected in Company Preferences
(Company > Settings), you must take the account off hold before you
can create the invoice or credit note. Click OK to continue.

Item No.	'This shows the number of the service item that is currently selected on the invoice or credit note. For example, if there are ten item lines and the cursor is currently on the second line, this box shows 2 of 10.
Rate (Accounts Professional only)	This box appears if your base currency is different from the currency on the customer record. You can enter your currency exchange rate here.
4. Enter the service information, one line of the invoice or credit note per service.	
Details	Enter any details regarding the service you are providing here. If you want to edit the service details press F3. For further information about entering service details, refer to the section <i>To enter service item line details</i> on page 473.
Amount	Enter the unit price for the service here.
Discount	Displays the amount the item has been reduced by as a result of discounts that have been awarded such as a 'good customer' discount. You can change the amount by keying in a new discount amount. Alternatively with the item line selected you can press F3 to open the Edit Item Line where you can amend the discount.
Discount %	Displays the total percentage discount that the customer receives. The total can be made up of 'good customer', quantity or invoice discounts. You can change the discount by keying in a new discount percentage. Alternatively with the item line selected you can press F3 to open the Edit Item Line where you can amend the discount. Note: The Discount and Discount % columns are only displayed if Sage 50 Accounts is set to do this. See <i>Entering Invoice and Order Defaults</i> on page 133.
Net	Sage 50 Accounts calculates the net value automatically. You cannot edit this.

VAT	This box shows the amount of VAT calculated for this item using the customer's default tax code, as it appears on the Customer Record. If you have selected the 'Item VAT Amendable' check box in the Parameters tab of Company Preferences (Company > Settings), you can edit this value.
Tax Breakdown List	This list box breaks down all of the VAT on the invoice or credit note into the separate tax codes. As you enter a new line on the invoice or credit note, Sage 50 Accounts automatically recalculates the values. The list shows, for each tax code used, the code, rate, description, net and VAT.
Total	These two boxes show the Net and VAT totals of the invoice or credit note.
Carriage	These two boxes show the Net and VAT totals of any carriage costs applied to the invoice or credit note. You can enter carriage information in the Footer Details tab.
Gross	The total value of the invoice or credit note appears here.
Euro	If you have entered currency details into your Sage 50 Accounts program, the total value (in euro) of the invoice or credit note appears here.

5. Continue to enter your remaining service items.

You can enter your order details such as the delivery address. For further information about how to do this, refer to the section *To enter order details for your invoice or credit note* on page 476.

If you want to enter any carriage or settlement details, see *To enter your invoice or credit note footer details* on page 478.

You can enter payment details against an invoice. For further information about how to do this, see *To enter your invoice payment details* on page 481.

6. To save the invoice or credit note, click Save. If you have chosen the 'Create a new Invoice/Order after saving (Default)' option from the Options tab of Invoice / Order Defaults, the window clears ready for you to enter a new invoice or credit note. If you have chosen the 'Edit the last Invoice/Order after saving' option, the invoice or credit note information remains displayed for you to edit.

To clear the entries you have made and start again, click Discard.

To print the invoice or credit note straight away, click Print. Select the layout and output you require and then choose Generate Report.

Important Note for Irish Users: Special legislation exists in the Republic of Ireland regarding VAT requirements when sending and receiving invoices and orders by e-mail. For

information, view the notice on the Revenue website at <http://www.revenue.ie/pdf/vat09-92.doc>. Alternatively, you can obtain a copy of the notice from your Revenue Office.

To exit without printing the invoice or credit note, click Close.

Note: If you are viewing or editing existing invoices or credit notes, you can select all the records you want to view or edit from the Invoicing window. When you click New/Edit, Sage 50 Accounts opens the first invoice or credit note in the selection, and you can use the Next and Previous buttons to browse through your chosen records.

To enter service item line details

Use this function to increase the detail which is included in your invoices and credit notes. You must assign a nominal code to the service item line. You can select a different nominal code so that you can increase your analysis on them (for example, to see your most frequent service or services supplied to a particular customer) at a later date. You can also view or alter the discounts that you have set up for this service.

1. From the Invoice or Credit Note window, click the Edit button in the Details box or press F3.
The Edit Item Line window appears.
2. Enter your item line details.

Description	'Service Item' appears here automatically. This is the first line of the details for this service item. You can change this if you require.
Details	The details that you entered in the Service Invoice or Credit Note window appear here. You can also enter additional text onto this item line, if you require extra text to explain more about the item line. If the invoice was generated from a sales order, the sales order reference appears in the 'Order Reference' box. You cannot edit this information here. This information is used exclusively by Transaction e-Mail. The 'Order Line Reference' shows this item's position on the invoice. This number is only used by Transaction e-Mail.
Quantity/Hours	Enter a quantity of service items or the number of hours worked here.
Unit Price	Enter the unit price for the service. If you charge by the hour, this would be the price per hour. You can enter a gross amount here, then click Calc. Net to split the gross into the net and VAT amounts.

Discount %	This box shows the total discount (in percent) that the customer receives. You can change this if you require. Accounts Plus and Accounts Professional only: To see a breakdown of how this discount is made up, click Discounts.
Discount	This shows the value of the discount that the customer receives based on the discount percentage. You can change this if you require.
Net	This box displays the net value for the current service item. It is calculated by multiplying the Quantity/Hours by the net unit price (including any discount). You cannot amend this value.
VAT	This box shows the amount of VAT calculated for this item according to the default VAT code from the Customer Record. If you have selected the 'Item VAT Amendable' check box in the Parameters tab of Company Preferences (Company > Settings), you can edit this value.
Nominal Code	The nominal code from the Customer Record appears here automatically. You can change this if you require. You can analyse your invoice or credit note to the nominal ledger in two ways. You can either analyse each item of the invoice or credit note to an appropriate nominal account, or treat the whole invoice or credit note as one posting to the nominal ledger. If you want individual items on the invoice to transfer separately to the nominal ledger, then you need to include a nominal code entry for every item on the invoice or credit note. You can amend the default nominal code if you require. If you are not sure which nominal codes are available, open the drop-down list to select from a list of nominal accounts. If you want to analyse the whole invoice or credit note to just one code, the Nominal Code you enter in the 'Global' section of the Footer Details tab overrides any code entered in this box. If you analyse your invoice or credit note to one nominal account, only one line will appear on the audit trail for this invoice/credit note.

Tax Code	This is the default tax code for the customer. Like the nominal code described above, you can either analyse each line of the invoice or credit note to its appropriate VAT code, or you can analyse the whole invoice or credit note to just one VAT code. You can only analyse it to one VAT code if you are also analysing the invoice or credit note to one nominal code. If you want to analyse each line of the invoice or credit note separately, select the VAT code you require from the drop-down list. If you want to analyse the whole invoice or credit note to just one VAT code, the Tax Code you enter in the 'Global' section of the Footer Details tab overrides any code entered in this box. If you analyse your invoice or credit note to one code, only one line will appear on the audit trail for this invoice or credit note. Note: A global Tax Code will only apply if you also enter a global Nominal Code.
Department	This is the default department for the customer. Like the nominal and tax codes described above, department numbers can be entered by line item or for the invoice or credit transaction as a whole. You can only analyse the whole invoice or credit note to one department if you are also analysing it to one nominal code. If you want to analyse the invoice or credit note across departments for each line item, then each item must have its own department number. You may amend this department number if necessary. If you want to analyse the entire invoice or credit note to one department number, any department entered here will be overwritten by the entry you make for Department in the global area of the Footer Details tab. Note: A global Department will only apply if a global nominal code is also entered.
Line Information	If you want to enter any additional information about the item, enter it in this box.

**Project Ref
(Accounts Plus
and Accounts
Professional only)**

If you use Project Costing, an additional 'Project Details' section appears on the Edit Item Line window. If you want to assign this invoice or credit note to a project, select the project you require from the 'Project Ref' drop-down list.

3. **Accounts Plus and Accounts Professional only:** If you want to view a breakdown of the discounts that have been applied to items on this invoice or credit note, click Discounts.
To save the item line and return to the Invoice or Credit Note window, click OK. To return to the Invoice or Credit Note window without saving, click Cancel.

To enter order details for your invoice or credit note

Use this function to fill in the details of your order, for example, your customer's delivery address, their telephone number, and who the order was taken by.

1. From the invoice or credit note window, click the Order Details tab.

The order details information appears. Some of the boxes are already filled in for you with information taken from the Customer Record.

Any amendments you make in this window will only be applicable to this invoice or credit note, the Sales Order section cannot be amended.

Note: No changes are saved to the Customer Record from here.

The screenshot shows the 'Service Invoice' window with the 'Order Details' tab selected. The window has a title bar and standard window controls. Below the title bar are four tabs: 'Details', 'Order Details' (selected), 'Footer Details', and 'Payment Details'. The main area is divided into several sections:

- Delivery Address:** A text box containing 'AUTOTYPE INTERNATIONAL LTD', '16 Dudley Street', 'Westshire', 'Strudley', 'Worcs.', and 'WC45 6HY'. Below this is a 'Change...' button and a 'Tax Code:' label with an empty text box.
- Notes:** A large empty text box for notes, with a 'DUNS Number' label and an empty text box below it.
- Customer Order Details:** A section with four labels and text boxes: 'Customer Order No.' (empty), 'Customer Tel. No.' (01235 771111), 'Customer Contact' (THERESA WILLIS), and 'Order Taken By' (MANAGER).

At the bottom of the window is a row of buttons: 'Save', 'Discard', 'Print', 'Memoise', 'Recall', 'Send e-Mail', 'Preview', and 'Close'.

2. In the boxes provided, enter or edit the following details:

Delivery Address	The customer's default delivery address appears here automatically. You can edit this address directly by typing into the box. Alternatively, you can select a different address from the list of company, customer or supplier delivery addresses. The 'Tax Code' box displays the default tax code assigned to the company delivery address. Note: If there is no default delivery address, the box will be left blank for you to enter the delivery address of your choice. Alternatively, you can select a delivery address from the Delivery Address window by choosing the Change button.
Customer Order No.	Enter your customer's order number here.
Customer Tel. No.	Your customer's telephone number appears here automatically. You can change this if required.
Customer Contact	The name of the person you set up as the contact on the Customer Record appears automatically. If you want to record the name of another contact for this particular invoice or credit note, you can enter it here.
Order Taken By	Enter the name of the person who took the order here. If you are using Access Rights to restrict access to the functionality in Sage 50 Accounts, your user name appears here.
Notes	Enter up to three lines of text here, which will relate to the invoice or credit note. For example, you can record any special delivery requirements or record a reason why the credit note is being issued.
DUNS Number	The DUNS Number (Data Universal Numbering System) is a nine digit number, used to identify a business. Use of this numbering system to identify a business is to ensure compatibility with Zanzibar, the UK Government e-purchasing portal. Every e-order and e-invoice that passes through Zanzibar must include a DUNS number.
Order No. (Accounts Professional only)	If this invoice was created from a sales order, the number of the sales order appears here. Click the yellow arrow to open the Sales Order record.

Date (Accounts Professional only)

If this invoice was created from a sales order, the date of the sales order appears here.

Status (Accounts Professional only)

The Status box shows whether the Sales Order Despatched status is 'Complete' or 'Part'.

You have now completed the order details for your invoice or credit note.

You can continue to enter any carriage or settlement details. For further information about how to do this, see *To enter your invoice or credit note footer details* on page 478.

3. To save the invoice or credit note for printing in a batch at a later date, click Save. If you have chosen to create new invoices/orders on saving from the Invoice / Order Defaults, the window clears ready for you to enter a new invoice. If you have chosen to edit the saved invoice from the Invoice / Order Defaults, the invoice information remains displayed for you to edit.

To print the invoice or credit note straight away, click Print. When you click Print, you can also choose to update the ledgers.

To clear the entries you have made and start again, click Discard. To exit the Invoice or Credit Note window, click Close.

To enter your invoice or credit note footer details

If you want to assign the carriage costs (for example, postal or transit costs) to your customers, you will need to set up your footer details. You can set up the nominal codes where you want the carriage charged to, and also the department.

1. From the invoice or credit note window, click the Footer Details tab.

The Footer Details window appears. Some of the boxes are already filled in for you, with information taken from the Customer Record.

Service Invoice

Details Order Details Footer Details Payment Details

Carriage

Net GBP £ 0.00 Tax Code T0 0.00
V.A.T. GBP £ 0.00 Gross GBP £ 0.00
N/C Department 000
Consign. No Courier

Settlement Terms

Days 0 Amount GBP £ 0.00
Discount % 0.00 Total GBP £ 275.00

Global

N/C Details
Tax Code T0 0.00 Department 000

Tax Analysis

T/C	Rate	Description	Net £	VAT £
0	0.00	Zero rated	275.00	0.00

Save Discard Print Memorise Recall Send e-Mail Previous Close »

2. In the boxes provided, enter the following carriage charges (or leave the boxes blank if you are not charging for carriage).

Net Enter the value of the carriage, excluding VAT. Use the Calculator button to help you calculate the amount to enter.

Note: If you have chosen to enter a default net amount for your carriage in your Invoice and Order Defaults, the net amount appears automatically for you. You can edit this if required.

Tax Code From the drop-down list, select the VAT code you require for your carriage item.

VAT This shows the amount of VAT calculated according to the rate specified in the 'T/C' box.

You can only amend this if you have selected the 'Item VAT Amendable' check box in the Company Preferences (Company > Settings).

Gross This shows the gross amount of carriage to be paid (the net plus VAT amounts).

N/C	Enter the account reference for the nominal code to which the carriage value will be analysed. You can use the drop-down list to display a list of nominal accounts from which to choose. Note: If you have chosen to enter a default nominal code to analyse your carriage to in your Invoice and Order Defaults, the default nominal code appears automatically for you. You can edit this if required.
Department	If you want to analyse the carriage to a department, enter the number here or select one from the drop-down list. Note: If you have chosen to enter a default department to analyse your carriage to in your Invoice and Order Defaults, the default department appears automatically for you. You can edit this if required.
Consign. No	Enter the consignment number of your order here.
Courier	If you are using a courier to deliver your order, select the courier you are using from the drop down list. If you have Internet access, you can use the Launch button to access your courier's website and check on the delivery status of your order.

3. In the boxes provided, enter the following settlement terms (or leave blank if not applicable).

Days	Enter the number of days during which early settlement discount applies to this invoice/credit note, if any. This box defaults to the number specified on the Customer Record.
Amount	This is the actual value of the discount given.
Discount %	If appropriate, enter the percentage of settlement discount that you are giving to your customer in this box. This box defaults to the percentage specified on the Customer Record.
Total	This amount is the gross value of items (i.e. net plus VAT), including any carriage costs and is shown on the invoice/credit note/order itself.

4. In the boxes provided, enter any conditions you want to apply globally, i.e. to the whole invoice or credit note. **Note:** If you analyse your invoice or credit note globally, only one line will be added to the audit trail.

Note: Carriage will always be updated to the Audit Trail on a separate line.

If you want to analyse your invoice or credit note per line, leave this section blank.

N/C	If you want to analyse the entire net value of the invoice or credit note to just one nominal account, enter the nominal code in this box. You can use the drop-down list to select a nominal account. When you enter a nominal code in this box, you activate the whole of the global area. This means that the invoice or credit note will be analysed automatically to whatever entries you have made in the 'N/C', 'Details', 'Tax Code' and 'Dept.' boxes in the 'Global' area.
Details	Details should be entered to accompany the posting to the nominal ledger if the invoice or credit note is to be analysed to one nominal code only. You can enter up to 60 characters. This will appear on your reports.
Tax Code	To analyse the whole invoice or credit note to one VAT code, enter the code in this box or select one from the drop-down list.
Department.	If you want to analyse the entire invoice or credit note to just one department, enter the department you require in this box or choose one from the drop-down list. If no department is required, leave as department number 0 (zero).

You have now completed the footer details for your invoice or credit note.

If you are entering an invoice, you can also enter any payment details. For further information about how to do this, see *To enter your invoice payment details* on page 481.

5. To save the invoice or credit note for later printing in a 'batch', click Save. If you have chosen to create new invoices/orders on saving from the Invoice and Order Defaults, the window clears ready for you to enter a new invoice. If you have chosen to edit the saved invoice from the Invoice and Order Defaults, the invoice information remains displayed for you to edit.

To print the invoice or credit note straight away, click Print. When you click Print, you can also choose to update the ledgers.

To clear the entries you have made and start again, click Discard. To exit the Invoice or Credit Note window, click Close.

To enter your invoice payment details

Use this function to enter details, such as the bank account where you want to record the money going into and the payment reference (so you can find the particular receipt easily on the audit trail). The payment reference will also go onto the customer's account.

Note: This function is not available when creating credit notes.

- 1. From the Invoice window, click the Payment Details tab.
The payment details information appears.

The screenshot shows a window titled "Service Invoice" with four tabs: "Details", "Order Details", "Footer Details", and "Payment Details". The "Payment Details" tab is selected. It contains two sections: "Payment Details" and "Payment Type".

Payment Details

- Payment Ref: [Empty text box]
- Bank Account: [Dropdown menu showing "1200"]
- Payment Amount GBP £: [Text box showing "0.00"]
- Amount Due: [Text box showing "275.00"]

Payment Type

- ☐ Payment already received
- ☒ Post as Payment on Account (SA)
- ☐ Allocate Payment to Invoice (SR)

At the bottom of the window are buttons: Save, Discard, Print, Memorise, Recall, Send e-Mail, Previous, and Close.

- 2. You can either allocate the payment you have received to this invoice, or you can post it to the customer's account and allocate it to an invoice later. Select the option you require.

Post as Payment on Account	Select this option if you want to post the payment to the customer's account, and allocate it later. If you select this option, use the Customer Receipts option to allocate it.
Allocate Payment to Invoice	Select this option to allocate the customer's payment to this invoice. When this invoice is posted, using the Update option, the payment will be recorded and deducted from the invoice total. If the amount prepaid is the full amount of the invoice, the payment will be allocated to the invoice automatically. If the payment is more than the invoice amount, the surplus amount will be posted as a payment on account. If the payment is less than the invoice amount, the invoice will be part paid.

3. In the boxes provided, enter the following payment details:

Payment Ref	Enter a reference here that relates to the payment.
Bank Account	Enter here the nominal code of the bank account that you want the money to be debited to (paid into).
Payment Amount	Enter the payment amount here.

Select the option button you require:

Payment Already Received

Select this option if you wish to indicate that a deposit / part payment has already been received.

Selecting this option will display the deposit but will not post a receipt transaction.

Post as Payment on Account

Select this option if you wish to post the payment to the customer's account, and allocate it later.

If you select this option button, use Customer > Receive Payment to allocate it.

Allocate Payment to Invoice

Select this option button to allocate the customer's payment to this invoice.

When this invoice is posted, using the Update option, the payment will be recorded and deducted from the invoice total. If the amount prepaid is the full amount of the invoice, the payment will be allocated to the invoice automatically.

If the payment is more than the invoice amount, the surplus amount will be posted as a payment on account. If the payment is less than the invoice amount, the invoice will be part paid.

Accounts Professional users only: If you have updated this invoice from a sales order that contains payment details, this window displays a note informing you that a payment on account has already been posted for the sales order.

You can post another payment on account or allocate a payment to the invoice. For example, if your customer paid a deposit against the sales order you could post a payment on account against the sales order and then post a second payment on account or allocate a payment against the invoice for the outstanding balance.

Note for VAT Cash Accounting users: If the payment exceeds the invoice value the tax liability of the overpayment must be dealt with. Sage 50 Accounts records an overpayment as a 'payment on account'. Before the invoice is saved Sage 50 Accounts prompts you to apply a tax code to the overpayment. The default tax code from the customer's record is suggested for use but you can select another from the drop-down. Alternatively you can cancel, return to the invoice and amend the payment to match the order value.

You have now completed the payment details for your invoice.

4. You can save or print the invoice.

To save the invoice for later printing in a 'batch', click Save. If you have chosen to create new invoices/orders on saving from the Invoice and Order Defaults, the window clears ready for you to enter a new invoice. If you have chosen to edit the saved invoice from the Invoice and Order Defaults, the invoice information remains displayed for you to edit.

To print the invoice straight away, click Print. When you click Print, you can also choose to update the ledgers.

To clear the entries you have made and start again, click Discard. To exit the invoice window click Close.

Duplicating invoices and credit notes

To save you time when entering your invoices and credit notes, you can use the Duplicate facility to copy existing records. This is useful if you need to create many invoices or credit notes with the same details.

To duplicate an invoice or credit note

1. Select Customers > Invoice List.
2. From the Invoice window, select the invoice or credit note you require and then click Duplicate.

The Invoice or Credit Note window appears, displaying the Details information.

Note: Sage 50 Accounts makes an exact copy of the original invoice or credit note, regardless of whether any prices have changed since you created it. You should check all item prices carefully, and make any changes manually before you save the invoice or credit note.

3. If you manually number your invoices or credit notes as you create them, type the number you require in the 'Inv. No.' or 'Crd. No.' box.

If you use the 'Autonumber' facility to automatically number your invoices and credit notes as you create them, Sage 50 Accounts assigns the next available number to the duplicated invoice or credit note when you save it.

4. Check that the details in each tab of the invoice or credit note are correct, and make any amendments you require.
5. To save the new invoice or credit note, click Save. To exit without saving, click Discard.
6. To close the invoice or credit note and return to the Invoicing window, click Close.

The new invoice or credit note appears in the list on the Invoicing window, ready to be printed and updated.

Entering batch invoices

This method is intended for recording invoices that you have produced and sent to your customers that do not need printed documents. The term 'batch' means that you can enter as many invoices you like at the same time.

If you want to record customer invoices that you have already sent out, use the Batch Invoice option from within the Customers window. The amount of detail you enter per invoice is up to you, but we recommend that you enter each item on your invoice as a separate line. This makes it easier for you to identify what the invoice was for at a later date. However, you can enter the whole invoice as one line if you want to.

When you enter several invoice items from the same invoice, we recommend you give each one the same account code, date and reference, as these will then be grouped together and listed as the items that make up a single invoice. For example, when you examine a customer's activity, a single invoice will be shown as one line, however if you double-click this line, the individual items that make up that invoice total will then be shown.

Note: If you do not include a reference, the transactions will not be grouped.

Help

For full details about entering batch customer invoices, type 'batched' in the Help system's Index tab and select 'customer invoices'.

Invoicing from telephone calls

(Accounts Professional Only)

The Contacts tab from the Customer Record enables you to record details of telephone conversations you have with your customers. If you charge for your time, you can create an invoice directly from here to charge for the time you have spent on telephone calls.

Note: Make sure you have set up the default call charge rate before using this facility. To do this, select Company > Settings and then click the Parameters tab. Enter the hourly rate you want to charge in the Default Call Charge box.

Note: You cannot invoice on non-base currency accounts.

To record a telephone call and create an invoice

1. Select the Customers navigation group and then, if appropriate, use the view selector to switch to the Customers view.
2. Select the customer you require and click Record.
3. Click the Contacts tab.
4. Click New.
The New Call window appears.
5. The following information appears for you automatically: Telephone, Spoke To, Caller and Date.
6. When the telephone is answered by your customer, click Start.
The system begins timing the duration of your telephone call.
7. When the call ends, click Stop.
The length of the call appears in the Duration box.
8. To create an invoice, click Invoice.
The Contact - Time Biller (Invoice Details) window appears.

Contact - Time Biller (Invoice Details)

Details

Details:

Hours:

Hourly Rate:

Posting

Tax Code:

Code:

Ref:

Date:

Dept.:

Totals

Hours	0.00
Rate	0.00
Discount	0.00
Sub-total	0.00
Sett. Disc.	0.00
Tax	0.00
Total	0.00

Save Cancel

9. Enter the following information:

Details	Enter the Details you want to appear on the invoice here.
Hours	Enter the number of hours you want to charge for.
Hourly Rate	Enter the hourly rate you are charging for this service, the rate initially defaults to the rate set up in Company Preferences.
Tax Code	From the drop-down list, select the VAT code you require for your service.
Code	Enter the nominal code that you want the invoice posted to.
Ref	Enter a reference here. This enables you to trace the invoice you are creating in the audit trail.
Date	The program date appears automatically. You can change this if required.
Dept	If you want the invoice to be assigned to a particular department enter it here.

10. When you have entered your invoice details, click Save.

A confirmation message appears.

11. Click Yes to create the invoice.

Creating mixed product and service invoices

(Accounts Professional Only)

You can create single invoices or orders to include both the products that you sell and for the services that you provide. This means that you do not have to send two invoices/orders to the same customer: one representing the products you have sold and the other representing the service provided charges for labour.

You can also create a single order for the products that you want to buy and the services that you want to use. For more information, see *Processing Purchase Orders* (Accounts Professional Only) on page 526.

To create a mixed product and service invoice

1. Select Customers > New Invoice.

The Invoice window appears, showing the Details tab.

2. Select the type and format of the invoice you require from the drop-down lists. To create a mixed product and service invoice, select Invoice from the Type drop-down list and Product from the Format drop-down list.

3. Enter your product invoice lines as you would do normally. For further information, see *To create a new product invoice or credit note* on page 460.

4. If you want to enter a service item for a service that you provide that you have not created a Product Record for, select S3 from the Product Code drop-down list.

The Edit Item Line window appears.

5. Complete the Edit Item Line window as you would do normally for your service items. For further information, see *To enter service item line details* on page 473.

6. To save your service item to the invoice, click OK. If you do not want to save the service item to the invoice, remove the item using function key F8 and click Cancel.

You can now enter your order details such as delivery address. For further information, see *To enter order details for your invoice or credit note* on page 476.

If you want to enter any carriage or settlement details, see *To enter your invoice or credit note footer details* on page 478.

You can also enter payment details against the invoice. For further information, see *To enter your invoice payment details* on page 481.

7. To save the invoice, click Save. If you have chosen to create new invoices/orders on saving from the Invoice and Order Defaults, the window clears ready for you to enter a new invoice. If you have chosen to edit the saved invoice from the Invoice and Order Defaults, the invoice information remains displayed for you to edit.

To print the invoice straight away, click Print. Select the invoice layout and output you require and then choose Generate Report.

Important Note for Irish Users: Special legislation exists in the Republic of Ireland regarding VAT requirements when sending and receiving invoices and orders by e-mail. For information, view the notice on the Revenue website at <http://www.revenue.ie/pdf/vat09-92.doc>. Alternatively, you can obtain a copy of the notice from your Revenue Office.

To clear the entries you have made and start again, click Discard.

Invoice profit check

(Accounts Plus and Accounts Professional Only)

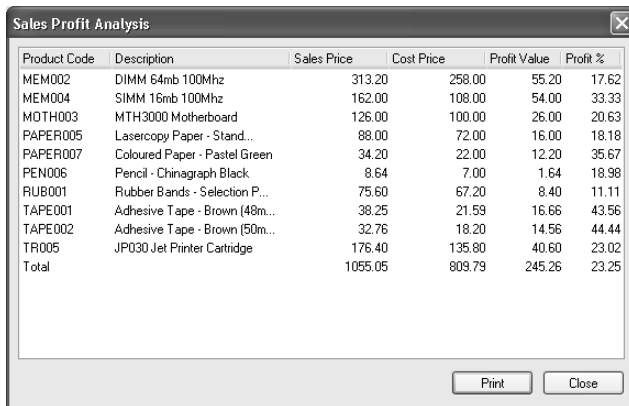
You can now check the profit you are making as you enter your product invoices and sales orders.

Note: The profitability is calculated using the cost price from the product record. It is not based on the First In First Out (FIFO) method of product valuation. If you want to produce reports that take into account the FIFO method you should use the profit reports accessed from the Products window.

To use the invoice profit check

1. Select Customers > Invoice List (or Customers > Sales Order List for **Accounts Professional** users).
2. Double click the invoice/sales order you require then click Profit.

The Sales Profit Analysis window appears.



Product Code	Description	Sales Price	Cost Price	Profit Value	Profit %
MEM002	DIMM 64mb 100Mhz	313.20	258.00	55.20	17.62
MEM004	SIMM 16mb 100Mhz	162.00	108.00	54.00	33.33
MOTH003	MTH3000 Motherboard	126.00	100.00	26.00	20.63
PAPER005	Lasercopy Paper - Stand...	88.00	72.00	16.00	18.18
PAPER007	Coloured Paper - Pastel Green	34.20	22.00	12.20	35.67
PEN006	Pencil - Chinagraph Black	8.64	7.00	1.64	18.98
RUB001	Rubber Bands - Selection P...	75.60	67.20	8.40	11.11
TAPE001	Adhesive Tape - Brown (48m...	38.25	21.59	16.66	43.56
TAPE002	Adhesive Tape - Brown (50m...	32.76	18.20	14.56	44.44
TR005	JP030 Jet Printer Cartridge	176.40	135.80	40.60	23.02
Total		1095.05	809.79	245.26	23.25

The Sales Profit Analysis window shows the following information:

Note: The Sales Profit Analysis window does not show any information for S1, S2, S3 and M item lines.

Product Code	This shows the product code as entered on the invoice/sales order.
Description	This shows the description as entered on the invoice/sales order.
Sales Price	This shows the total net amount as entered on the invoice/sales order. This column is also totalled to show the sum of all invoice/sales order sales prices.
Cost Price	This shows the total cost price for this invoice or order line. It is equal to the cost price from the Product Record multiplied by the quantity entered on the invoice/sales order. This column is also totalled to show the sum of all invoice/sales order cost prices.
Profit Value	This shows the sales price minus the cost price. This column is also totalled to show the sum of all profit values.
Profit %	This is the percentage profit for the invoice/sales order item line. It is equal to the profit divided by the sales price and then multiplied by 100. This column is also totalled to show the overall profit (in percent) for the selected invoice/sales order. The total profit percentage is calculated as Totalled Profit divided by the Totalled Sales Price, multiplied by 100.

3. To return to your invoice or sales order, click Close.
To print this information, click Print.

Posting an Invoice

When you have created an invoice or credit note in Sage 50 Accounts, you can use the Update facility to transfer the invoice or credit note details to the customer, nominal and product (if appropriate) records. For example, when you update your ledgers your stock details are also updated, therefore you will know how much free stock is available.

Accounts Professional only: If you have posted an invoice via sales order processing, your stock levels are automatically updated when the sales order is despatched.

To update your ledgers

1. Select Customers > Invoice List.
2. From the Invoicing window, select the invoices you want to update the ledger with.
If no records are selected, all non-posted invoices/credit notes will be updated.
3. Click Update.
The Update Ledgers window appears.
4. Select the type of output you require for your report from the option buttons available.
5. To update your ledgers, click OK.
If you selected to print the report, the Windows Print window appears. Use this to select which pages to print and change your printer settings if required.
If you selected to preview the report, the Preview window appears showing the first page of the report. If you are satisfied with the report, you can send it directly to the printer by choosing the Print option from the bottom of the window.
6. If you selected to output the report to a file, the File Save As window appears. Select a directory in which to store the file and enter the filename in the File Name box. You can also select the type of the file you want to create. Using the Save File as Type drop-down list box, select either Sage 50 Accounts Report Data format (.SRD), text file format (.TXT), HTML (.HTM), Comma Separated Value (.CSV) or PDF file (.PDF).

Dealing with Recurring Transactions

If you bill your customers for regular product sales or services, you can use Sage 50 Accounts Recurring Transactions feature to create these invoices automatically. Accounts Professional users can also set up recurring entries for regular sales orders and purchase orders. When you have created your invoices or orders using the Recurring Transactions feature, you can then go on to process them in the usual way, for example, update your invoices to your ledgers or allocate stock to your sales orders.

You can set up your recurring transactions for different time periods, including daily, weekly, monthly and annually.

Note: The following procedures apply to recurring invoices, sales orders and purchase orders. Throughout these sections, we will refer to invoices and orders as 'transactions'.

To create a recurring transaction

1. Make one of the following selections:

- Customers > New Sales Order
- Customers > New Invoice

2. Enter your invoice or order details.

For more information about entering invoices, see *To create a new product invoice or credit note* on page 460 or *To create a service invoice or credit note* on page 469.

For more information about entering orders, see *To create a sales order* on page 427 and *To create a purchase order* on page 527.

3. Click Memorise.

The Memorise window appears.

4. In the Details section, enter a Reference and Description for your recurring transaction.

5. Enter the following Frequency details for your recurring transaction:

Every	Enter a frequency for your recurring transaction. You can post your recurring transactions by multiples of days, weeks, months or years. For example, to post a recurring transaction once each month, type 1 in the first box, and choose Month(s) from the drop-down list in the second box.
-------	--

Total Required	Enter the total number of recurring transactions to post. For example, to post a monthly transaction once each month for a year, type 12 in this box. If you want to post an indefinite number of entries, enter 0 (zero).
----------------	--

Start Date	Enter the date to use for the first posting of this recurring transaction.
Finish Date	The finish date shows the date on which this recurring transaction will stop, based on the 'Start Date' and 'Total Required' details you enter. You cannot edit this information. Note: If the 'Total Required' is set to zero, then the 'Finish Date' box shows 'Perpetual'.
Last Processed	The 'Last Processed' box shows the date this recurring transaction was last processed. For a new recurring transaction, this box is blank. You cannot edit this information.
Suspended?	If you want to suspend the posting of the recurring transaction, select this check box. Note: If you suspend a recurring transaction, it does not appear in the list when you process your recurring entries. If you later 'unsuspend' a transaction that has been suspended for several processing periods, the Process Recurring Entries window shows all of the suspended entries and allows you to choose which of the entries you want to post.

Note: You must make sure that the transaction you are creating shows 'Invoice' or 'Order' in the 'Type' box, and that it meets all of the following criteria:

- It contains a valid customer account reference (or supplier account reference for a purchase order),
- It contains at least one item, and
- If the customer or supplier is a foreign currency account, it has an exchange rate set.

If any of these criteria are not met, then the Frequency details are not available. Instead, the following window appears:

Memorise

Details

Reference

Description

Frequency

Frequency details are not available for this invoice. If you wish to use frequency information check the following:

1. The transaction type must be set to 'Invoice' or 'Order'.
2. A customer or supplier account must be selected in the A/C fields.
3. One or more item lines must be entered on the invoice.
4. If the account is a foreign currency account, the exchange rate must be set.

Save Cancel

If you want to set up a recurring transaction, click Cancel on this window, and make sure you enter all the required details in the Invoice or Order window. Alternatively, you can memorise the transaction as a 'skeleton', without frequency details. For more information on skeleton transactions, type 'Skeleton' in the Sage 50 Accounts Help system's Index.

6. To save your recurring transaction and return to the Invoice or Order window, click Save. To exit without saving, click Cancel.

To process your recurring transactions

If you have any outstanding recurring transactions, you will be reminded every time you start Sage 50 Accounts. Click Yes to post the transactions or click No to use Sage 50 Accounts without posting them.

Note: You can turn this reminder off by selecting the 'No Recurring Entries at Startup' check box within the Parameters tab of Company Preferences, accessed from Company > Settings.

1. Make one of the following selections:
 - Customers > Sales Order List
 - Customers > Invoice List
 - Suppliers > Purchase Order List
2. Click Recurring.
3. From the Memorised Invoices, Memorised Sales Orders or Memorise Purchase Orders window, click Process.

The Process Recurring Entries window appears.

[illegible]

4. If you do not want to process a listed recurring entry, remove the tick from the 'Include' check box.

Note: If you choose not to process a recurring transaction and clear the 'Include' check box, Sage 50 Accounts displays asking if you want to update the last post date for any excluded transactions. If you have any transactions listed in the Process Recurring Entries windows that do not have a tick in the 'Include' column, and you don't want to process the transaction at this time, click No. The transaction will appear in the list the next time you process any recurring transactions. You may choose to do this when, for example, you are unsure whether you should process a transaction as the customer or supplier account is currently 'on hold'.

- Click Process to produce your recurring transactions. Sage 50 Accounts processes the selected entries and then displays the message 'Processing Complete'.

Alternatively, click Cancel to return to the Memorised Invoices, Sales Orders or Purchase Orders window without processing any recurring transactions. Sage 50 Accounts displays the message 'Are you sure you wish to exit? No recurring transactions will be posted.'

Note: Processing your recurring transactions creates the invoice, sales order or purchase order in the relevant ledger, but does not carry out any further processing, such as updating invoices to the ledgers or allocating stock to sales orders. You will need to complete the processing of the transaction in the usual way.

- Click OK to close the 'Processing Complete' message, or click Yes to confirm that you want to exit without processing any recurring transactions.
- To close the Memorised Invoices, Sales Orders or Purchase Orders window, click Cancel.

To view or edit a recurring transaction's frequency

1. Make one of the following selections:
 - Customers > Sales Order List
 - Customers > Invoice List
 - Suppliers > Purchase Order List
2. Click Recurring.
3. From the Memorised Invoices, Memorised Sales Orders or Memorised Purchase Orders window, select the entry whose frequency you want to view or edit.
4. Click Frequency.
5. You can amend the following frequency details:

Every	Enter a frequency for your recurring transaction. You can post your recurring transactions by multiples of days, weeks, months or years. For example, to post a recurring transaction once each month, type 1 in the first box, and choose Month(s) from the drop-down list in the second box.
-------	--

Total Required	Enter the total number of recurring transactions to post. For example, to post a monthly transactions once each month for a year, type 12 in this box. If you want to post an indefinite number of entries, enter 0 (zero).
----------------	---

Note: You cannot change the number shown in the Total Required box to a number that is less than the number of postings that have already been made.

Start Date	Enter the date to use for the first posting of this recurring transaction.
------------	--

Note: the start date cannot be edited once the recurring transaction has been processed.

Suspended?	If you want to suspend the posting of the recurring transaction, select this check box.
------------	---

6. To save the frequency details, click Save. To close without saving, click Cancel.
7. To return to the previous window, click Cancel.

To delete a recurring transaction

1. Make one of the following selections:
 - Customers > Sales Order List
 - Customers > Invoice List
 - Suppliers > Purchase Order List
2. Click Recurring.
3. From the Memorised Invoices, Memorised Sales Orders or Memorised Purchase Orders window, select the entry you want to delete.
4. Click Delete.

A confirmation message appears: 'Are you sure you wish to delete the selected recurring entry?'
5. Click Yes to delete the entry, or click No to cancel.
6. To return to the previous window, click Close.

Receiving Customer Payments

Use Sage 50 Accounts to record the money that you receive from customers for invoices that you have sent them.

You can pay in full, or part pay, any or all of the invoice items and show discounts allowed. When you receive payment of an invoice, it is good practice to record receipt of the payment as soon as possible. This keeps you up to date on how much you are owed by your customers and keeps your Sage 50 Accounts bank account up to date. If a payment has been received that is greater than the outstanding invoices, you can enter a 'payment on account'. The customer can then use this payment on account to pay future invoices.

To record a customer receipt

Note: You can also use the Customer Receipts wizard to guide you through the process of recording your customer receipts. The Customer Receipts wizard takes you step by step through the entire process.

1. Select Customers > Receive Payment.

The Customer Receipt window appears. The name of the selected account is also displayed.

2. If appropriate, select the bank account you require.

[illegible]

3. In the A/C box enter the account code of the customer you require. All items that you have invoiced the selected customer which are not fully paid, appear automatically in the item table. If there are no outstanding transactions, no items are displayed.

4. Enter the receipt Date, Reference and Amount.

Note: Accounts Professional users who are working with a foreign currency customer will also have a Rate. If you have set up foreign currencies to use in your program, by running the Foreign Trader Setup Wizard, this additional field will be displayed.

This field displays the current exchange rate to be used for this transaction. You can edit this exchange rate [here](#).

If you are using Access Rights in your program, but you do not have access rights assigned for the foreign trading functionality, this field is read-only. box displayed on this window.

5. Allocate the money received (and entered in the Amount box) to the individual invoice items displayed in the item table. To do this, enter a value in the Receipt box of an invoice item.

You can part pay an invoice item or pay it off in full, but you cannot allocate more than the full value of the item. If you are paying an item in full, click on the item's Receipt box then click Pay in Full. The amount needed to pay the item in full is then entered for you automatically. Continue allocating the money received against invoice items until the amount in the Analysis Total box equals that which you have received.

Note: If the amount shown in the Analysis Total box is less than the amount you entered as received in the Amount box then the difference can be put on account.

Note: If you have already set up a Sage Payment Solutions account, you can use the Pay by Card payment facility by clicking the Pay by Card button.

6. To process the customer receipt, click Save. To clear the window and start again, click Discard. To exit from the window, click Close.

You can enter the following receipt information:

Date:

The system date will be entered automatically for you but you can change this if required. Alternatively, use the Calendar button to select a different date.

Amount:

You can specify this field in one of two ways. Enter the gross amount of the receipt in this box (if known, the bank balance box shown at the bottom of the window will either increase or decrease in value by the amount you enter, depending on whether it is an invoice or credit note). Alternatively, leave the field blank and it will be updated as you select invoices that have been paid in full. If you choose the latter, you will be unable to amend the amount field directly (only by altering the allocations back to zero).

Note: You can access the currency calculator from this text box by pressing F5.

Reference:

Enter the cheque number or other reference for the receipt, using up to 30 characters.

Entering a Credit Note

Use Customers > New Credit to create your credit notes. The Invoice window appears. Select either 'Product' or 'Service' from the 'Format' drop-down list, depending on the type of credit note you want to produce.

Use this facility to create a credit note to send to one of your customers. For example, if a customer returns some of your products, you need to send them a credit note to the value of those products.

The Product Credit and Service Credit windows comprise three tabs: Details, Order Details and Footer Details. Creating a credit note follows the same rules used to create an invoice. For full details see *To create a new product invoice or credit note* on page 460.

Posting your credit note

In order to update your nominal, sales and product records (if applicable) with details of the credit notes you produce, you must use the Update facility. For example, when you update your ledgers your stock details are updated, therefore you will know how much free stock is available.

For information about using the Update option, see *Posting an Invoice* on page 491.

Entering batch credit notes

This method is intended for recording credit notes that you have produced and sent to your customers that do not need printed documents. The term 'batch' means that you can enter as many credit notes you like at the same time.

Enter batch credit notes follows the same rules used to enter batch invoices. For full details see *Entering batch invoices* on page 485.

Help

For full details about entering batch customer credits, type 'batched' in the Help system's Index tab and select 'customer credit notes'.

Memorising and recalling batch invoices and credit notes

You can use the Memorise and Recall facilities to record batched invoices or credit notes that you use regularly, or to save a batch of transactions without posting them, so that you can make amendments later.

For more details about the Memorise and Recall facilities, see *Memorising and recalling batch invoices and credit notes* (Accounts Plus and Accounts Professional Only) on page 558.

Deductions (Accounts Plus and Accounts Professional only)

With Sage 50 Accounts, you now have the freedom to record, display and print a net value discount or deposit, arranged with your customers, on invoices, sales orders, credit notes, quotations or pro-formas.

Net Value Discounts

To create a net value discount on an invoice, credit note, quotation or sales order:

1. From the navigation group click Customers, then from the Tasks list click New Invoice, New Credit, New Sales Order or New Quotation, as appropriate.
2. Create your Customer and Product Item lines, as described in the help topic: Invoicing > Product Invoices > To Enter or Edit Product Item Line Details
3. In the Deduction section of the Details Tab, select Net Value Discount from the Deduction Type drop-down list. The Edit Item Line window appears.
4. Enter a Description/Details narrative to include information related to the net value discount.
5. Now enter a Discount value (Disc) and then click TAB. The relative percentage discount (Discount %) is displayed automatically.
Alternatively, enter a Discount percentage and the relative discount value is displayed automatically.
6. To close the Edit Item Line window click OK. The item line is displayed in red in the deduction section of the Details Tab and the invoice VAT and Gross values are recalculated.

Note: When you print an invoice or order with a net value discount, the net value discount is printed as the final item line in the body of the invoice.

Deposits

Create a Deposit on a Quote or Sales Order

1. Create your quotation / sales order in the normal manner, completing the Details Tab header entries and the product item lines you are quoting for.

2. Focus on the Less Deposit section at the bottom of the Details Tab. To add deposit details, click the smart link button as illustrated.



3. Now enter the Payment Details in the boxes provided. Enter the deposit from the customer in the Payment Amount entry box of the Payment Details section.

To receive the deposit by online payment, click the Pay by Card button, adjacent to the Payment Amount entry box. The Welcome window of the Sage Payment Solutions Wizard appears. The payment amount shown is taken from the Payment Amount field in the Payment Details tab.

4. In the Payment Type section select one of the available option buttons, depending on whether or not a deposit payment has already been made.

Payment Already Received

Select this option if you wish to indicate that a deposit / part payment has already been received.

Selecting this option will disable the Pay by Card button.

Post as Payment on Account (SA)

Select this option if you wish to post the payment to the customer's account, and allocate it later. If you select this option button, use Customer > Receive Payment to allocate it.

A deposit entered on the payments tab with a SA posted can be paid online using the Pay by Card facility.

5. Click the Details Tab. The deposit is displayed in the footer section of the details tab and the amount due.
6. When you have completed the quotation / sales order, click the Save button.

If you selected the Payment on Account (SA) option on the Payment Details tab, a Payment on Account (SA) is posted, when you click Save.

Create a Deposit on an Invoice

1. Create your invoice in the normal manner (see Invoicing > Product Invoices > To Add or Edit Product Invoice Details in the main help - F1), completing the Details Tab header entries and the product item lines you are quoting for.
2. Focus on the Less Deposit section at the bottom of the Details Tab. To add deposit details, click the smart link button:



3. Now enter the Payment Details in the boxes provided. Enter the deposit from the customer in the Payment Amount entry box of the Payment Details section.

To receive the deposit by online payment, click the Pay by Card button, adjacent to the Payment Amount entry box. The Welcome window of the Sage Payment Solutions Wizard appears. The payment amount shown is taken from the Payment Amount field in the Payment Details tab.

Note: The Pay by Card button adjacent to the Payment Amount entry box is disabled if:

- The Bank Account chosen is not the nominated account for Pay by Card.
- The Payment Type option chosen is Payment already received.
- The Payment Type option chosen is Allocate Payment to Invoice (SR).

To enter a deposit on an invoice, three possible routines are available:

■ **Enter a deposit on an Invoice and allocate payment as a SR**

1. Create your invoice in the normal manner, completing the Details Tab header entries and the product item lines you are invoicing.
2. Focus on the Less Deposit section at the bottom of the Details Tab. Click the Smart Link button to switch to the Payment Details Tab.
3. Enter the deposit on the Payments tab and select the SR option button.
The deposit is then displayed in the footer section of the details tab.
The amount due (invoice gross less deposit) is also displayed.
4. When you have completed all invoice details, save the invoice. At this point, the SR transaction is not posted.
5. When the invoice is updated a Sales Receipt (SR) is posted, and the EX Ref field of the SR contains the Invoice number prefixed with "Inv".
The SR is automatically allocated to the invoice.

■ **Enter a deposit on an Invoice as a SA and select to create the deposit now**

1. Create your invoice in the normal manner, completing the Details Tab header entries and the product item lines you are invoicing.
2. Click the Smart Link button to switch to the Payment Details Tab.
3. Enter the deposit on the Payments tab and select the SA option button.
The deposit is displayed in the footer section of the details tab, along with the outstanding amount due (invoice gross less deposit).

4. Now save the invoice. A message appears, requiring you to either create a payment on account now or later, when the invoice is updated.
5. Select the Create the payment on account now option.
A Payment on Account (SA) is posted, the EX Ref field of the SA will contain the Invoice number prefixed with "Inv".
Later, when the invoice is updated to the ledgers, no further payment transactions will be created.
- **Enter a deposit on an Invoice and choose whether to create the deposit now or later.**
 1. Create your invoice in the normal manner, completing the Details Tab header entries and the product item lines you are invoicing.
 2. Click the Smart Link button to switch to the Payment Details Tab.
 3. Enter the deposit on the Payments tab and select the SA option button.
The deposit is displayed in the footer section of the details tab, along with the outstanding amount due (invoice gross less deposit).
 4. Now save the invoice. A message appears, requiring you to either create a payment on account now or later, when the invoice is updated.
 5. Select the On Update option.
The payment transaction is not created at this time.
 6. Later, the user selects to update the invoice. A Payment on Account (SA) is posted, and the EX Ref field of the SA contains the Invoice number prefixed with "Inv".

Deleting Invoices and Credit Notes

You may delete invoice or credit note records from the list displayed in the Invoicing window. However, if an invoice or credit note has already been posted to the ledgers, deleting the record will not reverse the postings made.

To delete an invoice or credit note

1. Select Customer > Invoice List.
2. From the Invoicing window, select the record(s) you want to delete.
3. Click Delete.
A message appears requesting confirmation that you want to delete the chosen invoice or credit note record(s).
4. If you are sure you wish to delete the selected records, click Yes. Sage 50 Accounts removes the records from the list.

Alternatively, to cancel deletion, click No. The records remain selected in the list.

After you have deleted invoice or credit note records from the Invoicing window, you should use the Compress Files option in order to remove the deleted records from the data files and conserve disk space. For further information, see *Compressing Your Data* on page 343.

Viewing a Customer's Transaction Activity

You can view a detailed transaction history, or 'activity', for any customer.

1. From the Customers window select the customer(s), whose activity you want to view and click Activity.

Alternatively, you can open the Customer Record and click the Activity tab to display the customer's transaction activity.

The Activity window appears showing the transactions associated with the first customer you selected.

- The upper pane of the Activity window shows summary or 'grouped' information about each transaction, one line per transaction.
- The lower pane of the Activity window displays the individual items that make up each transaction. For example, if you select an invoice that has been paid, this pane shows both the individual items that make up the invoice and the associated sales receipt details.
- The total amount you are owed by the selected customer is also shown, grouped by age, in the boxes at the bottom of the window. For example, if you use period ageing and your first ageing period is 30 - 59 days, the customer's debt that is less than 30 days old is shown in the Current total box.

2. To filter the transactions displayed, choose the criteria you require from the following selection fields:

Show

To filter the transactions by a specific period, select the period you want to display from the 'Show:' drop-down menu. You can choose to filter the transactions by your ageing periods (such as 30, 60 and 90 days), or display only those transactions that fall within the current financial year.

Alternatively, you can set a date range, transaction number range or select a transaction type to view by selecting the 'Custom Range' option from the menu and entering your selections in the Activity Range window that appears.

Your program retains the filter you specify from this menu and applies it the next time you view the activity. This is true for all of the 'Show:' menu settings, although the values you enter in the Activity Range window will not be retained.

Date

This read-only field displays the date range you selected using the 'Show' menu. For example, if you selected 'Custom Range' and entered the date range 01/07/2006 to 31/07/2006, these dates appear in this field.

The Activity window only displays those transactions that fall within the specified date range.

Type

If you select 'Custom Range' from the 'Show' menu and use the Activity Range window to choose a specific type of transaction to display, this field shows which transaction type you selected.

For example, if you chose to view only sales invoices by selecting 'SI - Sales Invoices' on the Activity Range window, this field shows 'SI'. The Activity window now only displays sales invoice transactions within the specified date range.

You cannot change the transaction type shown in this field directly - to change the type of transaction displayed here, you must select 'Custom Range' from the 'Show:' menu and re-select the transaction type you want to view.

O/S Only

If you selected 'Custom Range' from the 'Show:' menu and selected the 'Outstanding Transactions Only?' check box on the Activity Range window, this check box is selected. This indicates that the Activity window is displaying only those transactions that are not yet paid or allocated.

You cannot change this setting directly here - to select or clear this box, select 'Custom Range' from the 'Show:' menu and select or clear the 'Outstanding Transactions Only?' check box in the Activity Range window.

Trans

This field shows the transaction number range currently displayed on the Activity window. For example, if you select 'Custom Range' from the 'Show:' menu and use the Activity Range window to specify a range of transactions to view, this field shows the transaction numbers you chose.

If you do not specify a transaction range, this field displays the first and last transaction numbers from your audit trail. For example, if you have 2169 transactions on your audit trail, this field shows '1 to 2169'.

You cannot change the range shown in this field directly. To change the transaction number range shown here, select 'Custom Range' from the 'Show:' menu and enter the transaction number range you want to view.

3. To print the information shown, click Print List.
4. If you selected more than one customer, use the Previous and Next buttons to move between the selected customer records.
5. To view another customer's transactions, enter that customer's reference in the A/C box or use the drop-down selector to find the account.

Note: This only applies if you used the Activity option from the Customers toolbar to view the Activity window, as described in step 1.

6. To exit the Activity window, click Close.

For further information, please refer to Customers > Record > To View a Customer's Transaction Activity in the main program help (F1).

Customer Refunds

Use the Customer Refund option to record money you have paid out to your customers. Examples of when you might need to do this include times when you have refunded money to a customer, or when a cheque has been returned.

The Customer Refund option generates an SP transaction, which you can allocate to sales credits (SC) or sales payments on account (SA) via Customers > Receive Payment, or in Bank > Customers.

To Post a Customer Refund

1. From the Sage 50 Accounts desktop, click Customers > Customer Refund.
The Customer Refund window appears.
2. Enter the details for your customer refund in the boxes provided.
3. To print a cheque for the payment, click Print Cheque.
The Cheque window appears.
4. Enter the payee (that is, the customer) information for the cheque and click Save. This stores the details of the cheque, ready to be printed from the Cheque List option in Bank.
5. If you use departments to analyse your transactions and want to assign a department to this transaction, click the Dept. button and select the department you want to use.
6. If you make a mistake and want to clear the details you have entered and start again, click Discard to clear the window.
7. To save the Customer Refund details and post the transaction, click Save.
8. To close the Customer Refund window and return to the Customers window, click Close.

For more information, please refer to the Customers > Customer Refunds > To Post a Customer Refund topic in the main program help file (F1).

Sage Payment Solutions Pay by Card Facility

Where you wish to receive card payments from your customers or refunds from your suppliers, you can now interact directly, staying within the Sage 50 Accounts environment, and receive telephone payment/card details, for real-time authorisation and posting.

Sage Payment Solutions provides you with a Pay by Card facility on various quotation, invoice, sales order and supplier refund transaction windows.

To Set your Payment Solutions

To enable the facility in Sage 50 Accounts of receiving pay by card payments from your customers or refunds from your suppliers, over the telephone, you need to sign up for a **Sage Payment Solutions Account**.

1. To access this preference window, click Settings Menu > Company Preferences, then click the Payment Solutions tab.

The Company Preferences > Payment Solutions tab appears.

Company Preferences

Address Labels Parameters Reporting **Accountant**

Budgeting VAT **Payment Solutions**

Enable

☐ Enable Sage Payment Solutions

Sign up for a Sage Payment Solutions Account

Sage Payment Solutions allows you to take credit and debit card payments quickly and simply from Sage 50 Accounts.

[Sign up now!](#) [More Info...](#)

Key Benefits

Improve your cash flow and speed up your working capital cycle.
Debit collection by credit and debit card can be more efficient than accepting payment by cheque.

Fast and easy to use.
You can collect payments from Customer Receipts, Bank Receipts, Supplier Refunds, Invoice, Sales Order and Quotes screens whilst using Sage 50 Accounts.

Reduce manual entries.
Once you have accepted a payment, it will be automatically reconciled against the invoice within Sage 50 Accounts.

Competitive and secure payment processing.
Sage Payment Solutions offers secure payment processing at very competitive rates.

VISA VISA Electron Maestro Mastercard Delta American Express

[OK](#) [Cancel](#)

2. Click the Sign up now! button and complete the Online Application Form.
Full help and support is available to you from within the online application form, if you run into any difficulties.
3. When completing the online application form, if you wish to have the facility of payment card AVS/CV2 verification, make sure that you set AVS/CV2 verification to ON.
4. Once your account is set up, select the Enable Sage Payment Solutions check box at the top of the Payment Solutions tab.
5. Type your account Vendor ID, defined during account creation, and also your email address in the Sage Payment Solutions Credentials section of the Payment Solutions tab.
6. Choose the receiving bank account reference from the A/C Ref drop-down list in the Bank section of the tab. All pay by card payments will be directed to this nominated account.
Tip: Select this bank account carefully. You may find it worthwhile to set up a dedicated bank account for your Sage Payment Solutions transactions.
On a daily basis, you may have many Sage Payment Solutions transactions, which will later be transferred as a single amount from your Sage Payment Solutions account to your general bank account. Using a dedicated Sage Payment Solutions account will assist with subsequent bank reconciliation.
7. Select the Enable AVS & CV2 Validation check box, if required.
8. To save your settings, click OK.

With the completion of these steps, you will now have the facility in the Customer Receipts, Bank Receipts, Supplier Refund, and Sales Order/Invoice task windows to access the Sage Payment Solutions "Pay by Card" facility for card payment over the telephone.

Customer Receipts - Receive Payment using Pay by Card

1. From the navigation group, click Bank or Customers; then from the Tasks pane click Receive Payment. The Customer Receipt window is displayed.
Tip: If you have already set up a Sage Payment Solutions Account, the Pay by Card button is visible in the lower left corner of the Customer Receipt window.
2. From the Bank drop-down list, choose the required bank account.
Note: To enable the Pay by Card facility, the account selected must be the same as that nominated, when you set up your Payment Solutions Preferences. A Sage 50 Accounts Information Message will advise you if this is not the case.
3. From the Customer Details Account drop-down list, select a customer account.
4. Select the transaction number and enter an amount to be paid in the Receipt column.
You have numerous payment receipt options available including Pay by Card.

5. Click the Pay by Card button.

The Welcome window of the Sage Payment Solutions Wizard appears. The payment amount shown is taken from the Amount field in the Customer Receipt Window.

6. Complete the Sage Payment Solutions Wizard.

Bank Receipts - Enter Money using Pay by Card

1. From the navigation group, click Bank; then from the Tasks pane click New Receipt. The Bank Receipts window appears.

Tip: If you have already set up a Sage Payment Solutions Account, the Pay by Card button is visible in the lower left corner of the Bank Receipts window.

2. From the Bank drop-down list, choose the required bank account.

Note: To enable the Pay by Card facility, the account selected must be the same as that nominated, when you set up your Payment Solutions Preferences. A Sage 50 Accounts Information Message will advise you if this is not the case, when you click Pay by Card.

3. Select the N/C Nominal Ledger account code, the Fund, Project Ref and Details information and Net, T/C and Tax details, as required.
4. Repeat Step 3 for any other Bank Receipt entry lines. The sum of all the entries is displayed below the Receipts table.
5. Click the Pay by Card button. The Welcome window of the Sage Payment Solutions Wizard appears. The payment amount shown is taken from the sum field in the Bank Receipt Window.
6. Complete the Sage Payment Solutions Wizard.

Invoicing - Receive a Pay by Card Deposit Against a Quotation

(Accounts Plus and Accounts Professional only)

The Pay Deposit by Card payment facility can be used for deposits, paid against a quotation.

1. From the navigation group, click Customers, then from the Links pane, click Quotations List. Now click New/Edit on the Quotations toolbar. The Product Quote SOP window is displayed.

Tip: If you have already set up a Sage Payment Solutions Account, the Pay by Card button is visible in the lower left corner of the window.

2. From the A/C drop-down list, choose a customer account, then select a product code and quantity.
3. Click the Payment Details tab. Select the appropriate Bank Account Code from the Bank Account drop-down list.

Note: To enable the Pay Deposit by Card facility, the account selected must be the same as that nominated, when you set up your Payment Solutions Preferences. A Sage 50 Information Message will advise you if this is not the case.

4. Enter the deposit amount to be paid in the Payment Amount entry box.
5. Do not make any option selection in the Payment Type section of the Payment Details tab. Leave the selection as Post as Payment on Account (SA).
Select this option if you wish to post the payment to the customer's account, and allocate it later. If you select this option button, use Customer > Receive Payment to allocate it.
6. Click the Pay Deposit by Card button, adjacent to the Payment Amount entry box. The Welcome window of the Sage Payment Solutions Wizard appears. The payment amount shown is taken from the Payment Amount field in the Payment Details tab.
7. Complete the Sage Payment Solutions Wizard.

Invoicing - Receive Pay by Card Payment on Product/Service Invoices

The Pay by Card / Pay Deposit by Card payment facility can be used for full payment or deposits, paid against a product or service invoice.

To Receive a Full Payment Against a Product/Service Invoice

1. From the Navigation group, click Customers then from the Links pane, click Invoice List or create a new invoice. Double click on a specific non-posted invoice from the list displayed. The Product/Service Invoice window appears.

Tip: If you have already set up a Sage Payment Solutions Account, the Pay by Card button is visible in the lower left corner of the window.

2. Click the Payment Details tab.
3. Click the Pay by Card button at the bottom of the Payment Details tab. The Welcome window of the Sage Payment Solutions Wizard appears. The payment amount shown is taken from the Amount Due field in the Payment Details tab of the Product/Service Invoice Window.
4. Complete the Sage Payment Solutions Wizard.

To Receive a Pay Deposit by Card Against a Product/Service Invoice

1. From the Navigation group, click Customers then from the Links pane, click Invoice List. Double click on a specific non-posted invoice from the list displayed. The Product/Service Invoice window appears.

Tip: If you have already set up a Sage Payment Solutions Account, the Pay by Card button is visible in the lower left corner of the window.

2. Click the Payment Details tab. From the Bank Account drop-down list choose the appropriate Bank Account Code.
Note: To enable the Pay by Card facility, the account selected must be the same as that nominated, when you set up your Payment Solutions Preferences. A Sage 50 Accounts Information Message will advise you if this is not the case.
3. Enter the deposit amount to be paid in the Payment Amount entry box.
4. Do not make any option selection in the Payment Type section of the Payment Details tab. Leave the selection as Post as Payment on Account (SA).
5. Click the Pay Deposit by Card button, adjacent to the Payment Amount entry box. The Welcome window of the Sage Payment Solutions Wizard appears. The payment amount shown is taken from the Payment Amount field in the Payment Details tab of the Product/Service Invoice Window.
6. Complete the Sage Payment Solutions Wizard.

Sales Orders - Receive Pay by Card Payment

(Accounts Professional only)

The Pay by Card / Pay Deposit by Card payment facility can be used for full payments and deposits, paid against a sales order.

To Receive a Full Pay by Card Payment Against a Sales Order

1. From the navigation group click Customers, then from Links list click Sales Order List. Double click on the specific order from the list displayed. The Product Sales Order window is displayed.
2. Click the Cash Sales button at the bottom of the Payment Details tab. The program requests that you confirm that you wish to complete the order as a cash sale. Click Yes.
3. The program now prompts you to choose online or offline cash sales payment. To choose online payment, click Yes. The Welcome window of the Sage Payment Solutions Wizard appears.
4. Complete the Sage Payment Solutions Wizard.

To Receive a Pay by Card Deposit Against a Sales Order

1. From the navigation group click Customers, then from Links list click Sales Order List. Double click on the specific order from the list displayed. The Product Sales Order window is displayed.
2. Select the Payment Details tab and from the Bank Account drop-down list, choose the appropriate Bank Account Code.

Note: To enable the Pay by Card payment facility, the account selected must be the same as that nominated, when you set up your Payment Solutions Preferences. A Sage 50 Accounts Information Message will advise you if this is not the case.

3. Enter the deposit amount to be paid in the Payment Amount entry box.
4. Do not make any option selection in the Payment Type section of the Payment Details tab. Leave the selection as Post as Payment on Account (SA).
5. Click the Pay Deposit by Card button, adjacent to the Payment Amount entry box. The Welcome window of the Sage Payment Solutions Wizard appears. The payment amount shown is taken from the Payment Amount field in the Payment Details tab of the Product Quote SOP Window.
6. Complete the Sage Payment Solutions Wizard.

The Sage Payment Solutions Wizard

Window 1 - Welcome

This first window provides a summary of the payment transaction to be completed, including customer/supplier reference, customer/supplier name, amount to pay, and an editable payment description.

7. Enter a Payment Description or accept the default description suggested.

Note: Pay by Card transactions are subject to a payment limit of £100,000.

8. If all details are satisfactory, click Next to proceed.

Window 2 - Card Holder Details

This window only appears if you enabled AVS/CV2 validation in your Payment Solutions Settings in Company Preferences.

1. Enter and confirm all details of the customer billing address.
2. If you are satisfied that all details are correct, click Next to proceed.

Window 3 - Card Details

The card details window requires all card front details to be recorded, along with the CV2 number, located on the back of the card.

1. Choose the Card Type from the Card Type drop-down list.
2. Enter the Card Holder's Name, as it appears on the front of the card.
3. Enter the full Card Number, located on the front of the card, into the Card Number edit boxes. Ensure that you type the number without spaces or other separators.
4. Enter the Expiry Date, located on the front of the card, in the entry box provided. Type in MMY format.

5. Enter the CV2 Number, located on the back of the card. This typically consists of the extra three security digits on the card signature strip. In the case of American Express cards, there are four digits required.
6. For specific card types, additional card details may need to be entered. These include:

Card	Detail
<i>American Express</i>	Start Date
<i>Solo</i>	Start Date and Issue Number
<i>Switch</i>	Start Date and Issue Number

Enter the Start Date in MMY format. The Issue Number must be typed exactly as it appears on the card. For example, some cards will have Issue Number 4, while others will show Issue Number 04.

Note: For some Solo/Switch cards, the Issue Number does not appear on the card.

7. Once all details have been entered and you are satisfied that all details are correct, click Next to proceed.
8. The program prompts you to confirm that you wish to receive the payment amount, click Yes to proceed.

Window 4 - Finish

If the payment is successfully received, the Finish window signifies this with a green tick.



The payment is assigned a specific reference code.

When the payment is not received successfully, a red cross is displayed, signifying failure.



A reference code and a Transaction information line may also be displayed, detailing reason for failure.

Click Finish to close the Sage Payment Solutions wizard.

How to Deal with Sage Payment Solutions Charges

There are two administration charges associated with the Sage Payment Solutions facility:

- A monthly fee for using your Sage Payment Solutions Account
- An administration transaction charge for the total period (daily) Pay by Card transactions

It is recommended that you deal with the monthly account fee as a recurring bank payment.

At the end of a daily transaction period, your total Pay by Card transactions for that day will have an administration charge subtracted from that total.

It is recommended that you reconcile this administration charge as a bank charge, related to your specified Pay by Card bank account.

Chapter 9

Supplier Tasks

This chapter contains information on the tasks contained within the 'Suppliers' navigation group. It discusses all the activities you'll need to perform when working with your supplier accounts, from creating a supplier record to making a payment to a supplier.

In this chapter, we'll look at the purchase order cycle in full, from creating a new order, through placing stock 'on order', to delivery and completion.

We'll also show you how to enter the invoices and credit notes you receive from your suppliers, guide you through the process of recording the payments you make, view a supplier's transaction activity and deal with supplier refunds.

This chapter assumes you have created your supplier records. For full details see *Entering Customer and Supplier Records* on page 180.

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Supplier Price Lists

(Accounts Professional Only)

You can create and maintain a list of prices for the products that you buy from a single supplier. If you buy the same product from a number of different suppliers, you can compare supplier prices. You can then use the price lists to buy at the most competitive price. If you buy products from a supplier who uses a different currency, you can maintain prices for those products in the supplier's own currency.

When you create a purchase order, the price of each product is taken from the supplier's price list.

If the selected supplier is using a currency other than your base currency, the price list also shows the exchange rate and price in the base currency.

You can copy price lists. With the exception of the supplier all the information from an existing price list is copied to the new price list. As you copy the list you can then choose which supplier you want to associate the list with. This is a great way to quickly create a new price list based on existing information.

To add or edit a supplier price list

Note: You can import a price list from a file provided by your supplier. For more information about importing supplier price lists, see *Importing supplier price lists* (Accounts Professional users only) on page 522.

1. Select Suppliers.
2. Switch to the Suppliers View.
3. Select a supplier from the list and click Price List.

Note: You cannot select more than one supplier at a time. You must set up each price list individually.

The Supplier Price List window appears. The window displays the supplier name, description, currency and the date the list was last updated, taken from the supplier record.

If you have run the Foreign Trader Setup Wizard so that you can use foreign currencies, the Supplier Price List window also displays the exchange rate.

4. Click Add Items.

The Add Products window appears. This window displays all products that are listed in your Sage 50 Accounts system.

5. Select the products that you want to add to the selected supplier's price list.
6. Click OK to add the highlighted products to the price list.

The Add Products window closes and returns you to the Supplier Price List window. The products you selected appear in the window. You now need to enter the product's purchase price.

Alternatively;

Click Print to print a copy of the supplier price list.

Click **Import** to import a supplier price list from a file. For more information, see *To import a saved supplier price list* on page 522.

Click Send To, to export the price list details into Microsoft® Excel.

Click Delete to remove the selected product from the Supplier Price List window.

To copy a supplier price list

Note: You can only copy a supplier price list from the Products navigation group, not the Suppliers navigation group.

1. Select Products > Price Lists.
2. Select the supplier price list you want to copy and click Copy.

The Supplier Price List window appears.

Supplier Price List

Price List Details

Name		Currency	Pound Sterling	Ex. Rate	1.000000
Description	Concept Stationery Supplies	Last Updated	25/07/2005		

Product Code	Description	Purchase Price £
BOARD001	Whiteboard - Drywipe (900 x 1200)	21.00

Add Items
Print
Import
Send To...
Delete
Save
Close

3. Select a supplier for the price list using the 'Name' drop-down.

The name of the supplier is applied to the price list description. It cannot be changed.

4. Click Save.
5. Amend the displayed information, where required. Refer to the information on page 520 to help you.
6. Click Save, and to close the Supplier Price List window, click Close.

Importing supplier price lists

(Accounts Professional users only)

You can import any supplier price list that you have saved previously, or that your supplier may have sent to you. These supplier price lists must have been saved in a comma separated value (CSV) or text (TXT) format.

When you import a supplier price list file, the following assumptions are made:

- The Product Reference and Purchase Price are imported.
- Any data (on the same line) following the price is ignored.
- The first line of the import file will be treated as a heading and will be ignored.
- The purchase price is in the currency recorded on the supplier record.

For example, your CSV file may look like this:

"Product Ref", "Price"

"BOARD001", 20

"BOX002", 22.00, "with waterproof coating"

"BOOKS001", 7.99, "signed, limited edition"

In this example, the column headings on the first line; 'Product Ref', 'Price', and the additional text, 'with waterproof coating' and 'signed, limited edition' will not be imported.

To import a saved supplier price list

1. Select Suppliers > Supplier List.
2. Select a supplier from the list and click Price List.

Note: You cannot select more than one supplier at a time.

The Supplier Price List window appears, displaying the supplier account reference, name and base currency.

If you are using foreign currencies, and the Supplier Price List that is due to be imported is using a currency other than your base currency, the exchange rate is also displayed.

3. Click Import.

If you have not previously saved a price list for this supplier, a message appears advising you that you must save the price list before adding any products. Click Yes to save or No to close back to the Supplier Price List window.

4. Enter the directory and file name of the supplier price list details file that you want to import.
If you do not know the exact location or name of the price list file, click Browse to locate the file.
5. Click Continue to proceed with the import process.

The Confirm Supplier Price List Import window appears, displaying information about the file you are importing:.

Number of items in current price list	Displays the number of products that currently belong to the selected price list. You cannot amend this.
Valid items in import file	Shows the number of items that Sage 50 Accounts can successfully import from the file you select. You cannot amend this value directly, although you can increase the number of valid items by correcting import errors displayed in the 'Warnings' column. For more information, see 'Warnings' later in this table.
Invalid items in import file	Shows the number of items that create import errors and cannot be imported. You cannot amend this value directly, although you can decrease the number of invalid items by correcting import errors displayed in the 'Warnings' column. For more information, see 'Warnings' later in this table.
Line	Shows the position of this product line within the CSV or TXT file you are importing. You cannot change this.
Stock Code	Displays the stock code held in the import file. You can amend this if you require.
Current Price	Reads the purchase price currently held on the price list. If the product does not yet appear on a price list, Sage 50 Accounts displays the purchase price held on the product record. The currency symbol shown indicates the currency of the price list. You cannot change the 'Current Price'.
Proposed Price	Reads the product price from the file you are importing, and displays it in the price list's currency. You can change this if you require.

Warnings

This column displays errors and warnings about the items you are importing. You cannot amend these.

Sage 50 Accounts displays import errors in red. Examples of errors are:

- 'Product code not recognised.'
- 'There are two prices being imported for this product. See Line xx.'
- 'Invalid price supplied for this product.'

If errors are present, then the import of those products cannot proceed. The 'Invalid items in import' box summarises the number of items containing errors. You must correct the errors in the import file before you try to import those items. If you correct an error and the associated item imports successfully, the 'Invalid items in import file' value decreases, and the 'Valid items in import file' value increases.

Sage 50 Accounts displays import warnings in black. Examples of warnings are:

- 'Product code exists and the current list price of x.xx will be overwritten.'

Warnings provide additional information but do not stop the import process.

6. Select or clear the following import options as you require:

- 'Remove all items from the Price List prior to importing'.

If you select this option, Sage 50 Accounts removes all products currently associated with the price list before proceeding with the import.

For example, if you have a price list containing 600 products, and you import a file containing 150 updated prices, Sage 50 Accounts updates the prices of those 150 products and removes the remaining 450 items from the price list.

If you do not select this option, Sage 50 Accounts checks the list of products on the price list, and if a price exists, it updates it. If the product you are importing does not exist on the price list, Sage 50 Accounts adds it.

For example, if you have a price list containing 1000 products, and you import a file containing amended prices for 250 of those products, Sage 50 Accounts updates only those 250 prices and leaves the remaining 750 unchanged. Alternatively, if you have a price list containing 400 products, and you import a file containing 50 products that do not currently belong to that price list, Sage 50 Accounts adds those 50 products to the list and leaves the original 400 products unchanged.

- 'Hide warnings, errors will still be displayed'.

Select this check box if you want the Import process to filter out any warnings and display only errors in the 'Warnings' column.

If you do not select this check box, Sage 50 Accounts displays both errors and warnings in the 'Warnings' column.

7. To remove a line from the list so that it is not included in the Import process, select the line and click Delete Line.
8. To save any changes you make in the list back to the original CSV or TXT import file, click Save. Alternatively, to save your amendments to a new import file, click Save As and specify a file name and location for the new file.
Click Cancel to return to the Supplier Price List window without importing any supplier price list details.
9. To continue with the import process and apply the prices to your data, click Apply.

Note: Items displaying errors will not import. You must correct the errors before you can successfully import these items.

If you are importing a large volume of data, a status bar appears, showing the progress of the import process.

Once the import is complete, the Supplier Price List window and the price list information appear.

Processing Purchase Orders

(Accounts Professional Only)

Purchase orders are the orders that you place with your suppliers. The Purchase Order Processing facility lets you keep track of all of the products that you buy. Sage 50 Accounts lets you create and print orders to send to your suppliers.

The Purchase Order Processing facility is directly linked to your product records so the orders you produce automatically update your records with the order details.

Purchase Order Processing also integrates with projects. An order can be placed for a single project or several projects at the same time. When goods or services are ordered for a project the project reference can be applied to the order to link the goods on order with the project. This automates the allocation of stock and application of costs to the project at each stage of the purchase order life cycle. To successfully complete each stage, the status of the linked project must accept postings, otherwise Sage 50 Accounts regards the project as closed. For more information see *Using project statuses* on page 601.

The purchase order life cycle

- Creating the purchase order.
For further information about this, refer to the following section.
- Saving your purchase order.
For further information about this, see *Saving your purchase order* on page 546.
- Printing your purchase order.
For further information about this, see *Printing your purchase order* on page 546.
- Placing the goods 'on order'.
For further information about this, see *Putting purchase orders 'on order'* on page 547.
- Recording the delivery of the goods.
For further information about this, see *Recording delivery of goods* on page 547.
- Creating an invoice from the order.
For further information about this, see *Creating purchase invoices from your purchase orders* (Accounts Professional Only) on page 557.
- Deleting the order.
For further information about this, see *Deleting a purchase order* on page 556.

Creating a new purchase order

You can create a purchase order using Suppliers > New Purchase Order. This opens the Product Purchase Order window, which consists of four tabs: Details, Order Details, Footer Details and Deliveries.

- Use the Details tab to enter your main purchase order details, including supplier account details, items and quantities ordered. For further information about how to do this, please refer to the following section.
- Use the Order Details tab to enter or amend the delivery address and other details which apply to the purchase order. For further information about how to do this, see *To enter the order details for your purchase order* on page 538.
- Use the Footer Details tab to enter carriage charges and settlement terms. For further information about how to do this, see *To enter your purchase order footer details* on page 540.
- Use the Deliveries tab to view, print or reprint goods received notes associated with the order. For more information on how to do this, see *To view delivery information for a purchase order* on page 543.

You can also produce purchase orders from within the Check BOM facility (see step 3 of *To check a component's availability* on page 584).

You can also create a new purchase order from within the Products navigation group. For details about how to do this, refer to the Sage 50 Accounts Help system.

To save you time when entering purchase orders, you can use the Duplicate facility to copy an existing order. This is useful if you need to create many purchase orders with the same details. For more information about duplicating orders, see *To duplicate a purchase order* on page 545.

Note: The status bar shows the number of the last purchase order you created.

To create a purchase order

1. Select Suppliers > New Purchase Order.

The Product Purchase Order window appears, showing the Details tab.

[illegible]

2. In the boxes provided, enter the following details for your purchase order.

Order No. When you create a new purchase order, '<Auto Number>' appears in this box. Order numbers are not assigned until the purchase order has been saved. If you want to edit an existing order, type the order number of the purchase order that you want to edit here.

The first time you create and save an order, it will be assigned the number 1. Each time you create and save an order, the order number is increased by one.

If you want to start numbering your orders at a particular number, you must change the numbering sequence in your Invoice and Order Defaults. For further information about how to do this, see *To set up your invoice and order defaults* on page 134.

Date The current program date appears here automatically but you can change this as required. Use the Calendar button to enter a different date or type the date you require directly into the box.

Ref You can enter an additional reference here if required.

A/C	Enter the supplier account reference here. If you enter an existing account reference (or use the drop-down button to select one from the pop-up list), the supplier's name and address appear. If you enter an account code that is not already set up, the drop-down list appears. You can then either select another account or create a new one using the New button. If you have selected the 'Display Account Status' check box in Company Preferences, Sage 50 Accounts gives you a warning if the supplier account you have selected has been put 'on hold' on the supplier record. If the 'Show warning on each change' option is selected, click OK on the warning message to continue to enter the order. If the 'Stop the account' option is selected, you must take the account off hold before you can create the order. Click OK to continue.
Item No.	This shows the number of the item that is currently highlighted. For example, if there are ten item lines and the cursor is currently on the second line, this box shows 'Item 2 of 10'.
Project Ref	Displayed if project costing is switched on. If the order is for a project you can enter the project reference here to link the order with the project. The reference is automatically applied to each order line where it can then be changed (see, <i>To enter purchase order item line details</i> on page 533). If the order is for several projects you may find it quicker to leave this box blank. If you cannot remember the project reference, use the drop-down to search and select from the project records; you have the option to view the records by project structures or a simple project list. If you enter an unknown project code you are given the list of existing projects to select from. It is possible to create a new project from here by clicking New from the list of projects displayed. Note: To successfully create the order, the project status must allow postings. See <i>Using project statuses</i> on page 601

Cost Code Displayed if project costing is switched on. If the order is for a project, enter the cost code to be used to apply the value of the goods. The cost code is automatically applied to each order line where it can then be changed (see *To enter purchase order item line details* on page 533). If the order uses several cost codes you may find it quicker to leave this box blank.

If you cannot remember the cost code, use the drop-down list to search and select from the cost codes. If you enter an unknown cost code you are given the list of existing cost codes to select from.

Note: If you change the project reference or cost code after adding order lines, you can choose (Sage 50 Accounts will prompt you) to apply the change to each order line.

Rate This only shows if you have set up the foreign currency functionality by running the Foreign Trader Setup Wizard, and you have selected a foreign supplier account. You can enter your currency exchange rate here.

3. Enter the product items you want to purchase, one line of the purchase order per product. When dealing with an order for several projects, record the goods/services for each project on a separate order line. Projects that require the same product must have there own separate order line.

Product Code

Enter the product code you require. If you cannot remember the code number, use the drop-down button to search and select from the product records. If you enter an unknown product code you are given the list of existing products to select from. If necessary, you can create a new product record to add the product to the purchase order.

When you enter an existing product code, and then press TAB to go to the next box, Sage 50 Accounts automatically fills in the details for the rest of the purchase order based on the re-order quantity and cost price as set up on the product record. You can change these if necessary.

Note: You cannot change the product code on a purchase order if the order shows an on-order or delivered quantity for that product. If you open an existing order that contains products with on-order or delivered quantities, the product code is not enabled, and you cannot change it using the drop-down list, or by overtyping. In order to change the product code on an order if it has an on-order quantity, you must first reverse the on-order status using the Amend option. If a product shows a delivered quantity, you must reverse the delivery manually, taking the supplier and stock into account where appropriate, and re-enter an order as you require.

In order to use these special codes they must first be enabled. To do this, from the Sage 50 Accounts menu bar, select Settings, then Invoice and Order defaults. Ensure that the check box for Show Special Product Codes in Invoicing/SOP/POP has been selected.

In addition to the normal product codes you can also enter special product codes, where:

S1 = Special product item, tax chargeable.

S2 = Special product item, tax zero-rated.

S3 = Special Service Item, tax chargeable.

M = Non-product item with additional message but no price or VAT amount.

Use the message box (i.e. the M product code) to add any text into the main body of the purchase order.

Description	The description of your product is entered here automatically from the product record, but you can change this if required. When your cursor moves to the 'Description' box, an Edit button appears. Use this button (or press F3) to apply one-off product details. For further information about how to do this, refer to the procedure <i>To enter purchase order item line details</i> on page 533.
Quantity	Enter the quantity of stock you want to order. Sage 50 Accounts automatically displays the 'Re-Order Quantity', as set up in the product record. You can change this if necessary.
Price	The last cost price from the product record appears here. If a special product code has been entered, the value entered in the Edit Item Line window appears here. You can amend these values if necessary.
Net	The net value is calculated automatically and cannot be edited.
VAT	The VAT amount appears here automatically and cannot be edited.
Totals	These two boxes show the Net and VAT totals of the order.
Carriage	These two boxes show the Net and VAT totals of any carriage costs applied to the order.
Gross	The total value of the order appears here.
Euro	If you have entered currency details, the total value (in euros) of the order appears here.

4. Continue to enter all the lines of product items on the purchase order that you require.
 You can now enter your order details such as where you want the goods to be delivered. For more information, see *To enter the order details for your purchase order* on page 538.
 If you want to enter any carriage charges or settlement details, see *To enter your purchase order footer details* on page 540.
5. When you are ready to save your purchase order, you have three choices. These are explained briefly in this step. If you need more information, refer to the following section.
 To save the order for later printing, putting on order and recording delivery in a 'batch', click Save.
 If you have chosen to create new invoices/orders on saving from the Invoice and Order Defaults, the window clears ready for you to enter a new order.
 If you have chosen to edit the saved order from the Invoice and Order Defaults, the order information remains displayed for you to edit.

To print the purchase order straight away, click Print.

If you have already received the products for this purchase order, click Complete.

To clear the entries you have made and start again, click Discard.

If you use this purchase order regularly, you can save it as a 'skeleton' purchase order, so you can recall and reuse the purchase order, to do this click the Memorise button. For more information, see *To create a recurring transaction* on page 492.

6. To exit the Product Purchase Order window click Close.

Note: If you are viewing or editing existing orders, you can highlight all the relevant orders you want to view or edit from the Invoicing window, then when you call up the order using the New/Edit button you can use the Next and Previous button to browse through your chosen orders.

To enter purchase order item line details

Use this function to increase the detail which is included in your records. You can assign a nominal code to your purchase orders so that you can analyse your purchase orders at a later date. For example, to see which products you buy most often. You can also see what discounts have been set up for this product.

1. Select Suppliers > Purchase Order List.
2. From the Purchase Order Processing toolbar, click New/Edit.
The Product Purchase Order window appears, showing the Details tab.
3. Enter your purchase order details. When your cursor moves to the 'Description' box, an Edit button appears.
4. Click the Edit button (or press F3).
The Edit Item Line window appears.

Some of the boxes on the Product Edit Item Line window are already filled for you, with information taken from the product and supplier records.

5. In the boxes provided in the 'Product Details' area, enter or view the following details:

Product Code	This box automatically displays the product code you have chosen. You cannot edit this entry.
Units	Enter the unit type here. For example, you may sell items by sheet or roll.
Description	You can amend an existing product description, or enter your own.
Comment 1 and Comment 2	These two boxes, each of up to 60 characters, can be used to add additional text to the description.

6. In the boxes provided in the 'Values' area, enter the following details:

Quantity	The quantity entered on the Details tab appears here, but you may change this if necessary. The value you enter here appears automatically in the 'Quantity' box on the Details tab.
Unit Price	This is the cost price per unit that is taken from the product record. You can change it for this purchase order. If you enter the gross amount here, you can instruct Sage 50 Accounts to calculate the VAT amount and the corresponding net amount by clicking Calc. Net.
Discount %	The discount entered here is the total percentage of discount that the supplier gives you, as set up on the Supplier Record Defaults tab. You can change this if required.
Discount	This shows the value of the discount that the supplier will give, based on the percentage of discount above. You can change this if required.
Net	This box displays the net value for the current item. It is calculated by multiplying the quantity by the net unit price (including any discount). You cannot change this value.
VAT	This box displays the amount of VAT calculated for this item according to the default VAT code from the Product Record. If you have selected the 'Override Product Tax Code In Purchases' check box on the Supplier Record, the supplier's default tax code is used to calculate the VAT. You can change this value if you have selected the 'Item VAT Amendable' check box in the parameters tab of Company Preferences (Company > Settings).

7. In the boxes provided in the 'Posting Details' area, enter the following details:

Nominal Code The defaults set on the supplier's record (see *To enter your customer and supplier records* on page 180) dictate which nominal code is suggested for use. This is either the nominal code from the product record or from the supplier's record.

If you are using a special product code, the nominal code from the supplier's record appears here.

You can also change the displayed nominal code if required.

The nominal code entered here will be used when you generate a purchase invoice for the purchase order.

Tax Code This is the default tax code for the product. If you have selected the 'Use Default Tax Code for Purchases' check box on the supplier record, the supplier's default tax code appears here.

Department This shows the default department for the product record.

8. If you want to give your purchase orders a reference to link them to a particular job for analysis purposes, you can enter a reference in the 'Additional Information' area of the window.
9. 'Project Information' is displayed if project costing is enabled. If you are recording an order for a project enter the following details:

Project Ref If a project reference has been entered on the order's Details tab then the reference is displayed here. If this is a new order it can be changed. You can use the drop-down list to search and select from the project records. If you enter an unknown product reference, you are given the list of existing projects to select from. It is possible to create a new project from here by clicking New from the list of projects displayed. The project status must allow postings. See *Using project statuses* on page 601.

If you are dealing with an existing order, the project reference can only be changed if the total quantity on the order line is outstanding. If you change the project reference the committed costs of the projects involved are adjusted.

Cost Code If a cost code has been entered on the order's Details tab then it is displayed here. If this is a new order it can be changed. You can use the drop-down to search and select from the cost codes. If you enter an unknown cost code you are given the list of existing products to select from.

If you are dealing with an existing order, the cost code can only be changed if the total quantity on the order line is outstanding. If you change the cost code the committed costs of the cost codes involved are adjusted.

10. View the following item status information:

On-Order Sage 50 Accounts automatically enters the quantity ordered here.

Delivered Sage 50 Accounts automatically enters the quantity of this product that has been delivered to-date here.

To Deliver Sage 50 Accounts automatically enters the quantity still left to deliver here.

Intrastat Shows the number of items that have been Intrastat confirmed.

Note: This box only appears if you have selected the 'Generate Intrastat entries for Purchase Orders' check box in Invoice and Order Defaults. For more information, see *To set up your Intrastat defaults* on page 144.

11. To save your Purchase Order Item Line entries click OK, or if you want to exit without saving click Cancel.

To enter the order details for your purchase order

1. From the Product Purchase Order window, click the Order Details tab.

If you are amending an existing purchase order, access the order. To do this select Suppliers > Purchase Order List. From the Purchase Order Processing window highlight the order you wish to amend and then click the New/Edit button.

The Order Details information appears.

The screenshot shows the 'Product Purchase Order' window with the 'Order Details' tab selected. The window has a title bar with standard Windows controls. Below the title bar are four tabs: 'Details', 'Order Details' (selected), 'Footer Details', and 'Deliveries'. The main area is divided into two sections. The left section is titled 'Delivery Address' and contains a text box with the address 'Stationery Mart UK Ltd', 'Sage House', 'Benton Park Road', 'Newcastle Upon Tyne', and 'NE7 7LZ'. Below this is a 'Change...' button and a 'Tax Code:' label with an empty text box. The right section is titled 'Notes' and contains an empty text box. Below these sections is a 'Customer Order Details' section with four labels and text boxes: 'Customer Order No.', 'Customer Tel. No.' (with the value '0191 643 4343'), 'Customer Contact' (with the value 'Mark Ramsey'), and 'Order Taken By'. At the bottom of the window is a row of buttons: 'Save', 'Discard', 'Print', 'Complete', 'Memorize', 'Recall', 'Send e-Mail', 'Previous', 'Next', and 'Close'.

2. In the boxes provided, enter or amend the following details:

Delivery Address

The default company delivery address appears here automatically. You can edit this address directly by typing into the box. Alternatively, click Change to select a different address from the list of company delivery address, customer delivery address or supplier delivery address.

You may use an address other than your main company address, if your main address is an office, but you have a warehouse elsewhere. Then your purchases could be delivered directly to your warehouse.

Note: You can change the delivery address that appears by default, to be either the default company, customer or supplier delivery address. To do this, select Customers > Invoice / Orders Defaults. Select the type of delivery address you want to appear by default on your purchase orders from the 'Purchase Order Delivery Address' drop-down list.

Supplier Order No.	You can enter your supplier's order number or order reference here, using up to 30 characters.
Supplier Tel. No.	Your supplier's telephone number as set up on the Supplier Record appears here automatically. You can change this if you require.
Supplier Contact	The name of the person you set up as the contact on the supplier's record appears here. If you want to record the name of another contact for this particular purchase order, you can enter it here.
Order Taken By	Enter here the name of the person who placed the order. If you are using Access Rights to restrict access to Sage 50 Accounts functionality, your Logon Name appears here.
Notes	Enter up to three lines of notes here, which will relate to the whole order, for example, to record any special delivery requirements.

You have now completed the order details for your purchase order.

If you want to enter any carriage or settlement details, refer to the following section. If this is an order for a project and you want to charge the delivery costs to the project, do not record carriage charges on the Footer Details of the order as the charge cannot be split across multiple projects or cost codes. Alternatively, for each project you want to charge, add the charge or charges to the order using an order line with a S1 code.

If you want to enter any delivery information or view any goods received notes, see *To view delivery information for a purchase order* on page 543.

3. If you do not want to add any footer details to this purchase order, you have the choice of sending it directly to a printer, recording the delivery of it straight away or saving it for later printing, putting on order and recording delivery.

To save the order for later printing, putting on order and recording delivery in a 'batch', click Save. If you have chosen to create new invoices/orders on saving from the Invoice / Order

Defaults, the window clears ready for you to enter a new order. If you have chosen to edit the saved order from the Invoice / Order Defaults, the order information remains displayed for you to edit.

To print the purchase order straight away, click Print.

If you have already received the products for this purchase order, click Complete.

If you use this purchase order regularly, you can save it as a 'skeleton' purchase order, so you can recall and reuse the purchase order, to do this click the Memorise button. For more information, see *To create a recurring transaction* on page 492.

4. To clear the entries you have made and start again, click Discard.
5. To exit the Product Purchase Order window click Close.

To enter your purchase order footer details

1. From the Product Purchase Order window, click the Footer Details tab.

If you are amending an existing purchase order, access the order. To do this select Suppliers > Purchase Order List. From the Purchase Order Processing window highlight the order you wish to amend, then click the New/Edit button.

The Footer Details information appears.

The screenshot shows the 'Product Purchase Order' window with the 'Footer Details' tab selected. The window contains several input fields for carriage, settlement terms, and tax analysis.

Carriage

Net GBP £	0.00	Tax Code	T1 17.50
V.A.T. GBP £	0.00	Gross GBP £	0.00
N/C		Department	000
Consign. No		Courier	Parcelo

Settlement Terms

Days	15	Amount GBP £	22.60
Discount %	2.50	Total GBP £	1035.41

Tax Analysis

T/C	Rate	Description	Net £	VAT £
1	17.50	Standard rate	903.80	154.21

At the bottom of the window are buttons: Save, Discard, Print, Complete, Memorise, Recall, Send e-Mail, and Close.

2. In the boxes provided, enter the following carriage charges (or leave blank if you are not being charged for carriage).

Net	Enter the amount of the carriage item, i.e. excluding VAT. Use the Calculator button to help you calculate the amount to enter. Note: If you have chosen to enter a net carriage amount in the Invoice / Order Defaults, the default net amount appears automatically for you. You can edit this if required.
Tax Code	From the drop-down list, select the VAT code you require for carriage.
VAT	This shows the amount of VAT calculated according to the rate specified in the 'Tax Code' box. Use the Calculator button to help you calculate the amount to enter. You can only amend this if you have selected the 'Item VAT Amendable' check box in the Company Preferences (Company > Settings > Company Preferences > Parameters).
Gross	This shows the gross amount of carriage to be paid (i.e. the net plus VAT in total), and cannot be amended.
N/C	Enter the reference for the nominal code to which the carriage value will be analysed. You can use the drop-down list to select a nominal account. Note: If you have chosen to enter a default nominal code to analyse your carriage to in the Invoice and Order Defaults, the default nominal code appears automatically for you. You can edit this if required.
Department	If you want to analyse the carriage to a department, enter the department you require here or select it from the drop-down list. Note: If you have chosen to enter a default department to analyse your carriage to in your Invoice and Order Defaults, the default department appears automatically for you. You can edit this if necessary.
Consign No.	You can enter a consignment number here.
Courier	Select the Courier you are using to despatch the order from this drop-down list. Note: Courier information is held in Company > Settings > Company Preferences > Parameters.

3. In the boxes provided, enter the following settlement terms (or leave blank if not applicable).

Days	Enter the number of days during which early settlement discount applies to this order, if any. This box defaults to the number specified on the supplier record.
Discount %	Enter the percentage of settlement discount that you have been offered for this purchase order here. This box defaults to the percentage specified on the Supplier record.
Amount	This is the actual value of the discount given. Note: This value does not include the settlement discount already applied to the VAT
Total	This is the Gross amount of the order less the settlement discount amount.

You have now completed the footer details for your purchase order.

If you want to enter any delivery information or view any goods received notes, refer to the following section.

4. You can save or print your purchase order.

You have the choice of sending your order directly to a printer, recording the delivery of it straight away, or saving it for later, putting on order and recording delivery.

To save the purchase order for later printing, putting on order and recording delivery in a 'batch', click Save.

If you have chosen to create new invoices/orders on saving from the Invoice and Order Defaults, the window clears ready for you to enter a new order.

If you have chosen to edit the saved order from the Invoice and Order Defaults, the order information remains displayed for you to edit.

To save and print the purchase order straight away, click Print.

If you have already received the products for this purchase order, click Complete.

To clear the entries you have made and start again, click Discard.

If you use this purchase order regularly, you can save it as a 'skeleton' purchase order, so you can recall and reuse the purchase order, to do this click the Memorise button. For more information, see *To create a recurring transaction* on page 492.

5. To exit without saving, click Close.

To view delivery information for a purchase order

Note: The only information that can be entered via this window is the 'Due Date'.

1. Select Suppliers > Purchase Order List.
2. From the Purchase Order Processing window, highlight the required orders and click the New/Edit button.
3. Click the Deliveries tab.

Note: The Deliveries tab does not appear if your GRN Options in Invoice and Order Defaults are set to 'Do not generate'. For more information, see *To enter your invoice and order numbering options* on page 138.

The delivery information for the selected order appears.

The screenshot shows the 'Product Purchase Order' window with the 'Deliveries' tab selected. The window has a title bar with standard window controls. Below the title bar are four tabs: 'Details', 'Order Details', 'Footer Details', and 'Deliveries'. The 'Deliveries' tab is active. The main area contains a form with the following fields:

- Order Status:
- Complete:
- Delivery Status:
- Due Date:
- Invoice Status:
- Intrastat:

Below the form is a section titled 'Goods Received Notes' containing a table with the following headers: 'GRN No', 'Supplier GRN No', and 'Date'. The table is currently empty. Below the table are two buttons: 'View' and 'Print GRN'. At the bottom of the window is a row of buttons: 'Save', 'Discard', 'Print', 'Complete', 'Memorise', 'Recall', 'Send e-Mail', 'Previous', 'Next', and 'Close'.

4. View your deliveries information:

Order Status	The status of the order appears automatically. The status can be 'On-Order', 'Cancelled' or the status can be left blank if the order has been completed or if it has not yet been placed on order.
Delivery Status	This shows the delivery status of the order and can be 'Part', 'Complete' or if no items have been delivered, this box will be left blank.
Invoice Status	If an invoice has been raised, a 'Y' appears in this box. If an invoice has not been raised, an 'N' appears in this box.
Complete	If the order has been completed a 'Y' appears in this box. If the order has not been completed, an 'N' appears.
Due Date	You can enter an estimated delivery due date. This cannot be changed after the order has been completed.
Intrastat	Displays the Intrastat declarations status of the order. This can be blank (the order is not Intrastat confirmed), 'Complete' (the order has been fully Intrastat confirmed) or 'Part' (only some items on the order have been Intrastat confirmed). Note: This box only appears if you have enabled Intrastat reporting in Invoice and Order Defaults. For more information, see <i>To set up your Intrastat defaults</i> on page 144.
GRN. No	This column shows the goods received note number that has been assigned within Sage 50 Accounts.
Supplier GRN. No	If you have entered a supplier goods received note, when you recorded the delivery of the goods, the goods received note number appears here.
Date	This shows the date the goods were delivered.

5. If you want to view individual goods received notes, select the note you want to view from the list and click View. The Goods Received Note window appears showing the goods received note details. You cannot change any of this information.
6. If you want to print individual goods received notes, select the note you want to print from the list and click Print GRN. You will see a preview of GRN with options to print, save or e-mail. Click Close to return to the Deliveries tab.
7. To exit and return to the Purchase Order Processing window, click Close.

Duplicating a purchase order

To save you time when entering your purchase orders, you can use the Duplicate facility to copy an existing order. This is useful if you need to create several orders with the same details.

To duplicate a purchase order

1. Select Suppliers > Purchase Order List.
2. From the Purchase Order Processing window, select the order you want to copy.
3. Click Duplicate.

The Purchase Order window appears, displaying the Details information.

Note: Sage 50 Accounts makes an exact copy of the original order, regardless of whether any prices have changed since you created the order. You should check all item prices carefully, and make any changes manually before you save the order.

4. If you manually number your orders as you create them, type the order number you require in the 'Order No.' box.

If you use the Autonumber facility to automatically number your purchase orders as you create them and you have selected to lock the Autonumber for SOP/POP in Settings> Invoice and Order Defaults, you cannot overtype the '<Autonumber>' text that appears in the 'Order No.' box. Sage 50 Accounts assigns the next available number to the duplicated purchase order when you save it.

5. Check that the details in each tab of the order are correct, and make any amendments you require.
6. To save the new order, click Save. To exit without saving, click Discard.
7. To close the order and return to the Purchase Order Processing window, click Close.

The Purchase Order Processing window appears.

The new purchase order appears in the list on the Purchase Order Processing window, ready to be printed and delivered.

Completing your purchase order if it has already been delivered

If your order has already been delivered, you can choose to complete the order.

To complete your purchase order

1. Select Suppliers > Purchase Order List.
2. From the Purchase Order Processing window, select the order you want to complete, click the New/Edit button.

The Purchase Order Window appears.

3. Click Complete.

Sage 50 Accounts saves the purchase order, completes the order and then records the delivery of the stock for it immediately. When the order is linked to a project the goods (Stock Item) are automatically allocated to the project and the costs applied. Actual costs are applied at different stages depending on the type of item ordered:

- Stock item: Actual cost are applied when stock items are issued to the project.
- Non-stock and Service items: Actual costs are applied when an invoice is recorded for the purchase order.

If your order has not been delivered, but you want to put it on order, follow the steps in *Putting purchase orders 'on order'* on page 547.

Saving your purchase order

- To save your purchase order, from within the Product Purchase Order window, click Save. When you are ready to print your purchase order, see *Printing your purchase order* on page 546.
- If you want to place your goods 'on order', see *Putting purchase orders 'on order'* on page 547.
- If you want to record the delivery of the order, see *Recording delivery of goods* on page 547.

Printing your purchase order

Use this facility to print a copy of one or more saved purchase orders.

You can print a 'batch' of purchase orders at once, or you can print the purchase orders one at a time by selecting only those you want to print.

To print your purchase order

1. Select Suppliers > Purchase Order List.
 2. Select the purchase order(s) you want to print from the Purchase Order Processing window.
 3. Click Print.
The Purchase Order Printing window appears.
 4. Select the layout you require for your purchase order(s).
 5. Indicate the output you require by selecting one of the options provided: Printer, Preview, File or E-mail.
- Important Note for Irish Users:** Special legislation exists in the Republic of Ireland regarding VAT requirements when sending and receiving invoices and orders by e-mail. For

information, view the notice on the Revenue website at <http://www.revenue.ie/pdf/vat09-92.doc>. Alternatively, you can obtain a copy of the notice from your Revenue Office.

6. To print your purchase order(s), click Generate Report.

Putting purchase orders 'on order'

After you have created a purchase order you must put it 'on order' before you can record any deliveries for it. This updates the 'on order' levels for each of the appropriate product records. If the order has been placed for a project, then the cost of the goods or services is calculated and applied to the project as committed costs.

If you have already received the order, you can choose to 'complete' the order. For further information, see *Completing your purchase order if it has already been delivered* on page 545.

If you want to put your batched orders 'on order', use the Order button. For further information about how to do this, refer to the following section.

Alternatively, you can use the Amend facility to manually put your purchase order(s) 'on order'. This updates the 'on order' levels for each of the appropriate product records. To put your order 'on order' manually, select the order you require, click Amend and then Order.

When you have placed your purchase orders 'on order' you are then ready to record the delivery of the goods. For more information, see *Recording delivery of goods* on page 547.

To put purchase orders 'on order'

1. Select Suppliers > Purchase Order List.
2. Select the purchase order or orders you require from the Purchase Order Processing window and then click Order.
The Confirm window appears displaying the message, 'Do you want to print the purchase order for the selected items?'.
3. Click Yes to print the purchase order, or click No to continue without printing.
The Confirm window appears again, prompting you to confirm that you want to put the selected orders 'on order'.
4. To put the orders 'on order', click Yes.
The Purchase Order Processing window reappears showing each selected purchase order with a status of 'On-Order'.

Recording delivery of goods

When you have placed your purchase order 'on order' you are ready to record the delivery of the order.

If the order has been placed for a project, goods (stock items) recorded as received are automatically allocated the project. Although the goods are recorded into stock they are excluded from free stock quantity for the stock item. This has no effect on committed costs.

If you have chosen to complete the order, the stock is automatically recorded as delivered. For further information about how to do this, refer to the section *Completing your purchase order if it has already been delivered* on page 545.

There are three other ways of recording the delivery of your goods. The method you choose will depend on the amount of 'traceability' you require and the number of items that have been delivered. The three methods are:

- Use the Goods Received Notes facility to record the delivery of goods automatically. The advantage of using the Goods Received Notes facility is that it provides you with maximum traceability as you can view all of the Goods Received Notes for an order. For further information about how to do this, refer to the following section.
- Use the Deliver facility to automatically record the complete deliveries of stock for the purchase orders you have selected. When you use the Deliver facility, Sage 50 Accounts assumes that you have received the complete order. For further information about how to do this, see *Recording purchase order deliveries* on page 555.
- If you have not received your whole order, you can manually record the delivery of the stock you have received. For more information, see *Manually recording purchase order deliveries* on page 555.

Help

Type 'Goods Received Notes' in the Help index to find out more.

Recording delivery of goods using Goods Received Notes

The Goods Received Notes (GRN) facility provides a quick and easy way of recording the deliveries you have received. You can also record deliveries against more than one purchase order at the same time.

Sage 50 Accounts keeps a record of the goods received notes that are raised against each purchase order, enabling you to see when the items were delivered.

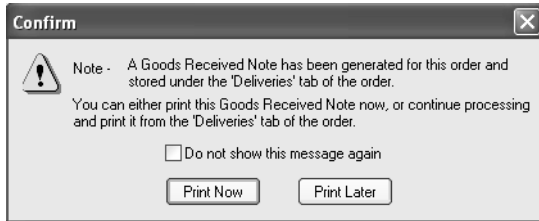
Before You Start Using Goods Received Notes:

Before you start using Goods Received Notes, you should set up your GRN Options in Settings > Invoice and Order Defaults (see *Entering Invoice and Order Defaults* on page 133 for more details). The behaviour of the GRN, Deliver and Amend options depends on the settings you enter for these defaults.

Option 1: 'Generate for all received (Default)'

- **Goods Received Notes window:**

If you set your GRN Options to 'Generate for all received (Default)', the following message appears every time you click Save in the Goods Received Notes window:



Note: If you do not want to see this message each time you print a goods received note, and you will always choose the same answer, select the 'Do not show this message again' check box.

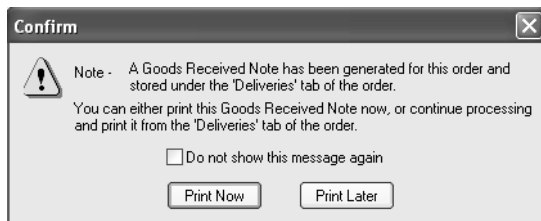
Click 'Print Now' to generate the goods received note and display it, ready for printing, in the Preview window. Alternatively, to print your goods received note later, click 'Print Later'. You can print the note at any time from the Deliveries tab of the purchase order.

- **Amend and Purchase Order Processing windows:**

If you set your GRN Options to 'Generate for all received (Default)', the following message appears every time you click Deliver in the Amend window or the main Purchase Order Processing window:



- If you want to produce a goods received note AND update your stock levels and order status, click Yes. The following message appears:



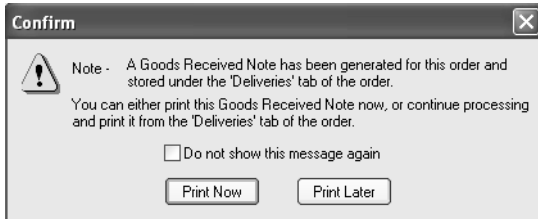
Click 'Print Now' to generate the goods received note and display it, ready for printing, in the Preview window. Alternatively, to print your goods received note later, click 'Print Later'. You can print the note at any time from the Deliveries tab of the purchase order.

- If you do not want to produce a goods received note or update your stock levels and order status, click No.

Option 2: 'Prompt at each received'

■ Goods Received Notes window:

If you set your GRN Options to 'Prompt at each received', the following message appears every time you click Save in the Goods Received Notes window:



Note: If you do not want to see this message each time you print a goods received note, and you will always choose the same answer, select the 'Do not show this message again' check box.

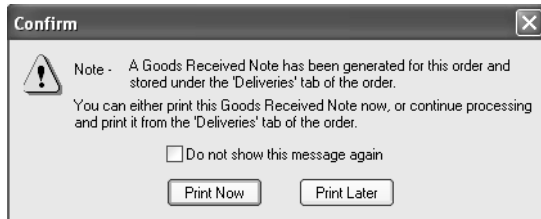
Click 'Print Now' to generate the goods received note and display it, ready for printing, in the Preview window. Alternatively, to print your goods received note later, click 'Print Later'. You can print the note at any time from the Deliveries tab of the purchase order.

■ Amend and Purchase Order Processing windows:

If you set your GRN Options to 'Prompt at each received', the following message appears every time you click Deliver in the Amend window or the main Purchase Order Processing window:



- If you want to generate a goods received note AND update your stock levels and order status, select the 'Generate Goods Received Note(s)' check box and click Yes. The following message appears:



Click 'Print Now' to generate the goods received note and display it, ready for printing, in the Preview window. Alternatively, to print your goods received note later, click 'Print Later'. You can print the note at any time from the Deliveries tab of the purchase order.

- If you want to update your stock levels and order status WITHOUT generating a goods received note, leave the 'Generate Goods Received Note(s)?' check box clear and click Yes. Sage 50 Accounts updates your stock levels and order status with the details of the delivery.
- If you do not want to generate a goods received note or update your stock levels and order status, click No.

Option 3: 'Do not generate'

If you set your GRN Options to 'Do not Generate', Sage 50 Accounts does not produce a goods received note for any delivery, and the Delivery Tab does not appear on the Purchase Order Processing window.

To use Goods Received Notes

1. Select Suppliers > Purchase Order List.
2. From the Purchase Order Processing window, select the orders you have received goods for.
3. From the Purchase Order Processing toolbar, click GRN.

Note: You can only use the Goods Received Notes facility for purchase orders that have a status of 'On-Order'. If you select an order that does not have a status of 'On-Order', a warning message appears. Click OK to return to the Purchase Order Processing window and place the goods on order or choose an alternative order.

The Goods Received Notes window appears.

Details

Concept Stationery Supplies
66 New Street
Ridgeway
Newcastle upon Tyne

NE1 4GF

GRN No.

2

Date Received

26/07/2005

Supplier GRN No.

Supplier A/C Ref

CON001

Project Reference

Order No	Product Code	Part No.	Details	Project Ref	Cost Code	Ordered	To Deliver	Received
37	PAPER001	UY122T	Copy Paper - Economy Grade			400.00	300.00	0.00
37	PAPER002	UY122U	Copy Paper - Standard Grade			200.00	200.00	0.00
37	PAPER003	UY122V	Copy Paper - Premium Grade			200.00	200.00	0.00

Total Quantity Received0.00

Save

Receive All

Discard

Close

4. Enter the date and use the drop-down lists to display the outstanding order you want to work with.

- GRN No.

The Goods Received Notes number appears here automatically. You cannot change this number.
- Date Received

The program date appears here automatically. You can change this if required.
- Supplier GRN No.

You can enter the supplier's goods received note or delivery note number here as a reference.
- Supplier A/C Ref

From the drop-down list, select the supplier you have received a delivery from. Only those suppliers associated with the purchase orders you have selected are shown in this list.
- Project Reference

From the drop-down list, select the project you have received a delivery for. Outstanding purchase orders for the project are displayed in the list.

Note: You cannot type directly into this box.

5. The following information appears for filtered outstanding order. Where an order contains several order lines, the individual order lines appear.

Order No.	The Sage 50 Accounts purchase order number appears here.
Product Code	The product code appears here.
Part No.	If you have entered a supplier part number for this product in the Product Record, it appears here.
Details	This shows the item description as entered on the purchase order. If you have not entered an item description on the order, this column remains blank.
Project Ref	The project reference from the order is displayed, this indicates the project the goods will be allocated to. You can assign the goods to a different project by changing the project reference, provided the order line has not been part delivered. Changing the project reference updates the order line and the committed costs of the projects involved.
Cost Code	The cost code from the order is displayed, this is the cost code used to apply the committed costs of the goods when the order was placed. The cost code can be change provided the order line has not been part delivered. Changing the cost code updates the order line and the committed costs of the cost codes involved.
Ordered	This shows the total quantity ordered on the purchase order.
To Deliver	This column shows the number of items that still have to be delivered, that is, the outstanding items from the purchase order.
Received	If you want to record the complete delivery of all the items on the goods received note, click Receive All. This enters the 'To Deliver' value into the 'Received' column for all items. The order status will be changed to 'Complete' when you save the goods received note. If you have received part of an order, enter the quantity of items that have been delivered here. The order status will be changed to 'Part' when you save the goods received note.

Note: You cannot enter a quantity greater than the quantity displayed in the 'To Deliver' column. If you try to enter a received quantity that is greater than the quantity to deliver, the figure will automatically be changed to the figure shown in the 'To Deliver' column.

Total Quantity	This shows the total of all items received.
Received	

6. To save the goods received note, click Save.
Depending on your GRN Options settings, a message may appear. Produce your goods received note as you require, according to the message or options that appear. For full details, refer to section *Before You Start Using Goods Received Notes*: on page 548.
7. If you do not want to save the goods received note information, click Discard. The Goods Received Notes window clears, ready for you to re-enter the details or return to the Purchase Order Processing window.
8. To return to the Purchase Order Processing window, click Close.
You have now recorded your goods received note for the selected supplier. Repeat the procedure above for the remaining suppliers that you have received a delivery from.

The Deliveries Tab

When you have recorded the receipt of goods using the GRN facility, Sage 50 Accounts updates the Deliveries tab (on the purchase order) with GRN information. This provides you with the ability to trace when the goods were received and also the other items that arrived with them. It also shows whether the goods or services relate to a project and the cost codes used to apply the order value to the project involved. From the Deliveries tab, you can also view or print the goods received notes. See *To view delivery information for a purchase order* on page 543 for more details.

Note: The Deliveries tab is not available if your GRN Options in Invoice and Order Defaults are set to 'Do not generate'. For more information, see *To enter your invoice and order numbering options* on page 138.

Recording purchase order deliveries

Use the Deliver facility to record the complete deliveries of stock to your business, for the purchase orders you select.

To record purchase order deliveries

1. Select Suppliers > Purchase Order List.
2. From the Purchase Order Processing window, select the purchase orders that you want to process, and click Deliver.
3. Depending on your GRN Options settings, a message may appear. Produce your goods received note as you require, according to the message or options that appear. For full details, refer to section *Before You Start Using Goods Received Notes*: on page 548.

The Purchase Order Processing window reappears showing a 'Delivered' status of 'Complete' for each delivered purchase order.

Manually recording purchase order deliveries

You can use the Amend facility to record complete or part deliveries for your purchase orders.

To record a purchase order delivery manually

1. Select Suppliers > Purchase Order List.
2. From the Purchase Order Processing window, select the order you want to record a delivery for and click Amend.
The Amend Deliveries window appears showing the details of the first purchase order you have selected.
3. When you originally put this order 'On-Order', Sage 50 Accounts automatically entered the quantity of stock outstanding for each product in the 'This Delivery' column.
If you want to record a part delivery, amend the quantity in the 'This Delivery' column.

4. To update the product records with delivery details, click Deliver.
5. Depending on your GRN Options settings, a message may appear. Produce your goods received note as you require, according to the message or options that appear. For full details, refer to section *Before You Start Using Goods Received Notes*: on page 548.
6. To return to the Purchase Order Processing window, click Close.

The Purchase Order Processing window appears, displaying the updated 'On-Order' and 'Delivered' statuses.

Deleting a purchase order

If you want to, you can delete cancelled or completed orders. This will free up disk space on your computer when you compress your data.

Before you delete any orders, back up your data.

For more information, see *Backing up your data* on page 61.

For information on how to delete completed or cancelled orders, see *To delete completed or cancelled orders* on page 457, substituting 'Sales Order Processing' with 'Purchase Order Processing', and 'sales orders' with 'purchase orders' throughout.

Entering an Invoice from a Supplier

Depending on the version of Sage 50 Accounts you have, you can enter invoices you receive from your suppliers into Sage 50 Accounts in two ways.

Accounts Professional user: If you receive an invoice as a result of a purchase order you have processed in Sage 50 Accounts, you can update the details of the purchase order directly to your ledgers, using the Update button, to show the invoice transaction on your supplier and nominal accounts.

Alternatively, if you receive an invoice from a supplier that is not connected to a purchase order in Sage 50 Accounts, you can enter it as a 'batch' transaction through Suppliers. This method also enables you to enter several invoice transactions in one go.

Creating purchase invoices from your purchase orders

(Accounts Professional Only)

You can use the Update facility to create purchase invoices directly from your purchase orders. This saves you time as you do not have to re-enter the details of your purchase order.

It is possible to change the purchase order update information. However, when dealing with orders for stock items (goods) that are linked to a project, the project reference and cost code of the original order are not displayed during update and therefore cannot be changed. In this instance the value of the goods have already been applied to the project as committed costs. The committed costs are converted to actual costs for the project when the stock items are issued to the project. However, the project reference and cost code of a project order for 'Non-Stock' and 'Service Items' are displayed and can be changed before update. Changes will affect the committed costs and actual costs of the projects involved.

Note: You can update part delivered orders. If an order has been part delivered, an invoice will be created for the part of the order that has been delivered. When the complete order has been delivered, you can update again and another invoice will be created for the remaining items. Your supplier ledger is also updated.

Help

To find out more, type 'Purchase Invoices' in the Index tab of the Sage 50 Accounts Help system, then select 'creating (via POP)' from the list of topics.

Recording an invoice from a supplier

Use Suppliers > Batch Invoice to record any invoices you have received from your suppliers.

Note: No printed document is produced. The amount of detail you enter per invoice is up to you, but we recommend that you enter each item on your invoice as a separate line. This makes it easier for you to identify what the invoice was for at a later date. However, you can enter the whole invoice as one line if you want to.

[illegible]

When you enter several invoice items from the same invoice, we recommend you give each one the same account code, date and reference, as these will then be grouped together and listed as the items that make up a single invoice. For example, when you examine a supplier's activity, a single invoice will be shown as one line, however if you double-click this line, the individual items that make up that invoice total will then be shown.

Note: If you do not include a reference, the transactions will not be grouped.

Help

For further information about batch supplier invoices, press F1 to launch the context-sensitive Help when you have the Batch Supplier Invoice window open.

Memorising and recalling batch invoices and credit notes

(Accounts Plus and Accounts Professional Only)

You can use the memorise and recall facilities in two ways:

- To record batched invoices that you use regularly, to save you from having to re-enter information. For example, if you regularly purchase the same product or service from a supplier, you can use the memorise and recall function to save you time.
- To save a batch of invoices or credit notes without posting, so that you can make amendments later. For example, if you are part way through entering a batch of invoices but you need to check some information, you can save the batch without posting and then come back to it later when you have all of the information.

To memorise a batch of invoices/credit notes, from within the Batch Invoices/Credit Notes window, click Memorise, add a filename for the invoices/credit notes, and click Save.

Supplier Payment Control

Sage 50 Accounts provides a number of options when dealing with payments to your suppliers. You can choose to make payments to several suppliers at the same time or just make the one supplier payment.

Sage 50 Accounts can suggest the payments you should make to your priority suppliers. There are also several reports that work out the money you owe to your suppliers.

Making a payment to a supplier

Use Suppliers > Make Payment, to record the money that you pay to your suppliers against invoices that you have received. You can pay in full, or part pay, any or all of the invoice items and show discounts received. You can also allocate credit notes that you have received from your suppliers, against the invoice items and enter payments that you have made on account.

When you pay an invoice, it is good practice to record the payment as soon as possible. This keeps you up to date on how much you owe your suppliers, it keeps your Sage 50 Accounts bank account up to date, and means you are not likely to pay the same invoice twice.

You can pay your suppliers' invoices from any of your bank accounts.

To record a supplier payment

1. Select Suppliers > Make Payment.

The Supplier Payment window appears.

Note: The top half of the window looks like a cheque.

Supplier Payment - Bank Current Account

Bank A/C Ref: 1200 Bank Current Account Date: 26/07/2005 Cheque No.:
Payee: Stationery & Computer Mart UK £ 0.00

No.	Type	A/c	Date	Ref	Details	T/C	Amount £	Disputed?	Payment £	Discount £
-----	------	-----	------	-----	---------	-----	----------	-----------	-----------	------------

Bank Balance: 12443.05 Analysis Total: 0.00

Save Discard Pay in Full Wizard Automatic Dept. Close

2. Enter the following details:

Bank A/C Ref	Choose the Bank Account from which you would like to pay your supplier.
Payee	Enter the account code of the supplier you want to pay, or use the drop-down list to select the supplier. You can create a new supplier account here if necessary. All items that you have been invoiced for by that supplier and which are not fully paid, as well as payments you have made on account and credit notes, appear automatically in the table.
Date	The program date is entered for you automatically. Type in the date you made the payment if this is different. Use the Calendar button to enter the date.
Cheque. No	If you have already paid by cheque, type the cheque number here. This will be a very useful identifier when you come to reconcile your bank accounts. Note: If you have chosen to use online payments with the selected supplier, the 'Cheque. No' box shows a reference of (BACS). Accounts Plus and Accounts Professional only: If you want to use the Cheques facility to generate your cheques automatically, leave this reference blank.
Rate (Foreign Trader users only)	If you are using Foreign Trader, you can enter your currency exchange rate here. This box is only displayed if you have selected a supplier who uses a non-base currency.
Cheque Total	You can enter the amount of the cheque in two ways. Note: This box is not labelled, but appears where you would normally enter the sum of the cheque. Firstly, you can enter it manually, by placing your cursor in the box and typing in the sum you want to pay. You can then click Automatic, which allocates the value of the cheque to the invoices in the order they are displayed. Your bank balance is automatically reduced by the total amount on the cheque. Secondly, you can enter the amounts you want to pay per invoice. This way, you enter the value in each 'Payment' box and Sage 50 Accounts automatically puts the total in the cheque and reduce your bank balance accordingly.

3. Allocate the money paid to the individual invoice items displayed in the item table by entering a value in the 'Payment' box of each. You can part pay an invoice item or pay it off in full, but you cannot allocate more than the full value of the item.

If you are paying an item in full, click the item's 'Payment' box then click Pay in Full. The amount needed to pay the item in full is then entered for you automatically.

Continue allocating in this way until the amount in the 'Analysis Total' box equals the amount you are paying to your supplier.

4. If you have been given any discount against an invoice item, then enter the discount amount (not the percentage amount) in the 'Discount' box. For example, this may have been offered to you for early payment. The amount shown in the 'Payment' column is reduced by the value of the discount entered.

If you have selected not to always create remittance information for each supplier payment within your Bank Defaults and you want to print a remittance advice note, click Create Remittance. This creates the remittance information. To print your remittance advice note, follow the instructions given in the following section.

If you have selected to always save remittance information for each supplier payment within your Bank Defaults, the Create Remittance button does not appear. To print your remittance advice note, follow the instructions given in the following section.

5. To save your payment details, click Save.

To print a supplier remittance advice note

Use this facility to print out a remittance note that you want to send to a supplier. This is a list of all the invoices that you are paying with the money (i.e. cheque) you are sending.

1. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
2. Select the bank account you require from the list and then click Remittance.

The Print Bank Remittances window appears listing the remittance information including remittance index number, date, bank account reference, supplier code, name, amount, cheque number and whether the remittance has been printed and the number of items paid for by the supplier payment.

Print Bank Remittances

Bank: Bank Current Account

Print

☐ Date Range From: / / To: / / Show printed items ☐

Details

Index No.	Date	Bank A/C	Cheque	Supplier A/C	Supplier Name	Amount £	Printed?	Items
0000001	26/07/2005	1200		CON001	Concept Stationery Supplies	284.47 N		2
0000002	26/07/2005	1200		MCN001	McNally Computer Supplies	1801.60 N		3

Swap Clear Purge Delete Print Close

- To restrict the list of transactions that appear, select the 'Date Range' check box and enter the dates you require in the 'From' and 'To' boxes.
- If you want to include remittances that have already been printed, select the 'Show Printed Items' check box. If you have already printed a remittance, a 'Y' appears in the 'Printed' column.

Note: If you are certain that you will not want to reprint remittances, you can completely remove all printed remittances from the list by clicking Purge. Use this button with care!

- Select the remittance that you want to print and click Print.

Note: If no remittances have been selected, you are prompted to print all remittances. If you want to print all remittances, click Yes. If you do not want to print all remittances, click No and select the remittances you require from the list.

The Remittance Advice Printing window appears.

- From the Layout list box, select the remittance layout and the output type you require and click Run.

Your remittances are now printed.

Suggested payments

Sage 50 Accounts Suggested Payments feature helps you to keep track of your creditors and decide which of your supplier debts you should pay first.

When you use Suggested Payments, a prioritised list of the suppliers that you should pay appears. The accounts of those suppliers set as 'Priority Suppliers' are placed first in the list with the highest outstanding balance first. The accounts of the remaining suppliers follow, placed in order of the amount outstanding.

When you click Suggest, Sage 50 Accounts suggests a value for you to pay each supplier, starting at the top of the list. If you re-sort the list before you click Suggest, for example to display the outstanding amounts in date order, Sage 50 Accounts still suggests payments for your suppliers in the order that they appear.

When you choose to make a payment from the Suggested Payments list, Sage 50 Accounts displays the Supplier Payments window. The supplier's account, invoice and payment information appears in the window automatically, ready for you to check and save the payment.

If you require, you can modify the suggested payment amount for any supplier. You can also print the list of suggested payments using the Print List button.

When you make a payment to a supplier using Suggested Payments, Sage 50 Accounts resets the supplier's credit position to Good, and reduces any promised payments by the amount you pay.

To view a list of suggested supplier payments

1. Select Suppliers > Manage Credit Control.
The Credit Control window appears, showing the Suppliers tab.
2. From the Suppliers tab of the Credit Control window, click Payments.
The Suggested Payments window appears.

[illegible]

The Suggested Payments window displays a prioritised list of all the suppliers with overdue or outstanding balances.

3. Type the value of the bank funds that are available for payment in the 'Funds for payment' box.

Alternatively, you can leave the 'Funds for payment' box blank, and allow Sage 50 Accounts to enter the balance available in the bank account when you click Suggest. For more details, refer to step 5.

4. In the 'Bank Account' area of the window, select the bank account you want to use for the payments from the 'Bank A/C' drop-down list.

The bank account's name, current balance and minimum limit appear in the remaining boxes in the 'Bank Account' section of the window.

5. Click Suggest.

Note: If the 'Funds for payment' box is blank, Sage 50 Accounts checks the balance and minimum limit of the bank account you are using to see whether funds are available in the account.

If funds are available in the account, Sage 50 Accounts displays the message "You have not entered a value for the funds available for payments. £xxxxx is available in the selected bank account. Do you wish to use this value so the system can suggest which payments to make?" Click Yes to use the suggested amount, or click No to cancel and enter your own value.

If there are no funds available in the account, Sage 50 Accounts displays the message "You have not entered a value for the funds available for payments. Please enter a value for the funds for payment before continuing." Click OK and enter a value in the 'Funds for payment' box, or select a bank account with sufficient funds to make payments and repeat steps 3 and 4.

Sage 50 Accounts suggests a payment amount for each outstanding balance in the 'Payment Amount' column, using the funds available for payment, and indicates the reason for suggesting the payment in the 'Reason' column.

To amend the amount Sage 50 Accounts suggests for a payment, click into the 'Payment Amount' column on the line you want to change and type in the amount you want to pay to that supplier. Alternatively, you can enter the amount using the Calculator button.

6. To discard the suggested amounts, for example if you want to re-enter your available funds value or select a different bank account, click Clear.

The 'Payment Amount' column clears, ready for you to make the changes you require and request the suggested values again.

7. To print the list of suggested payments, click Print List.

8. To continue by making a payment to a supplier, refer to the following section.

Alternatively, to return to the Credit Control window without making any payments, click Close.

The Credit Control window appears.

To make a supplier payment

Note: These instructions assume that you have already followed the steps in the previous section and clicked Suggest to display the suggested payment in the 'Payment Amount' column, or entered your own payment amounts.

1. From the Suggested Payments window, select the account you want to make a payment to.

2. Click Make Payment.

The Supplier Payment window appears, automatically displaying the supplier details and payment amount.

3. Allocate the payment amount to the invoices you want to pay by entering the value you want to pay in the 'Payment £' column.
4. Continue allocating payments until the value in the 'Analysis Total' box is equal to the amount of the suggested payment.
5. To save the payment details, click Save. Alternatively, to clear the data without saving, click Discard.

6. To return to the Suggested Payments window and select another supplier to pay, click Close.

The Suggested Payments window appears, displaying the value of any saved payments in the 'Payment Made' column. Sage 50 Accounts:

- Reduces the value of any promised payment for the selected supplier by the amount of the payment.
- Increases the value in the 'Paid' box by the amount of the payment, showing the amount that you have paid so far.
- Decreases the value in the 'Remaining' box by the amount of the payment. This shows the value of your 'Funds for payment' remaining after making the payment.
- Reduces the value in the 'Still to Pay' box by the amount of the payment, showing the total remaining outstanding and overdue balance on your supplier accounts.

In addition, a message appears at the top of the list to inform you whether there are sufficient funds remaining to make the rest of the suggested payments.

7. Continue in the same way to pay the suppliers you require.
8. To print the list of suggested payments and the payments made, click Print List.
9. To exit the Suggested Payments window, click Close.

The Credit Control window appears.

You have successfully viewed your suggested payments and paid your suppliers.

Batch supplier payments

(Accounts Professional Only)

Use the Batch facility from the Bank Accounts window to list all outstanding transactions across all supplier accounts. You can choose to pay all transactions in full, individual transactions in full or even part pay transactions and allocate discounts received. If you have made a lot of payments on the same day, you can use this facility to enter the data as quickly as possible, without having to open each individual supplier account.

To record a batch supplier payment

1. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
2. Select the bank account you want to make the payments from.
3. From the Bank Accounts toolbar, click Batch.

The Batch Purchase Payments window appears listing all outstanding transactions across all supplier accounts.

Foreign Trader users: Only those supplier accounts using the same base currency as the selected bank account are listed.

If any transactions are in dispute, a warning message appears and they are marked with a 'd' in the Batch Purchase Payments window.

Note: You can use the Print List button to print what is displayed. This can help you when you are manually ticking off the purchase payments that you have paid.

Batch Purchase Payments

Bank: Date:

A/C:

No.	Type	A/c	Date	Ref	Details	T/C	Amount	Disputed?	Payment	Discount
730	PI	CON001	30/03/2004	17	Ball Point Pen - I T1		25.29		0.00	0.00
827	PI	CON001	30/03/2004	18	Correction Fluid T1		184.37		0.00	0.00
828	PI	CON001	30/03/2004	18	A4 Labels (68x9) T1		33.71		0.00	0.00
829	PI	CON001	30/03/2004	18	A4 Labels (38x9) T1		50.57		0.00	0.00
923	PI	CON001	30/04/2004	25	Ball Point Pen - I T1		25.29		0.00	0.00
924	PI	CON001	30/04/2004	25	Remember-Me S T1		44.25		0.00	0.00
925	PI	CON001	30/04/2004	25	Scissors - Econc T1		19.76		0.00	0.00
1128	PI	CON001	27/04/2004	33	Rubber Bands - T1		101.14		0.00	0.00
1129	PI	CON001	27/04/2004	33	A4 Ledger Book T1		189.64		0.00	0.00
1130	PI	CON001	27/04/2004	33	A4 Carbon Copy T1		25.29		0.00	0.00
1131	PI	CON001	27/04/2004	33	Pencil - Chinagr T1		36.87		0.00	0.00
1132	PI	CON001	27/04/2004	33	Calculator - Print T1		442.50		0.00	0.00
1133	PI	CON001	27/04/2004	33	Ball Point Pen - I T1		25.29		0.00	0.00
1134	PI	CON001	27/04/2004	33	Ball Point Pen - I T1		25.29		0.00	0.00
1135	PI	CON001	27/04/2004	33	Ball Point Pen - I T1		25.29		0.00	0.00
1136	PI	CON001	27/04/2004	33	Pencil - HB T1		27.40		0.00	0.00
1137	PI	CON001	27/04/2004	33	Pencil - H T1		27.40		0.00	0.00
1138	PI	CON001	27/04/2004	33	A4 Labels (68x9) T1		50.57		0.00	0.00

Bank Balance: Total:

4. There are three ways of making the batch purchase payment:

- To pay all outstanding transactions from your selected bank account, click Pay All.
- To pay individual transactions, select each transaction in turn and then click Pay in Full.
- To part-pay a transaction, enter the amount you want to pay in the 'Payment' column.

Note: You can access the currency calculator from this box by pressing F5.

The total of all payments made appears in the 'Total' box.

5. If you need to apply any additional discount to any of the payments you have entered, type the value into the 'Discount' column.
6. If you want to assign your payments to a particular department, click Dept. Enter the department number you want to use, or select a department from the drop-down list.
7. If you want to save your batch purchase payments click Save, otherwise you can clear the payments and start again by clicking Discard.
8. To return to the Bank Accounts window, click Close.

Supplier Reports

A series of supplier reports are provided to help you to keep track of the money your company owes, including:

Aged Creditors Analysis

There are several variations of this report ranging from a summary reports to detailed reports. You can use these reports to see how long you have held debts with your supplier and to decide which supplier you need to pay first.

Supplier Invoices Within Settlement Terms

This report looks at the settlement due days and the early settlement discount percentage as set on the Supplier Record's Credit Control tab. The report shows the date you must pay your supplier by in order to qualify for the discount and also how much money can be saved by paying early.

Recording a Supplier's Credit Note

Use Suppliers > Batch Credit to log any credit notes you have received from your suppliers.

Note: No printed document is produced. The amount of detail you enter per credit note is up to you, but we recommend you enter every item of the credit note as a separate line. You can, however, simply enter one line per credit note if you want.

Help

For further information about batch supplier credits, press F1 from within the Batch Supplier Credits window to launch the context-sensitive Help.

Viewing Supplier Transaction Activity

1. From the Suppliers window select the suppliers whose activity you want to view and click Activity.

Alternatively, you can open the Supplier Record and click the Activity tab to display the supplier's transaction activity.

The Activity window appears showing the transactions associated with the first supplier you selected.

- The upper pane of the Activity window shows summary or 'grouped' information about each transaction, one line per transaction.
- The lower pane of the Activity window displays the individual items that make up each transaction. For example, if you select an invoice that has been paid, the pane shows

both the individual items that make up the invoice and the associated purchase payment details.

- The total amount the selected supplier owes you is also shown, grouped by age, in the boxes at the bottom of the window. For example, if you use ageing periods of 30, 60 and 90 days, the total debt to your supplier that is less than 30 days old appears in the Current total box.

2. To filter the transactions displayed, choose the criteria you require from the following selection fields:

Show

To filter the transactions by a specific period, select the period you want to display from the 'Show:' drop-down menu.

You can choose to filter the transactions by your ageing periods (such as 30, 60 and 90 days), or display only those transactions that fall within the current financial year.

Alternatively, you can set a date range, transaction number range or select a transaction type to view by selecting the 'Custom Range' option from the menu and entering your selections in the Activity Range window that appears.

Your program retains the filter you specify from this menu and applies it the next time you view the activity. This is true for all of the 'Show:' menu settings, although the values you enter in the Activity Range window will not be retained.

Date

This read-only field displays the date range you selected using the 'Show' menu. For example, if you selected 'Custom Range' and entered the date range 01/07/2006 to 31/07/2006, these dates appear in this field.

The Activity window only displays those transactions that fall within the specified date range.

Type

If you select 'Custom Range' from the 'Show' menu and use the Activity Range window to choose a specific type of transaction to display, this field shows which transaction type you selected.

For example, if you chose to view only purchase invoices by selecting 'PI - Purchase Invoices' on the Activity Range window, this field shows 'PI'. The Activity window now only displays purchase invoice transactions within the specified date range.

You cannot change the transaction type shown in this field directly - to change the type of transaction displayed here, you must select 'Custom Range' from the 'Show:' menu and re-select the transaction type you want to view.

O/S Only

If you selected 'Custom Range' from the 'Show:' menu and selected the 'Outstanding Transactions Only?' check box on the Activity Range window, this check box is selected. This indicates that the Activity window is displaying only those transactions that are not yet paid or allocated.

You cannot change this setting directly here - to select or clear this box, select 'Custom Range' from the 'Show:' menu and select or clear the 'Outstanding Transactions Only?' check box in the Activity Range window.

Trans

This field shows the transaction number range currently displayed on the Activity window. For example, if you select 'Custom Range' from the 'Show:' menu and use the Activity Range window to specify a range of transactions to view, this field shows the transaction numbers you chose.

If you do not specify a transaction range, this field displays the first and last transaction numbers from your audit trail. For example, if you have 2169 transactions on your audit trail, this field shows '1 to 2169'.

You cannot change the range shown in this field directly. To change the transaction number range shown here, select 'Custom Range' from the 'Show:' menu and enter the transaction number range you want to view.

3. To print the information shown, click Print List.
4. If you selected more than one supplier, use the Previous and Next buttons to move between the selected supplier records.
5. To view another supplier's transactions, enter that supplier's reference in the A/C box or use the drop-down selector to find the account.

Note: This only applies if you used the Activity option from the Suppliers toolbar to view the Activity window, as described in step 1.

6. To exit the Activity window, click Close.

For further information, please refer to the Suppliers > Record> To View a Supplier's Transaction Activity

Supplier Refunds

Use the Supplier Refund option to record money you have received from a supplier. Examples of when you might use this option include refunds received, a cheque that has been returned, or a returned deposit.

The Supplier Refund option generates a PR transaction, which you can allocate to purchase credits (PC) or purchase payments on account (PA) via Suppliers > Make Payment, or in Bank > Suppliers.

To Post a Supplier Refund

1. From the navigation group, click Suppliers; then from the Tasks pane, click Supplier Refund.

The Supplier Refund window appears.

2. Enter the details for your supplier refund in the boxes provided.
3. If you use departments to analyse your transactions and want to assign a department to this transaction, click the Dept. button and select the department you want to use.
4. If you make a mistake and want to clear the details you have entered and start again, click Discard to clear the window.
5. To save the Supplier Refund details and post the transaction, click Save.
6. To close the Supplier Refund window and return to the Suppliers window, click Close.

For more information please refer to the Suppliers > Supplier Refunds > To Post a Supplier Refund topic in the main program help file (F1).

Receive a Supplier Refund using Pay by Card

1. From the navigation group, click Suppliers; then from the Tasks pane, click Supplier Refund. Enter the details for your supplier refund in the boxes provided.
2. From the Bank A/C Ref drop-down list, choose the relevant bank account.
Note: To enable the Pay by Card facility, the account selected must be the same as that nominated, when you set up your Payment Solutions Preferences. A Sage 50 Accounts Information Message will advise you if this is not the case.
3. To receive the Supplier Refund via card payment over the telephone, click the Pay by Card button. The payment amount shown in the first window of the wizard is taken from the Amount field in the Supplier Refund Window.

Note: The Pay by Card button will only be available if you have already set up a Sage Payment Solutions Account.

The Sage Payment Solutions Wizard then guides you through the receipt of the Pay by Card supplier refund.

Chapter 10

Product Tasks (Stock)

This chapter describes Sage 50 Accounts advanced stock features.

Read this chapter to find out about running a stock take, how to carry out stock transfers, how to adjust your stock also view the product activity.

This chapter assumes that you have already created your product records. For full details about how to set up records for all the products and/or services you sell, see *Creating a Product Record* on page 186.

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A Note on Product Valuation in Sage 50 Accounts

For the purposes of the selling of stock, Sage 50 Accounts uses a First In First Out (FIFO) method of product valuation.

For example:

12th January - buy 10 items at £15.00 each.

20th January - buy 20 items at £16.50 each.

29th January - sell 13 items.

When you value the stock using the FIFO method you have 17 items remaining at a cost price of £16.50 each. The 10 items purchased on the 12th January have been sold along with 3 of the items purchased on the 20th January.

Note: You can use the Print List button to print what is displayed. This is useful if you want to manually tick off products on the list.

The Stock Take window displays the following information:

Product Code	The product code of the selected item appears in this box. Do not enter non stock or service items here, as these do not have any stock levels.
Details	The description of the product code you have selected appears here automatically.
Date	The program date appears here for you automatically, but can be amended.
Ref	The reference STK TAKE appears automatically for you. You can change this to suit your own requirements if necessary.
Actual	Enter the actual number of the selected product item you currently have in stock here. Note: If you post your stock levels with an actual value of zero, Sage 50 Accounts assumes you have zero quantity in stock and makes the necessary adjustments. It is therefore important to make sure that you do not enter zero or leave the 'Actual' box blank by mistake when you post your stock details.
Cost Price	The cost price appears here automatically.
In stock	The amount of the product item Sage 50 Accounts currently has recorded as 'in stock' appears here.
Adjustment	The adjustment figure, i.e. the difference between the 'In stock' and the 'Actual' figure appears here. If you currently have more items in stock than was previously recorded in Sage 50 Accounts, this appears as a positive value. If you have fewer items, the adjustment figure appears as a negative value.

4. To post the new stock levels to your product records, click Save. If you do not want to record your entries, click Discard.

If you have **Accounts Plus** or **Accounts Professional**, you can save your stock take record without posting the amendments to the product records. To do this, click Memorise, enter a filename, and click Save. To open the file, click Recall from the Stock Take window, select the stock take file you require, and click Open.

Adjusting Stock Levels by Recording an Adjustment In or Out

From the Products navigation group, select Record Adjustment In to record product adjustments to increase the available stock level for movements for which you have not raised either a purchase order (if you have Accounts Professional) or a credit note.

For example, you may use Record Adjustment In to amend your 'In Stock' quantities if items have been returned into stock without a credit note being issued for them.

Use Record Adjustment Out to record adjustments to decrease your 'In Stock' balance, for movements for which you have not raised either a sales order (if you have Accounts Professional) or a product invoice.

For example, you may use this facility to amend your 'In Stock' quantity if items have been issued from stock but without invoices being raised by you for them.

Help

Type 'Adjustments In' in the Help index to find out more about adding to your stock levels.
Type 'Adjustments Out' in the Help index to find out more about reducing your stock levels.

Stock Shortfall

(Accounts Plus and Accounts Professional Only)

You can use the Stock Shortfall facility to see if your stock levels have fallen below the re-order level that you have set.

Accounts Professional users only: If there is a shortfall on any of the items, you can automatically create purchase orders for the items that are running low.

We recommend that you use the Shortfall facility in the following way:

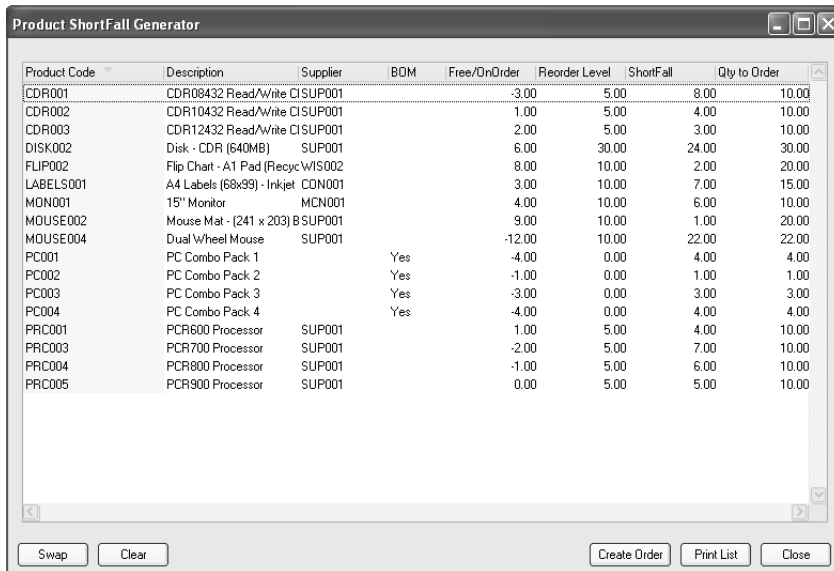
1. Run the Shortfall facility for the required products.
2. From the Product Shortfall Generator window, print the information shown in the window by clicking Print List.
3. Check with your suppliers to make sure that they can meet your delivery requirements (i.e. quantity, price and time). Make a note against each product code on the Product Shortfall report of the supplier who will be providing the product and also make a note of the price.
4. **Accounts Professional users only:** From within the Shortfall window, select the products that you order from the same supplier and create an order for each supplier in turn.

To use the stock shortfall facility

1. Select Products.
2. Select the products that you want to check on.
3. Select Check For Shortfall.

Note: If you want to check the stock levels for all of your products, use the Swap button to select all products from the main Product window.

The Product ShortFall Generator window appears showing any of the selected products that have a 'Free'/'On Order' quantity that is less than or equal to the re-order level on the Product record.



Product Code	Description	Supplier	BOM	Free/OnOrder	Reorder Level	ShortFall	Qty to Order
CDR001	CDR08432 Read/Write CI	SUP001		-3.00	5.00	8.00	10.00
CDR002	CDR10432 Read/Write CI	SUP001		1.00	5.00	4.00	10.00
CDR003	CDR12432 Read/Write CI	SUP001		2.00	5.00	3.00	10.00
DISK002	Disk - CDR (640MB)	SUP001		6.00	30.00	24.00	30.00
FLIP002	Flip Chart - A1 Pad (Recyc/W/5002			8.00	10.00	2.00	20.00
LABELS001	A4 Labels (68x39) - Inkjet	CON001		3.00	10.00	7.00	15.00
MON001	15" Monitor	MCN001		4.00	10.00	6.00	10.00
MOUSE002	Mouse Mat - (241 x 203) B	SUP001		9.00	10.00	1.00	20.00
MOUSE004	Dual Wheel Mouse	SUP001		-12.00	10.00	22.00	22.00
PC001	PC Combo Pack 1		Yes	-4.00	0.00	4.00	4.00
PC002	PC Combo Pack 2		Yes	-1.00	0.00	1.00	1.00
PC003	PC Combo Pack 3		Yes	-3.00	0.00	3.00	3.00
PC004	PC Combo Pack 4		Yes	-4.00	0.00	4.00	4.00
PRC001	PCR600 Processor	SUP001		1.00	5.00	4.00	10.00
PRC003	PCR700 Processor	SUP001		-2.00	5.00	7.00	10.00
PRC004	PCR800 Processor	SUP001		-1.00	5.00	6.00	10.00
PRC005	PCR900 Processor	SUP001		0.00	5.00	5.00	10.00

Buttons: Swap, Clear, Create Order, Print List, Close

4. The following information appears:

Product Code This shows the product code as saved on the product record.

Description This shows the product description.

Note: If you have not entered a description for your product, this column remains blank.

Supplier If the product has a default supplier associated with it on the product record, the supplier code appears here.

BOM	This column shows whether the product has a bill of materials (i.e. is made up of sub-assemblies). If the product has a bill of materials, a 'Yes' appears in this column. You cannot use the Shortfall facility to create a purchase order that breaks down the bill of materials into its individual components. If the product has a bill of materials, you have two choices: You can use the Shortfall facility to generate an order for the finished goods. This means that instead of purchasing the individual items needed to make up the bill of materials, you will purchase the completed items. You can use the Check BOM facility to check to see if you have enough stock to make up the required bill of materials items. If you have got enough stock, you can use the Stock Transfer facility to increase the stock levels of your product assembly.
Free/On Order	This shows the free stock for the product. This is calculated as the 'In Stock' quantity plus 'On Order' quantity less the 'Allocated' quantity.
Reorder Level	This is the re-order level, taken from the Product Record.
ShortFall	This shows the shortfall quantity of the item. This is the 'Re-order level' minus the 'Free'/'On-Order' quantity.
Qty to Order	This shows the quantity to be ordered for this product. If you have set a re-order quantity for the product and this quantity is higher than the shortfall, the re-order quantity appears here. If the re-order quantity is less than the shortfall, the shortfall quantity appears. For example, if you have a shortfall of 50 bottles of lemonade, but you have a re-order quantity of 100, the re-order quantity appears in the 'Qty to Order' column. If you have a shortfall of 50 bottles of lemonade, but you have a re-order quantity of 25, the Shortfall quantity appears in the 'Qty to Order' column.

5. If you want to print this information, click Print List. The Criteria window appears. Set your required criteria and click OK to print.
6. **Accounts Professional users only:** If you want to create a purchase order, select the products you want to include on the order, and click Create Order.

The Product Purchase Order window appears showing the products and quantities from the Product Shortfall Generator window.

7. **Accounts Professional users only:** If the selected products have the same default supplier, the supplier reference appears in the 'A/C Ref' box. If they do not have the same default supplier, the 'A/C Ref' box will be left blank and you should enter the supplier you want to use.
8. **Accounts Professional users only:** If you want to save your purchase order, click Save.
Note: If you have selected the 'Place Order Shortfalls on Order Automatically' check box from the Invoice and Order Defaults window, your orders will be placed on order.
You are returned to the Product ShortFall Generator window. The window now shows recalculated shortfalls based on the products you have placed on order.
If you do not want to save the order, click Discard and the Product Purchase Order window clears for you to enter your own purchase order details.
Note: You can also choose to Print or Complete the order while you are in the Product Purchase Order window. Once you have printed or completed the purchase order, Sage 50 Accounts returns you to the Product ShortFall Generator.
9. To exit the Product ShortFall Generator, click Close.

Viewing Product Activity

You can view a detailed transaction history, or 'activity', for any product. Use the Activity option on the Products window to view the individual transactions you have 'posted' for your product records. You can see adjustments, goods in and out and stock transfers, as well as the current quantities in stock, on order and allocated.

Alternatively you can choose the Activity tab from the Product Record window to view your product transactions.

You can open a transaction's associated invoice or order document from the Activity window, provided that one exists in your program. For example, to view the invoice that is linked to a GO (Goods Out) transaction, select the transaction and click the grey arrow symbol in the 'Ref.' column to display the original invoice on screen.

You can restrict the transactions displayed on the Activity window using various selection fields that appear at the top of the window. For example, you can display only those transactions dated within a certain month, or specify a date range to view. The program remembers what you select. The next time you view the Activity window the same filter is applied, except for the date.

1. From the Products window, select the product(s) you want to view and click Activity. Alternatively, open the Product Record and click the Activity tab.

The Product Activity window appears, showing the activity of the first product you selected.

2. To filter the transactions displayed, choose the criteria you require from the following selection fields:

Show

To filter the transactions by a specific calendar month, select the month you want to display from the 'Show:' drop-down menu.

Alternatively, you can set a date range, or select a transaction type to view by selecting the 'Custom Range' option from the menu and entering your selections in the Activity Range window that appears.

Your program retains the filter you specify from this menu and applies it the next time you view the activity. This is true for all of the 'Show:' menu settings, although the values you enter on the Activity Range window will not be retained.

Date

This read-only field displays the date range you selected using the 'Show' menu.

For example, if you selected 'Custom Range' and entered the date range 01/07/2006 to 31/07/2006, these dates appear in this field.

The Activity window only displays those transactions that fall within the specified date range.

Type

If you select 'Custom Range' from the 'Show' menu and use the Activity Range window to choose a specific type of transaction to display, this field shows which transaction type you selected.

For example, if you chose to view only adjustment in transactions by selecting 'AI - Adjustments In' on the Activity Range window, this field shows 'AI'. The Activity window now only displays adjustment in transactions that are dated within the specified date range.

You cannot change the transaction type shown in this field directly - to change the type of transaction displayed here, you must select 'Custom Range' from the 'Show:' menu and re-select the transaction type you want to view.

3. To print the information shown, click Print List.
4. If you selected more than one product, use the Previous and Next buttons to move between the selected records.
5. To view another product's transactions, enter the product's reference in the Product Code box or use the drop-down selector to find the record.

Note: This only applies if you used the Activity option from the Products toolbar to view the Activity window, as described in step 1.

6. To exit the Activity window, click Close.

For more information, please refer to the Products > Activity > To View a Product's Activity topic in the main program help file (F1).

Bill of Materials

(Accounts Plus and Accounts Professional Only)

Whenever a product is made up of other products you hold in stock, it is said to have a Bill of Materials or BOM. This is a list of the other products (or components) that are needed to make up the product (or product assembly).

For example, a toolkit is a product assembly which consists of the following components - a tool box, a spanner set and a screwdriver.

Toolkit (Product Assembly)

 Tool box (Component)

 Spanner Set (Component)

 Screwdriver (Component)

In this toolkit example, the spanner set could itself consist of two different spanners. It would be called a sub-assembly of the main assembly.

Toolkit (Product Assembly)

 Spanner Set (Sub-Assembly)

 Spanner A (Component)

 Spanner B (Component)

In Sage 50 Accounts each product assembly, sub-assembly and component should be set up as a separate product record.

Before creating a Bill of Materials you should:

- Create the individual component product records.
- Plan the bill of materials on paper first, working from the lowest level of the assembly.

To set up a bill of materials for a product

1. Select Products.
2. From the Products window, select the product you want to set up a bill of materials for (i.e. for the product assembly), then click Record.
3. From the Product Record window, click the BOM tab.
The bill of materials information appears.

[illegible]

4. In the BOM table, enter the following bill of material details, one line per component. Sage 50 Accounts lets you enter a maximum of ten components per product assembly.

Product Code

Enter a product code for the component.

Note: You must enter a different code to that of the assembly code.

Assembly Level

This shows how many levels of components and sub-assemblies there are below **this particular component**.

Note: You cannot edit the displayed information.

Link Level

This is the number of assemblies or sub-assemblies to which this component belongs. Each product can be a component for more than one assembly or sub-assembly. Sage 50 Accounts automatically creates a link count for each component on the Bill of Materials, which shows the number of assemblies it belongs to.

Note: You cannot edit the displayed information.

Description

This shows the description of the product component as set up on its product record.

Note: You cannot edit the displayed information.

Quantity	Enter the quantity of this component required for this product assembly.
----------	--

The following information is shown on the bottom left of the window, but cannot be edited.

Note: This read only information relates to the product record and is different to the column descriptions explained in the previous step that relate to the component.

Assembly Level	This is the number of levels of components and sub-assemblies below the product assembly.
----------------	---

For example, if a product assembly consists of two components and one sub-assembly and that sub assembly itself consists of three components, the level for the product assembly is two.

Link Level	This is the number of assemblies or sub-assemblies to which this product assembly belongs.
------------	--

5. To save your entries click Save, or to clear any data you entered and start again, click Discard.

To calculate how many of these product assemblies you can currently make up, taking into account the stock levels of each component, click Refresh on the BOM tab of the product assembly record.

The number you can make up appears in the 'Available to Makeup' box. If the product assembly consists of many different components, the process of calculation may be slow as Sage 50 Accounts has to search through each individual product record.

6. To exit the product record and return to the Products window, click Close.

Checking a Bill of Materials

(Accounts Plus and Accounts Professional Only)

Use the Check BOM facility to see if you have enough stock available to make up a quantity of an assembly you have set up on the BOM tab. If you do not have enough, the name of the component and the number you require appears.

To check a component's availability

1. Select Products > Check BOM.

The Check Stock Makeup window appears.

Product Code	Description	Supplier	Free	On-Order	Required	Shortfall	Qty to Order
SCREWDRIVER	Screwdriver		0.00	0.00	30.00	30.00	30.00
SPANNERA	Spanner A		0.00	0.00	10.00	10.00	10.00
SPANNERB	Spanner B		0.00	0.00	10.00	10.00	10.00
TOOLBOX	Tool Box		0.00	0.00	10.00	10.00	10.00

- From the 'Product' drop-down list, select the code of the assembly you want to check the availability of.

Note: If the selected product does not contain a sub-assembly, a message appears informing you of this fact. Select a new product to check for that component's availability. The description of this assembly appears in the description box. You cannot edit this.

- In the 'Qty Req' box, enter the number of assemblies you want to make and click Check. If you do not have enough of a component to make up the required number of assemblies, a message box appears confirming the quantities available. Click OK and the names of the components and the number you are short of appear automatically.

Accounts Professional users only: From here, you can create a purchase order for the products you are short of (or for any of the products shown in the Check Stock Makeup window). Click the items you want to order and click Create Order. The Product Purchase Order window appears, showing your chosen products. From here, the steps are the same as creating a purchase order. For more information on this, see *Creating a new purchase order* on page 527.

If you have enough to make up the required quantity, a message box appears to tell you that you have enough components in stock. Click OK to return to the Check Stock Makeup window.

- If you want to print out the component availability report, click Print and click OK.
- To exit from the Check Stock Makeup window, click Close.

Recording a stock transfer

(Accounts Plus and Accounts Professional Only)

Use the Transfer facility when you want to increase the 'In Stock' quantity of product assemblies using components which are currently in stock. The product assemblies are set up using the BOM facility.

When you use the Product Transfers facility, Sage 50 Accounts automatically calculates the cost price of each product assembly for you, by adding the cost price for each of the components.

To make a stock transfer

1. Select Products.
2. From the Products window, select the products that you are entering transfers for.
3. Click Transfer.

The Stock Transfers window appears.

[illegible]

4. In the boxes provided, enter the following details for each transfer, one line per transfer:

Product Code	Enter the code for the product assembly (i.e. the finished product item). You can only enter a code for a product which you have already set up to be a product assembly using the BOM facility.
Details	The name of the product code appears here automatically, but you can change it if necessary.
Date	Today's date appears here automatically, but you can change this if required.
Ref.	Enter a reference for the transfer here.
Quantity	Enter the quantity of the finished product to be added to the 'In stock' balance.

The following values appear but cannot be edited:

In stock	This value shows the current 'In stock' quantity of this product.
On order (Accounts Professional only)	If you have placed a purchase order 'on order' for this product, the quantity ordered appears here.
Allocated (Accounts Plus and Accounts Professional only)	This shows the quantity of the stock which is currently allocated to projects, or manually allocated for general use.

5. To save your entries click Save, or to clear any data you entered and start again click Discard.
- Sage 50 Accounts informs you if you do not have sufficient stock to make your transfer and advises you to run Check BOM. Click OK to clear the message.
6. To exit and return to the Products window, click Close.

Recording Stock Returns

(Accounts Plus and Accounts Professional Only)

Use the Stock Returns facility to record damaged or faulty goods that have been returned to you, or that you are returning to your supplier.

There are three stock transaction types:

(DI) Damages In - These represent goods being returned to you as damaged or faulty. Because the goods are faulty or damaged, the Quantity in Stock, Sales Value or Sales Quantity Figures are not updated when you post stock returns.

(DO) Damages Out - These represent goods that you are returning to your supplier for repair, replacement etc. Because the goods are being returned for repair or replacement, the Quantity in Stock, Sales Value or Sales Quantity figures are not updated when you post stock returns.

(WO) Write Off - This transaction type can be used for transactions being written off. This type of transaction makes an adjustment to the stock levels. This is the equivalent of an adjustment out.

Note: If you have selected a product code to be a non-stock or service item, you cannot use the Stock Returns facility for these items.

To record a stock return

1. Select Products.
2. From the Products window, select the products that you are recording a stock return for.
3. Click Returns.

The Stock Returns window appears.

[illegible]

4. Enter the following details:

Code From the drop-down list, select the product code of the item that is being returned.

Description	The description of the product appears here. This is the description that appears on the product record. You cannot change this description.
-------------	--

Type From this drop-down list, select the type of return you are making.
There are three stock transaction types:

(DI) Damages In
(DO) Damages Out
(WO) Write Off

Ref	Enter a reference for this stock return.
-----	--

Date The program date appears here for you automatically. You can change this if required.

Reason Enter a description of the reason why the goods have been returned. For example, you could enter Scratched or Product Recall.

Quantity Enter the quantity of goods that have been returned here.

5. To post the stock returns, click Save. If you do not want to record your entries, click Discard.

If you have **Accounts Plus** or **Accounts Professional**, you can save your stock returns record without posting the amendments. To do this, click Memorise, enter a filename and click Save. You can then post the amendments the next time you open the file. To open this file, from the Stock Returns window, click Recall, select the file, and click Open.

Allocating Stock

(Accounts Plus and Accounts Professional Only)

You can choose to manually allocate stock items (you cannot allocate non-stock or service items) for general use or project use.

Stock can also be allocated to a project by means of a purchase order. Both manual and purchase order stock allocations affect the committed costs applied to the project. For more information about purchase orders, see *Working with Purchase Orders* (Accounts Professional only) on page 619.

Manufacturing users can also allocate stock to a works order.

When recording a stock allocation the amount of stock available is displayed as 'Free Stock'. The amount you allocate cannot exceed the free stock quantity, unless you have Sage 50 Accounts set to allow negative stock. As allocated stock items are excluded from free stock, they cannot be used by other processes, such as sales order allocation.

Manual and purchase order stock allocations are maintained on a stock allocation list. This list does not include sales order allocations. You can use the list to view current stock allocations and make changes. There are a few points to consider:

- You can only amend the quantity of an allocation - you cannot amend any other details.
- A manual allocation quantity can be increased provided that the new quantity does not exceed the amount of free stock, unless you have Sage 50 Accounts set to allow negative stock. However, an allocation resulting from a purchase order cannot be increased.
- An allocation can be removed or its quantity reduced. This results in an increase in free stock. If the allocation is associated with a project, the committed costs for the project are reduced accordingly.

Normally, stock allocations are settled when they are issued. See *Issuing Allocated Stock* (Accounts Plus and Accounts Professional Only) on page 595.

To allocate stock

1. Select Products > Make Allocations.

The Allocations window appears.

Allocations

Select Option

- ☒ Allocate stock
- ☐ View / Amend Allocations
- ☐ Issue Allocations

Help OK Cancel

2. Select 'Allocate stock' and click OK.

3. The Stock Allocation window appears.

[illegible]

4. Enter the stock allocation details:

Product Code	Enter the product you want to allocate. You can use the drop-down list to search for and select a product record. Note: You cannot allocate non-stock or service items.
Details	The product's description appears here automatically. You can change this if you require.
Date	The current program date appears here automatically, but you can change this if necessary.
Ref.	Enter a reference you want to apply to the stock allocation here.
Project Ref	To allocate the stock to a project, enter the project reference here. You can use the drop-down list to search for and select a project record.
Cost Code	If you are allocating the stock to a project, enter the cost code you want the value of the stock applied to when it is issued. You can use the drop-down list to search for and select a cost code.
Qty To Allocate	Enter the quantity of stock you want to allocate. Unless you have Sage 50 Accounts set to allow negative stock, the quantity to allocate cannot exceed the free stock amount.
Free Stock	This shows the amount of stock available for allocation and is calculated as actual stock minus allocated stock. This read-only column is for information purposes only.
On Order	This shows the quantity of stock you are waiting to receive from outstanding purchase orders. This read-only information is for information purposes only.

5. To print a copy of the stock information you have entered, click Print List.
6. To save the stock allocation click Save. If you want to clear the allocation and start again click Discard, or to exit without saving the stock allocation click Close.

To view, amend or remove a stock allocation

1. Select Products > Make Allocations.

The Allocations window appears.

2. Select 'View/Amend Allocations', and click OK.

The Amend Allocations window appears showing all stock allocations.

[illegible]

3. To filter the displayed allocations use the Product Code and Project Reference drop-down lists at the top of the window.

4. To change an allocation quantity, enter the revised quantity in the 'Quantity Allocated' column.

For a manual allocation the quantity cannot exceed 'Free Stock' unless Sage 50 Accounts is set to allow negative stock. For a purchase order allocation, the quantity cannot be increased.

Note: You can only change the quantity of a stock allocation. If any of the details are incorrect, such as a wrong project reference or cost code, remove the allocation by entering a quantity of zero, then create a new stock allocation with the correct details.

5. To remove a stock allocation, enter zero in the quantity allocated column.

6. To generate a copy of the stock allocation information you have entered, click **Print List**.

- To save the stock allocation click Save. If you want to clear the allocation and start again click Discard, or to exit without saving the stock allocation, click Close.

Issuing Allocated Stock

(Accounts Plus and Accounts Professional Only)

Whether the stock has been allocated manually or through a purchase order, to conclude the stock allocation it must be issued.

Issuing stock updates your stock records and stock allocation records. When issuing an allocation associated with a project, the value of the issued stock is applied as a cost to the project; this is an actual cost. The committed costs for the project are reduced accordingly.

Note: The First In First Out (FIFO) method is used to calculate the value of stock issued. This means the cost price of the oldest stock is used to calculate the cost of stock. Stock valuations and stock activity are also use the FIFO costing method.

A stock allocation can be issued in full or part. For any stock that is issued Sage 50 Accounts generates an 'Adjustment Out'. This type of transaction is displayed as an 'AO' on the project record, product record and their related audit trails.

There are some rules you need to follow when issuing allocated stock:

- You can only issue stock to a project provided the status of the project permits postings. For more information see *Using project statuses* on page 601.
- You cannot change the details of a stock allocation, such as the project reference or cost codes, during a stock issue.
- A stock issue cannot exceed the allocation amount, regardless of the negative stock setting.

To issue allocated stock to a project

1. Select Products > Make Allocations.

The Allocations window appears.

2. Select 'Issue Allocations', and click OK.

The Issue Allocation window appears showing all stock allocations.

Issue Allocation

Product Code

Project Reference

Issue Date 26/07/2005

Product Code	Details	Date	Order No	Ref.	Project Ref	Cost Code	Allocated	Quantity to Issue

Save Discard Print List Issue All Close

3. To filter the displayed allocations use the 'Product Code' and 'Project Reference' drop-down lists at the top of the window.
4. Record the issue date. The current program date is displayed automatically, but you can change this if necessary.
5. Enter the amount you want to release for a stock item in its 'Quantity to Issue' column. Alternatively, to issue all stock allocations, click Issue All.
6. To generate a copy of the stock allocation information you have entered, click Print List.
7. To issue the stock, click Save. If you want to clear the information and start again click Discard, or to exit without saving the stock issue, click Close.

Chapter 11

Project Tasks

(Accounts Plus and Accounts Professional Only)

Sage 50 Accounts Project Costing provides the features you need to maintain accurate details about projects and helps you to track and evaluate costs. Understanding the costs and their breakdown helps you to manage projects more efficiently and make them more cost-effective.

In this chapter you will learn how to use Project Costing to create and manage projects and their associated costs, and how to bill customers for work carried out. You can also find out how to view project activity and analyse your cost information.

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An Introduction to Project Costing

The overall objectives of a project costing process are to manage your projects, and to give you total control and a thorough understanding of your project costs. With a good understanding and better control of your costs, you can potentially reduce costs and so increase your revenue and profit and improve the productivity of your business.

Using Project Costing, you can enter and monitor all of the costs associated with each project. This means you know exactly how much it costs your business to complete a project, and how much to charge your customer to ensure that your business makes a profit. You can also avoid costly overruns by tracking expenditure.

Ultimately, Project Costing helps you to manage your projects more efficiently, to estimate for future projects more accurately and to determine your most profitable types of project.

Who Can Use Project Costing?

During the 1930s large companies in the USA developed job costing as a business practice. It did not become widely used by British companies until the 1950s. Nowadays, it is a fundamental part of any successful business.

Whether you are a sole trader or a large organisation, a good costing process gives you the ability to focus on your profitability by enabling you to monitor and evaluate your business costs.

All types of businesses use project costing, from tradesmen such as plumbers and electricians operating their own businesses, to larger companies engaged in construction or manufacturing. You do not have to be a large business to use a project costing system - you just have to be a business that wants to increase profitability by developing a true understanding of your business costs.

You can also use project costing to track non-profitable or in-house projects.

The Life Cycle of a Project

In 'real life', the project costing cycle begins when you receive an enquiry regarding a job or project.

If you do not know the cost or sales value of the project, you need to estimate it. You can then produce an estimate for the project by calculating, for example, the value of materials, labour, machine time and other expenses required to complete the project.

When you have decided upon an estimate, you can send a quotation to your customer. If the customer accepts the quotation, they place an order and you can begin work on the project.

As the job starts, your business incurs costs in the form of purchase invoices, payments and stock issues.

You may then begin to bill your customer as you carry out work on the project, or when the project is complete.

As the project progresses or when it is complete, you might need to analyse your costs to date, compare the amount you budgeted for the project against your actual costs or respond to a customer enquiry.

When you finish work on the project, it reaches the end of the life cycle.

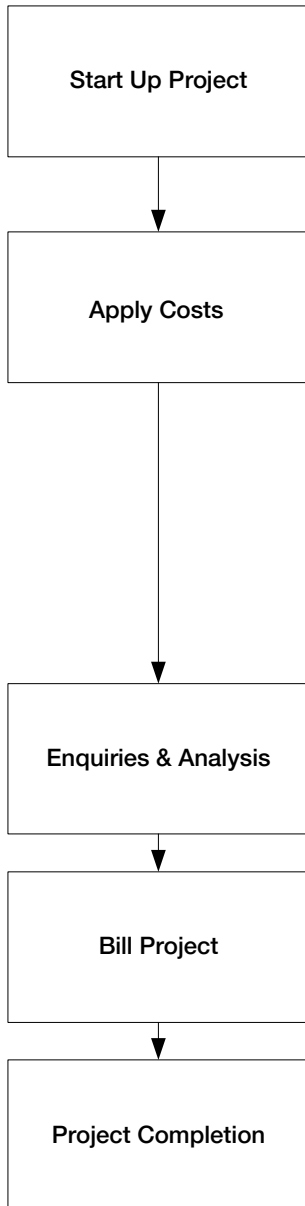
The next section explains how Sage 50 Accounts Project Costing handles each stage of this life cycle.

The Project Life Cycle in Sage 50 Accounts

Sage 50 Accounts Project Costing begins at the point in the project cycle where your customer has accepted the quotation or estimate you gave them, and placed an order for the project or confirmed that they want to go ahead with it. The following diagram shows how Sage 50 Accounts Project Costing follows the life cycle of the project.

Some activities in the life cycle may be irrelevant to the way you work. If this is the case, simply skip that section in the cycle.

Project Life Cycle



Project Costing Task

- When your customer accepts your quotation and places an order, or you start a new internal project, create a **Project Record**. See *To create a project record* on page 193.
- Record the costs that the project incurs:
 - To record timesheets information for work carried out, or to make an adjustment, create a **Project Charge**. See *To record a project only cost* on page 612.
 - To record stock usage, post a **Stock Issue** or **Stock Return**. See *To record a stock issue or return to a project* on page 614.
 - To record goods/services that have been paid for and affect your supplier or bank accounts, make a **Cost Posting**. See *Recording the cost of goods purchased from a supplier* on page 615.
 - To record goods/services ordered for the project, create a **Purchase Order**. See *Processing Purchase Orders (Accounts Professional Only)* on page 526.
- As the project progresses and you want to analyse cost and revenue information or require a progress update, view the project's **Activity** or print a **Report**. See, *Project Enquiries, Analysis and Reporting* on page 621.
- You need to send an invoice to your customer for part or all of the project. View the project's **Billing** analysis information and raise an **Invoice**. See *Billing Your Customer for a Project* on page 625.
- When you finish the project, mark the project record as **Complete**. For more information, see *To mark a project as completed* on page 630.

Setting Up Project Costing

When you first install Sage 50 Accounts, Project Costing is enabled. The elements needed to build and work with projects are made available and screens display the fields and icons specifically for project costing.

If you cannot see the icons and fields in the screens displayed, then it is likely that your Project Costing has been switched off. You must switch it back on to use Project Costing. Project Costing is enabled within Company Preferences on the Parameters tab. For more information see *Entering Your Company Preferences* on page 97.

Project Costing offers a number of support features that will be beneficial when setting up and running projects.

- **Project status:** Used to track progress. The project status also sets rules to control whether the project at a given status can accept charges or whether it can be deleted.
- **Cost types and code:** Used to track project costs including spend against budget.
- **Project custom fields:** The labels that appear on a project record against a set of three analysis fields that can be used to categorise projects. For example you could categorise a project by its manager, type or geographical area and then generate reports for these categories. To set up custom fields see *To set up or amend a project status, cost type, cost code or custom field* on page 94.
- **Resources:** Used to apply costs to a project, primarily used to record labour costs.

Using project statuses

The project status helps track progress. By default, Sage 50 Accounts offers a set of five project statuses, which are detailed in the following table:

Status Code	Definition	Make Postings?	Delete Record?
ACTIVE	Active	Yes	No
SNAG	Completed, open	Yes	No
COMPLETED	Completed, closed	No	Yes
SUSPEND	Suspended	No	No
INITIAL	Pre-acceptance	Yes	No

You can amend or add to these project statuses to suit your business. For each status, you can enter a short code and description and specify whether the status allows you to make cost postings to the project and whether you can delete the project record.

When you create a new project record, Sage 50 Accounts automatically assigns the status that is set as the default in the Configuration Editor. When you first use Project Costing, the default status is ACTIVE, but you can change this if you require.

To find out how to create and amend a project status, see *To set up or amend a project status, cost type, cost code or custom field* on page 94.

As a project advances, you can change its status to reflect the project's stage in the life cycle. For example, when a project is in progress, you need to make cost and billing postings to it, but don't want to delete it. At this stage, the status should be ACTIVE, or a similar status that allows postings and prevents deletion. When the project is complete, however, you don't need to make any further postings to it but may want to delete the record, so you can change the status to COMPLETE. For details about how to change a record's status, see *To change a project's status* on page 611.

Using cost types and codes to monitor project costs

A cost type categorises and labels an activity or resource, such as labour or materials. A cost code breaks down the costs of the activity further, for example plumbing or bricklaying.

On its own a cost type is worthless. For it to be of use it must be linked to a cost code. A cost type can be linked to many cost codes, however a cost code can only link to the one cost type. For example the cost type 'Labour' can be linked to cost codes for bricklaying, plumbing and plastering.

When Sage 50 Accounts is first installed it creates the cost type 'Other'. It also creates four cost codes: LAB (Labour Charges), MAT (Material Charges), OHD (Overheads) and MIX (Mixed). The 'Other' cost type is automatically linked to these cost codes. If you are an existing user the 'Other' cost type is automatically linked to the cost codes you have set up.

Sage 50 Accounts applies every cost code and associated cost type to a project record as it is created. Budgets can then be set up for the project against each cost code. For more information about using project records, see *Starting Up a Project* on page 605.

When costs are applied to the project it is the cost code that is recorded for the charge, not the cost type. As the project progresses you can analyse the costs applied to the project for each cost type (project activity). See *Project Enquiries, Analysis and Reporting* on page 621.

The level of detail you use for your cost types and codes is entirely up to you, and depends on the degree of cost analysis you want to achieve.

To find out how to create and amend cost types and codes, see *To set up or amend a project status, cost type, cost code or custom field* on page 94.

Resources

Carrying out work on a project requires people, such as your company's staff or outside contractors, the use of materials, machines and other means to complete the project or job. Each of these components, including the people, contributes to the progress of the project and incurs costs.

Project Costing uses the term 'resources' to denote any entity whose costs can be allocated to a project. When you apply a project charge (see page 612) you can specify what resources the project uses. For example, you may primarily apply a project charge to record timesheets information for labour costs incurred. In this case, the resource is the contractor or member of staff who carried out the work.

Before you can use a resource to apply a project charge, you must set up your resources list.

You can create as many resources as you require. Each resource must have a unique reference. Other details include a name, unit of measure, cost rate, and cost code, all of which are optional.

When you record a project charge you can then select the resource you want to use. The resource information is used to calculate a total cost for the charge but this can be overridden as you record the charge.

To create or amend a resource

1. Select Projects > Manage Resources.
The Resources window appears.
2. To add a new resource to the list, click Add. The Add Resource window appears.
Alternatively, to amend an existing resource, select the resource in the list and click Edit. The Edit Resource window appears.
3. If you are adding a new resource, enter a unique reference and a name to describe it.
If you are amending an existing resource, you can change its name but not its reference.
4. Enter or amend the 'Unit of measure' for the resource (optional).
5. Enter or amend the 'Cost Rate' for the resource (optional).
6. Use the drop-down to select the cost code you want the resource charge applied to (optional).
7. To save your changes, click OK. To discard your changes and exit without saving, click Cancel.
8. To close the Resources window, click Close.
The Projects window appears.

You have successfully created or amended a resource.

To delete a resource

1. Select Projects > Manage Resources.
The Resources window appears.
 2. From the list of resources, select the resource you want to delete.
 3. Click Delete.
A confirmation message appears.
 4. To confirm the deletion, click Yes. Sage 50 Accounts deletes the resource.
Alternatively, to cancel the deletion, click No.
 5. To close the Resources window, click Close.
The Projects window appears.
- You have successfully deleted a resource.

Starting Up a Project

To manage a project in Sage 50 Accounts you start by creating a project record (see *Setting Up Project Records* (Accounts Plus and Accounts Professional Only) on page 192). The project record is used to set the price quoted for the job and the budget that has been assigned to it. Project costs are then applied to the project record as the project progresses.

Projects can link to customer records. When there is a link, the Project tab on the customer's record displays the details of associated projects.

A project can consist of a single project record with costs managed at one level. Alternatively a project can consist of several project records that can be managed at multiple levels. In this case each level can represent a phase or activity within the overall project. By splitting the project down, you can manage the costs associated with each phase or activity against the allocated budget as well as manage costs for the project as a whole.

To create a multi-level project you need to link project records together to form a project structure. An example of a project structure is illustrated in *To build and maintain a multi-level project* on page 608.

There are some rules to consider when managing a multi-level project:

- All project records in the structure must be linked to the same customer, or not have a customer assigned to any.
- A customer linked to the project can be changed on the project record at the top of the project structure.
- A project record can only be associated with one project structure, that is one overall project.
- A project record can be placed at any level within the structure.
- There is a maximum of 10 levels within a project structure.
- A project record can be moved to a different level within the structure. Any associated sub-project records are also moved.
- A project record may be moved to another project structure. Any costs are moved from the original project to the new project structure.
- Project costs are applied to the relevant project record (level).
- If you change the status of a project record you have the option to apply the same status its sub-projects.
- A project record can be deleted from a structure, provided the status of the record and of its sub-project records allows deletion. Any associated sub-project records are also deleted.

The following sections explain how to use the project records to view information, manage budgets and multi-level projects.

To view a project's activity

1. Select the Projects navigation group and then, if appropriate, use the view selector to switch to the Projects view.
2. Select the project you require and click Record.

3. From the Project Record window, click the Activity tab.

Alternatively, from the Projects window, select the project(s) whose activity you want to view and click Activity.

4. Enter the transaction range or date range you want to view the transaction activity for in the Activity Date Range window, and click OK.

The transaction information for the first project you selected appears.

Project - SDE New Office Installation

Details Analysis **Activity** Budgets Structure Memo

Project Reference: PROJ001
 Name: SDE New Office Installation ☐ Include Rolled Up Transactions

Show: Custom Range... Date: 01/01/1980 to 31/12/2099 Type: CD O/S Only ☐ Trans.: 1 to 56

No.	Audit No.	Type	Date	Reference	Quantity	Cost Code	Details	Debit	Credit
1		CD	28/04/2005	Time	2.50	PROJ	Project Management Time	50.00	
2		CD	29/04/2005	Time	0.50	TRAV	Travel Time	7.50	
3		CD	29/04/2005	Time	0.50	INST	Installation Time	7.50	
4		CD	29/04/2005	Time	5.00	COMP	Computer Install	75.00	
5		CD	29/04/2005	Time	1.00	NETW	Network Install	15.00	
6		CD	28/04/2005	Time	1.00	WRKSH	Workshop Test	17.00	

Save Discard Delete Previous Next Print List Close

The Activity window displays the transactions you have posted against this project. You can see the following transaction types, one line per transaction:

CC CD	Costing Credit Costing Debit	These transactions display Project Only Cost postings.
AI AO	Adjustment In Adjustment Out	Your project activity displays these types of transaction when you post Stock Postings to the project.
PI PC BP	Purchase Invoice Purchase Credit Bank Payment	When you make a Cost Posting to the project, these appear on the activity as PI, PC or BP transaction types.
SI SC	Sales Invoice Sales Credit	These transaction types represent Billing transactions created when you enter and update an invoice or credit note for the project.

Stock allocations are not displayed as a project activity. For information about stock allocations, see *Chapter 10, Allocating Stock* (Accounts Plus and Accounts Professional Only).

- To see the costs for a multi-level project select the 'Include Rolled Up Transactions' check box.

The costs for any sub-projects are displayed indicating the project record they have been applied to.

- To select another range of transactions to view, click the Range button and enter the new details in the Activity Date Range window.
- If you selected more than one project record before opening the Activity, you can move between the activity information for each of the project records using the Previous and Next buttons.
- To print the transaction information, click Print List.
- To exit the Project Record or Activity window, click Close.

The Projects window appears.

You have now viewed your project's Activity details.

To assign a project budget

1. Select the Projects navigation group and then, if appropriate, use the view selector to switch to the Projects view.

2. Select the project(s) you require and click Record.

The Project Record window appears, showing the Details information.

3. Click the Budgets tab.

The budget information displays all cost codes set up in Sage 50 Accounts.

[illegible]

4. Select the 'Budget' column for each cost code and enter the budget value.
5. To save your entries click Save, or to clear any data and start again click Discard.
6. To exit the Project Record window, click Close.

The Projects window appears.

You have successfully applied budgets to your project record.

To build and maintain a multi-level project

1. Select the Projects navigation group and then, if appropriate, use the view selector to switch to the Projects view.

2. Select the project record you require and click Record.

The Project Record window appears, showing the Details information.

3. Click the Structure tab.

The project record and any sub-projects are displayed. **Note:** Project records at a higher level in the structure are not shown.

The screenshot shows the 'Project - The ABC Project' window with the 'Structure' tab selected. The window contains a hierarchical tree on the left, a table of project details in the center, and a summary panel on the right.

Reference	Name	Start Date	End Date
PROJABC	The ABC Project	21/07/2005	21/07/2005
PHASE1	Phase 1	21/07/2005	21/07/2005
PHASE1ACT1	Phase 1 Activity 1	21/07/2005	21/07/2005
PHASE1ACT2	Phase 1 Activity 2	21/07/2005	21/07/2005
PHASE2	Phase 2	21/07/2005	21/07/2005
PHASE2ACT1	Phase 2 Activity 2	21/07/2005	21/07/2005
PHASE2ACT2	Phase 2 Activity 2	21/07/2005	21/07/2005

Analysis for PROJABC

Billed Net	0.00
Billed VAT	0.00
Total Billed	0.00
Total budget	0.00
Variance	0.00
Price quoted	0.00
Profit to date	0.00
Outstanding to bill	0.00
Total cost	0.00
Rolled up totals	☐

View Type: Structure - By Reference

Buttons: Add Existing, Add New, Expand All, Collapse All, Remove, Save, Discard, Delete, Previous, Next, Print List, Close

4. Use the following to establish the project structure:

Add Existing

Adds an existing project record to the project structure.

All projects that are not part of the open structure are displayed. Select the project record you want to add then click OK.

Messages are displayed if you select a project record that is part of another project structure or linked to a different customer.

Note: Use the 'View Type' drop-down to choose how projects are displayed. You can select a structure view that shows the projects by name or by reference, or a simple list view. Sage 50 Accounts remembers the view type you choose and continues to display projects in this view until you change it.

Add New	Quickly builds project records and adds them to the structure. Click New, then enter a unique project reference and a description, and click OK. The new project record is added as a sub-project to the source project record. The status, start and end dates are copied from the source record. The project record is associated to the a customer's record, if an association was present in the project record.
Arrows (graphic)	Change the position of a project record within the structure. Select the project record and then click the arrow to move the record within the structure. Note: There are a maximum of 10 levels to a project structure.
View Type	The structure view can be displayed leading with the project name or alternatively the project reference. Use the drop-down to select the view you prefer.
Expand All	Displays all sub-project records associated with the structure.
Collapse All	Rolls up all project records so that sub-projects are no longer visible.
Remove	Removes a project record, its costs and sub-projects from the structure. The project records are only removed from the structure, they are not deleted from Sage 50 Accounts.
Analysis for	Displays a summary of the costs for the project record. To see the effect of costs from sub-projects select the 'Rolled up totals' check box.

Note: You can resize the columns displayed in the grid. You can also choose to display or hide the Start Date and End Date columns. To do this, select the column heading and right-click, then choose the settings you want to use from the displayed menu.

5. To save the information click Save, or to clear any data and start again click Discard.
 6. To exit the Project Record window, click Close.
- The Projects window appears.

You have successfully established a multi-level project structure.

To add memo information to a project record

1. Select the Projects navigation group and then, if appropriate, use the view selector to switch to the Projects view.
2. Select the project(s) you require and click Record.
The Project Record window appears, showing the Details information.
3. Click the Memo tab.
The memo information appears, displaying the Attachments and Memo panes.
4. In the upper Attachments pane, use the Document Manager functionality to add, view or delete shortcuts to electronic documents, or enter filing system references. For more information, see *Working with Attachments using Document Manager* on page 675.
5. Enter or edit text in the memo pad as you require. The text automatically wraps around onto the next line as you type.
6. To save your entries click Save, or to clear any data and start again click Discard.
7. To exit the Project Record window, click Close.
The Projects window appears.

You have successfully entered memo information onto your project record.

To change a project's status

Note: If the project record is part of a multi-level project and you change its status, you have the option (Sage 50 Accounts prompts you) to apply the same status to any sub-projects linked to the project record.

1. Select the Projects navigation group and then, if appropriate, use the view selector to switch to the Projects view.
2. Select the project(s) you want to amend and click Record.
The Project Record window appears, showing the Details information.
3. From the Status drop-down list, select the status you require.
4. To save your entries click Save, or to clear any data and start again click Discard.
5. To exit the Project Record window, click Close.
The Projects window appears.

You have successfully changed the project's status.

Applying Project Costs

Projects can incur a variety of costs by drawing on physical items such as materials or non-physical items such as labour.

There are a number of ways to apply costs to a project. You can record:

- A project charge to cover labour costs, or make adjustments to the costs of a project. See *Recording project charges* on page 612.
- A stock issue to account for the goods you have taken out of stock for use on the project. See *Recording the cost of a stock issue* on page 614.

You can also set aside stock for a project. See *Allocating Stock* (Accounts Plus and Accounts Professional Only) on page 591.

- A supplier invoice to account for goods you have bought for the project, which you do not hold in stock. See *Recording the cost of goods purchased from a supplier* on page 615.
- A purchase order to link the goods or services required to the project. This automates the allocation of stock and application of costs from the order to the project. See *Working with Purchase Orders* (Accounts Professional only) on page 619.

Note: To be able to apply costs to a project, the project must be set up with a status that allows postings. For more information see *To set up or amend a project status, cost type, cost code or custom field* on page 94.

Recording project charges

Project charges can be used to record a number of costs.

- Labour costs, using the number of hours' work and the hourly rate shown on timesheets submitted by a contractor.
- Costs that do not affect your accounts or stock, such as costs involving non-stock or service items.
- Adjustments or corrections to other costs for the project.

Project charges appear on the project activity as CD transactions, and do not update your financial audit trail or stock history.

If you need to reverse a project charge, for example if you post an invoice to the wrong project but do not need to reverse the invoice to correct your accounts, use the New Credits facility. These reversals appear as CC transactions on the project activity, and do not affect your audit trail or stock.

To record a project only cost

Note: These instructions explain how to post a cost to your project. If you want to post a credit transaction, replace 'New Charges' with 'New Credits'.

[illegible]

4. Enter the details of the cost in the boxes provided, one line per cost.

When you select a Resource for the cost, Sage 50 Accounts automatically fills in the default Rate as it is set up in the Resources List. When you then enter a Quantity, Sage 50 Accounts calculates the cost and displays it in the 'Total Cost' column. You can change the Cost Code and default Rate for the resource, if you require.

5. To save your entries click Save, or to clear the data without saving click Discard.
6. To return to the Projects window, click Close.

Recording the cost of a stock issue

Stock postings enable you to record stock issued to your projects, or to put returned or unused products from a project back into stock. These postings display on the project's activity as an AI or AO transaction type.

Note: If you use the Clear Stock option as part of your Month End or Year End routine, Sage 50 Accounts removes transactions from the Product Activity, up to and including the date you specify. However, if stock transactions link to a project that is still active, Clear Stock does not remove these transactions from your data completely. Instead, the details of these transactions remain on your project's activity so that the history for that project is complete.

When using stock for a project, you should remember that Sage 50 Accounts uses the FIFO (first in, first out) method of stock control. When you issue stock to a project, Sage 50 Accounts uses the oldest stock first. This means that if you purchase stock specifically for a project, for example at a special price, Sage 50 Accounts will only use this stock if it is the oldest for that product, otherwise it will use whatever stock already existed on the product record. If you want to use the stock purchased especially for the project, you must record a project charge to adjust the difference between the standard stock price and the project's stock price.

Remember! In Project Costing, stock issues are a COST to your project. This differs to transactions that issue stock in other areas of Sage 50 Accounts, such as Invoicing, which result in income for your company.

To record a stock issue or return to a project

1. Select Products.
2. From the Products window, select the product(s) you want to enter adjustments for.
Note: You can only post stock issues or returns for products that are set up as Stock items. For Non-Stock and Service items, you should post a project charge. For more information, see *Recording project charges* on page 612.
3. Click Record Adjustment Out if you want to post a stock issue, or click Record Adjustment In if you want to post a stock return.
The Stock Adjustments Out (or Stock Adjustments In) window appears.
4. In the boxes provided, enter the adjustment details, one line per adjustment.
Note: To ensure that the adjustment shows as a stock issue or return on the project activity, you must enter the reference of the project record in the Project Ref column. In addition, the project that you select must be set up with a status that allows postings.
5. To print a record of these product adjustments, click Print List.
6. To save your entries click Save, or to clear any data you entered and start again, click Discard.
7. To exit and return to the Products window, click Close.

Recording the cost of goods purchased from a supplier

Cost postings allow you to post transactions that affect both your project activity and your accounts. For example, if you purchase stock for a project and your supplier invoices you for the goods, you need to post a purchase invoice that shows both on the supplier activity and on the project record.

You can post purchase invoices, purchase credits and bank payments to a project. Cost postings show on the project's activity as a PI, PC or BP transaction type.

Note: You cannot make a Cost Posting for a specific quantity, as there is no Quantity column available on the Supplier Invoice, Supplier Credit or Bank Payment window. This means that if you post a purchase invoice or credit or a bank payment using a project reference to link the transaction to a particular project, the transaction does not display a quantity on the project's activity. If you need a transaction involving a quantity to affect both your project and your accounts, you should post your purchase invoice or credit, or your bank payment, without a project reference. You then need to create a Project Only Cost to post the cost to the project, including the quantity.

To apply a supplier invoice or credit the project

1. Select Suppliers and then use the view selector to switch to the Supplier List view.
2. From the Suppliers window, select the supplier account(s) that you want to record the invoice (or credit) against.
3. Click Invoice (or Credit).
The Batch Supplier Invoices (or Batch Supplier Credits) window appears.
4. For each invoice (or credit), enter the details one line at a time.
5. To allocate the invoice (or credit) to a project as a cost posting, enter the project's reference in the 'Project Ref' column.
6. Enter a valid cost code for the invoice or credit in the 'Cost Code' column.
7. To accept your entries click Save. The details are posted instantly to update the Nominal Ledger, the relevant supplier's details and the project you specify.
If you do not want to save this batch, then click Discard to clear the data and start again.
8. To exit the Batch Supplier Invoices (or Batch Supplier Credits) window and return to the Suppliers window, click Close.

For full details about the data you can enter on the Batch Supplier Invoices (or Batch Supplier Credits) window, see *Entering an Invoice from a Supplier* on page 557 or *Recording a Supplier's Credit Note* on page 569.

To apply a bank payment to a project

1. Select Bank > New Payment.
The Bank Payments window appears.
2. Enter the details for each payment, one line at a time.
3. To allocate the bank payment against a project as a cost posting, enter the project's reference in the 'Project Ref' column.
4. Enter a valid cost code for the payment into the 'Cost Code' column.
5. To accept your entries, click Save. Sage 50 Accounts posts the details to update the nominal ledger, the bank account and the project you specify.
If you do not want to save this batch, click Discard to clear the data and start again.
6. To exit the Bank Payments window, click Close.

For full details about the data you can enter on the Bank Payments window, see *Recording a Bank, Cash or Credit Card Payment* on page 351.

Viewing Project Activity

You can view a detailed transaction history, or 'activity', for any project.

Note: Stock allocations are not displayed as part of the project activity.

1. From the Project Record window, click the Activity tab.
Alternatively, from the Projects window, select the project(s) whose activity you want to view and click Activity.
The transaction information for the first project you selected appears, displaying the transactions you have posted against this project.
2. To see the costs for a multi-level project select the 'Include Rolled Up Transactions' check box.
The costs for any sub-projects are displayed indicating the project record, to which they have been applied.
3. To filter the transactions displayed, choose the criteria you require from the following selection fields:
Show
To filter the transactions by a specific calendar month, select the month you want to display from the 'Show:' drop-down menu.
Alternatively, you can specify a date range, transaction number range or transaction type to display by selecting 'Custom Range' from this menu and completing the relevant fields on the Activity Range window that appears.

Your program retains the filter you specify from this menu and applies it the next time you view the activity.

This is true for all of the 'Show:' menu settings, although any values you enter on the Activity Range window will not be retained.

Date

This read-only field displays the date range you selected using the 'Show' menu.

For example, if you selected 'Custom Range' and entered the date range 01/07/2006 to 31/07/2006, these dates appear in this field.

The Activity window only displays those transactions that fall within the specified date range.

Type

If you select 'Custom Range' from the 'Show' menu and use the Activity Range window to choose a specific type of transaction to display, this field shows which transaction type you selected.

For example, if you chose to view only adjustment in transactions by selecting 'AI - Adjustments In' on the Activity Range window, this field shows 'AI'.

The Activity window now only displays adjustment in transactions that are dated within the specified date range.

You cannot change the transaction type shown in this field directly - to change the type of transaction displayed here, you must select 'Custom Range' from the 'Show:' menu and re-select the transaction type you want to view.

O/S Only

If you selected 'Custom Range' from the 'Show:' menu and selected the 'Outstanding Transactions Only?' check box on the Activity Range window, this check box is selected.

This indicates that the Activity window is displaying only those transactions that are not yet paid or allocated.

You cannot change this setting directly here - to select or clear this box, select 'Custom Range' from the 'Show:' menu and select or clear the 'Outstanding Transactions Only?' check box in the Activity Range window.

Trans.

This field shows the transaction number range currently displayed on the Activity window.

For example, if you select 'Custom Range' from the 'Show:' menu and use the Activity Range window to specify a range of transactions to view, this field shows the transaction numbers you chose.

If you do not specify a transaction range, this field displays the first and last transaction numbers from your project audit trail. For example, if you have 2169 transactions on your project audit trail, this field shows '1 to 2169'.

You cannot change the range shown in this field directly. To change the transaction number range shown here, select 'Custom Range' from the 'Show:' menu and enter the transaction number range you want to view.

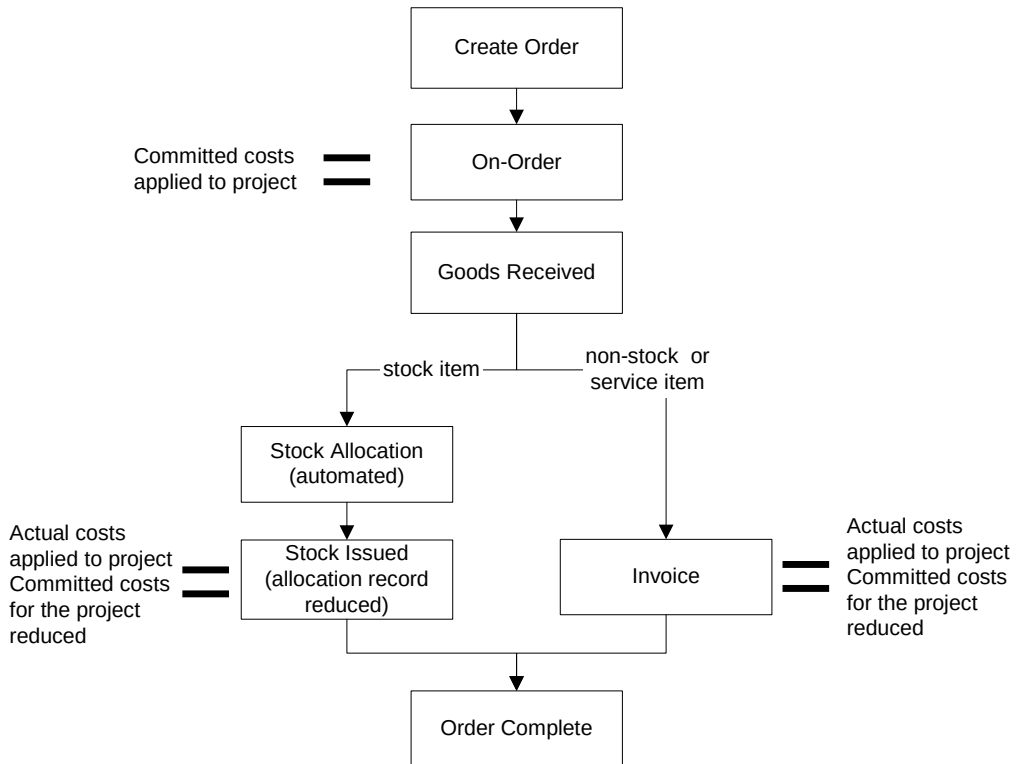
4. If you selected more than one project record before opening the Activity, you can move between the activity information for each of the project records using the Previous and Next buttons.
5. To print the transaction information, click Print List.
6. To exit the Project Record or Activity window, click Close.

For more information, please refer to the Projects > Activity > To View a Project's Activity topic in the main program help file (F1).

Working with Purchase Orders

(Accounts Professional only)

Purchase Order Processing integrates with Project Costing to link orders with projects. On completion of each stage of the purchase order life cycle, updates are automatically made.



- **Stock allocation:** The ordered goods (stock items) are set aside for the project when they are recorded as received. The free stock quantity for stock items excludes the allocated stock. This improves stock control and reduces the potential of stock shortages. Stock allocated to a project can be viewed. See *Allocating Stock* (Accounts Plus and Accounts Professional Only) on page 591. Goods received is not performed for orders requiring non-stock or service items.
- **Committed costs:** The value of the ordered goods or service being applied to the project when the order is placed on-order. Committed costs are generated for all item types (stock, non-stock, service item) and refers to the value of goods or services that have been requested but not yet charged to the project. Generating and tracking committed costs gives an accurate evaluation of all costs when comparing project spend to budget.

- **Actual Costs:** The value of the goods or service being applied to the project. This is where the committed costs are converted to actual costs. This occurs at different at times for the various types of stock (stock item, non-stock, service item).
 - **Stock items:** The committed costs are converted and applied as an actual cost to the project when the allocated stock is issued.
 - **Non-stock and service items:** The committed costs are converted and applied to the project when the invoice for the order is generated.

The value of both committed and actual costs of a project can be viewed. For more information, see *To view project costs and compare to budget* on page 622.

Project Enquiries, Analysis and Reporting

Project Costing has several features that help you to track projects, analyse costs and revenue, and respond to customer enquiries about the progress of a project. You can:

- View individual project costs (transactions).

There are two ways to do this. You can view the transactions for a specific project record, see *To view a project's activity* on page 606. Alternatively you can search for transactions by date range or transaction type. To do this, use Activity from the Projects window.

As well as the analysis features available within Project Costing, there is a tab on the Customer Record that displays details of every project associated with a customer. This tab allows you to see each project's summary information at a glance and links directly back to the Project Record. See, *To view a customer's project history* on page 621.

- View project costs and compare to budget.

This can be done for a single project managed using the one project record or for a multi-level project that uses several project records.

A variance is displayed that can indicate either an overspend or surplus on budget. You can drill-down project costs to view the costs specifically by cost type, cost code and finally down to individual transactions. You can choose to include committed costs when comparing costs to budgets.

- Generate reports

In addition to the Project Activity, Project Costing includes a Reports option that provides many useful analysis reports. For example, you can run a report to analyse costs by project or by cost code. Other reports enable you to view revenue information, look at a list of projects by status, or check profitability. For a complete list of the reports available, refer to the Sage 50 Accounts Help system.

To view a customer's project history

1. Select Customers and then use the view selector to switch to the Customer List view.
2. From the Customers window, select the customer(s) whose project information you want to view.
3. Click Record.
The Customer Record window appears, showing the Details information.
4. Click the Projects tab.
The Projects information appears.

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5. To create a new project for this customer, click New Project. Enter the details of the project in the Project Record window and click Save.
6. To exit the Customer Record window, click Close.

The Customers window appears.

To view project costs and compare to budget

1. Select Projects > Project Enquiry.
The Project Enquiry window appears.
2. Select the project record you want from the 'Project Reference' drop-down.

The project's cost and budgetary information appears.

Alternatively, from the Projects window select the project record, click the record's Analysis tab and then click the arrow to the right of 'Actual cost'.

The screenshot shows the 'Project Enquiry' window. At the top, the 'Details' section has 'Project Reference' set to 'PRQJABC' and 'Name' set to 'The ABC Project'. The 'View Type' is set to 'Structure - By Reference'. Below this is a table with columns: Reference, Actual, Committed, Budget, and Variance. The table shows a hierarchical structure starting with 'PRQJABC' (Actual: 0.00, Committed: 0.00, Budget: 3000.00, Variance: 3000.00). Under 'PRQJABC' are 'PRQJABC only' (Actual: 200.00, Committed: 340.00, Budget: 0.00, Variance: -200.00), 'PHASE1' (Actual: 0.00, Committed: 0.00, Budget: 0.00, Variance: 0.00), 'PHASE1ACT1' (Actual: 200.00, Committed: 340.00, Budget: 0.00, Variance: -200.00), 'PHASE1ACT2' (Actual: 0.00, Committed: 0.00, Budget: 0.00, Variance: 0.00), 'PHASE2' (Actual: 0.00, Committed: 0.00, Budget: 0.00, Variance: 0.00), 'PHASE2ACT1' (Actual: 0.00, Committed: 0.00, Budget: 0.00, Variance: 0.00), and 'PHASE2ACT2' (Actual: 0.00, Committed: 0.00, Budget: 0.00, Variance: 0.00). At the bottom, the 'Totals' row shows Actual: 200.00, Committed: 0.00, Budget: 3000.00, and Variance: -2800.00. There are also buttons for 'Print List', 'Expand All', 'Collapse All', 'Previous', 'Next', and 'Close'.

Reference	Actual	Committed	Budget	Variance
PRQJABC	0.00	0.00	3000.00	3000.00
PRQJABC only	200.00	340.00	0.00	-200.00
PHASE1	0.00	0.00	0.00	0.00
PHASE1ACT1	200.00	340.00	0.00	-200.00
PHASE1ACT2	0.00	0.00	0.00	0.00
PHASE2	0.00	0.00	0.00	0.00
PHASE2ACT1	0.00	0.00	0.00	0.00
PHASE2ACT2	0.00	0.00	0.00	0.00
Totals	200.00	0.00	3000.00	-2800.00

3. Use the following to display information when the project record is part of a project structure.

View Type The structure view can be displayed leading with the project name or alternatively the project reference. Use the drop-down to select the view you prefer.

Include committed costs in variances Select this check box to see the effect of committed costs on your budget variances.

Print List Generates a printed copy of the displayed information.

Expand All Displays the sub-project records associated with the structure. Alternatively, click the plus sign to the right of the project name.

Collapse All Rolls up all project records so that the sub-projects are no longer visible.

4. To see a breakdown of the project's costs from cost types to cost codes, down to transaction level, first double-click the project name. The costs and budgets for the cost types appear.

To see a further breakdown, select a cost type and then double-click. The costs and budgets for the cost codes associated with the cost type are displayed. Use the 'Cost Type' drop-down to view costs and budgets at cost code level for another cost type.

To enquire down to transaction level, select the cost code and then double-click. Use the 'Cost Code' drop-down to view transactions for other cost codes.

To include committed costs in the variance calculation, select the 'Include committed costs in variances' option.

Note: Selecting information from a drop-down always displays rolled up figures for the project.

5. To generate a copy of the displayed information, click Print List.
6. Click Close to exit.

Billing Your Customer for a Project

As your project progresses, you may want to start sending invoices to your customer for the work carried out so far. Alternatively, you may prefer to wait until the project is complete and then bill your customer for the total amount on a single invoice.

Project Costing does not automatically bill your customers for projects. However, the Analysis tab of the Project Record displays information that helps you to calculate how much you should bill your customer. You can also use Project Costing's reports to assist you.

When you know how much you need to bill you can:

- Create a service invoice (or a product invoice containing the special product code S3) to send to your customer. If you need to credit your customer, for example if they return goods, you can raise a service credit note (or a product credit note containing the special product code S3) that you can allocate to the project.

When you post the invoice or credit note to your ledgers, Sage 50 Accounts updates the project's activity and Analysis tab. Billing transactions display on the project's activity as SI or SC transaction types.

- Record the amount you want to bill your customers without producing an invoice. This method uses customer batch invoice entry, where many invoices can be recorded at the same time. When you save the batch invoice, Sage 50 Accounts immediately applies the values to the project, customer and nominal records.

Note for Accounts Professional users: If you create project records directly from Sales Order Processing (from an order containing the special product code S3), enter the project's reference into the S3 item line so that Sage 50 Accounts can transfer it to the invoice when you complete the order. This means that when you update the invoice to the ledgers, the SI transaction links to the project automatically. This is particularly useful where you need to invoice your customer exactly the amount of the initial order.

Calculating how much to invoice your customer using Fixed Price Billing

Use the following information from the 'Billing Totals' and 'Revenue Totals' areas of the project record's Analysis tab to work out how much you need to invoice your customer:

- 'Price quoted' - the price you originally estimated for the project or job. You may have agreed this with your customer as a quote, or simply entered it into the record as a guideline for your own reference.
- 'Total billed' - the total value of invoices entered and updated so far for this project.
- 'Outstanding to bill' - Sage 50 Accounts calculates this as the price quoted less the total billed to date.

Compare the price quoted and the total billed values with the outstanding to bill amount to see how much you should raise an invoice for.

For example:

Price quoted = £1000.00

Total billed = £700.00

Outstanding to bill = £300.00

You can see that, to date, you have invoiced your customer £700.00. Using the quoted price of £1000.00, this means that there is still £300.00 to bill for the project. You can now enter your final invoice for the project for the value of £300.00.

If the actual costs for a project exceed your original estimated costs, you may want to increase the price quoted. If you agreed a price for the project with a customer before commencing work, then changing your quote will be difficult or impossible. However, if you only use the price quoted information for your own reference, you can increase this value to cover your increased costs. Sage 50 Accounts can then recalculate the amount outstanding to bill accordingly.

Important Note: If you use customer discounts

If you have a good business relationship with a customer, you may offer them a standard discount which applies to all goods or services they purchase from you, irrespective of the quantity of goods or value of the invoice. This discount appears on the Defaults tab of the Customer Record as a percentage amount.

When you create an invoice for a customer with a "good customer" discount set up on their record, Sage 50 Accounts applies the discount and reduces the invoice total. This means that when you raise an invoice to bill this type of customer for a project, the final value of the invoice does not match the amount you intended to bill.

For example:

The Analysis tab of the project shows that there is £100.00 outstanding to bill. You decide to enter a service invoice for £100.00, the full amount outstanding.

The Defaults tab of the Customer Record displays a 10% discount for the customer you are billing. So, when you create an invoice for £100.00, Sage 50 Accounts applies the 10% discount and the invoice total becomes £90.00.

If you update this invoice, the project record shows that you have billed an additional £90.00, and that £10.00 remains outstanding to bill.

If you continue by invoicing the remaining £10.00, Sage 50 Accounts again applies the 10% discount so that the total invoice amount reduces to £9.00. When you update the invoice, the Analysis tab of the project shows that there is still £1.00 to bill.

You can see that with the customer discount in place, the amount outstanding to bill never reaches £0.00, but simply reduces further each time you update an invoice.

To prevent this situation from occurring, you must remove the discount from the invoice when you create it, BEFORE you update it. To do this, edit each item line of the invoice and remove any discount shown in the 'Disc %' box. Make sure that the 'Disc %' and 'Discount' boxes both

display 0.00 and click OK. When you update the invoice, Sage 50 Accounts updates the project with the full amount that you intended to bill.

For details about editing the item line of an invoice, see *To enter service item line details* on page 473.

Calculating how much to invoice your customer using Time and Materials Billing

Project Costing includes a suite of reports that you can use to help you to calculate how much you should bill your customer if you use Time and Materials billing. However, you must work out your invoice amounts manually, as Sage 50 Accounts does not deal with this type of billing automatically.

To help you to calculate your billing amounts, we recommend that you keep your own records of invoices and costs to date throughout the duration of each project.

To create an invoice or credit note for a project

Note: If you create your projects from Sales Order Processing and bill your customer for the exact amount of the original order, you do not need to create the invoice manually. The project reference transfers to the invoice when you complete the sales order, and the invoice posts to your project when you update it to your ledgers.

1. Select Customers > New Invoice.
The Invoice window appears, showing the Details information.
2. Select the type and format you require from the relevant drop-down lists. You can create a service invoice or credit note for your project, or you can set up a product invoice or credit note using the special product code S3.
3. Enter your invoice or credit note header details, such as the date and customer reference, in the boxes provided.
4. Enter the details of the service item or the S3 product code onto the first line of the invoice or credit note, and press F3 on your keyboard to open the Edit Item Line window.
5. Enter the item line details.

To ensure that the invoice or credit note affects the project when you update it to your ledgers, enter the project's reference into the box provided in the 'Project Details' section of the window.

Note: If you select a project that is set up with a status that does not allow postings, the message "The status of this project does not allow postings" appears. Check that the project reference is the one you require, and that the status on its record is correct. You can change the project status to one that allows postings if necessary - for more information see *To change a project's status* on page 611.

6. Click OK to accept the item line details.
7. Continue to enter any further items to the invoice or credit note, one line per item.
8. To save the invoice or credit note, click Save, or to clear the entries and start again, click Discard.
9. To return to the Customer Process window, click Close.

For full details about creating invoices and credit notes, see *Entering an Invoice* on page 458 and *Entering a Credit Note* on page 500.

Now that you have created the invoice or credit note for your customer, you need to update it so that its details transfer to the customer, nominal and project records. See the next section for details on how to do this.

To update the invoice or credit note to the project record

1. Select Customers > Invoice List.
2. From the Invoicing window, select the invoice(s) or credit note(s) you want to update.
3. Click Update.

The Update Ledgers window appears.

4. Select the output you require for your report from the option buttons available.
5. To update your ledgers and project record, click OK.

Note: When you update invoices or credit notes, Sage 50 Accounts updates your customer and nominal ledgers as well as the project record.

6. Print, view or save your Update Ledgers report, depending on which option you selected in step 3.

The updated invoice(s) or credit note(s) display 'Yes' in the 'Posted' column.

The project activity displays an SI or SC transaction for the amount you billed or credited. In addition, Sage 50 Accounts updates the 'Billing Totals' section of the project record's Analysis tab with the date and value of the invoice or credit note you updated.

For full details about updating invoices and credit notes to your ledgers, see *Posting an Invoice* on page 491.

To enter batch customer invoices or credit notes

1. Select Customers > Batch Invoice.

The Batch Customer Invoices window appears.

2. Enter the item line details such as the customer's account reference, the invoice date and the project you want to update.

Note: If you select a project that is set up with a status that does not allow postings a warning is displayed. Check that the project reference is the one you require, and that the status on its record is correct. You can change the project status to one that allows postings if necessary - for more information see *To change a project's status* on page 611.

3. Continue to enter any further items to the invoice, one line per item.
4. To save the invoice click Save, or to clear the entries and start again click Discard.
5. To return to the Customer Process window, click Close.

For more details about batch invoice entry see, *Memorising and recalling batch invoices and credit notes* on page 500.

Completing Your Project

The final stage in the life cycle is the completion of a project.

When you have finished work on a project and signed it off, you no longer need to make cost or revenue postings to it. To ensure that you do not make any further postings to the project, and to indicate that it is complete, you need to change the record's status. The project then shows as complete on your reports and on the customer's record.

If after a time you no longer require analysis information from a completed project, you may want to delete its record. Changing the project status to Completed allows you to delete the record.

To mark a project as completed

1. Select the Projects navigation group and then, if appropriate, use the view selector to switch to the Projects view.
2. Select the project you want to mark as complete.
3. Click Record.
The Project Record window appears.
4. In the 'Project Details' area of the window, select Completed from the 'Status' drop-down list.
5. To save your changes, click Save, or to exit without saving click Discard.
6. To exit the Project Record window, click Close.

The Projects window appears.

You have now completed your project.

Chapter 12

Support Tools

The tasks and tools explained in this chapter are designed to save time, so you spend less time entering data and more time running your business.

The chapter explains how to use Accountant Link, a powerful feature that allows you to send your data to your accountant and continue working on it while your accountant reviews it and makes adjustments. The chapter also introduces e-Banking, a tool that enables you to pay suppliers online and reconcile your bank statements electronically.

We'll also show you how to prepare your accounts for audit using the Audit Assistant.

Later, you'll learn how to attach files to your records using Document Manager. The chapter then introduces other useful tools such as the ability to export and import information, log important events in your data, set up prepayments and accruals, work with the Task Manager, Internet resources and News Feeds.

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Accountant Link

Whether you are new to Sage 50 Accounts or an experienced user, the likelihood is that you use a professional accountant at certain times during your financial year. For example, you may require assistance at year end, or when you need to produce a VAT return.

If you are an accountant in practice, working with your clients can mean time-consuming site visits, or taking a backup of your client's data, thus restricting their use of Sage 50 Accounts until you have completed your adjustments.

Developed with both business users and accountants in mind, Sage 50 Accounts Accountant Link makes the process of exchanging data much more efficient and secure. Both types of user can use the wizard-led feature, and, as a business user, you can continue to work on your own accounts, whichever stage of the process you are at.

This section explains how Accountant Link works, looks at how it can benefit your company, and takes you through setting up and using the feature.

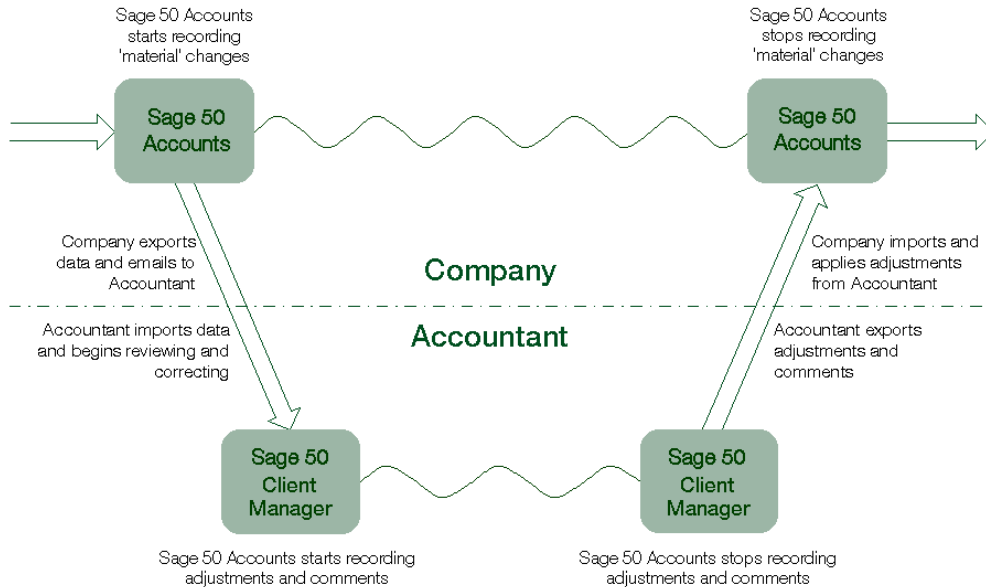
What is Accountant Link?

The majority of Sage 50 Accounts users are small to medium-sized companies, who use Sage 50 Accounts to manage their day-to-day accounts. Most of these users, however, retain the services of an external accountant to assist at times such as the end of a financial year, or to help when they need to produce legal documents such as the VAT Return.

Even if both the accountant and the company are using Sage 50 Accounts, the process of exchanging and amending data can be difficult and time-consuming. Using Sage 50 Accounts version 10 (and earlier versions), the user needs to back up their data to send to the accountant, and may then be unable to process within Sage 50 Accounts for weeks, or perhaps months, until the accountant returns the finalised data. Alternatively, the accountant must visit their client in person to carry out the required tasks. Both of these options can be costly and inconvenient, particularly to the users whose business may be adversely affected when they cannot use Sage 50 Accounts.

Sage 50 Accounts incorporates the Accountant Link feature, which permits companies and accountants to exchange data more quickly, securely and cost-effectively, and enables the accountant to make the necessary amendments to the data while their client continues to process in their own copy of Sage 50 Accounts. The accountant can then send any adjustments back to their client for them to apply to their data. Accountant Link includes a built-in mechanism that logs the changes the user makes to their data while the accountant processes the accounts, keeping both users informed of any significant changes that might affect the reconciliation of the adjustments.

Accountant Link takes the form of a wizard, which guides both the company and the accountant through the relevant stages of the process. The diagram on the facing page illustrates the different stages of the Accountant Link, and shows that there are two distinct parts to the process; the company side and the accountant side:



To correspond with the two sides of the process, the Accountant Link Wizard exists in two forms:

- The company side, present in Accounts, Accounts Plus and Accounts Professional variants of Sage 50 Accounts, enables the business user to export data, send it to their accountant, record material changes and import the accountant's adjustments.

If you are using Sage 50 Accounts, Accounts Plus or Accounts Professional, the wizard contains the functions you need to exchange data with your accountant. See *Using Accountant Link with Sage 50 Accounts, Accounts Plus or Accounts Professional* on page 634 for information.

- The accountant side, available in the Client Manager variant of Sage 50 Accounts, allows the accountant to import the user's data, record adjustments, export the adjustments to file and send it back to their client, ready for the user to apply the changes.

If you are an accountant using Sage 50 Client Manager, the wizard guides you through the processes you need to exchange data with your clients. For more information, see *Using Accountant Link with Sage 50 Client Manager* on page 646.

Using Accountant Link with Sage 50 Accounts, Accounts Plus or Accounts Professional

At times throughout your financial year, you are likely to need your accountant to help you with certain processes, such as your month or year end, or preparing your VAT Return. Alternatively, your accountant may ask to see your data to check your books and make any necessary changes.

Accountant Link enables you to export your data to a secure file, send it to your accountant via e-mail or post, and continue to work in Sage 50 Accounts while your accountant checks and amends your data. Because you do not need to stop processing while you wait for your accountant's adjustments, there is little disruption to your business and so you save time and money.

After you export your data and send it to your accountant, Sage 50 Accounts records any changes you make to your data that might affect the reconciliation of your accountant's adjustments. These changes are called "material changes", and you can view or print a list of them at any time, and add comments if you require. Your accountant may ask for a copy of the material changes before they send you their adjustments.

Your accountant then exports the adjustments made to your data to a secure file, and sends it back for you to import. Accountant Link helps you to apply the accountant's adjustments to your data to bring it up to date. At this point, Sage 50 Accounts stops recording material changes.

The Accountant Link Wizard consists of three sections. Each section guides you through a specific part of the Accountant Link process. The three sections of the wizard are:

- **Exchange Data With Your Accountant**

This is the first section of the Accountant Link Wizard, and it appears when you open the wizard from the Sage 50 Accounts menu bar (Modules > Wizards > Accountant Link). This screen allows you to choose whether you want to export your data to a file to send to your accountant, or import your accountant's adjustments and comments.

- **Export Accounts Data To A File**

This section of the Accountant Link Wizard appears when you choose to export your accounts data to a file from the 'Exchange Data With Your Accountant' screen. Use this section to guide you through the process of exporting your data to a secure, password-protected file. At this stage, Sage 50 Accounts starts to record the material changes you make to your data.

The 'Export Accounts Data To A File' section of the wizard also enables you to e-mail your exported data to your accountant.

To find out how to use the 'Export Accounts Data To A File' section of the wizard, see *Exporting your accounts data to file to send to your accountant* on page 635. For more information about material changes, see *Recording material changes to your data* on page 638.

■ Import Adjustments and Narratives From A File

The third and final section of the Accountant Link Wizard shows you how to import the adjustments file that your accountant sends you. This part of the wizard then guides you through the process of applying the adjustments to your data, using the Comments and Adjustments window.

For more details about importing and applying your accountant's adjustments, see *Importing and applying your accountant's adjustments* on page 640.

Note: Before you begin using Accountant Link, you should set up your Accountant Link defaults. For details about how to do this, see *To set up your Accountant Link defaults* on page 107.

Exporting your accounts data to file to send to your accountant

Exporting your data using Accountant Link produces an encrypted file to which you can apply your own password for added security. Sage 50 Accounts compresses the file, reducing the size of the data so that you can send it to your accountant by e-mail. This means that your accountant can receive and start working on your data almost immediately.

The Accountant Link Wizard connects the export and send procedures together, providing a logical way of performing the two related tasks.

When you export your data to file, Sage 50 Accounts begins to record material changes that you make to your data. For more information, see *Recording material changes to your data* on page 638.

To export your accounts data to file and send to your accountant

1. From the Sage 50 Accounts menu bar, select Modules > Wizards.
2. From the Wizards menu, select Accountant Link.

The 'Exchange Data With Your Accountant' section of the Accountant Link Wizard appears, displaying the 'What Would You Like To Do?' screen.



3. Select the 'Export accounts data to a file for my accountant' option and click Next to continue.

The 'Export Accounts Data To A File' section of the wizard appears.

- If you have already exported data to a file to send to your accountant, but have not yet imported your accountant's adjustments, the wizard displays the 'Accounts Data Previously Exported' screen:



If you are sure that you want to proceed with the export, click Next.

Note: If you proceed with the export, you will not be able to import any adjustments that your accountant makes to your original export file. If you are unsure, we recommend that you cancel the export and consult your accountant.

To cancel the export, click Cancel.

- If you have not previously exported data to file, or if you have completed your prior exchange with your accountant by importing the adjustments file, the wizard displays the 'Create Export File' screen:

Enter the file name, password and comment you want to use for the export file.

Note: Your password must contain at least eight characters.

4. To proceed, click Export.

The Exporting to File window appears, displaying the progress of the export process. When the process is complete, the 'Accounts Data Exported Successfully' screen appears.

From this screen of the wizard, you can continue to the next stage of the Accountant Link process and send your exported accounts data file to your accountant by e-mail.

5. To e-mail your exported accounts data file to your accountant now, click Next.

If you have more than one profile set up in Microsoft® Outlook, the Choose Profile window appears. Select the Microsoft® Outlook profile you want to use and click OK.

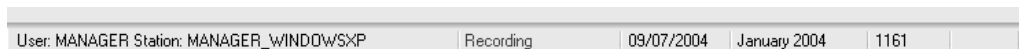
A Microsoft® Outlook e-mail message appears. Sage 50 Accounts inserts the export file into the message as an attachment and sets the subject of the message to your company name, followed by "Sage Accounts Data".

6. Enter the e-mail address you want to send the file to, make any amendments you require to the e-mail message and click Send.
 7. The Accountant Link Wizard closes and your Sage 50 Accounts desktop appears.
- You have successfully exported your accounts data and sent the exported file to your accountant as an e-mail attachment.

Recording material changes to your data

Accountant Link allows you to continue to work on your accounts after you send exported data to your accountant. This can mean that you make changes to your data that make it difficult to reconcile any adjustments that your accountant sends back to you. For example, you might delete nominal codes, post transactions into the period covered by the exported data or reverse posted transactions. Sage 50 Accounts calls these "material changes".

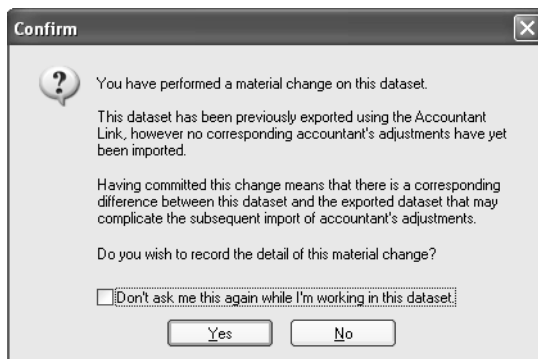
When you successfully create an export file containing your accounts data, Sage 50 Accounts generates a new file to record your material changes. During the time between creating your export file and importing your accountant's adjustments, Sage 50 Accounts uses this file to record what it considers to be material changes to the data. To show that it is recording material changes, Sage 50 Accounts displays 'Recording' in the status bar:



Before you import your accountant's adjustments, you can view and print the material changes record to use as a guide when you perform the reconciliation, or to send to your accountant. For more information, see *To view the material changes record* on page 639.

Posting a material change

When you try to save a material change, Sage 50 Accounts displays a confirmation message:



If you want to commit all material changes to your data and do not want the prompt to appear each time, select the 'Don't ask me this again while I'm working in this dataset' check box and

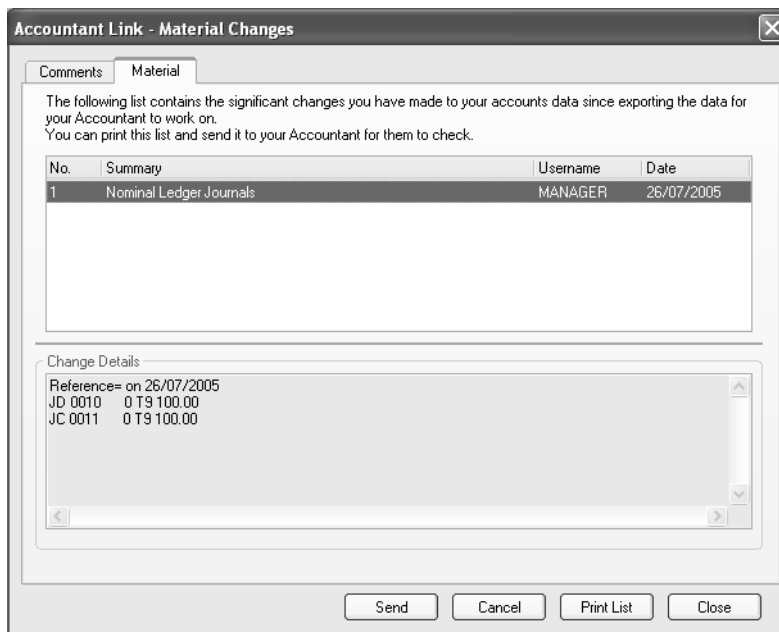
click Yes to save the material change. Every time you make a material change, Sage 50 Accounts records the change automatically without prompting you.

Alternatively, to cancel without recording the material change, click No.

The Material Changes record

Sage 50 Accounts stores all your material changes in a file, allowing you to view a record of the changes at any time.

The Material Changes window is split into two tabs, Comments and Material. The Comments tab allows you to enter explanatory comments about the material changes you make to your data, which you can then print and send to your accountant. The Material tab (see below) displays a summary of the significant changes you make to your data following the export. You can enter comments for individual changes in the 'Change Details' section of the Material tab. Again, you can print this list and send it to your accountant.



To view the material changes record

- From the Sage 50 Accounts menu bar, select View > Material Changes.

Note: Material Changes is only available if you have exported data to send to your accountant, but not yet imported and applied the accountant's adjustments.

The Material Changes window appears, open at the Comments tab.

2. To add comments to the Material Changes record, click into the text box on the Comments tab and type the information you require.
3. To view a summary of your material changes, click the Material tab.
4. To print the Comments or Material information, click Print List at the bottom of the relevant tab.
5. To stop recording material changes to your data, click Cancel.
A confirmation message appears, advising you that you should inform your accountant if you want to stop recording your material changes. If you are certain that you want to stop recording the changes you make to your data, click Yes to confirm and close the Material Changes window. Alternatively, click No or Cancel to return to the Material Changes window and continue to record material changes.
6. To exit from the Material Changes window, click Close.
The Sage 50 Accounts desktop appears.

Importing and applying your accountant's adjustments

When your accountant has completed their adjustments and sent a corrections file back to you, you must import it into Sage 50 Accounts and apply the adjustments to bring your data up to date.

Adjustments fall into two major groups:

■ Adjustments

When you import the adjustments file, you can apply these alterations to the accounts automatically from the Comments and Adjustments window. Examples of automatic adjustments include journals and journal reversals.

■ Narratives

Your accountant records narratives in the form of instructions for you to make changes that Sage 50 Accounts cannot apply automatically. When you import the adjustments file, the Comments and Adjustments window displays these narratives, and you must follow the instructions to apply the changes manually. Examples include running the month end or year end process.

The 'Import Adjustments and Narratives From A File' section of the Accountant Link Wizard guides you through the Import process, and links directly into the Comments and Adjustments window, ready for you to apply the adjustments and narratives to your data.

Refer to the following sections to learn about the Comments and Adjustments window, and to see how to apply the changes.

Note: Depending on the number and type of adjustments and narratives, the import process could require significant time and attention. We strongly recommended that you set aside

sufficient time to complete the entire import process in one single uninterrupted session, rather than staging the process over several sessions.

The Comments and Adjustments Window

When you import your accountant's adjustments and narratives file, Sage 50 Accounts displays all the adjustments in the Comments and Adjustments window, ready for you to apply the changes.

The Comments tab allows you to view and print any text your accountant entered for the adjustments and narratives, for example explanatory information that you need to read before you start to apply the changes.

The Adjustments tab displays a summary of the adjustments and narratives you need to apply to your data, including a brief description and the type of adjustment, and shows any comments your accountant entered for individual adjustments in the 'Adjustment Details' section of the window:

Accountant Link - Comments and Adjustments

Comments Adjustments

The following list of adjustments should be completed as per your accountant's instructions. Press 'Begin' to start applying these adjustments; some adjustments will be applied automatically, others you will have to carry out yourself.

No.	Summary	Type	Applied
1	Program Date Change	Manual	☒
2	Create Customer: NEW/CUST	Manual	☐
3	Customer Batch Invoice	Automatic	☐
4	Customer Receipt	Manual	☐
5	Nominal Ledger Journals	Automatic	☐
6	Month End	Manual	☐
7	Year End	Manual	☐

Adjustment Details

Program Date changed to: 31/12/2004

☐ I have completed this task

Begin Next Continue

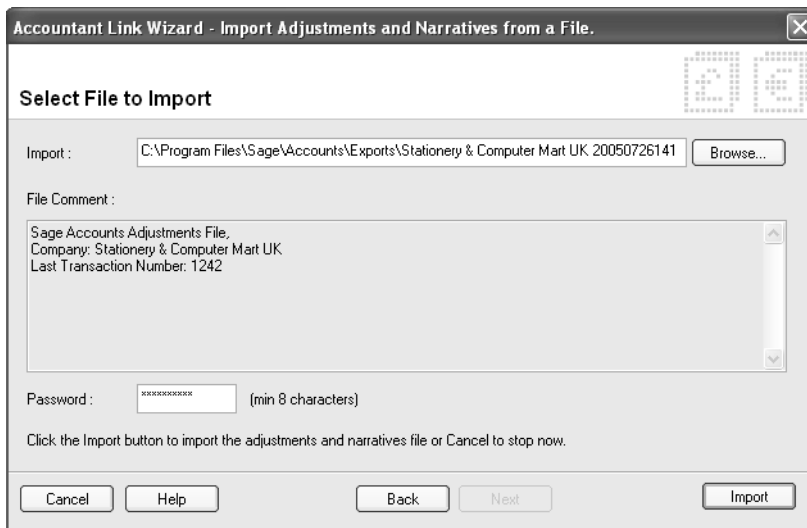
Print List Close

Use this window to apply the adjustments and narratives to your data. The adjustments and narratives appear in the order in which you must apply them to your data.

The following sections describe how to import your accountant's adjustments and narratives file, and how to use the Comments and Adjustments window to apply the changes.

To import the adjustments and narratives file from your accountant

1. From the Sage 50 Accounts menu bar, select Modules > Wizards.
2. From the Wizards menu, choose Accountant Link.
The 'Exchange Data With Your Accountant' section of the Accountant Link Wizard appears, displaying the 'What Would You Like To Do?' screen.
3. Select the 'Import adjustments and narratives from a file from my accountant' option and click Next.
The 'Import Adjustments and Narratives From a File' section of the wizard appears, displaying the 'Select File to Import' screen.



4. In the Import box, type the location and name of the adjustments and narratives file you want to import. Alternatively, click Browse to find the file you require.
5. Enter the password associated with the file and click Next to continue.

Note: The wizard checks the file you are importing against the company data that is currently open in Sage 50 Accounts. If the companies differ, an information message appears:

"The accountants adjustments file you have chosen to import does not match the company that is currently open. Please open the correct company or choose another file". Click OK to return to the wizard, and ensure that you are importing the correct file. If the file is the one you require, click Cancel to exit the wizard, open the correct Sage 50 Accounts company data, and restart the import procedure from step 1.

If the file you are importing matches the company data that is currently open, the import proceeds and the Comments and Adjustments window appears.

You have now imported your accountant's adjustments and narratives file. For details about how to apply the adjustments to your data, refer to the following section.

To apply your accountant's adjustments and narratives to your data

Note: This section assumes that you have already followed the instructions in the preceding section, *To import the adjustments and narratives file from your accountant* on page 643, using the 'Exchange Data with your Accountant' section of the Accountant Link wizard. If you have not yet done this, go back to the previous section and ensure that you import your accountant's adjustment and narratives file so that you can access the Comments and Adjustments window used in this section.

1. From the Comments tab of the Comments and Adjustments window, read any comments your accountant recorded about the adjustments you need to make.

If you require, you can print the list of comments by clicking Print List at the bottom of the window.
2. Click the Adjustments tab.

The Adjustments information appears, displaying a list of adjustments and narratives.
3. To print the list of adjustments and narratives, click Print List at the bottom of the window.
4. To start applying the adjustments and narratives to your data, click Begin.

Sage 50 Accounts selects the first adjustment in the list.
 - If the adjustment is an automatic one, Sage 50 Accounts applies the adjustment to your data and selects the 'Applied' check box.
 - If the adjustment is a manual one, you must apply the adjustment to the data yourself. When you have made the change, select the 'I have completed this task' check box in the 'Adjustment Details' section of the window.
5. Click Next to continue to the next adjustment in the list. As before, if the next adjustment is automatic, Sage 50 Accounts applies the change to your data and selects the 'Applied' check box. If the next adjustment is manual, you must apply the change and select the 'I have completed this task' check box before continuing.

Alternatively, if the next item is the first in a group of automatic adjustments, click Continue to apply all of them. Sage 50 Accounts applies all of the automatic adjustments in the group, selects their 'Applied' check boxes, and selects the next manual adjustment in the list.

For example, the following adjustments appear in the list:

No	Summary	Type	Applied
1	Create Customer	Manual	No
2	Nominal Journal	Automatic	No
3	Nominal Reversal	Automatic	No
4	Batch Invoice	Manual	No

If you start by clicking Next, Sage 50 Accounts selects adjustment number 1. Because it is a manual adjustment, you must apply it manually and select the 'I have completed this task' check box before continuing. If you click Next to continue, Sage 50 Accounts applies adjustment number 2 and selects the 'Applied' check box, as this is an automatic adjustment. Sage 50 Accounts then selects adjustment number 3, and waits for you to click Next or Continue before applying the change.

If you start by clicking Continue, Sage 50 Accounts selects adjustment number 1, and you must apply the manual change and select the 'I have completed this task' check box. If you then proceed by clicking Continue, Sage 50 Accounts applies adjustments number 2 and 3 and selects the 'Applied' check box, as these are automatic adjustments. Sage 50 Accounts then selects adjustment number 4 and waits for you to apply the adjustment.

6. Continue to apply the adjustments and narratives until the 'Applied' check box displays a tick for every item.
7. To exit from the Comments and Adjustments window, click Close.

The Sage 50 Accounts desktop appears.

You have successfully applied your accountant's adjustments and narratives to your data.

Using Accountant Link with Sage 50 Client Manager

In order to check and finalise a client's data, or to assist with processing, for example at year end, you often need to visit the client's business personally to obtain the data files, or alternatively ask the client to send a backup copy to you.

Working on a backup of your client's data may mean that they have to stop processing in Sage 50 Accounts until you return the amended data to them. This can cause considerable disruption to their business, as the client may be unable to process any accounts data for weeks at a time. In addition, exchanging data via backup is not ideal as there is the risk of the files becoming lost or damaged.

The Accountant Link feature enables you to exchange data with your clients more quickly and securely, and lessens the restrictions on your clients by allowing them to continue processing while you work on your copy of their data. Accountant Link can reduce the need for personal visits to your clients, saving you time and potentially reducing your costs.

When you need to work on the accounts data, your client uses Accountant Link to export it to a compressed, password-protected file and e-mail it to you. Accountant Link in Sage 50 Client Manager enables you to import this file, and then records the adjustments you make to the data, together with any explanatory text you enter.

As your client continues to process, their copy of Sage 50 Accounts keeps a record of any changes that might affect the reconciliation of your adjustments. At any time, you can ask your client to print a copy of the "material changes" record and send it to you. When you complete your adjustments, use Accountant Link to export the data to a file and send it back to your client, ready for them to apply your adjustments.

The Accountant Link Wizard consists of three sections. Each section guides you through a specific part of the Accountant Link process. The three sections of the wizard are:

- **Exchange Data With Your Clients**

This is the first section of the Accountant Link Wizard, and it appears when you open the wizard from the Sage 50 Accounts menu bar (Modules > Wizards > Accountant Link). This screen allows you to choose whether you want to import your client's data from a file, or export your adjustments and comments to send to your client.

- **Import Accounts Data From A File**

Use this section of the Accountant Link Wizard to import the data file that your client sends to you for adjustment. At this stage, Sage 50 Client Manager starts to record the adjustments you make to the data.

- **Export Adjustments and Narratives To A File**

This section of the Accountant Link Wizard appears when you choose to export your adjustments to a file from the 'Exchange Data With Your Clients' screen. Use this section to guide you through the process of exporting your adjustments to a secure, password-protected file. At this stage, Sage 50 Client Manager stops recording the adjustments you make to the data.

The 'Export Adjustments and Narratives To A File' section of the wizard also enables you to send your exported adjustments file to your client.

To find out how to use the 'Export Adjustments and Narratives To A File' section of the wizard, see *Exporting your adjustments and narratives to file* on page 651. For more information about adjustments, see *Recording adjustments* on page 649.

Note: Before you begin using Accountant Link, you should set up your Accountant Link defaults. For details about how to do this, see *To set up your Accountant Link defaults using Sage 50 Client Manager* on page 108.

Importing your client's accounts data from a file

When your clients send data to you for amendment or finalisation, you must import it into Sage 50 Client Manager before you can start to make the necessary adjustments. The 'Import Accounts Data From A File' section of the Accountant Link Wizard guides you through the Import process.

When you import accounts data from a file, Sage 50 Client Manager begins to record adjustments that you make to the data. For more information, see *Recording adjustments* on page 649.

To import your client's accounts data

1. From the Sage 50 Accounts menu bar, select Modules > Wizards.
2. From the Wizards menu, select Accountant Link.

The 'Exchange Data With Your Clients' section of the Accountant Link Wizard appears, displaying the 'What Would You Like To Do?' screen.



3. Select the 'Import accounts data from a file from my client' option and click Next.
The 'Import Accounts Data From A File' section of the wizard appears, displaying the 'Select File to Import' screen.

4. In the 'Import' box, type the location and name of the accounts file you want to import. Alternatively, click Browse to find the file you require.
5. Enter the password associated with the file and click Import to proceed.
 - If you are using a single company installation of Sage 50 Client Manager, the wizard displays the following message:
"This is a single company version of Sage 50 Accounts. Importing a dataset will overwrite the existing company dataset. Do you still wish to proceed to overwrite the company dataset?"
To confirm that you want to proceed with the import, click OK.
Alternatively, to cancel the import, for example if you want to return to the Sage 50 Client Manager desktop and back up the current data, click Cancel, and click Cancel on the wizard to exit to the desktop.
 - If you have previously imported this company's data, but have not yet exported your adjustments and narratives to file to send to your client, Sage 50 Client Manager displays a confirmation message advising you that if you import the data again, you will lose any adjustments you have made so far.
If you are sure that you want to import the data again, click Yes to proceed. Sage 50 Client Manager clears the adjustments record and continues with the import.
Alternatively, click No to cancel. Sage 50 Client Manager cancels the import process and returns you to the wizard. Click Cancel to exit the wizard and return to the desktop.

When the import is complete, the Accountant Link Wizard closes and the Sage 50 Client Manager desktop appears.

You are now ready to start recording adjustments on the imported data. Refer to the following section for more information.

Recording adjustments

After you import your client's data, Accountant Link allows you to make adjustments to the accounts. You can also enter text that indicates to your client that they may need to apply certain changes manually, or to explain why you have made an alteration.

Adjustments fall into two main groups: adjustments, which Sage 50 Accounts applies to your client's data automatically, and narratives, which are changes that the user must apply manually. For example, if you post or reverse a journal entry, Sage 50 Client Manager records the change as an adjustment that your client can apply to their data automatically. If you process a financial year end, this appears as a narrative that your client must replicate manually.

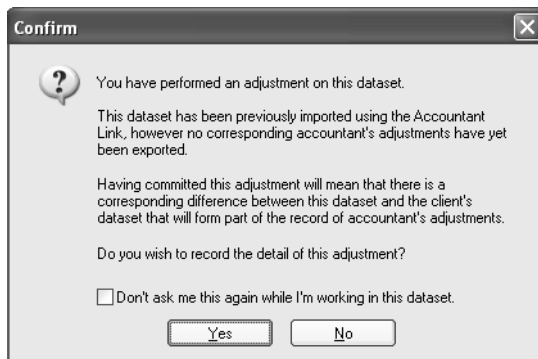
When you successfully import a file containing your client's accounts data, Sage 50 Client Manager generates a new file to record your adjustments and narratives. During the time between importing the file and exporting your adjustments and narratives, Sage 50 Client Manager uses this file to record the changes you make to the data. To show that it is recording adjustments, Sage 50 Accounts displays 'Recording' in the status bar:

User: MANAGER Station: MANAGER_WINDOW\$XP	Recording	09/07/2004	January 2004	1161	
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Before you export your amendments, you can view and print the adjustments and narratives record at any time. See *To view the comments and adjustments record* on page 651.

Posting an adjustment

When you try to save an adjustment, Sage 50 Client Manager displays a confirmation message:



If you want to commit all adjustments to this set of data and do not want the prompt to appear each time, select the 'Don't ask me this again while I'm working in this dataset' check box and click Yes to save the adjustment. Every time you make an adjustment to this set of data, Sage 50 Client Manager records the change automatically without prompting you.

Alternatively, to cancel without recording the adjustment, click No.

The Comments and Adjustments record

Sage 50 Client Manager stores all your adjustments and narratives in a file, allowing you to view a record of the changes at any time.

The Comments tab allows you to enter explanatory comments about the adjustments you make to the data, which you or your client can print for reference.

The Adjustments tab displays a summary of the adjustments and narratives you make in your client's data following the import. If you want to add comments to individual adjustments, use the 'Adjustment Details' section of the Adjustments tab:

Accountant Link - Comments and Adjustments

Comments Adjustments

The following list of adjustments will be sent to your client when you export your comments and adjustments

No.	Summary	Username	Date	Type
1	Program Date Change	MANAGER	31/12/2004	Narrative
2	Create Customer: NEW/CUST	MANAGER	31/12/2004	Narrative
3	Customer Batch Invoice	MANAGER	31/12/2004	Auto-Transaction
4	Customer Receipt	MANAGER	31/12/2004	Narrative
5	Nominal Ledger Journals	MANAGER	31/12/2004	Nominal Journal
6	Month End	MANAGER	31/12/2004	Narrative
7	Year End	MANAGER	31/12/2004	Narrative

Adjustment Details

Program Date changed to: 31/12/2004

Accountant Comment

Cancel Print List Close

Again, you can print this list if you require.

To view the comments and adjustments record

1. From the Sage 50 Accounts menu bar, click View and select Comments and Adjustments.
The Comments and Adjustments window appears, open at the Comments tab.
2. To add comments to the Comments and Adjustments record, click into the text box on the Comments tab and type the information you require.
3. To view a summary of your adjustments and narratives, click the Adjustments tab.
4. To print the Comments or Adjustments information, click Print List at the bottom of the relevant tab.
5. To exit from the Comments and Adjustments window, click Close.
The Sage 50 Accounts desktop appears.

Exporting your adjustments and narratives to file

When you have completed your adjustments and you are satisfied with the accounts, you need to export the amended data to file so that you can send it back to your client.

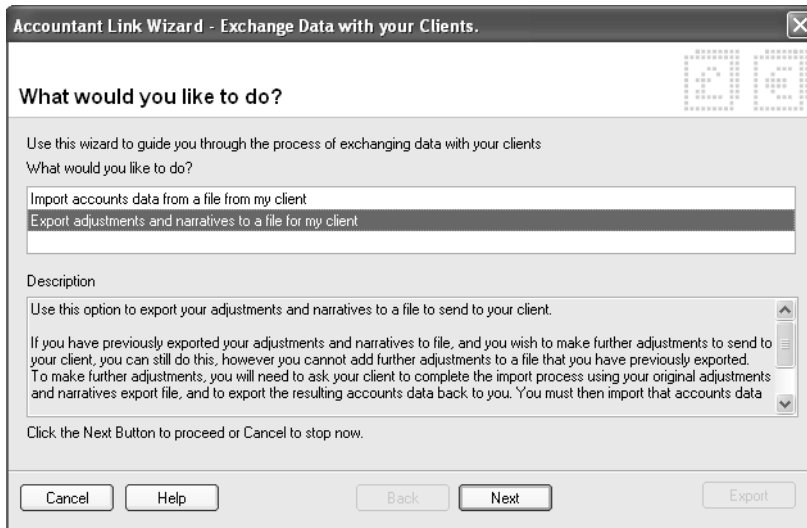
Exporting data using Accountant Link produces a compressed file to which you can apply your own password for added security, and send to your client by e-mail. This means that your client can receive your adjustments electronically, and import and apply the changes at a time that is convenient to their business.

The Accountant Link Wizard connects the export and send procedures together, providing a logical way of performing the two related tasks.

When you export your adjustments and narratives to file, Sage 50 Client Manager stops recording adjustments and reverts to standard behaviour.

To export your adjustments and narratives to file and send to your client

1. From the Sage 50 Accounts menu bar, select Modules > Wizards.
2. From the Wizards menu, select Accountant Link.
The 'Exchange Data With Your Clients' section of the Accountant Link Wizard appears, displaying the 'What Would You Like To Do?' screen.
3. Select the 'Export adjustments and narratives to a file for my client' option and click Next to continue.
The 'Export Adjustments and Narratives To A File' section of the wizard appears, displaying the 'Create Export File' screen.



4. Enter the file name, password and comment you want to use for the export file.

Note: Your password must contain at least eight characters.

5. To proceed, click Export.

The Exporting to File window appears, displaying the progress of the export process. When the process is complete, the 'Adjustments and Narratives Exported Successfully' screen appears.



From this screen of the wizard, you can continue to the next stage of the Accountant Link process and send your exported adjustments file to your client by e-mail.

6. To e-mail your exported adjustments file to your client now, click Next.

If you have more than one profile set up in Microsoft® Outlook, the Choose Profile window appears. Select the Microsoft® Outlook profile you want to use and click OK.

A Microsoft® Outlook e-mail message appears, automatically displaying the company's e-mail address as it appears in Company Preferences. Sage 50 Accounts inserts the export file into the message as an attachment, and sets the subject of the message to "Sage Adjustments and Narratives Export".

7. Make any amendments you require to the e-mail message and click Send.

The Accountant Link Wizard closes and the Sage 50 Accounts desktop appears.

You have successfully exported your adjustments and narratives and sent the exported file to your client as an e-mail attachment.

Accountant Link and Sage Payment Solutions

When an accountant imports customers data via client manager, where the customer has activated Sage Payment Solutions, the "Pay by Card" and "Pay Deposit by Card" buttons will be disabled throughout the program.

If an accountant is using the program the Sage Payment solutions will be available.

The Pay by Card and Pay Deposit by Card button disabling is only implemented, when data is imported using the Client Manager wizard.

e-Banking

If you have access to electronic banking facilities with your bank, you can use Sage 50 Accounts e-Banking facility to make electronic payments and to reconcile your bank accounts online.

For more information about e-Banking, visit the Sage website at <http://www.sage.co.uk/productsandservices> and select 'e-Business Solutions' from the menu on the left-hand side of the screen.

Contacting Sage

As a new Sage 50 Accounts user, you are entitled to a free 30 day trial of both the e-Banking and Transaction e-Mail functions. You can find the trial serial numbers and activation keys for these features on the 'Important Information' sticker sheet that is included in your Sage 50 Accounts program box.

If you want to continue using Transaction e-Mail after your 30 day trial period expires, contact Customer Care to register free of charge and receive a full activation key. You can then continue to use the Transaction e-Mail feature.

If you find the e-Banking features useful and would like to continue to use them after your 30 day trial period expires, contact Customer Care to register and receive a full activation key. If you have a valid SageCover agreement, registration is free of charge. If you do not have current SageCover, you can still register and use e-Banking, for a charge of £99 + VAT per annum.

The telephone numbers for Customer Care are as follows:

UK mainland 0845 111 66 66

Northern Ireland 0845 245 0280

Republic of Ireland 01 642 0800

Introduction to e-Banking

Sage 50 Accounts e-Banking facility allows you to:

- Make e-payments so that you can pay your suppliers directly from your actual bank account.
- Check your online bank statement against the bank statement generated by your Sage 50 Accounts program.
- Import transactions sent by your bank, so that you can reconcile your bank transactions with your Sage 50 Accounts records.

Note: Before you can start using the e-Banking function, you must first contact your bank. They will provide you with their software, which will enable you to use the Sage e-Banking function. Most major banks have software that is compatible with your Sage accounting product.

Once you have contacted your bank and installed their banking software, you must set up Sage 50 Accounts to enable the e-Banking facility.

To enable e-Banking

1. From the Sage 50 Accounts menu bar, select Settings > Bank Defaults.
The Bank Defaults window appears.
2. To enable e-Banking, select the 'Enable e-Banking' check box and click OK.
You have now enabled your e-Banking facility.
3. Select the Bank navigation group.
You are prompted to enter your e-Banking Serial Number and Activation Key. You can find these on the sticker sheet entitled 'Important Information', that is included within your program box.
4. Enter your e-Banking Serial Number and Activation Key in the boxes provided and click OK.

You are now ready to enter banking details and configure your Sage 50 Accounts program.

Configuring your e-Banking facility

To configure the e-Banking facility you must first make sure that your bank details match those required by your banking software.

To add bank details and configure your bank account

1. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
2. Select the bank account that you want to make e-payments from and/or reconcile using the e-Reconcile facility, and click Record.
3. From the Bank Record window, click the Bank Details tab.
4. Enter your bank details.
Note: The sort code and account number must match those on the file to be imported from your bank.
5. Select the online bank service that you use from the 'Type' drop-down list.
6. Click Configure.
The Sage e-Banking Configuration window for the selected bank type appears. The information required to configure this facility depends on the bank type you have selected.
7. Enter the following information:
Note: Some options may not be available depending on the banking software you are using and whether you have selected the 'Override Common Directory' check box.

Common Directory This is the directory where the electronic payment and statement data is stored. The default directory (C:\) appears automatically. You can change this if required.

If you do not want to use the common directory, select the 'Override Common Directory' check box. If the check box is selected, all of the 'Statement Reconciliation Service' and 'Payment File Option' boxes must be completed.

Statement Reconciliation Service This is the directory where the statement files from your banking software are stored. Sage 50 Accounts will use these files in order to compare your online bank accounts with the bank accounts in your Sage 50 Accounts program. The default file directory appears automatically. You can change this if required.

Payment File Options This is the directory, file name and extension of the file that is used by the e-Payments facility for your online banking software. The default directory appears automatically. You can change this if required. You can also change the file extension and file identifier.

8. Click OK to save the changes you have made.

After clicking OK the Bank Details window appears. Click Save to close the Bank record and save the changes to the record.

The e-Banking facilities are now available from the Bank Accounts window.

For further information about using the e-Payments option, refer to the next section.

For further information about using e-Reconcile, refer to *Using the e-Reconcile facility* on page 658.

Using the e-Payments facility

The e-Payments facility works by creating a file that your bank's online banking program can use to pay your suppliers directly from your actual bank account.

Before you can begin using the e-Payments facility, you must do the following:

1. Enable the e-Banking software. For further information about how to do this, refer to the section, *e-Banking* on page 654.
2. Make sure that you have entered your bank account details. For further information about how to do this refer to *Configuring your e-Banking facility* on page 655.
3. Edit the supplier records that you want to pay using e-Payments, so that they can accept online payments. For further information about how to do this, refer to *Entering supplier bank details* on page 657.

Entering supplier bank details

If you want to use the e-Payments facility to pay your suppliers, you must edit your supplier records so that they can accept electronic payments. For further information about how to do this, refer to the next section.

To edit your supplier's bank details

1. Select Suppliers.
2. Switch to the suppliers View.
3. Select the suppliers that you want to pay using the e-Payments facility and then click Record.
The first selected supplier's record appears.
4. Click the Bank tab.
5. Enter the 'Account Name', 'Sort Code', 'Account Number' and 'BACS Ref' as required by your banking software. You must ensure this information is entered correctly, otherwise your e-Payments will not be posted.
6. Select the 'Online Payments' check box.
7. Click Save to save your changes and clear the supplier record information.
8. Repeat steps 4 to 7 for each of your selected suppliers.
You can now use the e-Payments option to pay your suppliers.

To enter a purchase payment using e-Banking

- **Note:** To update the e-Payments window and send payments via e-Banking, you need to enter your purchase payments in the Bank's Supplier Payments option. If the 'Online Payments' check box is selected in the supplier's record, the reference 'BACS' appears automatically in the 'Cheque No.' box when you make a payment to that supplier. When you save the payment, Sage 50 Accounts transfers it to the e-Payments window.

For more information about setting up your supplier records to accept online payments, see *To edit your supplier's bank details* on page 657.

For details about how to post a purchase payment in Sage 50 Accounts, see *To record a supplier payment* on page 560.

To transfer payments using the e-Payments option

1. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
2. From the Bank Accounts window, select the bank account you have configured for making payments to your suppliers, and then click e-Payments.

The Send Payments window appears, displaying all outstanding payments for the selected bank account, for suppliers who are set up to use online payments.

3. If you want to restrict the transactions that appear, to a certain date range, select the 'Date Range' check box and enter the date range you require in the 'From' and 'To' boxes.
4. Select the transactions that you want to send to your bank from the Send Payments window.
5. Click Send.

The transfer of information between Sage 50 Accounts and your bank account begins. A confirmation window appears showing you the number and value of the payments. For further details about the transactions, click Show Details.

6. To continue with the payments, click OK. To keep a record of this e-Payment, click Print to open the e-Payment details in Microsoft® Notepad. Select the File menu and select the Print option.

The information is transferred to a file which you can then use with your banking software. The file is saved to the directory you selected when you configured your bank account.

Note: If there are any problems with transferring your e-payments, you are prompted to view an error log. The error log lists reasons why your e-payments transfer has not been successful. We recommend that you read the error log and make any corrections that are necessary.

Using the e-Reconcile facility

Sage 50 Accounts uses a file created by your banking software which allows you to check your online statement against your Sage 50 Accounts statement.

Before you can reconcile your accounts you need to:

1. Enable the e-Banking software. For further information about how to do this, refer to *e-Banking* on page 654.
2. Prepare your bank accounts for online reconciliation by completing the details on the Bank Details tab (on the Bank Record). For further information about how to do this, refer to *Configuring your e-Banking facility* on page 655.
3. Import your bank transactions. For further information about how to do this, refer to the next section.

Importing e-Banking transactions

Before you can reconcile your bank transactions, you must import your bank data. Your banking software saves this data into a file on your computer. You must import this file so that you can compare the transactions from your banking software with those on Sage 50 Accounts.

To import e-Banking transactions

1. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
2. From the Bank Accounts window, select the bank account you require and click e-Reconcile.
The Amend Bank Statement Details window appears.
3. Enter the 'Statement End Date' and 'Statement End Balance' and then click OK.
The Reconciliation window appears.
4. Open the File menu and choose Import Bank Transactions.
The Open window for the selected bank appears. The left side of the window displays the files on your computer and the right side displays the bank statement files.
5. From the left panel, open the folder where your bank data is saved.
The bank files for the selected bank account are displayed in the right-hand panel.
6. From the right panel, select the bank file you want to import and click Open.
The Reconciliation window appears showing your imported transactions. The total number of transactions that you have imported appears at the bottom of the window. You are now ready to reconcile your bank account.

Reconciling your bank account

There are two ways of reconciling your online bank statement against your Sage 50 Accounts statement: using the 'automatic' options or by reconciling manually.

We recommend that you use both. You should use the automatic options to match the majority of the transactions and then use the manual option to complete the reconciliation.

There are three stages to reconciling transactions:

Matching	This will match the two transactions together, similar to allocating transactions.
Confirm	It is necessary to confirm your agreement with the matches that have taken place.
Reconcile	This will mark the transactions as reconciled.

As you match transactions they are highlighted as follows:

Yellow	Transactions are not matched or confirmed.
Blue	This is the last selected transaction and is not matched or confirmed.
Green	Transactions are matched but not confirmed.
Grey	Transactions are matched and confirmed.

To automatically reconcile your bank statement using the e-Reconcile option

1. Import your e-Banking transactions. For more information about how to do this, refer to the previous procedure.
2. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
3. From the Bank Accounts window, select the bank account you require and click e-Reconcile.
4. Enter the following information in the boxes provided:

Statement End Date	Enter the date that you want to reconcile up to.
Statement End Balance	Sage 50 Accounts automatically enters the closing balance from your last reconciliation here. You should now enter the closing balance of your actual bank statement.

5. Click OK.
The Reconciliation window appears displaying the imported bank transactions in the top panel and the Sage 50 Accounts transactions in the bottom panel.
6. The Reconciliation window now shows the following information:

Bank Transactions To /Sage Transactions To	Select a date in the 'Bank Transactions To' and 'Sage Transactions To' boxes to restrict the transactions that appear. Note: The 'Bank Transaction To' box shows the date you entered as the 'Statement End Date', but you can change it here if required.
--	--

No /Tran No	The 'No' column, in the top half of the window, displays the transaction number in your bank account. The 'Tran No' column, in the bottom half of the window, displays the transaction number in your Sage 50 Accounts program.
Ref	This displays the transaction reference code that has been entered for both your bank and Sage 50 Accounts transactions.
Type	In the list of Sage 50 Accounts transactions there is an additional list labelled 'Type'. This displays the type of transaction. For example, BP represents a Bank Payment, SR represents a Sales Receipt and JC represents a Journal Credit.
Date	This shows the date that the transactions were entered onto the system.
Details	This displays any additional details that were entered when the transaction was created.
Payments	If the transaction is a payment, the amount appears here.
Receipts	If the transaction is a receipt, the amount appears here.
Match With	When a transaction has been matched, this shows the number of transaction(s) that were matched against it.
Conf?	This shows if the match has been confirmed. Initially set to 'N', once the match has been confirmed it will change to 'Y'.
Rec Amount	This shows the amount matched against the transaction.
Opening Balance	This is the statement balance brought forward from the last reconciliation. It should reflect the opening balance on the statement.
Book Balance at Date	This is the balance of the Sage 50 Accounts bank account up to the date entered on the Amend Bank Statement Details window. It represents the balance of reconciled and unreconciled items up to this date.
Difference	Displays the difference between the transactions you have selected to reconcile and the 'Statement End Balance'. When you have selected all of your transactions this should be zero unless you have to make adjustments for transactions not yet entered on your Sage 50 Accounts program, for example, bank charges.

Uncleared Items	This is the value of transactions not yet matched for reconciliation, up to the date entered on the bank reconciliation window.
Reconciled Balance	Shows the value of the reconciled transactions in your Sage 50 Accounts program.
Statement End Balance	Shows the balance from your bank statement, as entered in the Amend Bank Statement Details window in step 4.

7. Click Match Full, to match any transactions that have the same reference and amount, and then click Confirm.
8. Click Match Amounts to match transactions that have the same amounts. Once you are happy with the matches that have been highlighted, click Confirm.
9. Click Match Refs to match transactions that share the same reference. When you are happy with the matches that have been highlighted, click Confirm.
10. To begin the automatic reconciliation process, click Reconcile.
A confirmation message appears.
11. To confirm that you want to reconcile the transactions, click Yes.
If you still have transactions to reconcile, follow the instructions below.

To manually reconcile your bank statement using the e-Reconcile option

1. From either the Sage 50 Accounts transactions or the bank transaction list, select the transaction that you want to reconcile.
2. From the opposite list, select the transaction or transactions that you want to reconcile against the transaction selected in step 1.
3. Click Match Manual.
Continue manually matching transactions as required.
Note: If you want to automatically confirm the matches when you use the Match Manual option, from the menu bar select Tools > Options. Select the 'Automatically Confirm Manual Matches' check box.
4. If you have not chosen to automatically confirm matches, click Confirm.
5. When you are happy that you have completed the matching, click Reconcile.
A confirmation message appears.
6. To confirm that you want to reconcile the transactions, click Yes.
You have now completed your reconciliation.

Audit Assistant

Use the Audit Assistant feature to help you to accurately assess and prepare for any forthcoming audits of your accounts and ensure that you are following best accounting practice.

The Audit Assistant allows you to check for a number of common errors in your accounts data. Any transactions that may cause problems in an audit will be displayed on-screen.

The Audit Assistant also includes a suite of VAT audit reports that have been approved by HM Revenue & Customs.

To verify your Sage 50 Accounts program for VAT discrepancies

1. Select Company > Prepare for Audit.

The Verify System window appears. This allows you to run one of four different audit checks on your Sage 50 Accounts transactions.

2. Select one of the following options:

- 'Check Accounts System for potential Audit queries (e.g. possible duplicate transactions).'

Select this option to check your sales and purchase transactions for possible errors. This option allows you to specify the tax code that you use as the standard rate of tax for your sales and purchase transactions. Once you run this option, any transactions within a specified date range that could be queried are displayed along with the reason that they are listed.

For more information about running this feature, see the topic *To check your accounts system for potential audit queries* on page 664.

For more information about the Accounts System Check window that appears after running this option, see *The Accounts System Check Window* on page 667.

- 'Run VAT Audit Check on Accounts System for possible tax queries (e.g. high VAT-rated transactions).'

This option allows you to check the tax thresholds and tax rates of your sales and purchase transactions. Once you have chosen this option, you can then set up the VAT check to analyse the VAT amounts and rate of tax for transactions posted within a specified date range. This allows you to set up your own checks, so whether you are a small company, or an established company with a number of offices, you can set up the thresholds to reflect your company's sales and purchases.

For more information about running this feature, see the topic *To run the VAT audit check* on page 668.

- 'Show All Accounts Verification and VAT Audit Reports (to report on individual areas).'

Select this option to run any of the Account Verification and VAT Audit reports. These reports display audit information about any of the transactions recorded in Sage 50 Accounts.

For more information about running this feature, see the topic *To view the Account Verification and VAT Audit reports* on page 672.

- 'Check VAT Values on Transactions for possible errors.'

Use this option to check the VAT amounts on transactions posted within a specified date range. Running this option checks and reports on any transactions where the tax amount entered on the transaction is not equal to the expected tax amount.

The expected tax amount is calculated from the tax code list. If the VAT amount has been altered manually, the transaction will be displayed on the Check VAT Values list.

Note: The expected VAT amount takes into account any settlement discounts and any specified 'rounding tolerances' that have been previously specified.

For more information about running this feature, see the topic *To check your VAT values* on page 673.

To check your accounts system for potential audit queries

1. Select Company > Prepare for Audit.
2. Select the 'Check Accounts System for Potential Audit Queries' option, and click OK. The Accounts Verification Settings window appears.
3. Select the settings that you want to apply in the Accounts Verification Settings window.

Identify possible duplicate transactions

Select this check box to list duplicate transactions on your Sage 50 Accounts system. If this option is selected, Sage 50 Accounts compares transaction types, dates, values and account references. If any transactions are found with the same details, the transactions are displayed on-screen with the transaction with the earliest audit trail number being listed first.

Note: When transactions are displayed after running this check, you should check that the listed invoices have been issued against matching credit notes. If they do match you can write these two transactions off. These will not be displayed the next time you run the Accounts System Check.

Identify Invoices not updated and / or printed within 14 days'

Select this check box to highlight any invoices that have not been updated or printed, 14 days after the date that appears on the invoice in Sage 50 Accounts.

Identify Sales and Purchase Payments on Account not using non-vatable Tax Code

Sales receipts on account and purchase payments on account are usually posted using the non-vatable tax code (tax code T9 if you are using the default tax codes). Select the check box to identify any sales receipt on account or purchase payment on account that has been posted using a different tax code.

Note: You should only select this check box if you are using the Standard VAT Accounting scheme.

Identify Sales and Purchase Transactions not using Standard Rated Tax Code

Sales and purchase invoices are usually posted using the standard rate of tax (tax code T1 if you are using the default tax codes). Select the check box to identify any sales or purchase transactions that have been posted using a different tax code.

Identify EC Sales Transactions posted to Customer Accounts with no VAT Registration Number

Select this check box to highlight any EC sales transactions posted to customer accounts with no VAT Registration number.

Note: For more information about tax codes, you should check the following HMRC publication notices:

Notice 700 - The VAT Guide. This is the main VAT reference guide.

Notice 725 - The single market. This notice explains the way that VAT is charged and accounted for on the movement of goods within the EC single market.

For copies of Notice 700 and Notice 725, you should refer to the HMRC website, www.hmrc.gov.uk. You can access this website from your Sage accounts program, by opening the WebLinks menu and selecting HM Revenue and Customs.

Identify EC Purchase Transactions posted to Supplier Accounts with no VAT Registration Number

Select this check box to highlight any EC purchase transactions posted to supplier accounts with no VAT Registration number.

Note: For more information about EC tax codes, you should check the following HMRC publication notices:

Notice 700 - The VAT Guide. This is the main VAT reference guide.

Notice 725 - The single market. This notice explains the way that VAT is charged and accounted for on the movement of goods within the EC single market.

For copies of Notice 700 and Notice 725, you should refer to the HMRC website, www.hmrc.gov.uk. You can access this website from your Sage accounts program, by opening the WebLinks menu and choosing HM Revenue and Customs.

Identify Purchase Orders that have been delivered but not invoiced

Select this check box to highlight any purchase order that has been delivered but not invoiced. This allows you to account for payments or invoices that you pay in arrears.

4. To continue, click OK.

The Date Range window appears.

5. Enter the date range you want to run the check for.

6. To continue, click OK.

The Accounts System Check window appears, showing all transactions that have been flagged for further investigation. For more information about running this feature, see the topic *The Accounts System Check Window* on page 667.

From here you can also print the contents of the window by clicking Print. Alternatively, you can export the details to Microsoft® Excel by clicking Send To.

The Accounts System Check Window

The Accounts System Check window appears after you have run the Accounts Verification Settings window. This window displays any transactions identified using the criteria you specify on the Accounts Verification Settings window.

The window displays the following information:

Date Range From:	Shows the 'From:' date you entered in the Date Range window. You can change this here if you require.
To:	Shows the 'To:' date you entered in the Date Range window. You can change this here if you require.
Refresh	Click this button to update the transaction information in the Accounts System Check window if you change the dates in the 'Date Range From:' and/or 'To:' boxes.
No	Displays the Audit Trail number that was assigned to the transaction when it was first posted.
Inv/Ord No.	Displays the invoice or order number of any invoices, sales orders or purchase orders found.
Type	Displays the type of transaction, for example, SI = Sales Invoice and PA = Purchase Payment On Account.
Ref	Displays the reference that was entered when the transaction was created for audit trail transactions and shows the customer or supplier account reference for invoices and orders.
Account	Displays the customer or supplier account code assigned to the transaction for sales and purchase transactions, or the nominal code for journal entries. For invoices and orders, this column shows the customer or supplier account name.
Net	Displays the net amount of the transaction.
Tax	Displays the tax amount of the transaction.
T/C	Displays the tax code assigned to the transaction.
Comment	Displays the reason why the transaction was listed in the Accounts System Check window.

To run the VAT audit check

1. Select Company > Prepare for Audit.
2. Select the 'Run VAT Audit Check on Accounts System for Possible Tax Queries' option and click OK.

The VAT Audit Check Settings window appears.

VAT Audit Check Settings

Sales Analysis Purchase Analysis Financials Analysis

Sales Analysis

☐ Identify Sales Invoices and Receipts where tax code is non vatable or not in use.

☐ Identify Sales Invoices and Receipts where:

- VAT Rate is less than % and Tax amount is not equal to zero, and

- Sales Credits where VAT Rate is more than % and Tax amount is not equal to zero.

☐ Identify Sales Credits where:

- Net Amount equals zero and VAT amount is over

☐ Identify EC Sales transactions to Customer accounts with no VAT Registration Number.

☐ Identify EC Sales transactions to non-EU and UK Customers

Help OK Cancel

From this window, you can set the options to filter out any transactions that do not meet your tax criteria. You can select any, or all, of the following options from three tabs: Sales Analysis, Purchase Analysis and Financials Analysis.

3. Select the check boxes for the audits that you want to run, and enter any VAT thresholds in the relevant boxes.

Sales Analysis tab:

- 'Identify Sales Invoices and Receipts where the tax code is non-vatable or not in use.'
- Select this check box to view all sales invoices and receipts that have a non-vatable tax code, or a tax code that is not flagged as 'In Use' in your accounts. Sales invoices and receipts normally have a tax code that appears on your VAT Return associated with them, so this check will ensure that any sales invoices or receipts that have been raised with a non-vatable tax code have been done so on purpose.
- 'Identify Sales Invoices and Receipts where VAT Rate is less than XX% and Tax amount is not equal to zero, and sales credits where VAT Rate is more than XX% and Tax amount is not equal to zero.'
- Select this check box to check your sales invoices, sales receipts and sales credits with a specified VAT Rate with a tax amount that is not equal to zero.
- 'Identify Sales Credits where Net Amount equals zero and VAT amount is over XXXX.'

Select this check box if you want the VAT Audit to identify any Sales Credits with a net amount of zero and a tax amount above a given threshold. Then, specify the amount of tax that the transaction must have before it is listed in the checking process in the relevant box.

- 'Identify EC Sales transactions to Customer accounts with no VAT Registration Number.'

Select this check box if you want the VAT Audit to identify any transactions for sales within the EC, that have been posted to any customer accounts that do not have a VAT Registration number. You may choose to exclude this option, if you do not sell to customers outside of the UK.

- 'Identify EC Sales transactions to non-EU and UK Customers.'

Select this check box if you want the VAT Audit to check for any sales transactions using your EC Sales tax code that are posted to customers whose Country Code relates to a non-EU country, or to UK customers.

For a list of EU members, refer to the Sage 50 Accounts Help system.

Purchase Analysis tab:

- 'Identify Purchase transactions where VAT amount is over XXXX.'

Select this check box if you want the VAT Audit to include any purchase transactions where the VAT amount is over a specified amount. Specify this amount in the relevant box. If any transactions meet the settings that you specified they will be listed in the VAT Audit Check window.

- 'Identify Purchase Invoices and Payments where VAT Rate is more than XX% and Purchase Credits where VAT Rate is less than XX% and VAT Amount is over XXXX.'

Select this check box to search for purchase invoices, bank payments and purchase credits that have VAT Rate over or under an amount that you specify, and a VAT amount over a specified amount. Enter the VAT Rates and VAT amount in the relevant boxes. If any transactions meet the settings that you specify, they are listed in the VAT Audit Check window.

- 'Identify Purchase Credits where VAT amount equals zero and Net amount is over XXXX.'

Select this check box if you want the VAT Audit to include purchase credit transactions where the VAT amount equals zero, but the net amount is over a specified value. Enter the net VAT amount in the relevant box. If any transactions meet the settings that you specify, they are listed in the VAT Audit Check window.

- 'Identify EC Purchase transactions from non-EU and UK Suppliers.'

Select this check box if you want the VAT Audit to check for any purchase transactions using your EC Purchases tax codes that are posted to suppliers whose Country Code relates to a non-EU country, or to UK suppliers.

For a list of EU members, refer to the Sage 50 Accounts Help system.

Financials Analysis tab:

- 'Identify Journal Transactions posted to VAT Accounts.'

Select this check box if you want to search for any journal transactions posted to your VAT accounts. Enter your VAT Liability nominal code in the relevant box.

- 'Identify Forward Posted Taxable Transactions.'

Select this check box if you want to search for transactions posted with a vatable tax code where the transaction date is ahead of the actual posting date.

- 'Identify Journal Transactions where Tax Code is not non vatable.'

Select this check box if you want to search for journal transactions posted with a vatable tax code.

4. To continue, click OK.

The Date Range window appears.

5. Enter the date range you want to run the check for.

6. To continue, click OK.

The VAT Audit Check window appears showing any transactions that fall into the categories that you set in step 3. For more information about this window, see *The VAT Audit Check Window* on page 671.

The VAT Audit Check Window

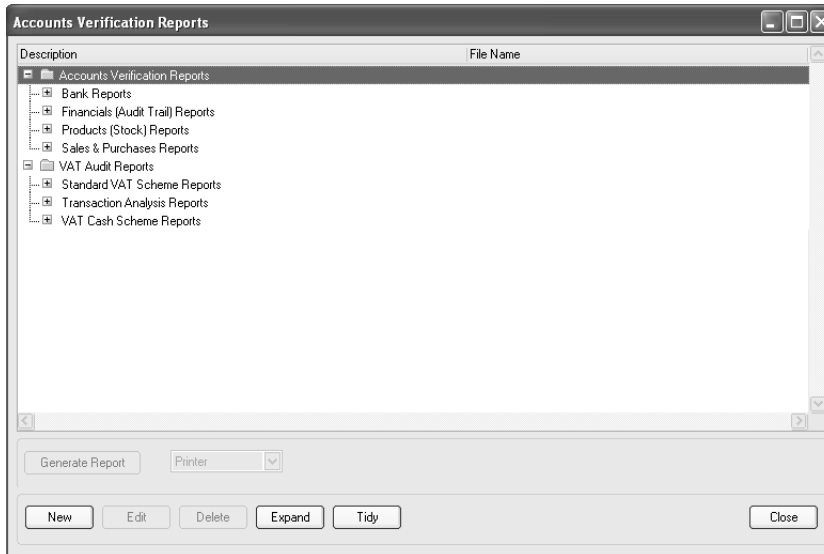
If you select the Run VAT Audit Check on Accounts System option, the VAT Audit Check window appears.

The window displays the following information:

Date Range From:	Shows the 'From:' date you entered in the Date Range window. You can change this here if you require.
To:	Shows the 'To:' date you entered in the Date Range window. You can change this here if you require.
Refresh	Click this button to update the transaction information in the VAT Audit Check window if you change the dates in the 'Date Range From:' and/or 'To:' boxes.
No	Displays the Audit Trail number that was assigned to the transaction when it was first posted.
Type	Displays the type of transaction, for example, SI = sales invoice and PA = purchase payment on account.
Account	Displays the customer or supplier account code assigned to the transaction.
Ref	Displays the reference the transaction was posted with.
Nominal	Displays the nominal code to which the transaction is posted.
Details	Displays the details the transaction was posted with.
Date Posted	Displays the date on which the transaction was posted into the Sage 50 Accounts program.
Net	Displays the net amount of the transaction.
Tax	Displays the tax amount of the transaction.
T/C	Displays the tax code assigned to the transaction.
Comment	Displays the reason why the transaction is listed in the VAT Audit Check window. For more information about the comments that may appear, please refer to the Sage 50 Accounts Help system.

To view the Account Verification and VAT Audit reports

1. Select Company > Prepare for Audit.
2. Select the 'Show all Accounts verification and VAT audit reports' option and click OK.
The Accounts Verification Reports window appears.



This window lists all of the reports that can be used to check and trace transactions and their VAT amounts.

3. Select the required report from the list and choose the output you require from the drop-down list.
4. Click Generate Report.

To check your VAT values

1. Select Company > Prepare for Audit.
2. Select the 'Check VAT Values on Transactions for Possible Errors' option, and click OK.
The Date Range window appears.
3. Enter the date range you want to run the check for.
4. Click OK to continue.

The Check VAT Values window appears. This window displays any transaction on your accounting system where the tax amount is not equal to the expected tax amount.

The Check VAT Values list shows the following details:

VAT Rounding Tolerance %	Enter a percentage figure here. Depending on the different decimal placings that you use throughout your Sage 50 Accounts system, the VAT values on your transactions may differ slightly. These transactions will be picked up by the VAT Audit Check. By setting a percentage 'tolerance value' you can account for these rounding differences.
Date Range From:	Shows the 'From:' date you entered in the Date Range window. You can change this here if you require.
To:	Shows the 'To:' date you entered in the Date Range window. You can change this here if you require.
Refresh	Click this button to update the information in the Check VAT Values window if you change the 'VAT Rounding Tolerance', 'Date Range From:' and/or 'To:' boxes.
No.	This column displays the transaction number as listed on the Audit Trail.
Type	This shows the transaction type code, for example, SC = Sales Credit and PI = Purchase Invoice.
Account	This column displays the account reference for the transaction.
Nominal	This column displays the nominal code that the transaction has been posted to.
Details	This displays the details that were entered onto the transaction when it was first created.

Date	This column shows the date that was entered onto the transaction.
Ref	This column shows the reference that was used to identify this transaction.
Net	This shows the net amount for the transaction.
Tax	This shows the VAT amount for the transaction.
Estimated Tax	This column shows the tax amount that is expected by Sage 50 Accounts, calculated from the transaction's net amount and the tax code. This allows you to see transactions where the actual tax and estimated tax amounts differ.
T/C	This column displays the tax code that was entered onto this transaction.

5. Click Recalculate to re-check your accounts for any new transactions posted since you ran the 'Check VAT Values for possible errors' option, for example, if you are working on a multi-user version of Sage 50 Accounts.

Click Send To... to export the information from the Check VAT Value window into Microsoft® Excel.

Click Print to print a list of the transactions that are displayed on the Check VAT Values window.

6. Click Close to return to the main Financials window.

Working with Attachments using Document Manager

When you deal with your customers, suppliers and bank in everyday business, it is likely that you communicate in a number of different ways. It is likely that in the course of a day, you will deal with letters, statements, telephone calls, e-mails and faxes, and any number of other types of documents.

Sage 50 Accounts Document Manager enables you to organise the contact and document information for all your accounts by allowing you to link electronic and paper documents to their associated records. The feature uses Windows Explorer functionality that you may already be familiar with, so you can start using it straight away.

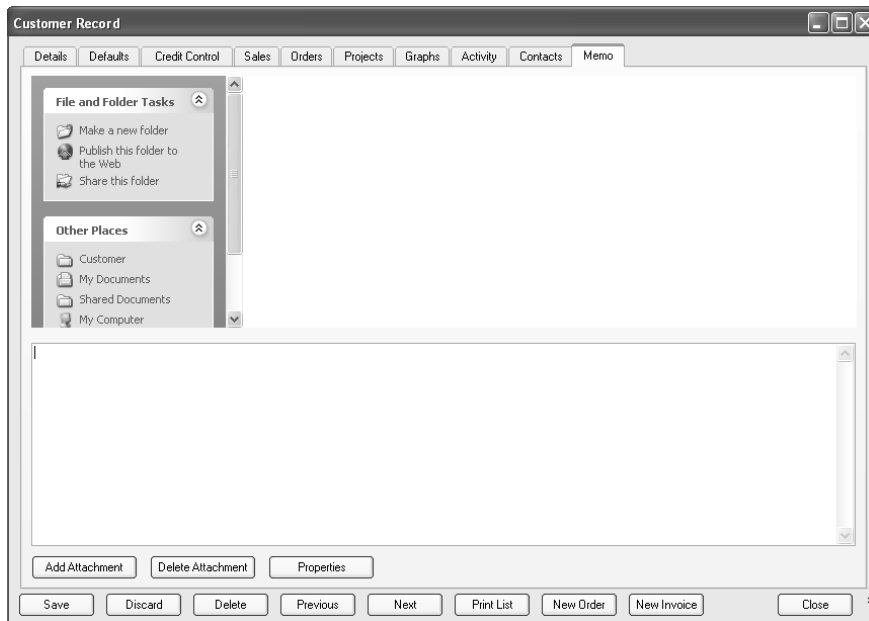
Using the Memo tab in the record window, you can manage your documents by attaching shortcuts and filing system references to the 'Attachments' section. You can also add free text to the record using the 'Memo' section of the window, allowing you to record important notes or contact information for each record.

You can even add copies of the statements and letters you produce from Sage 50 Accounts to the records they relate to.

The Memo Tab

The Memo tab appears on Customer, Supplier, Nominal, Bank, Product and Project records.

To access the Memo tab, open the appropriate record and click Memo. The Memo tab appears, displaying two panes containing the attachments and memo information.



The upper 'Attachments' pane contains the attachment shortcuts and filing system references. For further information about using the 'Attachments' pane, refer to the following sections.

The lower 'Memo' pane lets you enter notes about the record or its attachments as free text, and also displays information from the record's existing Memo file, if one is present, for example if you are upgrading from an earlier version of Sage 50 Accounts or Instant Accounts. There is no limit to the amount of text you can enter into the 'Memo' pane.

Note: If you do not have existing Memo files, for example if you are installing Sage 50 Accounts for the first time or if you have not used Memos before, then each record has a blank Memo file ready for you to use.

In addition to the two panes, three buttons appear along the bottom of the 'Memo' pane. These are New Attachment, Delete Attachment and Properties. For details about using the New Attachment and Delete Attachment buttons, see the following sections.

The Properties button only appears active if you select one or more attachments. Clicking Properties displays the properties for the selected attachment(s), allowing you to change attributes such as the shortcut name, target path or associated program for the file. You can also view, but not amend, other details such as the file size and location of the shortcut's target.

Note: You can also access an attachment's properties by right-clicking the attachment and choosing Properties from the drop-down menu.

Working with the 'Attachments' Pane

The 'Attachments' pane at the top of the Memo tab utilises much of the standard Windows functionality. This allows you to work with attachments in a way that you may already be familiar with, enabling you to:

- Change the appearance of the window, by viewing the 'Attachments' pane as Large Icons, Small Icons, List, Details or Thumbnails. The first time you access the Memo tab, your Windows Explorer settings determine the default view of the 'Attachments' pane. To change the view in use, make sure that no items are selected and right-click the 'Attachments' pane. Choose View, then select the view you want to use.
- Resize, sort, re-order and hide columns, as you can in Windows Explorer. To hide or view columns, right-click a column heading and select the names of the columns you want to view from the drop-down menu.
- Double-click the shortcut attachments to open them using the program associated with each file type in Windows. For example, double-clicking the shortcut to a '.doc' file opens the document in Microsoft® Word.
- View the 'Attachments' pane in the Windows "web view" format, displaying a summary of a selected attachment's details in the left hand side of the Attachments pane. The web view is enabled by default, but you can switch it off in Windows Explorer's Folder Options.
- Use Windows Shortcut menus, accessed by right-clicking the 'Attachments' pane or by right-clicking an attachment shortcut. The menus give you quick access to various

standard Windows functionality, such as the ability to arrange icons or create a new folder, shortcut or document, or to open, print or copy an attachment.

- Drag and drop items from Windows Explorer into the 'Attachments' pane, or from the 'Attachments' pane into Windows Explorer. Dragging an item into the 'Attachments' pane moves the item into Sage 50 Accounts data folder so that it is no longer available from its original location.
- Cut, copy and paste items into or from the 'Attachments' pane. The functionality works here as it does in Windows - copying and pasting a file into the 'Attachments' pane leaves the file in its present location, but cutting and pasting the file removes it from its original folder.

For further information on any of the Windows functionality used in the Memo tab, refer to your Microsoft® Windows user documentation.

To add a shortcut to a record using Document Manager

1. From the appropriate record window, click the Memo tab.

The Memo information appears, displaying the 'Attachments' and 'Memo' panes.

2. Click Add Attachment.

The Add New Attachment window appears.

3. Select 'Electronic attachment' and click OK.

The New Shortcut window appears.

4. In the 'File Location' section of the window, enter the location of the file you want to create an attachment for. If you are not sure of the path to the file, click Browse to locate the file.
5. In the 'Attachment Type' section of the window, select the attachment method you want to use from the following:

Leave the file in its current location	This option is selected by default. If you choose this option, Sage 50 Accounts creates a shortcut to the file you select. The file is not affected in any way and remains in its present location.
Copy the file into the Sage 50 Accounts data folder	If you choose this option, the program makes a copy of the original file into the Sage 50 Accounts data folder. The file is not affected and remains in its present location.
Move the file into the Sage 50 Accounts data folder	If you choose this option, the program takes the file from its present location and moves it into the Sage 50 Accounts data folder. The file no longer exists in its original location. Note: If you choose to move the file into the Sage 50 Accounts data folder, and later delete the attachment from the record's Memo tab, Sage 50 Accounts deletes the file from its data folder. This means that the file no longer exists on your computer.

6. To save your changes and attach the document to the record, click OK.
To discard your changes and exit without attaching the document to the record, click Cancel.
The Memo window appears.

Note: You can also add a new shortcut to a record's Memo tab by right-clicking in the 'Attachments' pane (make sure that no attachment is selected) and selecting New - Shortcut. Follow the steps in the Create Shortcut wizard to create your shortcut.

To add a filing system reference to a record using Document Manager

1. From the appropriate record window, click Memo.
The Memo information appears, displaying the 'Attachments' and 'Memo' details.
2. Click Add Attachment.
The Add New Attachment window appears.
3. Select 'Filing System Reference' and click OK.
The Create New Filing System Reference window appears.

Create New Filing System Reference

Filing System Reference Location

Enter the location where your paper document is stored. This will appear in the Comment column of the Memo tab. Select OK to create the attachment.

Location

Filing System Reference Name

Enter the name that will appear in the Memo tab for this filing system reference.

Name

Help OK Cancel

4. In the 'Filing System Reference Location' section of the window, enter the location where your paper document is stored, for example your filing cabinet. The location you enter here appears in the 'Comment' column when you return to the Memo tab, for your reference.
5. In the 'Filing System Reference Name' section of the window, enter the name that you want to show in the Memo tab for this attachment.
6. To save your changes and attach the filing system reference to the record, click OK. To discard your changes and exit without attaching the filing system reference to the record, click Cancel.

The Memo window appears.

Note: You can also add a new filing system reference to a record's Memo tab by right-clicking in the 'Attachments' pane (make sure that no attachment is selected) and selecting New - Filing System Reference. The Create New Filing System Reference window appears ready for you to complete as detailed in steps 4 to 6 above.

To delete an attachment from a record using Document Manager

1. From the appropriate record window, click the Memo tab.
The Memo information appears, displaying the 'Attachments' and 'Memo' details.
2. In the 'Attachments' pane, select the attachment(s) you want to delete from the record.
3. Click Delete Attachment.

A confirmation message appears: "Are you sure you want to send (file name) to the Recycle Bin?"

Note: If you moved files into your Sage 50 Accounts data directory when you created electronic attachments, then deleting the attachment removes the file from the data folder and it no longer exists on your computer.

4. To confirm that you want to delete the attachment(s), click OK. Sage 50 Accounts deletes the attachment(s) and returns you to the Memo window.
5. Alternatively, to cancel and return to the Memo window without deleting the attachment(s), click Cancel.

Exporting to Microsoft® Word, Excel and Outlook

You can export a range of information from Sage 50 Accounts to Microsoft® Word, Excel and Outlook. You can find out what you can export and how, in the Sage 50 Accounts Help system by typing Word, Excel or Outlook into the Help's index.

Sending your customer and supplier contacts to Microsoft® Outlook

You can send your customer and supplier contact information stored in your Sage 50 Accounts program to Microsoft® Outlook. This saves you time, as you do not have to enter your contacts in two places.

The Send Contacts to Microsoft® Outlook option will create a contact record for customers and suppliers that have a contact name entered on their customer or supplier record. If there are two accounts with the same contact name, two contact records will be created as the contacts could be two different people. If a customer is also a supplier and they have been given the same account number and contact name, only one contact record will be created.

You can also make changes in Sage 50 Accounts and use the Send option to update Microsoft® Outlook with your amended contact details. If you do this, the original contact entry will be amended unless the contact name has been changed. If the contact name has changed, a new contact will be created. If you do not want to keep the original contact entry, you must delete it from within Microsoft® Outlook.

Sending an e-Mail message using Microsoft® Outlook

You can send an e-mail message to a recipient directly from the Sage 50 Accounts desktop without having to minimise or close your program to access Microsoft® Outlook.

To send a message to an e-mail recipient, from the Sage 50 Accounts menu bar, select File > Send and then select 'Message to Mail Recipient'. Select the Microsoft® Outlook profile you want to use (if requested) and a new, blank e-mail message appears, ready for you to enter your recipient details and message text. Click Send to send the message and return to your Sage 50 Accounts desktop.

Sending data to Microsoft® Word

You can send data from certain windows and lists within Sage 50 Accounts to Microsoft® Word. You can then edit and format the data to create reports to suit your own individual business requirements. You can choose to send your data to a new document or send the data to a Word document that is already open, or you can choose to send the information as a mail merge.

Sending data to Microsoft® Excel

You can send data from certain windows and lists within Sage 50 Accounts to Microsoft® Excel. You can then edit and format the data to create reports to suit your own individual business requirements. As the data within Excel will not affect your Sage 50 Accounts data, you can customise your reports and experiment with different 'what if?' situations. To do this, from within the window you want to send to Excel, from the Sage 50 Accounts menu bar select File > Send > Contents to Microsoft® Excel.

Help

Type 'Word', 'Excel' or 'Outlook' in the Help index to find out more.

Note: If you encounter problems sending large amounts of data from Sage 50 Accounts to Microsoft® Excel, you should try reducing the amount of data you send. To do this, use the Search facility to act as a filter on the list. For more information about applying searches to your data, refer to *Working with Attachments using Document Manager* on page 675.

Excel integrated reporting for Sage 50 Accounts

Sage 50 Accounts automatically installs an Excel database driver and a set of Sage Functions, Data Ranges and Workbooks for use within Excel. Together, these components form the powerful Excel Integrated Reporting for Sage 50 Accounts feature.

Excel Integrated Reporting for Sage 50 Accounts enables you to access and manipulate Sage accounts data in Microsoft® Excel to suit your needs. It can save you time when generating reports, spreadsheets, graphs or whatever analysis format you need.

Anyone who is familiar with Microsoft® Excel will soon feel at home using Excel Integrated Reporting for Sage 50 Accounts. For full details about the features and benefits of Excel Integrated Reporting, see the separate guide *Getting Started with Excel Integrated Reporting for Sage 50 Accounts* that is supplied as a PDF file with your Sage 50 Accounts application. To access the guide, from the Sage 50 Accounts menu bar, select Help > Getting Started with Excel Integrated Reporting.

Importing into Sage 50 Accounts

This section is aimed at a business that stores information in another application such as such as Microsoft® Excel or Microsoft® Access.

It is about making the most of the information you already have and using it to get up and running with Sage 50 Accounts as quickly as possible.

What information can I transfer?

You may be able to transfer the information you have stored for your:

- Customer records
- Supplier records
- Nominal account records
- Stock records
- Project records

It is also possible to transfer information that is used to create transactions for your audit trail and product transactions. This would normally be done by your accountant to correct errors. The same method is used to create records or transactions.

Note: If you are using Import to overwrite or update existing data, take a backup of your existing data before you proceed.

What do I need to do?

You need to prepare the information you want to transfer and then import it to Sage 50 Accounts. This means creating an import file in a:

- Structure that Sage 50 Accounts recognises.
- Format that Sage 50 Accounts accepts.

What file structure does Sage 50 Accounts recognise?

When you transfer information into Sage 50 Accounts, the program does not recognise what the information relates to - it simply takes each chunk of information, in the order it is placed in the file, and puts it in the next available slot until it has finished.

To get the information to go into the right slots it must be laid out precisely in a set pattern. In the right pattern the information will fit like a glove. If anything is out of place it would be same as putting your left glove on your right hand. It may be close but it will not be right.

Help

Type 'Import' into the Help system's Search tab to find the correct layout for the CSV file structure.

Compare how your information is laid out to the layout expected by Sage 50 Accounts. Plan what you need to change so that your information is in the right order.

Don't worry if you don't need to use all of the fields Sage 50 Accounts is expecting. You can leave these fields blank if you do not need them, as long as they are not compulsory fields. For example, the 'A/C Ref' field is compulsory and must contain data before you attempt to import the file.

What file format does Sage 50 Accounts accept?

The only file format that Sage 50 Accounts accepts for import is Comma Separated Value (CSV). These files are used to collect and exchange information between applications.

In a CSV file, chunks of information are placed between commas and a whole transaction or record is contained by a return line.

For example:

```
Sage0001,Sage UK Ltd,Sage House,Great Park,Newcastle upon Tyne,Tyne and
Wear,NE13 9AA,Jess Telford
Sage0002,Sage Ireland,3096 Lake Drive,Citywest Business Park,Dublin,,Dublin 24,Holly
Parker
Sage0003,Sage Peachtree,1505 Pavilion Place,,Norcross,Georgia,30093,Helen Baker
```

It is effectively a table of information: each line is a row for the table and each piece of information followed by a comma is a column. Therefore the information shown in the example above would look like this:

Sage0001	Sage UK Ltd	Sage House	Great Park	Newcastle upon Tyne	Tyne and Wear	NE13 9AA	Jess Telford
Sage0002	Sage Ireland	3096 Lake Drive	Citywest Business Park	Dublin		Dublin 24	Holly Parker
Sage0003	Sage Peachtree	1505 Pavilion Place		Norcross	Georgia	30093	Helen Baker

Some applications have the facility to convert information to CSV for you; others may need a bit of work to get the desired result.

Before creating a CSV file for import there are also some rules you need to understand and follow when working with the information you want to import.

Note: The layout for the CSV file structure, available in the Sage 50 Accounts Help system, lists each piece of information for a record under the heading of 'Field'. The information required for each field is now referred to as a data unit.

Maximum length	Each data unit has a maximum length, which is indicated in the layout for the CSV file structure. Data that exceeds the maximum length is not imported. For example, if there are ten characters in an eight character field, then the data is simply shortened to the required length; an error is not reported during import. The maximum length allowed for any data unit is 255 characters. Data exceeding this figure causes an error to be reported. The maximum length for a complete record is 1775 characters.
Data types accepted	■ Text: For example ABcd234 ■ Integer: For example 1, 2, 3, 4, 5 ■ Decimal number: For example 23.58, 132.05, 0.23 ■ Date: For example 31/12/05 Each data unit uses one of these four data types. The required data type for each data unit is indicated in the layout for the CSV file structure. Sage 50 Accounts validates the incoming data during import. If it finds discrepancies with data types, it aborts the import and displays an error message. For example, if the import file holds a decimal number for a data unit that requires an integer then the import fails.
Two consecutive commas	This signifies a blank, or a zero length unit of data. Importing a blank unit of data does not overwrite data, leaving existing information intact. This can be used to change selected data in a record, for example the telephone number in a Customer Record. In this case, the import data might read: A0003,,,,,,,,,01911234567 Note: If a blank field is encountered that corresponds to a date field, the system (computer) date is used.
Space between two consecutive commas	The corresponding data in an existing record is erased. For example, A0003, , , , , , ,0191 1234567 would replace the telephone number, but would also overwrite the existing data fields.

Spaces	■ Text data type: Spaces at the start or end of a data unit are ignored, whereas spaces within a data unit are included. For example ,Ilford Road, is imported as Ilford Road. Note: Spaces found in the data unit of an account reference are automatically removed during import. ■ Decimal number, integer and date data type: Spaces are not allowed.
Quotes	Enclosing a unit of data in quotes results in commas contained within the data unit to be read as part of the data, not as a separator of data. For example , "10, Acacia Avenue", is accepted as a single unit. Note: Import interprets double quotes as a field separator. Do not include them as part of a field, even though they are valid characters for most account text fields.
Account Reference data unit	This data unit is converted to upper-case lettering during import and any spaces are removed. For example Sage UK Limited converts to SAGEUKLI. The text is cropped to the maximum length of eight, the characters are in upper-case and the spaces are removed.
Control characters	The special non printing characters such as tab marks are ignored during import with the exception of carriage returns.

How do I prepare an import file?

You need to decide what will be the quickest and easiest way for you to prepare the CSV file with the applications you have.

- Microsoft® Excel and Access
These applications use data columns which makes moving whole sections of information easier to do.
In these applications each row of information represents a record or transaction and each column represents piece of information that will be placed into a record field.
Once the information is in the correct sequence you can then save it as a CSV file. The application then adds the commas and line breaks needed. The results of this can be viewed in a text editor such as Microsoft® Notepad.
- Microsoft® Word
Word cannot convert the information to CSV for you. This means you must add commas and line returns to set out the information correctly.

Although it is possible to prepare information in Word it may take some time to do. If you do have Excel or Access you may find it easier to transfer the information to one of these applications and modify it there.

The following explains how to prepare a CSV file using some popular applications.

Microsoft® Access

- Take a copy of the file containing the information you want to transfer.
- Move, delete and add columns so that the file matches the required CSV file structure.
- Check the information conforms to the rules required for each data unit. For example, ensure that the character limit for each field in the layout has not been exceeded. For a list of these rules see *What file format does Sage 50 Accounts accept?* on page 684.
- Save the file as a CSV file. To do this:
 - From the File menu, choose Export and select Text Files (*.txt, *.csv, *.tab, *.asc).
 - As prompted by Access Export Text Wizard, choose the delimited option and click Next.
 - Choose the Comma option and click Next.
 - Change the file extension from txt to CSV in the 'Export to File' box and click Finish.

Microsoft® Excel

- Take a copy of the file containing the information you want to transfer.
If you have several worksheets you will need to save each one separately. Alternatively, you could create a new worksheet and copy the information to this sheet.
- Move, delete and add columns so that the file matches the required CSV file structure.
- Remove any text headings or graphs.
Note: Sums are converted to a numeric value when you save the CSV file.
- Check the information conforms to the rules required for each data unit. For example, ensure that the character limit for each field in the layout has not been exceeded. For a list of these rules see *What file format does Sage 50 Accounts accept?* on page 684.
- Save the file as a CSV file. To do this:
 - From the File menu, select Save As. In the 'Save as Type' box, select CSV (Comma delimited) (*.csv) from the drop-down list.
 - Click Yes on any prompts that Excel displays.

Microsoft® Word

- Take a copy of the file containing the information you want to transfer.
- Remove any labels you have used such as name, address, telephone.
- Separate each record as a single line of information.
- Insert a comma between each piece of information on the record line so that it matches the layout expected by Sage 50 Accounts.
- Check the information conforms to the rules required for each data unit. For example, ensure that the character limit for each field in the layout has not been exceeded. For a list of these rules see *What file format does Sage 50 Accounts accept?* on page 684.
- Save the file as a CSV file. To do this:
 - From the File menu, choose Save As and select Text Only (*.txt) from the 'Save as Type' box.
 - Click Save.

The file is saved as a text file, so you need to change the file type to CSV. To do this:

 - Open Windows Explorer and locate the file you have just saved.
 - Select the file, right-click, then select Rename from the drop-down menu that appears.
 - Change the file extension from .txt to .csv. For example test1.txt becomes test1.csv.
 - Press Enter on your keyboard and then click Yes on the prompt that appears to accept the change.

To import information

1. From the Sage 50 Accounts menu bar, select File > Import.
The File Import window appears.
2. From the 'Import Type' option box, select the record or transaction type you want to import.
3. To proceed with the import, click Run. Alternatively, if you want to exit from the import procedure, click Close.
4. When you click Run the Open window appears for you to indicate the source of the data. Files for import must have the file extension .CSV. Select the file containing the information that you want to import, and click Open.

The import procedure is completed in two stages. Firstly, Sage 50 Accounts checks the source file to ensure that the data is in the correct format. Secondly, if no errors are discovered, Sage 50 Accounts imports the data and posts it into the appropriate data files.

If the import procedure was successful, the File Import Success window appears. This window reports on all the data that was imported and records the data reference; the account/customer/supplier/product code and the narrative details of the data.

If there were problems that meant the import was unsuccessful, the File Import Errors window appears. The window reports the errors in the data that caused the import to abort. The line in the data file where the error occurred is recorded, along with the field and the nature of the error. For example, if you received the error message:

Error in line 4, field 1: Invalid data for Sales Ledger Account Reference field

This message indicates that in line 4, field 1 of the particular file you attempted to import, there was not a valid sales ledger (customer) account code.

Note: Once you have successfully completed the import we recommend you check your data files. For more information, see *Checking your data* on page 60.

Something is not right!	
Problem	Possible explanation
The import appears to be suspended	Ensure that the CSV file you are importing is not currently open on your computer.
Error messages are displayed	There are several reasons why you are encountering problems. For a list of possible solutions type 'CSV File Format Errors' in the index tab of the Sage 50 Accounts Help system.

- To exit the File Import Success window click Close. Click Close again to close the File Import Window and return to the Sage 50 Accounts desktop.

Event Logging

Event Logging enables you to keep a record of important events that occur within your data. For example, when a user performs a Year End or reconciles transactions for VAT, Sage 50 Accounts makes important and often irreversible changes to your data files. Storing the details of these types of events in a log allows you to see who made the change, on what machine, and when.

When you activate Event Logging, Sage 50 Accounts records many different types of events. As well as the Year End and VAT Reconciliation processes mentioned above, the log also stores details of events such as the backing up and restoring of data and data file errors, period end changes, through to changing tax codes on records or exporting data using Accountant Link.

Help

For a full list of the incidents Event Logging records, type 'Event Logging' in the Help index and select the 'What Events Does Sage 50 Accounts Log?' topic.

As well as viewing the Event Log, you can print the list of events if you require. You can increase or decrease the size of the log file any time you choose, perhaps to reduce the size if disk space becomes limited on your computer. You can also delete individual items from the log.

Note: When you install Sage 50 Accounts, Event Logging is enabled by default, and is set up to record critical events only.

To enable Event Logging

Note: To enable or switch off Event Logging, you must log into Sage 50 Accounts with the MANAGER user name and password. This facility is not available to any other users.

1. Select Settings > Company Preferences.
2. Click the Parameters tab.
The Parameters information appears.
3. To activate Event Logging, select the 'Log Events' check box in the 'Others' section of the window.

Alternatively, if you want to switch off Event Logging, clear the 'Log Events' check box.

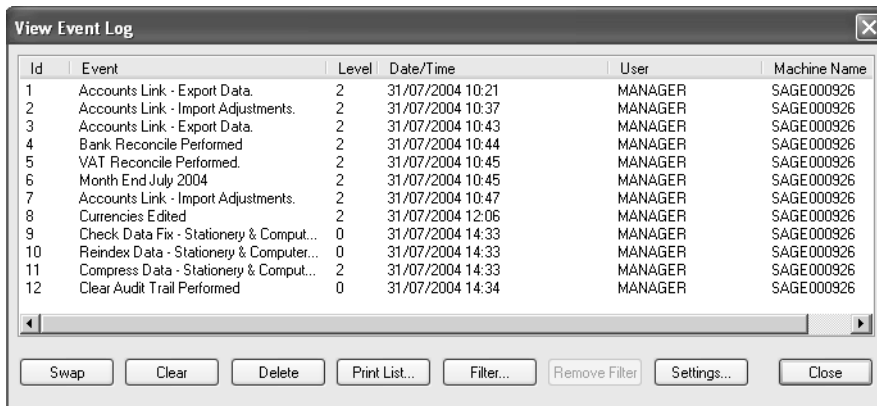
Note: When you install Sage 50 Accounts, Event Logging is activated by default.

4. To save your changes, click OK.
The Sage 50 Accounts desktop appears.

To view or configure the Event Log

Note: To view or configure the Event Log, you must log into Sage 50 Accounts with the MANAGER user name and password. This facility is not available to any other users. If you are logged into Sage 50 Accounts with the MANAGER details and cannot access the Event Logging option in File Maintenance, check that the 'Log Events' check box is selected in Settings > Company Preferences.

1. From the Sage 50 Accounts menu bar, select File > Maintenance.
2. From the 'Event Logging' section of the File Maintenance window, click Logging.
The Event Log window appears.



Id	Event	Level	Date/Time	User	Machine Name
1	Accounts Link - Export Data.	2	31/07/2004 10:21	MANAGER	SAGE000926
2	Accounts Link - Import Adjustments.	2	31/07/2004 10:37	MANAGER	SAGE000926
3	Accounts Link - Export Data.	2	31/07/2004 10:43	MANAGER	SAGE000926
4	Bank Reconcile Performed	2	31/07/2004 10:44	MANAGER	SAGE000926
5	VAT Reconcile Performed.	2	31/07/2004 10:45	MANAGER	SAGE000926
6	Month End July 2004	2	31/07/2004 10:45	MANAGER	SAGE000926
7	Accounts Link - Import Adjustments.	2	31/07/2004 10:47	MANAGER	SAGE000926
8	Currencies Edited	2	31/07/2004 12:06	MANAGER	SAGE000926
9	Check Data Fix - Stationery & Comput...	0	31/07/2004 14:33	MANAGER	SAGE000926
10	Reindex Data - Stationery & Computer...	0	31/07/2004 14:33	MANAGER	SAGE000926
11	Compress Data - Stationery & Comput...	2	31/07/2004 14:33	MANAGER	SAGE000926
12	Clear Audit Trail Performed	0	31/07/2004 14:34	MANAGER	SAGE000926

The Event Log displays one line of information for each event stored in the file. The details shown include the type of event, the date and time that the event occurred, and the details of the user name and machine that performed the action.

3. To print the list of events, click Print List.
4. To delete an event, select the event in the list and click Delete.

Note: You can select multiple events to delete, if you require. You should make sure that you want to delete all the events you select before you click Delete.

A confirmation message appears. Click Yes to confirm that you want to delete the selected event(s), or click No to cancel.

5. To change the configuration of your Event Log file, click Settings.

The Settings window appears.



Use the Settings window to view the following settings:

Log File Size

Use this section of the Settings window to view the current size of your Events Log file and to amend the maximum file size if you require. For example, if you are running out of disk space on your computer, you can reduce the size of the Events Log file.

Note: If you enter a Maximum Log File Size that is smaller than the Current Log File Size, Sage 50 Accounts displays a warning message advising that some of your oldest events will be deleted from the file. Click Yes to continue, or click No to cancel and enter a different Maximum File Size.

Logging Level Control

Use this section of the window to specify the type of events you want to log by selecting the relevant check boxes. You can choose from '0 - Critical Events', '1 - Errors', '2 - Warnings' and '3 - Information'.

For example, procedures such as fixing data errors or rebuilding data files are Critical Events. If you only want the Events Log to store details of this type of action, select only the '0 - Critical Events' check box.

6. To save your changes to the Settings window, click OK. Alternatively, to exit without saving, click Cancel.
7. To exit from the Events Log window, click Close.
The File Maintenance window appears.
8. To return to the Sage 50 Accounts desktop, click Close.
9. You have now viewed your Events Log.

Using The Task Manager

The Task Manager helps you to run your business by reminding you of the actions you have to take, people you have to contact and bills you have to pay. You can also view how much you owe, how much you are owed and the status of your accounts, invoices, sales orders and purchase orders.

Use the Task Manager to:

- Set up a list of tasks that you need to do and view any tasks that are due, overdue or completed.
- List the people you need to contact today and in the future and view any contacts that are overdue or have been completed.
- Record any bills you receive and view bills that are due for payment, overdue or paid.
- Find out how much money your customers owe you, and how much you owe your suppliers.
- Find out the account status of your customers and suppliers. For example, you can see at a glance which accounts are 'on-hold', over their credit limit, etc.
- View the recurring entries you have set up in Sage 50 Accounts.
- View the status of your invoices. For example, you can see which invoices are due for printing.
- **(Accounts Professional)** View the status of your sales orders and purchase orders.
- **(Accounts Professional and Accounts Plus)** View your stock to see the items that are out of stock, below re-order level, on order or allocated.

There are full instructions on how to use the Task Manager in the Sage 50 Accounts Help system. To open the Task Manager, from the Sage 50 Accounts menu bar select Modules > Task Manager. To access the help information for the Task Manager, press F1 on your keyboard.

Help

Type 'Task Manager' in the Help index to find out more about this feature.

Working With Internet Resources

If your business regularly uses couriers to deliver goods or if you use credit checking bureaus to assess customer credit risks and you are connected to the Internet, you can enter their website details using Internet Resources. To do this, from the Sage 50 Accounts menu bar, select Settings > Internet Resources. Once you have entered their details, you can link to the courier or credit bureau websites directly from Sage 50 Accounts.

More information about Internet Resources can be found in the Sage 50 Accounts Help system by pressing F1 on your keyboard.

News Feeds

The Sage RSS News Feeds facility allows you to keep in touch with updates on the Sage websites.

RSS is a family of web feed format, used to publish frequently updated content such as blog entries, news headlines or podcasts. An RSS document, which is termed a feed, web feed or channel, contains either a summary of content from an associated web site or the full text.

RSS initials are used to refer to various feed formats, notably Really Simple Syndication (RSS 2.0), RDF Site Summary (RSS1 1.0 and 0.90) and Rich Site Summary (RSS 0.91), and a typical RSS news update message contains article headlines, links and descriptions that are automatically updated as the website is updated.

How do I register for RSS Feeds from Sage?

The Confirm News Feeds Registration screen is displayed automatically the first time you start the program. This shows a list of the RSS feeds currently available from Sage.



By default, you are registered to obtain updates from all of the available feed sources. If you do not want to receive news updates from a particular source, simply clear the corresponding check box.

How am I informed of an RSS news update?

When a news update is received from one of your selected RSS feed sources, a pop-up alert message is displayed briefly in the bottom right hand corner of your screen.

After a few seconds the message fades out, but an orange RSS update image remains on the status bar. The colour of this image changes to grey once you have read all of the outstanding news updates.

You can also define how long the pop-up alert message is displayed when an update is received.

Viewing RSS News Updates - The News Feeds Window

Each time an RSS news update is received, a pop-up alert message is displayed, for a short time, in the bottom right hand corner of the screen. If you click on the title of the pop-up alert, this automatically opens the News Feeds screen and displays the corresponding message text.

If the pop-up message fades out before you get a chance to click on it, you can view any of the news updates you have received by following the steps described below.

1. From the News Feeds menu click View Feeds. Alternatively, you can click on the RSS updates image on the status bar.

The News Feeds window appears.

2. Select the feed source you want to look at, using the Select a news feed to display messages from drop-down. Any feed sources with unread messages are shown in bold in this list; any feed sources that you are not currently registered with are shown in grey.

A list of the messages received from your selected feed source is displayed, with the most recent messages at the top of the list and those which you have not yet read shown in bold.

3. To view a particular message, select it in the list.

The message text is shown in the lower part of the screen.

Each message will typically provide a summary of the website update. The message will also contain a Read More link, which you can click on to go to the website and view full details of the update.

Configuring News Feeds

The News Feed Settings allow you to define how often a particular feed source will be checked for updates. It also allows you to enable and disable updates from individual feed sources.

To configure your news feeds:

1. From the News Feeds menu click View Feeds.

The News Feeds window appears.

2. Select the feed source you want to work on, using the Select a news feed to display messages from drop-down list.

Note: Any feed sources that you are not registered with or which you have disabled are shown in grey. You can select any of these to enable them; see below for details.

3. Click Configure Feed.

The Feed Configuration window appears.

4. Specify the settings you require for the selected feed source.

- **Update Frequency**

This is how often, in minutes, the specified feed source should be checked for news updates.

- **Enabled**

This indicates whether or not you are currently registered to receive news from the selected feed source.

To register with the feed source, check this box. To stop receiving updates, clear this box.

- **Set as Default**

Use this button to have the currently selected feed source shown automatically when the News Feeds window is displayed.

5. Click OK to save your changes.

Defining News Feed Settings

The News Feed Settings allow you to define:

- How long the pop-up alert is displayed when a new update message is received.
- What proxy settings should be used to obtain updates.

To define your news feeds settings:

1. Click News Feeds.

The News Feeds window appears.

2. Click Settings.

The News Feeds Settings window is displayed.

3. Specify your required settings for pop-up alerts.

- **Display a popup alert ...**

If you do not want a pop-up alert message to be displayed when a new update message is received, clear this box.

- **Automatically hide the alert after**

The length of time pop-up alert messages will be displayed, in seconds. After this time, the message fades out.

Note: If you switch off alert pop-ups, by clearing the Display a popup alert ... box, you will not be able to make an entry in this box.

4. Specify your required proxy settings.

- **Use your standard proxy settings**

Select this option to have the RSS feeds use the same proxy server settings as your web browser.

Note: This is the default setting and it is unlikely that you will need to change it.

- **Use these proxy settings**

If you choose not to have RSS feeds use your standard proxy settings, you should enter the Address, Username and Password that want the program to use. This information will be provided by your Internet Service Provider (ISP).

5. Click OK to save your changes.

Chapter 13

Reporting

Sage 50 Accounts provides you with a range of reports which you can print at any time. You can select specific ranges of transactions to be included on each report and you can see the report on-screen, print it out, save it to a file or e-mail it to someone.

This chapter explains in more detail some of the reports you might be asked to print out in other chapters of this guide.

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An Introduction to Reports

Reports are a very important area of the Sage 50 Accounts program. There are a number of places where you can access the reports. Each navigation group (Customers, Suppliers, Bank, etc.) has its own set of reports. So, if you wanted to see your Customer Activity report, you can go into Customers, then click Reports and choose the appropriate one. Likewise, the Company navigation group has your Balance Sheet Report, Profit and Loss, etc. There are numerous reports available. For a full list of reports go to the Contents tab of the Sage 50 Accounts Help system, double-click Reports, then open 'Report List'.

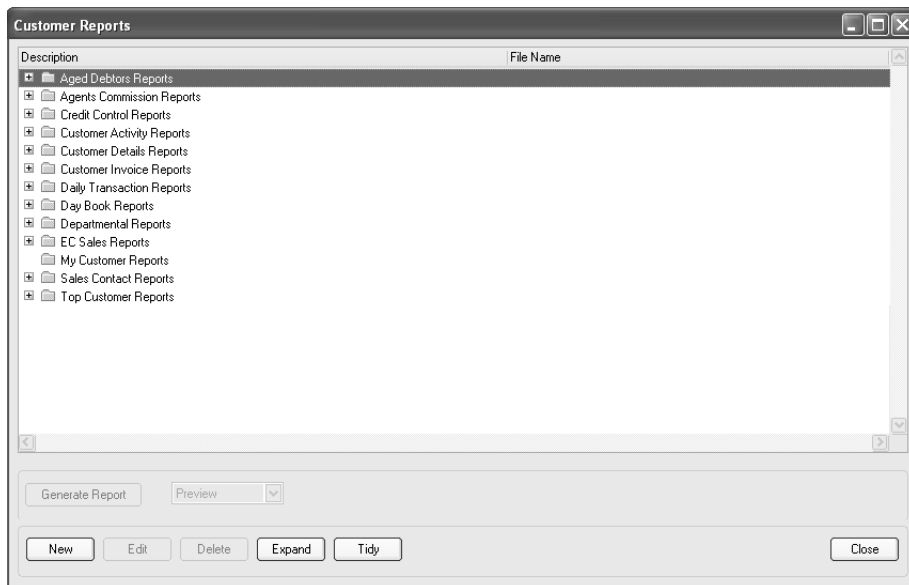
You can change the layouts of the reports to suit your own needs, and save them so you can use them again. You can do this using the Report Designer. This has its own User Guide (Report Designer) which is found in the box which came with the product.

Alternatively, refer to the Reports > Introduction > The Report Designer topic in the main Sage 50 Accounts help file (F1), which will open the specific Report Designer help file automatically. This help file is also available on your program disk as:

 ReportDesigner2007help.chm

Note: If you change the reports, you must save them under a different filename. For example, Customer Activity (Detailed) is called CSTACTD.SRT, so if you want to change the layout or personalise the report (in Report Designer) you must call it something else, for example, CUSACDET.SRT.

When you click Reports within a navigation group (for example, Customers, Suppliers, etc.) you will see all the reports available in that navigation group in a tree view.



Running the Audit Trail Report

Every time you enter a transaction into Sage 50 Accounts the details are stored in a list called an audit trail. This is a complete record of your transaction activities and is often requested by auditors during their investigations. Click the Audit button in the Financials window to examine the audit trail in more detail and to output the information to either the printer, preview screen, file or an e-mail. You can print a brief, summary or detailed Audit Trail report that shows varying degrees of detail. You can also print a report showing deleted transactions. You should use this to regularly print out a listing of the audit trail for reference purposes. We recommend that you print a copy of your audit trail on a monthly basis.

Date: 20/07/2005		Stationery & Computer Mart UK				Page: 3			
Time: 15:22:32		<u>Audit Trail (Brief)</u>							
No	Items	Type	A/C	Date	Ref	Details	Net	Tax	Gross
105	1	SI	A1D001	02/01/2004	1	Calculator - Printing R	85.50	14.59	100.09
106	1	SI	A1D001	02/01/2004	1	Correction Fluid - Wh	16.59	2.83	19.42
107	1	SI	A1D001	02/01/2004	1	Envelope - White (110	170.80	29.14	199.94
108	1	SI	A1D001	02/01/2004	1	Flip Chart - A1 Pad	152.00	25.94	177.94
109	1	SI	A1D001	02/01/2004	1	Laminator Pouches - A	57.00	9.73	66.73
110	1	SI	A1D001	02/01/2004	1	Mouse Mat - (241 x 20	7.10	1.21	8.31
111	1	SI	A1D001	02/01/2004	1	Copy Paper - Economy	196.80	33.58	230.38
112	1	SI	A1D001	02/01/2004	1	Coloured Paper - Paste	18.05	3.08	21.13
113	1	SI	A1D001	02/01/2004	1	Ball Point Pen - Black	15.20	2.59	17.79
114	1	SI	A1D001	02/01/2004	1	Pencil - HB	7.11	1.21	8.32
115	1	SI	A1D001	02/01/2004	1	Remember-Me Sticky	19.92	3.40	23.32
116	1	SI	A1D001	02/01/2004	1	Scissors - Economy	2.85	0.49	3.34
117	1	SI	A1D001	02/01/2004	1	Adhesive Tape - Brow	13.30	2.27	15.57
118	1	SI	A1D001	02/01/2004	1	JP010 Jet Printer Cartr	85.50	14.59	100.09
119	1	SI	A1D001	02/01/2004	1	Letter Trays - 3 pack (	13.30	2.27	15.57
120	1	SI	A1D001	02/01/2004	1	Carriage	100.00	17.50	117.50
121	1	SI	KIN001	04/01/2004	9	PC Combo Pack 4	3,060.00	522.11	3,582.11
122	1	SI	KIN001	04/01/2004	9	PC Combo Pack 5	3,456.00	589.68	4,045.68
123	1	SI	KIN001	04/01/2004	9	PC Combo Pack 6	2,160.00	368.55	2,528.55
124	1	SI	KIN001	04/01/2004	9	FX030 Multifunctiona	662.40	113.02	775.42
125	1	SI	KIN001	04/01/2004	9	Copy Paper - Premium	244.80	41.77	286.57
126	1	SI	BBS001	07/01/2004	2	Whiteboard - Drywipe	20.90	3.57	24.47
127	1	SI	BBS001	07/01/2004	2	A4 Ledger Book - 5 C	30.36	5.18	35.54
128	1	SI	BBS001	07/01/2004	2	A4 Carbon Copy Book	28.40	4.85	33.25
129	1	SI	BBS001	07/01/2004	2	Shorthand Notebook -	85.40	14.57	99.97

Note: This is just a snapshot of the beginning of the report. The report continues beyond the limits of this screen shot.

To access the Audit Trail report

1. Select Company > Financials.
The Financials window appears.
2. Click Audit.
3. Choose the Audit Trail Type and the Output you require and click Run.
The Criteria window appears.
4. Enter the criteria you want to use for the report, and click OK.

Running the Trial Balance Report

This report shows the current debit or credit balance for all nominal accounts that have a balance. Unused nominal accounts are not listed. Use the Trial button in the Financials window to give you a Trial Balance report showing a simple listing of balances held in all of your nominal ledger accounts. You can run this report for any month.

Date: 20/07/2005		Stationery & Computer Mart UK		Page: 1	
Time: 15:35:03		<u>Period Trial Balance</u>			
To Period: Month 12, December 2004					
<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>		
0020	Plant and Machinery	50,000.00			
0021	Plant/Machinery Depreciation		3,485.00		
0040	Furniture and Fixtures	16,900.00			
0041	Furniture/Fixture Depreciation		93.00		
0050	Motor Vehicles	20,300.00			
0051	Motor Vehicles Depreciation		2,091.92		
1001	Stock	35,000.00			
1100	Debtors Control Account	64,752.30			
1200	Bank Current Account	12,443.05			
1210	Bank Deposit Account	3,510.00			
1220	Building Society Account	507.53			
1230	Petty Cash	1,130.48			
1240	Company Credit Card	9,358.97			
2100	Creditors Control Account		43,207.41		
2200	Sales Tax Control Account		18,364.32		
2201	Purchase Tax Control Account	11,828.58			
2210	P.A.Y.E.		5,396.79		
2211	National Insurance		2,006.98		
2230	Pension Fund		120.00		
2300	Loans		6,895.00		
2310	Hire Purchase		7,960.00		
3000	Ordinary Shares		96,332.00		
4000	Sales North		165,757.43		

Note: This is just a snapshot of the beginning of the report. The report continues beyond the limits of this screen shot.

To access the Trial Balance report

1. Select Company > Financials.
2. Click the Trial button.
The Print Output window appears.
3. Select the output you require and click Run.
The Criteria window appears.
4. Choose the period that you want to run the report for, and click OK.

Running the Profit and Loss Report

Your Profit and Loss report shows you whether or not your company is trading profitably. You can produce a Profit and Loss report for the current month or for any range of consecutive months within your current financial year. The standard Profit and Loss report shows the balances of each of your income and expenditure nominal ledger accounts grouped into categories. These are sub-totalled to show sales, purchases, direct expenses and overheads. The amount of gross profit and net profit made is also shown.

Date: 20/07/2005	Stationery & Computer Mart UK		Page: 1
Time: 15:38:05	<u>Profit & Loss</u>		
From: Month 1, January 2004			
To: Month 12, December 2004			
Chart of Accounts:	Default Layout of Accounts		
	<u>Period</u>	<u>Year to Date</u>	
Sales			
Product Sales	167,089.94	167,089.94	
Other Sales	930.03	930.03	
	168,019.97		168,019.97
Purchases			
Purchases	69,235.66	69,235.66	
Purchase Charges	1.26	1.26	
	69,236.92		69,236.92
Direct Expenses			
Sales Promotion	1,580.00	1,580.00	
	1,580.00		1,580.00
Gross Profit(Loss):	97,203.05		97,203.05
Overheads			
Gross Wages	27,115.94	27,115.94	
Rent and Rates	6,150.00	6,150.00	
Heat, Light and Power	652.00	652.00	
Motor Expenses	730.36	730.36	

Note: This is just a snapshot of the beginning of the report. The report continues beyond the limits of this screen shot.

To access the Profit and Loss report

1. Select Company > Financials.
2. Click the P and L button.
The Print Output window appears.
3. Select the output you require and click Run.
The Criteria window appears.
4. Choose the period that you want to run the report for, and click OK.

Running the Balance Sheet Report

A Balance Sheet shows what your company owns (your assets) and what it owes (your liabilities). For example, motor vehicles or property, bank accounts, debtors, creditors, or cash accounts. The difference between the assets and the liabilities is often known as a company's net assets (or net worth).

These net assets take the form of capital which is made up of the funds that are financing the company's operations. Capital can be made up of several sources of funds such as the capital that has been introduced by the owner, share capital, directors' loans and retained funds from each year's profit or loss after tax.

Date: 20/07/2005	Stationery & Computer Mart UK	Page: 1
Time: 15:40:42	Balance Sheet	
From: Month 1, January 2004		
To: Month 12, December 2004		
Chart of Account:	Default Layout of Accounts	
	Period	Year to Date
Fixed Assets		
Plant and Machinery	515.00	46,515.00
Furniture and Fixtures	0.00	16,807.00
Motor Vehicles	(757.44)	18,208.08
	(242.44)	81,530.08
Current Assets		
Stock	0.00	35,000.00
Debtors	62,492.85	64,752.30
Deposits and Cash	3,338.51	5,148.01
Bank Account	30,339.88	12,443.05
	96,171.24	117,343.36
Current Liabilities		
Creditors: Short Term	35,227.70	43,207.41
Taxation	3,073.72	7,403.77
Wages	80.00	120.00
Credit Card Creditors	(10,414.97)	(9,358.97)

Note: This is just a snapshot of the beginning of the report. The report continues beyond the limits of this screen shot.

To access the Balance Sheet report

1. Select Company > Financials.
2. Click Balance.
The Print Output window appears.
3. Select the output you require and click OK.
The Criteria window appears.
4. Choose the period that you want to run the report for, and click OK.

Running the Quick Ratio Report

(Accounts Plus and Accounts Professional Only)

The Quick Ratio report shows you the current liquidity of your company, based upon the data available. By comparing the debit and credit balances, the program will show the net balance. You can edit the Quick Ratio report to include the nominal accounts you want to compare.

Date: 21/07/2005	Stationery & Computer Mart UK	Page: 1	
Time: 08:02:12	<u>Quick Ratio Report</u>		
To Period: Month 12, December 2004			
<u>N/C</u>	<u>Name</u>	<u>Deb it</u>	<u>Cred it</u>
1100	Debtors Control Account	64,752.30	
1200	Bank Current Account	12,443.05	
1210	Bank Deposit Account	3,510.00	
1220	Building Society Account	507.53	
1230	Petty Cash	1,130.48	
1240	Company Credit Card	9,358.97	
2100	Creditors Control Account		43,207.41
2200	Sales Tax Control Account		18,364.32
2201	Purchase Tax Control Account	11,828.58	
4000	Sales North		165,757.43
4009	Discounts Allowed	50.00	
8100	Bad Debt Write Off	0.01	
9999	Mispostings Account	155.00	
Totals:		<u>103,735.92</u>	<u>227,329.16</u>

To access the Quick Ratio report

1. Select Company > Financials.
2. Click the Ratio button.
The Quick Ratio window appears.
3. To remove a nominal account that you do not want included in the comparison, select it in the list, and click Delete. A confirmation message appears; click Yes to confirm the deletion, or click No to cancel. Repeat for all nominal codes you want to remove. If you want to save the changes to the list for each time you run the Quick Ratio report, click Save. Alternatively, click Print to produce the report without saving the changes to the list and click No when prompted to save the changes.
The Print Output window appears.
4. Select the output you want to use and click Run.
The Criteria window appears.
5. Choose the period that you want to run the report for, and click OK.

Running the Budget Report

This report shows the current values in your sales, purchases, direct expenses and overhead accounts for both the month you specify and the year-to-date in the order and groupings that have been set up in the chart of accounts. The monthly budget values that you entered on the Nominal Ledger Record of each account are also shown, and the actual and budget values are compared to show the amount of difference between the two. In addition, each category heading is also calculated as a percentage of the total sales figure, as a ratio.

Date: 21/07/2005	<u>Stationery & Computer Mart UK</u>				Page: 1			
Time: 08:04:35	<u>Budget Report</u>							
From: Month 1, January 2004								
To: Month 12, December 2004								
Chart of Accounts:	Default Layout of Accounts							
	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Sales								
Product Sales	167,089.94	99.45	0.00	167,089.94	167,089.94	99.45	0.00	167,089.94
Other Sales	930.03	0.55	0.00	930.03	930.03	0.55	0.00	930.03
	168,019.97	100.00	0.00	168,019.97	168,019.97	100.00	0.00	168,019.97
Purchases								
Purchases	69,235.66	41.21	0.00	69,235.66	69,235.66	41.21	0.00	69,235.66
Purchase Charges	1.26	0.00	0.00	1.26	1.26	0.00	0.00	1.26
	69,236.92	41.21	0.00	69,236.92	69,236.92	41.21	0.00	69,236.92
Direct Expenses								
Sales Promotion	1,580.00	0.94	0.00	1,580.00	1,580.00	0.94	0.00	1,580.00
	1,580.00	0.94	0.00	1,580.00	1,580.00	0.94	0.00	1,580.00
Gross Profit/(Loss):	97,203.05	57.85	0.00	97,203.05	97,203.05	57.85	0.00	97,203.05
Overheads								
Gross Wages	27,115.94	16.14	0.00	27,115.94	27,115.94	16.14	0.00	27,115.94
Rent and Rates	6,150.00	3.66	0.00	6,150.00	6,150.00	3.66	0.00	6,150.00
Heat, Light and Power	652.00	0.39	0.00	652.00	652.00	0.39	0.00	652.00
Motor Expenses	230.36	0.14	0.00	230.36	230.36	0.14	0.00	230.36

Note: This is just a snapshot of the beginning of the report. The report continues beyond the limits of this screen shot.

To access the Budget report

1. Select Company > Financials.
2. Click the Budgets button.
The Print Output window appears.
3. Select the output you require and click Run.
The Criteria window appears.
4. Choose the period that you want to run the report for, and click OK.

Running the Prior Year Report

This report shows the current values in your sales, purchases, direct expenses and overhead account codes in the order and groupings that have been set up in your chart of accounts. The report details your trading activities for both the current month, or alternatively the period specified, and the year-to-date. The previous year's balances for the specified month and year-to-date are shown and compared with the actuals to show the amount of difference (variance) between the two. In addition, each group total is calculated as a percentage of the total sales figure, as a ratio.

Date: 21/07/2005	<u>Stationery & Computer Mart UK</u>				Page: 1			
Time: 08:22:18	<u>Prior Year Report</u>							
From: Month 1, January 2004								
To: Month 12, December 2004								
Chart of Accounts:	Default Layout of Accounts							
	Period				Year to Date			
	Actual	Ratio	Prior Yr	Variance	Actual	Ratio	Prior Yr	Variance
Sales								
Product Sales	167,089.94	99.45	0.00	167,089.94	167,089.94	99.45	0.00	167,089.94
Other Sales	930.03	0.55	0.00	930.03	930.03	0.55	0.00	930.03
	168,019.97	100.00	0.00	168,019.97	168,019.97	100.00	0.00	168,019.97
Purchases								
Purchases	69,235.66	41.21	0.00	69,235.66	69,235.66	41.21	0.00	69,235.66
Purchase Charges	1.26	0.00	0.00	1.26	1.26	0.00	0.00	1.26
	69,236.92	41.21	0.00	69,236.92	69,236.92	41.21	0.00	69,236.92
Direct Expenses								
Sales Promotion	1,580.00	0.94	0.00	1,580.00	1,580.00	0.94	0.00	1,580.00
	1,580.00	0.94	0.00	1,580.00	1,580.00	0.94	0.00	1,580.00
Gross Profit/(Loss):	97,203.05	57.85	0.00	97,203.05	97,203.05	57.85	0.00	97,203.05
Overheads								
Gross Wages	27,115.94	16.14	0.00	27,115.94	27,115.94	16.14	0.00	27,115.94
Rent and Rates	6,150.00	3.66	0.00	6,150.00	6,150.00	3.66	0.00	6,150.00
Heat, Light and Power	652.00	0.39	0.00	652.00	652.00	0.39	0.00	652.00
Motor Expenses	230.36	0.14	0.00	230.36	230.36	0.14	0.00	230.36

Note: This is just a snapshot of the beginning of the report. The report continues beyond the limits of this screen shot.

To access the Prior Year report

1. Select Company > Financials.
2. Click the Prior Yr button.
The Print Output window appears.
3. Select the output you require and click Run.
The Criteria window appears.
4. Choose the period that you want to run the report for, and click OK.

Running the Transactional-Based Management Reports

(Accounts Plus and Accounts Professional Only)

The transactional-based management reports enable you to produce reports to give you the exact information you need to monitor your business performance. For example, you can run reports for specific departments to see how they are performing. You can also monitor trading progress for any accounting period, even by day or by week. This added flexibility gives you much greater control over the information you produce, making it easier for you to make decisions that are vital to your business.

The following transactional-based management reports are available for you to run:

- Transactional Balance Sheet.
- Transactional Profit and Loss.
- Transactional Trial Balance.

Note: If you have run the Clear Audit Trail procedure, you cannot run any transaction-based management reports for the period you have cleared.

How the transactional-based management reports generate information

The transactional-based management reports look similar to existing period based management reports. The difference is in the way that the figures are calculated.

The existing versions use a monthly range to generate reports. For example, when running the existing profit and loss report, if you choose to run for the month range 4 to 7, the following figures are obtained:

- The current period contains totals from months 4 to 7.
- The year-to-date figure contains the totals up to month 7.

If you choose to run the existing balance sheet report for the month range 4 to 7 the following figures are obtained:

- The current period contains totals from months 4 to 7.
- The year-to-date figures contain the totals up to month 7 plus the brought forward figures.
- The profit and loss summary shows the total from the Profit and Loss report. This does not include any brought forward figures.
- The Previous Year Adjustment shows the brought forward figures.

The transactional-based reports can be built for any date range. The figures are generated from the audit trail. The reports still need to group transactions into the following areas:

- Brought Forward Figures.
- Current Period Figures.
- Year To Date Figures.

There are two ways of obtaining these figures:

- You can use the date. The system uses the start of the financial year to determine if an item is brought forward.
- Alternatively, you can use the transaction number. By entering the first transaction number of the financial year, the system can determine if an item is brought forward.

If you want to use the date to determine your figures, you must set the following criteria when running your report:

- Clear the 'Group by Tran Number' check box (for the Profit and Loss and Balance Sheet reports only).
- Enter the date range you require in the 'Transaction Date From' and 'To' boxes.

If you want to use the transaction number to determine your figures, you must set the following criteria when running your report:

- Select the 'Group by Tran Number' check box (for the Profit and Loss and Balance Sheet reports only).
- Enter your first transaction number of the current financial year in the 'First Transaction of the Year' box. Any transaction numbers lower than this value are treated as brought forward figures.
- Enter the transaction numbers for the current range in the 'Transaction Number From' and 'To' boxes. From the values you enter here, the current period and year-to-date figures can be generated.

Note: If you have selected the 'Group by Tran Number' check box, any date ranges you enter have no effect on the figures that are generated for your report. Only the transaction numbers determine the figures that are generated.

To run the Transactional Balance Sheet report

1. Select Company > Financials.
2. Click the Reports button.
3. Open the appropriate reports folder (in this case, Balance Sheet Reports).
4. Select the Transactional Balance Sheet report from the list of reports.
5. From the drop-down list at the bottom of the Reports list, select the option you require.
6. Click Generate Report.

The Criteria window appears.

7. Set the following criteria as required:

Chart of Accounts	From this drop-down list, select the chart of accounts layout that you want to use to produce this report.
Group by Tran Number	Select this check box to run your report for a transaction range. If you want to run the report for a date range, you must ensure that this check box is cleared.
Transaction Date	If you have not selected the 'Group by Tran Number' check box, enter the transaction date range you want to run the report for in the 'From' and 'To' range boxes.
First Transaction of the Year	If you have selected the 'Group by Tran Number' check box, enter the transaction number of the first transaction posted in your current financial year.
Transaction Number	If you have selected the 'Group by Tran Number' check box, enter the transaction range in the 'From' and 'To' boxes.
Department	You can run your transactional reports for specific departments. If you want to produce your reports for specific departments, enter the range in the 'From' and 'To' boxes provided. Note: If you have selected the 'Group by Tran Number' check box, any date ranges you enter have no effect on the figures that are generated for your report. Only the transaction numbers determine the figures that are generated.

8. When you have set the criteria you want to apply, click OK to run the report.
You have now generated your Transactional Balance Sheet report.
You can also generate a Transactional Profit and Loss report and a Transactional Trial Balance.

Column-Based Financial Reports

With this version of Sage 50 Accounts, new column based reports are available to you, which are designed to provide you with improved financial reporting.

The reports contain a drill functionality, allowing you to drill from a summary report to a detailed report containing transactions details.

Several new Profit and Loss reports and one new Balance Sheet report are available with the drill down functionality:

Management Analysis Reports	
Management Analysis Reports - Advanced Budgeting	
Profit & Loss by Department (Advanced Budget and Variance)	PNL_DEPT_ABV.REPORT
Management Analysis Reports - Standard Budgeting	
Balance Sheet (Quarters 1 to 4)	BS_QTR.REPORT
Profit and Loss (Actual, Budget & Prior Year)	PNL_ABP.REPORT
Profit and Loss (Actual, Budget & Variance)	PNL_ABV.REPORT
Profit and Loss (Actual, Prior Year and Variance)	PNL_APV.REPORT
Profit and Loss (Monthly Breakdown)	PNL_MTH.REPORT
Profit and Loss - Quarter 1	PNL_QTR1.REPORT
Profit and Loss - Quarter 2	PNL_QTR2.REPORT
Profit and Loss - Quarter 3	PNL_QTR3.REPORT
Profit and Loss - Quarter 4	PNL_QTR4.REPORT

These are most easily accessed using the Company > Financials > Management Analysis Reports navigation route.

1. When you preview (double click) any of these reports the report preview window appears.
2. As you move your pointer over the preview period totals, the available drill-down functionality is signified by a change in the pointer shape.

Quarter 1
Jul - Sep

787,966.61
 (1,625.89)
 (7,439.00)

 778,901.92

3. When you see this pointer shape, click to display the Drill Down details window with the selected totals breakdown displayed.

Quarter 1
Jul - Sep

Fixed Assets

MOTOR VEHICLES

0050	MOTOR VEHICLES	(3,900.00)
0051	M/V DEPRECIATION	(3,539.00)
		(7,439.00)

Chapter 14

Working with Foreign Currencies and Accounts

This chapter contains information on how to handle foreign currency accounts and transactions in Sage 50 Accounts.

In this chapter, we show you how to set up currencies and exchange rates. We'll introduce the Foreign Trader feature, and guide you through setting it up for the first time. We'll then explain how to process foreign currency transactions in Sage 50 Accounts, including producing invoices and orders, recording payments and receipts and setting up foreign currency price lists.

Later, the chapter discusses how to use foreign bank accounts and explores the implications of multiple currencies on bank transfers. We'll also help you to use the Foreign Bank Revaluation Wizard.

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The Euro and Other Currencies

Sage 50 Accounts makes it easy for your business to record payments and receipts in other currencies, including the euro. To do this you must first set up the exchange rates for the foreign currencies that you trade in. After you have done this, you can enter the foreign currency amounts. For example, while entering a supplier invoice, press F5 when you are entering the net amount (or click the calculator button in the net column) and click CC. This will bring up the currency calculator, which will convert your foreign currency values into your base currency.

Note: Your base currency is fixed as a result of your choice in the ActiveSetup Wizard (or if you upgraded, your new Sage 50 Accounts detected your original base currency from your records).

Help

For more information about working with foreign currencies, type 'Currencies' in the Help system index.

If you accept payment in more than one currency, you have to set up your defaults to handle the conversions. The three examples below set out common scenarios.

Note: Because the exchange rate fluctuates, you will have to agree a rate or set a time (e.g. open or close of the day's trading) with your customers to enter an up-to-date exchange rate. For up-to-date exchange rates, we recommend looking in the Business and Trade section of www.hmrc.gov.uk.

To enter foreign currency exchange rates

1. From the Sage 50 Accounts menu bar, select Settings > Currencies.

The Currencies window appears.

2. Select the appropriate currency and enter the exchange rate.

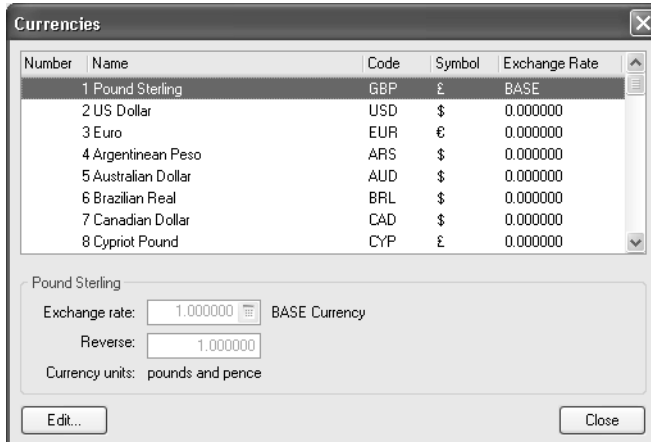
Note: Because the exchange rate fluctuates, you will have to agree a rate or set a time (for example, open or close of the day's trading) with your customers to enter an up-to-date exchange rate. For up-to-date exchange rates, we recommend looking in the Business and Trade section of the HMRC website www.hmrc.gov.uk. You have now fixed the exchange rate between the currency of your choice and your base rate.

Repeat this process for all the currencies that you deal with.

A UK business accepting payments in Pound Sterling and in euro

1. From the Sage 50 Accounts menu bar, select Settings > Currencies.

The Currencies window appears.



Number	Name	Code	Symbol	Exchange Rate
1	Pound Sterling	GBP	£	BASE
2	US Dollar	USD	\$	0.000000
3	Euro	EUR	€	0.000000
4	Argentinean Peso	ARS	\$	0.000000
5	Australian Dollar	AUD	\$	0.000000
6	Brazilian Real	BRL	\$	0.000000
7	Canadian Dollar	CAD	\$	0.000000
8	Cypriot Pound	CYP	£	0.000000

☒ Pound Sterling
 Exchange rate: BASE Currency
 Reverse:
 Currency units: pounds and pence

2. Select euro and enter the exchange rate for euro into Pound Sterling in the 'Exchange rate' box.
3. To save and close, click Close.

You have now fixed the exchange rate between euro and Pound Sterling.

An Irish business accepting payment in euro and Pound Sterling

If you are an Irish business, working in euros, you should have chosen euro in the ActiveSetup Wizard as your base currency. If you also accept payment in Pound Sterling (or any other currency), follow these instructions.

1. From the Sage 50 Accounts menu bar, select Settings > Currencies.

The Currencies window appears.

2. Select Pound Sterling (number 1 on the list) and enter the exchange rate for Pound Sterling into euro.

You have now fixed the exchange rate between euro and Pound Sterling.

A UK business accepting payment in South African Rand and US Dollars

1. From the Sage 50 Accounts menu bar, select Settings > Currencies.
The Currencies window appears.
2. Choose US Dollar from the list and enter the exchange rate for US Dollars into Pound Sterling.
3. Repeat step 2 for the South African Rand.

You have now fixed the exchange rate for South African Rand and US Dollars.

Once you have set up your currency defaults, you can calculate your base currency value from the foreign currency by using the currency calculator. To do this press F5, whenever you are in any box that requires a currency value (e.g. 'net' or 'price' boxes).

The Countries Table

The Countries table lists all countries, together with country codes, that are currently members of the European Union (EU). Sage 50 Accounts uses this information for Intrastat reporting purposes.

If a country joins or leaves the EU, the Countries table allows you to amend the current EU Members list so that you can keep your country list up to date.

You can add a further 14 countries to the list. Unlike countries that are installed with Sage 50 Accounts, you can change the names of added countries. However, regardless of whether a country has been supplied with Sage 50 Accounts or has been added at a later date, it cannot be deleted.

Note for users upgrading from Sage 50 Accounts version 9 or version 10: The Sage 50 Accounts Help system contains important information about the Countries table. To see this information, type 'Countries' in the Help Index tab and select 'Countries: Information for Users Upgrading from Sage 50 Accounts v9 and v10'.

To set up your Countries information

1. From the Sage 50 Accounts menu bar, select Settings > Countries.
The Countries table appears.
The table shows three columns, containing the country name, country code and a check box which indicates whether or not the country is an EU member.
 2. To set up a country as an EU member, for example if a new country joins the EU and needs to be taken into account for Intrastat reporting, select the check box in the EU Member column alongside the country you require.
 3. To remove a country from the list of EU members, for example if a country leaves the EU and should no longer be taken into account for Intrastat reporting, clear the check box in the EU Member column alongside the country you require.
 4. To add a country to the list, click Add. The Add/Edit Country Details window is displayed.
Enter a unique name for the country. If the country is a member of the EU, select the EU Member check box.
The country code is automatically generated for you. Countries added to the list are identified by their two character code, which always begins 'Q'.
 5. To save your changes and return to the Sage 50 Accounts desktop, click OK. Alternatively, to close the Countries table without saving your changes, click Cancel.
The Sage 50 Accounts desktop reappears.
- You have now set up your Countries information.

The Foreign Trader

(Accounts Professional Only)

Note: You cannot use this facility if you are using VAT Cash Accounting.

The Foreign Trader facility within Sage 50 Accounts lets you:

- Keep a record of foreign currency bank accounts.
- Keep customer and supplier records in a foreign currency.
- Record invoices, credit notes, orders, proformas and quotations in a foreign currency.
- Record customer receipts and supplier payments in different currencies.

The section on the next page explains the steps you have to take to set up your Foreign Trader facility.

Help

Select 'Foreign Trade' from the 'Accounting and Bookkeeping' area of the Help system to find out more.

Setting up the Foreign Trader

The following points outline the tasks you need to complete in order to set up Sage 50 Accounts to work with foreign currencies:

- Run the Foreign Trader Setup Wizard.
- Enter your foreign exchange rates for all currencies that you deal with on the Currencies window.
- Set up any new bank accounts that will accept payments in a foreign currency.

Note: If you use your high street bank to make payments in Pound Sterling, euro and US dollars, you must set up three separate bank accounts in your Sage 50 Accounts program to accept each currency.

- Set up any new customer accounts.

Note: As with the bank accounts in the previous step, if you deal with a customer who pays in a number of different currencies, you must set up a separate customer account for each currency that the customer deals in.

- Set up any new supplier accounts.

Note: As with the bank accounts in the earlier step, if you deal with a supplier who pays you in a number of different currencies, you must set up a separate supplier account for each currency that this supplier deals in.

The following sections explain how to complete each of these steps.

To activate the Foreign Trader

Caution: You cannot turn off Foreign Trader once you have set it up using the Foreign Trader Setup Wizard.

1. From the Sage 50 Accounts menu bar, select Modules > Wizards > Foreign Trader Setup Wizard.

Note: If you have already run the Foreign Trader Setup Wizard for the current company or if you are on the VAT Cash Accounting scheme, this menu option is not available. (If you have a multi-company licence you can run this Wizard with each new company you set up.)

2. Click Next on the Welcome screen.

The Currency Revaluation information appears.

Foreign Trader Setup Wizard

Foreign Trader Information

Currency Revaluation

Exchange rate fluctuations may lead to the base currency value of a transaction changing between creation and completion. Line 50 can automatically post adjustments to a reserved nominal code to account for these variations.

Choose which nominal code you would like to use for this purpose. Unless you have a specific reason to choose a different code, we recommend that you use the default.

Note: The Revaluation Nominal code you select must appear in the Overheads section of your Nominal Chart of Accounts

Revaluation N/C:

Cancel Help Back Next Finish

Enter a Currency Revaluation nominal code. (For an explanation of nominal codes, see *Nominal Ledger Accounts Explained* on page 160.) This is the nominal code that will be used to record the value of currency fluctuations, which are a factor when dealing with foreign currencies. For example, as a result of dealing with foreign currency you may receive under or overpayments from your customers, or underpay or overpay your suppliers. These under or overpayments will be posted to the Currency Revaluation nominal code.

Note: If you already have a 7906 code in use for something else (if you are an existing user of Sage 50 Accounts), you must enter a different account number.

Note: Your Currency Revaluation code must be in the Overheads section of the chart of accounts. For an explanation of chart of accounts sections, see *Nominal Ledger Accounts Explained* on page 160.

For examples of currency fluctuations and what they mean to you (if you gain or lose money), type exchange rates in the Index tab of the Sage 50 Accounts Help system (press F1), and choose revaluations.

3. After you have chosen your Currency Revaluation nominal code, click Next.

The Exchange Rate Update Method window opens.

Foreign Trader Setup Wizard

Foreign Trader Information

Exchange Rate Update Method

Line 50 can help to maintain your exchange rates by updating the currency records when you enter an exchange rate for a transaction.

Choose whether you would like this to happen automatically, whether you want to be consulted before such an update, or whether you would like to turn these updates off completely.

Unless you have a specific reason to choose a different method, we recommend that you use the default.

Update method: Always prompt to save exchange rate changes

Buttons: Cancel, Help, Back, Next, Finish

The options on this screen help you to update your currency records with the up-to-date exchange rates. If you want Sage 50 Accounts to automatically update your currency records each time you use a new exchange rate, choose the option 'Automatically save any exchange rate changes to currency record.' If you want to be prompted before any exchange rates are saved to the currency record, choose the option 'Always prompt to save exchange rate changes.' If you never want to save exchange rate changes to the currency record, choose the option 'Never save any exchange rate changes.'

Note: You can change your exchange rate update method later, if you require. To do this, select Customers > Invoice / Order Defaults, and select the method you want to use from the section at the bottom of the window.

4. Click Next. The final screen appears. Click Finish to complete the Wizard, or click Back to change any of your options.

You have now successfully set up your Foreign Trader facility.

Checking or amending your invoice and order defaults

Before you start using the Foreign Trader, you must ensure that your Invoice and Order Defaults are set up to update your currency exchange rates as you require. You initially choose this setting on the 'Exchange Rate Update Method' screen of the Foreign Trader Setup Wizard, but you may want to check or change this at a later date.

To check or amend your invoice and order defaults

1. Select Customers > Invoice / Order Defaults.

The Invoice and Order Defaults window appears.

2. From the Currency Exchange Rates drop-down list, select the setting you require from the following options. The setting you choose affects how, and if, the exchange rate in the Currencies window is updated if you change the rate on an individual transaction:

Always prompt to save exchange rate changes

If you select this option, Sage 50 Accounts displays a warning message each time you change an exchange rate in an invoice or order, asking if you would like to save the amended exchange rate to the Currency record. This is the default setting.

Unless you have a specific reason to choose a different update method, we recommend that you select this option.

Automatically save any exchange rate changes to currency record

If you select this option, Sage 50 Accounts automatically saves any changes you make to an exchange rate back to the Currency record, without displaying a confirmation message.

Never save any exchange rate changes

Select this option if you do not want Sage 50 Accounts to save any exchange rate changes you make back to the Currency record. If you select this option and you want to make changes to the exchange rate for a currency, you must do it manually in the Currency record.

3. To save your changes, click OK, or to exit without saving click Cancel.

The Sage 50 Accounts desktop appears.

You have now checked or amended your Invoice and Order Defaults settings.

Setting up or checking your currency settings

Once you have activated the Foreign Trader, you must check or set up your Currencies. You must set up exchange rates for each of the foreign currencies you trade in.

Note: If you have upgraded your data from Sage 50 Accounts v5.01 and below, your base currency will be set to Pound Sterling (or euro if your computer's Regional Options are set to England (Ireland)). This is because Sage 50 Accounts v5.01 and below did not include the Currency facility.

To set up or amend your currency settings, follow the instructions in *The Euro and Other Currencies* on page 716.

Setting up foreign currency bank accounts

When you set up a foreign bank account, Sage 50 Accounts shows you how much money you have in the foreign currency and also how much that represents in your base currency.

You must set up as many foreign currency bank accounts as you have foreign currencies. For example, if you trade in euro, pound Sterling and Yen you need to create three accounts.

Note: Once you have entered transactions into a bank account, you cannot delete the record, nor can you change its currency.

Once you have set up your new foreign currency bank accounts, you can then work with them as you would any other bank accounts.

Note: If there are transactions on an existing bank record, you cannot change its currency. To change an existing record into a non-base currency account, you must create a new account and set its currency as you require. If there is a balance on the existing account that you want to carry over on the new account, you will need to transfer the balance to the new foreign currency account. For more information, see *Bank Transfers Involving Foreign Currency Accounts* (Accounts Professional Only) on page 732

Setting up foreign currency customers and suppliers

Before you start using the Foreign Trader, you must check or amend the currencies applied to your Customer and Supplier Records.

Note: If you have upgraded to Sage 50 Accounts from a version in which you did not use Foreign Trader and you had customer or supplier records set up in a foreign currency, the upgrade process sets the currency on these accounts to your base currency. We recommend that you complete all the transactions on these accounts in base currency and then close them off. You can then open a new customer or supplier account in the foreign currency of your choice and use this to produce all of your foreign currency invoices, orders and reports.

For more information about creating and editing customer and supplier records, see *Chapter 5, Setting Up Records*.

Processing in Sage 50 Accounts Using the Foreign Trader

(Accounts Professional Only)

Now that you've set up the Foreign Trader, you can use Sage 50 Accounts to process customer, supplier, bank and bank transfers in foreign currencies.

The following sections explain how to process using Foreign Trader.

Producing invoices, credit notes and orders for a foreign currency account

Once you have activated the Foreign Trader, Sage 50 Accounts allows you to create invoices, credit notes and orders for your customers and suppliers in the currency stored on their record. For example, if you have created a record for a customer account that trades with you in Yen, you can now create an invoice for that customer in their own currency, Yen.

You produce invoices, credit notes and orders for foreign currency accounts in the usual way and enter the header details you require, such as the Type, Format and Date. When you select a customer or supplier account that has a foreign currency associated with it, a 'Rate' box appears beneath the customer's or supplier's address details. This box displays the symbol of the currency associated with the selected record, and shows the exchange rate for that currency as it appears in your Currencies list. You can change the exchange rate here if you require.

In addition to the 'Rate' box, all values on the invoice, credit note or order now display in the customer's or supplier's currency. This applies to the individual item lines, the Total Net and Total VAT amounts, and the Carriage and Gross values. Finally, the invoice, credit note or order displays the overall total in your base currency.

For full details about creating invoices, credit notes and orders, refer to *Chapter 8, Customer Tasks* and *Chapter 9, Supplier Tasks*.

Entering batch invoices and credit notes for foreign currency accounts

You can record batch invoices and credit notes for your customers and suppliers in the currency that appears on their record. For example, if a supplier based in France sends you an invoice in euro, you can enter the invoice directly into Sage 50 Accounts for the actual euro values shown on the invoice (providing you have set up a record using euro for this supplier).

You enter a batch invoice or credit note for a foreign currency customer or supplier as usual. When you select a foreign currency account from the 'A/C' drop-down list, the 'Exchange Rate' box at the top of the window becomes active. The appropriate currency symbol and exchange rate, as set up in your Currencies list, are displayed. You can change the exchange rate here if you require.

In addition to the 'Exchange Rate' box, the Net, VAT and Total values on the window now display in the customer's or supplier's currency.

For full details about entering batch invoices and credit notes, see *Chapter 8, Customer Tasks* and *Chapter 9, Supplier Tasks*.

Recording bank receipts and payments for a foreign currency bank account

If you make a payment from or lodge a receipt into one of your foreign currency bank accounts, Sage 50 Accounts allows you to record this directly onto the account in the actual currency the transaction took place in.

To make a payment or receipt from or to a foreign currency bank account, select Bank > New Payment or Bank > New Receipt. The Bank Payments or Bank Receipts window appears.

Select the account you require from the drop-down list, and click OK.

The Bank Payments or Bank Receipts window includes an 'Exchange Rate' box. This displays the exchange rate currently set up in your Currencies list for the currency associated with the selected bank account. You can change this here if you want to use a different exchange rate for this transaction.

In addition to the 'Exchange Rate' box, the Net, Tax and Total values also display in the selected bank account's currency.

For full details about entering bank payments and receipts, see *Recording a Bank Receipt* on page 346 and *Recording a Bank, Cash or Credit Card Payment* on page 351.

Recording customer receipts and supplier payments for foreign currency accounts

When you process sales invoices and orders in the customer's own currency, you are likely to receive payment from them in the same currency. Similarly, if a supplier sends you an invoice in a foreign currency, you might want to pay them in the same currency.

Sage 50 Accounts allows you to enter customer receipts and supplier payments in the account's own currency. For example, if a customer pays an invoice in US Dollars, you can record the US Dollar amount directly into the corresponding dollar bank account.

Note: The bank account you use to record the receipt or payment must use the same currency as the customer or supplier record.

To enter a foreign currency customer receipt or supplier payment, select the bank you want to use to record the transaction from the accounts listed in the Bank Accounts window and click Customer or Supplier (depending on the type of transaction you want to record). From the 'A/C' drop-down list, select the account reference of the customer or supplier. When you select the account you want to use, the exchange rate set up for the currency associated with the customer or supplier appears in the 'Rate' box. You can change the rate shown here if you require.

In addition to the exchange rate, the Customer Receipt or Supplier Payment window now displays the Amount, Receipt (or Payment), Discount and Analysis Total values in the currency associated with the customer or supplier.

For full details about entering customer receipts, see *Receiving Customer Payments* on page 498. For information about entering supplier payments, refer to *Making a payment to a supplier* on page 560.

Foreign currency price lists

Once you have activated the Foreign Trader, you are able to set up Customer and Supplier Price Lists in the customer's or supplier's associated currency.

When creating a price list for a customer, you can select the currency you want to use for the price list from the 'Currency' drop-down list in the New Customer Price List window. When you select a currency, only those customers who use that currency are available for you to select on the Customers tab. As you add products to the price list, Sage 50 Accounts converts the Sales Price and Cost Price held on the product record from your base currency using the exchange rate set up in your Currencies list, and displays them in the customer's currency. The List Price also displays in the customer's own currency.

For a supplier price list, select the supplier you want to set up a price list for and click Price List. The currency assigned to the selected supplier appears automatically in the 'Currency' box, and you cannot change this. As you add products to the price list, enter the Purchase Prices in the supplier's own currency. Sage 50 Accounts automatically converts the value you enter into your base currency and displays it as the Base Equivalent value.

For full details about working with Price Lists, see *Customer Pricing* on page 391 and *Supplier Price Lists (Accounts Professional Only)* on page 520

Automatic revaluation postings

If you are using Sage 50 Accounts to record transactions in a foreign currency, these transactions may be affected by changes in the currency exchange rates.

For example, you send an invoice to a customer for €200.00. At the time you raise the invoice, the exchange rate is 1.60798, giving a base currency equivalent value of £124.38. The customer then pays the invoice in two parts: the first payment, for €150.00, is subject to an exchange rate of 1.72945, giving a base currency equivalent of £86.73; the second payment of €50.00 is subject to an exchange rate of 1.62433, giving a base currency equivalent of £30.78.

In this example, the total amount you receive from the customer is £117.51 - a difference of £6.87 from the original invoice value. In other words, you have been underpaid by £6.87 due to exchange rate fluctuations.

When this occurs, Sage 50 Accounts makes automatic corrective postings to ensure that your accounts are in order. In the example above, Sage 50 Accounts automatically posts a Sales Credit (SC) for the underpayment amount, using your default Exchange Rate Variance nominal code and the reference 'REVAL'.

Examples of where automatic revaluation postings might occur due to exchange rate fluctuations are:

- Under- or overpayment of a sales invoice entered in a foreign currency.
- Under- or overpayment of a purchase invoice entered in a foreign currency.
- Differences in the balance on foreign bank accounts following the use of the Foreign Bank Revaluation Wizard. The wizard and its associated revaluation postings are explained in more detail in the following section.

Help

For examples of the automatic revaluation postings Sage 50 Accounts makes, type 'Automatic Currency Revaluations' in the Help system's Search tab.

The Foreign Bank Revaluation Wizard

(Accounts Professional Only)

Use the Foreign Bank Revaluation Wizard during the Month End or Year End procedure to ensure that there are no discrepancies in your accounts due to exchange rate fluctuations.

For example, a balance of €5000 at an exchange rate of 1.653450 = £3023.98. However at your Month End the exchange rate may have risen to 1.752908. In this case the €5000 is now only worth £2852.40 (a difference of £171.58).

If these discrepancies are not corrected, your Financial Reports will display incorrect figures.

Note: You cannot run this wizard if you have not already run the Foreign Trader Setup Wizard.

To run the Foreign Bank Revaluation Wizard

1. From the Sage 50 Accounts menu bar, select Modules > Wizards > Foreign Bank Revaluation Wizard.

The Foreign Bank Revaluation Wizard appears, displaying the Welcome screen.

2. Click Next to proceed.

The next screen allows you to specify the currency and accounts to be revalued.

3. Use the drop-down list to select which of the foreign currencies you use is to be revalued.

From the list of available accounts, select the account(s) you want to revalue and click Next to continue.

The next screen allows you to set the revaluation date.

4. Select the revaluation date required and click Next to continue.

Note: The revaluation date cannot be in the future.

The next screen shows the details of each account you selected.

5. Complete the revaluation details by entering the new exchange rate you want to apply to each of the accounts listed and, optionally, specifying the department.

6. Click Next to continue.

The next screen shows details of the revaluations to be performed.

7. Check that the details are correct and click Next to continue.

8. To complete the revaluation, click Finish.

Sage 50 Accounts automatically corrects any differences caused by fluctuations in the exchange rate by posting revaluation journals to the relevant accounts. For more information about the revaluation journals, refer to the following section.

If the exchange rate you used for the revaluation does not match the current exchange rate set for the currency, a warning message appears and Sage 50 Accounts offers you the opportunity to update the currency exchange rate. Click Yes.

The Sage 50 Accounts desktop appears.

You have now completed the Foreign Bank Revaluation Wizard.

Help

For examples of the automatic revaluation postings Sage 50 Accounts makes, type 'Automatic Currency Revaluations' in the Help system's Search tab.

Tip: Use the Day Books: Foreign Bank Revaluations report to print a list of revaluation journals. From the Company navigation group, select Nominal Ledger > Reports > Day Book Reports > Day books: Foreign Bank Revaluations.

Viewing and Changing Revaluations

(Accounts Professional Only)

The Revaluations tab on the Bank Record window provides you with a listing of the past revaluations that have been carried out on an account. You can also make changes to these revaluations.

Although the Foreign Bank Revaluation Wizard requires you to confirm the revaluation details entered before Sage 50 Accounts makes any changes to your accounts, there may be times when you need to make subsequent manual changes to revaluations that you have carried out using the wizard.

These manual changes may include:

- Adjusting the exchange rate used in a revaluation. See *To adjust a revaluation* on page 730.
- Reversing a revaluation made in error. See *To reverse a revaluation* on page 731.

To adjust a revaluation

1. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
2. Select the foreign currency bank account you require.
3. Click Record.
4. Click the Revaluations tab.

A list of existing revaluation dates and exchange rates appears.

Note: This tab only appears for foreign currency bank accounts.

5. Click Show Balances.

The information shown for each revaluation is updated to include the account balance in the foreign currency and the balance values before and after the revaluation in the base currency.

The other buttons on the tab are also activated.

6. Select the revaluation you want to adjust, and click Edit.
7. Make the changes required to the rate.
8. To complete the adjustment, click OK.

Sage 50 Accounts automatically adjusts the revaluation details, and creates and posts the appropriate journals to the relevant accounts.

To reverse a revaluation

1. Select the Bank navigation group and then, if appropriate, use the view selector to switch to the Bank Accounts view.
2. Select the foreign currency bank account you require.
3. Click Record.
4. Click the Revaluations tab.

A list of existing revaluation dates and exchange rates appears.

Note: This tab only appears for foreign currency bank accounts.

5. Click Show Balances.

The information shown for each revaluation is updated to include the account balance in the foreign currency and the balance values before and after the revaluation in the base currency.

The other buttons on the tab are also activated.

6. Select the revaluation you want to reverse, and click Reverse.

Sage 50 Accounts automatically reverses the revaluation, and creates and posts the appropriate journals to the relevant accounts.

Bank Transfers Involving Foreign Currency Accounts

(Accounts Professional Only)

The Bank Transfer facility allows you to record the transfer of funds from one bank account to another.

In Accounts Professional you can use the Transfer facility to record transfers between base and non-base currency accounts, or even between two non-base currency accounts. Sage 50 Accounts uses the exchange rates set up in your Currencies table to calculate the overall exchange rate for the transfer.

The following sections explain how to make a transfer involving one or more foreign currency bank accounts, and the effects of changing the values on the Transfer window once Sage 50 Accounts has calculated the exchange rate and amounts required.

To make a bank transfer between base and non-base currency accounts

1. Select Bank > Record Transfer.

The Bank Transfer window appears.

2. In the boxes provided, enter the following transfer details:

Account from	This box shows the account code and name of the bank currently selected on the Bank Account window, if any. If you want to change this, enter an alternative code or use the drop-down button to select from the bank account list.
Account to	Enter the bank account code of the bank you want to receive the money. Use the drop-down button to select the bank code from the bank account list.
Reference	Type a reference to be recorded for this transaction in the audit trail. For example, you can enter a cheque number.
Dept	If you want your transaction to be analysed to a specific department, enter the department number here.
Date	The program date is entered for you automatically but you can change this if required.
Description	Type a description of up to 60 characters for easy reference.
Payment Value	Enter the value you want to transfer.
Exchange Rate	If Foreign Trader is enabled, this box displays the exchange rate between the currencies of the 'Account From' and 'Account To'.

3. To process the transfer, click Save, to re-enter the data click Discard and/or to leave the window click Close.

To make a bank transfer between non-base currency accounts

1. Select Bank > Record Transfer.
The Bank Transfer window appears.
2. In the boxes provided, enter the following transfer details:

Account from	This box shows the account code and name of the bank currently selected on the Bank Account window, if any. If you want to change this, enter an alternative code or use the drop-down button to select from the bank account list.
Account to	Enter the account reference of the non-base currency account you want to transfer money to. You can use the drop-down list to choose the account you want to use.
Reference	Type a reference to record in the audit trail for this transaction. For example, you can enter a cheque or BACS number.
Department	If you use departmental analysis, enter the department for the transaction here.
Date	The program date is entered here for you automatically, but you can change this if you require.
Description	Type a description of up to 60 characters for your reference.
Payment Value	Enter the value of the money you want to transfer from the 'Account from' bank account. Sage 50 Accounts displays this value in that bank account's currency.

Receipt Value

In this box, Sage 50 Accounts calculates the value of the money you are transferring into the 'Account to' bank account. To calculate this value, Sage 50 Accounts uses the 'Payment Value' figure, together with the exchange rate it calculates from the rates set in your Currency table for the two currencies involved.

For example, say your base currency is set to pound sterling, and you want to transfer money from a US dollar account to a euro bank account.

In your Currency table, the following exchange rates are set up:

US dollar to pound sterling = 1.600000

Euro to pound sterling = 1.520000

Sage 50 Accounts calculates the US dollar to euro exchange rate as follows:

$$\frac{1.520000}{1.600000} = 0.950000$$

This value, 0.950000, appears in the 'Exchange Rate' box.

Continuing the example, say you want to transfer USD \$1000.00 to the euro account. Using the exchange rate calculated above:

$$\$1000.00 \times 0.950000 = \text{€}950.00$$

So €950.00 appears in the 'Receipt Value' box.

Note: If you subsequently change the value in the 'Exchange Rate' box, the Receipt Value changes accordingly. For more information, see *Changing the values on the Bank Transfer Window* on page 736.

Exchange Rate Here, Sage 50 Accounts shows the exchange rate it calculates for this transfer using the rates set in the Currency table for the two currencies involved. You can amend the exchange rate if you require, for example if you have agreed a fixed exchange rate for the transfer.

See the previous example for details about how Sage 50 Accounts calculates the exchange rate for the transfer.

Notes: If no values appear in the Currency table, Sage 50 Accounts cannot calculate the exchange rate for the transfer and so it appears as zero. If you try to save a transfer with a zero exchange rate, the following message appears:

'No Exchange Rate has been entered. You must enter a value for the Exchange Rate before attempting to post transactions.'

To continue with the transfer, click OK and enter an exchange rate.

Changing the exchange rate may result in differences between the base rate journal entries for the transfer. For more information on how Sage 50 Accounts deals with such changes, see *Changing the values on the Bank Transfer Window* on page 736.

Note: If you need to change any of the details on the Bank Transfer window at this stage, Sage 50 Accounts may need to recalculate the values and/or make adjustment postings when you save the transaction. For more information on this, see *Changing the values on the Bank Transfer Window* on page 736.

3. To process the transfer, click Save. To re-enter the data click Discard and/or to leave the window, click Close.

Changing the values on the Bank Transfer Window

When you first enter the details for your non-base currency bank transfer, Sage 50 Accounts performs a number of calculations to work out the value of the transfer transactions. For example, if you enter details of the bank accounts you are transferring money from and to and enter a Payment Value to show how much money you are transferring from the first account, Sage 50 Accounts uses this information to calculate the exchange rate and receipt value for the transfer.

If you then change any of the details, Sage 50 Accounts must recalculate some of the transfer values. The program makes these changes according to the order in which you make changes to the data. In some cases, these changes mean that Sage 50 Accounts needs to post adjusting transactions along with the transfer journals, to make sure that the entries balance.

The information that follows shows how the changes you make affect your transfer, and what information messages Sage 50 Accounts displays on the Bank Transfer window in each scenario.

Scenario 1

You enter the Account From and Account To.

Sage 50 Accounts calculates the exchange rate using the values in the Currency table for the two currencies involved. The figures in the 'Payment Value' and 'Receipt Value' boxes remain at 0.00.

For your information, the note on the Bank Transfer window reads: "The exchange rate for this transfer has been calculated using the rates in the Currency table. Your bank may use a different rate for the transfer. You may also incur bank charges for this transaction."

Scenario 2

You enter the Account From, Account To and Payment Value.

Sage 50 Accounts calculates the exchange rate using the values in the Currency table for the two currencies involved. It then uses this exchange rate and the Payment Value you entered to calculate the Receipt Value.

For your information, the note on the Bank Transfer window reads: "The exchange rate for this transfer has been calculated using the rates in the currency table. Your bank may use a different rate for the transfer. You may also incur bank charges for this transaction."

Scenario 3

You enter the Account From, Account To and Receipt Value.

Sage 50 Accounts calculates the exchange rate using the values in the Currency table for the two currencies involved. It then uses this exchange rate and the Receipt Value you entered to calculate the Payment Value.

For your information, the note on the Bank Transfer window reads: "The exchange rate for this transfer has been calculated using the rates in the currency table. Your bank may use a different rate for the transfer. You may also incur bank charges for this transaction."

Scenario 4

You enter the Account From, Account To and Payment Value. You then change the exchange rate manually.

Initially, Sage 50 Accounts calculates the exchange rate using the values in the Currency table for the two currencies involved. It then uses this exchange rate and the Payment Value you entered to calculate the Receipt Value.

When you manually change the exchange rate, Sage 50 Accounts recalculates the Receipt Value using the new rate.

For your information, the note on the Bank Transfer window reads: "You have changed the exchange rate for this transfer. Please check that the payment and receipt amounts are correct before continuing with this transfer. Your bank may use a different rate for the transfer. You may also incur bank charges for this transaction."

If the new exchange rate means that the base currency values of the journal entries for the transfer do not match, Sage 50 Accounts automatically posts a balancing journal entry for the difference to your Revaluation account.

For example:

Say your base currency is pound sterling and you want to transfer money from a US dollar account to a euro account.

The exchange rates set up in your Currency table are as follows:

US dollar to pound sterling = 1.600000

Euro to pound sterling = 1.520000

Sage 50 Accounts calculates the US dollar to euro exchange rate as follows:

$$\frac{1.000000}{1.600000} \times 1.520000 = 0.950000$$

This value, 0.950000, appears in the 'Exchange Rate' box.

Continuing the example, say you want to transfer USD \$100.00 to the euro account. Using the exchange rate calculated above:

$$\$100.00 \times 0.950000 = \text{€}95.00$$

So €95.00 appears in the 'Receipt Value' box.

The value of the journal entries posted to your audit trail is £62.50 for both entries (\$100.00 = £62.50 and €95.00 = £62.50, using the exchange rates set up in your Currency table).

You then change the exchange rate to 0.970000. Sage 50 Accounts recalculates the Receipt Value as €97.00. Using the exchange rate set up in your Currency table, this equates to £63.82. This means that your journal credit (£62.50) does not equal the journal debit (£63.82) by an amount of £1.32. Sage 50 Accounts posts this difference to the Revaluation account as a journal credit, using the details 'Foreign Bank Transfer Revaluation Journal for Transaction xxxx' for your reference.

Scenario 5

You enter the Account From, Account To and Receipt Value. You then change the exchange rate manually.

Initially, Sage 50 Accounts calculates the exchange rate using the values in the Currency table for the two currencies involved. It then uses this exchange rate and the Receipt Value you entered to calculate the Payment Value.

When you manually change the exchange rate, Sage 50 Accounts recalculates the Payment Value using the new rate.

For your information, the note on the Bank Transfer window reads: "You have changed the exchange rate for this transfer. Please check that the payment and receipt amounts are correct before continuing with this transfer. Your bank may use a different rate for the transfer. You may also incur bank charges for this transaction."

If the new exchange rate means that the values of the base rate journal entries for the transfer do not match, Sage 50 Accounts automatically posts a balancing journal entry for the difference to your Revaluation account. For more details, see the example in Scenario 4 above.

Scenario 6

You enter the Account From, Account To and Payment Value. You then change the Payment Value.

Initially, Sage 50 Accounts calculates the exchange rate using the values in the Currency table for the two currencies involved. It then uses is exchange rate and the Payment Value you entered to calculate the Receipt Value.

If you then change the Payment Value, Sage 50 Accounts recalculates the exchange rate from the new Payment Value and the calculated Receipt Value.

For your information, the note on the Bank Transfer window reads: "The exchange rate for this transfer has been calculated using the payment and receipt amounts. Your bank may use a different rate for the transfer. You may also incur bank charges for this transaction."

Scenario 7

You enter the Account From, Account To and Payment Value. You then change the Receipt Value.

Initially, Sage 50 Accounts calculates the exchange rate using the values in the Currency table for the two currencies involved. It then uses this exchange rate and the Payment Value you entered to calculate the Receipt Value.

If you then change the Receipt Value, Sage 50 Accounts recalculates the exchange rate using the Payment Value and the new Receipt Value.

For your information, the note on the Bank Transfer window reads: "The exchange rate for this transfer has been calculated using the payment and receipt amount. Your bank may use a different exchange rate for the transfer. You may also incur bank charges for this transaction."

If the new exchange rate means that the values of the base rate journal entries for the transfer do not match, Sage 50 Accounts automatically posts a balancing journal entry for the difference to your Revaluation account.

For example:

Say your base currency is pound sterling and you want to transfer money from a US dollar account to a euro account.

The exchange rates set up in your Currency table are as follows:

US dollar to pound sterling = 1.600000

Euro to pound sterling = 1.520000

Sage 50 Accounts calculates the US dollar to euro exchange rate as follows:

$$\frac{1.000000}{1.600000} \times 1.520000 = 0.950000$$

This value, 0.950000, appears in the 'Exchange Rate' box.

Continuing the example, say you want to transfer USD \$100.00 into the euro account. Using the exchange rate calculated above:

$$\$100.00 \times 0.950000 = \text{€}95.00$$

So €95.00 appears in the 'Receipt Value' box.

The value of the journal entries posted to your audit trail is £62.50 for both entries (\$100.00 = £62.50 and €95.00 = £62.50, using the exchange rates set up in your Currency table).

You then change the Receipt Value to €90.00. Sage 50 Accounts recalculates the exchange rate as 0.900000.

Using the exchange rate set up in your Currency table, €90.00 equates to £59.21. This means that your journal credit (£62.50) does not equal the journal debit (£59.21) by an amount of £3.29. Sage 50 Accounts posts this difference to the Revaluation account as a journal debit, using the details 'Foreign Bank Transfer Revaluation Journal for Transaction xxxx' for your reference.

Scenario 8

You enter the Account From, Account To and Payment Value. You then change the Account From details.

Initially, Sage 50 Accounts calculates the exchange rate from the values in the Currency table for the two currencies involved. It then uses this exchange rate and the Payment Value you entered to calculate the Receipt Value.

If you then change the Account From details, Sage 50 Accounts recalculates the exchange rate from the Currency table, and calculates the new Payment Value from the existing Receipt Value and the new exchange rate.

For your information, the note on the Bank Transfer window reads: "The exchange rate for this transfer has been calculated using the rates in the currency table. Your bank may use a different rate for the transfer. You may also incur bank charges for this transaction."

Scenario 9

You enter the Account From, Account To and Payment Value. You then change the Account To details.

Initially, Sage 50 Accounts calculates the exchange rate from the values in the Currency table for the two currencies involved. It then uses this exchange rate and the Payment Value you entered to calculate the Receipt Value.

If you then change the Account To details, Sage 50 Accounts recalculates the exchange rate from the Currency table, and calculates the new Receipt Value from the existing Payment Value and the new exchange rate.

For your information, the note on the Bank Transfer window reads: "The exchange rate for this transfer has been calculated using the rates in the currency table. Your bank may use a different rate for the transfer. You may also incur bank charges for this transaction."

How Foreign Trader Affects Sage 50 Accounts

Note: Once you activate the Foreign Trader option, it cannot be switched off.

Changes to the Customer and Supplier Records and New Wizards

- If you create a new customer or supplier record, the default currency and credit limit is taken from the Customer or Supplier Defaults. To edit the defaults, click Customers > Customer Defaults or Suppliers > Supplier Defaults.
- The Balance field on the customer records and supplier records (located on Details tab), displays the account balance using that account's currency. The appropriate currency code and symbol is used.
- If you create a new Customer or Supplier record using a currency other than the base currency, you must enter an exchange rate when you enter the opening balances.

Changes to the Bank Accounts and New Wizard

- The Bank Record displays the balance in the selected bank's currency. This is calculated from the foreign currency values that you entered on the transaction record. The balance also appears separately in the base currency.
- The Bank Accounts window displays the bank balance using both the base currency and the bank account's foreign currency.
- You can choose to display the date a foreign bank account was last revalued in the Bank Accounts list. To do this, right click any of the column headings in the Bank Accounts window and select 'Last Revalued' from the menu that is displayed.
- If you create a new bank account using a currency other than the base currency, you must enter an exchange rate when you enter the opening balances.

Credit Charge Wizard

- You can only use the base currency when you use Credit Charge Wizard.

- To post a Credit Charge to a Customer account, you must raise a Batch Invoice.

Write Off, Refund, Returns Wizard

- You cannot use this wizard to process refunds, returns or write offs for customer or supplier accounts that do not use the base currency. You must process manual refunds, returns or write offs, for any accounts that are not using the base currency.

Customer Contacts

- You cannot use the Invoice options from within the Contacts tab on the customer record if the customer record has a non-base currency assigned to it.
- If you want to raise a Contact invoice, it must be created as a Service Invoice though the Invoicing option.

Bank Transfers

If you process a bank transfer while using the Foreign Trader functionality, the following changes take place:

- The currency assigned to the Bank Account From and Bank Account To fields are read only (i.e. you cannot change the information in these fields).
- The Amount field displays the amount of the transfer in the currency of the bank that is listed in the Bank Account From field.
- The Exchange Rate box is disabled if both of the selected banks are set to use the base currency.
- If either of the banks are using a different currency to your base currency, the Bank Transfer option defaults to the exchange rate entered in the Currencies list. This can be edited if required.

The postings made by a Bank Transfer are:

Base Currency Bank - Either a Journal Credit or a Journal Debit is posted to the Base Currency Bank Account, with the Base Currency value.

Non Base Currency Bank Account - Either a Journal Credit or a Journal Debit is posted to the non Base Currency Bank Account with the Base Currency value.

Bank Recurring Entries

- You cannot set up a recurring entry for a bank account that uses a currency other than the base currency. Recurring entries for these accounts must be posted manually.

Bank Reconciliation

- The Bank Reconciliation screen displays the transaction details for the selected bank account using the currency in the relevant currency.
- If you process using the Adjustment option, you can specify the current exchange rate.

Nominal Journal Entry

- If you are using the Foreign Trader option, you cannot post a journal entry to a non-base currency bank account.

- If you need to reverse a journal that has been posted automatically by your program, such as a bank transfer, you must use the Nominal Reversal option.

Global Changes Wizard

- You can only use a base currency on the Global Changes Wizard for customer or supplier accounts. Any changes to these accounts using a currency, other than the base currency, must be made manually.

Contra Entries

- You are unable to post Contra Entries against non-base currency accounts.
- Any Contra Entries for non-base currency accounts must be posted manually.

Task Manager

- You can create Bills from the Task Manager which will be posted as a Bank Payment.
- You cannot post a Bill Payment if a non-base currency Bank Account has been selected. A bill payment in a non-base currency must be posted manually.

File Import

- You can import foreign currency sales invoices, sales credits, purchase invoices and purchase credits.

Fixed Asset Disposal Wizard

- You cannot use the Fixed Asset Disposal wizard for bank accounts that do not use the base currency.

Corrections

- When you amend a non Base currency transaction, you can only amend the following non-critical fields:
Details, Reference, Bank Rec., Date, Bank Rec Flag, Dept, Ex.Ref.
(This is to avoid possible discrepancies on the customer or supplier accounts, caused by amending critical fields.)

Chapter 15

Recording Opening Balances

If you are a new user of Sage 50 Accounts, (if you are not upgrading from a previous version) you will need to enter a series of opening balances. These opening balances are very important to your bookkeeping activities and you must get them right. If you do not enter them correctly then your books will be wrong (although you can make adjustments to correct them). Entering your opening balances is not a straightforward process, as certain conditions (such as your nominal codes) must be in place before some opening balances are entered.

This chapter takes you through the process of entering your opening balances, from gathering a list of your opening figures to entering the opening balances on your nominal, bank, customer, supplier and product records.

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Transferring Figures from a Previous System to Sage 50 Accounts

This explains how to take the values that make up how much your business is worth (what the business owns including the amount in the bank and what it owes) and entering them into Sage 50 Accounts. This may mean you are transferring values from your previous system of bookkeeping or if you are a new company, recording the initial start up of your business.

The values you need to add to Sage 50 Accounts are referred to as opening balances. You enter these into:

- The individual records set up to manage your business dealings with other companies such as your bank. You may also need to add opening balances to customer, supplier and product records, but this depends on how you intend to use Sage 50 Accounts. You can find more details later in this chapter.
- The Nominal Ledger, which brings together all the values that make up your business.

If you start to use Sage 50 Accounts without entering these figures you will not get a true picture of your business finances. For instance:

- Although you will be able to print a Profit and Loss statement using Sage 50 Accounts, it can only calculate the results on values entered.
- The bank balance displayed by Sage 50 Accounts when recording money in and out of the business will not be accurate.
- If you are going to track customers, the amount of money they owe you, displayed when you record a sale, will not be accurate.
- If you are going to track suppliers, the amount of money you owe them, displayed when you record a purchase, will not be accurate.
- The Balance Sheet, which is a snapshot of the net worth of your business, will not be accurate.
- If you are VAT registered, the record of VAT you owe or is owed to you by H.M. Revenue and Customs, or Revenue Commissioners, will not be accurate.

When do I need to do this?

Entering your opening balances is a one off task that should be done as soon as you start to use Sage 50 Accounts, although it can be done at a later date. It is more straightforward when done at the start of a new accounting period. Use the following guidelines to decide on the best time to do this:

- Not VAT registered: choose the beginning of a new accounting period, such as the beginning of a month, quarter or half year.
- VAT registered: choose the start of a new VAT quarter.

Additional information for VAT registered users

- Existing business

There are two VAT schemes (Standard and Cash Accounting). Each scheme handles VAT differently. The VAT scheme you use will determine whether unsettled invoices are entered with or without a VAT amount (more about this later).

Note: If you use the Standard VAT scheme and you decide to start using Sage 50 Accounts during a tax quarter, your first VAT Return will be a mix of VAT figures within Sage 50 Accounts and those in your previous bookkeeping system.

- New business

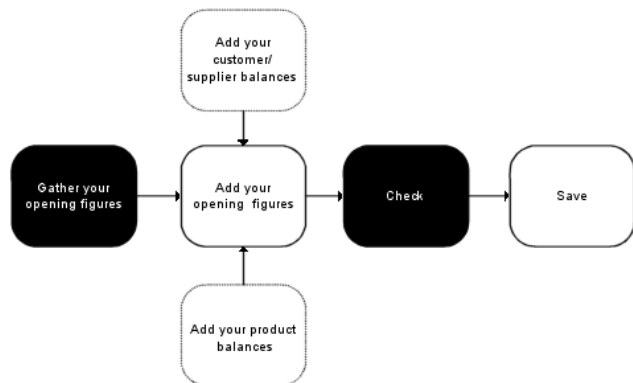
If you are setting up for the first time you may be able to claim back the VAT you have paid on goods and services you have bought to start up your business. To find out what you may be able to claim contact your local tax office.

Any start up expense with VAT that can be reclaimed is added as a regular purchase transaction to Sage 50 Accounts. This means you enter both the net amount and the VAT amount for the expense. This ensures Sage 50 Accounts generates your first VAT Return to include the value of such items.

What do I do?

There are a number of tasks to be done when adding your opening figures to Sage 50 Accounts.

It may be that you don't need to do all these tasks. This will depend on whether you want to use Sage 50 Accounts to keep records of your customers, suppliers and the products you sell.



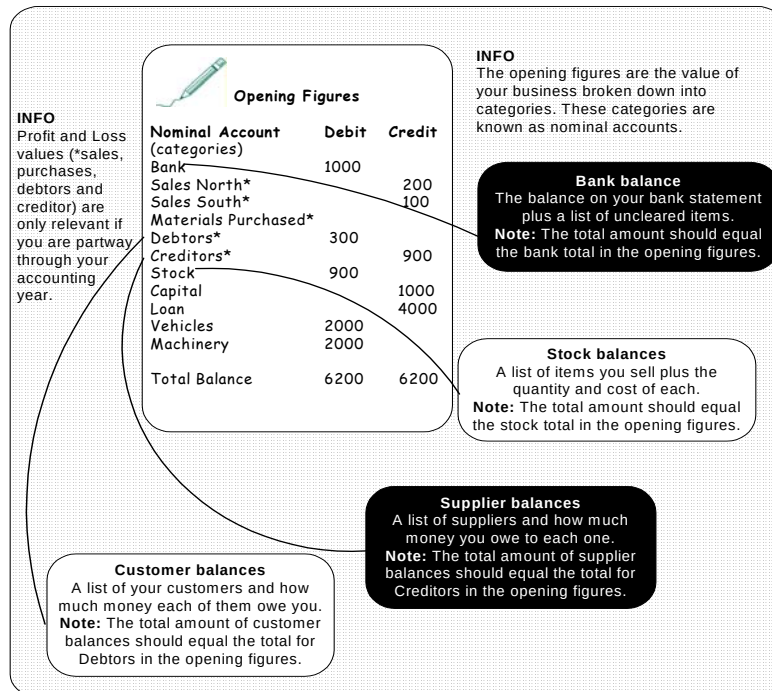
As a minimum you must gather your opening figures, add them to Sage 50 Accounts, check they are OK and then save a copy by taking a backup.

Gathering your Opening Figures

Your opening figures are what the business owns (assets) and what it owes (liabilities). These figures are spread across the nominal accounts you have decided to use to track your business.

All businesses, regardless of the length of time they have been established, need to prepare a list of their opening figures. Even as a new business any investment in the business to get it started needs to be accounted for. The investment can come from a number of sources such as your own money, money you have borrowed or business grants.

Opening balances represent the financial position of your business on the day you start entering live transactions into Sage 50 Accounts. Whatever date you choose, you are likely to have opening balances, whether your business is just starting up or changing over from another accounting system. Opening balances are transactions that already exist before you start using Sage 50 Accounts. For example:



This is a simple list of opening figures. Notice how the figures for bank, debtors, creditors and stock are a combination of other values. You may need a more detailed breakdown of these opening figures (more about this later). The example assumes the supplier balances equal the total for Creditors and the customer balances equal the total for Debtors. Normally you would expect the figures to match, although it is possible they may not. This may be a result of taking

figures from different sources. It will not stop you from entering your opening figures but it is something you should be aware of.

Preparing a list of opening figures

A list of your nominal accounts and the values (balances) on each is referred to as an 'opening trial balance'.



If you have an Accountant ask them to prepare the opening trial balance for you.



If you are moving from a different accounting product you may be able to generate an opening trial balance from it.



You can prepare a list of these figures yourself. Here are the steps to do this, but you also need to read *Breaking down opening figures* on page 748 to help you complete this task.



To manually prepare your list of opening figures

- Print the nominal list. To do this, choose Company > Nominal Ledger and then click Print List.
This gives you a list of the nominal accounts you have decided to use for your business.
- Add two columns to the print out, one for debit and one for credit.
- Refer to your previous bookkeeping method to find the value (balance) of each listed nominal account.
Finding the values for your bank, creditors, debtors and stock nominal accounts may require a little more work. See *Breaking down opening figures* on page 748 to find out more.
If you use the Standard VAT scheme and have decided to start using Sage 50 Accounts during a tax quarter, your opening figures should include an amount for outstanding VAT.
- Write the value (balance) of each nominal account as either a debit or a credit.
In accounting terms an asset to the business is recorded as a debit and a liability is recorded as a credit.

- Total the values in the debit column and then total the values for the credit column. The debit value should equal the credit value.

Breaking down opening figures

There are benefits to be gained in breaking down some of your opening figures. Breaking down opening figures gives you what is referred to as your opening balances. Opening balances may be needed for each bank account you used for the business, each customer you sell to, each supplier you buy from and each product you sell. The following should help you to decide if you need to do this.

Bank balances

What it is made of?

Your bank balance may include uncleared items. The difference between the money you know you have received or have paid out and that shown on your bank statement.

Do I need to break it down?

Only if you want to reconcile uncleared items in Sage 50 Accounts.



How do I break down my balance?

- Match your bank statement to your bank records.
- List each uncleared item.

The bank balance as shown on your bank statement is added to Sage 50 Accounts as one amount. The uncleared items are added separately as individual values to Sage 50 Accounts (more about this later).

Interesting fact: Money credited to your bank account is an asset to the business. Accountancy rules shows this as a debit on the bank account. This may seem odd, but it is how the bank account views the money. The bank account owes the business the amount that has been deposited, in other words it is in debt to the business to that amount.

On the other hand, money drawn from the bank account is a liability to the business. Accountancy rules show this as a credit to the bank account. The business in this instance is a creditor to the bank account for the amount withdrawn.

Customer balances

What it is made of?

The amount of money individual customers owe the business. This covers outstanding sales invoices, less any money you have received from the customer that has not been earmarked to an invoice, or it can be money you owe the customer for rejected goods.

If you are entering your opening balances at the start of the new financial year the total amount owed to you by all your customers is represented in the opening figures as:

- Debtors, shown as a debit value.
- Suspense, shown as a credit value.

If you are part way through your financial year the credit value is a combination of your Sales and VAT liability.

Do I need to break it down?

Only if you are going to keep customer records. For example if you are a retail outlet operating till and cash sales, you are unlikely to track individual customers.

If you are going to track customers, the money an individual customer owes you needs to be recorded on their record. This means an accurate balance of what is owed by the customer is displayed when you start to record a sale or receive payments from them.



How do I break down my customer balances?

- Check your sales records for outstanding transactions (invoices, credit notes, payments on account).
- List customers with outstanding transactions, together with the value of the transaction.
- If you use the Standard VAT scheme, record the transaction amount including VAT.
- If you use the VAT Cash Accounting scheme, record both the net amount and the VAT amount for each transaction.

The total owed to you by all your customers is your opening Debtors figure. If the figures do not match, investigate further to try and identify the problem. If you can't resolve the difference it does not stop you from entering your opening figures, but expect warnings to be displayed by Sage 50 Accounts from time to time to indicate there are discrepancies.

Supplier balances

What it is made of?

The amount of money you owe each supplier. This covers outstanding purchase invoices, less any money you have paid that has not been earmarked to an invoice or it can be money owed to you by the supplier for returned/rejected goods.

If you are entering your opening balances at the start of a new financial year the total amount you owe to all your suppliers is represented in the opening figures as:

- Creditors, shown as a credit value.
- Suspense, shown as a debit value.

If you are part way through your financial year the debit value is a combination of Purchases and VAT liability.

Do I need to break it down?

Only if you are going to keep supplier records. The money you owe suppliers needs to be recorded on their record. This means an accurate balance of what is owed is displayed for a supplier when you start to record purchases or make payments to them.



How do I break down my supplier balances?

- Check your purchase records for outstanding transactions (invoices, credit notes, payments on account).
- List suppliers with outstanding transactions and the value of each transaction.

If you use the Standard VAT scheme, record the transaction amount including VAT.

If you use the VAT Cash Accounting scheme, record both the net amount and the VAT amount for each transaction. **Note:** This does not apply if you are using the Irish VAT Cash Accounting scheme. If you use this scheme to calculate VAT, enter your supplier opening balances as described for the Standard VAT Scheme.

The total owed to all your suppliers is your opening Creditors figure. If the figures do not match, investigate further to try and identify the problem. If you cannot resolve the difference it does not stop you from entering your opening figures, but expect warnings to be displayed by Sage 50 Accounts from time to time to indicate there are discrepancies.

Product balances

Sage 50 Accounts does not link Products (stock) to the Nominal Ledger. When you record a product increase or decrease the quantity is adjusted only on the product record. The value of the product in the Nominal Ledger is not automatically adjusted at the same time. Adjustments to the Nominal Ledger to account for products are done using journal entries. For information about journal entries see *Recording a Journal Entry* on page 328.

Entering your product balances is about adding the quantity and value of products to the individual product records. It is more about stock taking than it is about accounting.

What it is made of?

The quantity and cost of each item you sell.

Do I need to break it down?

Only if you intend to keep product records. For example, a business that supplies car parts to the public may want to keep a track of how many they have in stock and what they cost to buy in.



How do I break down my stock balances?

- Do a stock take.
- List each product you sell together with the quantity you have in stock and how much it cost to buy or its current value.

Entering your Opening Balances into Sage 50 Accounts

Once you know what your opening figures are, and in some cases your opening balances for bank, suppliers, customers and products, they are ready to be entered into Sage 50 Accounts.

The goal is to enter the figures to match the credit and debit values of your opening figures.

The instructions to record your opening figures cover some tasks that assume you track products, customers and suppliers. Please ignore tasks that are not relevant to you such as customer, supplier or product balances. The instructions follow a worked example of a business starting up for the first time. They have been trading for a month now and have:

- Invested £1000 in the business.
- Borrowed £4000 to purchase vehicles and machinery.
- Sold goods to the value of £300.
- Purchased stock worth £900 but have not yet paid for it.

Entering your customer balances

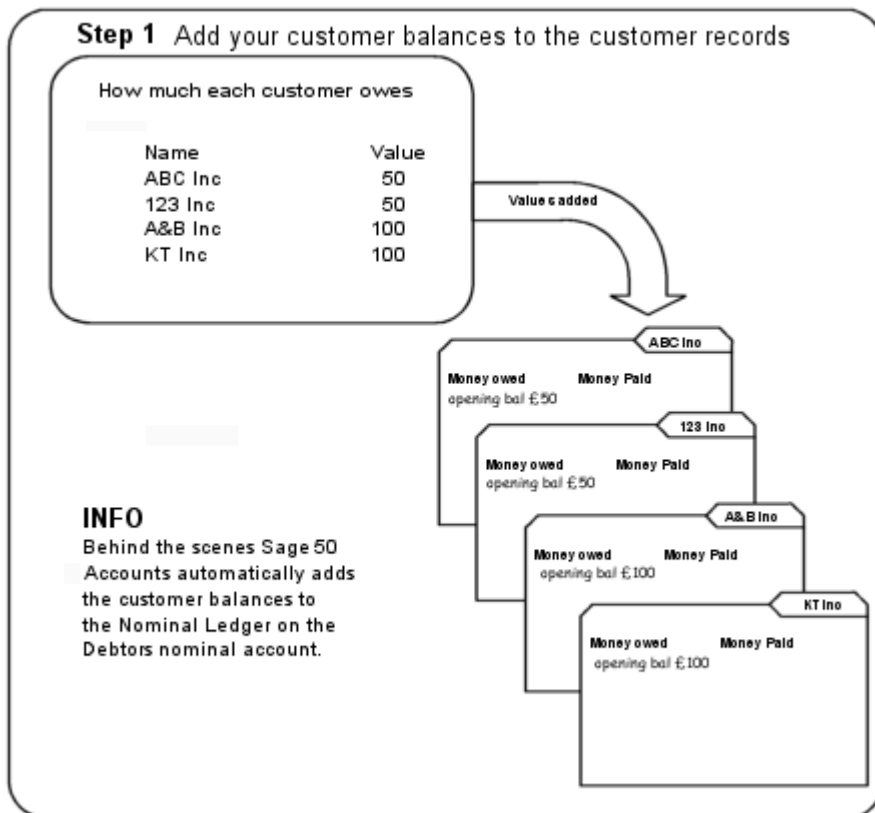
Remember you only need to do this if you are going to keep customer records.

What do I need?

- Customer records set up in Sage 50 Accounts. See *Chapter 5, Setting Up Records*.
- An opening balance for each customer. See *Customer balances* on page 749.

What's involved?

- You add the total amount that each customer owes you to their customer record.



What issues do I need to consider?

Two things:

- How to deal with a customer balance when it is made up of more than one transaction.
- How to deal with your Debtors value which is updated as part of entering customer balances.

- **Balance has more than one transaction**

If a customer has more than one outstanding transaction, each can be added separately. This is particularly useful if you want to use 'ageing' to work out when to chase the customer for payment. If you use the VAT Cash Accounting scheme these transactions are always entered separately.

If you are not going to use 'ageing' and all your transaction types are the same you can enter the total amount owed to you by a customer as one lump sum provided you use the Standard VAT accounting scheme.

- **Debtors value**

When you add your customer balances to the customer records Sage 50 Accounts automatically adds the value to the Debtors nominal account. This means that the opening figure for Debtors is done at the same time. You have two choices, you can:

- Leave the balance updated to the Debtors nominal account.

If you decide to leave the balance, when you come to enter your opening figures directly to the nominal accounts in the Nominal Ledger you must use the opening balance button found on each nominal account record. This means opening each nominal account you have a balance for and adding its value with the exception of the debtors nominal account. If you don't omit the Debtors nominal account your Debtors figure will be inflated and your Nominal Account will not balance.

- Clear the balance on the Debtors nominal account by reversing that value.

When you come to enter your opening figures directly to the nominal accounts in the Nominal Ledger you can then add the Debtors figure you have prepared for your opening figures. This is particularly useful if you found your customer balances and your Debtors figure do not match and you believe the Debtors figure is accurate. If you are familiar with and prefer journal entries you may find it easier to enter your opening figures directly to the nominal account using the journal entry method, rather than opening each nominal account separately.



How do I enter my customer balances?

There are two ways you can enter your customer balances; the method you choose is up to you as the result will be the same. You can:

- Use the opening balance button on the customer records.
- Record the balances as transactions (invoice or credit notes). See *Chapter 8, Customer Tasks*.

Note: If you are setting up your business for the first time, use the Standard VAT accounting scheme and need to record sales, use the regular transaction method to record your sales. This ensures the sales are included in your Sage 50 Accounts VAT Return.

To enter your customer balances using the opening balances button

1. Select the Customers navigation group and then, if appropriate, use the view selector to switch to the Customers view.
2. Select the customers you have opening balances for.
3. Click Record from the Customers toolbar.
The Customer Record window appears, showing the details of the first customer you selected.
4. Choose the OB button, which is attached to the Balance box.
The Opening Balance Setup window appears.
5. In the Opening Balance Setup window enter the following opening balance details:

Ref	Enter the reference for this opening balance. This reference appears on the audit trail and will help you to identify this transaction. If you are entering each outstanding invoice/credit note separately, you can enter the invoice or credit note number here. Alternatively you can enter O/BAL as the reference.
Date	Enter the original date for the transaction. This ages the invoice/credit note correctly by that date, so you can have an accurate picture of the overdue debts on all your customer accounts. Alternatively you can enter the last day of the previous accounting period. For example, the last day of the previous financial year.

Type	From the drop-down list, select the type of opening balance you want to enter (Invoice or Credit). If you owe your customers money you would select 'Credit' from the drop-down list. This would create a negative balance when you enter their opening balance. If they owe you money you would select 'Invoice'.
------	---

Standard VAT scheme users:

Gross	Enter the gross amount of the original invoice or credit note here. If you want to enter a single opening balance for this customer, enter the total gross amount of all the invoices here.
-------	---

VAT Cash accounting scheme users:

Net	Enter the net amount of the original invoice or credit note here.
T/C	The default tax code for this customer appears here automatically, but you can change it if necessary.
VAT	Sage 50 Accounts enters the amount of VAT due, but you can change it if necessary.

Tip: Press ENTER after each entry to move to the next entry box.

6. To accept these details, click Save.
To return to the Customer Record window without saving, click Cancel.
7. To return to the Customers window, click Close.
8. Check the customer balances are as expected. To do this, from the Customers window, click Reports, then print the Aged Debtors Analysis Detailed and Customer Activity reports.
Adjustments can be made by opening the customer's record, clicking the opening balance button and adding a value.

To enter your customer balances by entering transactions

See *Chapter 8, Customer Tasks*.

To reverse the Debtors value

This is only necessary in some circumstances, please read the issues you should consider on page 754 before you proceed.

1. Print the Period Trial Balance report. To do this, select Company > Financials and click Trial.
2. From the Print Output window select the required output for your report, then click Run.
3. From the Criteria window, select 'Brought forward' as the period, then click OK.

The report is generated.

4. Identify the balance on the Debtors control account, which is printed on the Period Trial Balance report.

If you use the VAT Cash Accounting scheme also note the balance on the Sales Tax Control Account.

5. To reverse the balance on the Debtors control account, prepare a journal entry. Use the Suspense account for the opposite posting. If the balance on your trial balance is a debit, process a journal credit for the same amount. For more information about journal entries see *Recording a Journal Entry* on page 328.

Entering your supplier balances

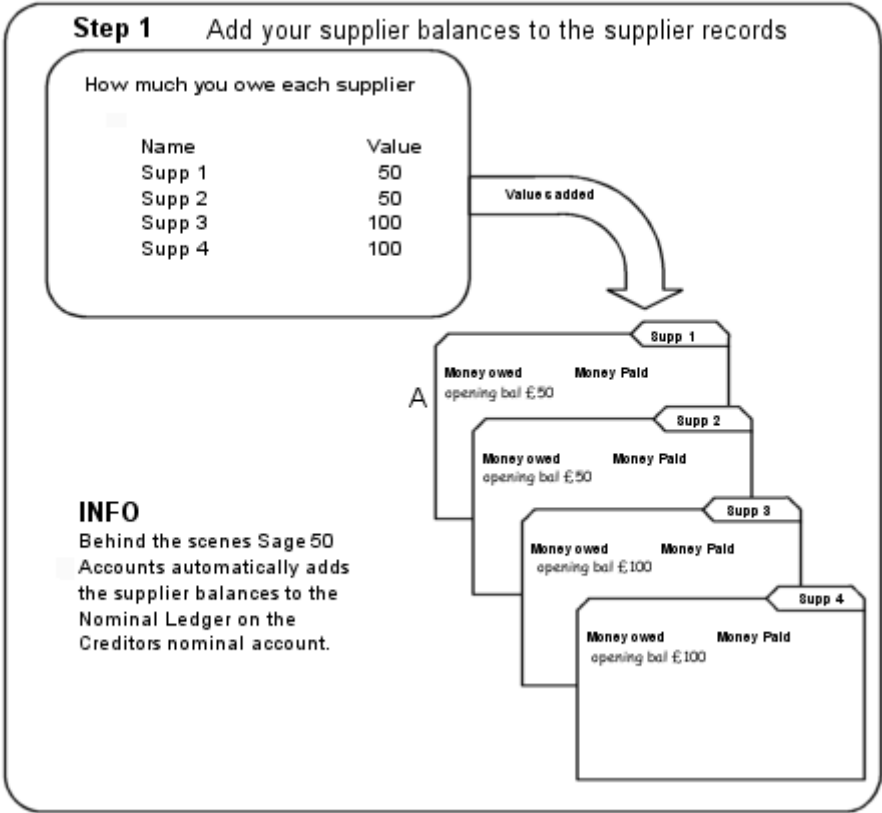
Remember you only need to do this if you are going to keep supplier records.

What do I need?

- Supplier records set up in Sage 50 Accounts. See *Chapter 5, Setting Up Records*.
- An opening balance for each supplier. See *Supplier balances* on page 750.

What's involved?

- You add the total amount that you owe to each supplier to their supplier record.



What issues do I need to consider?

Two things:

- How to deal with a supplier balance when it is made up of more than one transaction.
- How to deal with your Creditors value which is updated as part of entering supplier balances.

- **Balance has more than one transaction**

If a supplier has more than one outstanding transaction, each can be added separately. This is particularly useful if you want to use 'ageing' to work out when to make payments. If you use the UK VAT Cash Accounting scheme these transactions are always entered separately.

If you do not need to 'age your debt' and all your transaction types are the same you can enter the amount owed to an individual supplier as one lump sum provided you use the Standard VAT accounting scheme.

Note: If you use the VAT Cash Accounting scheme the transactions must be entered individually so that the unclaimed VAT amount can be dealt with correctly (unless you are using the Irish VAT Cash Accounting scheme - if you calculate VAT using this scheme, you can enter your opening balances as one lump sum, as described for the Standard VAT scheme).

- **Creditors value**

When you add your supplier balances to the supplier records Sage 50 Accounts automatically adds the value to the Creditors nominal account. This means that the opening figure for Creditors is done at the same time. You have two choices, you can:

- Leave the balance updated to the Creditors nominal account.

If you decide to leave the balance, when you come to enter your opening figures directly to the nominal accounts in the Nominal Ledger you must use the opening balance button found on each nominal account record. This means opening each nominal account you have a balance for and adding its value with the exception of the Creditors nominal account. If you don't omit the Creditors nominal account your Creditors figure will be inflated and your aged creditors reports will not match your Nominal Ledger.

- Clear the balance on the Creditors nominal account by reversing that value.

When you come to enter your opening figures directly to the nominal accounts in the Nominal Ledger you can then add the Creditors figure you have prepared for your opening figures. This is particularly useful if you found your supplier balances and your Creditors figure do not match and you believe the Creditors figure is accurate. If you are familiar with and prefer to use journal entries you may find it easier to enter your opening figures directly to the nominal account using the journal entry method, rather than opening each nominal account separately.



How do I enter my supplier balances?

There are two ways you can enter your supplier balances the method you choose is up to you the result will be the same. You can:

- Use the opening balance button on supplier records.
- Record the balances as regular transactions (invoice or credit notes). See *Chapter 8, Customer Tasks*.

Note: If you are setting up your business for the first time, you use the Standard VAT accounting scheme and have made purchases where the VAT can be reclaimed, use the regular transaction method for those purchases. This ensures the purchases are included in your Sage 50 Accounts VAT Return.

To enter your supplier balances using the opening balances button

1. Select the Suppliers navigation group and then, if appropriate, use the view selector to switch to the Suppliers view.
2. Select the suppliers you have opening balances for.
3. Click Record from the Suppliers window toolbar.
The Supplier Record window appears, showing the details of the first supplier you selected.
4. Choose the OB button, which is attached to the 'Supplier Balance' box.
The Opening Balance Setup window appears.
5. In the Opening Balance Setup window, enter the following opening balance details:

Ref	Enter the reference for this opening balance. This reference appears on the audit trail and will help you to identify this transaction. If you are entering each outstanding invoice/credit note separately, you can enter the invoice or credit note number here. Alternatively you can enter O/BAL as the reference.
Date	Enter the original date for the transaction. This ages the invoice/credit note by that date, so you can have an accurate picture of the overdue debts on all your supplier accounts. Alternatively you can enter the last day of the previous accounting period. For example, the last day of the previous financial year.

Type From the drop-down list, select the type of opening balance you want to enter (Invoice or Credit).

If your supplier owes you money, you would select 'Credit' from the drop-down box. This would create a negative balance. If you owe money you should select 'Invoice'.

Standard VAT scheme user (or Irish VAT Cash Accounting scheme user):

Gross Enter the gross amount of the original invoice or credit note here.

If you want to enter a single opening balance for this supplier, enter the total gross amount of all the invoices here.

UK VAT Cash Accounting scheme user:

Net Enter the net amount of the original invoice or credit note here.

Tc The default tax code for this supplier appears here automatically, but you can change it if necessary.

VAT Sage 50 Accounts enters the amount of VAT due for you, but you can change it if necessary.

Tip: Press ENTER after each entry to move to the next entry box.

6. To accept these details, click Save.

To return to the Supplier Record window without saving, click Cancel.

7. To return to the Suppliers window, click Close.

8. Check the supplier balances are as expected. To do this, from the Suppliers window, click Reports, then print the Aged Creditors Analysis Detailed and Suppliers Activity reports.

Adjustments can be made by opening the supplier's record, clicking the opening balance button and adding a value.

To enter your supplier balances by entering transactions

See Chapter 9, *Supplier Tasks*.

To reverse the Creditors value

This is only necessary in some circumstances, please read the issues you should consider on page 759 before you proceed.

1. Print the Period Trial Balance report. To do this, select Company > Financials and click Trial.
2. From the Print Output window select the required output for your report, then click Run.

3. From the Criteria window, select 'Brought forward' as the period, then click OK.
The report is generated.
4. Identify the balance on the Creditors control account, which is printed on the Period Trial Balance report.
If you use the VAT Cash Accounting scheme also note the balance on the Purchase Tax Control Account (UK users only - this is not applicable if you are using the Irish VAT Cash Accounting scheme).
5. To reverse the balance on the Creditors account, prepare a journal entry. Use the Suspense account for the opposite posting. If the balance on your trial balance is a debit, process a journal credit for the same amount. For more information about journal entries see *Recording a Journal Entry* on page 328.

Entering your opening figures

This is a task you must do.

What do I need?

- A Chart of Accounts suitable for your business. See *Chapter 4, Setting Up your Chart of Accounts*.
If you are adding capital, ensure you have created a new nominal account (default code 3250 Capital Introduced), so that the capital can be added correctly to Sage 50 Accounts.
- Your opening figures. See *Gathering your Opening Figures* on page 746.

What's involved?

- You add your opening figures to the corresponding nominal account in the Nominal Ledger.

Opening Figures

Nominal Account (categories)	Debit	Credit
Bank	1000	
Sales North		200
Sales South		100
Materials Purchased		
Debtors	300	
Creditors		900
Stock	900	
Capital		1000
Loan		4000
Vehicles	2000	
Machinery	2000	
Total Balance	6200	6200

INFO
This bank opening balance includes uncleared items. In this example the total opening balance breaks down to £1100 from the last bank statement with 3 receipts and 2 payments that had not cleared the bank. Each item is added individually to the Nominal Ledger.

Values added to Nominal Ledger

Nominal account	Debit	Credit
Bank	1000	
Sales North		200
Sales South		100
Materials Purchased		
Debtors	300	
Creditors		900
Stock	900	
Capital		1000
Loan		4000
Vehicles	2000	
Machinery	2000	
Suspense		
Total (balance)	6200	6200

Bank

	Debit	Credit
opening bal		£1100
Payment 1		£40
Payment 2		£10
Receipt 1	£100	
Receipt 2	£20	
Receipt 3	£30	
Balance = £1000		

INFO
The individual items of the bank balance automatically update to the bank account record and are shown as separate items.

What do I need to consider?

Your opening figures include an opening balance for your bank account(s). This may include uncleared payments or receipts from your previous system of bookkeeping. If you have decided you want to reconcile these items in the future, add these items as regular bank payments and receipts. See *Chapter 7, Banking Tasks*. The value of any items added in this way is automatically updated to the bank nominal account for you.



How do I enter my bank opening figures?

There are two ways you can enter your opening figures directly to the nominal accounts. Choose the method that is right for you. You can use:

- Journal entries.

Using this method you take your list of opening figures and enter each one into a journal entry window. When the journal is saved Sage 50 Accounts updates each nominal account for you. See *Recording a Journal Entry* on page 328.

Don't use this method if you have added customer and supplier balances and have decided to leave the values that have been updated to the Debtors and Creditors account. Use the following method instead.

- The opening balance button on a nominal account.

Using this method you open a nominal account and added the relevant figure to it. Each nominal account is done individually.

To enter your opening figures using the opening balance button

1. Select Company > Nominal Ledger.
2. Select the nominal account code you have an opening balances and then click Record. For example, if you have set up the nominal code 4001 for wine sales and you already have a balance of £10,000 on the account, you would enter £10,000 on the record.

Note: To be able to select more than one nominal account code simultaneously, you must have List selected from the Layout drop-down.

3. Click the OB button in the Balance box.
The Opening Balance Setup window appears.
4. Enter the details of your opening balance as follows:

Ref	Enter a text reference. This text appears on the audit trail and will help you identify the transaction. The text O/Bal is entered for you as the default, but you can change it if you want.
Date	Enter the last day of your previous accounting period.
Debit	Enter the debit value, if appropriate. Asset nominal ledger accounts (for example, bank accounts), purchases and overhead accounts (for example, electricity charges) are normally debit values.
Credit	Enter the credit value, if appropriate. Liability nominal ledger accounts (for example, loans) and income accounts (for example, sales of wine) are normally credit values.

5. To record your opening balance, click Save. To exit without saving, click Cancel.
6. Now click Next to go to the next record you selected, and repeat steps 3 to 5.
Repeat these steps for the remaining nominal accounts.

To enter your opening figures using journals

See *Recording a Journal Entry* on page 328.

Entering your product balances

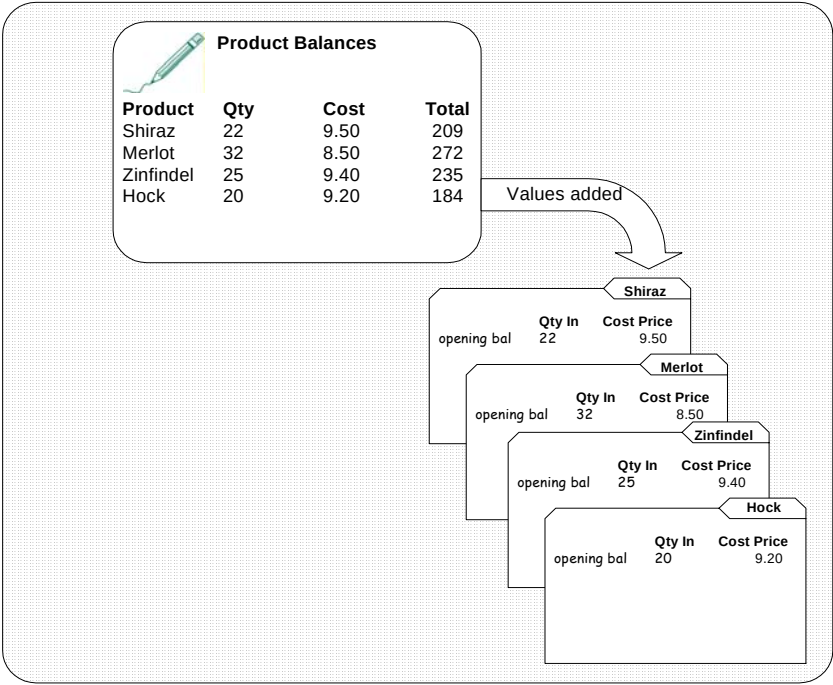
Remember you only need to do this if you have products (stock) that you want to track.

What do I need?

- Product records set up in Sage 50 Accounts. See *Chapter 5, Setting Up Records*.
- A list of your products together with the quantity and cost of each. See *Product balances* on page 751.

What's involved?

- You add the total cost and quantity of each product to its product record setup in Sage 50 Accounts.



Additional information

- Product opening figures are not automatically updated to the Nominal Ledger. The value of your opening stock is manually added to the Nominal Ledger when you enter your opening figures to Sage 50 Accounts. See *Entering your opening figures* on page 763.

To enter figures into the product records

1. Select the Products navigation group and, if appropriate, use the view selector to switch to the Products view.
2. Select the product codes for which you want to enter opening balances, then click Record.
3. Click the OB button attached to the In Stock box.
The Opening Product Setup window appears.
4. In the Opening Product Setup window enter the opening balances as follows:

Ref The reference for the opening balance, for example, O/BAL.

Date The date for the opening balance. For example the last day of the previous accounting period/financial year.

Quantity The quantity of the product that you currently have in stock.

Cost Price The unit price at which the opening stock is valued.

5. To record these details, click Save.

Note: If you have selected several product record codes from the Products window, use the Previous and Next buttons to move between product records to enter their opening balances.

When you save the opening balance, Sage 50 Accounts posts an Adjustment In (AI) transaction which can be viewed in the Activity tab.

Checking the Opening Figures You Have Recorded

You need to check that the results are what you would expect before you start to enter your business transactions. If there are problems it will be easier to find them and put them right now before they become buried in lots of transactions making errors harder to find.

To check the values have been added correctly

- Print a Trial Balance, select Company > Financials and click Trial.
- From the Print Output window select the required output for your report, then click Run.
- From the Criteria window, select 'Brought forward' as the period, then click OK.
The report is generated.
- Check the values on your opening figures match the values on your generated Trial Balance. Take care over the credit and debit values.
- Check the Suspense nominal account has a zero balance.

Something is not right!

Print the Nominal Activity Report and use it to identify the error. To do this, select the Company > Nominal Ledger and then click Reports. Open the Nominal Activity Reports folder and print Nominal Activity report.

Problem	Possible explanation
The suspense account does not have a zero balance.	If you have added customer or supplier opening balances, check you have reversed the initial values out of the Nominal Ledger before adding your opening figures.
The total balance does not match the total balance of my opening figures.	An opening balance has been missed, duplicated or added as a credit when it should be a debit (or vice versa).

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