



# *Sage One Accounting*

## Getting Started Guide



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# Chapter 1 – Getting Started

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

- Overview
- Starting Sage One Accounting
- Getting Started Wizard



# Overview

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

You can:

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

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

## Managing Customers and Suppliers

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

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

The system features powerful Dashboards that show you:

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

## Overview

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

## Printing, Viewing, and Emailing Reports

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

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

## Customer, Supplier, Item and Account Notes

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

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

## Auto Mapping

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

## Quick Views

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

## Bank Feeds

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

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

## Budgets

Sage One Accounting allows you to create your financial budgets.

# Starting Sage One Accounting

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



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

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

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

### Create Opening Balances

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

## Opening Balances

Your opening balances from your previous accounting system

1 Opening Balances Date

2 Enter your Opening Balances

3 Finish

### Opening Balances Date

Enter the date you will start processing in Sage One:

Need to import your data?  
[Importing from your Previous Accounting System](#)

In the next step you will be required to provide your opening balances for all your accounts as at **01 February 2014**.

**Gather the required information**

Gather the information that you need from your previous accounting system by running reports, such as the Trial Balance, for account balances as at **01 February 2014**.

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

[Invite your accountant or bookkeeper now](#)

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

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

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

# Starting Sage One Accounting

Click on the Next button.

## Opening Balances

Your opening balances from your previous accounting system

1 Opening Balances Date

2 Enter your Opening Balances

3 Finish

Opening Balances Date **01 February 2014** [Change Date](#)

Need to import your data?  
[Importing from your Previous Accounting System](#)

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

**\* Note on System Accounts**

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

Account Name	Category	Debit	Credit
<b>Sales</b> <a href="#">Add an Account</a>			
<a href="#">edit</a> <a href="#">delete</a> Adhoc Sales	Sales	<input type="text" value="0.00"/>	<input type="text"/>
<a href="#">edit</a> <a href="#">delete</a> Sales - Take On Balance	Sales	<input type="text"/>	<input type="text" value="100,000.00"/>
<a href="#">edit</a> <a href="#">delete</a> Sales (Opening Balance)	*System Account	<input type="text"/>	<input type="text"/>
<b>Cost of Sales</b> <a href="#">Add an Account</a>			
<a href="#">edit</a> <a href="#">delete</a> Cost of Sales / Purchases - Take On Balance	Cost of Sales	<input type="text" value="20,000.00"/>	<input type="text"/>
<a href="#">edit</a> <a href="#">delete</a> Cost of Sales / Purchases (Opening Balance)	*System Account	<input type="text"/>	<input type="text"/>

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



## Important Information

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

Click on the Save button.

## What's Next

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

## Chapter 2 – Working with Companies

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

- Maintaining and Logging Into Companies
- Administration

# Logging Into and Maintaining Companies

## Logging into an Existing Company

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

**Open and Manage Companies** Add Company

You last worked in **SuperCycle Wholesalers** on **06 November 2014** at **10:25 PM**  
Choose another company to open from the list below. If your company does not appear in the list, your company has been deleted or you do not have access.

☒ Open Last Used Company on Log On Search Companies:

Company Name ▲	Last Login	Financial Year End	Next VAT Submission Due
<b>SuperCycle Wholesalers</b> User Role: Owner   Company Status: Logged In <a href="#">change company settings</a>   <a href="#">delete</a>	06/11/2014	28/02/2014	07/11/2014

Page 1 of 1 Displaying 1 - 5 of 5

You have **46** companies remaining on your subscription. [Upgrade to add more companies.](#)  
Want to start your company again? Delete the company you don't want before adding a new company – no upgrade required!

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

## Creating a New Company

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

### Deleting Company Data

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



### Important Information

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

### Company Settings

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

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

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

The Company Settings screen has the following tabs:

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



## Logging Into and Maintaining Companies

- Email Signatures

### Company Details Tab:

The Company Details tab has the following sections:

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

### Company Details Section:

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

<b>▼ Company Details</b>	<b>Company Details</b>	
Company Details	Company Name: SuperCycles	Email: gerhard.vanderberg@sage.com
Additional Company Information	Telephone: 0113043000	<input type="checkbox"/> Use this Email for Communication
Customer Zone	Fax:	<input checked="" type="checkbox"/> Use mail-service@accounting.sageone.co.za as From Address
Online Payment Gateways	Mobile: 0847856985	CC:
Sage Pay	Contact Name: Benjamin Rider	<input type="checkbox"/> Always CC this Email Address
▶ General Settings	<b>Postal Address</b>	<b>Physical Address or other Company Information</b>
▶ VAT Settings	PO Box 123456	102 Western Service Road
▶ Documents and Statements	Sandton	Gallo Manor
▶ Branding		2191
▶ User Defined Fields		
▶ Email Signatures	Postal Code: 2191	

### Additional Company Information Section:

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

<b>▼ Company Details</b>	<b>Statutory Information</b>	<b>Additional Company Information</b>
Company Details	Company Tax Number: 1234567890	City: Johannesburg
<b>Additional Company Information</b>	Registered Name: SuperCycles	Province: Gauteng
Customer Zone	Registration Number: 01234567890	Country: South Africa
Online Payment Gateways	Tax Office: Sandton	
Sage Pay	Entity Type: Close Corporation	
▶ General Settings		
▶ VAT Settings		
▶ Documents and Statements		
▶ Branding		
▶ User Defined Fields		
▶ Email Signatures		

## Logging Into and Maintaining Companies

### Customer Zone Section:

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

▼ Company Details

Company Details

Additional Company Information

**Customer Zone**

Online Payment Gateways

Sage Pay

▶ General Settings

▶ VAT Settings

▶ Documents and Statements

▶ Branding

▶ User Defined Fields

▶ Email Signatures

Customer Zone Settings

**Enable your Sage One Customer Zone** ☒

This will allow your customers to view invoices and make payments online by clicking a link in their email.

Brand your Customer Zone invoices by [adding your logo](#) now.

☒ Invoices and Quotes Only

Your customers will be able to view their invoices and quotes online (you can also see if your customer has viewed their invoice or quote). Your customers can print their invoices or quotes and pay you if you have enabled Online Payments.

☐ Invoices and Account History

Your customers will be able to view their invoices and quotes online, print their quotes and invoices, and pay you. Your customers will also be able to check their account history.

**Display Name**

Company name displayed on your Customer Zone

Do you want to get paid faster? [Click here to turn on Online Payments.](#)

Do you want to increase your sales and get more of an online presence? [Click here for a free trial of Sage Online Tools.](#)

### Online Payment Gateways Section:

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

▼ Company Details

Company Details

Additional Company Information

Customer Zone

**Online Payment Gateways**

Sage Pay

▶ General Settings

▶ VAT Settings

▶ Documents and Statements

▶ Branding

▶ User Defined Fields

▶ Email Signatures

Online Payment Gateways

Add Payment Gateways below to allow your Sage One account to accept payments online.

This will help you to get paid faster and payments will be automatically reconciled next time you import your bank statement.

**Add Payment Gateway**

	Name	Bank Account	Default ▼
<a href="#">edit</a>	Sage Pay	Bank Account	<input checked="" type="checkbox"/> <input type="checkbox"/>

## Logging Into and Maintaining Companies

### Sage Pay Section:

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

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

The screenshot shows the 'Sage Pay' configuration page within the Sage One system. On the left is a navigation menu under 'Company Details' with options: Company Details, Additional Company Information, Customer Zone, Online Payment Gateways, Sage Pay (selected), General Settings, VAT Settings, Documents and Statements, Branding, User Defined Fields, and Email Signatures. The main content area is titled 'Online Payments using Sage Pay' and includes a 'sage | pay' logo. It features a section 'Get Paid Faster and pay suppliers online with Sage Pay' with a link 'I do not have a Sage Pay Account'. Below this is a dropdown for 'Sage One Bank Account' set to 'Sage Pay'. The 'Customer Payments' section has an unchecked checkbox for 'Enable Sage Pay Online Payments'. The 'Supplier Payments' section has a checked checkbox for 'Enable Sage Pay Online Supplier Payments'. At the bottom, there are two input fields for service keys: 'Sage Pay Creditor Payment Service Key' (0c907208) and 'Validate Supplier Banking Details Service Key' (6e1f6951), with corresponding labels 'Sage Connect - Creditor Payments' and 'Sage Connect - Account Services'.

### General Settings Tab:

The General Settings tab has the following sections:

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

## Logging Into and Maintaining Companies

### Financial year section:

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

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

The screenshot shows the 'Financial Years' settings page. On the left is a sidebar with a tree view containing 'Company Details' (expanded), 'General Settings' (selected), 'Financial Years', 'Rounding', 'Regional Settings', 'Customer and Supplier Settings', 'Item Settings', 'Outstanding Balances', 'VAT Settings', 'Documents and Statements', 'Branding', 'User Defined Fields', and 'Email Signatures'. The main content area is titled 'Financial Years' and contains a table with the following columns: 'Financial Year Start', 'Financial Year End', and 'Current Financial Year'. The table lists financial years from 2008 to 2015. The year 2013 is selected as the current financial year. Below the table, there is a 'Lockdown Date' section with a description and a checkbox to 'Set a Lockdown Date', which is checked. A date picker shows '28/02/2013'.

Financial Year Start	Financial Year End	Current Financial Year
01/03/2008	31/01/2009	<input type="checkbox"/>
01/02/2009	28/02/2010	<input type="checkbox"/>
01/03/2010	28/02/2011	<input type="checkbox"/>
01/03/2011	29/02/2012	<input type="checkbox"/>
01/03/2012	28/02/2013	<input type="checkbox"/>
01/03/2013	28/02/2014	<input checked="" type="checkbox"/>
01/03/2014	28/02/2015	<input type="checkbox"/>

**Lockdown Date**  
Setting a Lockdown Date means that no transaction can be processed or edited with a date up to and including this date.

Set a Lockdown Date ☒

Lockdown Date

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

### Rounding Section:

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

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

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

The screenshot shows the 'Rounding' settings page. On the left is the same sidebar as the previous screenshot, with 'Rounding' selected under 'General Settings'. The main content area is titled 'Rounding' and contains the following text: 'You can set Sage One to round customer document values. To do this, choose the type of rounding you wish to use and then specify the amount to round to.' Below this is a note: 'The value you are entering here is the number of cents.' There are two input fields: 'Rounding Type' with a dropdown menu set to 'No Rounding', and 'Round To Nearest' with a text box containing '0'.

**Rounding**

You can set Sage One to round customer document values. To do this, choose the type of rounding you wish to use and then specify the amount to round to.

The value you are entering here is the number of cents.

Rounding Type

Round To Nearest

## Logging Into and Maintaining Companies

### Regional Settings Section:

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

The screenshot shows the 'Regional Settings' section of the Sage One Accounting interface. On the left is a navigation menu with 'General Settings' selected. The main area contains a 'Please Note' message and four settings: 'Quantity Decimal Places' (2), 'Value Decimal Places' (2), 'Currency Symbol' (R), and 'Date Format' (dd/mm/yyyy).

Regional Settings	
<small>Please Note: After processing has taken place, if you change to a greater number of decimal places, you will not be able to change back to a lesser number of decimal places.</small>	
Quantity Decimal Places	<input type="text" value="2"/>
Value Decimal Places	<input type="text" value="2"/>
Currency Symbol	<input type="text" value="R"/>
Date Format	<input type="text" value="dd/mm/yyyy"/>

### Customer and Supplier Settings Section:

The system will:

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

The screenshot shows the 'Customer and Supplier Settings' section of the Sage One Accounting interface. On the left is a navigation menu with 'Customer and Supplier Settings' selected. The main area contains four settings, each with a checkbox: 'Warn when duplicate Customer Reference used on Customer Invoices' (unchecked), 'Warn when duplicate Supplier Invoice number used on Supplier Invoices' (unchecked), 'Display inactive Customers for selection when processing' (checked), and 'Display inactive Suppliers for selection when processing' (checked).

Customer and Supplier Settings	
Warn when duplicate Customer Reference used on Customer Invoices	<input type="checkbox"/>
Warn when duplicate Supplier Invoice number used on Supplier Invoices	<input type="checkbox"/>
Display inactive Customers for selection when processing	<input checked="" type="checkbox"/>
Display inactive Suppliers for selection when processing	<input checked="" type="checkbox"/>

## Logging Into and Maintaining Companies

### Item Settings Section:

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

**Item Settings**

Warn when Item quantities fall below zero ☒

Do not allow Item quantities below zero ☐

Warn when Item cost is zero ☒

Warn when Item selling price is below cost ☒

Display inactive Items for selection on document lines ☒

Display inactive Items for selection on reports ☒

**Price Lists**

Description
Retail
Wholesale
International
Africa

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

### More about price lists?

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

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

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

## Logging Into and Maintaining Companies

### Outstanding Balances Section:

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

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

The screenshot shows the 'Outstanding Balances' settings page. On the left is a navigation menu with options: Company Details, General Settings (selected), Financial Years, Rounding, Regional Settings, Customer and Supplier Settings, Item Settings, Outstanding Balances, VAT Settings, Documents and Statements, Branding, User Defined Fields, and Email Signatures. The main content area is titled 'Outstanding Balances' and contains the following text: 'Ageing refers to the number of days that a Customer or a Supplier balance is outstanding.' 'Customer and Supplier ageing can work monthly or based on the number of days from the date of the invoice. Ageing is found on the Days Outstanding Reports, Statements and the Days Outstanding Graph on the Dashboard.' 'Use the Monthly ageing option if you want to display unpaid invoices outstanding by calendar month. The Current value will represent all unpaid invoices raised in the current month. The 30 Days value will represent all unpaid invoices raised in the previous month, and so on.' Below this is a checkbox for 'Monthly' which is checked. A note states: 'Deselect this option if you want ageing to work on the actual number of days.' At the bottom, there is a label 'Run Ageing Based On' followed by a dropdown menu currently set to 'Invoice Date'.

### VAT Settings Tab:

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

The screenshot shows the 'VAT Settings' page. The left navigation menu is the same as the previous screenshot, with 'VAT Settings' selected. The main content area is divided into two sections: 'VAT System' and 'VAT Details'. The 'VAT System' section has three radio button options: 'Invoice Based' (selected), 'Payment Based', and 'No VAT'. The 'VAT Details' section contains four input fields: 'VAT Number' (0123456789), 'Last VAT Period End Date' (30/04/2014), 'Last VAT Submission Due' (07/05/2014), and 'VAT Reporting frequency' (2). Below these is a table titled 'VAT Types' with three columns: 'Name', 'VAT %', and 'Default'. The table lists three types: 'Standard Rated' (14.00%, Default checked), 'Zero Rated' (0.00%, Default unchecked), and 'Exempt' (0.00%, Default unchecked). Each row has green plus and red minus icons for editing.



Name	VAT %	Default
Standard Rated	14.00%	<input checked="" type="checkbox"/>
Zero Rated	0.00%	<input type="checkbox"/>
Exempt	0.00%	<input type="checkbox"/>

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





### Important Information

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

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

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

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

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

### Documents and Statements Tab:

The Documents and Statements tab has the following sections:

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



## Logging Into and Maintaining Companies

### Statement Messages Section:

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

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

▶ Company Details

▶ General Settings

▶ VAT Settings

▼ Documents and Statements

Statement Messages

Document Numbers

Document Descriptions

Customer Document Messages

Supplier Document Messages

Invoice and Statement Layouts

▶ Branding

▶ User Defined Fields

▶ Email Signatures

### Statement Messages

When you print statements, each statement shows the customer's outstanding balances. You can also include a message on the statement depending on the customer's overdue status.

This message prints when the customer's oldest balance is:

Current	<input type="text"/>
In 30 Days	<input type="text"/>
In 60 Days	<input type="text"/>
In 90 Days	<input type="text"/>
In 120+ Days	<input type="text"/>

### Document Numbers Section:

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

▶ Company Details	Document Numbers		
▶ General Settings	Document Type	Current Document Number	New Document Number
▶ VAT Settings	Quotation	QUO0000001	QUO0000001
▼ Documents and Statements	Customer Invoice	INV0000006	INV0000006
Statement Messages	Credit Note	CRN0000001	CRN0000001
Document Numbers	Customer Receipt	RCP0000003	RCP0000003
Document Descriptions	Customer Write-Off	WRID000001	WRID000001
Customer Document Messages	Customer Recurring Invoice	RJNV0000001	RJNV0000001
Supplier Document Messages	Customer Adjustment	CJNL0000001	CJNL0000001
Invoice and Statement Layouts	Supplier Purchase Order	PO0000002	PO0000002
▶ Branding	Supplier Invoice	SIV0000001	SIV0000001
▶ User Defined Fields	Supplier Return	RTN0000001	RTN0000001
▶ Email Signatures	Supplier Payment	PAY0000001	PAY0000001
	Supplier Adjustment	SJNL0000001	SJNL0000001



## Important Information

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



### Important Information

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

#### Document Descriptions Section:

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

<ul style="list-style-type: none"><li>Company Details</li><li>General Settings</li><li>VAT Settings</li><li><b>Documents and Statements</b></li><li>Statement Messages</li><li>Document Numbers</li><li>Document Descriptions</li><li>Customer Document Messages</li><li>Supplier Document Messages</li><li>Invoice and Statement Layouts</li><li>Branding</li><li>User Defined Fields</li><li>Email Signatures</li></ul>	<h4>Document Descriptions</h4> <p>You can set up a name to specify what will print on each document. The Original Name prints the first time you print the document. The Copy Name will be used if you reprint the document. In some countries, it is a legal requirement to print the word "Copy" on duplicated documents.</p> <table><thead><tr><th>Document Type</th><th>Original Name</th><th>Copy Name</th></tr></thead><tbody><tr><td>Quotation</td><td>Quote</td><td>Quotation</td></tr><tr><td>Customer Invoice</td><td>Tax Invoice</td><td>Invoice</td></tr><tr><td>Credit Note</td><td>Credit Note</td><td>Credit Note</td></tr><tr><td>Customer Receipt</td><td>Receipt</td><td>Receipt</td></tr><tr><td>Supplier Purchase Order</td><td>Purchase Order</td><td>Purchase Order</td></tr><tr><td>Supplier Invoice</td><td>Supplier Invoice</td><td>Copy Supplier Invoice</td></tr><tr><td>Supplier Return</td><td>Supplier Return</td><td>Copy Supplier Return</td></tr><tr><td>Supplier Payment</td><td>Payment</td><td>Payment</td></tr></tbody></table>	Document Type	Original Name	Copy Name	Quotation	Quote	Quotation	Customer Invoice	Tax Invoice	Invoice	Credit Note	Credit Note	Credit Note	Customer Receipt	Receipt	Receipt	Supplier Purchase Order	Purchase Order	Purchase Order	Supplier Invoice	Supplier Invoice	Copy Supplier Invoice	Supplier Return	Supplier Return	Copy Supplier Return	Supplier Payment	Payment	Payment
Document Type	Original Name	Copy Name																										
Quotation	Quote	Quotation																										
Customer Invoice	Tax Invoice	Invoice																										
Credit Note	Credit Note	Credit Note																										
Customer Receipt	Receipt	Receipt																										
Supplier Purchase Order	Purchase Order	Purchase Order																										
Supplier Invoice	Supplier Invoice	Copy Supplier Invoice																										
Supplier Return	Supplier Return	Copy Supplier Return																										
Supplier Payment	Payment	Payment																										

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

#### Customer Document Messages Section:

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

<ul style="list-style-type: none"><li>Company Details</li><li>General Settings</li><li>VAT Settings</li><li><b>Documents and Statements</b></li><li>Statement Messages</li><li>Document Numbers</li><li>Document Descriptions</li><li><b>Customer Document Messages</b></li><li>Supplier Document Messages</li><li>Invoice and Statement Layouts</li><li>Branding</li><li>User Defined Fields</li><li>Email Signatures</li></ul>	<h4>Customer Document Messages</h4> <p>You can enter a default message that prints on each type of document. This message can be changed while processing.</p> <table><tbody><tr><td>Quote</td><td><input type="text"/></td></tr><tr><td>Customer Invoice</td><td><input type="text"/></td></tr><tr><td>Credit Note</td><td><input type="text"/></td></tr><tr><td>Receipt</td><td><input type="text"/></td></tr><tr><td>Write-Off</td><td><input type="text"/></td></tr></tbody></table>	Quote	<input type="text"/>	Customer Invoice	<input type="text"/>	Credit Note	<input type="text"/>	Receipt	<input type="text"/>	Write-Off	<input type="text"/>
Quote	<input type="text"/>										
Customer Invoice	<input type="text"/>										
Credit Note	<input type="text"/>										
Receipt	<input type="text"/>										
Write-Off	<input type="text"/>										

## Logging Into and Maintaining Companies

### Supplier Document Messages Section:

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

The screenshot shows the 'Supplier Document Messages' section. On the left is a navigation menu with options: Company Details, General Settings, VAT Settings, Documents and Statements (highlighted), Statement Messages, Document Numbers, Document Descriptions, Customer Document Messages, Supplier Document Messages, Invoice and Statement Layouts, Branding, User Defined Fields, and Email Signatures. The main area is titled 'Supplier Document Messages' and contains the text: 'You can enter a default message that prints on each type of document. This message can be changed while processing.' Below this text are four input fields with dropdown arrows, labeled: Purchase Order, Supplier Invoice, Supplier Return, and Payment.

### Invoice and Statement Layouts Section:

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

The screenshot shows the 'Invoices and Statements' section. On the left is the same navigation menu as in the previous screenshot. The main area is titled 'Invoices and Statements' and contains the text: 'Design your own: You can also download the Sage One Custom Layout Designer for Windows to design your own customer invoices and statements. Get the Custom Layout Designer from the Add-Ons and Downloads page or by [clicking here](#).' Below this text is a link: 'Browse additional layouts: [Click here](#) to view additional layouts.' There is an 'Import' button. Below the button is a table with two columns: 'Report' and 'Layout'.

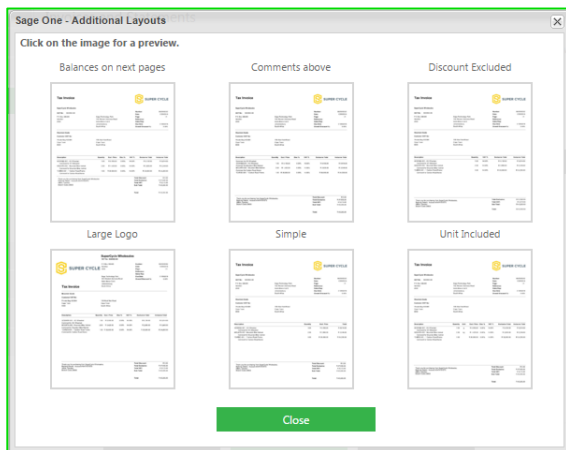
Report	Layout
Quote	Default (Modern)
Tax Invoice	Default (Modern)
Credit Note	Default (Modern)
Customer Statement	Default (Modern)
Delivery Note	Default (Modern)
Purchase Order	Default (Modern)
Supplier Invoice	Default (Modern)
Supplier Return	Default (Modern)
Supplier Statement	Default (Modern)

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

The screenshot shows the 'Import Custom Layout' dialog box. It has a title bar with 'Import Custom Layout' and a close button. Inside the dialog, there is a text field for 'Custom Layout Name'. Below it, there is a 'Browse for Layout' button and a 'Choose File' button. To the right of the 'Choose File' button, it says 'No file chosen'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

## Logging Into and Maintaining Companies

We have added additional layouts that you can choose from. Click on the Browse additional layouts section to view the layouts added:



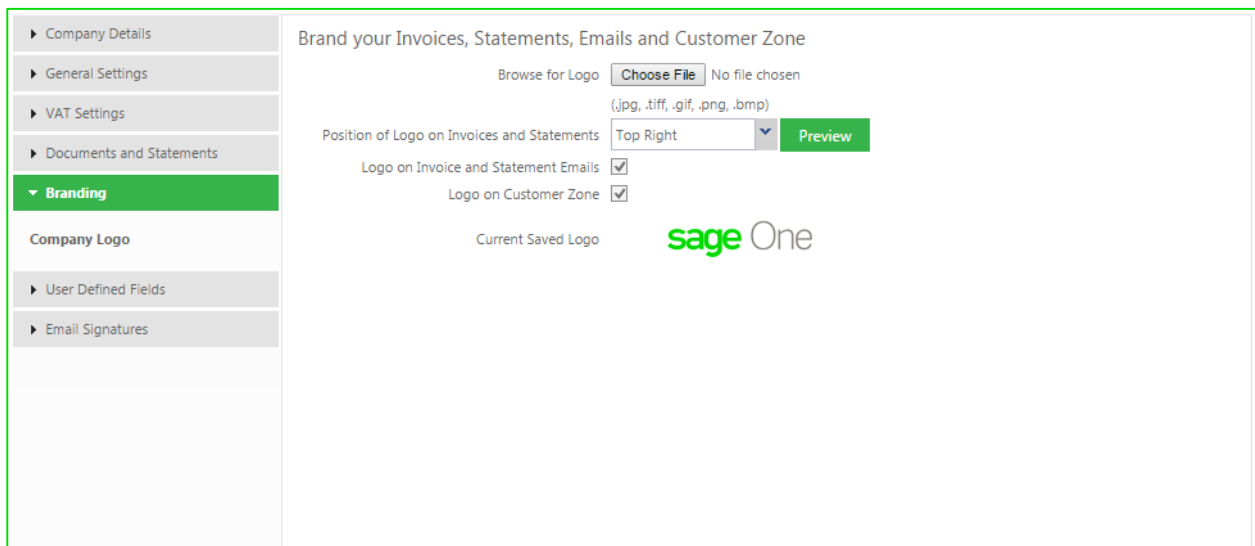
Select the layout that you want to use from the Layout drop down menu.

### Branding Tab:

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

Click on the Browse button to search for your logo.

You can also choose whether to include your logo on emails and the customer zone.



### User Defined Fields Tab:

The User Defined Field tab has the following sections:

- Customer
- Supplier
- Item
- Asset

## Logging Into and Maintaining Companies

- Documents

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

The screenshot shows the 'User Defined Fields' configuration interface. On the left is a sidebar with a menu: 'Company Details', 'General Settings', 'VAT Settings', 'Documents and Statements', 'Branding', 'User Defined Fields' (highlighted), and 'Email Signatures'. Under 'User Defined Fields', there are sub-sections for 'Customer', 'Supplier', 'Item', 'Asset', and 'Documents'. The main area is titled 'Customer User Defined Fields'. It is divided into four sections: 'Text Values' with three input fields labeled 'Text User Field 1', 'Text User Field 2', and 'Text User Field 3'; 'Yes/No Values' with three input fields labeled 'Yes/No User Field 1', 'Yes/No User Field 2', and 'Yes/No User Field 3'; 'Numeric Values' with three input fields labeled 'Number User Field 1', 'Number User Field 2', and 'Number User Field 3'; and 'Date Values' with three input fields labeled 'Date User Field 1', 'Date User Field 2', and 'Date User Field 3'.

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

There are four types of fields:

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



### Important Information

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

## Logging Into and Maintaining Companies

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

The screenshot displays the 'User Defined Fields' section in the Sage One Custom Layout Designer. On the left, a sidebar lists navigation options: Company Details, General Settings, VAT Settings, Documents and Statements, Branding, and User Defined Fields (highlighted). Under 'User Defined Fields', there are links for Customer, Supplier, Item, Asset, and Documents. The main area is titled 'Document User Defined Fields' and contains six sections, each with three text and three date user-defined fields:

- Customer Quote:** Text User Field 1 (RMCD Approval Number), Text User Field 2 (Claim Number), Text User Field 3 (Text User Field 3), Date User Field 1 (Date User Field 1), Date User Field 2 (Date User Field 2), Date User Field 3 (Date User Field 3).
- Customer Tax Invoice:** Text User Field 1 (RMCD Approval Number), Text User Field 2 (Claim Number), Text User Field 3 (Text User Field 3), Date User Field 1 (Date User Field 1), Date User Field 2 (Date User Field 2), Date User Field 3 (Date User Field 3).
- Customer Credit Note:** Text User Field 1 (Text User Field 1), Text User Field 2 (Text User Field 2), Text User Field 3 (Text User Field 3), Date User Field 1 (Date User Field 1), Date User Field 2 (Date User Field 2), Date User Field 3 (Date User Field 3).
- Supplier Purchase Order:** Text User Field 1 (RMCD Approval Number), Text User Field 2 (Text User Field 2), Text User Field 3 (Text User Field 3), Date User Field 1 (Date User Field 1), Date User Field 2 (Date User Field 2), Date User Field 3 (Date User Field 3).
- Supplier Invoice:** Text User Field 1 (RMCD Approval Number), Text User Field 2 (Text User Field 2), Text User Field 3 (Text User Field 3), Date User Field 1 (Date User Field 1), Date User Field 2 (Date User Field 2), Date User Field 3 (Date User Field 3).
- Supplier Return:** Text User Field 1 (Text User Field 1), Text User Field 2 (Text User Field 2), Text User Field 3 (Text User Field 3), Date User Field 1 (Date User Field 1), Date User Field 2 (Date User Field 2), Date User Field 3 (Date User Field 3).

## Email Signatures Tab:

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

The screenshot shows the 'Email Signatures' tab in the Sage One Custom Layout Designer. The sidebar on the left includes 'Email Signatures' as a new option. The main content area is titled 'Email Signatures' and includes the following text:

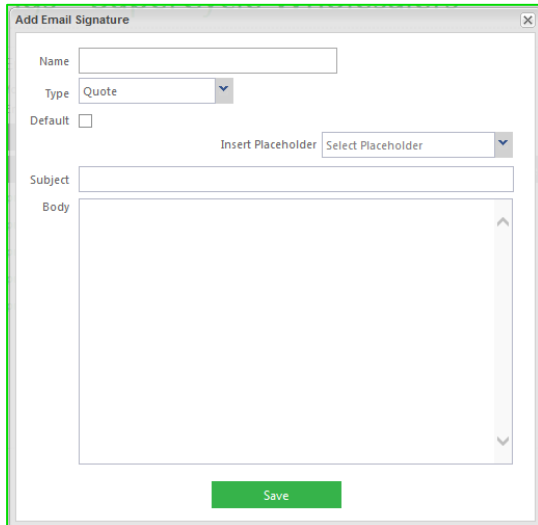
You can choose the default Email Signature that will be used for each type of document. Email signatures can also be selected when sending emails.

Buttons: **Add Signature** and **Manage Signatures**.

Document Type	Default Email Signature
<a href="#">preview</a> Quote	Default
<a href="#">preview</a> Tax Invoice	Default
<a href="#">preview</a> Credit Note	Default
<a href="#">preview</a> Recurring Invoice	Default
<a href="#">preview</a> Customer Statement Run	Default

## Logging Into and Maintaining Companies

Click on the Add Signature button to create a new email signature:

A dialog box titled "Add Email Signature" with a close button (X) in the top right corner. It contains several input fields: "Name" (text box), "Type" (dropdown menu with "Quote" selected), "Default" (checkbox), "Insert Placeholder" (text box), "Select Placeholder" (dropdown menu), "Subject" (text box), and "Body" (large text area). A green "Save" button is at the bottom center.

Add Email Signature

Name

Type

Default ☐

Insert Placeholder

Select Placeholder

Subject

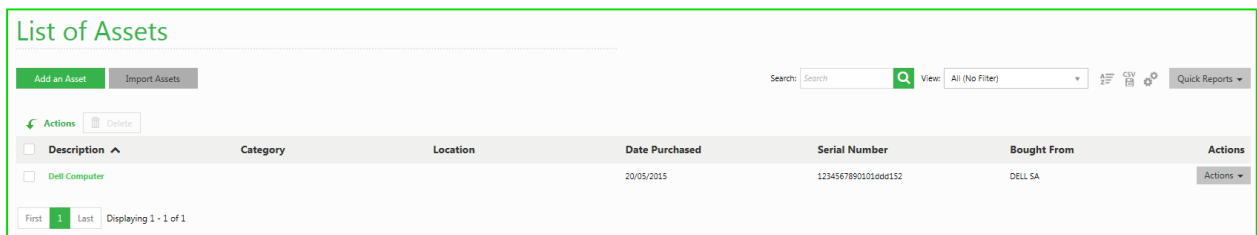
Body

Save

Click on the Save button to save the document descriptions that you have changed.

## Assets

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

A screenshot of the "List of Assets" page. It features a header with "Add an Asset" and "Import Assets" buttons. Below the header is a table with columns: Description, Category, Location, Date Purchased, Serial Number, Bought From, and Actions. A single row is visible with the description "Dell Computer".

List of Assets

Add an Asset Import Assets

Search:  View: All (No Filter)

Actions ☐ Delete

Description	Category	Location	Date Purchased	Serial Number	Bought From	Actions
Dell Computer			20/05/2015	1234567890101000152	DELL SA	Actions

First 1 Last Displaying 1 - 1 of 1

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

## Import Data

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



### Important Information

You cannot import transactions.

## Logging Into and Maintaining Companies

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

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

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

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

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

**File Information**

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

Back Next

To import data, follow the next few steps:

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

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

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

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

Click on the Next button.



## Logging Into and Maintaining Companies

The following screen displays:

### Import Data from CSV

Don't waste time capturing data - import it instead

1 Upload your CSV File

2 Map Import File Fields

3 CSV Import Results

#### Map Fields

You need to tell the system which field on the import file corresponds to which field in Sage One. The first column displays the names of the fields in the system. The second column displays fields in the import file. Choose each field name from the Import File Field Name list. Not all fields have to be imported. To skip fields during the import, choose Do Not Import.

Sage One Field Name	Import File Field Name
Name	Name
Category	Category
Opening Balance	Opening Balance
Opening Balance Date	Opening Balance Date
Postal Address Line 1	Postal Address Line 1
Postal Address Line 2	Postal Address Line 2
Postal Address Line 3	Postal Address Line 3
Postal Address Line 4	Postal Address Line 4
Postal Address Postal Code	Postal Address Postal Code
Delivery Address Line 1	Delivery Address Line 1

Back

Next

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

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

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

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



### Important Information

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

### Export Data

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

### Export Customers, Suppliers and Items to CSV

#### Export data to CSV

Please choose the type of data you are exporting.

The Date Format must be specified. This is the format that you wish to export the dates. For example, if you wish to export with dates as dd/mm/yyyy, choose this option.

Export to CSV

Select what to Export

Customers

CSV File Date Format

dd/mm/yyyy

Export Data

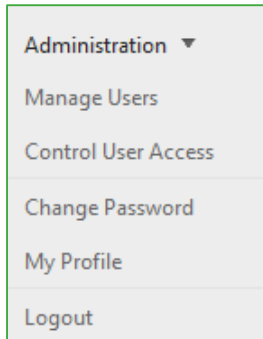


### Important Information

It is very important to select your Date Format correctly.

# Administration

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



## Manage Users

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

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



### Important Information

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

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

## Administration

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

### Manage Users

**Add Accountant**

First Name	Last Name	Email	Contact Number	Last Login	Status	Role
------------	-----------	-------	----------------	------------	--------	------

Page 1 of 1 | Nothing to display

**Add User**

First Name	Last Name	Email	Contact Number	Last Login	Status	Role		
<a href="#">edit</a>	<a href="#">delete</a>	My Business User	lene.eksteen@pastel.co.za	07/11/2014 12:40:30	Active	Owner		
<a href="#">edit</a>	<a href="#">delete</a>	Gerhard	van der Berg	gerhard@pastel.co.za	0113043000	29/11/2013 14:28:08	Active	Regular User

Page 1 of 1 | Displaying 1 - 2 of 2

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

### New User

First Name

Last Name

[Email](#)

Comment

Active ☒

Telephone

Mobile

User Type  
☐ Regular User  
☒ This user is my Accountant

You can specify which areas of Sage One the user has access to under Control User Access

**Notes**

Complete	Entry Date	Action Date	Subject	Note
<input type="checkbox"/>	07/11/2014			

**Save** **Save and New**

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

## Administration

### Control User Access

You are able to limit user access to different companies.

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

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

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

### Control User Access

Select the company to manage user access and permissions

Select	Name ^	Email	Active
<input type="checkbox"/>	Brett's Buggy Shop	brett.parkin@sagepastel.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Help File Company		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SuperCycle Wholesalers		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Test		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Training Company	lene.eksteen@pastel.co.za	<input checked="" type="checkbox"/>

Page 1 of 1 | Displaying 1 - 5 of 5

#### List of all users you have invited

Name	Email
My Business User	lene.eksteen@pastel.co.za
Gerhard van der Berg	gerhard@pastel.co.za

Drag a user to the right to give them access to SuperCycle Wholesalers

#### Users that have access to SuperCycle Wholesalers

Name	Email	
<a href="#">permissions</a> My Business User	lene.eksteen@pastel.co.za	<a href="#">-</a>
<a href="#">permissions</a> Gerhard van der Berg	gerhard@pastel.co.za	<a href="#">-</a>

To remove a user, choose the delete button. To set permissions, click the permissions link.

Save

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

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

#### Users that have access to SuperCycle Wholesalers

Name	Email	
<a href="#">permissions</a> My Business User		<a href="#">-</a>
<a href="#">permissions</a> Gerhard van der Berg	gerhard@pastel.co.za	<a href="#">-</a>

To remove a user, choose the delete button. To set permissions, click the permissions link.

## Administration

You will set permissions per menu option.

### User Permissions - Gerhard van der Berg

#### Access Options

Name	Allowed
Accountant's Area	<input checked="" type="checkbox"/>
Accounts	<input checked="" type="checkbox"/>
Add-Ons	<input checked="" type="checkbox"/>
Administration	<input checked="" type="checkbox"/>
Banking	<input checked="" type="checkbox"/>
Company	<input checked="" type="checkbox"/>
Customers	<input checked="" type="checkbox"/>
Dashboard	<input checked="" type="checkbox"/>
Items	<input checked="" type="checkbox"/>
Quick Views	<input checked="" type="checkbox"/>
Reports	<input checked="" type="checkbox"/>
Search	<input checked="" type="checkbox"/>
Suppliers	<input checked="" type="checkbox"/>
VAT	<input checked="" type="checkbox"/>

Save

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

### User Permissions - Gerhard van der Berg

#### Access Options

Name	Allowed
Accountant's Area	<input checked="" type="checkbox"/>
Add a Note	<input checked="" type="checkbox"/>
Journals Processed Report	<input checked="" type="checkbox"/>
Process Journal Entries	<input checked="" type="checkbox"/>
Edit/Delete Journal Entry	<input checked="" type="checkbox"/>
Process Journal Entry	<input checked="" type="checkbox"/>
Reports	<input checked="" type="checkbox"/>
Opening Balances and VAT Adjustments	<input checked="" type="checkbox"/>
Send a Note to My Accountant	<input checked="" type="checkbox"/>
Trial Balance Export	<input checked="" type="checkbox"/>
Accounts	<input checked="" type="checkbox"/>
Account Reporting Groups	<input checked="" type="checkbox"/>
Accounts	<input checked="" type="checkbox"/>
Adjust Account Opening Balances	<input checked="" type="checkbox"/>
Add-Ons	<input checked="" type="checkbox"/>

Save

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

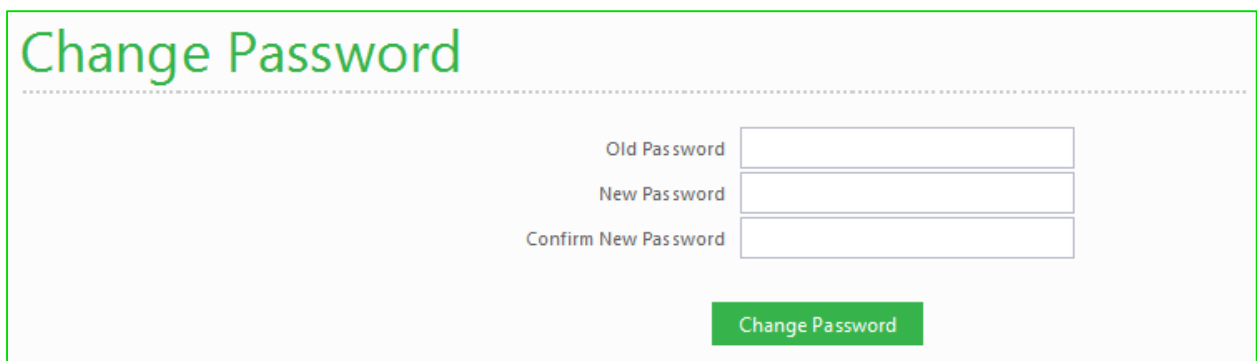
### Change Passwords

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

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

You may want to change your password at some stage. This is done in the **Administration...Change Passwords** screen.

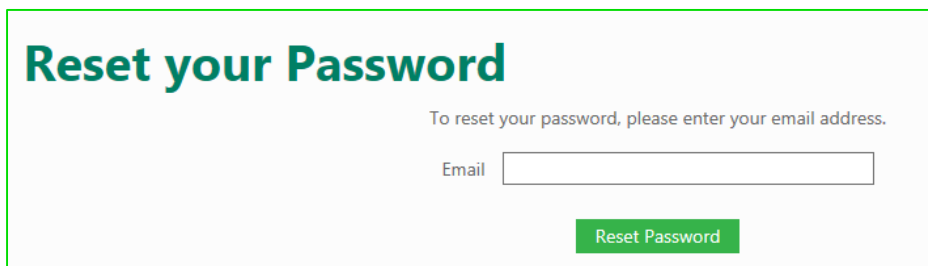
When changing your password, you will enter the current password and then enter and confirm your new password.



The screenshot shows a web form titled "Change Password" in a large green font. Below the title is a horizontal dashed line. The form contains three input fields stacked vertically, each with a label to its left: "Old Password", "New Password", and "Confirm New Password". Below these fields is a green button with the text "Change Password" in white.

### Reset Passwords

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



The screenshot shows a web form titled "Reset your Password" in a large green font. Below the title is the instruction "To reset your password, please enter your email address." in a smaller green font. Below this is an input field with the label "Email" to its left. Below the input field is a green button with the text "Reset Password" in white.

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

## Administration

### My Profile

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

**My Profile**

← **Billing Information** Billing Address and Contact Details My Details Credit Card Payments EFT Payments Referrals Pref →

**Registration Information**

Registered Name: **Lene Eksteen**  
Registration Date: **25/08/2009**  
Expiry Date: **11/10/2020**  
Country: **South Africa**  
Version: **3.1.1**

**Current Package**

Number of Companies: **50**  
Number of Users: **2**  
Payment Type: **Monthly**  
Sage One Document Store: **0 KB used of 1.00 GB**

[Pay Now](#) [Upgrade My Account](#) [Pay By Voucher](#) [Downgrade My Account](#)

[Click here](#) for Pricing Information.

**Invite Accountant or Additional Users**  
Click [here](#) to invite your accountant as well as other users to access your company data.

**User List**  
Click [here](#) to manage the list of users that have access to your company data.

**User Access Rights**  
Click [here](#) to assign different access rights to each of your users. This will allow you to choose which areas of your company data you want your users to have access to.

### Logout

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

### What's Next

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



# Chapter 3 – Working in Sage One Accounting

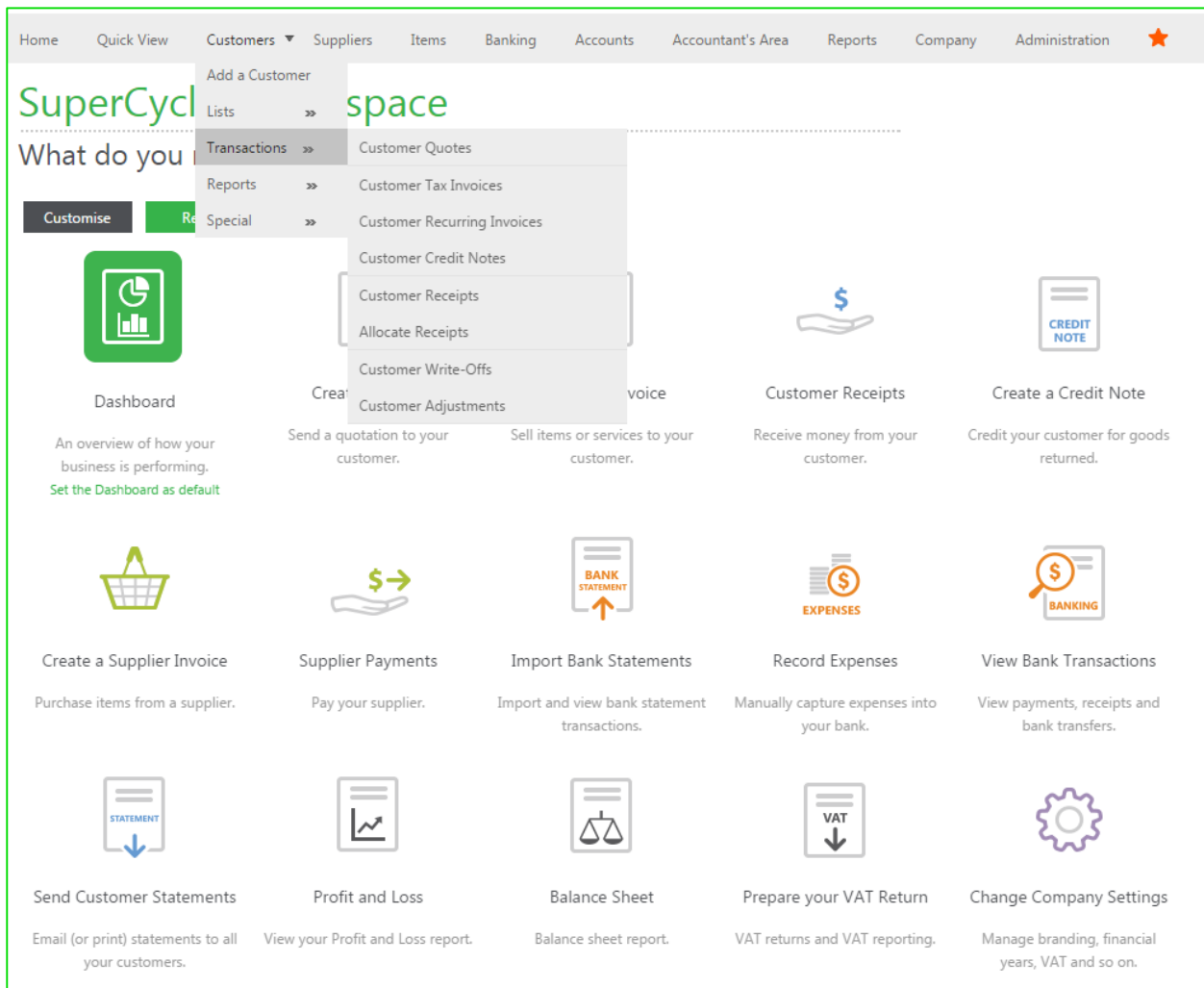
In this chapter, we see how you navigate through the system and enter data. We then look at general features such as using notes and viewing, printing, emailing, and exporting reports.

- Working in the System

# Working in the System

## Screen Elements

Here is a typical screen:

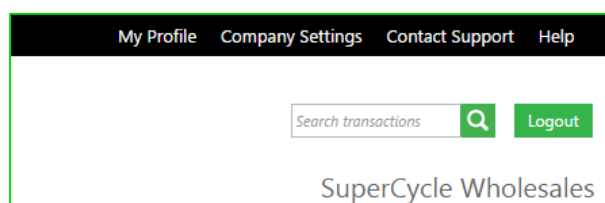


There are various elements:

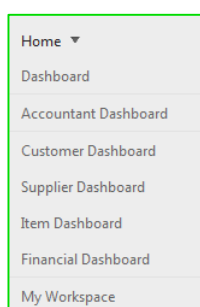
- You use the menus to choose program functions.
- The work area, where the item list is showing in the above screen, is an area where the system displays a list of existing records, such as customers, items, invoices, and so on.
- The screen displays best at a minimum size of 1024 x 768, but you can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

## Working in the System

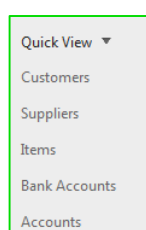
Program functions are in logical positions within the menu system:



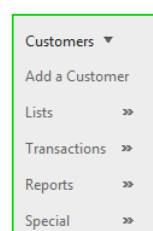
By clicking on the Home menu item, you will see the different Dashboards and Workspace.



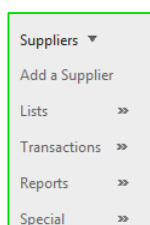
Sage One Accounting allows you to quickly view customer, supplier, item, account, and bank account information, while you are processing documents and/or transactions.



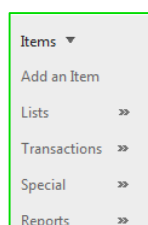
In the Customers menu, you can access any function that has to do with customers.



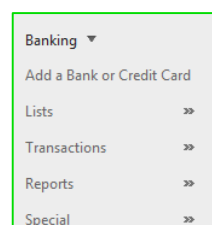
In the Suppliers menu, you can access any function that has to do with suppliers.



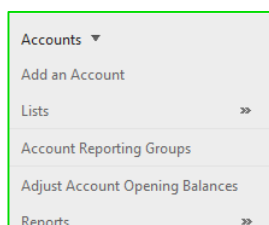
In the Items menu, you can access any function that has to do with items.



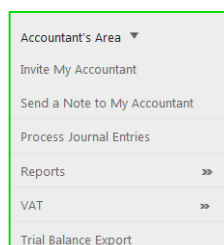
In the Banking menu, you will maintain your bank and credit card accounts.



In the Accounts menu, you have options that let you enter all your expense accounts and keep track of them.

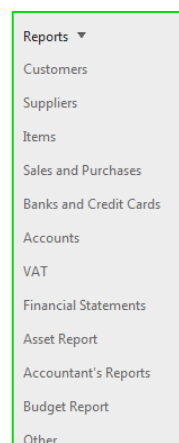


In the Accountant's Area, you will find reports and functions that are usually part of an accounting function.



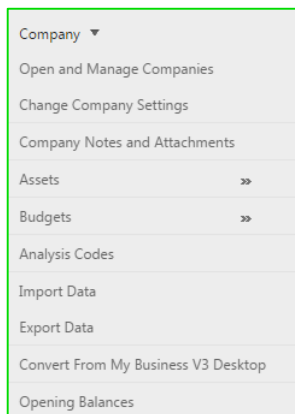
You can also invite your Accountant by selecting the Invite My Accountant option as well as sending your accountant a note.

In the Reports menu, you can select a variety of reports to print. Reports can be emailed from your company.

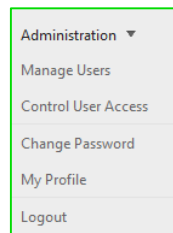


## Working in the System

You will add and manage your companies via the options in the Company menu.



The Administration menu has options that form part of an administrative function and have an effect in all of your companies. The owner menu is shown below.



Under the Control User Access menu option, you can set user permissions per menu option.

Manage your package subscription by going to the My Profile menu option.

From many of the screens, you can access menu options. For example, on the Tax Invoices screen, you can select to Add Customers, Add Items and View Reports.

## Processing Transactions

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

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

- Selecting Records from a List
- Entering Dates
- Working in Data Entry Grids
- Expired Session

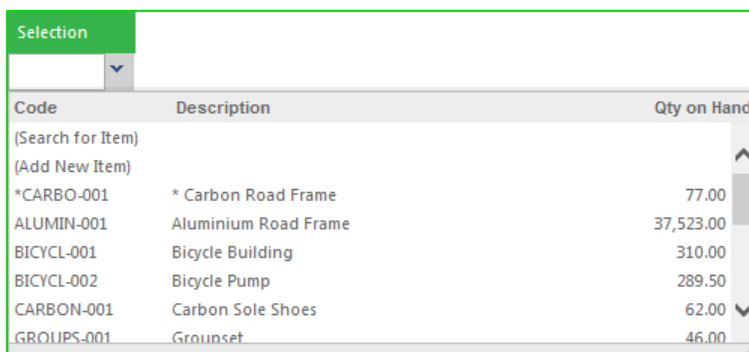
You create various master records, or static records, in the system. Examples of these are customers, suppliers, items, and their associated categories. Other records are lists of invoices that you sometimes need to select. We look at how you access these records.

Selection		
Code	Description	Qty on Hand
(Search for Item)		
(Add New Item)		
*CARBO-001	* Carbon Road Frame	77.00
ALUMIN-001	Aluminium Road Frame	37,523.00
BICYCL-001	Bicycle Building	310.00
BICYCL-002	Bicycle Pump	289.50
CARBON-001	Carbon Sole Shoes	62.00
GROUPS-001	Grounset	46.00

## Working in the System

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

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



Code	Description	Qty on Hand
(Search for Item)		
(Add New Item)		
*CARBO-001	* Carbon Road Frame	77.00
ALUMIN-001	Aluminium Road Frame	37,523.00
BICYCL-001	Bicycle Building	310.00
BICYCL-002	Bicycle Pump	289.50
CARBON-001	Carbon Sole Shoes	62.00
GROUPS-001	Groupset	46.00

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

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

To enter the date, enter the day / month / year as separate fields. Press <Left Arrow> and <Right Arrow> to move between the date fields. You do not need to enter the date separator symbols - /.

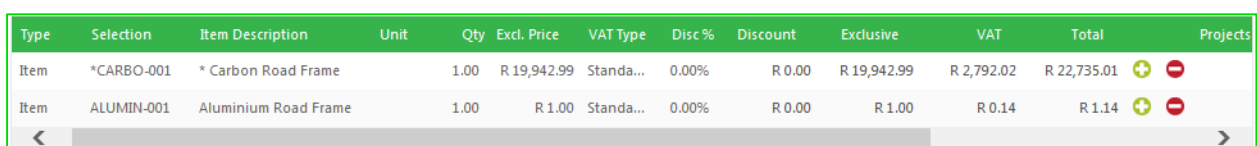
Alternatively, you can choose a date from a calendar called a date picker.

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

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

To select today's date, click Today.


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




Type	Selection	Item Description	Unit	Qty	Excl. Price	VAT Type	Disc %	Discount	Exclusive	VAT	Total	Projects
Item	*CARBO-001	* Carbon Road Frame		1.00	R 19,942.99	Standa...	0.00%	R 0.00	R 19,942.99	R 2,792.02	R 22,735.01	+
Item	ALUMIN-001	Aluminium Road Frame		1.00	R 1.00	Standa...	0.00%	R 0.00	R 1.00	R 0.14	R 1.14	+

## Working in the System

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

To move to a new line, press Enter on your keyboard or click on the  button at the end of the line.

To delete a line, click on the  button at the end of the line that you want to delete.

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

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

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

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

When you work in Sage One Accounting and the system does not detect activity for 2 hours, it will log off.

If you were busy processing transactions and your session expires, the system will save the transactions.

When you log in again, the system will ask you if you would like to restore the unprocessed transactions.

In order for the system to save unprocessed transactions, you have to use one of the following Internet Browser versions:

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

## Record Tables

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

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

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

## Working in the System

A typical record table looks like this:

Add a Customer

Import Customers

Search:

View: 

All (No Filter)

Quick Reports

Actions

Delete

Mark As Active/Inactive

Update

Name	Category	Balance	Statement Distr	Active	Auto Allocate	Cash Sale Custo	Enable Customer	Elec. Inv.	Sales Rep	Price List	Discount %	Default VAT Typ	Actions
* Morningview Bicycles	General Distributo...	R 4,541,090.39	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Michael Jones	Retail	0.00%		Actions
Alpha Cycling Supplies	General Distributo...	R 654,817.72	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Wholesale	0.00%		Actions
Bikebuzz	Road Bike Distrib...	R 735,388.92	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Retail	0.00%		Actions
Blazing Cycle Trails	Road Bike Distrib...	R 581,390.90	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		International	0.00%		Actions
CycleShop Sandton	Road Bike Distrib...	R 2,119,550.30	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenna Davies	Retail	15.00%	Standard Rate	Actions
Euro Roadbikes		R 107.00	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Retail	0.00%		Actions
Grasslands Bicycles and Roadbikes	Road Bike Distrib...	R 4,203,057.62	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenna Davies	Retail	15.00%	Standard Rate	Actions
International Roadbikes	General Distributo...	\$ 0.00	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		International	0.00%		Actions
Mountain Goats	Mountain Bike Dis...	R 653,405.77	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Retail	0.00%		Actions
Roadbikes Unlimited	Road Bike Distrib...	R 15,582,894.23	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Retail	0.00%		Actions

First

1

2

Last

Displaying 1 - 10 of 14

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

## Changing your Grid and Transaction Lines

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

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

The following screen will be displayed:

## My Profile

Search Transactions  
Search

Information Billing Address and Contact Details My Details Credit Card Payments EFT Payments Referrals Preferences

### Settings

**Number of Rows to show in List Grids:**   
The number of rows to display when viewing customers, suppliers, items, invoices and any other lists.

**Number of Rows to show in Transaction Grids:**   
The number of rows to display when working with bank transactions, bank statements, journals and draft invoices.

**Default Dashboard to display:**

Save

### Email Communications

We want to stay in touch, but only if you want us to. Should you wish to receive marketing and product information emails, select this option.

**Please note:** Even if you choose not to receive marketing or product emails from us, you will still receive system emails related to your package subscription and package expiry.

☐ Send Me Emails

### Invite Accountant or Additional Users

Click [here](#) to invite your accountant as well as other users to access your company data.

### User List

Click [here](#) to manage the list of users that have access to your company data.

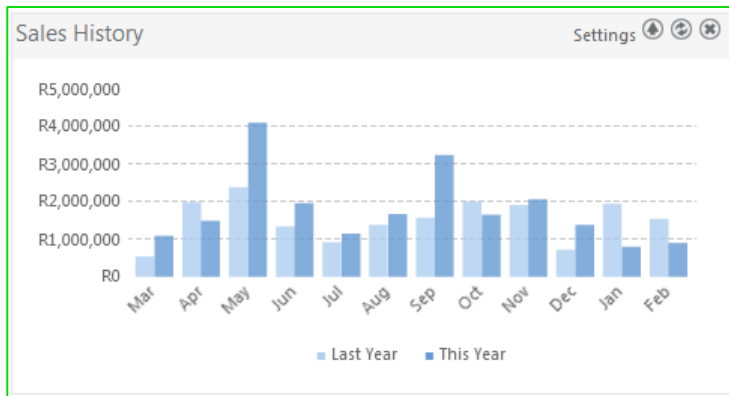
### User Access Rights

Click [here](#) to assign different access rights to each of your users. This will allow you to choose which areas of your company data you want your users to have access to.

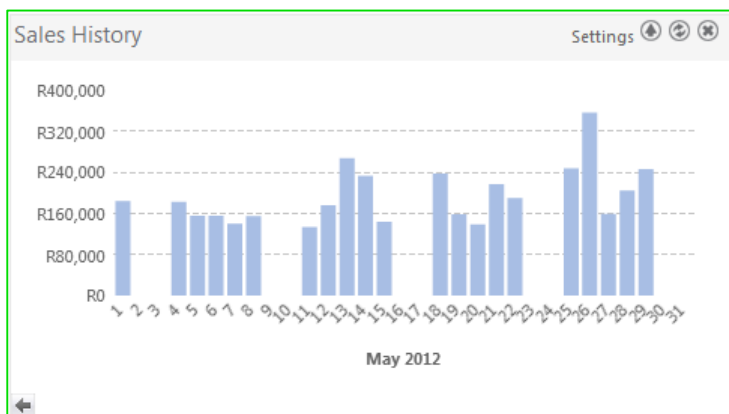
### Drill Down

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

Here is the sales graph from the Dashboard.



The above graph shows each month's monthly sales values. Click a month's value, and you see daily values:



Note that there is now a Back arrow at the bottom left corner of the screen. You can click this icon to return to the previous graph or view.



## Working in the System

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

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

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

## Process Customer Invoice

Send

Edit

Options

Customer Details

Customer: Uptown Bicycles

Balance: R 3,453,370.37

VAT Reference

Credit Limit: R 0.00

Delivery Address

Delivery Address: 523 Commissioner Street, Johannesburg, 2000

Postal Address

Postal Address: P O Box 304944, Johannesburg, 2000

Invoice Details

Document No.: INV0000186

Customer Ref.

From Quote / Recurring Invoice

Layout: Default (Classic)

Sales Rep: (None)

Date: 15/05/2015

Due Date: 31/05/2015

Discount %: 30.00 %

☐ Use Inclusive Amounts

☒ Allow Online Payment

sage | pay

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

Message: Thank you for purchasing from SuperCycle Wholesales.

Set Default Message

Total Discount: R 14,355.00

Total Exclusive: R 33,495.00

Total VAT: R 4,689.30

Total: R 38,184.30

Status: Tax Invoice: Not Printed or Paid.

Save

Save and New

Print Preview

Email

Print Delivery Note

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

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

### Maintaining Master File Records

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

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

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

List of Customers

Add a Customer

Import Customers

Search:

Q

View: 

All (No Filter)

CSV

Print

Quick Reports

Actions

Delete

Mark As Active/Inactive

Update

<input type="checkbox"/>	Name ^	Category	Balance	Statement Distr	Active	Auto Allocate	Cash Sale Custo	Enable Customer	Elec. Inv.	Sales Rep	Price List	Discount %	Default VAT Typ	Actions
<input type="checkbox"/>	* Morningview Bicycles	General Distributo...	R 4,541,090.39	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Michael Jones	Retail	0.00%		Actions
<input type="checkbox"/>	Alpha Cycling Supplies	General Distributo...	R 654,817.72	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Wholesale	0.00%		Actions
<input type="checkbox"/>	Bikebuzz	Road Bike Distrib...	R 735,388.92	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Retail	0.00%		Actions
<input type="checkbox"/>	Blazing Cycle Trails	Road Bike Distrib...	R 581,390.90	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		International	0.00%		Actions
<input type="checkbox"/>	CycleShop Sandton	Road Bike Distrib...	R 2,119,550.30	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenna Davies	Retail	15.00%	Standard Rate	Actions
<input type="checkbox"/>	Euro Roadbikes		R 107.00	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Retail	0.00%		Actions
<input type="checkbox"/>	Grasslands Bicycles and Roadbikes	Road Bike Distrib...	R 4,203,057.62	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenna Davies	Retail	15.00%	Standard Rate	Actions
<input type="checkbox"/>	International Roadbikes	General Distributo...	\$ 0.00	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		International	0.00%		Actions
<input type="checkbox"/>	Mountain Goats	Mountain Bike Dis...	R 653,405.77	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Retail	0.00%		Actions
<input type="checkbox"/>	Roadbikes Unlimited	Road Bike Distrib...	R 15,582,894.23	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Retail	0.00%		Actions

First

1

2

Last

Displaying 1 - 10 of 14

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

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

To import customers, click on the Import Customers button.

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

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

## Working in the System

A typical edit window looks like this:

### Edit Customer - \* Morningview Bicycles

Record Navigation: ⏮ ⏪ ⏩ ⏭

Customer Name	* Morningview Bicycles	Active	<input checked="" type="checkbox"/>
Category	General Distributors	Credit Limit	R 0.00
Cash Sale Customer	<input type="checkbox"/>	Customer VAT Number	VAT-039485-99
Balance	R 3,199,938.00	Sales Rep	(None)
Auto Allocate Receipts to Oldest Invoice <input type="checkbox"/>		Accepts Electronic Invoices	<input type="checkbox"/>

Details

Activity

Additional Contacts

Notes

User Defined Fields

Sales Graph

Quotes

Invoices

Report Layouts

#### Postal Address

P O Box 39478

Sandton

2039

Postal Code

#### Delivery Address

Delivery Address

187 Rivonia Road

Morningside

Sandton

South Africa

Postal Code

[Copy from Postal Address](#)

[Map](#)

#### Contact Details

Contact Name	John Smith
<a href="#">Email</a>	johnsmith@morningview.co.za
<a href="#">Telephone</a>	+27 11 555-3039
<a href="#">Mobile</a>	+27 83-555-0098
Fax	+27 11 555-3098
<a href="#">Web Address</a>	www.morningview.co.za

Allow this customer to view invoices online ☒

#### Default Settings

Statement Distribution	Print
Default Discount	0.00 %
Default Price List	Default Price List
Default VAT Type	(No Default)
Due Date for Payment	0 End of the current Month

Record Navigation: ⏮ ⏪ ⏩ ⏭

Save

Save and New

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

## Working in the System

You can edit five tabs:


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

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

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

## Notes

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

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

Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	Quotes	Invoices	Report Layouts
Complete	Entry Date ▲	Action Date	Subject	Note				
<input checked="" type="checkbox"/>	22/05/2014	14/05/2014	Contact	Contact Sean regarding Carbon Frames.				
<input type="checkbox"/>	22/05/2014	24/06/2014	Reminder - Sales	Contact Sean regarding new Frames.				
<input checked="" type="checkbox"/>	22/05/2014	31/07/2014	Accounts	Contact Alan regarding new discount structures.				
<input type="checkbox"/>	27/05/2014	28/05/2014	Sales forecasts	Sales forecasts to be completed.				



### Important Information

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

## Company Notes and Attachments

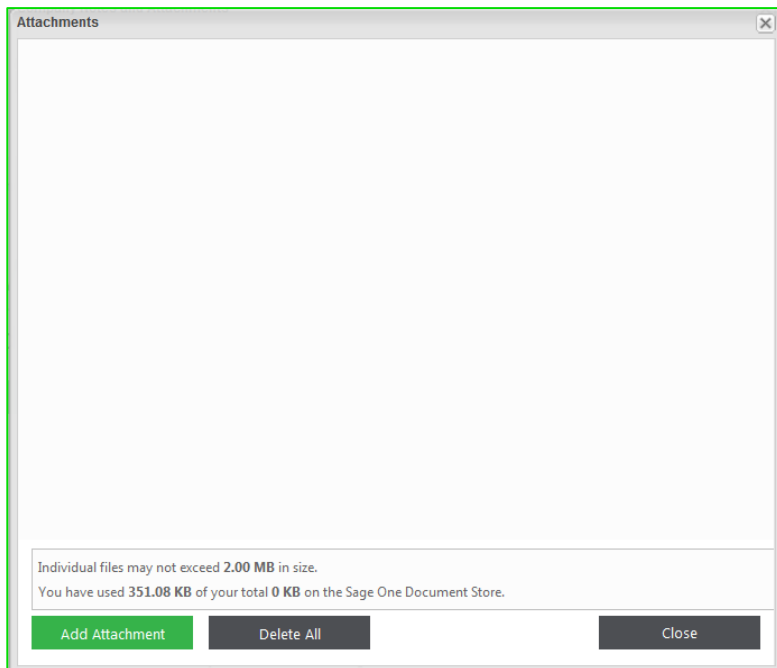
Sage One Accounting has the functionality to store all the company notes as well as attachments. You can save any notes in the Company Notes and Attachment facility and if you need to retrieve the information, you can do so quickly and easily.

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

The following screen displays:

## Working in the System

To add an attachment, click on any of the Add Attachment links.



Click the Add Attachment button and select your document. Click on the Close button.

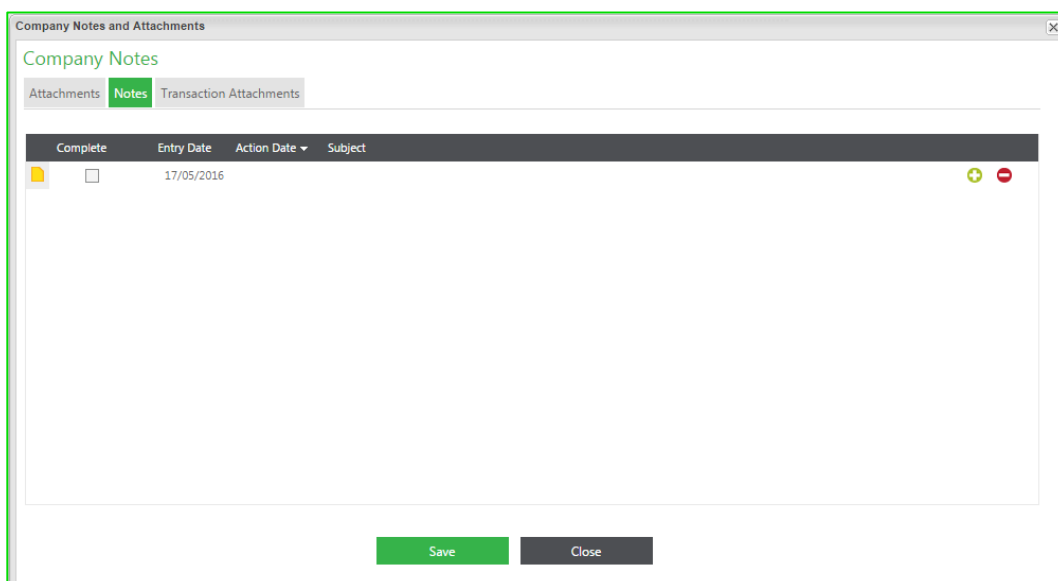
Your individual files that you upload may not exceed 2 MB in size. All documents that are uploaded will be stored on the Sage One Accounting Document Store.





## Important Information

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

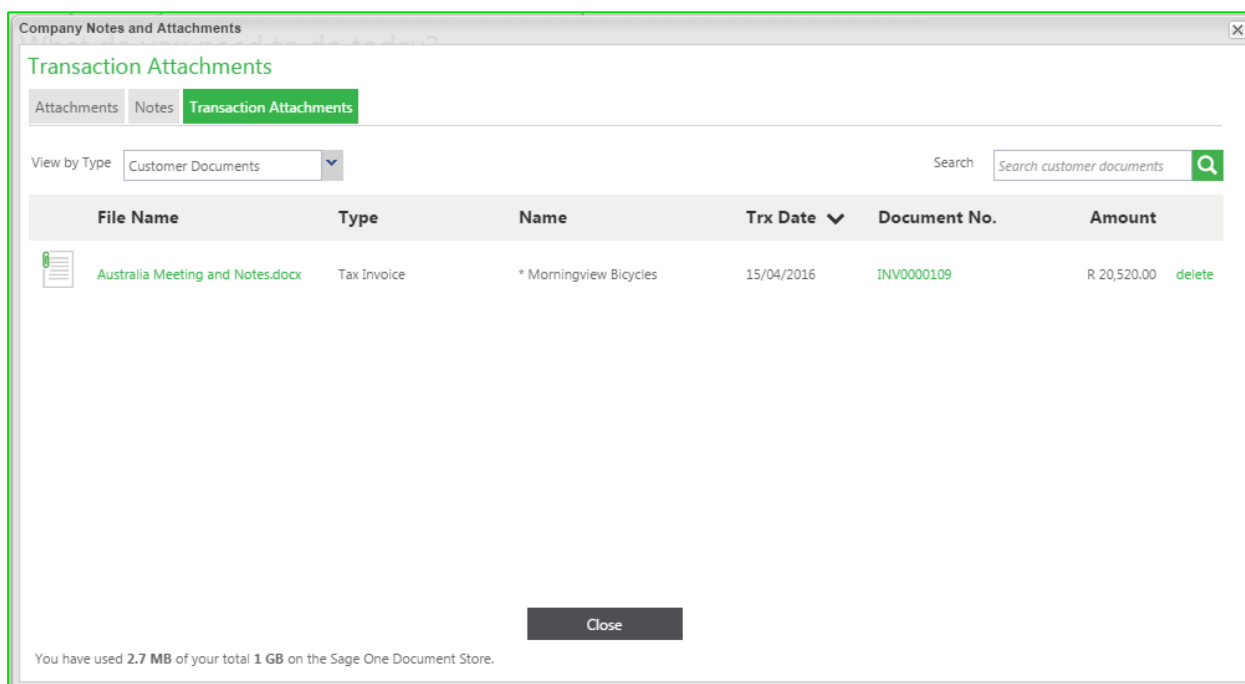
Click on the Notes tab.



## Working in the System

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

Click on the Transaction Attachment tab.



All attachments that you add for processing documents will be stored here.

## Messages / Descriptions / Comments

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

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



### Important Information

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

## Working in the System

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

Type	Selection	Item Description	Unit	Qty	Excl. Price	VAT Type	Disc %	Discount	Exclusive	VAT	Total	Proj
Item	*CARBO-001	* Carbon Road Frame		1.00	R 19,942.99	Standa...	0.00%	R 0.00	R 19,942.99	R 2,792.02	R 22,735.01	

Message  
Set Default Message

Thank you for purchasing from SuperCycle Wholesales.  
Banking Details: Account # 8474757575  
ABSA, Sandton  
Branch Code 29938

Total Discount

R 0.00

Total Exclusive


R 19,942.99

Total VAT

R 2,792.02

Total

R 22,735.01

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

Document Messages

Add Message

	Description	Message
<a href="#">select</a> <a href="#">edit</a> <a href="#">delete</a>	Bank Details	Thank you for purchasing from SuperCycle Wholesales. Banking Details: Account # 8474...
<a href="#">select</a> <a href="#">edit</a> <a href="#">delete</a>	June Special Message	Thank you for purchasing from SuperCycles. In June 2012, buy one and get 2 free!
<a href="#">select</a> <a href="#">edit</a> <a href="#">delete</a>	Thank you	Thank you for purchasing from SuperCycle Wholesales. Your goods will be delivered wit...

Page 1 of 1 | Displaying 1 - 3 of 3

To add the message, select the Add Message button.

Edit Document Message

Description: Delivery 2 Days

Message: Thank you for purchasing from SuperCycle Wholesales. Your goods will be delivered within 2 working days.

Save Close

Enter the code and message in the respective fields.

Select the Save button.

Document Messages

Add Message



	Description	Message
<a href="#">select</a> <a href="#">edit</a> <a href="#">delete</a>	Bank Details	Thank you for purchasing from SuperCycle Wholesales. Banking Details: Account # 8474...
<a href="#">select</a> <a href="#">edit</a> <a href="#">delete</a>	June Special Message	Thank you for purchasing from SuperCycles. In June 2012, buy one and get 2 free!
<a href="#">select</a> <a href="#">edit</a> <a href="#">delete</a>	Thank you	Thank you for purchasing from SuperCycle Wholesales. Your goods will be delivered wit...
<a href="#">select</a> <a href="#">edit</a> <a href="#">delete</a>	Delivery 2 Days	Thank you for purchasing from SuperCycle Wholesales. Your goods will be delivered wit...

Page 1 of 1 | Displaying 1 - 4 of 4



## Working in the System

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

Type	Selection	Item Description	Unit	Qty	Excl. Price	VAT Type	Disc %	Discount	Exclusive	VAT	Total	Proj
Item	*CARBO-001	* Carbon Road Frame		1.00	R 19,942.99	Standa...	0.00%	R 0.00	R 19,942.99	R 2,792.02	R 22,735.01	 

Message  
[Set Default Message](#)

Thank you for purchasing from SuperCycle Wholesales. Your goods will be delivered within 2 working days.

Total Discount

R 0.00

Total Exclusive

R 19,942.99


Total VAT

R 2,792.02


Total


R 22,735.01




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

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

### Process Payment



**Supplier Details**  
Supplier: (None)   
Balance: R 0.00

**Payment Details**  
Document No.: \*NUMBER\*  
Payment Amount: R 0.00  
Reference:  
Bank Account: National Bank Cui 

**Description**  
[Set Default Message](#)   
Comments:  
Date: 07/11/2014  Payment Method: Cash   
Reconciled: ☐

## Filters and Searches


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

Search:   View:  


## Main Search Functionality

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

[My Profile](#) [Company Settings](#) [Contact Support](#) [Help](#)

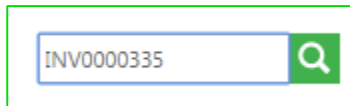
 [Logout](#)

SuperCycle Wholesales

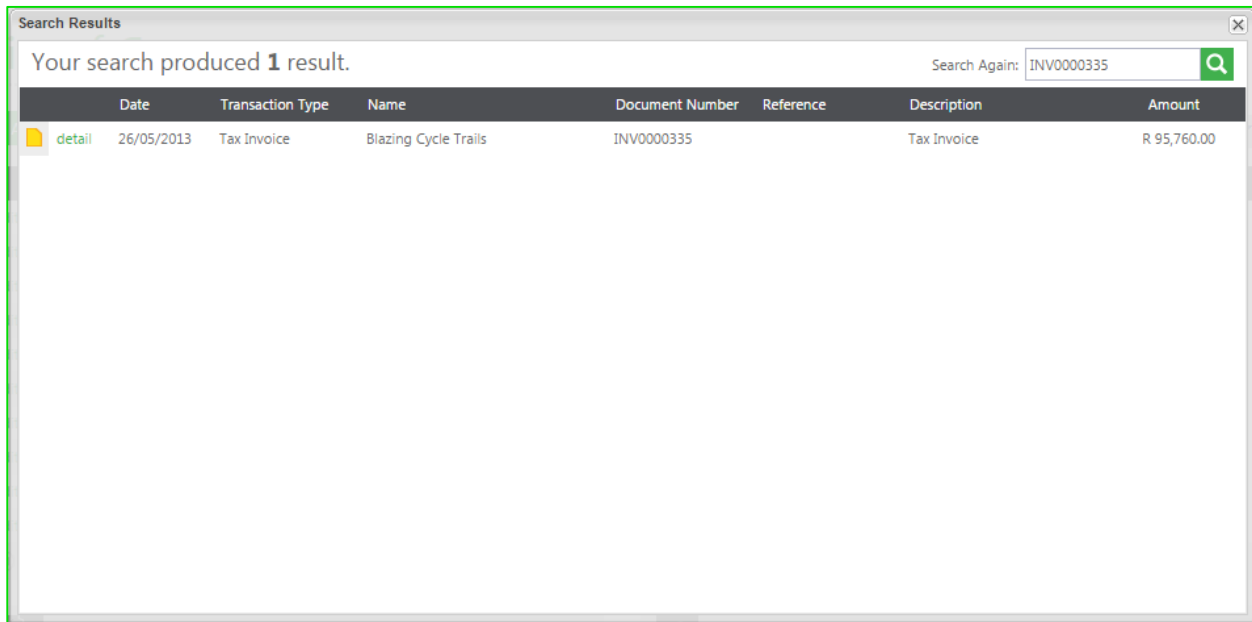
[Area](#) [Reports](#) [Company](#) [Administration](#) 

## Working in the System

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




INV0000335



Search Results

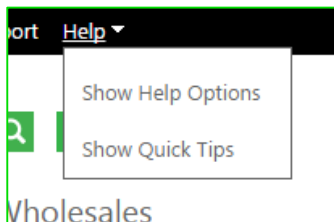
Your search produced **1** result.

Search Again: INV0000335

	Date	Transaction Type	Name	Document Number	Reference	Description	Amount
 detail	26/05/2013	Tax Invoice	Blazing Cycle Trails	INV0000335		Tax Invoice	R 95,760.00

## Help Options

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



## Printing, Viewing, and Emailing Reports

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

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

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



## Important Information

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

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

Each report window has the following elements:

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



## Important Information

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

## Working in the System

Below is a typical screen preview:

Date Range	Monthly	Current Month	01/02/2014 to 28/02/2014	Refresh
------------	---------	---------------	--------------------------	---------

### Sales By Customer Report









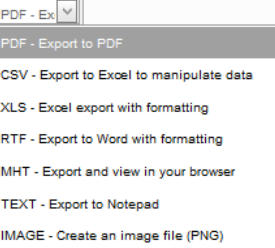
**SuperCycle Wholesales**

Start Date: 01/02/2014  
End Date: 28/02/2014  
Page: 1/1

Name	Date	Reference	Description	Qty	Total Selling
<b>* Morningview Bicycles</b>					
	19/02/2014	INV0000441	ALUMIN-001 - Aluminium Road Frame	1.00	R 1.00
Total: INV0000441				1.00	R 1.00
	19/02/2014	INV0000442	SALE0001 - Sales Item	1.00	R 48.25
Total: INV0000442				1.00	R 48.25
Total for Customer: * Morningview Bicycles				2.00	R 49.25
Grand Total:				2.00	R 49.25

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

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

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

## Working in the System

### HTML Reports

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

## Customer Invoices Report

**Date Range** Monthly ▼ Current Month ▼  
01/11/2014 → 30/11/2014

**Customer** (From) ▼ (To) ▼

**Category** (From) ▼ (To) ▼

**Status** ☒ Both (Active/Inactive) ☐ Active ☐ Inactive

**Credit Notes** ☒ Include

[View Report](#)

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

Click on the View Report button.

## Customer Invoices Report

SuperCycle Wholesales

Customer: All Customers  
Category: All Categories  
Date Range: 01/11/2014 → 30/11/2014

[Show Report Options](#)

PDF XLS Print

Date	Document No.	Customer Ref.	Customer	Sales Rep	Due Date	Ant. Pmt.	Exclusive	VAT	Total Selling	Total Outstanding
01/11/2014	INV0000060		* Morningview Bicycles		30/11/2014		R 20,100.00	R 2,814.00	R 22,914.00	R 0.00
01/11/2014	INV0000385	Ian O	Ian O		01/11/2014		R 0.00	R 0.00	R 0.00	R 0.00
02/11/2014	INV0000386	Ian O	Ian O		02/11/2014		R 0.00	R 0.00	R 0.00	R 0.00
03/11/2014	INV0000387	Ian O	Ian O		03/11/2014		R 0.00	R 0.00	R 0.00	R 0.00
04/11/2014	INV0000147		* Morningview Bicycles		30/11/2014		R 32,000.00	R 4,480.00	R 36,480.00	R 36,480.00
04/11/2014	INV0000388	Ian O	Ian O		04/11/2014		R 0.00	R 0.00	R 0.00	R 0.00
05/11/2014	INV0000389	Ian O	Ian O		05/11/2014		R 0.00	R 0.00	R 0.00	R 0.00
12/11/2014	INV0000061		Mountain Goats		30/11/2014		R 49,000.00	R 6,860.00	R 55,860.00	R 0.00
13/11/2014	INV0000349		* Morningview Bicycles		30/11/2014		R 310,000.00	R 43,400.00	R 353,400.00	R 353,400.00
17/11/2014	INV0000329		Mountain Goats		30/11/2014		R 432,000.00	R 60,480.00	R 492,480.00	R 492,480.00
18/11/2014	INV0000311		Blazing Cycle Trails		30/11/2014		R 210,000.00	R 29,400.00	R 239,400.00	R 239,400.00
19/11/2014	INV0000297		Alpha Cycling Supplies		30/11/2014		R 90,000.00	R 12,600.00	R 102,600.00	R 102,600.00
28/11/2014	INV0000062		Roadbikes Unlimited		30/11/2014		R 245,950.00	R 34,433.00	R 280,383.00	R 280,383.00
30/11/2014	INV0000248		Roadbikes Unlimited		30/11/2014		R 459,000.00	R 64,260.00	R 523,260.00	R 523,260.00
30/11/2014	INV0000263		Roadbikes Unlimited		30/11/2014		R 216,000.00	R 30,240.00	R 246,240.00	R 246,240.00
							<b>R 2,064,050.00</b>	<b>R 288,967.00</b>	<b>R 2,353,017.00</b>	<b>R 2,274,243.00</b>

[Export to Excel](#) | [Export to PDF](#) | [Print This Page](#)

## Working in the System

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

### Customer Invoices Report

SuperCycle Wholesales

Date Range

Monthly

Current Month

Hide Report Options

01/11/2014 → 30/11/2014

Customer

(From)

(To)

Category

(From)

(To)

Status

☒ Both (Active/Inactive) ☐ Active ☐ Inactive






Credit Notes

☒ Include

Refresh

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

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

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

## Chapter 4 – Editing Master Files

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

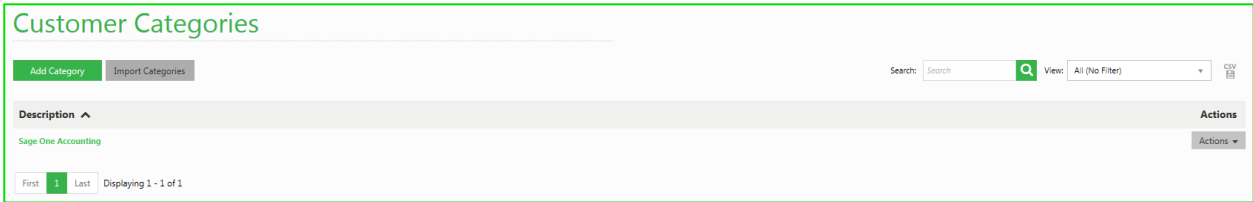
- Customers
- Suppliers
- Items
- Bank and Credit Card Accounts and Accounts

# Customers

## Customer Categories

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

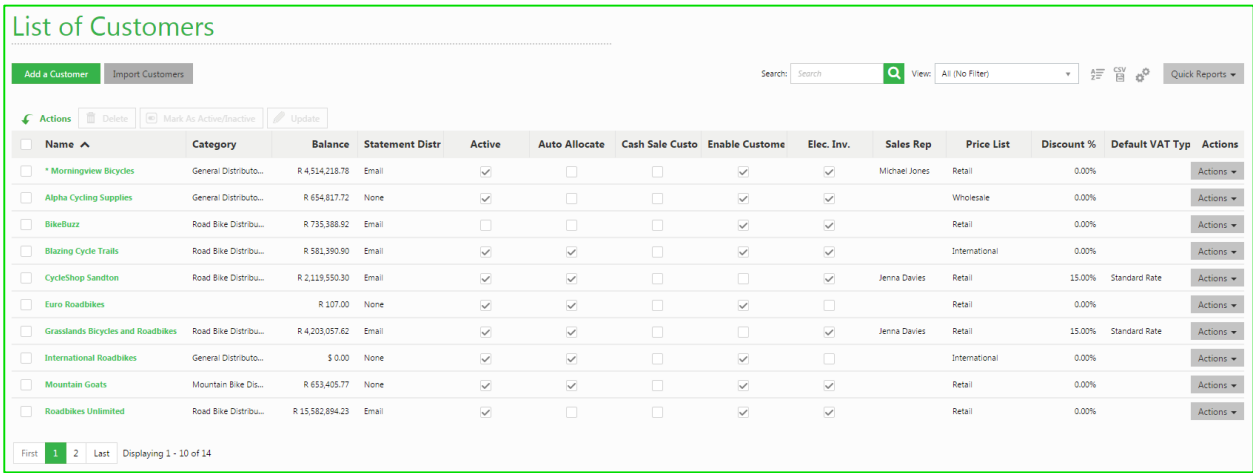
To access this function, select the **Customers...Lists...Customer Categories** menu:



To create new category, click on the Add Category button.

## Edit Customers

You sell items to customers. In this function, you maintain customer records. You can access this function by selecting **Customers...Lists...List of Customers**.



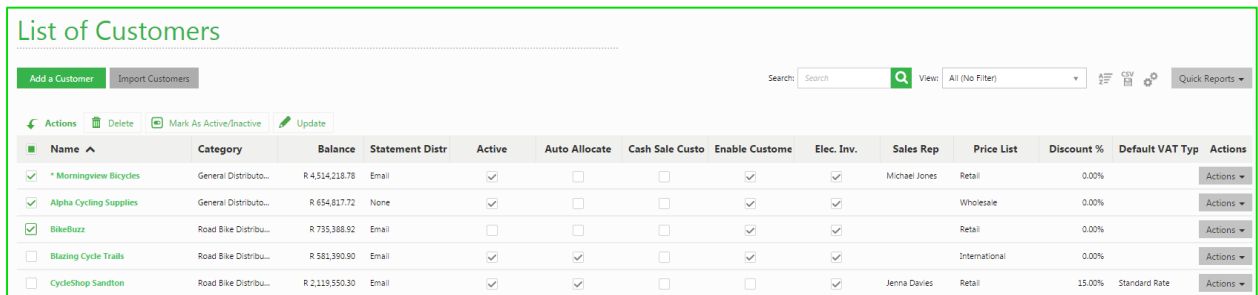
To edit a customer account, click on edit on the customer record line. You can also delete customer records that do not have any activity.



## Customers

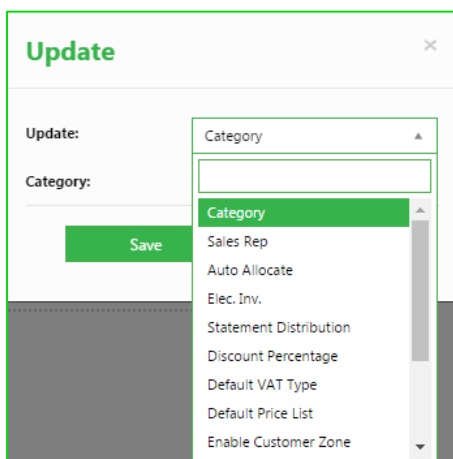
### Other Bulk Actions

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



Name	Category	Balance	Statement Distr	Active	Auto Allocate	Cash Sale Custo	Enable Custome	Elec. Inv.	Sales Rep	Price List	Discount %	Default VAT Typ	Actions
<input checked="" type="checkbox"/> Morningview Bicycles	General Distributo...	R 4,514,218.78	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Michael Jones	Retail	0.00%		Actions
<input checked="" type="checkbox"/> Alpha Cycling Supplies	General Distributo...	R 654,817.72	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Wholesale	0.00%		Actions
<input checked="" type="checkbox"/> Bikebuzz	Road Bike Distribui...	R 735,388.92	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Retail	0.00%		Actions
<input type="checkbox"/> Blazing Cycle Trails	Road Bike Distribui...	R 581,390.90	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		International	0.00%		Actions
<input type="checkbox"/> CycleShop Sandton	Road Bike Distribui...	R 2,119,550.30	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenna Davies	Retail	15.00%	Standard Rate	Actions

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



Update:

Category:

Save

Category

Sales Rep

Auto Allocate

Elec. Inv.

Statement Distribution

Discount Percentage

Default VAT Type

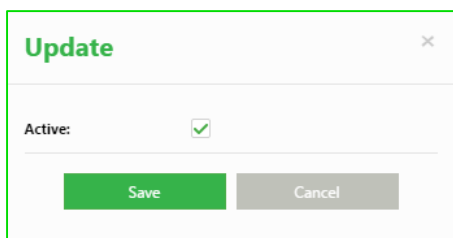
Default Price List

Enable Customer Zone

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

### Mark As Active/Inactive

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



Update

Active: ☒

Save Cancel

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

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

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

## Customers

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

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

You can edit five tabs:

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

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

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

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

Notice the ample links available on this screen, namely:

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

## Customers

The Activity tab summarises your financial activity with the customer:

Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	Quotes	Invoices	Report Layouts
Activity								Total
<a href="#">detail</a>	Customer Adjustments							R 0.00
<a href="#">detail</a>	Customer Opening Balance							R 3,028.93
<a href="#">detail</a>	Tax Invoices							R 4,510,622.04
<a href="#">detail</a>	Credit Notes							R 15,960.00
<a href="#">detail</a>	Customer Receipts (Including Discount)							R 1,104,750.97
<a href="#">detail</a>	Customer Write-Offs							R 193,002.00
<a href="#">detail</a>	Balance							R 3,199,938.00

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


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

Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	Quotes	Invoices	Report Layouts
Contact Name ▲	Designation	Telephone	Fax	Mobile	Email			
Alan Jones	Accounts	+27 11 394-0995			alan@morningview.c...	+	-	
Debra Walters	Sales	+27 11 394-0994	+27 11 394-1123		debra@morningview...	+	-	
Sean Jefferson	Sales	+27 11 394-0994	+27 11 394-1123		sean@morningview.c...	+	-	

# Customers

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

Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	Quotes	Invoices	Report Layouts
Complete	Entry Date ▲	Action Date	Subject	Note				
<input checked="" type="checkbox"/>	22/05/2014	14/05/2014	Contact	Contact Sean regarding Carbon Frames.				
<input type="checkbox"/>	22/05/2014	24/06/2014	Reminder - Sales	Contact Sean regarding new Frames.				
<input checked="" type="checkbox"/>	22/05/2014	31/07/2014	Accounts	Contact Alan regarding new discount structures.				
<input type="checkbox"/>	27/05/2014	28/05/2014	Sales forecasts	Sales forecasts to be completed.				

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

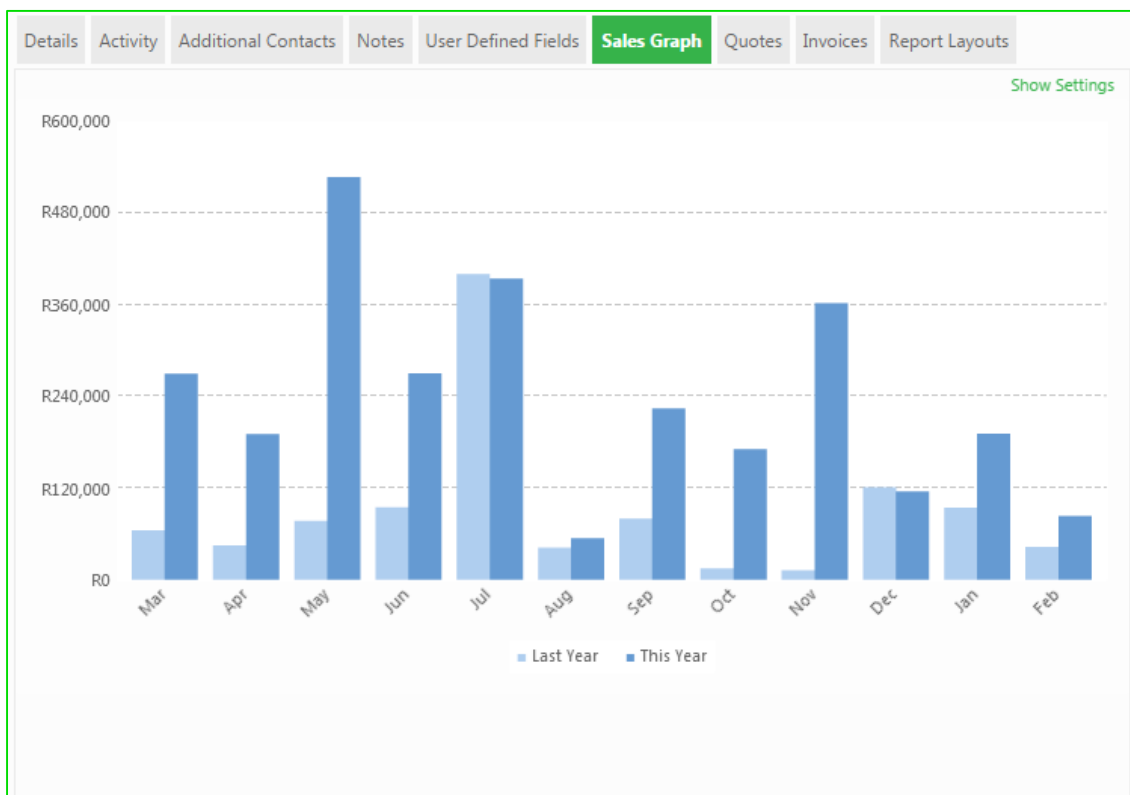
## Customers

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

Text Values		Yes/No Values	
Type of Customer	Distirbutor to Cycle Labs	Discount Applies	<input checked="" type="checkbox"/>
Branches	Johannesburg, Cape Town	Send Product Updates	<input checked="" type="checkbox"/>
Sales Person	Joe Smith	Not Used	<input type="checkbox"/>

Numeric Values		Date Values	
Discount	15.00	Customer Since	15/04/2010
Target Sales	260,000.00	Contract Renewal Date	15/05/2012
Not Used		Not Used	

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



## Customers

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

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

Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	Quotes	Invoices	Report Layouts
Document Number ▲		Customer Reference		Document Date		Status	Total	
<a href="#">detail</a>	QUO0000005			07/05/2015		Expired	R 18,867.00	
<a href="#">detail</a>	QUO0000007			22/05/2015		Expired	R 3,876.00	
<a href="#">detail</a>	QUO0000008			22/05/2015		Expired	R 31,122.00	

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

Details

Activity

Additional Contacts

Notes

User Defined Fields

Sales Graph

Quotes

Invoices

Report Layouts

Unpaid Invoices

Include Paid Invoices

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

Select All

Deselect All

Print Invoice

Email Invoice

## Customers

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

Details	Activity	Additional Contacts	Notes	User Defined Fields	Sales Graph	Quotes	Invoices	Report Layouts
Report		Layout						
Quote		Default (Modern)						
Tax Invoice		Default (Classic)						
Credit Note		Default (Classic)						
Customer Statement		Default (Classic)						
Delivery Note		Default (Classic)						

# Suppliers

## Supplier Categories

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

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

## Edit Suppliers

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

Name	Category	Balance	Contact Name	Tel Number	Mobile No.	Active	Actions
* Eastside Bicycle Supplies	National	R 10,290,954.14	Grant Jensen	+27 11 239-3848		✓	Actions
Aerodynamix (Pty) Limited	National	R 3,062,732.50	William Adams	+27 11 384-3948		✓	Actions
Cycles and More (Pty) Limited	Local	R 1,189,863.71	James Moore	+27 11 308-2093		✓	Actions
DHL International	International	R 63,553.34		+44 023-243994		✓	Actions
DHL South Africa	National	R 9,856.44		011-873-2345		✓	Actions
Falcon Bicycle Fittings	National	R 691,283.00	Richard Richardson	+27 67 334-4956		✓	Actions
Friction Braking Systems	Local	R 796,849.28	George Baker	+27 11 394-3847		✓	Actions
Global Bikes USA	International	\$ 0.00				✓	Actions
Internal Staff		R -50.00				✓	Actions
Jae's Customs and Clearing	National	R 91,648.14		031-214-2145	074-234-7575	✓	Actions

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

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

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

Notice the ample links available on this screen, namely:

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



## Suppliers

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

The Activity tab summarises your financial activity with the supplier:

Activity		Total
<a href="#">detail</a> Supplier Adjustments		R 0.00
<a href="#">detail</a> Supplier Opening Balance		R 0.00
<a href="#">detail</a> Supplier Invoices		R 12,959,696.13
<a href="#">detail</a> Supplier Returns		R 524,400.00
<a href="#">detail</a> Supplier Payments (Including Discount)		R 512,731.00
<a href="#">detail</a> Balance		R 11,922,565.13

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

## Suppliers

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

The screenshot shows the 'Additional Contacts' tab selected in the top navigation bar. Below the navigation bar is a table with the following columns: Contact Name, Designation, Telephone, Fax, Mobile, and Email. The table contains one row with the following data: Contact Name: Mary, Designation: Sales Manager, Telephone: 0113352268, Mobile: 0883342265, Email: mary@east.com. To the right of the email field are two icons: a green plus sign and a red minus sign.

Contact Name	Designation	Telephone	Fax	Mobile	Email
Mary	Sales Manager	0113352268		0883342265	mary@east.com

In the Banking Details tab, you are allowed to enter the banking details of the Supplier if you need to pay your supplier. Tick the Allow Supplier Batch Payments tick box to allow the system to add the supplier on the Supplier Batch Payment feature when processing payments. To validate if the banking details are correct, enter the supplier banking details and click on the Validate button. You will notice a green icon will display on the right hand side if the banking details are validated successfully.

The screenshot shows the 'Banking Details' tab selected in the top navigation bar. Below the navigation bar is a section titled 'Supplier Batch Payments' with a green icon and the text 'Banking Details validated: 20/01/2016'. Below this is a checkbox labeled 'Allow Supplier Batch Payments' which is checked. Below the checkbox is a section titled 'Supplier Banking Details' with the following fields: Account Holder (RD), Account Number (100), Bank Name (Investec), Branch Code (580), and Account Type (Current). Below the Account Type field is a green 'Validate' button.

Supplier Batch Payments Banking Details validated: 20/01/2016

Allow Supplier Batch Payments ☒

Supplier Banking Details

Account Holder: RD

Account Number: 100

Bank Name: Investec

Branch Code: 580

Account Type: Current

Validate

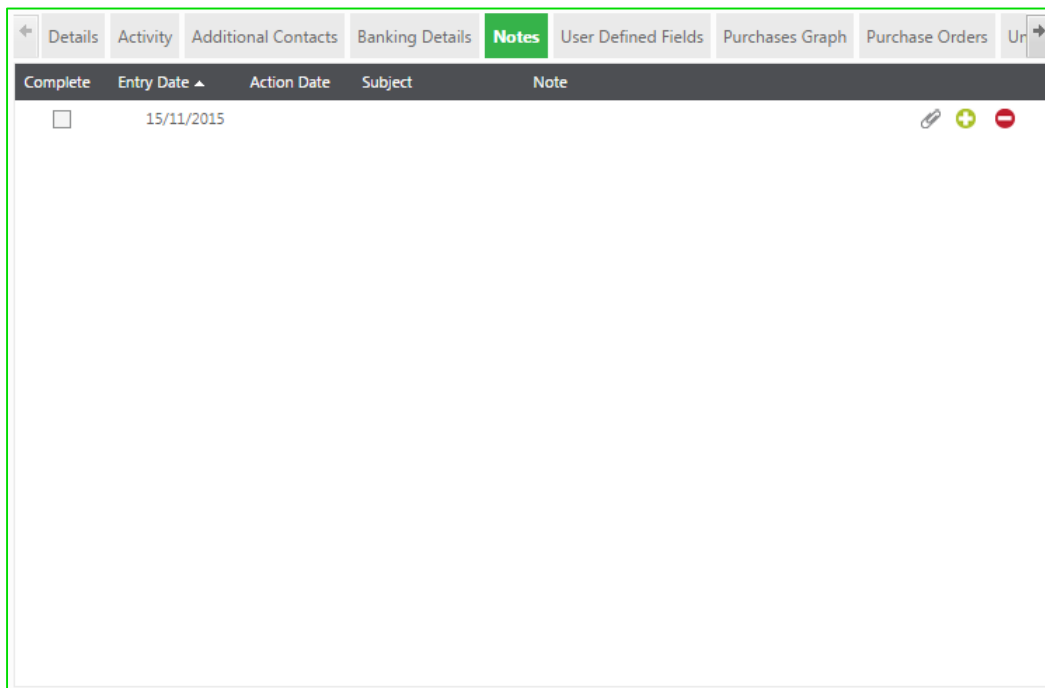
In the Notes tab, you will create and store any notes regarding the supplier. For example, if the supplier has a special running for a particular period of time, or if you must collect stock on a specific date, you

## Suppliers

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

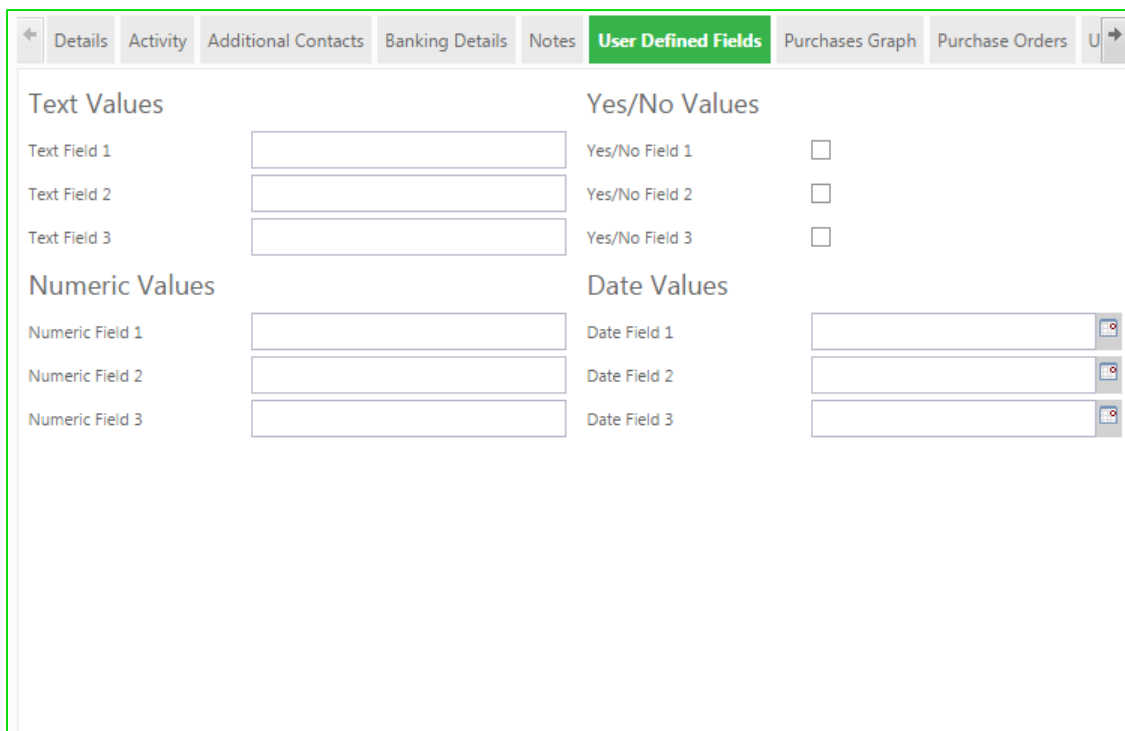
You can also add attachments by clicking the  button.

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



The screenshot shows the 'Notes' tab selected in the top navigation bar. Below the navigation bar, there is a header row with the following columns: Complete, Entry Date, Action Date, Subject, and Note. The 'Entry Date' column contains the date 15/11/2015. To the right of the date, there are three icons: a paperclip (for attachments), a green plus sign (for adding), and a red minus sign (for deleting). The main area below the header is empty, indicating no notes have been added yet.

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



The screenshot shows the 'User Defined Fields' tab selected in the top navigation bar. The main area is divided into four sections: Text Values, Yes/No Values, Numeric Values, and Date Values. Each section contains three input fields for defining new fields.

Text Values	Yes/No Values
Text Field 1	Yes/No Field 1
Text Field 2	Yes/No Field 2
Text Field 3	Yes/No Field 3

Numeric Values	Date Values
Numeric Field 1	Date Field 1
Numeric Field 2	Date Field 2
Numeric Field 3	Date Field 3

# Suppliers

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



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

The Purchase Orders tab displays a list of purchase orders. The table has the following columns: Document Number, Order Number, Document Date, and Purchase Value. The table is currently empty.

Document Number	Order Number	Document Date	Purchase Value
-----------------	--------------	---------------	----------------

## Suppliers

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

←	ity	Additional Contacts	Banking Details	Notes	User Defined Fields	Purchases Graph	Purchase Orders	Unpaid Invoices	→
Unpaid Invoices									
	Date ▲	Document Number	Reference	Due Date	Antcp. Date	Total	Outstanding		
detail	<input type="checkbox"/>	01/03/2014	SIV0000327		31/03/2014	R 239,400.00	R 239,400.00	▲	
detail	<input type="checkbox"/>	15/04/2014	SIV0000328		30/04/2014	R 327,180.00	R 327,180.00		
detail	<input type="checkbox"/>	17/05/2014	SIV0000329		31/05/2014	R 423,225.00	R 423,225.00		
detail	<input type="checkbox"/>	28/06/2014	SIV0000330		30/06/2014	R 273,600.00	R 273,600.00		
detail	<input type="checkbox"/>	02/07/2014	SIV0000331		31/07/2014	R 376,200.00	R 376,200.00		
detail	<input type="checkbox"/>	17/08/2014	SIV0000332		31/08/2014	R 426,816.00	R 426,816.00		
detail	<input type="checkbox"/>	10/09/2014	SIV0000333		30/09/2014	R 769,500.00	R 769,500.00		
detail	<input type="checkbox"/>	30/10/2014	SIV0000334		31/10/2014	R 239,400.00	R 239,400.00		
detail	<input type="checkbox"/>	21/11/2014	SIV0000335		30/11/2014	R 358,872.00	R 358,872.00		
detail	<input type="checkbox"/>	14/12/2014	SIV0000336		31/12/2014	R 290,700.00	R 290,700.00		
detail	<input type="checkbox"/>	15/01/2015	SIV0000337		31/01/2015	R 461,700.00	R 461,700.00	▼	
Select All      Deselect All									
Print Invoice      Email Invoice									

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

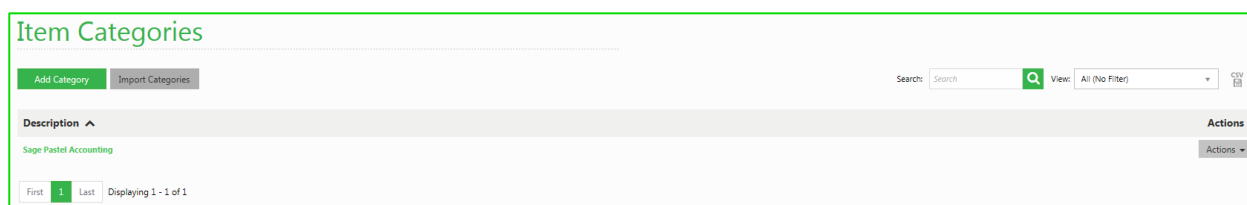
←	ontacts	Banking Details	Notes	User Defined Fields	Purchases Graph	Purchase Orders	Unpaid Invoices	Report Layouts	→
Report					Layout				
Purchase Order					Default (Classic)				
Supplier Invoice					Default (Classic)				
Supplier Return					Default (Classic)				
Supplier Statement					Default (Classic)				

# Items

## Item Categories

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

You access this function via **Items...Lists...Item Categories**:



To create another category, click on the Add Category button.

## Edit Items

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

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

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

Code	Description	Category	Price Excl.	Price Incl.	Avg Cost	Last Cost	Qty On Hand	Active	Actions
XCWHEE-001	XC Wheelset	Parts	R 3,626.34	R 4,133.80	R 3,048.94	R 2,881.70	103	✓	Actions
TIMETR-001	Time Trial Helmet	Apparel	R 1,201.94	R 1,370.21	R 1,005.07	R 1,048.59	119	✓	Actions
RACING-001	Racing Road Wheelset	Parts	R 8,670.00	R 9,863.80	R 7,745.59	R 8,134.99	20	✓	Actions
PHYS-001	Physical Item		R 750.00	R 855.00	R 504.95	R 1,000.00	100	✓	Actions
MOUNTA-002	Mountain Bike Helmet	Apparel	R 985.33	R 1,123.28	R 842.46	R 860.43	74	✓	Actions
MOUNTA-001	Mountain Bike Frame	Parts	R 17,342.26	R 19,770.18	R 15,092.80	R 15,143.97	-4	✓	Actions
GROUPS-001	Groupset	Parts	R 5,697.18	R 6,494.79	R 4,807.48	R 4,975.01	27	✓	Actions
CARBON-001	Carbon Sole Shoes	Apparel	R 2,663.83	R 3,036.77	R 2,316.82	R 2,534.84	32	✓	Actions
BICYCL-003	Bicycle Complex Building		R 750.00	R 855.00	R 500.00	R 500.00		✓	Actions
BICYCL-002	Bicycle Pump	Parts	R 203.23	R 231.68	R 174.63	R 193.86	77	✓	Actions

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

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

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

## Items

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

**Item Details**

Price List: Default Price List

Exclusive Selling Price	R 0.00	GP %	0.00 %
Inclusive Selling Price	R 0.00	GP Amount	R 0.00
Unit		VAT On Sales	Standard Rated (14.00%)
Sales Account	Sales	VAT On Purchases	Standard Rated (14.00%)
Purchases Account	Purchases		

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

Select the sales or purchases account from the fields available.

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

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

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

Under the Price List Tab you can set specific prices for each additional price list that you have set up:

**Price Lists**

Price List	Exclusive Selling Price	Inclusive Selling Price	GP %	GP Amount
Default Price List	R 0.00	R 0.00	0.00%	R 0.00
Retail	R 0.00	R 0.00	0.00%	R 0.00

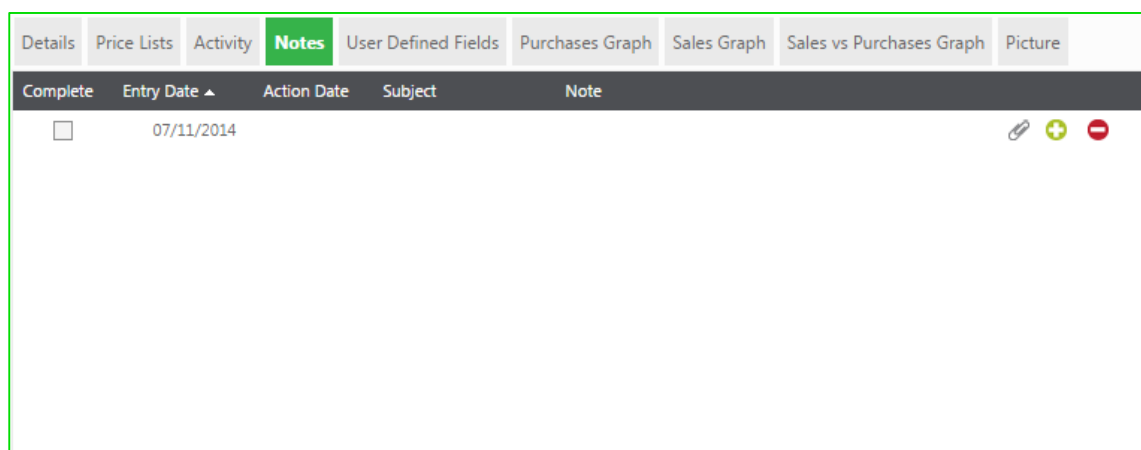
The price lists must be set up in the company settings before it will display under the Price Lists tab.

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

You can also add attachments by clicking the  button.

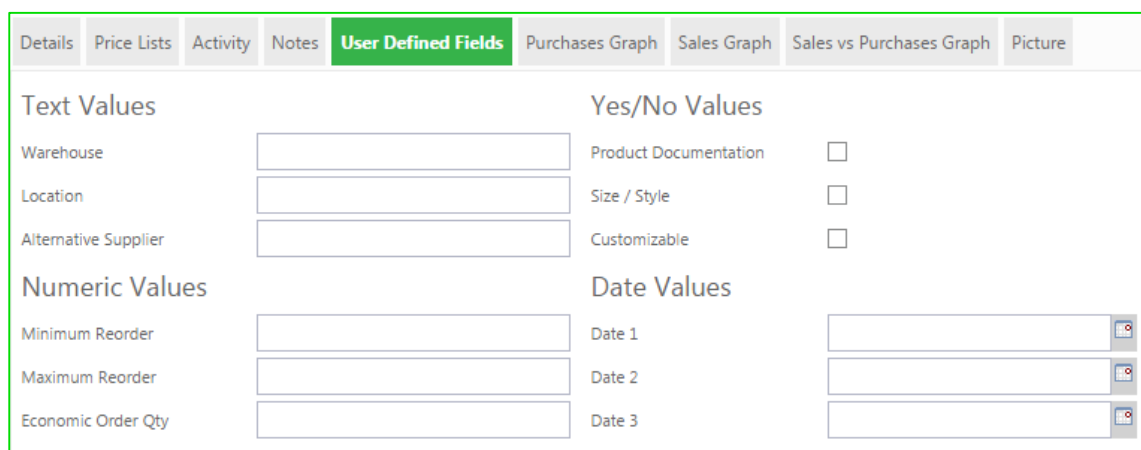
## Items

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



The screenshot shows the 'Notes' tab selected in the Sage One Accounting interface. The top navigation bar includes tabs for Details, Price Lists, Activity, Notes (highlighted), User Defined Fields, Purchases Graph, Sales Graph, Sales vs Purchases Graph, and Picture. Below the navigation bar is a header row with fields: Complete, Entry Date (07/11/2014), Action Date, Subject, and Note. The main area is a large text input field for notes, with a small icon (a green plus sign) in the top right corner.

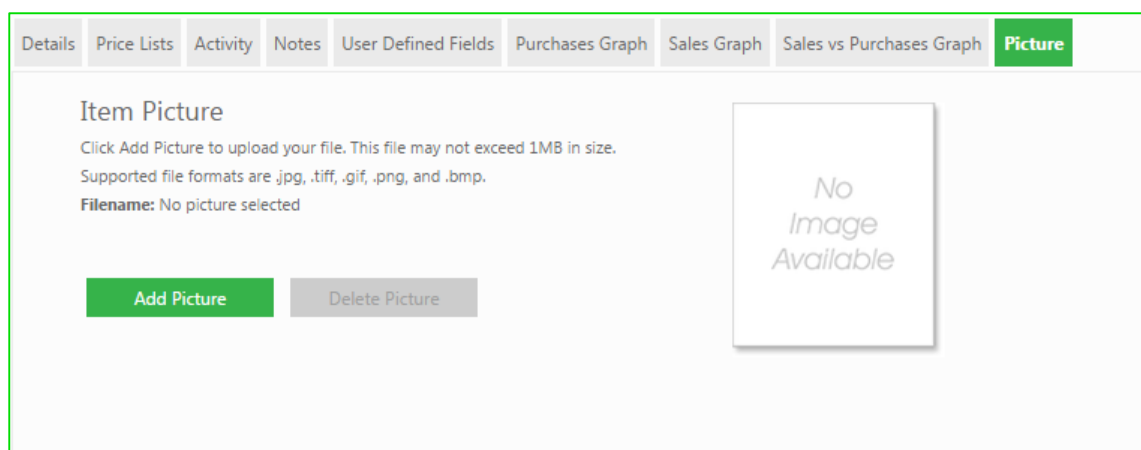
In the User Defined Fields Tab, you can enter additional fields. As we saw earlier, you can define the names of the fields yourself in the User Defined Fields function.



The screenshot shows the 'User Defined Fields' tab selected. The top navigation bar includes tabs for Details, Price Lists, Activity, Notes, User Defined Fields (highlighted), Purchases Graph, Sales Graph, Sales vs Purchases Graph, and Picture. The main area is divided into four sections: Text Values, Yes/No Values, Numeric Values, and Date Values. Text Values includes Warehouse, Location, and Alternative Supplier. Yes/No Values includes Product Documentation, Size / Style, and Customizable. Numeric Values includes Minimum Reorder, Maximum Reorder, and Economic Order Qty. Date Values includes Date 1, Date 2, and Date 3. Each field has a corresponding input box or checkbox.

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

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



The screenshot shows the 'Picture' tab selected. The top navigation bar includes tabs for Details, Price Lists, Activity, Notes, User Defined Fields, Purchases Graph, Sales Graph, Sales vs Purchases Graph, and Picture (highlighted). The main area is titled 'Item Picture' and contains instructions: 'Click Add Picture to upload your file. This file may not exceed 1MB in size. Supported file formats are .jpg, .tiff, .gif, .png, and .bmp.' Below the instructions is a 'Filename' field with the text 'No picture selected'. There are two buttons: 'Add Picture' (green) and 'Delete Picture' (grey). To the right of the buttons is a large placeholder box with the text 'No Image Available'.



## Items

### Renumbering your Item Codes

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

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

## Renumber Item Codes

Use this option to renumber Item Codes in a Quick Entry Grid view.

Current Item Code	Description	New Item Code
*CARBO-001	* Carbon Road Frame	
ALUMIN-001	Aluminium Road Frame	
BICYCL-001	Bicycle Building	
BICYCL-002	Bicycle Pump	
CARBON-001	Carbon Sole Shoes	
GROUPS-001	Groupset	
MOUNTA-001	Mountain Bike Frame	
MOUNTA-002	Mountain Bike Helmet	
RACING-001	Racing Road Wheelset	
TIMETR-001	Time Trial Helmet	
XCWHEE-001	XC Wheelset	

Renumber Item Codes

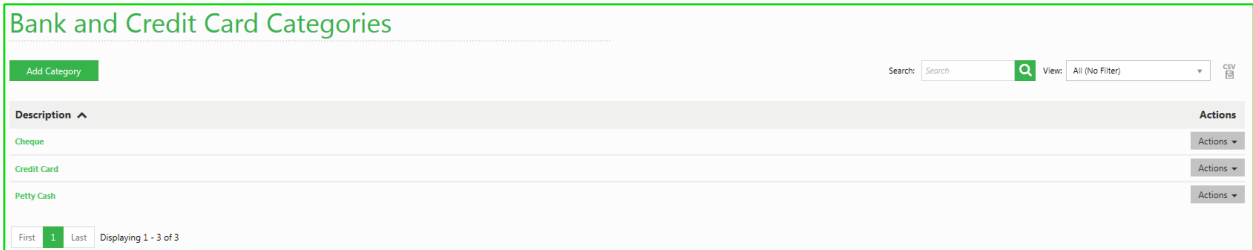
Enter the new item code in the New Item Code field and click on the Renumber Item Codes button.

# Bank and Credit Card Accounts and Accounts

## Bank and Credit Card Categories

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

You access this function via Banking...Lists...Bank and Credit Card Categories:



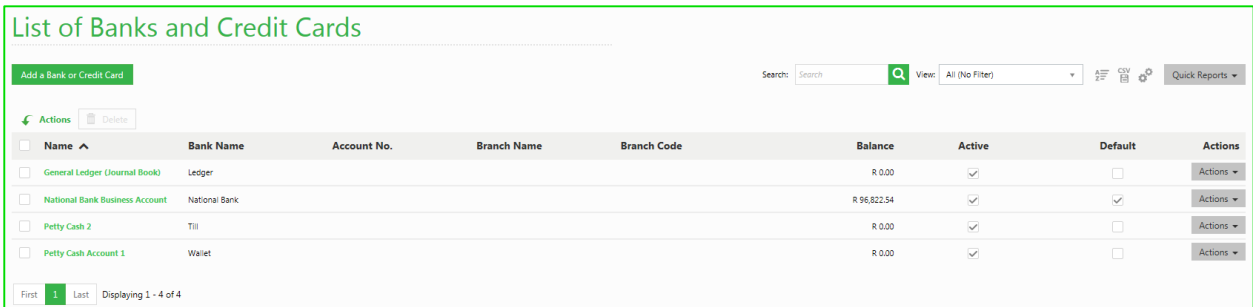
To create a new category for bank accounts, click on Add Category and enter the name of the new category.

## Bank and Credit Card Accounts

You use bank and credit card accounts to:

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

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



## Bank and Credit Card Accounts and Accounts

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

Enter the details of your bank / credit card account.

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

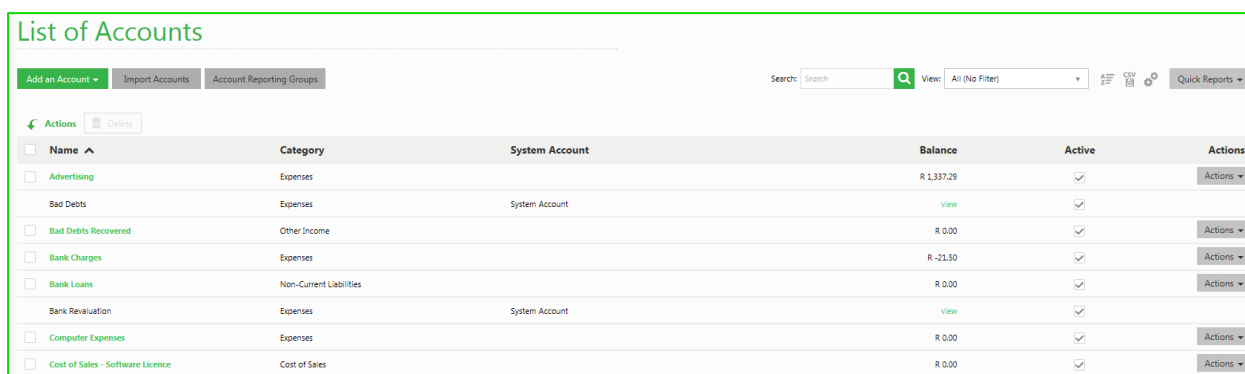
In the Activity tab, you can see a summary of the bank account's activity and drill down to view details of each transaction.

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

## Accounts

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

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



<input type="checkbox"/>	Name ^	Category	System Account	Balance	Active	Actions
<input type="checkbox"/>	Advertising	Expenses		R 1,337.29	✓	Actions
<input type="checkbox"/>	Bad Debts	Expenses	System Account	view	✓	
<input type="checkbox"/>	Bad Debts Recovered	Other Income		R 0.00	✓	Actions
<input type="checkbox"/>	Bank Charges	Expenses		R -21.50	✓	Actions
<input type="checkbox"/>	Bank Loans	Non-Current Liabilities		R 0.00	✓	Actions
<input type="checkbox"/>	Bank Revaluation	Expenses	System Account	view	✓	
<input type="checkbox"/>	Computer Expenses	Expenses		R 0.00	✓	Actions
<input type="checkbox"/>	Cost of Sales - Software Licence	Cost of Sales		R 0.00	✓	Actions

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

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

## Bank and Credit Card Accounts and Accounts

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

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



### Important Information

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

## Bank and Credit Card Accounts and Accounts

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

(None)

(I'm not sure - I need to ask my accountant)  
Send a Note to your accountant to assist.

Sales  
Non-item based sales.

Cost of Sales  
Any costs associated with sales. Used to calculate gross profit.

Other Income  
Income received such as interest and discount received.

Expenses  
Cost incurred. Advertising, rent, stationery, and so on.

Non-Current Assets  
Items of value lasting for an extended period of time such as property.

Current Assets  
Assets expected to be sold or used in under a year such as cash.

Non-Current Liabilities  
Liabilities to be settled in the future. Loans, mortgages and so on.

Current Liabilities  
Liabilities expected to be settled within a year such as tax owed.

Owners Equity  
Owner's interest in the company.

Income Tax  
Taxes levied on the net income of the company.



### Important Information

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

## Sales and Purchases Accounts for Items

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

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

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

The following screen will display:

### Sales and Purchases Accounts

[Add an Account](#) [Account Reporting Groups](#)

Search:   View:

Actions

<input type="checkbox"/>	Name	Type	Actions
<input type="checkbox"/>	Sage One Desktop Software	Sales	<input type="button" value="Actions"/>

First  Last  Displaying 1 - 1 of 1

# Bank and Credit Card Accounts and Accounts

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

## New Sales or Purchases Account

Name

Report Group Type

Sales

Save

Save and New

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

Click on the Save button.



### Important Information

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

## Account Reporting Groups

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

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

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

The following screen will display:

## Account Reporting Groups

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

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

Account Name	Category
<b>Sales</b>	
<input type="checkbox"/> Account 1741	Sales
<input type="checkbox"/> Account 41	Sales
<input type="checkbox"/> Account 43	Sales
<input type="checkbox"/> Consulting Revenue	Sales
<input type="checkbox"/> Sales	Sales
<input type="checkbox"/> Sales Item	Sales
<b>Cost of Sales</b>	
<input type="checkbox"/> Cost of Sales / Purchases	Cost of Sales
<input type="checkbox"/> Item Adjustments	Cost of Sales
<input type="checkbox"/> Purchase Item	Cost of Sales
<input type="checkbox"/> Purchases	Cost of Sales



### Important Information

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

# Chapter 5 – Processing Transactions

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

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

# Selling and Purchasing Items

Selling to customers involves the following documents:

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

Purchasing from suppliers involves the following documents:

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



## Selling and Purchasing Items

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

Here is a typical invoice window:

## Process Customer Invoice

Send

Options

Customer Details

Customer

\* Morningview Bicycles

Balance

R 3,199,938.00

VAT Reference

VAT-039485-99

Credit Limit

R 0.00

Delivery Address

Morningview Park

Rivonia Road

Sandton

2303

Postal Address

P O Box 39478

Sandton

2039

Invoice Details

Document No.

\*NUMBER\*

Date

15/11/2015

Customer Ref.

Due Date

30/11/2015

From Quote

QUO0000007

Discount %

0.00 %

Layout

Default (Classic)

Sales Rep

(None)

☐ Use Inclusive Amounts
 ☒ Allow Online Payment
 

sage | pay

Use Last Invoice Detail

Type	Selection	Description	Unit	Qty	Excl. Price	VAT Ty...	Disc %	Discount	Exclusive	VAT	Total
Item	XCWHEE-001	XC Wheelset		1.00	R 3,400.00	Standa...	0.00%	R 0.00	R 3,400.00	R 476.00	R 3,876.00

Message

Set Default Message

Thank you for purchasing from SuperCycle Wholesales.  
 Banking Details: Account # 8474757575  
 ABSA, Sandton  
 Branch Code 29938

Total Discount

R 0.00

Total Exclusive

R 3,400.00

Total VAT

R 476.00

Total

R 3,876.00

Status: New Tax Invoice.

Save

Save and New

Print Preview

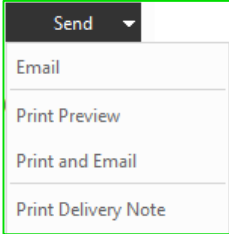
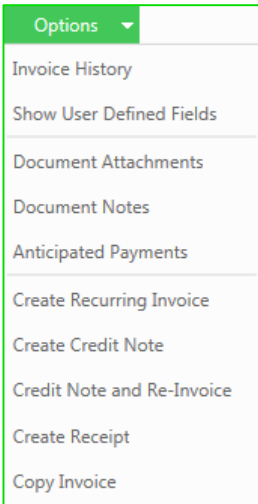
Email

Print Delivery Note

## Selling and Purchasing Items

The window has four sections:

- In the header section, you choose the customer or supplier account. You then enter or select one of the multiple delivery addresses and other information, such as the document date. Also in the header section, you can select a quote that you want to link the invoice to. Lines processed in the quote will be copied over to the invoice.
- In the header section, you have the option to select a sales rep as well as changing the layout of the invoice when it's sent to the customer.
- There are two additional options available in the header section:

Field	Explanation
Send	<p>The following options are available:</p> <ul style="list-style-type: none"><li>• Send the document to the customer via email</li><li>• Print preview the document</li><li>• Print and email the document</li><li>• Print the Delivery Note</li></ul> 
Options	<p>You can convert the customer document to one of the following options:</p> <ul style="list-style-type: none"><li>• Create a Recurring Invoice from a document</li><li>• Create a Credit Note for a document</li><li>• Create a Credit Note for a document and re-invoice</li><li>• Create a Receipt for a document</li><li>• Copy the details on a document and paste it onto a new document</li></ul> <p>You can add additional documents, notes and add an anticipated payment. You can also add additional User Defined Fields on the processing screens (refer to the Sage One Help Files).</p> 



## Important Information

There are different options available in the different processing screens.

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

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

- You can add a discount percentage or a discount amount in the respective fields.
- You can also process projects, departments and cost codes per processing line.
- In the footer section, you can enter a message or additional text to print on the document.
- At the bottom of the screen are four options:
  - Save – to save the document and return to the screen that you were in.
  - Save and New – to save the document and clear the fields so that you can enter another document.
  - Print Preview – to preview a printable version of the document.
  - Email – to email a PDF 128-bit encrypted copy of the document to the customer.

**Email Tax Invoice - INV0000114**

Recipients: info@pastei.co.za Additional Contacts

CC:

BCC:

Email Signature: Default Create and manage your Email Signatures under Company Settings.

Subject: Tax Invoice - INV0000114

Attachment(s): Tax Invoice - INV0000114 - 17/05/2016.pdf Attachments

Message: Dear John Smith,  
Please find attached Invoice INV0000114 for R 26,871.61.  
Please contact me should you have any queries.

Customer Zone:  
This invoice will be available for your customer to view on the Customer Zone by clicking on a link added to this email.  
Online Payments is turned on for this invoice. sage pay

Email Report Cancel

## Selling and Purchasing Items

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

	Name	Email
<input type="checkbox"/>	Contact 1	Email
<input type="checkbox"/>	Contact 2	Email

Done Cancel

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

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

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

Process Customer Invoice

Send Edit Options

Customer Details

Customer \* Morningview Bicycles VAT Reference VAT-039485-99 Delivery Address

Balance R 5,913,942.97 Credit Limit R 0.00 187 Rivonia Rd

Morningside

Invoice Details

You will receive the following message when editing an invoice:

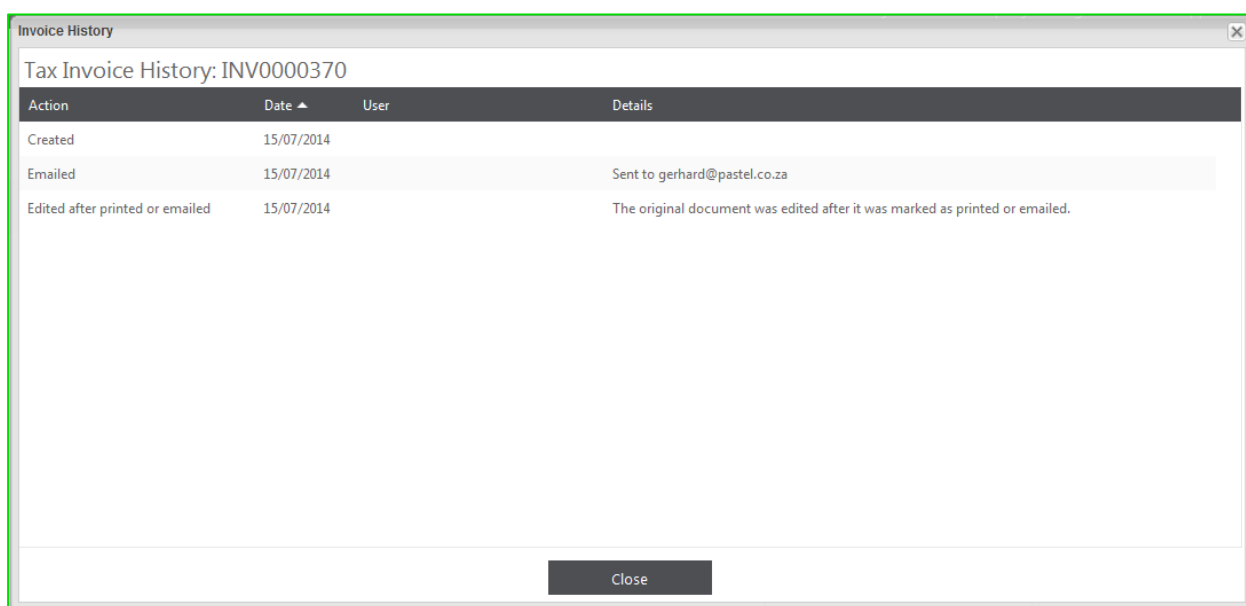
Confirm

! This invoice has been marked as printed or paid. Editing this invoice means you will re-issue an original invoice or unallocate payments made by the customer. Are you sure you want to continue?

Discount % Yes No

## Selling and Purchasing Items

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



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

# Receiving and Making Payments

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

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

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



## Important Information

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

You can access these functions in a number of ways:

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

A typical receipt screen looks like this:

Customer Receipts							
Add Receipt		Allocate Receipts		Search: <input type="text" value="Search"/>	View: All (No Filter)		
	Name	Document Number	Reference	Date	Total	Payment Method	Printed
edit delete print	CycleShop Sandton	RCP0000025	aaad	29/09/2014	R -200.00	Cash	<input type="checkbox"/>
edit delete print	Alpha Cycling Supplies	RCP0000024		10/09/2014	R 342.00	Cash	<input type="checkbox"/>
edit delete print	* Morningview Bicycles	RCP0000023	1234	25/02/2015	R 80,940.00	Credit Card	<input type="checkbox"/>
edit delete print	* Morningview Bicycles	RCP0000022	MORNING-003	05/11/2014	R 19,500.00	Credit Card	<input type="checkbox"/>
edit delete print	* Morningview Bicycles	RCP0000021	MORNING-002	30/01/2015	R 24,000.00	EFT	<input type="checkbox"/>
edit delete print	* Morningview Bicycles	RCP0000020	MORNING-001	01/03/2014	R 495,876.00	EFT	<input type="checkbox"/>
edit delete print	* Morningview Bicycles	RCP0000019	MORNINGVIEW	21/11/2014	R 61,560.00	Cheque	<input type="checkbox"/>
edit delete print	* Morningview Bicycles	RCP0000018	39485875	03/12/2014	R 272,344.81	EFT	<input type="checkbox"/>
edit delete print	Roadbikes Unlimited	RCP0000017	ref	23/10/2014	R 38,476.00	Cash	<input type="checkbox"/>
edit delete print	Mountain Goats	RCP0000016		16/10/2014	R 1,560,999.00	Cash	<input type="checkbox"/>

## Receiving and Making Payments

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

**Process Receipt**

**Customer Details**

Customer: (None)   
Balance: R 0.00  
Bank Account: National Bank Cui

**Receipt Details**

Document No.: \*NUMBER\*  
Receipt Amount: R 0.00  
Reference:   
Date: 07/11/2014   
Payment Method: Cash   
Reconciled: ☐

Description:    
Set Default Message  
Comments:

Analysis Codes

**Unpaid Invoices**

Allocate	Document Number	Date	Total	Amount Due	Amount Received	Discount
----------	-----------------	------	-------	------------	-----------------	----------

Unallocated: R 0.00

Status: New Receipt.

The window has three sections:

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

## Receiving and Making Payments

### Supplier Batch Payments

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

**Supplier Batch Payments**

Bank or Credit Card: Sage Pay **R 0.98** **R 0.00**

Payment Date: 27/01/2016 Bank Balance To be Paid

Supplier	Last Payment	Supplier Balance	Outstanding / Due	Banking Detail	Amount to Pay
<input type="checkbox"/> <a href="#">Supplier 1</a>	25/01/2016	R 0.03	R 0.00	Banking Details validated: 20/01/2016	R 0.00
<b>Total to be Paid</b>					<b>R 0.00</b>

**Save Pay Now**

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



### Important Information

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

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

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

**Allocate Invoices**

Supplier: [Supplier 1](#)

Amount Due: R 0.00

Document Number	Supplier Invoice No.	Date	Due Date	Status	Total	Outstanding Amount	Amount to Pay	Discount
<input checked="" type="checkbox"/> SV0000002		11/01/2016	31/01/2016	Not Due	R 0.01	R 0.01	R 0.01	R 0.00
<input checked="" type="checkbox"/> SV0000003		12/01/2016	31/01/2016	Not Due	R 0.01	R 0.01	R 0.01	R 0.00
<input checked="" type="checkbox"/> SV0000001		20/01/2016	31/01/2016	Not Due	R 0.01	R 0.01	R 0.01	R 0.00
<b>Payment Amount</b>							<b>R 0.03</b>	

**Save**

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



# Banking

## Capturing your Bank Statements

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

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

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

Banking

Bank or Credit Card

National Bank Current Account

R 5,350,168.50

Bank Balance

124 Transactions

To be Reviewed

New Transactions

Reviewed Transactions

Actions

Mark as Reviewed

Delete

Batch Edit

Import Bank Statements

Export

Shortcut Keys

Search

<input type="checkbox"/>	Date	Payee	Description	Type	Selection	Reference	VAT	Spent	Received	Rec.	Actions
You have 124 new Bank Statement transactions to review and process.											
<input type="checkbox"/>	07/03/2014		telephone a/c	Account	Telephone	CHQ001	Standard Rated (14.0	R 1,129,152.90			<input type="checkbox"/>
<input type="checkbox"/>	10/03/2014		lights & water	Account	Electricity	CHQ002	Standard Rated (14.0	R 565,288.38			<input type="checkbox"/>
<input type="checkbox"/>	10/03/2014		interest income	Account	Interest Received	REC025	No VAT		R 49,586.00		<input type="checkbox"/>
<input type="checkbox"/>	13/03/2014		advertising agent	Account	Advertising	CHQ003	Standard Rated (14.0	R 55,707.24			<input type="checkbox"/>
<input type="checkbox"/>	16/03/2014		paid rent	Account	Rent	CHQ004	No VAT	R 394,750.00			<input type="checkbox"/>
<input type="checkbox"/>	30/03/2014		interest income	Account	Interest Received	REC001	Standard Rated (14.0		R 5,015,642.04		<input type="checkbox"/>

## New Transactions

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

## Reviewed Transactions

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

## Batch Edit

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

## Import Bank Statements






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

## Banking

### Show Shortcut Keys

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

### Other Icons

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



# Import Bank Statements

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

You can access this function by selecting Banking...Transactions...Banking:

Banking

Bank or Credit Card

National Bank Current Account

R 5,350,168.50

124 Transactions

Bank Balance

To be Reviewed

New Transactions

Reviewed Transactions

Actions

Mark as Reviewed

Delete

Batch Edit

Import Bank Statements

Export

Shortcut Keys

Search

File Import Details

Import File Type

OFX

Date Format

dd/mm/yyyy

Import File

Browse

Import File

Date Range

All Transactions

Dates to Import

From Date

01/10/2015

To Date

30/11/2015

Date	Payee	Description	Type	Selection	Reference	VAT	Spent	Received	Rec.	Actions
You have 124 new Bank Statement transactions to review and process.										
<input type="checkbox"/>	07/03/2014		telephone a/c	Account	Telephone	CHQ001	Standard Rated (14.0)	R 1,129,152.90		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	10/03/2014		lights & water	Account	Electricity	CHQ002	Standard Rated (14.0)	R 565,288.38		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	10/03/2014		interest income	Account	Interest Received	REC025	No VAT		R 49,586.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	13/03/2014		advertising agent	Account	Advertising	CHQ003	Standard Rated (14.0)	R 55,707.24		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	16/03/2014		paid rent	Account	Rent	CHQ004	No VAT	R 394,750.00		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	30/03/2014		interest income	Account	Interest Received	REC001	Standard Rated (14.0)		R 5,015,642.04	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

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

# Bank Feeds

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

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

## How does it work?

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

## How safe are my details?

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



## Important Information

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

## Bank Feeds

### Setting up Bank Feeds

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

## Add Bank Feeds

Update your banking transactions directly from your online bank account

**1** Find Banks **2** Login Details **3** Link Bank Accounts **4** First Import Date **5** Opening Balances **6** Finish

### Choose your bank

Sage One supports thousands of banking institutions. **Select your bank** from the list below **or search for your bank** below. [Learn more about Bank Feeds](#)

- [Absa](#)
- [First National Bank](#)
- [Nedbank](#)
- [RMB Private Bank](#)
- [Standard Bank](#)
- [Virgin Money](#)
- [Discovery](#)
- [Sage Pay](#)

#### Or search for your bank

Enter at least 3 characters to begin your search, and then click the Search button.

#### Cannot find your bank?

To request that your bank is added, please email [support@accounting.sageone.co.za](mailto:support@accounting.sageone.co.za). In the meantime, you can **manually import your bank statements** by clicking the **I'd Rather Import** option below.

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

# Budgets

Sage One Accounting allows you to create your financial budgets.

Follow these steps to create a budget for your company:

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

The following screen will be displayed:

**Create a Budget**

Create a company budget to track your performance

**1** Create your Budget      **2** Quick Budget Setup

**Budget Details and Options**

Enter the name of your budget:

Is your budget for this year or next year? This Year ▼

☒ **Create your budget based on historical data**  
Create your budget using historical data from Sage One.

☐ **Create Your Budget Manually**  
Manually enter budget amounts for each account that you want to track.

**Next**

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

# Reconcile Bank and Credit Cards

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

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

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

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

## Reconcile Banks and Credit Cards

**Please Note:** You have saved transactions for this bank account that still need to be reviewed and processed. [Click here](#) to review these transactions now.

Bank Account: National Bank Current Account  
Balance: R 3,293,249.63  
Statement Balance: R 0.00

From Date: 01/10/2014  
To Date: 30/11/2014  
Display Reconciled Transactions: ☐

Reference	Date	Selection	Document Type	Reconciled	Total	Description	Cust/Supp Ref.
RENT	30/11/2014	Rent	Account Payment	<input type="checkbox"/>	R -226,632.00	Rent	
RCP0000019	21/11/2014	* Morningview Bicycles	Customer Receipt	<input type="checkbox"/>	R 61,560.00	Payment - Thank you.	MORNINGVIEW
RCP0000022	05/11/2014	* Morningview Bicycles	Customer Receipt	<input type="checkbox"/>	R 19,500.00	Payment - Thank you.	MORNING-003
	25/10/2014	* Morningview Bicycles	Customer Receipt	<input type="checkbox"/>	R 10.00	123	
RCP0000017	23/10/2014	Roadbikes Unlimited	Customer Receipt	<input type="checkbox"/>	R 38,476.00		ref
TELKOM	06/10/2014	Telephone	Account Payment	<input type="checkbox"/>	R -557,298.12	Telephone	

Select All  
Deselect All

Reconciled Previously: R 4,593,882.12  
Reconciled Now: R 0.00  
Reconciled Total: R 4,593,882.12  
Difference: R -4,593,882.12

Save  
Save and New  
Print

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



# Allocations

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

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

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

## Process Receipt

### Customer Details

Customer (None)

Balance R 0.00

### Receipt Details

Document No. \*NUMBER\*

Receipt Amount R 0.00

Reference

Bank Account National Bank Cui

Description

Set Default Message

Comments

Date 07/11/2014

Payment Method Cash

Reconciled

Analysis Codes

### Unpaid Invoices

Allocate	Document Number	Date	Total	Amount Due	Amount Received	Discount

Unallocated R 0.00

Status: New Receipt.

Process Process and New Process and Print Process and Email

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

## Allocations

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

### Allocations

Customer \* Morningview Bicycles

Show Outstanding Only ☒

Display ☒ All Invoices ☐ Invoices between ☐ Specific Invoice Number

From Date 01/04/2016

To Date 17/05/2016

Refresh

Split Unallocated Item Amount ☐

Invoices - (dragging to the right will unallocate)

	Date	Document No. ▲	Reference	Total	Due
+	28/02/2014	Opening Balance		R 3,199,938.00	R 3,199,938.00
+	18/05/2015	AINV0000098	May Invoice	R 934,361.10	R 934,361.10
+	10/06/2015	AINV0000100		R 855.00	R 855.00
+	06/11/2014	INV0000092	November Stock	R 17,400.00	R 16,704.95
+	15/12/2014	INV0000094	Morningview Sale	R 9,506.66	R 9,506.66
+	06/10/2015	INV0000101		R 6,494.79	R 5,494.79
+	04/11/2015	INV0000104		R 200,738.53	R 200,738.53
+	09/11/2015	INV0000105		R 20,520.00	R 20,520.00
+	05/11/2014	INV0000106	Monthly Standin...	R 88,383.80	R 88,383.80
+	09/01/2016	INV0000108		R 684.00	R 342.00
+	15/04/2016	INV0000109		R 20,520.00	R 20,520.00
+	16/05/2016	INV0000113		R 26,871.61	R 26,871.61
+	17/05/2016	INV0000114		R 26,871.61	R 26,871.61
+	15/01/2015	CADJ0000004	Rec	R 1,140.00	R 1,026.00

Save

Unallocated Items - (dragging to the left will reallocate)

	Date	Document No. ▲	Reference	Total	Unused
Credit Notes (2 Items)					
	16/12/2014	CRN0000001	Morningview Ret...	R 9,506.66	R 9,506.66
	15/05/2015	CRN0000003	CUST REF	R 228.00	R 228.00
Customer Adjustments (1 Item)					
	15/05/2015	CADJ0000009	Reference	R 228.00	R 114.00
Customer Receipts (1 Item)					
	28/10/2015	RCP0001615		R 800.00	R 800.00
Customer Write-Offs (1 Item)					
	17/11/2014	WRI0000002	Bad Debt Relief	R 340.00	R 340.00
Discount on Customer Receipts (1 Item)					
	28/10/2015	RCP0001615		R 55.00	R 55.00

Save and New

# Item Adjustments

When you create a new item, you can enter an opening cost price and quantity on hand. Thereafter, the quantity adjusts as you purchase and sell the item. The cost price adjusts as you purchase items. The system calculates a new cost price, using average costing, each time you purchase items.

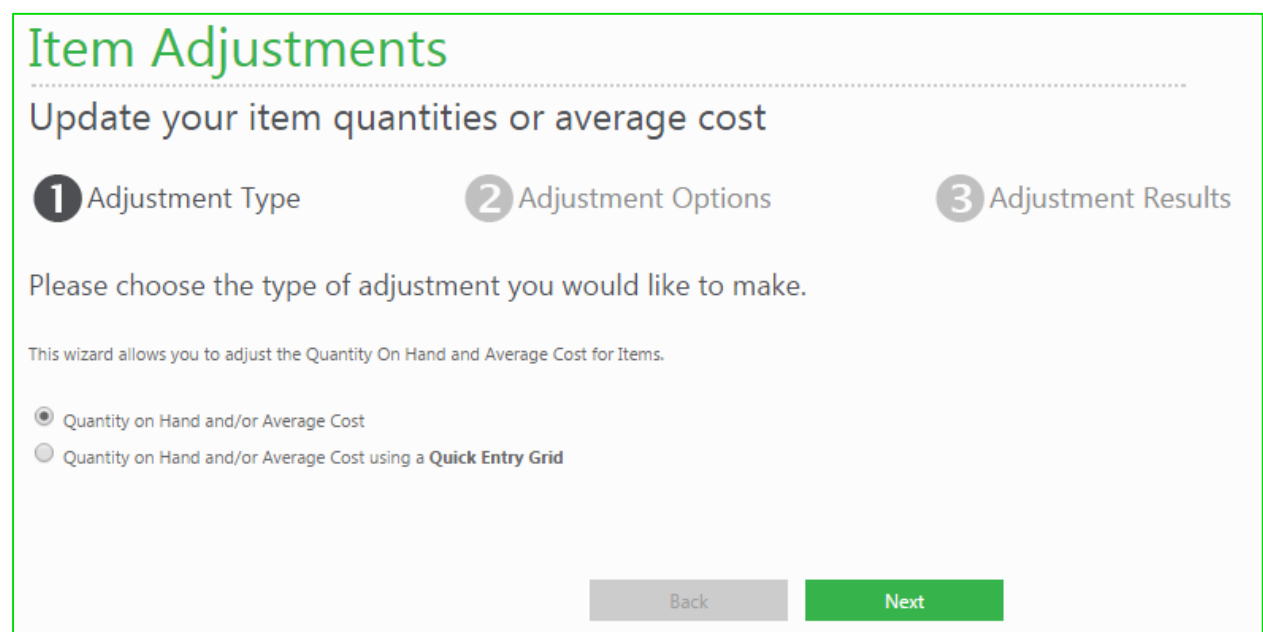
There are times when the quantity or the cost price can become incorrect. For example:

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

You use this function to correct errors such as these.

You can also use this function to make percentage adjustments to selling prices for a range of items.

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



The screenshot shows the 'Item Adjustments' wizard interface. At the top, the title 'Item Adjustments' is in green. Below it, the subtitle 'Update your item quantities or average cost' is in blue. The wizard is divided into three steps: '1 Adjustment Type', '2 Adjustment Options', and '3 Adjustment Results'. The first step is active. Below the steps, the text 'Please choose the type of adjustment you would like to make.' is displayed. A note states: 'This wizard allows you to adjust the Quantity On Hand and Average Cost for Items.' There are two radio button options: 'Quantity on Hand and/or Average Cost' (which is selected) and 'Quantity on Hand and/or Average Cost using a Quick Entry Grid'. At the bottom right, there are two buttons: 'Back' (grey) and 'Next' (green).

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

## Item Adjustments

Click on the Next button.

### Item Adjustments

---

#### Update your item quantities or average cost

1 Adjustment Type

2 Adjustment Options

3 Adjustment Results

Adjust Quantity on Hand and/or Average Cost.

For Quantity On Hand / Average cost, enter a reason for the adjustment and then enter in the new values.

Item	(None) ▼
Reason	
Current Average Cost	R 0.00
New Average Cost	R 0.00
Current Quantity On Hand	0.00
New Quantity On Hand	0.00
Adjustment Date	20/02/2014

Analysis Codes

Back

Next

Click on the Next button to see the Adjustment Results.

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

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

### Item Adjustments

---

#### Update your item quantities or average cost

1 Adjustment Type

2 Adjustment Options

3 Adjustment Results

Please choose the type of adjustment you would like to make.

This wizard allows you to adjust the Quantity On Hand and Average Cost for Items.

☐ Quantity on Hand and/or Average Cost

☒ Quantity on Hand and/or Average Cost using a **Quick Entry Grid**

Back

Next

## Item Adjustments

Click on the Next button:

### Item Adjustment Quick Entry Grid

Adjustment Date   
Reason

Code ▲	Description	Last Cost	Avg Cost	New Avg Cost	Qty on Hand	New Qty on Hand		
*CARBO-001	* Carbon Road Frame	R 20,000.00	R 19,642.99	R 19,642.99	-122,997.00	-122,997.00	+	-
ALUMIN-001	Aluminium Road Frame	R 15,000.00	R 15,000.00	R 15,000.00	163.00	163.00	+	-
BICYCL-001	Bicycle Building	R 200.00	R 192.58	R 192.58	321.00	321.00	+	-
BICYCL-002	Bicycle Pump	R 200.00	R 169.75	R 169.75	295.50	295.50	+	-
CARBON-001	Carbon Sole Shoes	R 2,400.00	R 2,219.86	R 2,219.86	67.00	67.00	+	-
GROUPS-001	Groupset	R 4,900.00	R 4,747.65	R 4,747.65	45.00	45.00	+	-
MOUNTA-001	Mountain Bike Frame	R 18,000.00	R 14,451.88	R 14,451.88	159.00	159.00	+	-
MOUNTA-002	Mountain Bike Helmet	R 950.00	R 821.60	R 821.60	259.00	259.00	+	-
RACING-001	Racing Road Wheelset	R 8,000.00	R 7,225.00	R 7,225.00	16.00	16.00	+	-
TIMETR-001	Time Trial Helmet	R 1,200.00	R 1,001.62	R 1,001.62	225.00	225.00	+	-
XCWHEE-001	XC Wheelset	R 3,400.00	R 3,021.79	R 3,021.79	184.77	184.77	+	-

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

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

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

# Adjust Opening Balances

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

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

## Adjust Account Opening Balances

Please select the account for which you wish to adjust the opening balance. Enter a reason for the adjustment and then enter the new opening balance.

Should you wish to adjust the opening balance date, enter a new date.

Account

(None) ▾

Reason

Current Opening Balance

R 0.00

New Opening Balance

R 0.00

Opening Balance as At

07/11/2014

Save

Save and New

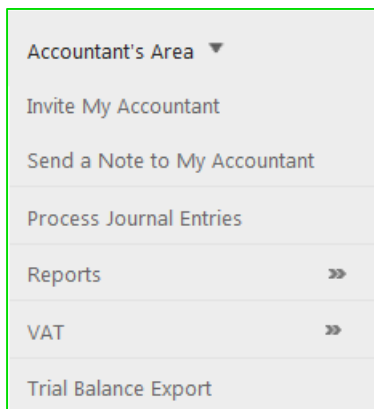
Once you choose the account to adjust, you can enter the adjustment details.

# Accountant's Area

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

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

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



## Invite My Accountant

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

## Send a Note to My Accountant

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

A screenshot of a web form titled 'Notes to My Accountant'. The form has a header 'Send a Note to my Accountant' in green. It includes fields for 'To' (a dropdown menu showing 'Debbie van der Walt'), 'Type' (a dropdown menu showing 'Meeting'), and 'Due Date' (a date picker showing '20/02/2014'). There are also fields for 'Subject' and 'Message'. Below these fields is a checkbox labeled 'Notify my Accountant via Email' which is checked, and a green link 'Add Attachments'. At the bottom of the form is a table titled 'Previous Notes' with columns: 'Entry Date', 'Due Date', 'To', 'Status', 'Type', and 'Subject'. The table contains seven rows of data. At the bottom of the form are two buttons: 'Save' (green) and 'Close' (grey).

Entry Date	Due Date	To	Status	Type	Subject
04/09/2012		Debbie van der Walt	In Progress	Note	Help with tax
15/08/2012		Debbie van der Walt	In Progress	Note	help!
20/08/2012		Debbie van der Walt	In Progress	Note	Vat due?
20/08/2012		Debbie van der Walt	In Progress	Note	Depreciation
17/01/2014		Debbie van der Walt	In Progress		biltong
17/07/2012	01/07/2012	Debbie van der Walt	In Progress	Note	A task / reminder for Debbie
17/07/2012	12/07/2012	Debbie van der Walt	Complete	Note	Note from Supercycles

## Process Journal Entries

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

Process Journal Entries

Show Previous Journal Entries ☐

From Date 07/11/2014

To Date 07/11/2014

Refresh

Import

Select the account and enter the amount exclusive of VAT to be posted to that account. The amount inclusive of VAT will be posted to the "By Affecting Account".

Date	Effect	Account	Reference	Description	VAT Type	Amount	VAT	Incl. VAT	by Affecting Acc.
07/11/2014	Debit								

Process Process and New

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

You can add attachments by clicking the button.

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

## VAT

The VAT section is split into three other categories:

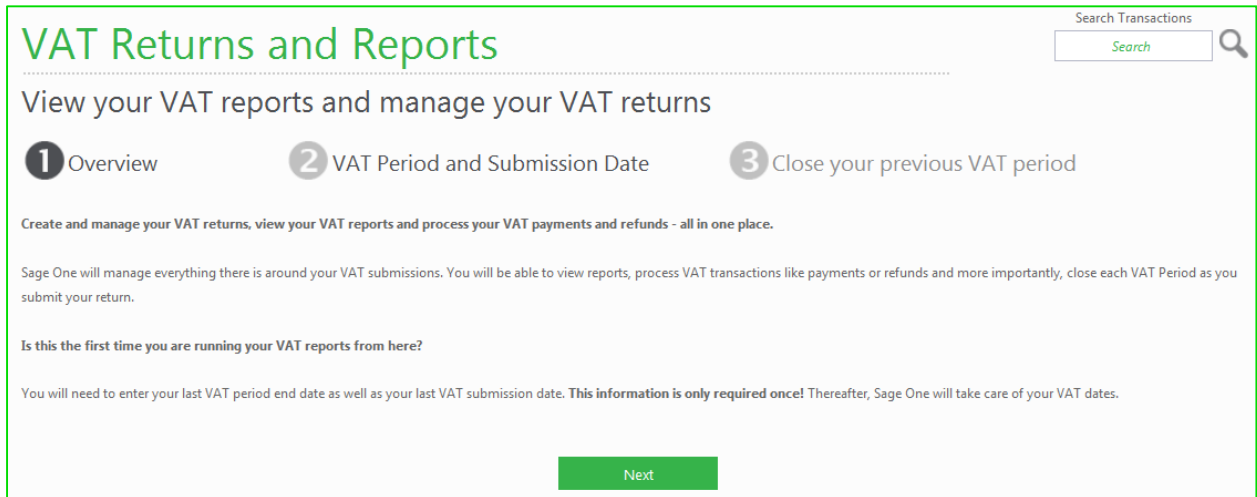
- VAT Returns and Reports
- VAT Adjustments
- VAT Payments and Refunds



## Accountant's Area


### VAT Returns and Reports:

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



The screenshot shows the 'VAT Returns and Reports' screen. At the top, there's a search bar labeled 'Search Transactions' with a magnifying glass icon. Below the title, the subtitle reads 'View your VAT reports and manage your VAT returns'. There are three numbered steps: 1. Overview (active), 2. VAT Period and Submission Date, and 3. Close your previous VAT period. The main content area explains that users can create and manage VAT returns, view reports, and process payments and refunds in one place. It also states that Sage One will manage VAT submissions and that users can view reports, process transactions, and close VAT periods. A question asks if this is the first time running VAT reports, followed by a note that users will need to enter their last VAT period end date and submission date, which is only required once. A green 'Next' button is at the bottom right.

**VAT Returns and Reports**

Search Transactions  

View your VAT reports and manage your VAT returns

**1** Overview **2** VAT Period and Submission Date **3** Close your previous VAT period

Create and manage your VAT returns, view your VAT reports and process your VAT payments and refunds - all in one place.

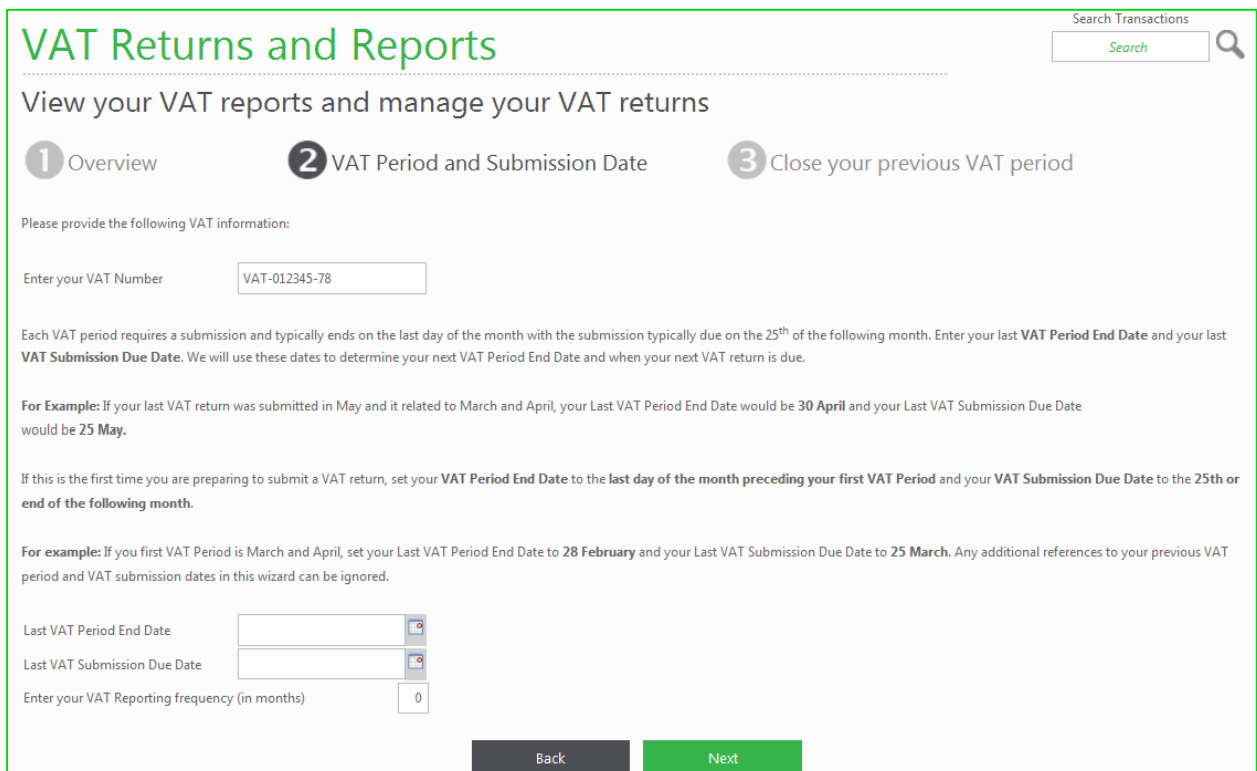
Sage One will manage everything there is around your VAT submissions. You will be able to view reports, process VAT transactions like payments or refunds and more importantly, close each VAT Period as you submit your return.

Is this the first time you are running your VAT reports from here?

You will need to enter your last VAT period end date as well as your last VAT submission date. **This information is only required once!** Thereafter, Sage One will take care of your VAT dates.


[Next](#)

Click on the Next button to continue.



The screenshot shows the 'VAT Returns and Reports' screen, Step 2: VAT Period and Submission Date. The search bar and title are the same as in the previous screen. The subtitle is 'View your VAT reports and manage your VAT returns'. The steps are: 1. Overview, 2. VAT Period and Submission Date (active), and 3. Close your previous VAT period. The main content area asks for VAT information, including the VAT Number (VAT-012345-78). It explains that each VAT period requires a submission and typically ends on the last day of the month, with the submission due on the 25th of the following month. It provides an example: if the last VAT return was submitted in May and related to March and April, the last VAT Period End Date would be 30 April and the last VAT Submission Due Date would be 25 May. It also states that if this is the first time preparing a VAT return, the VAT Period End Date should be the last day of the month preceding the first VAT Period, and the VAT Submission Due Date should be the 25th or end of the following month. Another example is provided: if the first VAT Period is March and April, the last VAT Period End Date should be 28 February and the last VAT Submission Due Date should be 25 March. At the bottom, there are three input fields: 'Last VAT Period End Date', 'Last VAT Submission Due Date', and 'Enter your VAT Reporting frequency (in months)' (set to 0). There are 'Back' and 'Next' buttons at the bottom.

**VAT Returns and Reports**

Search Transactions  

View your VAT reports and manage your VAT returns

**1** Overview **2** VAT Period and Submission Date **3** Close your previous VAT period

Please provide the following VAT information:

Enter your VAT Number

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

**For Example:** If your last VAT return was submitted in May and it related to March and April, your Last VAT Period End Date would be **30 April** and your Last VAT Submission Due Date would be **25 May**.

If this is the first time you are preparing to submit a VAT return, set your **VAT Period End Date** to the **last day of the month preceding your first VAT Period** and your **VAT Submission Due Date** to the **25th or end of the following month**.

**For example:** If your first VAT Period is March and April, set your Last VAT Period End Date to **28 February** and your Last VAT Submission Due Date to **25 March**. Any additional references to your previous VAT period and VAT submission dates in this wizard can be ignored.

Last VAT Period End Date

Last VAT Submission Due Date

Enter your VAT Reporting frequency (in months)

[Back](#) [Next](#)

Enter your Company VAT Number.

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

## Accountant's Area

Click on the Next button:

The screenshot shows the 'VAT Returns and Reports' interface. At the top right is a 'Search Transactions' box with a magnifying glass icon. Below the title is a subtitle 'View your VAT reports and manage your VAT returns'. A progress bar at the top has three steps: 1 Overview, 2 VAT Period and Submission Date (which is highlighted), and 3 Close your previous VAT period. The main content area starts with 'Congratulations - you are done!'. It then has a 'Summary' section stating: 'Your previous VAT period ended on 31 May 2014 and based on your reporting frequency, your next VAT period will end on 31 July 2014.' and 'Your previous VAT submission was due on 25 June 2014. Your next VAT submission will be due on 25 August 2014.' Below this is a 'What does this mean?' section explaining that transactions cannot be edited and that back-dated transactions will be included in the next VAT return. At the bottom are two buttons: 'Back' and 'Finish'.

**VAT Returns and Reports**

Search Transactions

View your VAT reports and manage your VAT returns

1 Overview 2 VAT Period and Submission Date 3 Close your previous VAT period

**Congratulations - you are done!**

**Summary:**  
Your previous VAT period ended on **31 May 2014** and based on your reporting frequency, your next VAT period will end on **31 July 2014**.  
Your previous VAT submission was due on **25 June 2014**. Your next VAT submission will be due on **25 August 2014**.

**What does this mean?**  
You will not be able to edit these transactions.  
If you back date any transactions into a VAT Period for which a VAT return has been submitted, these transactions will be included in your next VAT return. **Note:** Your financial reports will still display any transactions in the correct financial period, but for VAT purposes they will be included in the next VAT return.  
Any transactions that you process from now on will form part of your next VAT submission.

[Back](#) [Finish](#)

Click on the Finish button.

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

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

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

Benefits of VAT Periods:

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

## Accountant's Area

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

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

### VAT Returns and Reports

Transactions

Reports

Search Transactions

Search

Previous

Next

VAT Period End Date

28/02/2014

30/04/2014

VAT Submission Due

25/03/2014

25/05/2014

VAT Reporting Frequency

2

months

#### Current VAT Period and Return

Close VAT Period

Status	Ref	VAT Period	Submitted	VAT Payable	VAT Refundable	VAT 201 Calc.	VAT Report
Open	04/2014	01/03/2014 - 30/04/2014	Select Date	R 13,300.00		view	view

#### Previous VAT Periods and Returns

Start Over?

Status	Ref	VAT Period	Submitted	VAT Payable	VAT Refundable	VAT 201 Calc.	VAT Report	Payment/Refund	
reopen	Closed	02/2014	01/01/2014 - 28/02/2014	Select Date	R 10,725.00		view	view	Link Payment
reopen	Closed	12/2013	01/11/2013 - 31/12/2013	25/01/2014	R 6,300.00		view	view	R 6,300.00
reopen	Closed	10/2013	01/09/2013 - 31/10/2013	25/11/2013	R 10,500.00		view	view	R 10,500.00
reopen	Closed	08/2013	01/07/2013 - 31/08/2013	24/09/2013	R 10,500.00		view	view	R 10,500.00
reopen	Closed	06/2013	01/05/2013 - 30/06/2013	23/07/2013		R 700.00	view	view	R -700.00
reopen	Closed	04/2013	01/03/2013 - 30/04/2013	25/05/2013	R 3,500.00		view	view	R 3,500.00
reopen	Closed	02/2013	28/02/2013 - 28/02/2013	25/03/2013	R 14,000.00		view	view	R 14,000.00

Save

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

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

## Accountant's Area

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

### VAT Adjustments:

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

### VAT Adjustments

You can make adjustments to the amount of VAT that you owe or are owed. You should therefore be certain of the amount you enter. All VAT adjustments will be included on the VAT Report.

You will need to specify whether the adjustment you are processing will affect Input VAT or Output VAT. Processing an adjustment to Input VAT will decrease the amount of VAT you owe. Processing an adjustment to Output VAT will increase the VAT amount owed.

☒ Input VAT Adjustment  
☐ Output VAT Adjustment

Date

Description

Amount

### VAT Payments and Refunds:

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



## Important Information

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

## Accountant's Area

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

### VAT Payments and Refunds

Calculate and process your VAT payments or refund

1 Summary

2 Details

3 Finish

Welcome to the VAT Payment and Refund Wizard

You can process VAT payments and refunds that will automatically create a payment or receipt to your selected bank account.

Below is a VAT summary for the date range you have selected. To view any payments or refunds already processed print the VAT Payments and Refunds report. Any payment or refund processed in the date range you have selected will be excluded from this summary as they are considered to be payments or refunds pertaining to a previous VAT period.

View Report By

VAT Period

Display transactions marked for a specific VAT period and return. Transactions back dated and marked as part of a different VAT return will not be displayed.

VAT Period

06/2015

Refresh

Reports

<b>Output VAT</b>	
Total Output VAT	R 20,374.15
<b>Input VAT</b>	
Total Input VAT	R 51,525.77
<b>Total VAT Refundable</b>	<b>R 31,151.62</b>

Back

Next

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

## Accountant's Area

Click on the Next button.

### VAT Payments and Refunds

Calculate and process your VAT payments or refund

1 Summary

2 Details

3 Finish

#### Details

Specify the date of the VAT payment or refund. You will need to select the bank account and enter a reference and description for the payment or refund. You can change the payment or refund amount if necessary.

Click the next button to continue.

Type

☐ Payment ☒ Refund

Date

Bank Account

Reference

Description

Amount

Back

Next

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

## Accountant's Reports

The following Accountant's reports are available:

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

## Trial Balance Export

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

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

**Trial Balance Export**

You can export the Trial Balance to a CSV file. During this export process, you can also assign account numbers.

To export without assigning account numbers, select the export date range and choose Export Data. To assign account numbers before exporting, choose Assign Account Numbers.

Format: CSV

Date Range: Yearly This Year

Show: Closing Balances

Display Reporting Group Detail ☒

Cost of Sales is calculated based on Purchases for the period.  
The difference between your opening and closing inventory needs to be accounted for.

Export Data Assign Account Numbers

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

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

**Trial Balance Export Mappings**

Enter an account number for each account listed. This account number will be saved for future exports. Choose Save to return to the Export Trial Balance screen.

Account Name	Account Number	Category
<b>Sales</b>		
Account 1741	MBO100	Sales
Account 41	MBO101	Sales
Account 43	MBO102	Sales
Consulting Revenue	MBO103	Sales
Sales	MBO104	Sales
Sales Item	MBO105	Sales

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

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

# Sales Reps

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

To access this feature, by clicking on the Customers menu followed by the Lists option and the List of Sales Reps option.

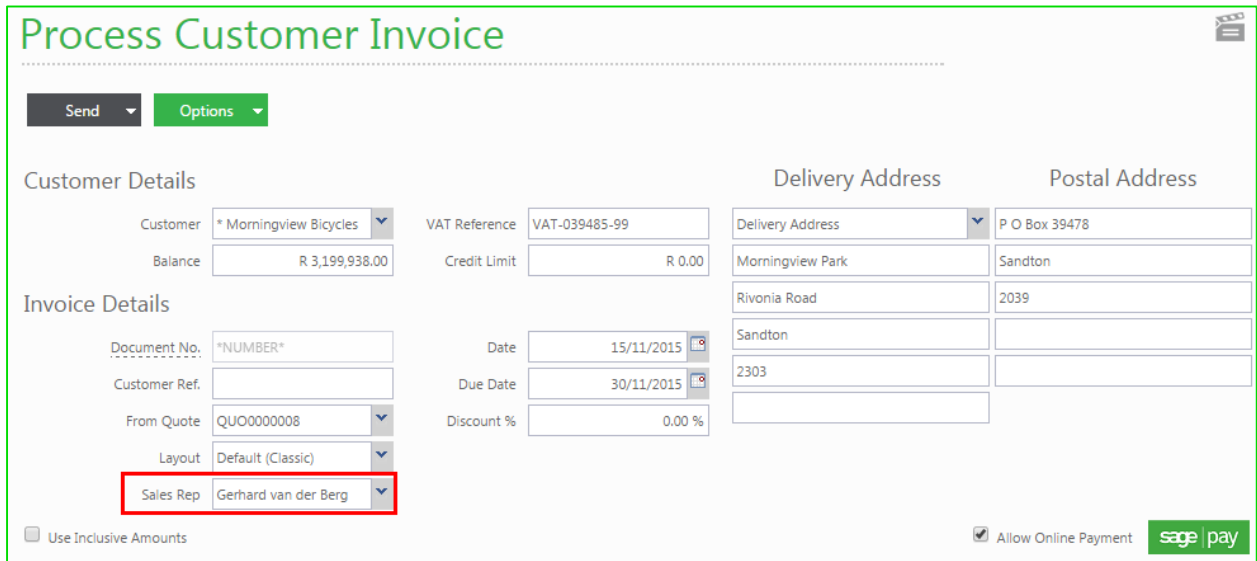
Click on the Add Sales Rep button to create a new sales rep:

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



## Processing with Sales Reps

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



**Process Customer Invoice**

Send Options

**Customer Details**

Customer: \* Morningview Bicycles  
Balance: R 3,199,938.00

VAT Reference: VAT-039485-99  
Credit Limit: R 0.00

**Invoice Details**

Document No.: \*NUMBER\*  
Customer Ref.:  
From Quote: QUO0000008  
Layout: Default (Classic)  
**Sales Rep: Gerhard van der Berg**

☐ Use Inclusive Amounts

**Delivery Address**

Delivery Address: Morningview Park  
Rivonia Road  
Sandton  
2303

**Postal Address**

P O Box 39478  
Sandton  
2039


☒ Allow Online Payment **sage pay**

# The Customer Zone

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

Contact UsLogout

SuperCycles

SUPER CYCLE

Invoices

Quotes

Credit Notes

Payments

Statement

My Details

INVOICE


DUE: R 65,808.40

Pay Now

Download

Print

Send Message

SUPER CYCLE

FROM

**\*SUPERCYCLES**

VAT NO: VAT-0038485

POSTAL ADDRESS:

P O Box 3204998

Johannesburg

2000

PHYSICAL ADDRESS:

87 Jacaranda Drive

Morningside

Sandton

TO

**BROWN INCORPORATED**

CUSTOMER VAT NO: VAT-39494-BROWN

POSTAL ADDRESS:

PO Box 3847

Johannesburg

2000

PHYSICAL ADDRESS:

100 Morning Road

Morningside Manor

Sandton

South Africa

2010

COPY TAX INVOICE

INVOICE NUMBER: F000-0038

REFERENCE:

DATE: 03/11/2014

DUE DATE: 30/11/2014

SALES REP:

OVERALL DISCOUNT %: 0.00%

PAGE: 1/1

Description	Quantity	Excl. Price	Disc %	VAT %	Excl. Total	Incl. Total
*Bicycles - Bicycles	1.0000	R 12,500.00	0.00%	14.00%	R 12,500.00	R 14,250.00
000-NOTEBOOK - Dell Notebook	1.0000	R 45,226.67	0.00%	14.00%	R 45,226.67	R 51,558.40

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

# Analysis Codes

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

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

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

## Analysis Codes

Add up to 3 Analysis Codes and unlimited Analysis Categories to analyse your income and expenditure in more detail. For example, you may want to analyse your profit and loss by department or project.

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

Projects

Analysis Code 2

Analysis Code 3

### Analysis Codes

In Use: ☒

Analysis Code 1 Description:

Analysis Categories for **Projects** :

## Chapter 6 – Enquiries, Reports and Accountant's Edition

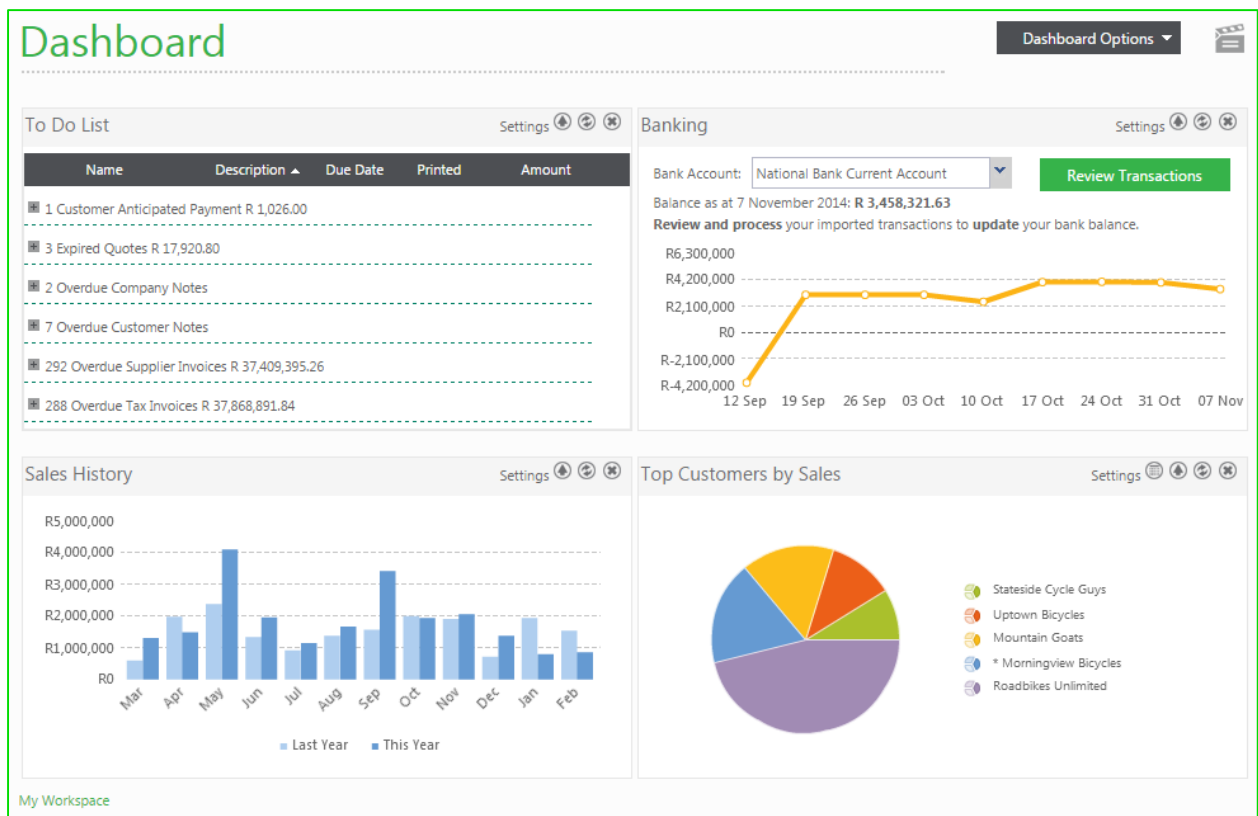
Once you enter monetary transactions, you need to view them, sometimes edit them, and report on them. The system places a lot of emphasis on presenting these transactions so that you can find the ones you require quickly.

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

# The Dashboards

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

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



## Main Company Dashboard






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

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

# The Dashboards

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

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

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

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

**Customer Widgets**

☐ Customer Balances - Days Outstanding

☒ Top Customers by Sales

☐ Top Customers by Outstanding Balance

☐ Customer Payments Due

☐ Customer Zone Notifications

**Quotes and Sales Widgets**

☒ Sales History

☐ Daily Sales History

☐ Quotes

☐ Tax Invoices auto-processed from Recurring Invoices

**Supplier Widgets**

☐ Supplier Balances - Days Outstanding

☐ Top Suppliers by Purchases

☐ Top Suppliers by Outstanding Balance

☐ Purchase History

☐ Supplier Payments Due

**Item Widgets**

☐ Top Purchased Items

☐ Top Selling Items

☐ Top Items by Value On Hand

**Banking Widgets**

☒ Banking

☐ Banks and Credit Cards

☐ Cash Movement

**Other Widgets**

☒ To Do List

☐ Profit and Loss

Save

Cancel

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

## The Dashboards

### Customer Dashboard

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

The customer dashboard displays all necessary customer related information.

### Supplier Dashboard

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

The supplier dashboard displays all necessary supplier related information.

### Item Dashboard

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

The item dashboard displays all necessary item related information.

### Financial Dashboard

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

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

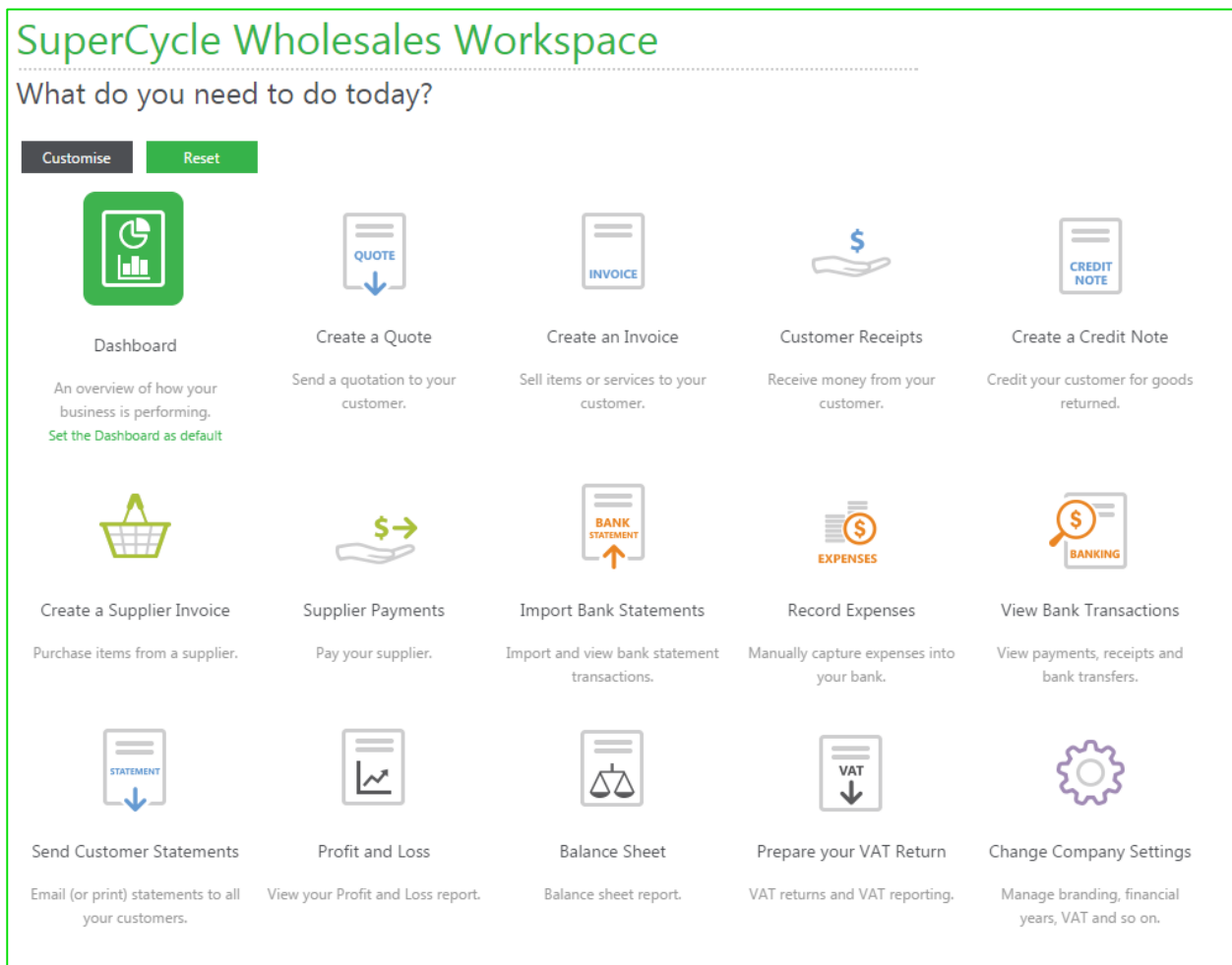
### Accountant Dashboard

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

## The Dashboards

### My Workspace

Sage One Accounting has a separate working area called the Workspace. Instead of selecting your dashboard you are allowed to view the My Workspace page.



These are icons which will quickly link a user to the most important features in the software. You can customise the workspace to only include the functions that you need. Sage One Accounting allows you to even rename the heading and the details for each icon (link).

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

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



## The Dashboards

### Choosing the Dashboard you want to display

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

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

**My Profile**

Information | Billing Address and Contact Details | My Details | Credit Card Payments | EFT Payments | Referrals | **Preferences**

**Settings**

**Number of Rows to show in List Grids:**   
The number of rows to display when viewing customers, suppliers, items, invoices and any other lists.

**Number of Rows to show in Transaction Grids:**   
The number of rows to display when working with bank transactions, bank statements, journals and draft invoices.

**Default Dashboard to display:**  ▼

**Save**

**Email Communications**  
We want to stay in touch, but only if you want us to. Should you wish to receive marketing and product information emails, select this option.

**Please note:** Even if you choose not to receive marketing or product emails from us, you will still receive system emails related to your package subscription and package expiry.

☐ Send Me Emails

**Invite Accountant or Additional Users**  
Click [here](#) to invite your accountant as well as other users to access your company data.

**User List**  
Click [here](#) to manage the list of users that have access to your company data.

**User Access Rights**  
Click [here](#) to assign different access rights to each of your users. This will allow you to choose which areas of your company data you want your users to have access to.

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

# Quick Views

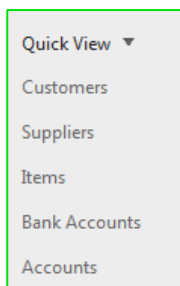
Sage One Accounting allows you to view customer, supplier, item, account and bank account information, while you are processing documents and/or transactions.

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

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

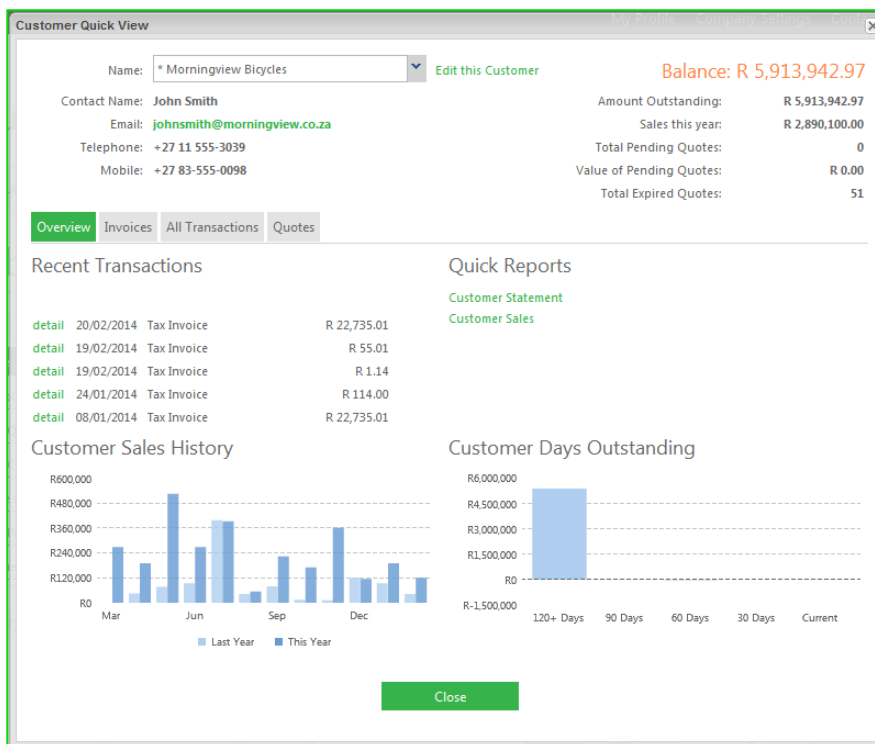
## Quick View Menu

The Quick View menu lists the different types of information you can view.



Select the master file from the menu.

The following screen displays:



## Quick Views

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

**Customer Quick View**

Name: \* Morningview Bicycles [Edit this Customer](#) **Balance: R 5,913,942.97**

Contact Name: John Smith  
Email: johnsmith@morningview.co.za  
Telephone: +27 11 555-3039  
Mobile: +27 83-555-0098

Amount Outstanding: R 5,913,942.97  
Sales this year: R 2,890,100.00  
Total Pending Quotes: 0  
Value of Pending Quotes: R 0.00  
Total Expired Quotes: 51

Overview **Invoices** All Transactions Quotes

Unpaid Invoices Include Paid Invoices ☐

	Date	Due Date	Document Number	Reference	Total	Outstanding
<a href="#">detail</a>	<input type="checkbox"/> 15/06/2011	30/06/2011	INV0000137		R 108,300.00	R 108,300.00
<a href="#">detail</a>	<input type="checkbox"/> 12/12/2011	31/12/2011	INV0000140		R 137,940.00	R 137,940.00
<a href="#">detail</a>	<input type="checkbox"/> 21/01/2012	31/01/2012	INV0000092		R 9,576.00	R 9,576.00
<a href="#">detail</a>	<input type="checkbox"/> 26/01/2012	31/01/2012	INV0000094		R 53,352.00	R 53,352.00
<a href="#">detail</a>	<input type="checkbox"/> 28/01/2012	31/01/2012	INV0000095		R 2,736.00	R 2,736.00
<a href="#">detail</a>	<input type="checkbox"/> 03/02/2012	28/02/2012	INV0000141		R 49,248.00	R 49,248.00
<a href="#">detail</a>	<input type="checkbox"/> 14/03/2012	31/03/2012	INV0000343		R 92,340.00	R 92,340.00
<a href="#">detail</a>	<input type="checkbox"/> 15/03/2012	31/03/2012	INV0000350		R 228,000.00	R 228,000.00
<a href="#">detail</a>	<input type="checkbox"/> 07/05/2012	31/05/2012	INV0000119		R 14,592.00	R 14,592.00
<a href="#">detail</a>	<input type="checkbox"/> 08/05/2012	31/05/2012	INV0000120		R 10,830.00	R 10,830.00

Select All Deselect All

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

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

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

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

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

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

# Reports

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

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

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

## Customer Reports

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

## Supplier Reports

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

## Item Reports

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

## Reports

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

## Sales and Purchases Reports

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

## Bank and Credit Card Reports

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

## Reports

### Accounts Reports

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

### VAT Reports

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

### Financial Statements

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

## Reports

### Asset Reports

Report	Summary
Asset Report	This report lists all your assets.

### Budget Report

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

### Other Reports

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



# Sage One Custom Layout Designer

Sage One Accounting allows you to customise the following:

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

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

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

Steps to customise:

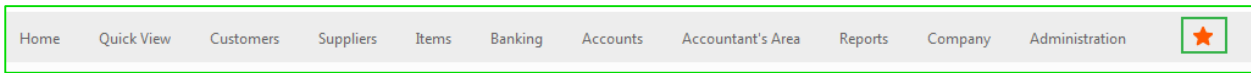
- Load the Sage One Custom Layout Designer. Choose the type of layout to customise.
- Change the layout for your business. Note: Your company logo cannot be added onto the layout you are customising. Ensure that your company logo has been selected under your Company Settings – Document Setup and Logos.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

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

# Favourites

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

The Favourites option is allocated on your main menu bar:



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

# Accountants Edition

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

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

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

## Accountants Edition

### Work online with your clients

Access the same data, on the same version, anywhere, anytime

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

The Accountants Edition is available to Sage One **Qualified Advisers** only.

JOIN THE ADVISER PROGRAM

## Features of the Accountants Edition

Company Console									
My Clients									
Company Name	Tasks	Notes	Alerts	Last Login	Fin Year End	Next VAT Due	Last Tax Date		
Universal Accounting Solutions	5 Tasks	1 Note	1 Alert	27 July 2015 09:41 AM	28 February 2015	01 August 2015	08 February 2015		
Alan's Posh	7 Tasks	1 Note	1 Alert	22 July 2015 12:49 PM	28 February 2014	30 July 2015	01 July 2015		
Merrington	4 Tasks	3 Notes	1 Alert	28 July 2015 12:34 PM	28 February 2015	No VAT Due	01 November 2014		
Shedley Schooling School	8 Tasks	0 Notes	0 Alerts	18 July 2015 03:02 PM	28 February 2015	No VAT Due	No Transactions		
Supercycle Limited	1 Task	1 Note	2 Alerts	27 July 2015 09:41 AM	28 February 2014	01 August 2015	01 July 2015		
Personal Services	0 Tasks	0 Notes	1 Alert	23 March 2015 02:21 PM	28 February 2015	01 July 2015	01 April 2015		
Global Publishing	0 Tasks	1 Note	1 Alert	28 July 2015	28 February 2015	01 July 2015	No Transactions		

### My Clients

From your **My Clients** list, you can access your clients' data in a matter of seconds. Search on company names, view contact information and see pertinent information such as the last login date, financial year end date and next VAT submission date. See what tasks, notes and alerts are due and overdue. Click on any client in the list to get all the info you need with click-through's directly into the client's company.

### To Do

The **To Do** tab is designed to give you a snapshot of everything you need to do each day. It will help you keep track of the various accounting or bookkeeping **Tasks** that you do for each of your clients on Sage One. You can create a single task or one that repeats on a regular schedule. Address any pending **Notes**, check **Alerts** and use the **Calendar** for an overview of upcoming tasks and notes.

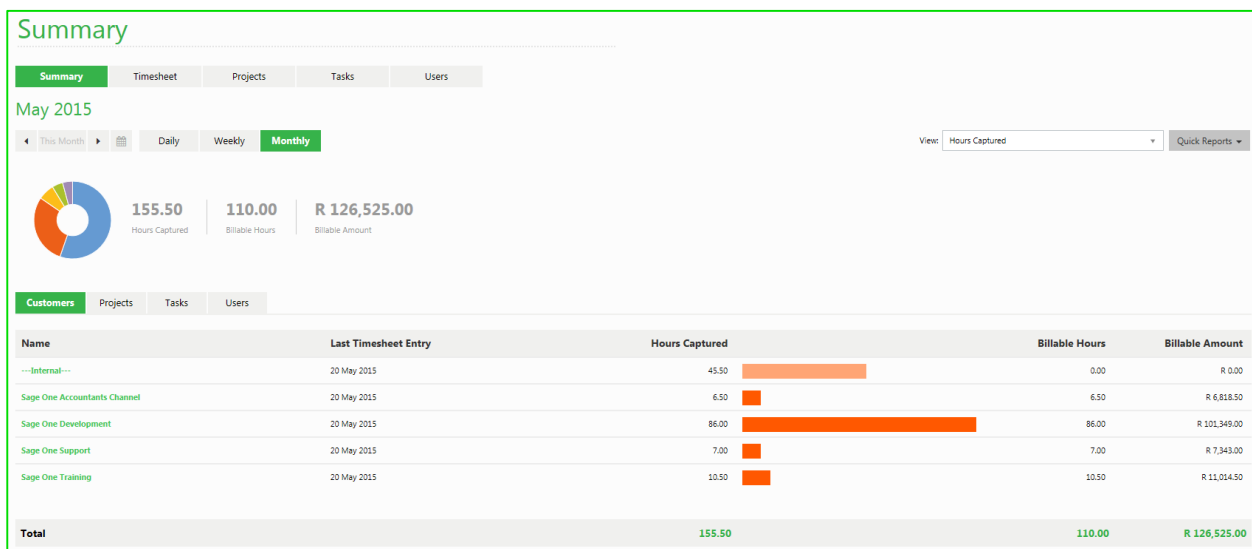
For more information regarding this feature, visit the Sage One Accounting Help Files.

# Time Tracking \*BETA\*

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

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

Start tracking your time now by signing up for the beta! Log in to your account, choose the link on your Dashboard or Workspace and sign up - someone from the Sage One team will be in contact with you!



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

# Multi-Currency \*BETA\*

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

You can:

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

**Multi-Currency**  
Set up your currencies for the selected day.

**Add Currency** Exchange rate for: 15/11/2015

Code	Currency	1 Currency =	1 ZAR =	Symbol	Comments
ZAR	South African Rand	1 ZAR	1 ZAR	R	Home Currency
edit	CHF	14.241253 ZAR	0.070219 CHF	CHF	Latest exchange rate from 15/11/2015.

**Edit Exchange Rate (15 November 2015)**

Home Currency: South African Rand (ZAR)  
Foreign Currency: British Pound Sterling (GBP)

☒ **Latest Exchange Rate**  
Exchange rate for 15 November 2015.

GBP	ZAR
£ 1.00	R 21.920220
£ 0.045620	R 1.00

End of day rate for 14 November 2015.  
Obtained from openexchangerates.org.

☐ **New Custom Exchange Rate**

15/11/2015 To 15/11/2015

GBP	ZAR
£ 1.00	R 21.539057
£ 0.046427	R 1.00

Last rate set by Richard Huber.  
Up to 30 November 2015.  
£ 1 → R 21.539057 | R 1 → £ 0.046427

**Update**

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



Contact us:  
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