

sage One

Sage One Accounting
Getting Started Guide



Chapter 1 –Getting Started

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

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.

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.

Logging Into / Creating Companies

Logging into an Existing Company

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.

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).

The Company Settings screen has the following tabs:

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

Company Details Tab:

The Company Details tab has the following sections:

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

Company Details Section:

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

Additional Company Information Section:

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

Customer Zone Section:

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

Online Payment Gateways Section:

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

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 company registrar. Check with your accountant on the dates for your financial year end.

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.

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.

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.

Outstanding Balances Section:

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

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

VAT Settings Tab:

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

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

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.

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

Branding Tab:

If you want to personalize 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.

Administration

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

There are various elements:

- You use the menus to choose program functions.
- The work area 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.

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.

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

Chapter 4 - Editing Master Files

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

- Customers
- Suppliers
- Items

Customers

Customer Categories

You can optionally create customer categories and then analyze 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.

Other Bulk Actions

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

- Check all the customers that you want to update and click on the Update button:
- Once you made the change, click on the Save button.

Mark As Active/Inactive

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

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

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 - This 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.

The Activity tab summarizes your financial activity with the customer:

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

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

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

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

Suppliers

Supplier Categories

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

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

Edit Suppliers

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

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

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

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

Notice the ample links available on this screen, namely:

- Map - This 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.
- 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 summarizes your financial activity with the supplier.

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

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

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

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

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

Items

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 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.

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

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

Select the sales or purchases account from the fields available.

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

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

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

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

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.

Accounts

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

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

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

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

Bank and Credit Card Accounts and Accounts

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

- Sales - This category is also called income, and will include the value of all of your sales.

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

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
- Item Adjustments
- Adjust Opening Balances
- Bank Feeds

Selling and Purchasing Items

Selling to customers involves the following documents:

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

Purchasing from suppliers involves the following documents:

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

Selling and Purchasing Items

Supplier Return If you receive one or more defective items, or you wish to return items to a supplier, you process a return. The values you enter into a supplier return will reverse the values you entered into an invoice. The amount you owe the supplier decreases, as do the purchase quantities and purchase values per item. The on hand quantity of the items decreases by the quantity you return.

Supplier Adjustments Supplier adjustments are used to increase or decrease a supplier balance by affecting another account. For example, if a supplier charged you interest, you could process a supplier adjustment to increase the supplier balance and affect an Interest Paid Account.

When you are working with supplier adjustments, you will work with tax in the same way you do when processing supplier invoices -you always enter tax at the point of the original transaction and the supplier balance will always be increased or decreased with the tax inclusive amount. For suppliers, you enter original transactions via supplier invoices (and credit notes or returns), or via supplier adjustments. In both these processes, you enter tax codes along with the transactions. When you pay suppliers in Banks and Credit Cards, you do not enter VAT.

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.

Selling and Purchasing Items

- o 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 Master file.

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

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

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

You will receive the following message when editing an invoice:

Selling and Purchasing Items

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

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.

Receiving and Making Payments

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

The window has three sections:

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

Important Information

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

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

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

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