

FAQ'S - Sage 50 – Bank Accounts Module

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1. How to look up bank transactions in Sage

Most on-screen enquiries are done using the account **Activity** buttons within each ledger.

Use the **Show** option within the activity screen to display the information by month, or financial year and you can also add a custom selection.

The screenshot shows the Sage 50 Accounts Client Manager interface. The main window is titled 'Activity' and displays a list of transactions for account 1800 (Current Account) for the month of May 2017. The transactions are as follows:

No	Type	Account	Date	Ref.	Details	Debit	Credit	R	Date R
1	BR		30/05/2017	236	New Entrants, After school study...	3300.00		N	
4	BR		01/05/2017	237	School Tour	5000.00		N	
5	BR		01/05/2017	238	Vol Cont	500.00		N	
6	BP		30/05/2017	TM	Teresa May		2100.00	N	
8	BP		30/05/2017		Energia		5000.00	N	
9	BP		30/05/2017		VAT Mar April		3350.00	N	

Below the list, there is a summary table showing the balance and total for the month:

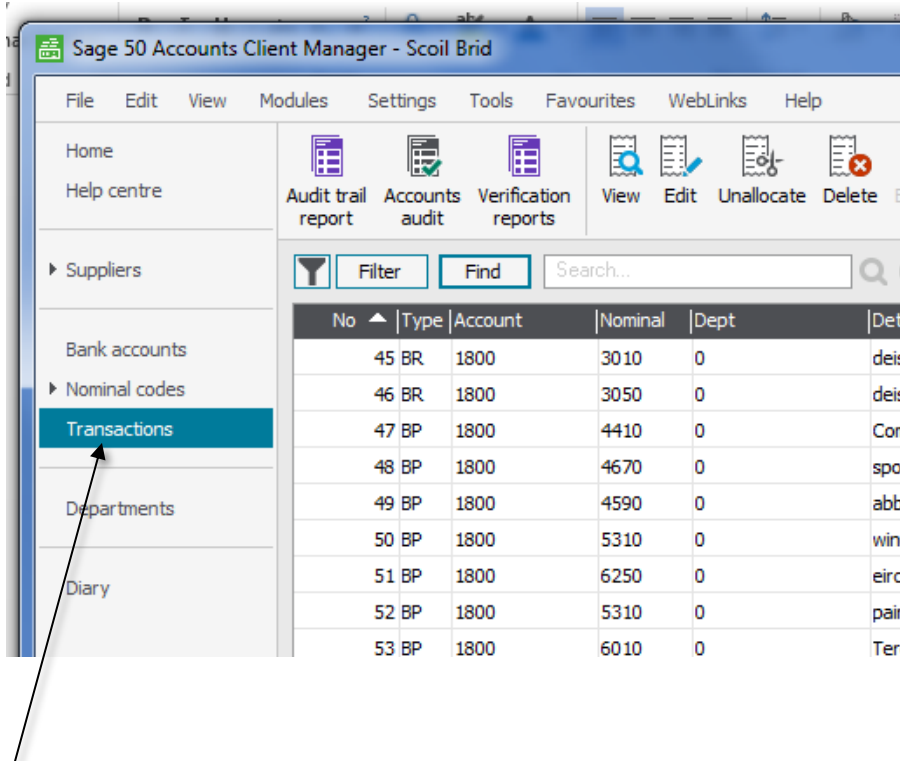
Balance:	8800.00	10450.00
		1650.00

The bottom of the screen shows a detailed view of the selected transaction (No 1, Type BR, Date 30/05/2017, Ref. 3390, Dept 0, Name New Entrants, Details New Entrants, Debit 500.00, Credit N, Date R N, Ext. I).

As you select each transaction it will show the detail of the transaction at the bottom of the screen. The number of the transaction showing on this screen will be the main thing required if any changes have to be made to the entry.

2. Where to amend bank transactions in Sage

Every transaction posted to Sage 50 is allocated a transaction or audit trail number. The audit trail is always visible from the **Transactions Module**.



Every element of the transaction is displayed on this screen and it is only here that you can **View**, **Edit**, **Delete** or **Unallocate** a transaction.

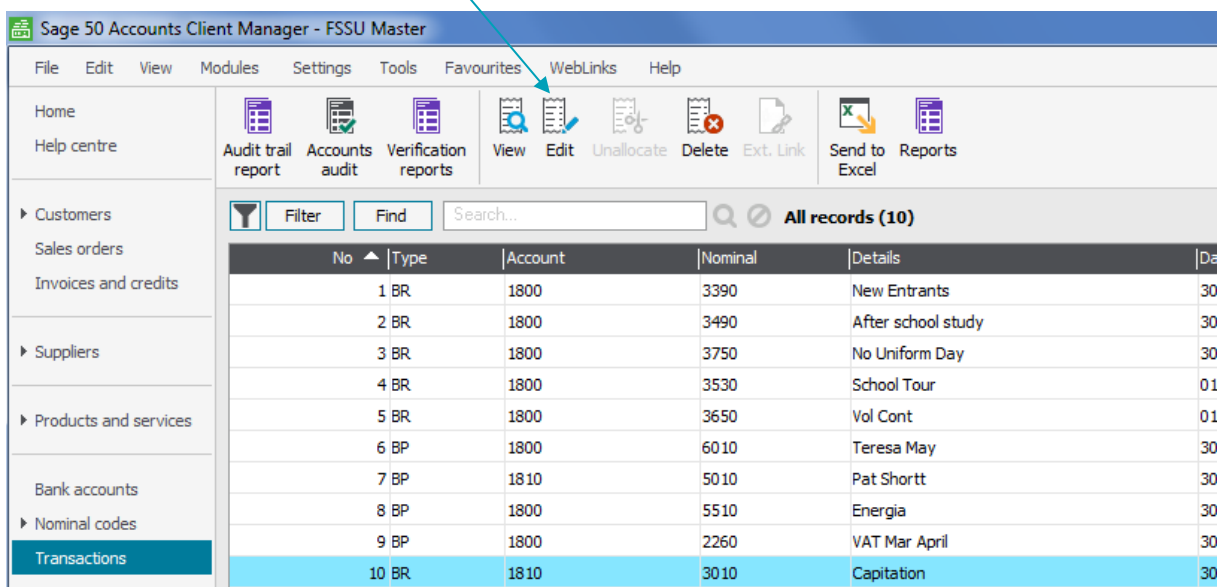
This screen will tell you:

- The last transaction entered in Sage.
- The type of transaction,
- Which nominal accounts were updated,
- Whether the transaction is reconciled and
- Whether it was amended and by whom.

Tip: Use the **Find** button to move to the specified transaction

3. How to amend a bank payment or receipt

- Check the bank activity screen and identify the transaction number which requires amending.
- Select **Transactions** module on the navigation toolbar
- Find and highlight the transaction
- Select **Edit** button along the module toolbar



The screenshot shows the Sage 50 Accounts Client Manager - FSSU Master interface. The 'Transactions' module is selected in the left-hand navigation pane. The main window displays a table of transactions. The 'Edit' button in the top toolbar is highlighted with a red arrow.

No	Type	Account	Nominal	Details	Da
1	BR	1800	3390	New Entrants	30
2	BR	1800	3490	After school study	30
3	BR	1800	3750	No Uniform Day	30
4	BR	1800	3530	School Tour	01
5	BR	1800	3650	Vol Cont	01
6	BP	1800	6010	Teresa May	30
7	BP	1810	5010	Pat Shortt	30
8	BP	1800	5510	Energia	30
9	BP	1800	2260	VAT Mar April	30
10	BR	1810	3010	Capitation	30

4. How to amend a bank account transaction....cont.

The first edit screen:

Here you can amend the details of **all grouped items** at once

- **The Bank Account**
- **Reference** – Note if transactions are entered under the same date and reference they will appear as a total in the bank rec. If these items are required to be listed as unique payments or receipts on the bank rec then ensure that a unique reference is given to it.
- **Date**
- **Make the changes and Save**

Number 4, Bank Payment

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Bank Payment Details

Bank: 1800
Reference: ROS
Description: RCT Feb Return
Created on: 23/03/2017
Posted on: 26/04/2017
Edited on: / /
Net: 8500.00
Tax: 0.00
Currency: 3 Euro
Exchange rate: 1.000000

Posted by: MANAGER
Edited by:
 Bank rec. on
VAT Rec. Date: / /
Paid: 8500.00
Foreign gross: 8500.00

Paid in full
 Finance charge
 Disputed
 Printed
 Opening balance
 CIS reconciled
 Revaluation

Item Line Details

No N/C	Details	Net T/C	Tax
4 2270	RCT Feb Return	2000.00 T9	0.00
5 2260	VAT Jan Feb 2017	1350.00 T9	0.00
6 2250	Feb PAYE/PRSI	5150.00 T9	0.00

To edit details of a specific item on this Bank Payment, highlight the item and click 'Edit'.

How will this affect my data? Save Close

Note:

The Greyed out boxes cannot be amended on this screen

To edit individual item:

Select individual transaction in the item line details to amend the details of that item. Then to amend these details click the edit button at the bottom of the screen which brings up additional edit options. See FAQ 5

4. How to amend a transaction with an incorrect nominal code or incorrect amount

- a) Check the bank activity screen and identify the transaction number which requires amending.
- b) Select **Transactions** module on the navigation toolbar
- c) Find and highlight the transaction
- d) Select **Edit** button along the module toolbar
- e) Select Edit at bottom of screen
- f) Key in correct nominal code against N/C
- g) Close and Save

Number 4, Bank Payment

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Number 4, Bank Payment

Bank Payment Details

N/C: 2270

Details: RCT Feb Return

Date: 23/03/2017

Department*: 0

Ex.Ref:

Net: 2000.00

Tax: 0.00

T/C: T9 0.00

Paid: 2000.00

Paid in full:

Disputed:

RTD Reconciled:

Payment Allocations

Type	Date	Payment Ref	Details	Amount
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Edit

Close

To change the amount click into the Net box and amend accordingly

Tip:

Where a transaction should have been split between a number of nominal codes:

- a) *amend the amount on the initial code.*
- b) An additional bank payment will be required for the amount relating to the additional code.

6. Amending a reconciled transaction

- Identify the transaction number which requires amending.
- Select Transactions module on the navigation toolbar
- Find and highlight the transaction
- Select Edit button along the module toolbar
- In our example below a transaction coded to 3390 should be coded to 3490 and detail should read After School Study
- **Select Edit at bottom of screen**

Number 28, Bank Receipt

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Bank Receipt Details

Bank: 1800
Reference: 236
Description: New Entrants
Created on: 28/02/2017
Posted on: 26/04/2017
Edited on: / /
Net: 3300.00
Tax: 0.00
Currency: 3 Euro
Exchange rate: 1.000000

Posted by: MANAGER
Edited by:
 Bank rec. on: 31/03/2017
VAT Rec. Date: / /
Paid: 3300.00
Foreign gross: 3300.00

Paid in full Finance charge Disputed Printed
 Opening balance CIS reconciled Revaluation

Item Line Details

No N/C	Details	Net T/C	Tax
28 3390	New Entrants	3300.00 T9	0.00

To edit details of a specific item on this Bank Receipt, highlight the item and click 'Edit'.

How will this affect my data? Edit Save Close

Tip

The tick in Bank rec.on along with the date shows the item is reconciled

On this screen the reference and description can be changed

Once the transaction is reconciled **the date should not be changed**

Select Edit for screen 2 to amend the nominal code

5. Amending a reconciled transaction – cont.

On this screen only amend N/C, Details or Department

Number 28, Bank Receipt

Bank Receipt Details

N/C: 3490

Details: After school study

Date: 28/02/2017

Department*: 0

Ex.Ref:

Net: 3300.00

Tax: 0.00

T/C: T9 0.00

Paid: 3300.00

Paid in full:

Disputed:

RTD Reconciled:

Payment Allocations

Type	Date	Payment Ref	Details	Amount
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Edit

Close

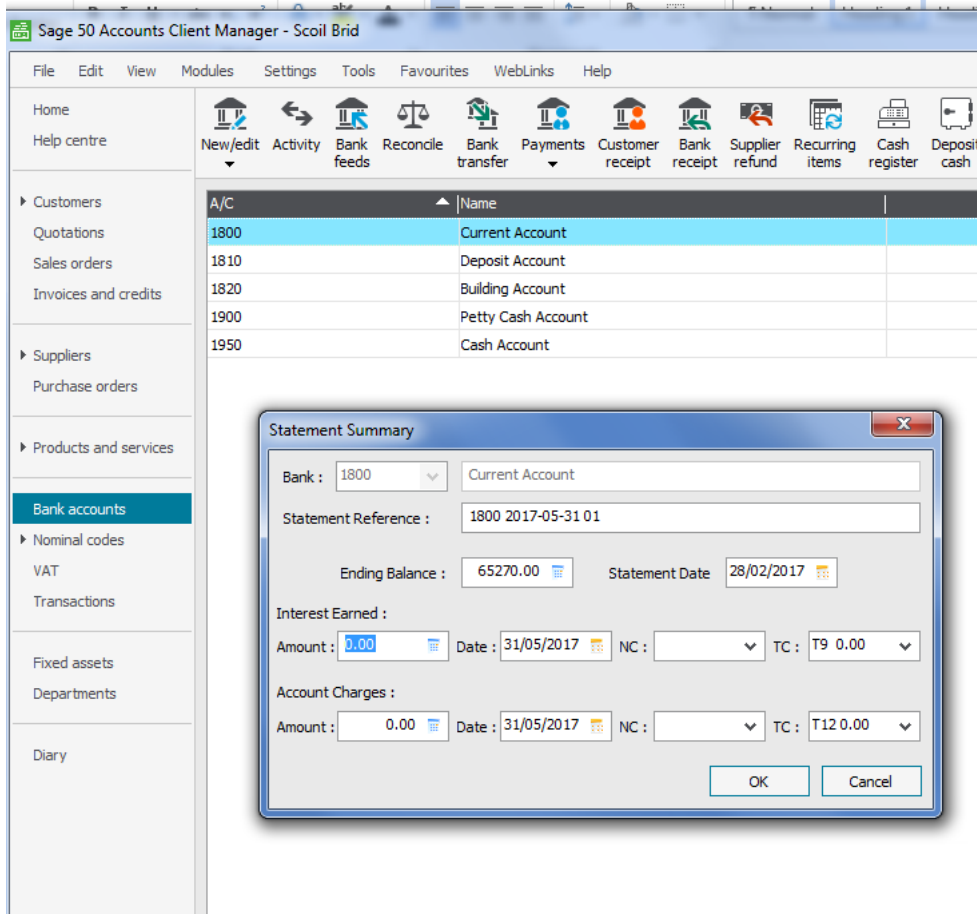
Here you can
**Amend the
nominal
code and
change the
details**

Close and save

Warning: Do not amend the net amount or the date of the reconciled transaction as this will give rise to a difference in the bank reconciliation. Also *be careful about deleting a reconciled transaction* as this will restate the reconciled bank statement balance and it will knock out the bank reconciliation.

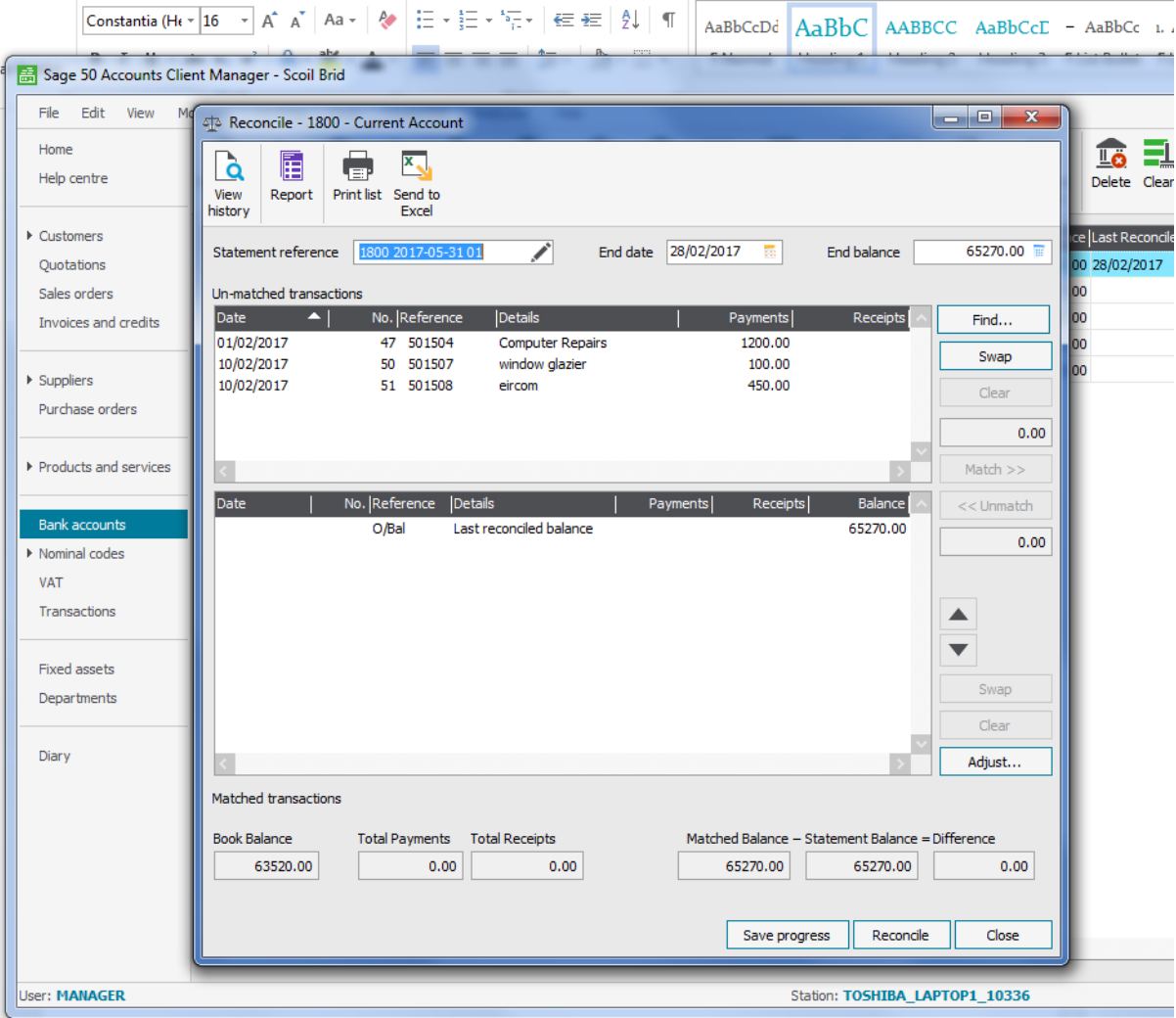
7. How to reprint the bank reconciliation report

- Select the Bank Accounts Module
- Select the bank account
- Press Reconcile



- On the statement summary fill in the statement date and the statement balance for the month that you wish to reprint the Bank Reconciliation Report.
- Click OK

7. How to reprint the bank reconciliation report – cont.



The screenshot shows the Sage 50 Accounts Client Manager interface. The main window is titled "Reconcile - 1800 - Current Account". It features a navigation pane on the left with "Bank accounts" selected. The main area displays the reconciliation process for account 1800 as of 28/02/2017, with an end balance of 65270.00.

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
01/02/2017	47	501504	Computer Repairs	1200.00	
10/02/2017	50	501507	window glazier	100.00	
10/02/2017	51	501508	eircom	450.00	

Matched transactions

Date	No.	Reference	Details	Payments	Receipts	Balance
		O/Bal	Last reconciled balance			65270.00

Summary

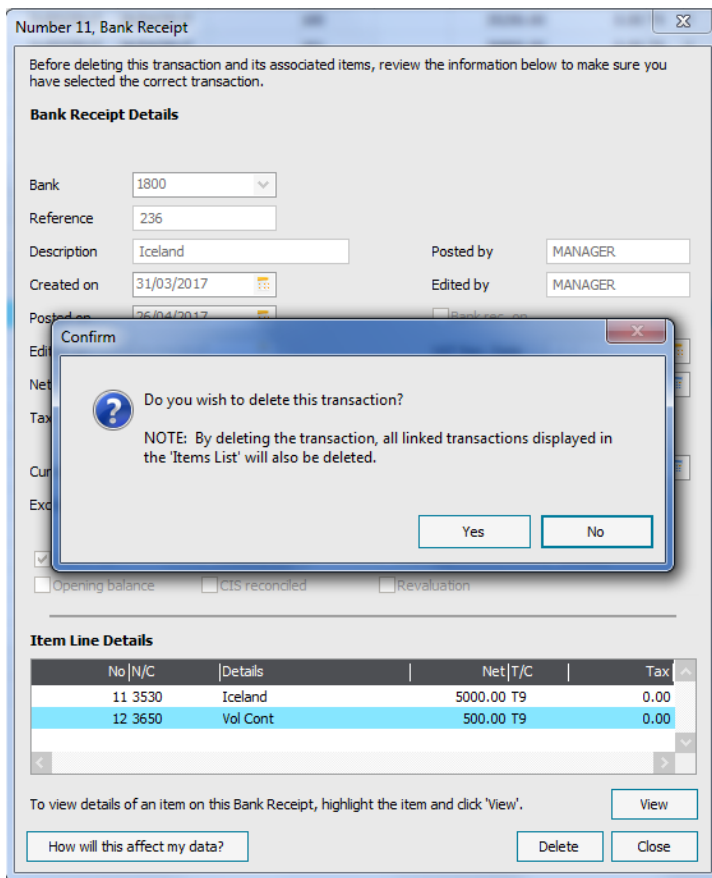
Book Balance	Total Payments	Total Receipts	Matched Balance	Statement Balance	Difference
63520.00	0.00	0.00	65270.00	65270.00	0.00

The interface includes buttons for "View history", "Report", "Print list", and "Send to Excel". The "Report" button is highlighted in the image. The status bar at the bottom indicates the user is "MANAGER" and the station is "TOSHIBA_LAPTOP1_10336".

- Ensure that there is a **zero difference** on the bank reconciliation
- press the **Report** button at the top of the screen. This will generate the list of unreconciled receipts and payments as at the date selected.

8. Deleting a bank transaction

- Identify the transaction number for deleting
- Select Transactions module on the navigation toolbar
- Find and highlight the transaction
- Select Delete button along the module toolbar



1. Tip: In the example here the transaction for €500 was part of a total receipt of €5,500. Note that sage will delete the full receipt so the €5,000 will have to be re-entered as a bank receipt.
2. Items that have been reconciled in a previous bank reconciliation should not be deleted as this will cause a difference in the Bank reconciliation.
3. For month end reporting and where bank transactions have been deleted it is good practice to re run the Bank reconciliation report to ensure the bank balance agrees with the relevant bank balance in the month end Balance Sheet