FAQ'S - Sage 50 - Bank Accounts Module

- 1. How to look up bank transactions in Sage
- 2. Where to amend bank transactions in Sage
- 3. How to amend a bank payment or receipt *Edit screen 1*
- 4. How to amend a transaction with an incorrect nominal code or incorrect amount *Edit screen 2*
- 5. Amending a reconciled transaction
- 6. How to reprint the bank reconciliation report
- 7. How to delete a bank transaction

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.

🚟 Sage 50 Accounts Cli	ient Manager - F	FSSU Mast	er												
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		8 E	BP		30/05/201	7	E	nergia					500	0.00 N	
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		1 BR	30/05/2017	3390		0		N	New Entrants			500.00	N		
		2 BR	30/05/2017	3490		0		A	After school stud	dy		2500.00	N		
		3 BR	30/05/2017	3750		0		٨	lo Uniform Day			300.00	N	l	

As you select each transaction it will show the detail of the transaction at the bottom of the screen. The <u>number of the</u> <u>transaction</u> 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**.

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Bank accounts		45	BR	1800	3010	0	dei
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1		48	BP	1800	4670	0	spo
Departments		49	BP	1800	4590	0	abl
		50	BP	1800	5310	0	win
Diary		51	BP	1800	6250	0	eiro
Diary		52	BP	1800	5310	0	pai
/		53	BP	1800	6010	0	Ter

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

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File Edit View M	odules Settinas Ta	ools Favourites	WebLinks Help		
Home Help centre	Audit trail Accounts V report audit	Verification reports	Edit Unallocate Delete I	Ext. Link Send to Reports	
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Invoices and credits	1	BR 1800	3390	New Entrants	30
	2 8	BR 1800	3490	After school stud	dy 30
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Products and services	5 8	BR 1800	3650	Vol Cont	01
	6 8	BP 1800	6010	Teresa May	30
Bank accounts	7 8	BP 1810	5010	Pat Shortt	30
Nominal codes	8 8	BP 1800	5510	Energia	30
Transactions	9 8	BP 1800	2260	VAT Mar April	30
	10 8	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 <u>all grouped items</u> 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 transactions in t	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 Paymen	nt Details								
Bank	1800 🗸								
Reference	ROS								
Description	RCT Feb Return	Posted by	MANAGER						
Created on	23/03/2017	Edited by							
Posted on	26/04/2017	Bank rec. on							
Edited on	11 🚥	VAT Rec. Date	11 📅						
Net	8500.00 📰	Paid	8500.00 📰						
Тах	0.00 📅								
Currency	3 Euro	Foreign gross	8500.00						
Exchange rate	1 00000 =								
Exchangerate	1000000								
✓ Paid in full	Finance charge	Disputed	Printed						
Opening bal	ance CIS reconciled	Revaluation							
Item Line Det	tails								
No	N/C Details	Net T/C	Tax 🔨						
4	2270 RCT Feb Return	2000.00 T9	0.00						
5	2260 VAT Jan Feb 2017	7 1350.00 T9	0.00						
6	2250 Feb PAYE/PRSI	5150.00 T9	0.00 ~						
			2						
To edit details o	f a specific item on this Bank Payr	ment, highlight the item and click 'E	diť. 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

ber 4, Bank Payment	To change the amount click into the Net box and amend accordingly
Bank Payment Details N/C 2270 Details RCT Feb Return Date 23/03/2017 Department* 0 Ex.Ref	Tip: Where a transaction should have been split between a number of
Net 2000.00 T/C T9 0.00 Image: T/C T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T T	a) amend the amount on the initial code.
Payment Allocations Type Date Payment Ref Details Amount Edit Close Covernment of the amount of the	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
- \blacktriangleright 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

You can chang transactions in	e details of all grouped items at once the list to amend a specific item.	e by using the fields below, or select individual	1
Bank Receip	t Details		-
Bank	1800 🗸		
Reference	236		Tip
Description	New Entrants	Posted by MANAGER	The tick in Bank
Created on	28/02/2017	Edited by	rec.on along with the
Posted on	26/04/2017	Bank rec. on 31/03/2017	date shows the item is
Edited on	// 📅	VAT Rec. Date / / 🏧	reconciled
Net	3300.00 📰	Paid 3300.00 📰	On this screen the
Tax	0.00 📰		reference and
	2.5	Foreign gross	description can be
Currency	3 Euro		- Changed
Exchange rate	1.000000 #		- Once the transaction is
Paid in full	Finance charge	Disputed	reconciled the date
Opening ba	alance CIS reconciled	Revaluation	should not be changed
Item Line De	etails		Salact Edit for scroon
N	o N/C Details	Net T/C Tax ^	2 to amend the
2	8 3390 New Entrants	3300.00 19 0.00	nominal code
<		✓	
To edit details	of a specific item on this Bank Recei	ipt, highlight the item and click 'Edit'. Edit	
How will this	s affect my data?	Save Close	
			PAGE

5. Amending a reconciled transaction – cont.

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

211	SACUOUS ILLUIC IISC	to americia specificitiem.				
a	Number 28, Bar	nk Receipt		— X	Ŋ	
l	Bank Receip	t Details				
ar	N/C	3490 🗸				Horo vou con
ef	Details	After school study				
25	Date	28/02/2017				Amend the
e	Department*	0		*		nominal
s	Ex.Ref					code and
lit						change the
et						details
a)X	Net	3300.00	T/C	T9 0.00 🗸		
Jŋ	Tax	0.00 📅	Paid	3300.00 📰		
œ	Paid in full		Disputed			
I			RTD Reconciled			
4						
1	Payment Alle	ocations				
e	Type Date	Payment Ref De	tails	Amount 🔨		
	L					
J				Edit		
ł						
,				Close		
P	low will alls affect	iny uata:	_	Jave Clu		
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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

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Home		¢,	R	ক	S	1	1		- 6		æ	•
Help centre	New/edit	Activity	Bank feeds	Reconcile	Bank transfer	Payments -	Customer receipt	Bank receipt	Supplier refund	Recurring items	Cash register	Dep ca
Customers	A/C			-	Name							
Quotations	1800				Current	Account						
Sales orders	1810				Deposit	Account						
Invoices and credits	1820				Building	Account						
	1900				Petty Ca	ash Account						
Suppliers	1950				Cash Ac	count						
Purchase orders												
Bank accounts Nominal codes		Statem	ent Ref	ference :	1800 2	017-05-310	01					
VAT Transactions		Interest	Endin Earned	g Balance : 1 :	6527	0.00 📰	Stateme	nt Date	28/02/20	017 📅		
Fixed assets		Amount	0.00		Date : 3	1/05/2017	■ NC :		∨ T(C: T9 0.00	~ (]
Departments		Account	Charge	es:								
Diary		Amount	:	0.00 📅	Date : 3	1/05/2017	📅 NC :		∀ T(C: T120.0	0 🗸	
									OK	0	ancel	

- 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.

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Quotations		00 28/02/2017
Sales orders Un-matched transactions Date No. Reference Details	Payments Receipts	Find 00
01/02/2017 47 501504 Computer Repairs	1200.00	00 Swap
▶ Suppliers 10/02/2017 50 501507 window glazier 10/02/2017 51 501508 eircom	100.00 450.00	
Purchase orders		
	~	0.00
Products and services	>	Match >>
Date No. Reference Details Paymer	nts Receipts Balance	<< Unmatch
Nominal codes	65270.00	0.00
VAT		
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Fixed assets		Swap
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Diary	×	Adjust
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Back Balance Tabl Description 1	Anthone Delegant Delegant Delegant	
63520.00 0.00 0.00	65270.00 65270.00	0.00
	Save progress Reconcile	Close
User: MANAGER	Station: TOSHIBA_LAF	PTOP1_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

Number 11, Bar	nk Receipt		-		X			
Before deleting this transaction and its associated items, review the information below to make sure you have selected the correct transaction								
Bank Receipt Details								
Bank	1800	$\overline{\mathbf{v}}$						
Reference	236							
Description	Iceland	F	Posted by	MANAGER				
Created on	31/03/2017		Edited by	MANAGER				
Posted on	26/04/2017		Bank rec. on					
Confirm				×				
Net Tax Do you wish to delete this transaction? Tax NOTE: By deleting the transaction, all linked transactions displayed in the 'Items List' will also be deleted. Exc Yes No								
_]Opening ba	lance CIS re	conciled Revalu	Jation					
Item Line De	tails							
N	o N/C Detai	ls	Net T/C	- I - '	Tax \land			
1	1 3530 Icela	nd	5000.00 T9	0				
1		k			0.00			
	2 3650 Vol C	ont	500.00 T9	0	0.00			
<	2 3650 Vol C	ont	500.00 T9	(0.00 0.00			
<	2 3650 Vol C of an item on this Bar	ik Receipt, highlight the item a	500.00 T9	v	0.00 0.00			

- 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 reentered 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