### 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 Client	-				140 Sec Apr. 7 Sec.
File Edit View Mode		ebLinks Help			
Home	🔓 👥 📐 🐁 🗲	፡ ተ ተ 🐴	i 💼 🔖 📑	🂫 🔛	🗠 💼 👳
Help centre N	ew Edit Wizard Duplicate Activity Ban feed			Customer Remittances E refund	E-payments Customer Banl receipt recei
Customers	← Activity	*			_ 0
Sales orders					
Invoices and credits	View View Hide Show Ext. Link				
Suppliers	transaction item detail detail	Excel			
	1800 V Current Account				
Products and services	Show: May	Date: 0	/05/2017 to 31/05/2017 Type: All	O/S Onl	y Trans.: 1 to 9
	No 🔺  Type   Account	Date Ref.	Details	Debit	Credit R Date R
Bank accounts	1 BR	30/05/2017 236	New Entrants, After school study	3300.00	N
Nominal codes	4 BR	01/05/2017 237	School Tour	5000.00	N
ransactions	5 BR	01/05/2017 238	Vol Cont	500.00	N
I alisacuolis	6 BP	30/05/2017 TM	Teresa May		2100.00 N
	8 BP	30/05/2017	Energia		5000.00 N
Departments	9 BP	30/05/2017	VAT Mar April		3350.00 N
Diary					
			Balance:	8800.00	10450.00
	No Type Date Ref.	Dept Name	Details	Debit	Credit   R   Date R   E
	1 BR 30/05/2017 3390	0	New Entrants	500.00	N
	2 BR 30/05/2017 3490	0	After school study	2500.00	N
	3 BR 30/05/2017 3750	0	No Uniform Day	300.00	N

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 showing on this screen will be the main thing required</u> 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**.

File Edit View	Modules	Settings	Tools Fa	avourites W	ebLinks Hel	р
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▶ Suppliers		ilter		iearch		
Bank accounts	No		Account	Nominal	Dept	De
<ul> <li>Nominal codes</li> </ul>		45 BR	1800	3010	0	de
		46 BR	1800	3050	0	de
Transactions		47 BP	1800	4410	0	Co
		48 BP	1800	4670	0	sp
Departments		49 BP	1800	4590	0	ab
		50 BP	1800	5310	0	wir
Diary		51 BP	1800	6250	0	eir
Diary		52 BP	1800	5310	0	pa
/		53 BP	1800	6010	0	Te

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

휿 Sage 50 Accounts Clien	t Manager - FSSU Master	<u></u>			
File Edit View Moo	dules Settings Tools Fav	ourites WebLinks	Help		
Home Help centre	Audit trail Accounts Verification report		allocate Delete Ext. Link	Send to Reports Excel	
▶ Customers	Filter Find Se	arch		records (10)	
Sales orders	No 🔺 Type	Account	Nominal	Details	Da
Invoices and credits	1 BR	1800	3390	New Entrants	30
	2 BR.	1800	3490	After school study	30
Suppliers	3 BR	1800	3750	No Uniform Day	30
	4 BR	1800	3530	School Tour	01
Products and services	5 BR	1800	3650	Vol Cont	01
	6 BP	1800	6010	Teresa May	30
Bank accounts	7 BP	1810	5010	Pat Shortt	30
Nominal codes	8 BP	1800	5510	Energia	30
	9 BP	1800	2260	VAT Mar April	30
Transactions	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 <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		×
	e details of all grouped items at on the list to amend a specific item.	ce by using the fields below, or se	lect individual
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	// 🎫
Net	8500.00 📰	Paid	8500.00 📰
Тах	0.00 📅		
Currency	3 Euro 🗸	Foreign gross	8500.00
Exchange rate	1.000000		
Exchangerate	1000000		
✓ Paid in full	Finance charge	Disputed	Printed
Opening bal	ance CIS reconciled	Revaluation	
Item Line Det	tails		
	N/C Details	Net T/C	Tax 🔨
	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	idit'. 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: Comparison of the state of	nominal codes: a) amend the amount on the initial code. b) An additional bank
Payment Allocations Type  Date  Payment Ref  Details Amount Edit Close	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 one the list to amend a specific item.	te 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	// 5	VAT Rec. Date / / 📅	reconciled
Net	3300.00 📰	Paid 3300.00 📰	On this screen the
Тах	0.00 📰		reference and
	2.5	Foreign gross 3300.00	description can be changed
Currency	3 Euro V		
Exchange rate	1.000000 📰		- Once the transaction is
Paid in full	Finance charge	Disputed	reconciled the date should not be shouged
Opening ba		Revaluation	<ul> <li>should not be changed</li> </ul>
Item Line De	etails		Select Edit for screen
	o N/C Details	Net T/C   Tax 🔨	2 to amend the
2	8 3390 New Entrants	3300.00 T9 0.00	nominal code
<			noninital code
To edit details	of a specific item on this Bank Rece	ipt, highlight the item and click 'Edit'. Edit	
نطقالة بيرمانا	s affect my data?	Save	
		Save Close	PAGE 6

#### 5. Amending a reconciled transaction – cont.

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

211	SOCUOIIS IIT UIC IISC	to amenu a specific item.				
a	Number 28, Bar	nk Receipt			×	
l	Bank Receipt	t Details				
an	N/C	3490 🗸				Horo vou can
ef	Details	After school study				Here you can
25	Date	28/02/2017				Amend the
e	Department*	0			<	nominal
s	Ex.Ref					code and
lit						change the
et						details
a)×	Net	3300.00 📰	T/C	T9 0.00	<u>~</u>	
Jr	Тах	0.00 📅	Paid	3300.00		-
cc	Paid in full	V	Disputed RTD Reconciled			
1	Payment Allo	ocations			_	
	Type Date	Payment Ref Det	ails	Amoun	t_	-
1						
				Edit		
ł						
,				Close		
F	tow will uns arrect	my uata:		Jave	Cluse	
-						

#### 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

File Edit View M	odules	Settings	Tools	Favouri		bLinks H	lelp					
Home		€÷		ক	<u> 1</u>	1	1		-			
Help centre	New/edit	Activity	Bank feeds	Reconcile	Bank transfer	Payments •	Customer 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				_	Account						
	1900 1950				Petty Ca	ash Account						
<ul> <li>Suppliers</li> <li>Purchase orders</li> </ul>												
Products and services		Stateme Bank :	nt Sum	imary v	Curren	t Account					×	
Bank accounts		Statem	ent Ref	erence :	1800 2	017-05-31(	)1					
Nominal codes												
VAT Transactions		Interest		g Balance :	6527	0.00 📅	Stateme	ent Date	28/02/20	17 1		
Fixed assets		Amount			Date : 3	1/05/2017	T NC :		<b>∀</b> то	: T9 0.00	*	
Departments		Account	Charge	× :								
beparanento		Amount	_	0.00 📅	Data - 3	1/05/2017	📅 NC :			: T12 0.00		
Diary		Amount	•	0.00	Date : 0	1,00,2017	INC:					
									OK	Ca	ncel	
		_	_	_	_	_	_	_	-	_	_	-

- 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.

File Edit View N	🗇 Reconcile - 1800 - Current Account	
Home Help centre	View Report Print list Send to Excel	Lö Delete
Customers     Quotations	Statement reference 1800 2017-05-31 01 P End date 28/02/2017 End balance 65270.00	ce  Last Re 00 28/02/ 00
Sales orders Invoices and credits	Un-matched transactions           Date         No.  Reference         Details         Payments         Receipts         Find           0/02/2017         47         501504         Computer Repairs         1200.00         Swap	
<ul> <li>Suppliers</li> <li>Purchase orders</li> </ul>	10/02/2017 50 501507 window giazier 100.00 10/02/2017 51 501508 eircom 450.00	00
Products and services	0.0           Match >>	0
Bank accounts Nominal codes	Date         No. [Reference         [Details         Payments         Receipts         Balance         << Unmatch           O/Bal         Last reconciled balance         65270.00         0.0 <td>D</td>	D
VAT Transactions		
Fixed assets Departments	Swap	
Diary	Clear Clear Adjust	
	Matched transactions Book Balance Total Payments Total Receipts Matched Balance – Statement Balance = Difference	
	book balance         rotal regiments         rotal regimen	
	Save progress Reconcile Close	

- 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			23				
	this transaction and the correct transacti	d its associated items, re-	view the information be	elow to make sure you				
Bank Receip	t Details							
Bank	1800	×						
Reference	236							
Description	Iceland		Posted by	MANAGER				
Created on	31/03/2017	<b>.</b>	Edited by	MANAGER				
Posted on	26/04/2017	-	Bank rec. on					
Edit								
Tax Cur Exc	NOTE: By deleting the transaction, all linked transactions displayed in the 'Items List' will also be deleted.							
Opening ba	lance CIS	reconciled	Revaluation					
Item Line De	tails							
	e <b>tails</b> o  N/C  Det	ails	Net T/C	Tax 🔨				
N	o N/C  Det	tails land	Net T/C 5000.00 T9	Tax 🔨				
N:	o  N/C  Det 1 3530 Icel							
N:	o  N/C  Det 1 3530 Icel	land	5000.00 T9	0.00				
N4 1 1 <	o  N/C  Det 1 3530 Icel 2 3650 Vol	land	5000.00 T9 500.00 T9	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