

Frequently Asked Questions – Sage 50

1. Sage FAQ'S – Check our website – An Introduction
2. How to look up transactions in Sage
3. Where to amend transactions in Sage
4. How to amend a bank payment or receipt – *Edit screen 1*
5. How to amend a transaction with an incorrect nominal code or incorrect amount - *Edit screen 2*
6. Amending a reconciled transaction
7. How to reprint the bank reconciliation report
8. How to delete a transaction
9. How to record the VAT & RCT in Sage 50
10. How to run the BOM reports from Sage 50

1. Sage FAQ'S - Checkout our Website – An Introduction

We are currently creating a FAQ under our Sage section on our website. We will give the answers to a variety of questions and include tips on using Sage and any current news about the software. For our training today we cover some of these questions with a particular focus on amending transactions and running the reports for the Board of Management meetings.

Starting with Helpful Tips for today:

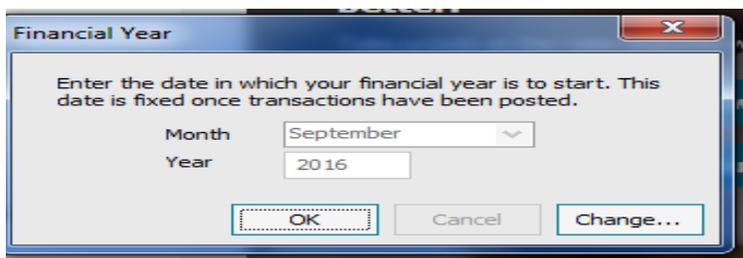
Program Date and Financial Year

Remember each time that you log into Sage, the program date will always be the current date. Before you process data in Sage it is a good habit to change the program date to the month that the data relates to. For example if you are keying in receipts and payments for May then go to:

Select Settings > Change Program date > 30/05/2017

Sage is date driven and based on the Financial Year under the settings. It is worthwhile to check that the Financial Year in your current year's accounts starts in September 2016 and press OK

Select Settings > Financial Year.... >



Current software news

Any changes to Antivirus or Windows software on your PC may impact on your Sage software connecting to the License Server. If the Sage program isn't loading you need to contact your IT person to make the necessary changes to the Antivirus and the Proxy server to fix the issue.

2. How to look up 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	

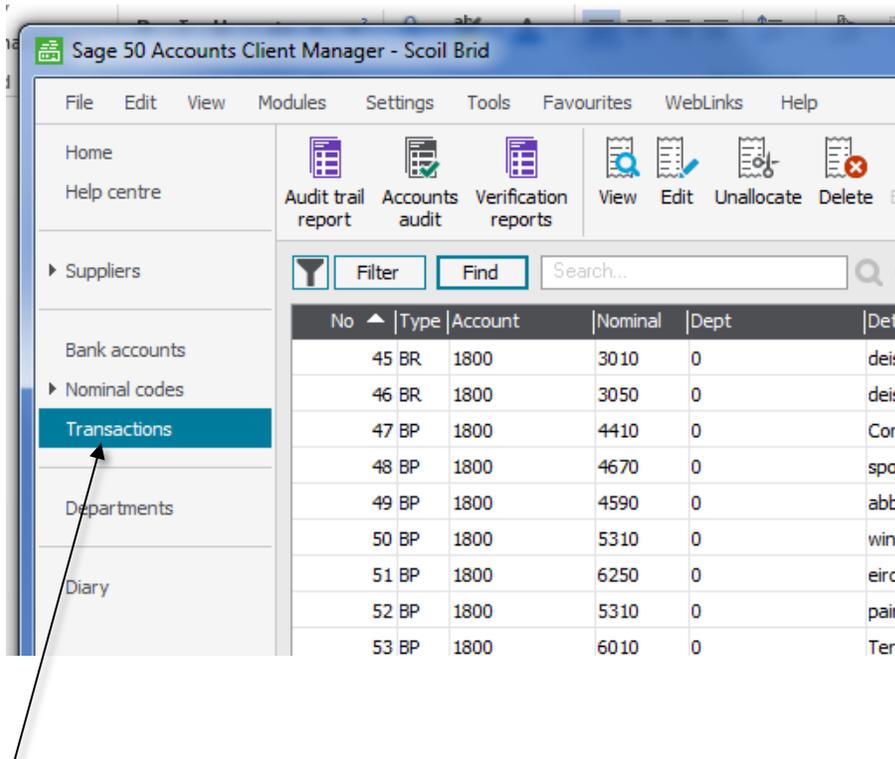
Below the main list, there is a summary section showing a balance of 8800.00 and a total of 10450.00, with a net balance of 1650.00.

No	Type	Date	Ref.	Dept	Name	Details	Debit	Credit	R	Date R	Ext. I
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 number of the transaction showing on this screen will be the main thing required if any changes have to be made to the entry.

3. Where to amend 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.

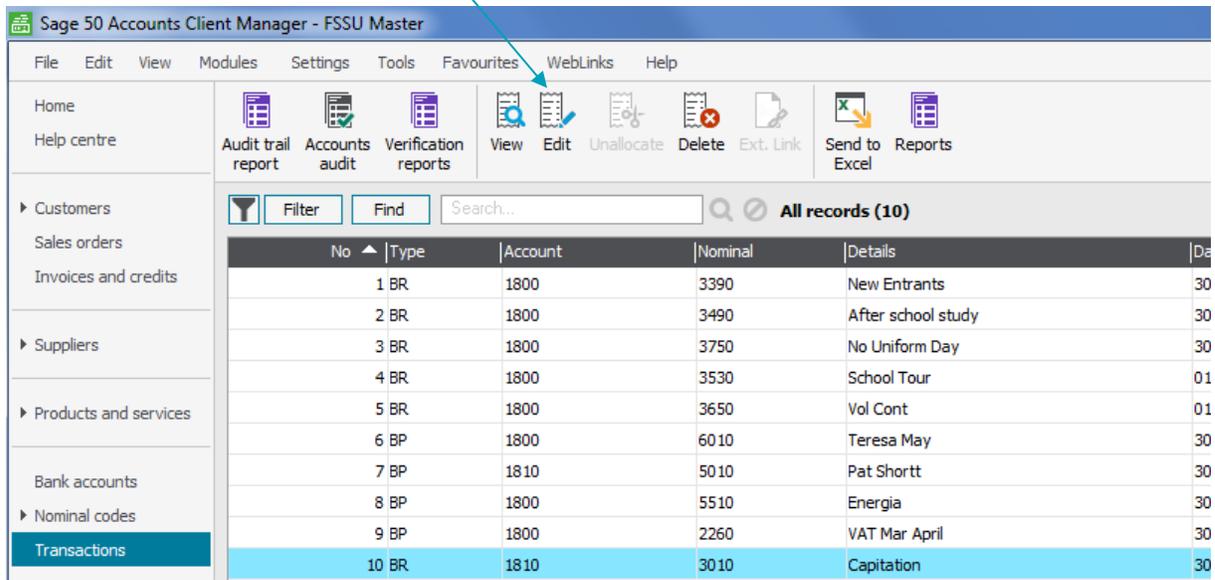
This screen will tell you:

- 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

4. 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 main window displays the Transactions module, which is highlighted in the navigation toolbar. The Transactions list shows 10 records, with the last record (No. 10, Type BR, Account 1810, Nominal 3010, Details Capitation) highlighted in blue. The 'Edit' button in the module toolbar is also highlighted in blue, and a blue arrow points from it to the 'Edit' button in the main application toolbar.

No	Type	Account	Nominal	Details	Date
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

5. 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

Bank Payment Details

N/C: 2270

Details: RCT Feb Return

Date: 23/03/2017

Department*: 0

Ex.Ref:

Net: 2000.00

T/C: T9 0.00

Tax: 0.00

Paid: 2000.00

Paid in full:

Disputed:

RTD Reconciled:

Payment Allocations

Type	Date	Payment Ref	Details	Amount
------	------	-------------	---------	--------

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

6. 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

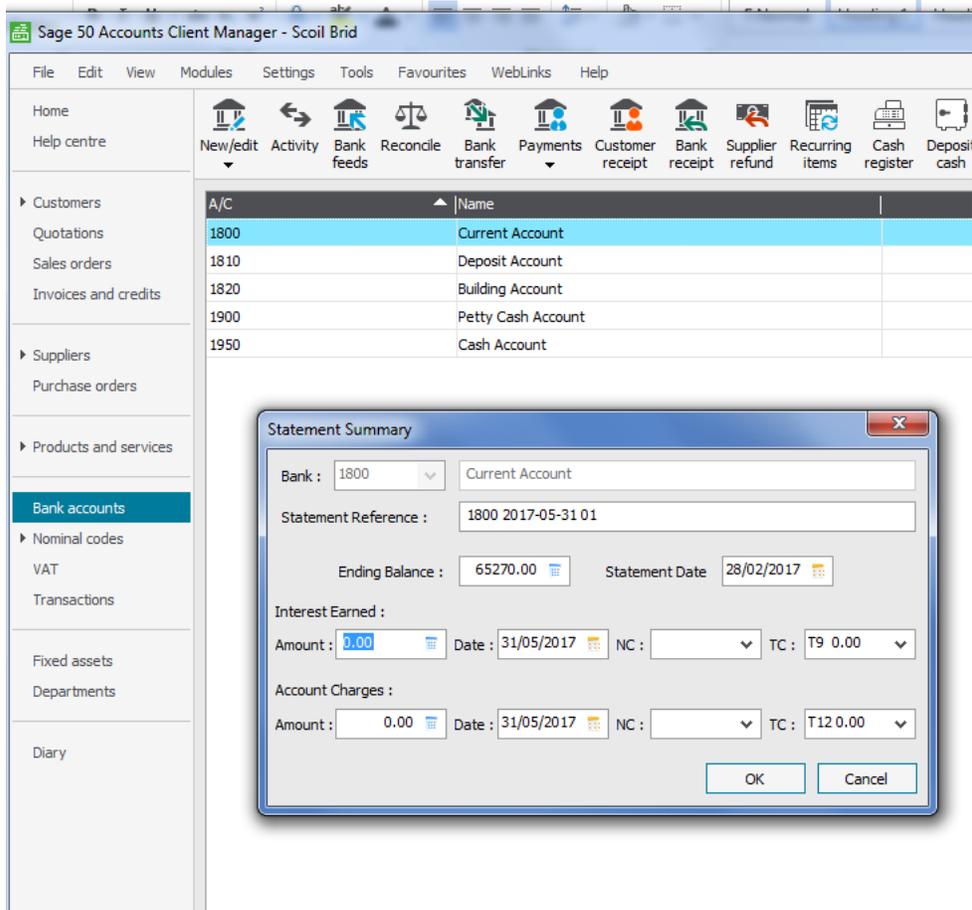
Here you can
**Amend the
nominal
code and
change the
details**

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 options like Home, Help centre, Customers, Suppliers, Products and services, Bank accounts (selected), Nominal codes, VAT, Transactions, Fixed assets, Departments, and Diary. The main area displays the reconciliation process for account 1800. The Statement reference is "1800 2017-05-31 01", the End date is "28/02/2017", and the End balance is "65270.00".

The "Un-matched transactions" table is as follows:

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	

The "Matched transactions" table shows a summary:

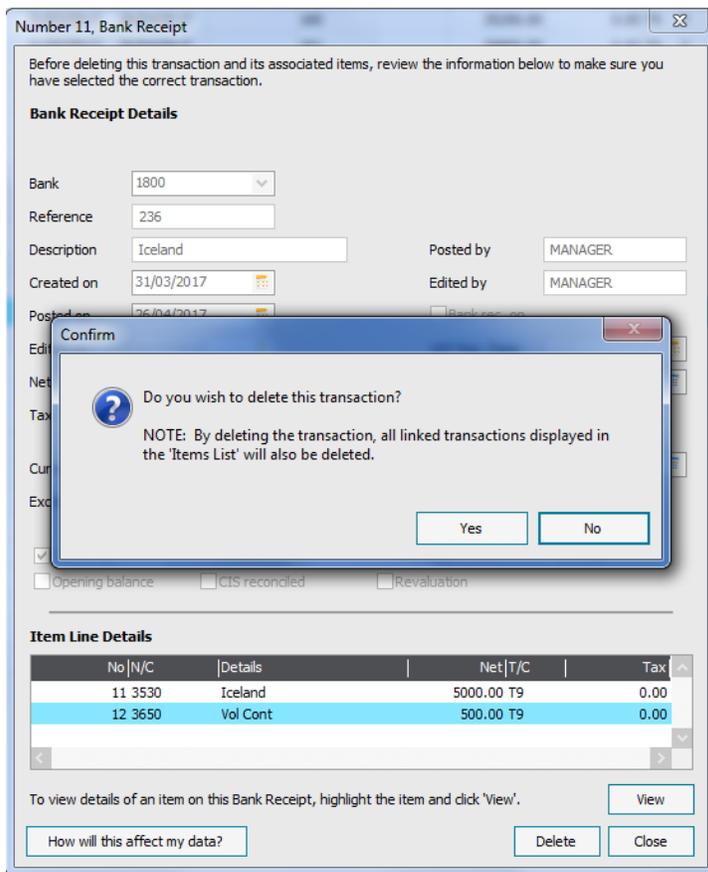
Book Balance	Total Payments	Total Receipts	Matched Balance	Statement Balance	Difference
63520.00	0.00	0.00	65270.00	65270.00	0.00

Buttons at the bottom include "Save progress", "Reconcile", and "Close". The status bar at the bottom indicates "User: MANAGER" and "Station: 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 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. 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.

9. How to record the VAT & RCT in Sage 50

Example

Transaction	Amount €	Sage	Nom Code
Net Invoice	10,000	Bank Payment	5310
VAT Accrual	1,350	Nominal Journal	Dr 5310 Cr 2260
RCT Accrual	2,000	Nominal Journal	Dr 5310 Cr 2270
Revenue Payment	3,350	Bank Payment	2260/2270

Record the journal for VAT & RCT in Sage

- Open Nominal Code module
- Select Journal Entry
- Enter the relevant information
- Save

The screenshot shows the Sage 50 Journal Entry window. The window title is "Journal Entry". The interface includes a toolbar with icons for "Clear form", "Insert row (F7)", "Remove row (F8)", "Copy cell above (F6)", "Copy cell above +1 (Shift + F6)", "Memorise", "Recall", "Print list", and "Send to Excel". Below the toolbar, there are fields for "Reference" (empty), "Posting Date" (10/05/2017), and "Balance" (0.00). The main area is a table with columns: N/C*, Name, Ex.Ref, Department*, Details, T/C*, Debit, and Credit. The table contains the following entries:

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
5310	Repairs - Buildings & Grounds		0	Ryan Electrical - VAT	T9	1350.00	0.00
2260	VAT Control Account		0	Ryan Electrical - VAT	T9	0.00	1350.00
5310	Repairs - Buildings & Grounds		0	Ryan Electrical - RCT	T9	2000.00	0.00
2270	RCT Control Account		0	Ryan Electrical - RCT	T9	0.00	2000.00
						0.00	0.00

10. How to run the BOM reports from Sage 50

To run the Income and Expenditure report for the Board:

1. Click Nominal codes > Reports > My nominal code reports > double click BOM Income and Expenditure Account
2. Select the cumulative period for the report e.g. September to February

Criteria for Income and Expenditure Account

Criteria Values

Enter the values to use for the criteria in this report

Period: Between (inclusive) 1: September 2016 and 6: February 2017

Chart of Accounts: 1s 2: FSSU

Preview a sample report for a specified number of records or transactions (0 for all): 0

Buttons: Help, OK, Cancel

3. Click ok

The report is generated and can be printed, exported to excel or emailed.

10. How to run the BOM reports from Sage 50 - cont.

To run the Balance Sheet report for the Board:

1. Click Nominal codes > Reports > My nominal code reports > BOM Balance Sheet
2. Select **“Brought Forward”** (from the drop down menu) and up to the cumulative month that is being reported on.
3. So in this example the selection is **Brought forward** – February 2017

Criteria for Balance Sheet

Criteria Values

Enter the values to use for the criteria in this report

Period: Between (inclusive) | Brought forward | and | 6: February 2017

Chart of Accounts: Is | 2: FSSU

Preview a sample report for a specified number of records or transactions (0 for all): 0

Buttons: Help, OK, Cancel

4. Click ok

The report is generated and can be printed, exported to excel or emailed.