

SAGE BUSINESS CLOUD ACCOUNTING

ACCOUNTS - USER MANUAL

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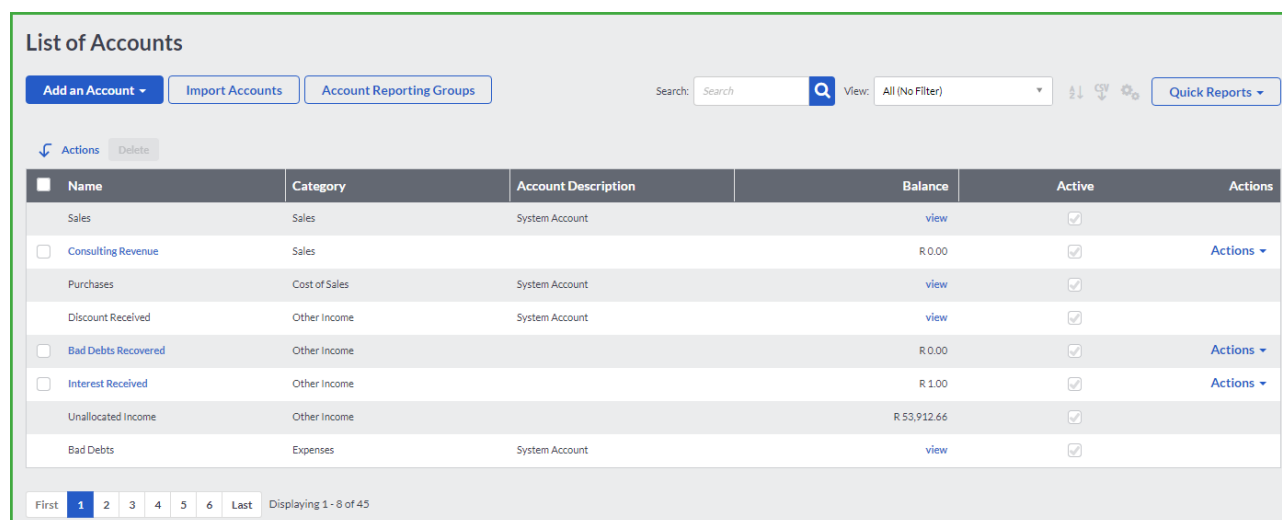
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Create, edit and delete Accounts

Accounts are created so that you can record information about expenses, income, liabilities or assets that you may have. You use accounts to analyse transactions entered in the Bank and Credit Cards function, as well as journal entries captured in the Accountant's Area.

You can access accounts by selecting the Accounts...List of Accounts menu.



The screenshot shows the 'List of Accounts' interface. At the top, there are buttons for 'Add an Account', 'Import Accounts', and 'Account Reporting Groups'. A search bar and a 'View' dropdown menu are also present. Below the buttons, there is a table with the following columns: Name, Category, Account Description, Balance, Active, and Actions. The table contains several rows of accounts, including Sales, Consulting Revenue, Purchases, Discount Received, Bad Debts Recovered, Interest Received, Unallocated Income, and Bad Debts. The 'Active' column has checkboxes, and the 'Actions' column has links to view or delete accounts. At the bottom, there is a pagination control showing 'First', '1', '2', '3', '4', '5', '6', and 'Last', along with the text 'Displaying 1 - 8 of 45'.

Name	Category	Account Description	Balance	Active	Actions
Sales	Sales	System Account	view	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Consulting Revenue	Sales		R 0.00	<input checked="" type="checkbox"/>	Actions
Purchases	Cost of Sales	System Account	view	<input checked="" type="checkbox"/>	
Discount Received	Other Income	System Account	view	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Bad Debts Recovered	Other Income		R 0.00	<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/> Interest Received	Other Income		R 1.00	<input checked="" type="checkbox"/>	Actions
Unallocated Income	Other Income		R 53,912.66	<input checked="" type="checkbox"/>	
Bad Debts	Expenses	System Account	view	<input checked="" type="checkbox"/>	

Accounting includes, by default, a list of the most commonly used accounts in a business environment. These accounts can be edited to suit your business's needs, or, in the event of an account not being applicable to your business, you can delete them.

Accounting will also create the Sales account, the Cost of Sales account, the Trade Receivables and Payables accounts and your tax accounts.

These system accounts cannot be edited or deleted, you can, however, follow the link to view the transaction history for the account.

To edit an account, you will click on the edit link for the account. To create a new account, you will click on the Add Account button.

New Account

Record Navigation: |◀◀▶▶|

Account Name

Category (None) ▼

Which category should I choose?

Default VAT Type (No Default) ▼

Description

Active

Opening Balance

Opening Balance as At

Activity **Notes**

Complete	Entry Date ▲	Action Date	Subject	Note
<input type="checkbox"/>	25/07/2017			

Record Navigation: |◀◀▶▶|

Save **Save and New**

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

At the top of the screen, you will enter a name and description for the account. You can also enter an opening balance for the account and a date for the opening balance.

Users can also set a default VAT type which will apply when transacting. The account Entertainment should be set to “Exempt” for all new companies by default. In the category menu, you must select the correct category for the account.

It is important that you select the correct category since Accounting uses the categories to calculate the values on the Profit and Loss report and the Statement of Assets and Liabilities report.

Account categories cannot be created or edited. All of the categories that you will need for your business have been created for you. When you create accounts, you must select the correct category from the categories that are available.

The account categories available are explained in the table below.

Account	Description
Sales	This category is also called income, and includes the value of all of your sales. All sales, whether item sales or service sales, are included.
Other Income	You will use this category for any other income that you receive, such as interest received and rental

	income if you rent out space.
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. This category is also used for accounts for your purchases.
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 quickly be exchanged for money and are likely to change within 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 tax authority. If you are in an overdraft situation, your bank account is 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. If you are uncertain about the correct way to set up and record your Income Tax, we recommend speaking to your accountant or local tax authority for clarification.

If you are not sure which category to select when creating an account, you can send your accountant a note and ask for assistance:

(None)

(I'm not sure - I need to ask my accountant)

Send a Note to your accountant to assist.

Sales

Non-item based sales.

Cost of Sales

Any costs associated with sales. Used to calculate gross profit.

Other Income

Income received such as interest and discount received.

Expenses

Cost incurred. Advertising, rent, stationery, and so on.

Income Tax

Taxes levied on the net income of the company.

Non-Current Assets

Items of value lasting for an extended period of time such as property.

Current Assets

Assets expected to be sold or used in under a year such as cash.

Non-Current Liabilities

Liabilities to be settled in the future. Loans, mortgages and so on.

Current Liabilities

Liabilities expected to be settled within a year such as tax owed.

Owners Equity

Owner's interest in the company.

Notes to My Accountant ✕

Send a Note to my Accountant

To:

Type: Due Date:

Subject:

Message:

Notify my Accountant via Email [Add Attachments](#)

Previous Notes

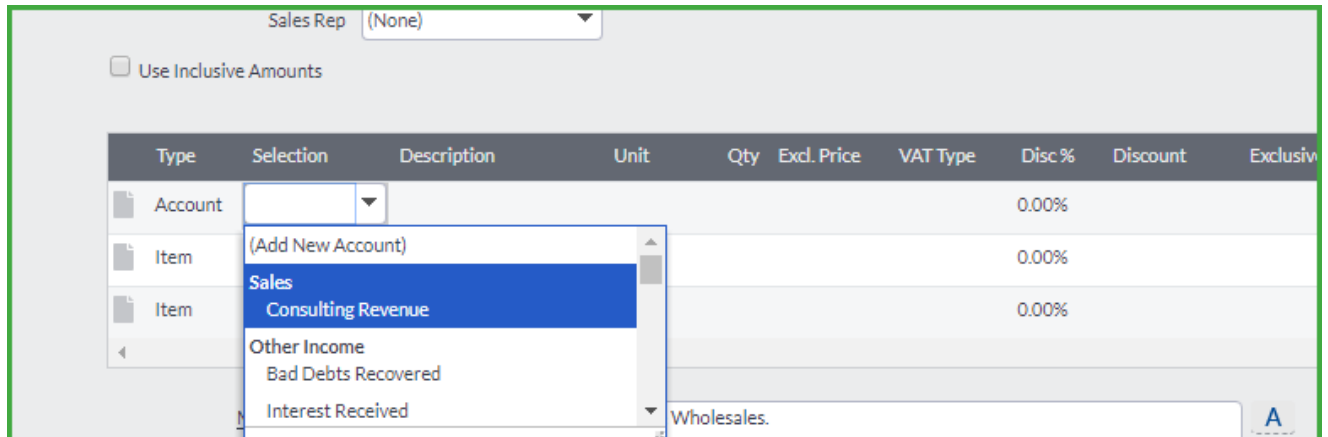
Entry Date	Due Date ▲	To	Status	Type	Subject	
14/10/20...		Debbie van der Walt	In Progress	Note		
14/10/20...		Debbie van der Walt	In Progress	Note		
17/07/20...	12/07/20...	Debbie van der Walt	Complete	Note	Note from Supercycles	
22/10/20...	22/10/20...	Debbie van der Walt	Complete	Reminder	Reminder to do whatever on ...	
20/08/20...	25/06/20...	Debbie van der Walt	In Progress	Note	Depreciation Assistance	
18/09/20...	18/09/20...	Debbie van der Walt	In Progress	Meeting	Test 123	
13/10/20...	13/10/20...	Debbie van der Walt	In Progress	Meeting		

If you do not know which category to select, we recommend checking with a financial professional before proceeding.

You can also add attachments by clicking the button. Individual files may not exceed 2 MB in size. A maximum of 5 attachments per note or transaction can be added.

Processing with accounts

When you are processing with accounts, all the accounts are categorised so that you make the right selection:



Account Reporting Groups

You will use Account Reporting Groups to view either a summary of grouped accounts or the individual accounts making up a group total on your financial statement reports.

Select the accounts to add or move to an Account Reporting Group.

Accounts can only be grouped with other accounts in the same Category.
To access this function, select the Accounts...Account Reporting Groups option.

The following screen will display:

Account Reporting Groups

Use Account Reporting Groups to view either a summary of grouped accounts or the individual accounts making up a group total on your financial statement reports.
Select the accounts below to add or move to an Account Reporting Group. **Note:** Accounts can only be grouped with other accounts in the same Category.

Account Name	Category
Sales	
<input type="checkbox"/> Consulting Revenue	Sales
<input type="checkbox"/> Sales	Sales
<input type="checkbox"/> Sales - Time	Sales
Cost of Sales	
<input type="checkbox"/> Cost of Sales / Purchases	Cost of Sales
<input type="checkbox"/> Item Adjustments	Cost of Sales
<input type="checkbox"/> Purchases	Cost of Sales
Other Income	
<input type="checkbox"/> Bad Debts Recovered	Other Income
<input type="checkbox"/> Discount Received	Other Income
<input type="checkbox"/> Interest Received	Other Income
<input type="checkbox"/> Unallocated Income	Other Income

Select the accounts that you want to group for reporting purposes and click on the Group Accounts link:

<input type="checkbox"/> Loan from Owner	Non-Current Liabilities
Current Liabilities Group Accounts	
<input type="checkbox"/> Loans	Current Liabilities
<input type="checkbox"/> Trade Payables	Current Liabilities
<input checked="" type="checkbox"/> VAT Payable	Current Liabilities
<input checked="" type="checkbox"/> VAT Provision	Current Liabilities
Owners Equity	
<input type="checkbox"/> Opening Balance and VAT Adjustments	Owners Equity
<input type="checkbox"/> Owners Capital	Owners Equity
<input type="checkbox"/> Profit and Loss (This Year)	Owners Equity
<input type="checkbox"/> Retained Income	Owners Equity
<input type="checkbox"/> System Rounding	Owners Equity

[Save](#)

The following screen will display:

Account Reporting Groups ×

Add Account Report Group

Select Account Report Group

Remove From Account Report Group

[Save](#)

You can add a new account report group, select an account report group or remove the account report group. Click on the Save button.

<input type="checkbox"/> Loan from Owner	Non-Current Liabilities
Current Liabilities	
<input type="checkbox"/> Loans	Current Liabilities
<input type="checkbox"/> Trade Payables	Current Liabilities
<input type="checkbox"/> VAT	Current Liabilities
<input type="checkbox"/> VAT Payable	Current Liabilities
<input type="checkbox"/> VAT Provision	Current Liabilities
Owners Equity	
<input type="checkbox"/> Opening Balance and VAT Adjustments	Owners Equity
<input type="checkbox"/> Owners Capital	Owners Equity


[edit | delete](#)


Your Account Reporting Group will not be grouped and you will also have the option to edit or delete the account reporting group.

Reports

Once you have created your account reporting groups, you can view the grouped figures on the different reports available in Accounting.

Balance Sheet Report

 There are unallocated banking transactions or transactions that need to be reviewed. Your financial reporting may be incorrect until you allocate these transactions.

Run At Date 

Display Reporting Group Detail

Do you have inventory on hand?
You will need to account for differences between your opening and closing inventory values.
[How do I do this?](#)

[View Report](#)

Select the View Report button to view the report. Your accounts will now be grouped under one account reporting group.

Balance Sheet Report

SuperCycle Wholesales

Run At Date: 25/07/2017

Show Report Options



25/07/2017

Assets

Non-Current Assets

Equipment	R 215,980.00
Motor Vehicles	R 554,000.00
Total Non-Current Assets	R 769,980.00

Current Assets

Credit Card Account	R 50,000.00
Current Account	R 16,484.51
Investment Account	R 4,500,000.00
National Bank Current Account	R 7,008,842.17
Petty Cash Account	R 750.00
Inventory Opening Balance	R 56,750.00
Trade Receivables	R 38,320,122.73
Total Current Assets	R 49,952,949.41

Total Assets **R 50,722,929.41**

Equity and Liabilities

Owners Equity

Opening Balance and VAT Adjustments	R 15,567,049.93
Profit and Loss (This Year)	R -6,617,277.25
Retained Income	R -1,717,962.77
Owners Capital	R 370,980.00
Total Owners Equity	R 7,602,789.91

Non-Current Liabilities

Loan from Owner	R 100,000.00
Total Non-Current Liabilities	R 100,000.00

Current Liabilities

Trade Payables	R 42,327,234.10
Loans	R 328,000.00
VAT	
VAT Payable	R 364,905.40
Total Current Liabilities	R 43,020,139.50

Total Equity and Liabilities **R 50,722,929.41**

Sales and Purchases Accounts

Sales and Purchases Accounts for Items

Up until now, all item sales have been linked to one Sales Account. Now you can assign your Items to their own unique sales and purchases accounts.

When you process a customer's invoice, Accounting will use the sales account set on the item. When you buy items from a supplier, Accounting will use the purchases account set up on the item.

To access this function, select the Accounts menu, followed by the Lists option and the Sales and Purchases Accounts option.

The following screen will display:

Sales and Purchases Accounts

[Add an Account](#) [Account Reporting Groups](#)

Search: [Q](#) View: [All \(No Filter\)](#) [Filter](#) [CSV](#) [Settings](#)

[Actions](#) [Delete](#)

<input type="checkbox"/>	Name ^	Type	Actions
<input type="checkbox"/>	Purchases Account	Purchases	Actions ▾
<input type="checkbox"/>	Sales Account	Sales	Actions ▾

First **1** Last Displaying 1 - 2 of 2

Select the Add an Account button to add a sales or purchase account:

New Sales or Purchases Account

Name

Report Group Type [Sales](#) ▾

[Save](#) [Save and New](#)

Enter the name of the account and select the Report Group Type as a Sales or Purchase account.

Click on the Save button.

Selecting an item to be a sales or purchase account

Once the sales or purchase account is created, you will have to specify in the item whether it is a sales or purchase account.

Select the Items...Lists...List of Items menu. Click on the Add an Item button:

New Item

Record Navigation: |◀◀▶▶|

Code

Description

Category (None) ▼

Item Type Physical Service

Active

Opening Cost

Opening Quantity

Quantity On Hand Opening Quantity as At

Details Price Lists Activity Notes User Defined Fields Purchases Graph Sales Graph Sales vs Purchases Graph Picture

Item Details

Price List Basic pricelist

Exclusive Selling Price

Inclusive Selling Price

Unit

Sales Account

Purchases Account

GP %

GP Amount

VAT On Sales

VAT On Purchases

Record Navigation: |◀◀▶▶|

Save **Save And New**

Under the Details tab, select the sales or purchases account from the fields available.

Click on the Save button to save the changes.

If you now process an invoice for a customer and view the Profit and Loss report, your sales and purchases item will display separately:

Profit and Loss Report

SuperCycle Wholesales

Date Range: 01/07/2017 → 31/07/2017

Cost of Sales: Based on Purchases

Show Report Options



Jul 17

Sales

Sales Account	56,702
Total for Sales	56,702

Cost of Sales

Purchases Account	15,000
Total for Cost of Sales	15,000

Gross Profit	41,702
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Other Income

Interest Received	1
Total for Other Income	1

Expenses

Total for Expenses	0
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Net Profit/Loss Before Tax	41,703
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Net Profit/Loss After Tax	41,703
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Adjusting your Accounts

If errors occurred during the recording of your opening balances when you created your different accounts, you can use this feature to rectify those balances.


It is recommended that you seek professional advice from an accountant or auditor before adjusting your opening balances.

- Click on the Accounts...Adjust Account Opening Balances option.
- The following screen is displayed:

Adjust Account Opening Balances

Please select the account for which you wish to adjust the opening balance. Enter a reason for the adjustment and then enter the new opening balance.

Should you wish to adjust the opening balance date, enter a new date.

Account	(None) ▼
Reason	<input type="text"/>
Current Opening Balance	R 0.00
New Opening Balance	R 0.00
Opening Balance as At	25/07/2017 

- Select the account that you wish to adjust in the Account drop down menu.
- Enter the Reason why you want to adjust the account balance.
- The account's Current Opening Balance will be displayed in the respective field.
- Enter the account's New Opening Balance in the respective field.
- Select the Opening Balance as At date in the date column.
- Click the Save button to save the account adjustment.

Account Reports

Reports are available both in the Reports menu and from the many Reports sections on screens in Accounting. You are able to drill down to the transactions by clicking on a line in the report if the reports are printed in detail.

You can change the dates to preview the report for in the Date Range drop down menus. Click on the Refresh button to refresh the details on the report.

Report	Summary
Account Transactions	This lists transactions processed in the different accounts with totals for the date range that you have selected.
List of Accounts	This lists the accounts with their categories and balances, as well as all System Accounts with balances.