

SAGE BUSINESS CLOUD ACCOUNTING

COMPANY SETTINGS - USER MANUAL

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Company Details

When you create a new company, you do not necessarily have to add the company details at the same time. However, if you are going to be printing invoices for your customers, it is advisable to add your details since Accounting uses these details on the documents.

You can edit your company details by clicking on the Company Settings (Gear Icon) link at the top of the page or go to [Company...Change Company Settings](#).

If you do not want to use your registered email address for communication purposes, enter an alternative email address and check the Use this Email for Communication check box.

The Company Settings screen has the following tabs:

- Company Details
- General Settings
- VAT Settings
- Documents and Statements
- Branding
- User Defined Fields
- Email Signatures

Company Details Tab

The Company Details tab has the following sections:

- Company Details
- Additional Company Information
- Customer Zone
- Online Payment Gateways
- Sage Pay

Company Details Section

This section allows you to enter your company contact information, postal address, physical address or other company details.

Company Settings

Company Details

- Company Details
- Additional Company Information
- Customer Zone
- Online Payment Gateways
- Sage Pay

Company Details

Company Name:

Telephone:

Fax:

Mobile:

Contact Name:

Email

- Use this Email for Communication
- Use stage-mail-service@accounting.sageone.co.za as From Address

CC:

- Always CC this Email Address

Postal Address

P O Box:

Johannesburg

2000

Postal Code:

Physical Address or other Company Information

Cycle Park

102 Western Services Road

Gallo Manor

Johannesburg

Additional Company Information Section

In this section, you will add your company registration, tax registration details and entity type.

Company Details	Statutory Information	Additional Company Information
<ul style="list-style-type: none">Company DetailsAdditional Company InformationCustomer ZoneOnline Payment GatewaysSage Pay	<p>Company Tax Number: 1234567890</p> <p>Registered Name: *Supercycles Limited</p> <p>Registration Number: 1234567890</p> <p>Tax Office: Sandton</p> <p>Entity Type: Company</p>	<p>City: Johannesburg</p> <p>Province: Gauteng</p> <p>Country: South Africa</p>

Customer Zone Section

In this section, check the “Enable your Accounting Customer Zone” check box. This will allow your customers to view invoices and make payments online by clicking a link in their email.

Company Details	Customer Zone Settings
<ul style="list-style-type: none">Company DetailsAdditional Company InformationCustomer ZoneOnline Payment GatewaysSage Pay	<p>Enable your Accounting Customer Zone <input type="checkbox"/></p> <p>This will allow your customers to view invoices and make payments online by clicking a link in their email.</p> <p>Brand your Customer Zone invoices by adding your logo now.</p>

General Settings Tab

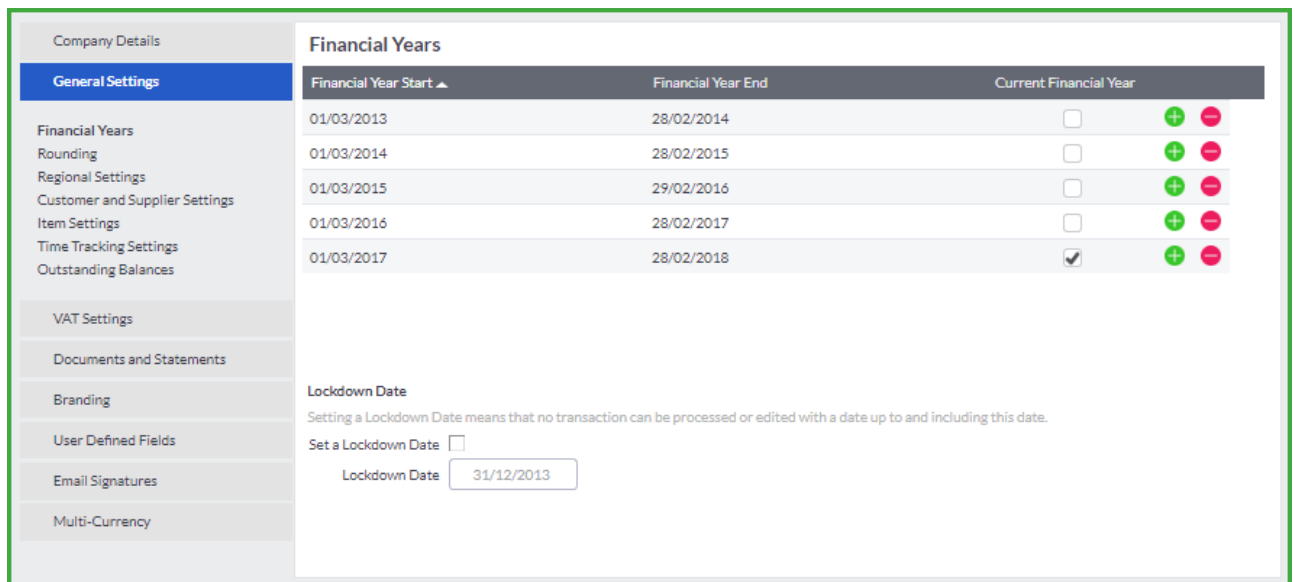
The General Settings tab has the following sections:

- Financial year
- Rounding
- Regional Settings
- Customer and Supplier Settings
- Item Settings
- Outstanding Balances

Financial Years Section

Here you will select the year that you are working in. The current year will be selected by default for you.

Your financial year will usually be set for you by your local VAT authority or company registrar. Check with your accountant on the dates for your financial year end.





Financial Year Start	Financial Year End	Current Financial Year		
01/03/2013	28/02/2014	<input type="checkbox"/>	+	-
01/03/2014	28/02/2015	<input type="checkbox"/>	+	-
01/03/2015	29/02/2016	<input type="checkbox"/>	+	-
01/03/2016	28/02/2017	<input type="checkbox"/>	+	-
01/03/2017	28/02/2018	<input checked="" type="checkbox"/>	+	-

Lockdown Date
Setting a Lockdown Date means that no transaction can be processed or edited with a date up to and including this date.

Set a Lockdown Date

Lockdown Date

You are able to add or remove financial years by clicking on the  or  buttons on each year. You can also edit the start year and end year dates by clicking in the date fields. Bear in mind though that the year end date and the next year start date must be consecutive dates.

Lockdown Date:

Setting a Lockdown Date means that no transaction can be processed or edited with a date up to and including this date.

Select the check box and enter the date when transactions cannot be processed.

Rounding Section

In the Rounding section, you can select a rounding system for your customer invoices. You can select one of the following:

- Round up – always round up;
- Round down – always round down;
- Normal rounding – round either up or down to the closest value as set; or
- No rounding – do not round values at all.

The value that you set in the Round To Nearest field is in cents.

The screenshot shows a web interface with a sidebar on the left containing navigation links: Company Details, General Settings (highlighted), Financial Years, Rounding, Regional Settings, Customer and Supplier Settings, Item Settings, Outstanding Balances, VAT Settings, Documents and Statements, Branding, User Defined Fields, Email Signatures, and Multi-Currency. The main content area is titled 'Rounding' and contains the following text: 'You can set Accounting to round customer document values. To do this, choose the type of rounding you wish to use and then specify the amount to round to.' Below this, it says 'The value you are entering here is the number of cents.' There are two input fields: 'Rounding Type' is a dropdown menu currently set to 'No Rounding', and 'Round To Nearest' is a text input field containing the number '0'.

Regional Settings Section

In the Regional Settings section, you will select the options that you want to use in your company. You can set how many decimal places you want to use in your stock quantities and for your prices. You can also change your currency symbol if need be. This tab is also where you can set the way in which your date displays. The options that you have are displayed in the screen shot below.

The screenshot shows a web interface with a sidebar on the left containing navigation links: Company Details, General Settings (highlighted), Financial Years, Rounding, Regional Settings (highlighted), Customer and Supplier Settings, Item Settings, Time Tracking Settings, Outstanding Balances, VAT Settings, Documents and Statements, Branding, User Defined Fields, Email Signatures, and Multi-Currency. The main content area is titled 'Regional Settings' and contains the following fields: 'Quantity Decimal Places' (input field with '2'), 'Value Decimal Places' (input field with '2'), 'Hours Decimal Places' (input field with '2'), 'Currency Symbol' (input field with 'R'), and 'Date Format' (dropdown menu with 'dd/mm/yyyy' selected).

Customer and Supplier Settings Section

You can set Accounting to warn you when item quantities fall below zero. The system can also:

- Warn when duplicate Customer References are used on Customer Invoices
- Warn when duplicate Supplier Invoice numbers are used on Supplier Invoices
- Display inactive Customers for selection when processing
- Display inactive Suppliers for selection when processing

The screenshot shows the 'Customer and Supplier Settings' page. On the left is a navigation menu with 'General Settings' selected. The main area contains the following settings:

Setting	Status
Warn when duplicate Customer Reference used on Customer Invoices	<input checked="" type="checkbox"/>
Warn when duplicate Supplier Invoice number used on Supplier Invoices	<input checked="" type="checkbox"/>
Display inactive Customers for selection when processing	<input checked="" type="checkbox"/>
Display inactive Suppliers for selection when processing	<input checked="" type="checkbox"/>
Display inactive Customers for selection on reports	<input checked="" type="checkbox"/>
Display inactive Suppliers for selection on reports	<input checked="" type="checkbox"/>
Use inclusive processing on customer/supplier documents by default	<input checked="" type="checkbox"/>
Use Account as default document line type selection	<input type="checkbox"/>

Item Settings Section

You can also create unlimited price lists in Accounting.

The screenshot shows the 'Item Settings' page. On the left is a navigation menu with 'Item Settings' selected. The main area contains the following settings:

Setting	Status
Warn when Item quantities fall below zero	<input type="checkbox"/>
Do not allow Item quantities below zero	<input type="checkbox"/>
Warn when Item cost is zero	<input type="checkbox"/>
Warn when Item selling price is below cost	<input checked="" type="checkbox"/>
Display inactive Items for selection on document lines	<input checked="" type="checkbox"/>
Display inactive Items for selection on reports	<input checked="" type="checkbox"/>

Price Lists

Description	+	-
Default Price List	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Retail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Channel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Specials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You are able to copy your selling prices from one price list to another by using the Adjust Item Selling Prices wizard on the Items menu.

More about price lists?

When you create items in Accounting, you can link them to all the price lists that you have set up. You can give each price list a unique name. For example, you could have a trade price, a retail price and a distributor price. Accounting also lets you assign a default price list per customer.

You are also able to copy your selling prices from one price list to another by using the Adjust Item Selling Prices wizard on the Items menu.

To add a new price list, click on the green plus next to a price list. You can delete and add as many price lists as you want. You cannot delete the Default Price List which stores your current Item prices. You also cannot delete a price list that has been linked to a customer or where a price has been assigned in the Item Masterfile.

Outstanding Balances Section

Accounting has two methods of treating outstanding balances. Ageing refers to the number of days that a Customer or a Supplier balance is outstanding. Customer and Supplier ageing can work monthly or based on the number of days from the date of the invoice. Use the Monthly ageing option if you want the Balances – Days Outstanding Report, or Statements and Balances – Days Outstanding Graph on the Dashboard to display unpaid invoices outstanding by calendar month. The Current value will be the total of all unpaid invoices processed in the current month. The 30 Days value will be the total of all unpaid invoices processed in the previous month, and so on.

Deselect this option if you want ageing to work on the actual number of days that the balance has been outstanding since the date of the invoice.

The screenshot shows a software interface for 'Outstanding Balances' settings. On the left is a sidebar with a menu: Company Details, General Settings (highlighted), Financial Years, Rounding, Regional Settings, Customer and Supplier Settings, Item Settings, Time Tracking Settings, Outstanding Balances, VAT Settings, Documents and Statements, Branding, User Defined Fields, Email Signatures, and Multi-Currency. The main content area is titled 'Outstanding Balances' and contains the following text and controls:

- Outstanding Balances**
- Ageing refers to the number of days that a Customer or a Supplier balance is outstanding.
- Customer and Supplier ageing can work monthly or based on the number of days from the date of the invoice. Ageing is found on the Days Outstanding Reports, Statements and the Days Outstanding Graph on the Dashboard.
- Use the Monthly ageing option if you want to display unpaid invoices outstanding by calendar month. The Current value will represent all unpaid invoices raised in the current month. The 30 Days value will represent all unpaid invoices raised in the previous month, and so on.
- Deselect this option if you want ageing to work on the actual number of days.
- Monthly
- The ageing option can be determined based on either the Invoice Date or the Due Date.
- Run Ageing Based On

VAT Settings Tab



In the VAT Settings section, you will select all the options relating to your company's VAT settings.

Name	VAT %	Default		
Standard Rate	14.00%	<input checked="" type="checkbox"/>	+	-
Standard Rate (Capital Goods)	14.00%	<input type="checkbox"/>	+	-
Zero Rate	0.00%	<input type="checkbox"/>	+	-
Zero Rate Exports	0.00%	<input type="checkbox"/>	+	-
Exempt and Non-Supplies	0.00%	<input type="checkbox"/>	+	-
Export of Second Hand Goods	14.00%	<input type="checkbox"/>	+	-
Change in Use	14.00%	<input type="checkbox"/>	+	-

There are three VAT systems available in Accounting, namely:

VAT Systems	Description
Invoice Based	Use this option for any standard form of sales VAT, goods and services tax (GST) or VAT. As you process sales, the system accumulates the VAT liability. If there is a requirement, the system offsets the liability with any VAT you pay on purchases. This is by far the most common option.
Payment Based	In some countries, smaller businesses are able to defer the payment of taxes on sales until the customer actually pays them. VAT credit or liability only occurs when you receive a payment from a customer or make a payment to a supplier. The system holds the provisional liability / VAT credit until you process a receipt or payment, after which it transfers the provisional amount to the VAT Payable account.
No VAT	The system will not ask for tax codes, nor will it ask for exclusive and inclusive amounts. Usually only very small businesses are completely exempt from VAT processing.

Enter all your company's VAT details in the respective fields.

You are able to add or remove VAT types by clicking on the  and  buttons on each line, and you are able to edit the VAT percentages of VAT types that are not in use. However, because VAT is regulated, you should only make changes on the advice of a financial professional. Please note that there are laws governing VAT. We recommend that you ask your local VAT authority for accurate information.

Documents and Statements Tab

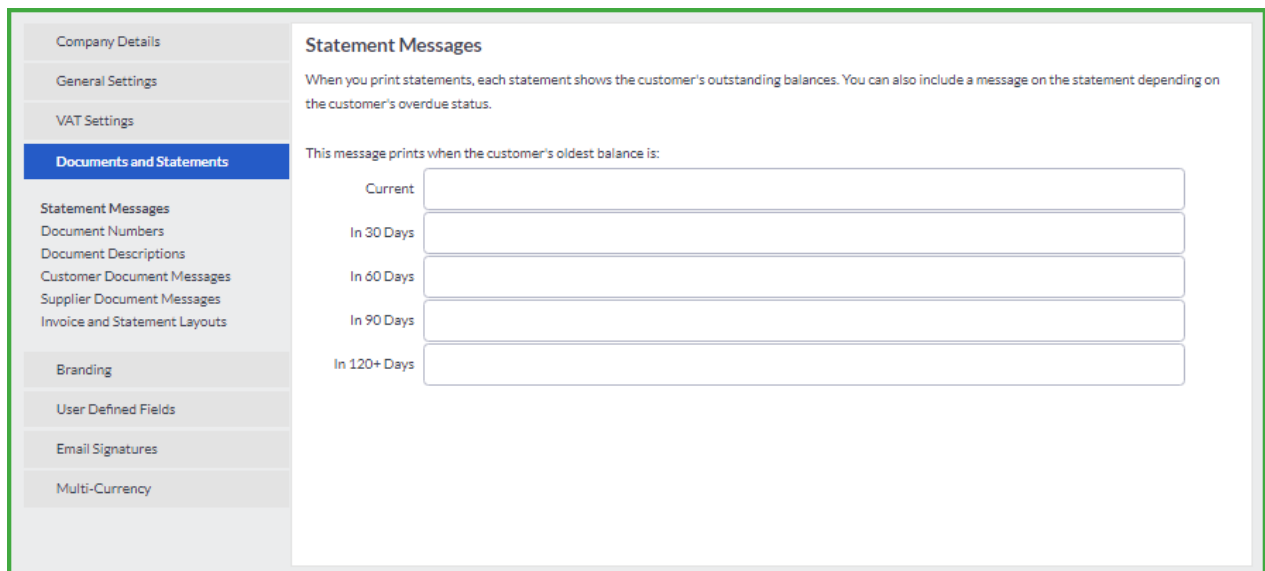
The Documents and Statements tab has the following sections:

- Statement Messages
- Document Numbers
- Document Descriptions
- Customer Document Messages
- Supplier Document Messages
- Invoice and Statement Layouts

Statement Messages Section

On this section, you can enter messages that you would like to appear on your monthly statements to customers. It is not mandatory to enter messages.

You can enter different messages for different aging periods, as shown below:



The screenshot shows a web interface for configuring statement messages. On the left is a navigation menu with the following items: Company Details, General Settings, VAT Settings, Documents and Statements (highlighted in blue), Statement Messages, Document Numbers, Document Descriptions, Customer Document Messages, Supplier Document Messages, Invoice and Statement Layouts, Branding, User Defined Fields, Email Signatures, and Multi-Currency. The main content area is titled "Statement Messages" and contains the following text: "When you print statements, each statement shows the customer's outstanding balances. You can also include a message on the statement depending on the customer's overdue status." Below this, it says "This message prints when the customer's oldest balance is:" followed by five input fields for different aging periods: Current, In 30 Days, In 60 Days, In 90 Days, and In 120+ Days.

Document Numbers Section

You can set your document numbering using this section. This function allows you to set your own numbering structure. You will usually use this to continue your numbering structure from a previous accounting package or spreadsheet. After setting your new numbering structures, the system will automatically increment the next document numbers when they are processed.

Company Details	<h3>Document Numbers</h3> <table border="1"> <thead> <tr> <th>Document Type</th> <th>Current Document Number</th> <th>New Document Number</th> </tr> </thead> <tbody> <tr> <td>Quotation</td> <td>QUO0000016</td> <td>QUO0000016</td> </tr> <tr> <td>Customer Invoice</td> <td>INV0000101</td> <td>INV0000101</td> </tr> <tr> <td>Credit Note</td> <td>CRN0000002</td> <td>CRN0000002</td> </tr> <tr> <td>Customer Receipt</td> <td>20150206-0055</td> <td>20150206-0055</td> </tr> <tr> <td>Customer Write-Off</td> <td>WRI0000002</td> <td>WRI0000002</td> </tr> <tr> <td>Customer Recurring Invoice</td> <td>RINV0000004</td> <td>RINV0000004</td> </tr> <tr> <td>Customer Adjustment</td> <td>CADJ0000003</td> <td>CADJ0000003</td> </tr> <tr> <td>Supplier Purchase Order</td> <td>PO0000004</td> <td>PO0000004</td> </tr> <tr> <td>Supplier Invoice</td> <td>SIV0000011</td> <td>SIV0000011</td> </tr> <tr> <td>Supplier Return</td> <td>RTN0000002</td> <td>RTN0000002</td> </tr> <tr> <td>Supplier Payment</td> <td>20150206-0040</td> <td>20150206-0040</td> </tr> <tr> <td>Supplier Adjustment</td> <td>SADJ0000001</td> <td>SADJ0000001</td> </tr> </tbody> </table>	Document Type	Current Document Number	New Document Number	Quotation	QUO0000016	QUO0000016	Customer Invoice	INV0000101	INV0000101	Credit Note	CRN0000002	CRN0000002	Customer Receipt	20150206-0055	20150206-0055	Customer Write-Off	WRI0000002	WRI0000002	Customer Recurring Invoice	RINV0000004	RINV0000004	Customer Adjustment	CADJ0000003	CADJ0000003	Supplier Purchase Order	PO0000004	PO0000004	Supplier Invoice	SIV0000011	SIV0000011	Supplier Return	RTN0000002	RTN0000002	Supplier Payment	20150206-0040	20150206-0040	Supplier Adjustment	SADJ0000001	SADJ0000001
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Customer Write-Off		WRI0000002	WRI0000002																																					
Customer Recurring Invoice		RINV0000004	RINV0000004																																					
Customer Adjustment		CADJ0000003	CADJ0000003																																					
Supplier Purchase Order		PO0000004	PO0000004																																					
Supplier Invoice		SIV0000011	SIV0000011																																					
Supplier Return		RTN0000002	RTN0000002																																					
Supplier Payment		20150206-0040	20150206-0040																																					
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If you are processing documents in a multi-user environment, the system will automatically allocate a number to the document when the document is saved. This will eliminate duplicate document numbers caused by various users processing transactions at the same time. When you process documents in a multi-user environment the number will display as **NUMBER** until the document is saved and a number is allocated by the system.

If you work in a single user environment, the system will also allocate the next document number, but it will display the number immediately because there is only one user processing transactions.

Document Descriptions Section

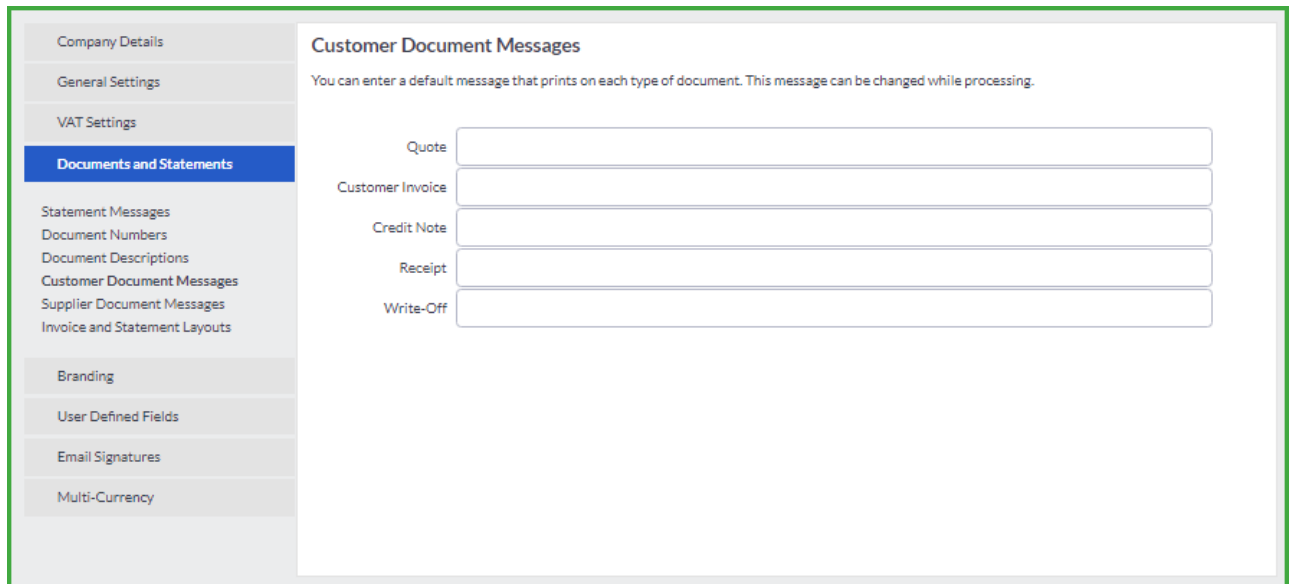
The Document Descriptions section allows you to rename the different documents available in Accounting.

Company Details	<h3>Document Descriptions</h3> <p>You can set up a name to specify what will print on each document. The Original Name prints the first time you print the document. The Copy Name will be used if you reprint the document. In some countries, it is a legal requirement to print the word "Copy" on duplicated documents.</p> <table border="1"> <thead> <tr> <th>Document Type</th> <th>Original Name</th> <th>Copy Name</th> </tr> </thead> <tbody> <tr> <td>Quotation</td> <td>Quote</td> <td>Quote</td> </tr> <tr> <td>Customer Invoice</td> <td>Tax Invoice</td> <td>Copy Tax Invoice</td> </tr> <tr> <td>Credit Note</td> <td>Credit Note</td> <td>Copy Credit Note</td> </tr> <tr> <td>Customer Receipt</td> <td>Receipt</td> <td>Receipt</td> </tr> <tr> <td>Supplier Purchase Order</td> <td>Purchase Order</td> <td>Purchase Order</td> </tr> <tr> <td>Supplier Invoice</td> <td>Supplier Invoice</td> <td>Copy Supplier Invoice</td> </tr> <tr> <td>Supplier Return</td> <td>Supplier Return</td> <td>Copy Supplier Return</td> </tr> <tr> <td>Supplier Payment</td> <td>Payment</td> <td>Payment</td> </tr> </tbody> </table>	Document Type	Original Name	Copy Name	Quotation	Quote	Quote	Customer Invoice	Tax Invoice	Copy Tax Invoice	Credit Note	Credit Note	Copy Credit Note	Customer Receipt	Receipt	Receipt	Supplier Purchase Order	Purchase Order	Purchase Order	Supplier Invoice	Supplier Invoice	Copy Supplier Invoice	Supplier Return	Supplier Return	Copy Supplier Return	Supplier Payment	Payment	Payment
Document Type		Original Name	Copy Name																									
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The “Original Name” and “Copy Name” can be edited. The Original Name will be used when printing/emailing a document for the first time. When a document is re-printed/re-emailed, the Copy Name will be used.

Customer Document Messages Section

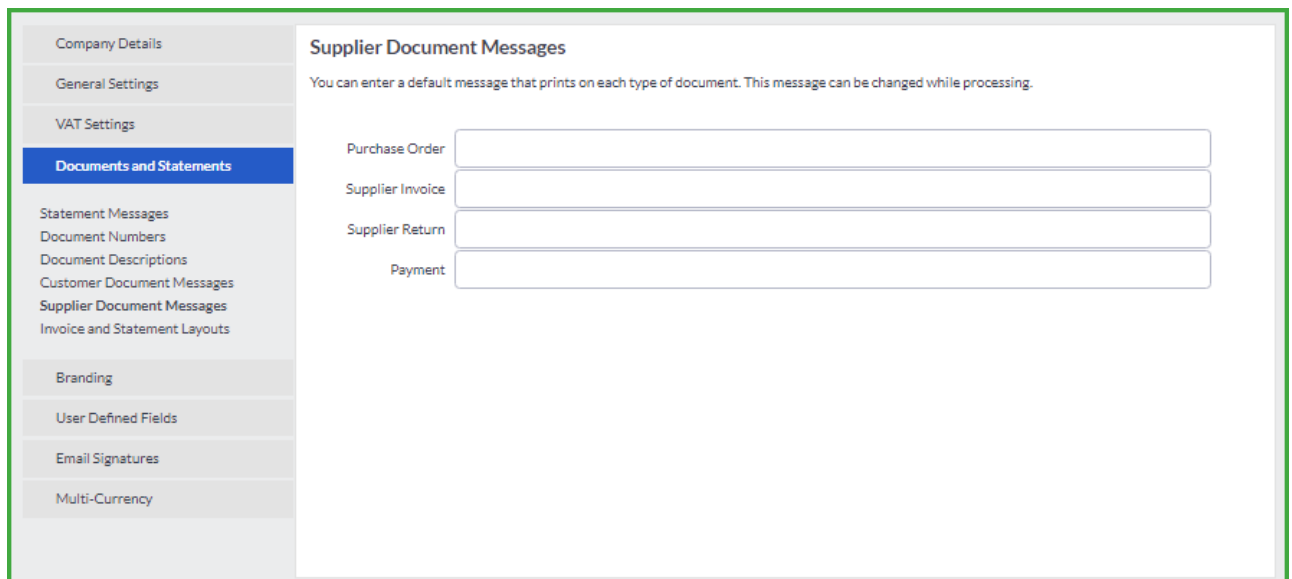
In the Customer Document Messages tab, you can enter standard messages to appear on each of your customer documents. It is not mandatory to enter messages. On each document, there is a space to enter messages for the specific document that you are processing. If you enter a message, as you process a document, that message will appear instead of the message entered in this screen.



The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Company Details, General Settings, VAT Settings, Documents and Statements (highlighted in blue), Statement Messages, Document Numbers, Document Descriptions, Customer Document Messages, Supplier Document Messages, Invoice and Statement Layouts, Branding, User Defined Fields, Email Signatures, and Multi-Currency. The main content area is titled "Customer Document Messages" and contains the text: "You can enter a default message that prints on each type of document. This message can be changed while processing." Below this text are five input fields with labels: Quote, Customer Invoice, Credit Note, Receipt, and Write-Off.

Supplier Document Message Section

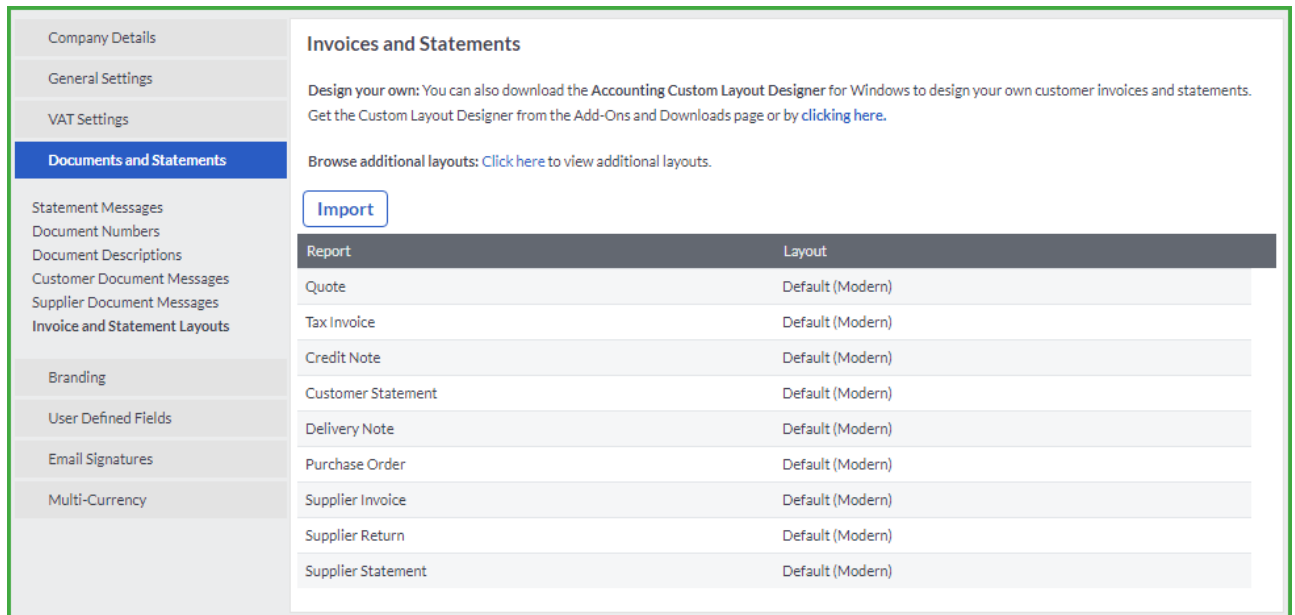
You can enter default messages for supplier documents. These messages can be edited on the documents when you process them.



The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Company Details, General Settings, VAT Settings, Documents and Statements (highlighted in blue), Statement Messages, Document Numbers, Document Descriptions, Customer Document Messages, Supplier Document Messages, Invoice and Statement Layouts, Branding, User Defined Fields, Email Signatures, and Multi-Currency. The main content area is titled "Supplier Document Messages" and contains the text: "You can enter a default message that prints on each type of document. This message can be changed while processing." Below this text are four input fields with labels: Purchase Order, Supplier Invoice, Supplier Return, and Payment.

Invoice and Statement Layouts Section

Select the default, customised or modern report layouts using the drop down menus.



Invoices and Statements

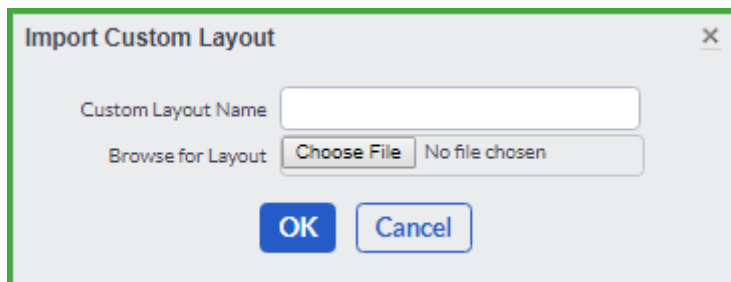
Design your own: You can also download the **Accounting Custom Layout Designer** for Windows to design your own customer invoices and statements. Get the Custom Layout Designer from the Add-Ons and Downloads page or by [clicking here](#).

Browse additional layouts: [Click here](#) to view additional layouts.

Import

Report	Layout
Quote	Default (Modern)
Tax Invoice	Default (Modern)
Credit Note	Default (Modern)
Customer Statement	Default (Modern)
Delivery Note	Default (Modern)
Purchase Order	Default (Modern)
Supplier Invoice	Default (Modern)
Supplier Return	Default (Modern)
Supplier Statement	Default (Modern)

You can import your layout that you have created in the [Custom Layout Designer](#) by clicking on the Import button.



Import Custom Layout [X]

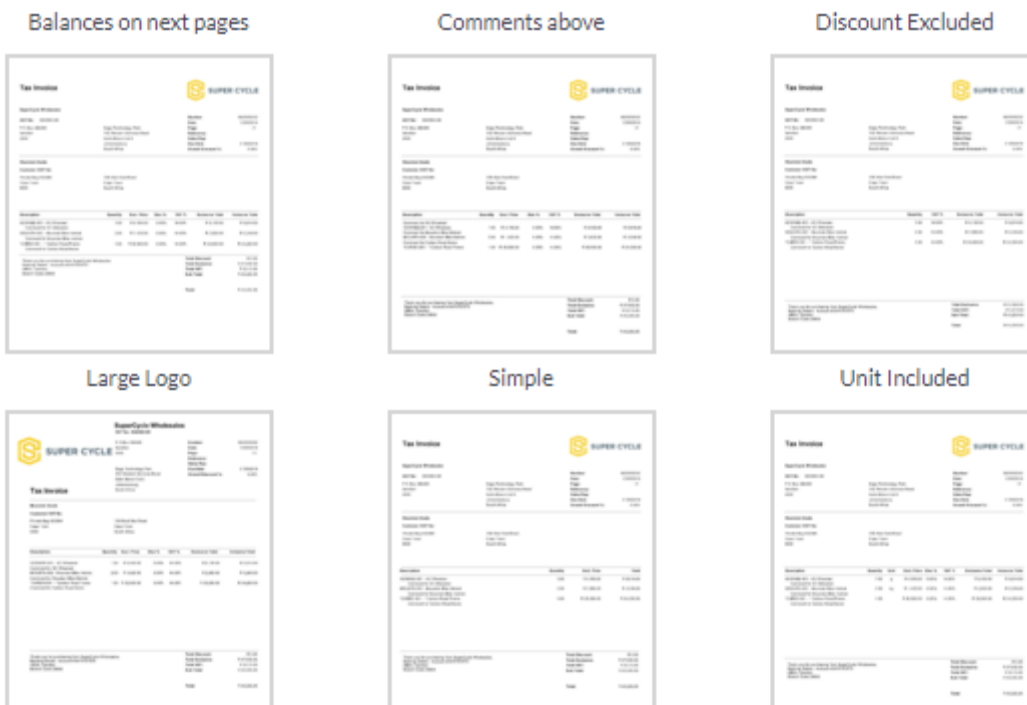
Custom Layout Name

Browse for Layout No file chosen

We have added additional layouts that you can choose from. Click on the Browse additional layouts section to view the layouts added:

Accounting - Additional Layouts

Click on the image for a preview.



Close

Select the layout that you want to use from the Layout drop down menu:

- Company Details
- General Settings
- VAT Settings
- Documents and Statements
- Statement Messages
- Document Numbers
- Document Descriptions
- Customer Document Messages
- Supplier Document Messages
- Invoice and Statement Layouts
- Branding
- User Defined Fields
- Email Signatures
- Multi-Currency

Invoices and Statements

Design your own: You can also download the Accounting Custom Layout Designer for Windows to design your own customer invoices and statements. Get the Custom Layout Designer from the Add-Ons and Downloads page or by [clicking here](#).

Browse additional layouts: [Click here to view additional layouts](#).

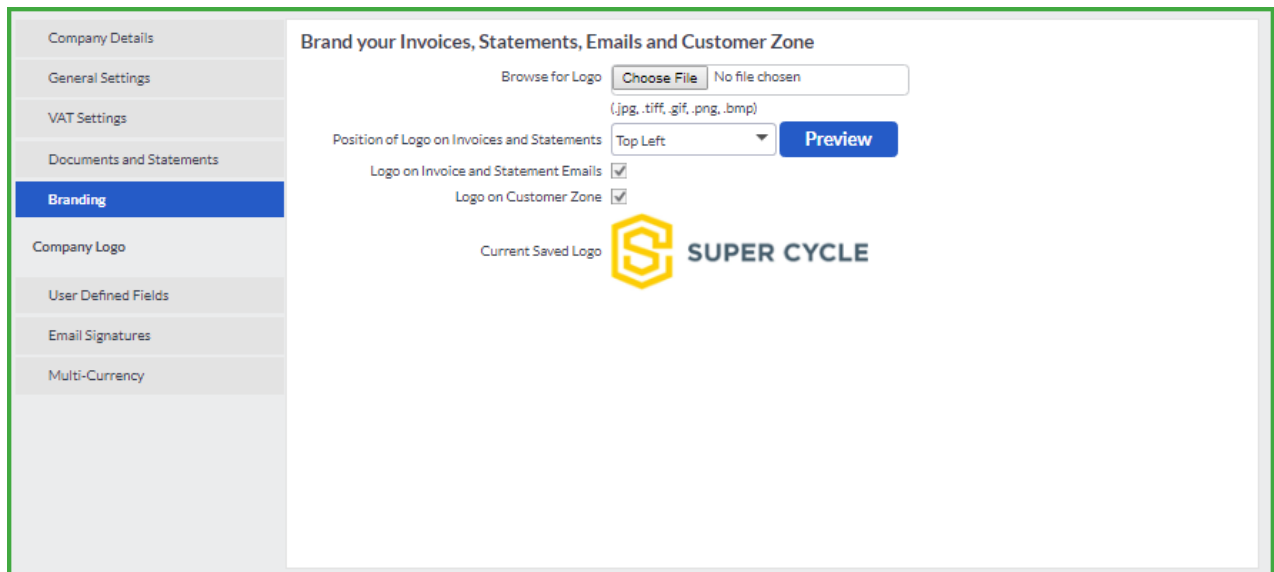
Report	Layout
Quote	Default (Modern)
Tax Invoice	Default (Classic)
Credit Note	Default (Modern)
Customer Statement	Default (Plain)
Delivery Note	Balances on next pages
Purchase Order	Comments above
Supplier Invoice	Discount Excluded
Supplier Return	Large Logo
Supplier Statement	My New Layout
	New Layout
	Simple Layout
	Unit Included

Branding Tab

If you want to personalise your documents with your logo, you will set the position for the logo and the logo itself on this tab. In the Position of Logo field, you can select to place your logo in the top left or top right of your documents.

Click on the Choose File button to search for your logo.

You can also choose whether to include your logo on emails and the customer zone.



The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar contains the following menu items: Company Details, General Settings, VAT Settings, Documents and Statements, **Branding** (highlighted in blue), Company Logo, User Defined Fields, Email Signatures, and Multi-Currency. The main content area is titled "Brand your Invoices, Statements, Emails and Customer Zone". It features a "Browse for Logo" section with a "Choose File" button and the text "No file chosen". Below this is a file type filter "(.jpg, .tiff, .gif, .png, .bmp)". The "Position of Logo on Invoices and Statements" is set to "Top Left" in a dropdown menu, with a "Preview" button next to it. There are two checkboxes: "Logo on Invoice and Statement Emails" (checked) and "Logo on Customer Zone" (checked). At the bottom, it shows "Current Saved Logo" with a yellow hexagonal logo containing a white 'S' and the text "SUPER CYCLE" next to it.

Click on the Preview button to view your logo on an invoice:



Sample Tax Invoice

SuperCycle Wholesales

VAT No: 39485-99

P.O. Box 39485
Sandton
2000

Sage Technology Park
122 Western Services Road
Gallo Manor Ext 5
Johannesburg
South Africa

Number: INV000389
Date: 26/05/2014
Page: 1/1
Reference:
Sales Rep:
Due Date: 31/05/2014
Overall Discount %: 0.00%

* Morningside Bicycles

Customer VAT No: VAT-030485-99

P.O. Box 39478
Sandton
2039

Morningside Park
Rivonia Road
Sandton
2303

Description	Quantity	Excl. Price	Disc %	VAT %	Exclusive Total	Inclusive Total
MOUNTA-001 - Mountain Bike Frame	1.00	R 27,000.00	0.00%	14.00%	R 27,000.00	R 30,780.00
BICYCL-002 - Bicycle Pump	1.00	R 300.00	0.00%	14.00%	R 300.00	R 342.00
ALUMN-001 - Aluminium Road Frame	1.00	R 27,000.00	0.00%	14.00%	R 27,000.00	R 30,780.00
CARBON-001 - Carbon Sole Shoes	1.00	R 3,600.00	0.00%	14.00%	R 3,600.00	R 4,104.00
RACING-001 - Racing Road Wheelset	1.00	R 12,000.00	0.00%	14.00%	R 12,000.00	R 13,680.00
MOUNTA-002 - Mountain Bike Helmet	1.00	R 1,425.00	0.00%	14.00%	R 1,425.00	R 1,624.50
TMETR-001 - Time Trial Helmet	1.00	R 1,800.00	0.00%	14.00%	R 1,800.00	R 2,052.00
XOWHE-001 - XC Wheelset	1.00	R 5,100.00	0.00%	14.00%	R 5,100.00	R 5,814.00
GROUPS-001 - Groupset	1.00	R 7,350.00	0.00%	14.00%	R 7,350.00	R 8,379.00
BICYCL-001 - Bicycle Building	1.00	R 300.00	0.00%	14.00%	R 300.00	R 342.00

Thank you for purchasing from SuperCycle Wholesales.
Banking Details: Account # 8474757575
ABSA, Sandton
Branch Code 29938

Total Discount: R 0.00
Total Exclusive: R 85,875.00
Total VAT: R 12,022.50
Sub Total: R 97,897.50
Total: R 97,897.50

Close

User Defined Fields Tab

The User Defined Fields tab has the following sections:

- Customer
- Supplier
- Item
- Asset
- Documents

You may wish to store additional information about your customers, suppliers, items and assets. To do this, the system allows you to name 12 additional fields for each of these record types. You name the fields in the User Defined Fields function.

Customer User Defined Fields			
Text Values		Yes/No Values	
Text User Field 1	<input type="text" value="Text Field 1"/>	Yes/No User Field 1	<input type="text" value="Yes/No Field 1"/>
Text User Field 2	<input type="text" value="Text Field 2"/>	Yes/No User Field 2	<input type="text" value="Yes/No Field 2"/>
Text User Field 3	<input type="text" value="Text Field 3"/>	Yes/No User Field 3	<input type="text" value="Yes/No Field 3"/>
Numeric Values		Date Values	
Number User Field 1	<input type="text" value="Numeric Field 1"/>	Date User Field 1	<input type="text" value="Date Field 1"/>
Number User Field 2	<input type="text" value="Numeric Field 2"/>	Date User Field 2	<input type="text" value="Date Field 2"/>
Number User Field 3	<input type="text" value="Numeric Field 3"/>	Date User Field 3	<input type="text" value="Date Field 3"/>

Once you have set the User Defined Fields here, you can add extra information when editing your customers, suppliers, items and assets.

There are four types of fields:

- Text – You can enter an alphanumeric description, of up to 50 characters.
- Numeric – You can enter numbers.
- Date – You can enter dates.
- Yes / No – This is a check box, which you can check or uncheck.

In the screen above, you can see some examples of information where you may want to use User Defined Fields for in customer accounts.

User Defined Fields are unique to the company that you create them in.

You can add additional document user defined fields for the different processing documents. These extra fields must be added onto your documents using the Custom Layout Designer.

Company Details	Document User Defined Fields	
General Settings		
VAT Settings		
Documents and Statements		
Branding		
User Defined Fields		
Customer		
Supplier		
Item		
Asset		
Documents & Transactions		
Email Signatures		
Multi-Currency		

Customer Quote

Text User Field 1

Text User Field 2

Text User Field 3

Date User Field 1

Date User Field 2

Date User Field 3

Customer Tax Invoice

Text User Field 1

Text User Field 2

Text User Field 3

Date User Field 1

Date User Field 2

Date User Field 3

Customer Credit Note

Text User Field 1

Text User Field 2

Text User Field 3

Date User Field 1

Date User Field 2

Date User Field 3

Banking Transactions and Journals User Defined Fields

Banking Transactions

Text User Field 1

Text User Field 2

Text User Field 3

Date User Field 1

Date User Field 2

Date User Field 3

Supplier Purchase Order

Text User Field 1

Text User Field 2

Text User Field 3

Date User Field 1

Date User Field 2

Date User Field 3

Supplier Invoice

Text User Field 1

Text User Field 2

Text User Field 3

Date User Field 1

Date User Field 2

Date User Field 3

Supplier Return

Text User Field 1

Text User Field 2

Text User Field 3

Date User Field 1

Date User Field 2

Date User Field 3

Journals

Text User Field 1

Text User Field 2

Text User Field 3

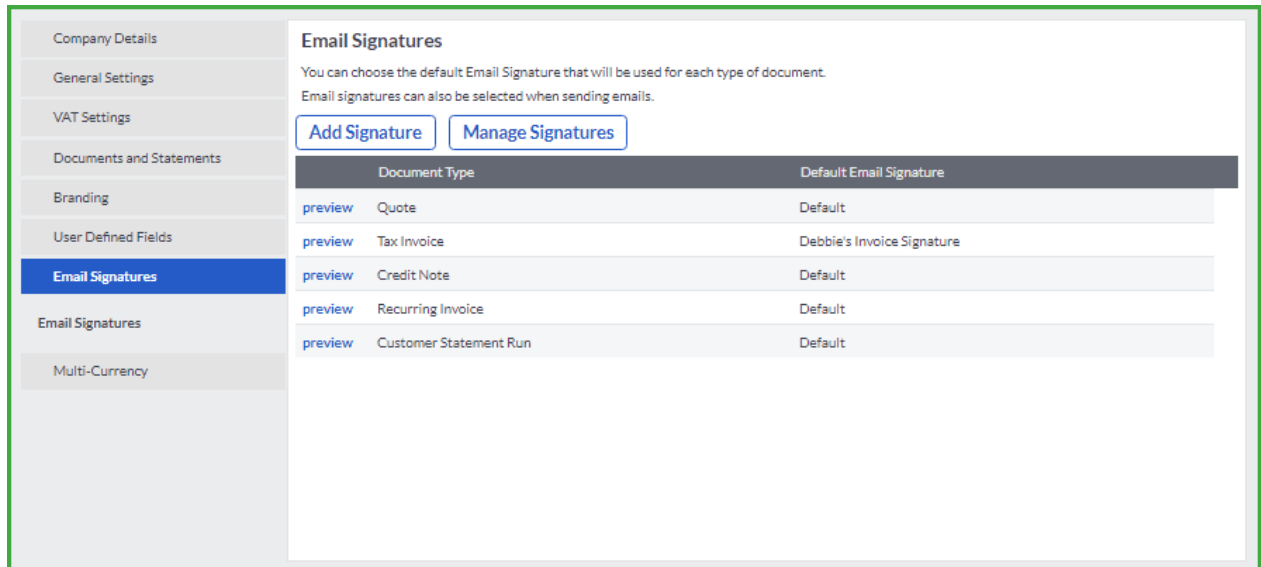
Date User Field 1

Date User Field 2

Date User Field 3

Email Signatures Tab

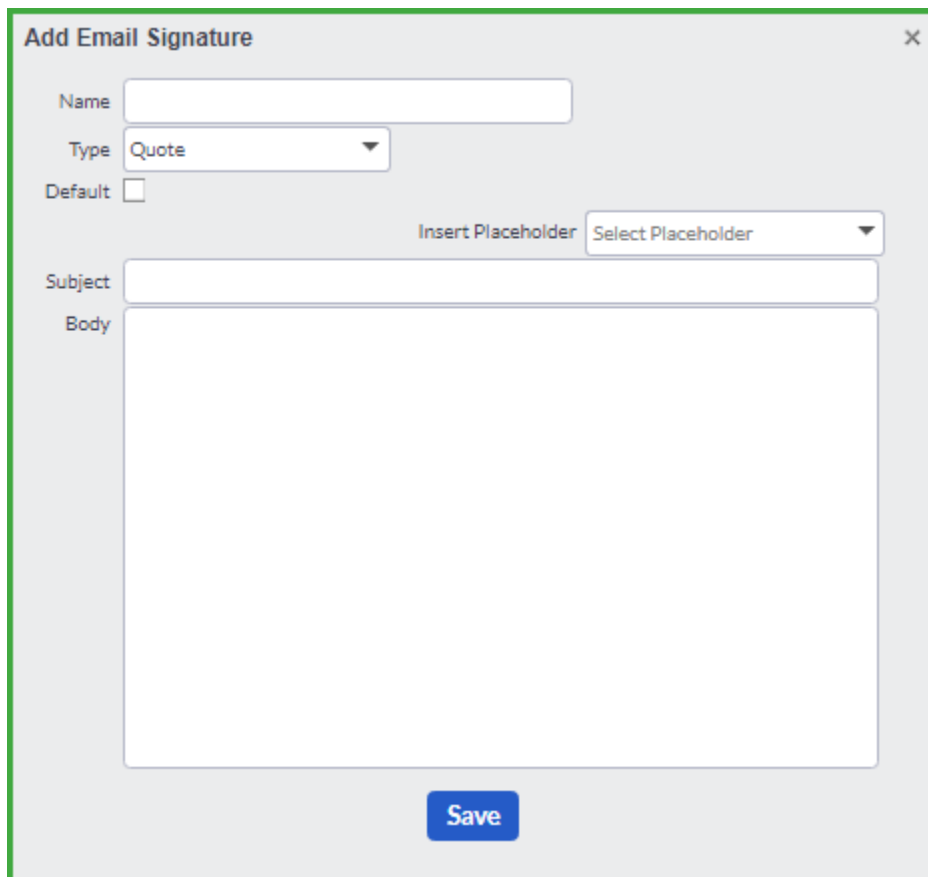
The Email Signatures Tab allows you to create different email signatures for documents that you will email from Accounting.



The screenshot shows the 'Email Signatures' configuration page. On the left is a sidebar menu with options: Company Details, General Settings, VAT Settings, Documents and Statements, Branding, User Defined Fields, **Email Signatures**, Email Signatures, and Multi-Currency. The main content area is titled 'Email Signatures' and contains the following text: 'You can choose the default Email Signature that will be used for each type of document. Email signatures can also be selected when sending emails.' Below this text are two buttons: 'Add Signature' and 'Manage Signatures'. A table lists document types and their default email signatures:

	Document Type	Default Email Signature
preview	Quote	Default
preview	Tax Invoice	Debbie's Invoice Signature
preview	Credit Note	Default
preview	Recurring Invoice	Default
preview	Customer Statement Run	Default

Click on the Add Signature button to create a new email signature:



The 'Add Email Signature' dialog box contains the following fields and controls:

- Name:** A text input field.
- Type:** A dropdown menu currently set to 'Quote'.
- Default:** A checkbox that is currently unchecked.
- Insert Placeholder:** A dropdown menu currently set to 'Select Placeholder'.
- Subject:** A text input field.
- Body:** A large text area for entering the signature content.
- Save:** A blue button at the bottom center.

Click on the Save button to save the email signatures that you have changed.