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

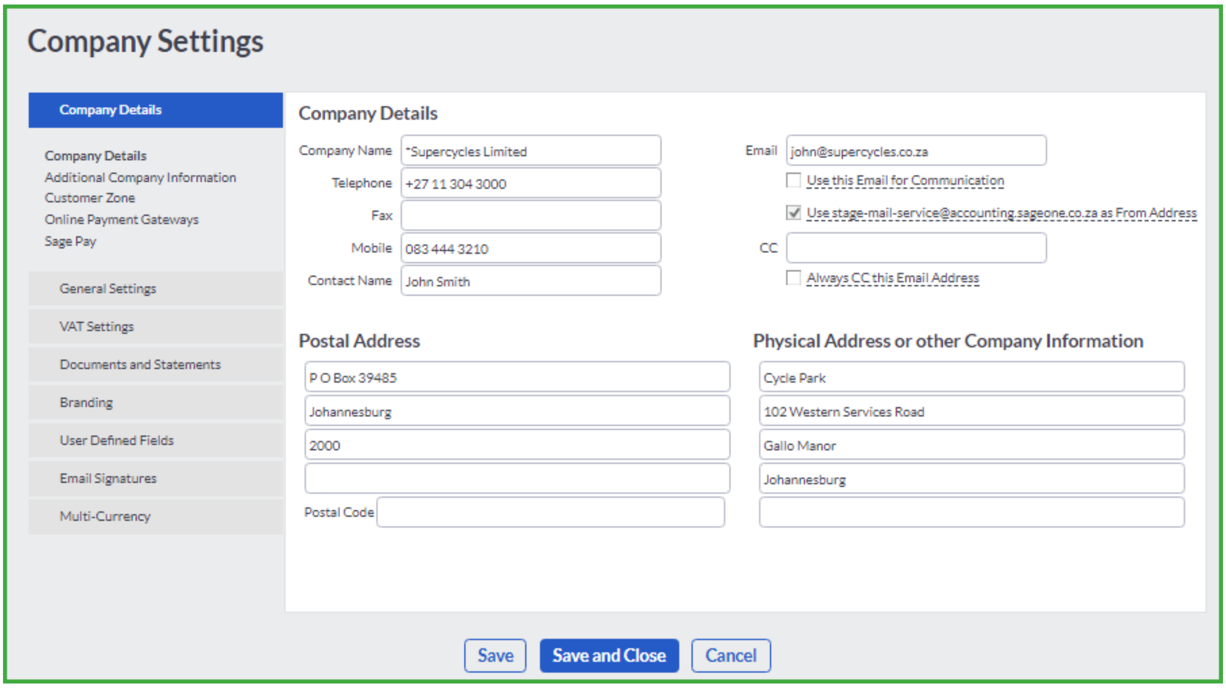
Company Details Tab

The Company Details tab has the following sections:

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

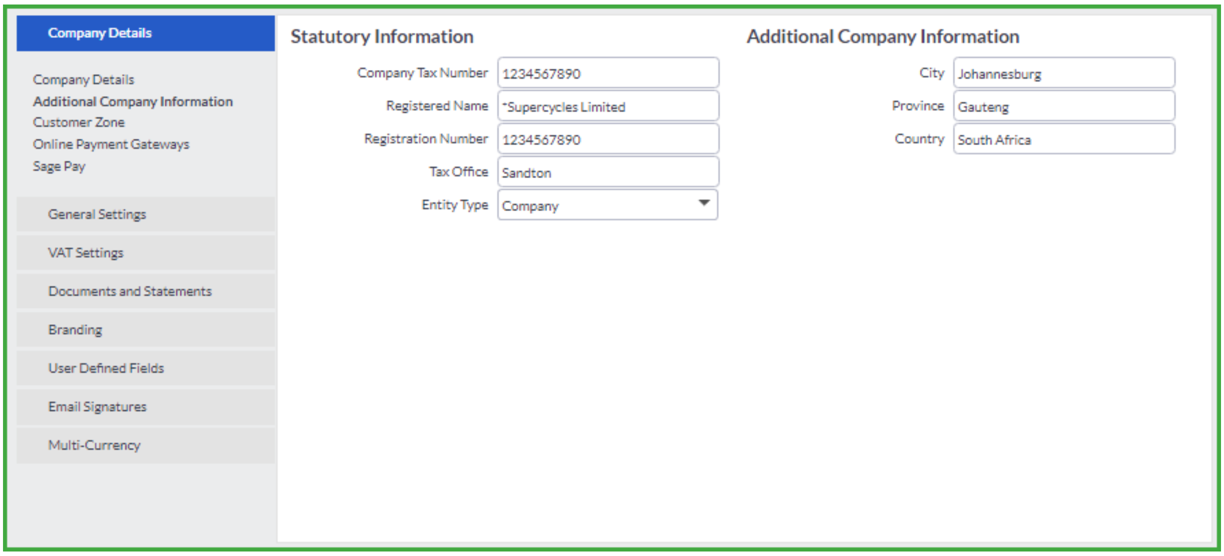
Company Details Section

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



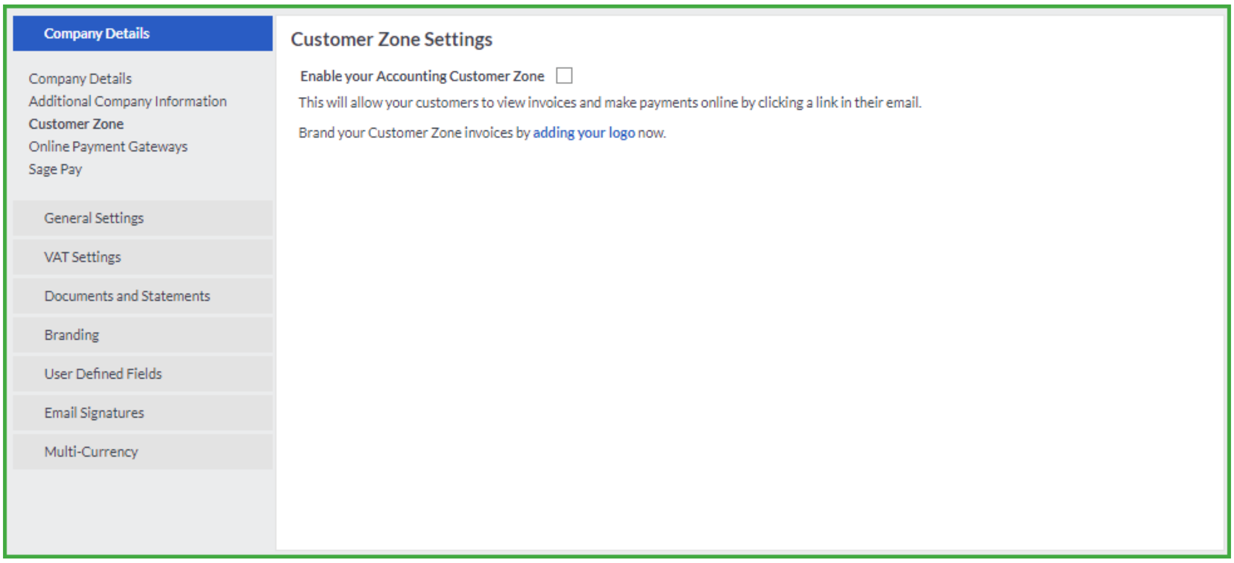
Additional Company Information Section

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



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.



General Settings Tab

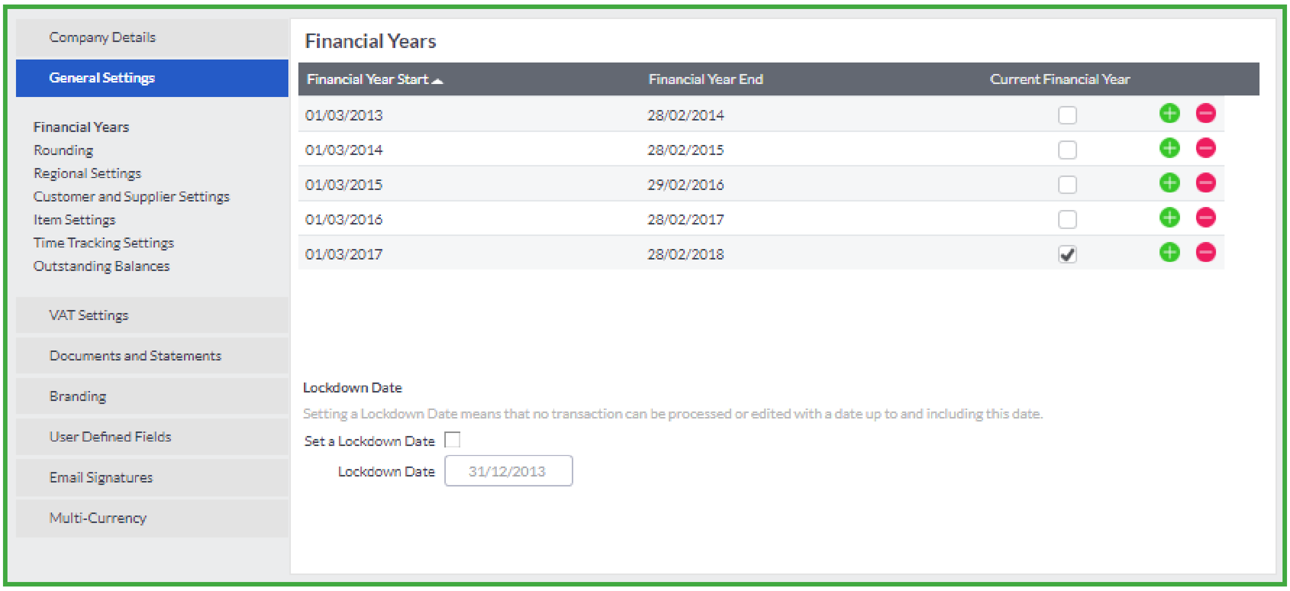
The General Settings tab has the following sections:

- 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.



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.

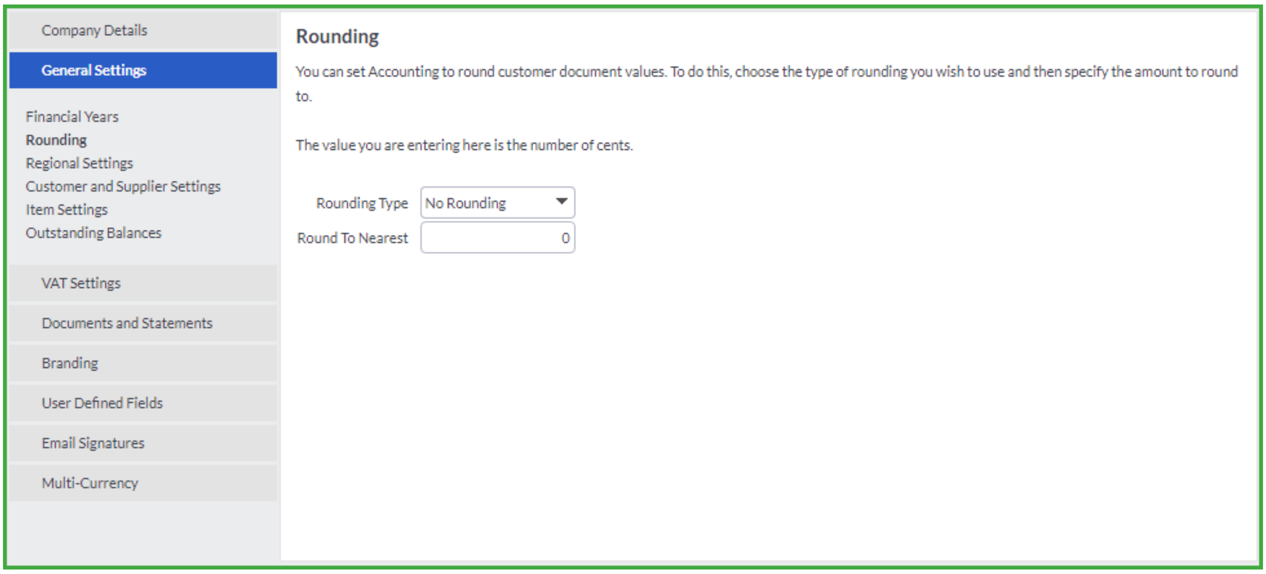
Select the check box and enter the date when transactions cannot be processed.

Rounding Section

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

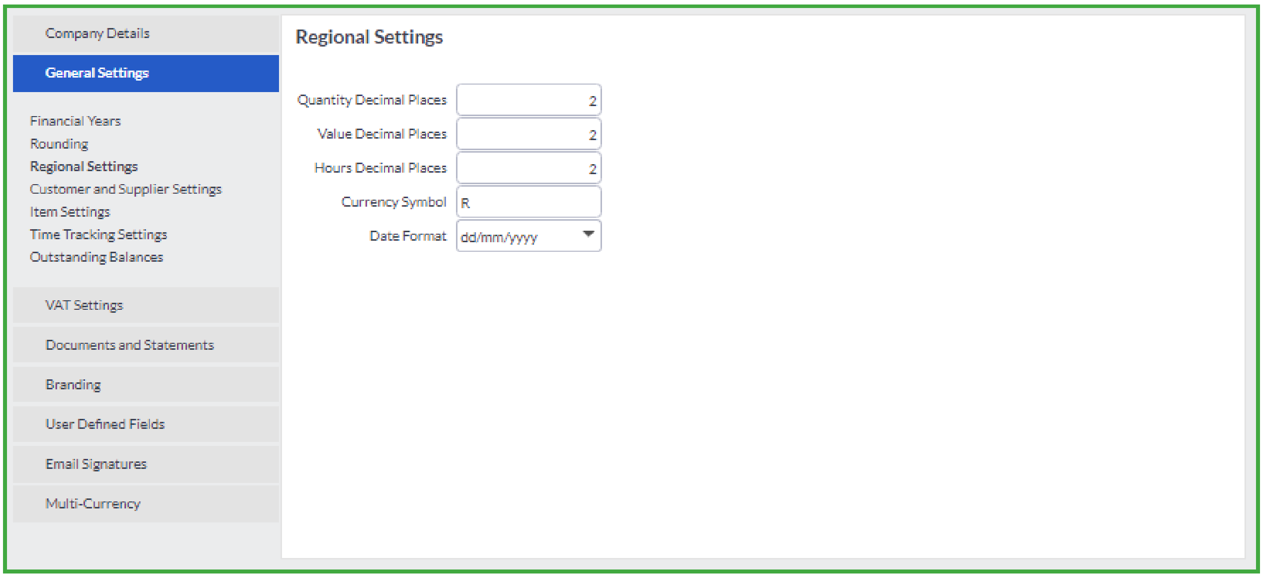
- Round up – always round up;
- Round down – always round down;
- Normal rounding – round either up or down to the closest value as set; or
- No rounding – do not round values at all.

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



Regional Settings Section

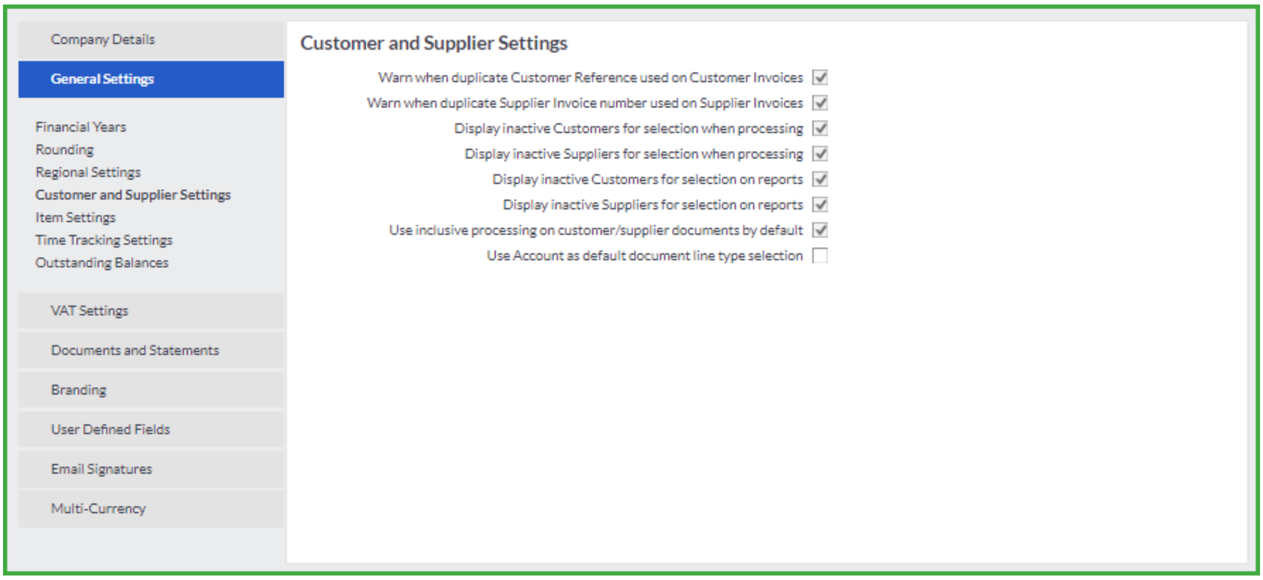
In the Regional Settings section, you will select the options that you want to use in your company. You can set how many decimal places you want to use in your stock quantities and for your prices. You can also change your currency symbol if need be. This tab is also where you can set the way in which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



Customer and Supplier Settings Section

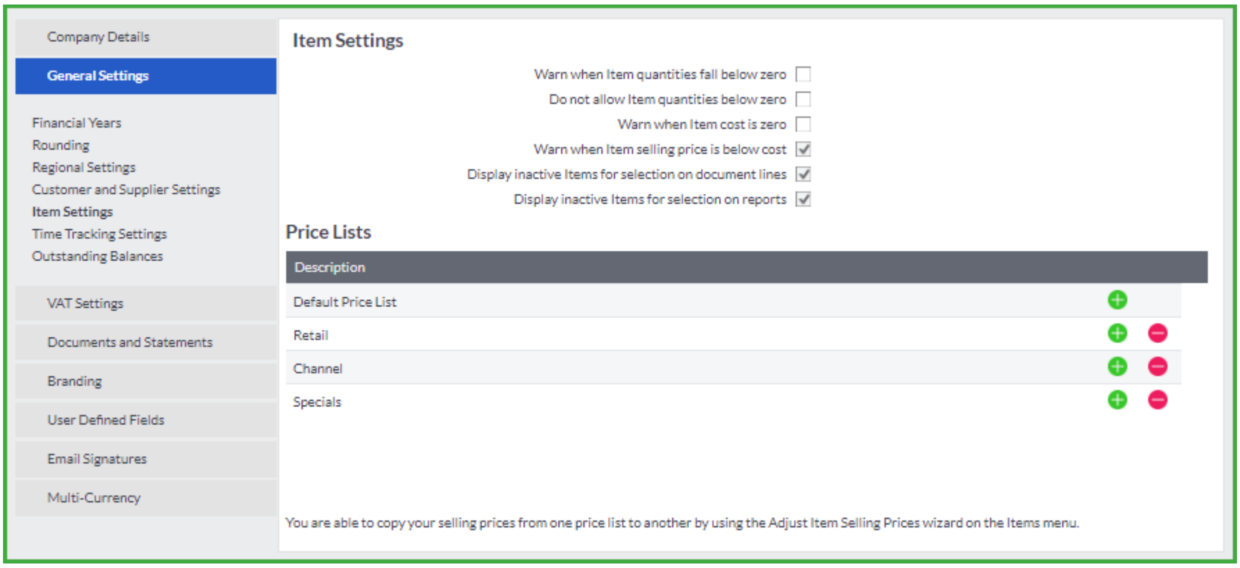
You can set Accounting to warn you when item quantities fall below zero. The system can also:

- 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



Item Settings Section

You can also create unlimited price lists in Accounting.



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.

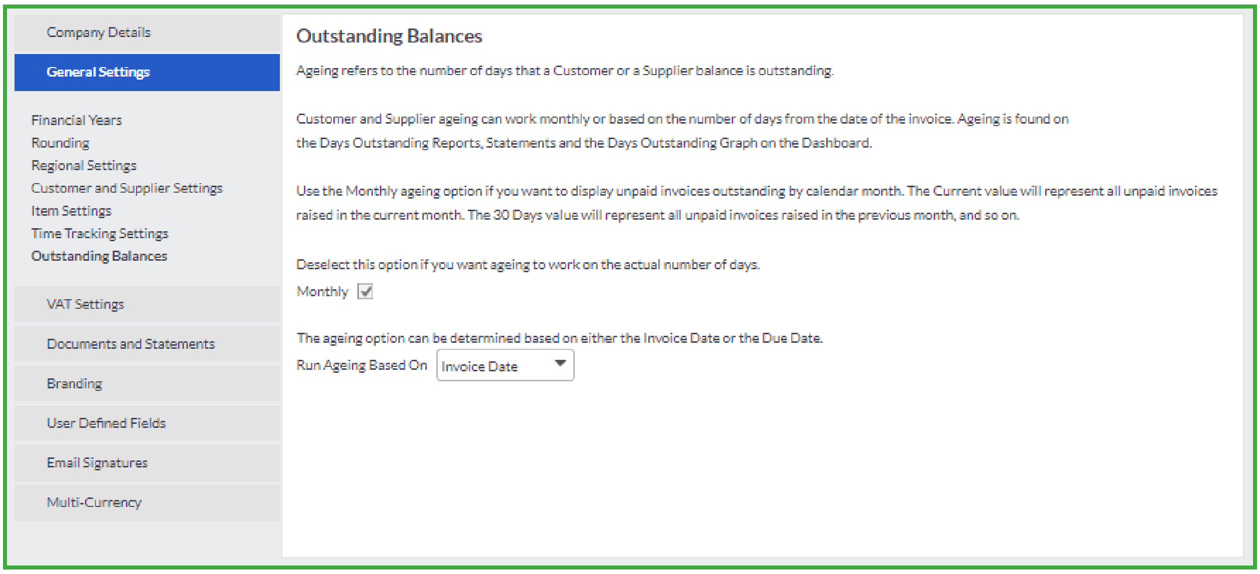
You are also able to copy your selling prices from one price list to another by using the Adjust Item Selling Prices wizard on the Items menu.

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

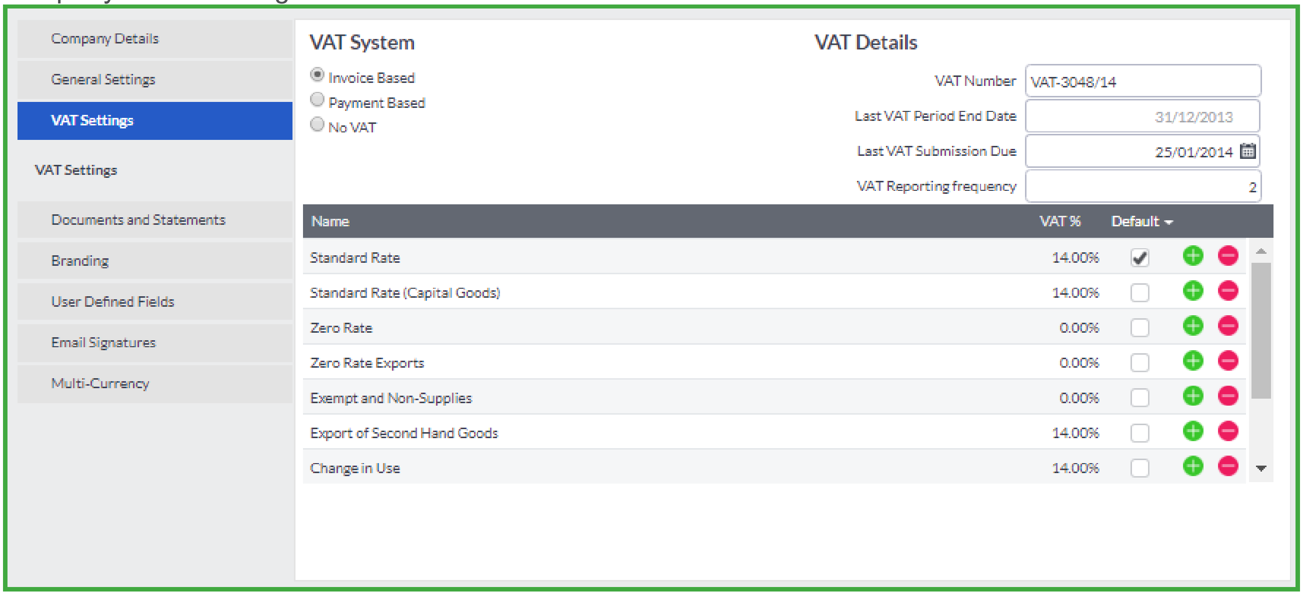
Accounting has two methods of treating outstanding balances. Ageing refers to the number of days that a Customer or a Supplier balance is outstanding. Customer and Supplier ageing can work monthly or based on the number of days from the date of the invoice. Use the Monthly ageing option if you want the 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.



VAT Settings Tab

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



There are three VAT systems available in Accounting, namely:

VATSystems	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 makes changes on the advice of a financial professional.Please note that there are laws governing VAT. We recommend that you ask your local VATauthority for accurate information.

Documents and Statements Tab

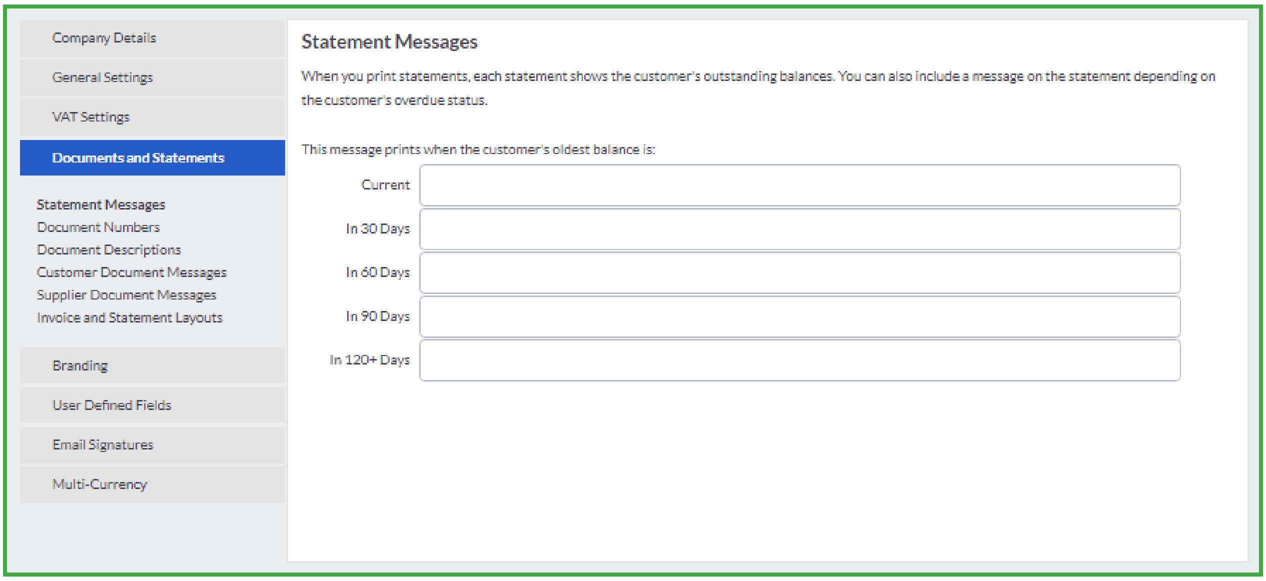
The Documents and Statements tab has the following sections:

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

Statement Messages Section

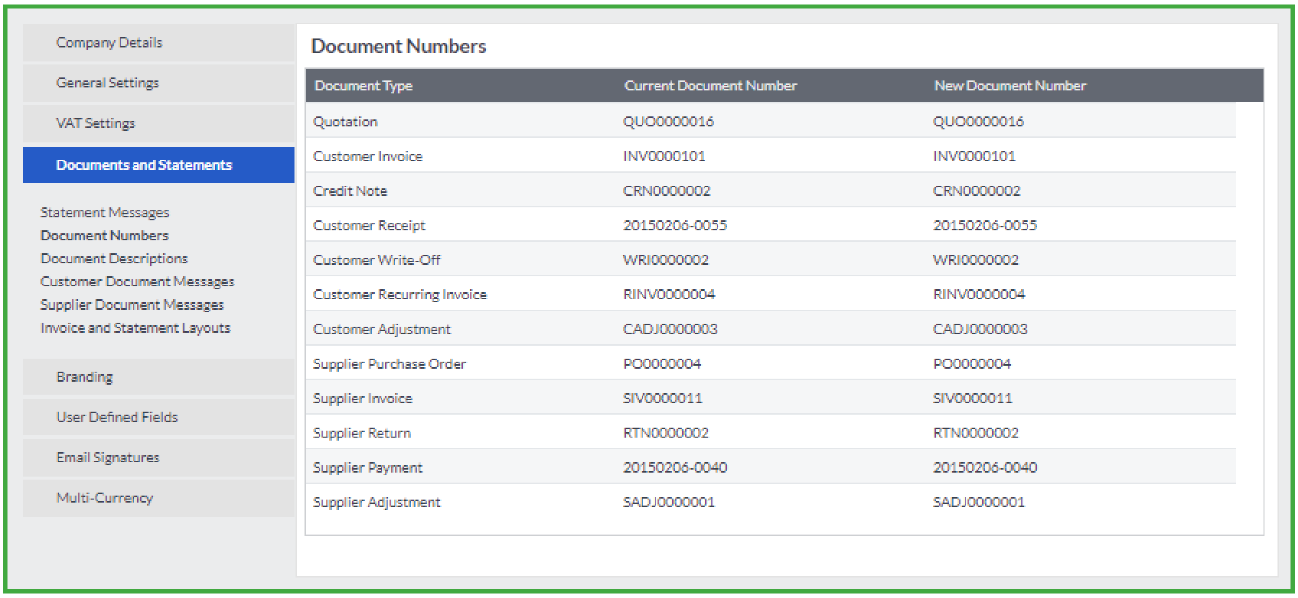
On this section, you can enter messages that you would like to appear on your monthly statements to customers. It is not mandatory to enter messages.

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



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.



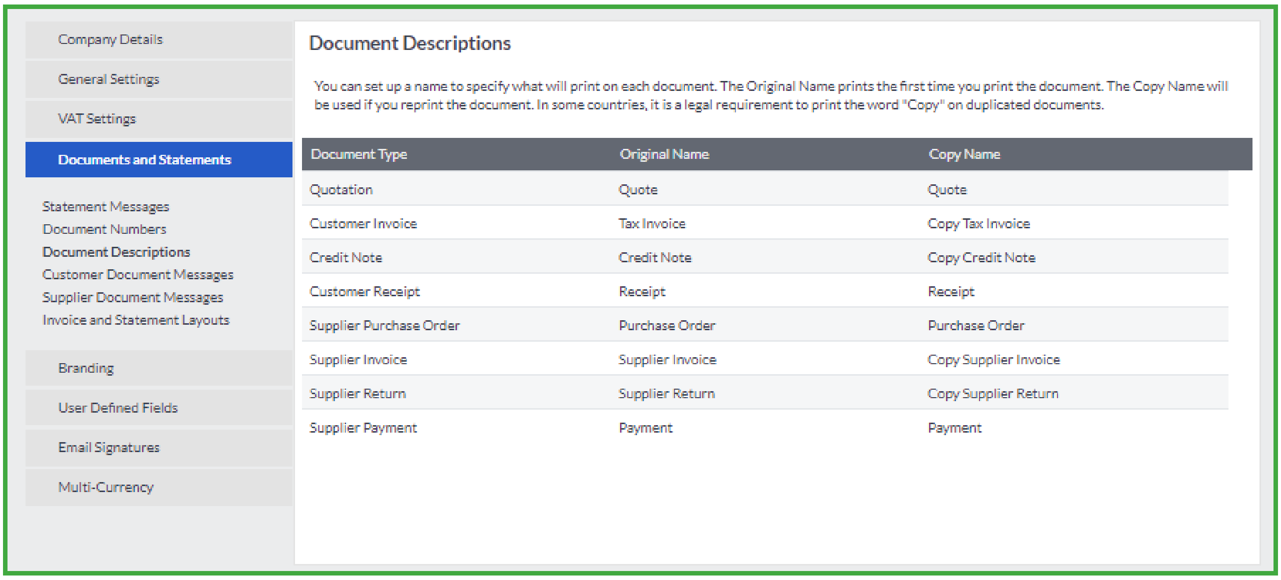
Document Type	Current Document Number	New Document Number
Quotation	QUO0000016	QUO0000016
Customer Invoice	INV0000101	INV0000101
Credit Note	CRN0000002	CRN0000002
Customer Receipt	20150206-0055	20150206-0055
Customer Write-Off	WRI0000002	WRI0000002
Customer Recurring Invoice	RINV0000004	RINV0000004
Customer 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

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.

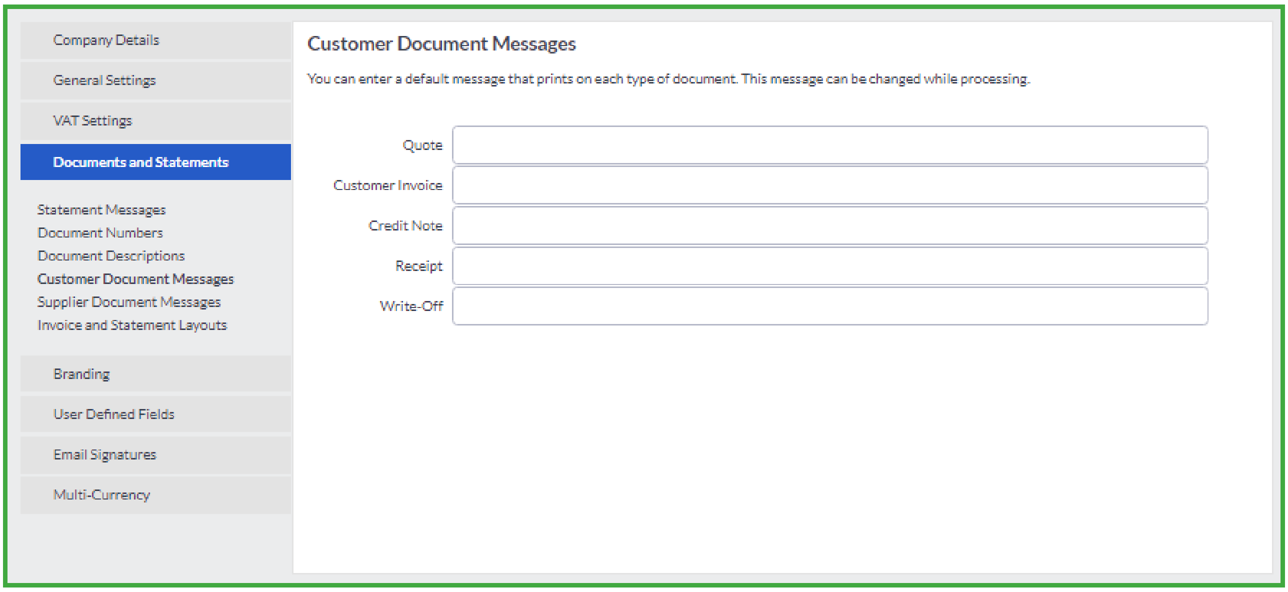


Document Type	Original Name	Copy Name
Quotation	Quote	Quote
Customer Invoice	Tax Invoice	Copy Tax Invoice
Credit Note	Credit Note	Copy Credit Note
Customer Receipt	Receipt	Receipt
Supplier Purchase Order	Purchase Order	Purchase Order
Supplier Invoice	Supplier Invoice	Copy Supplier Invoice
Supplier Return	Supplier Return	Copy Supplier Return
Supplier Payment	Payment	Payment

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.

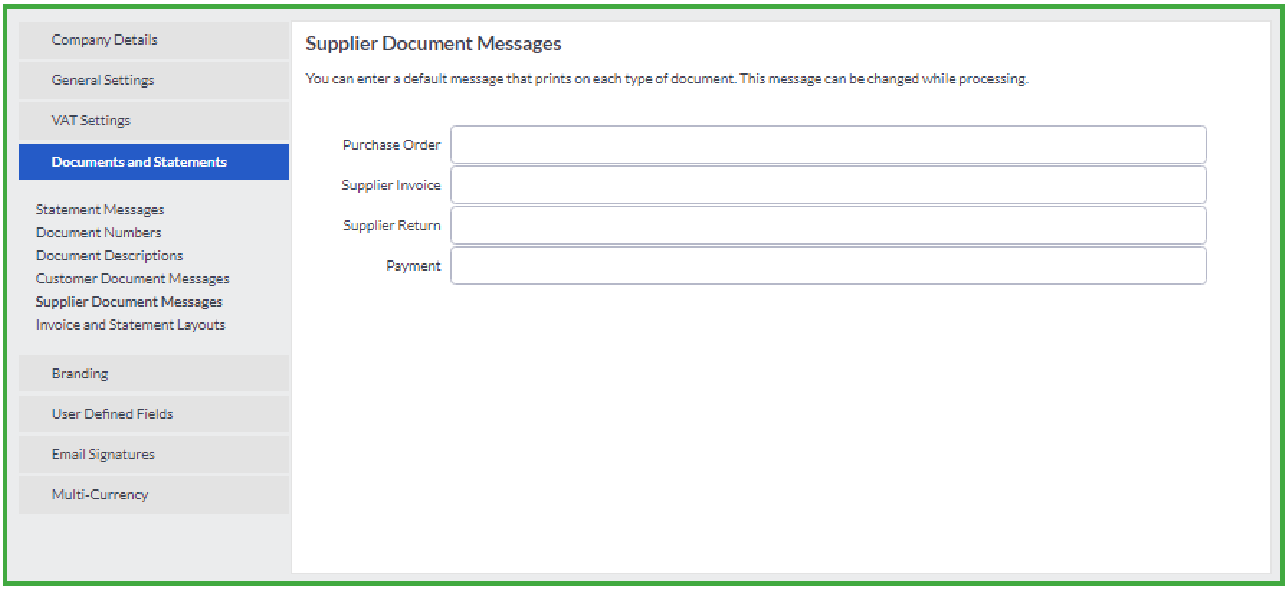
Customer Document Messages Section

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.



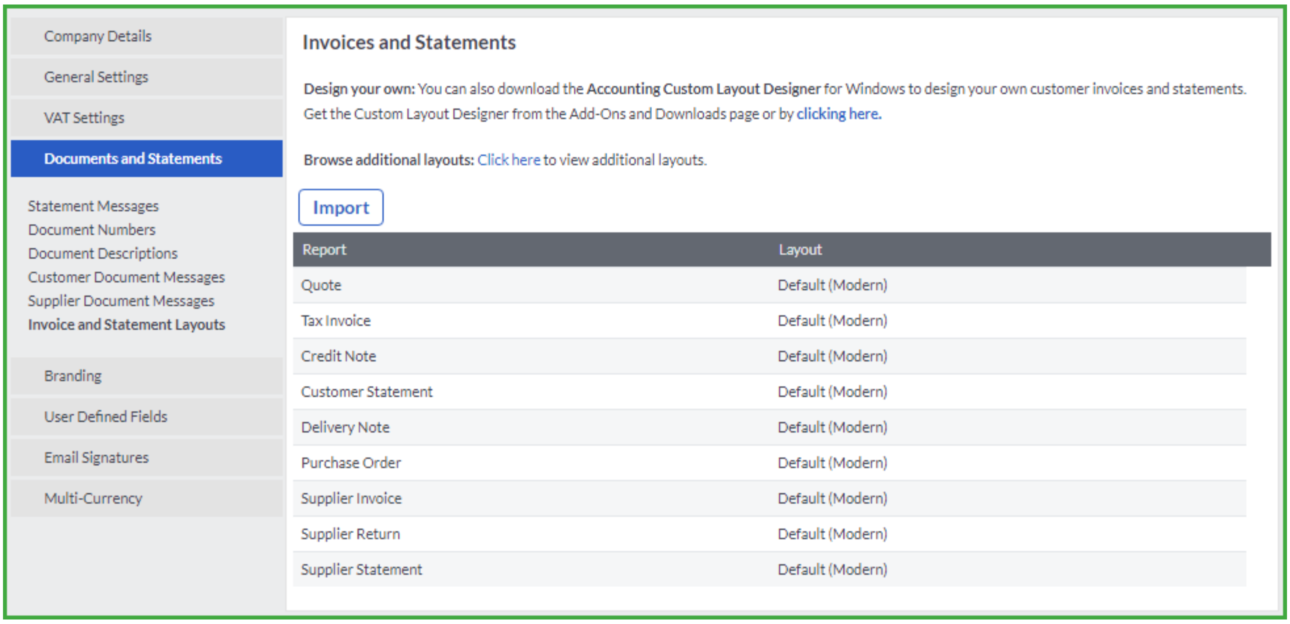
Supplier Document Message Section

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

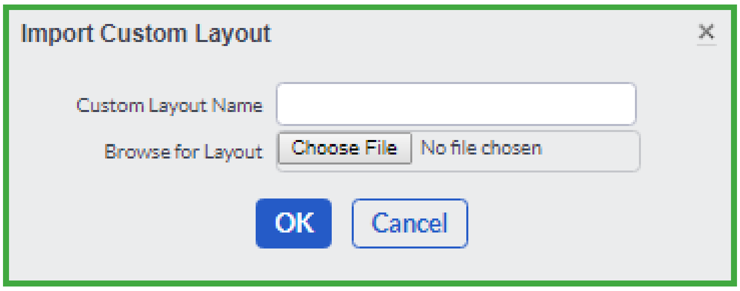


Invoice and Statement Layouts Section

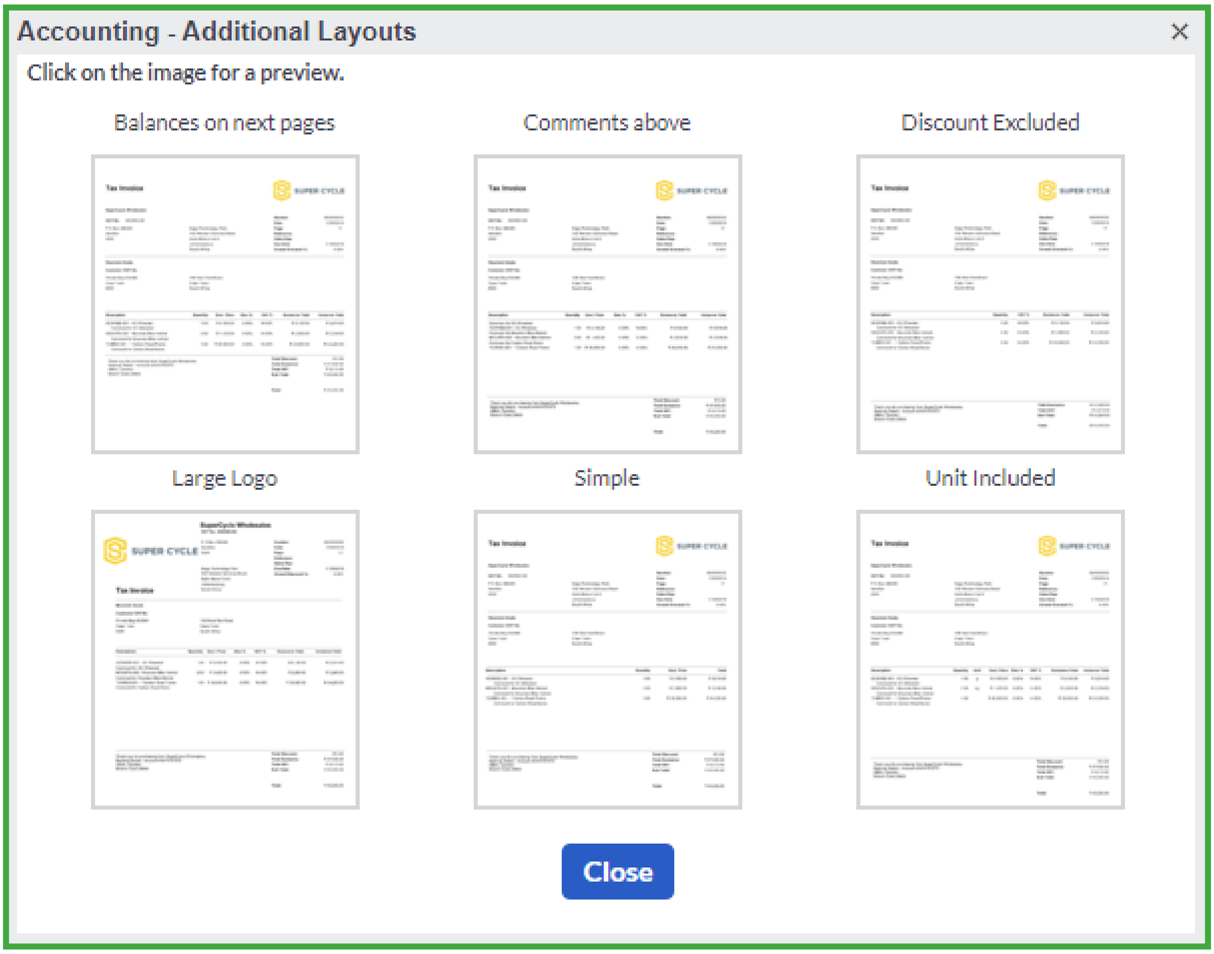
Select the default, customised or modern report layouts using the drop down menus.



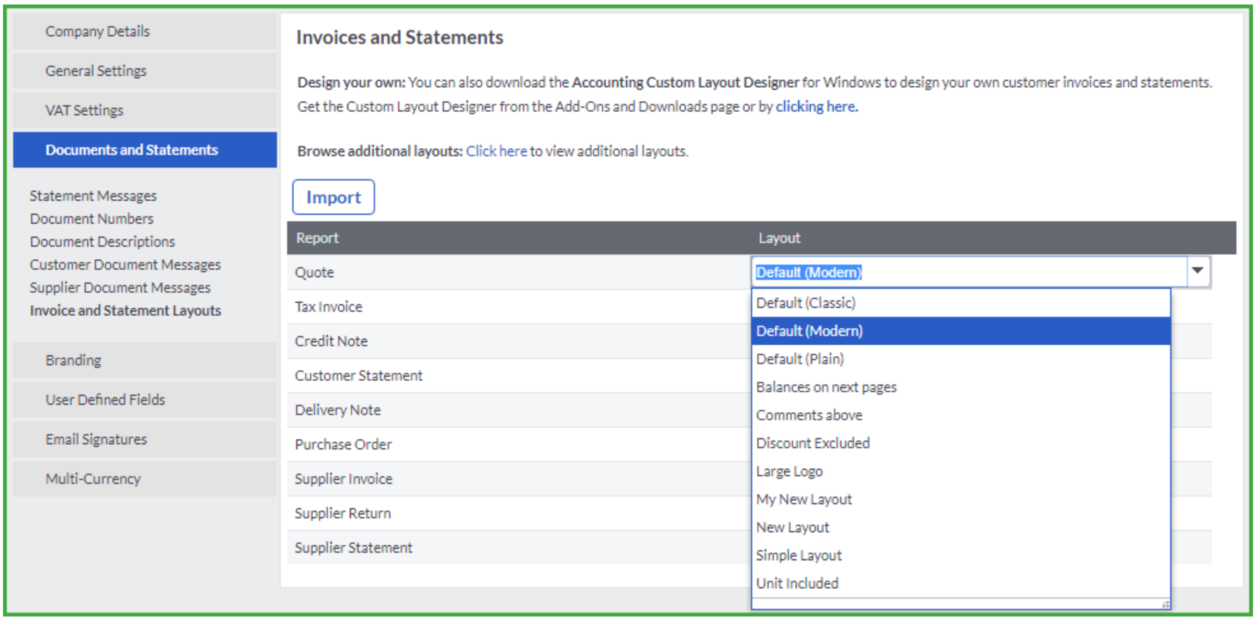
You can import your layout that you have created in the Custom Layout Designer by clicking on the Import button.



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



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

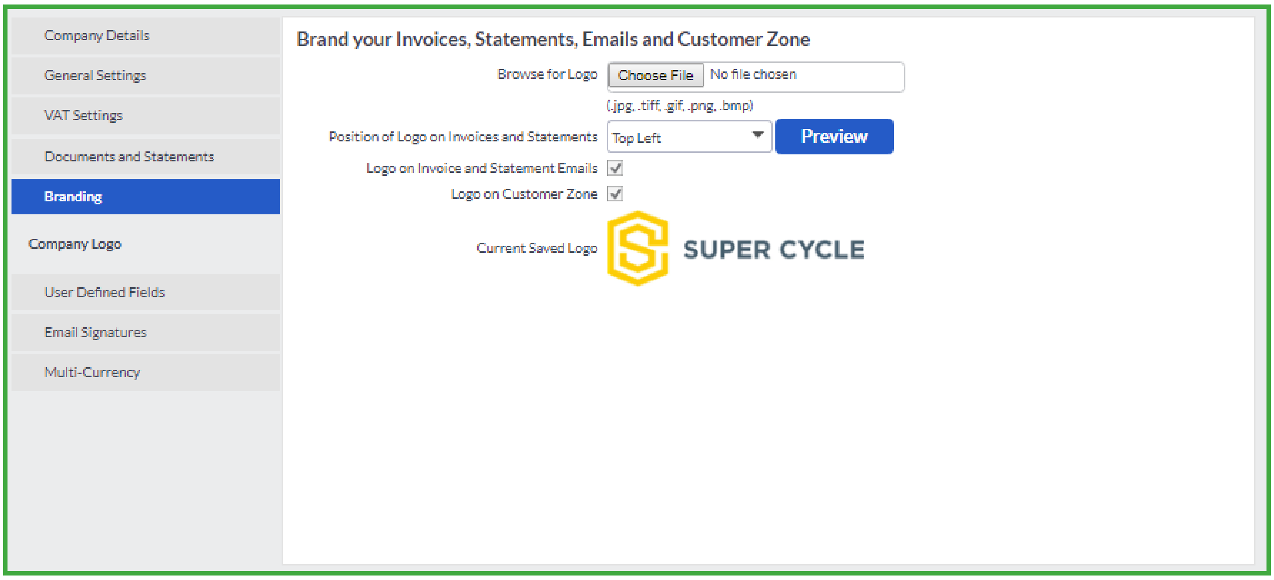


Branding Tab

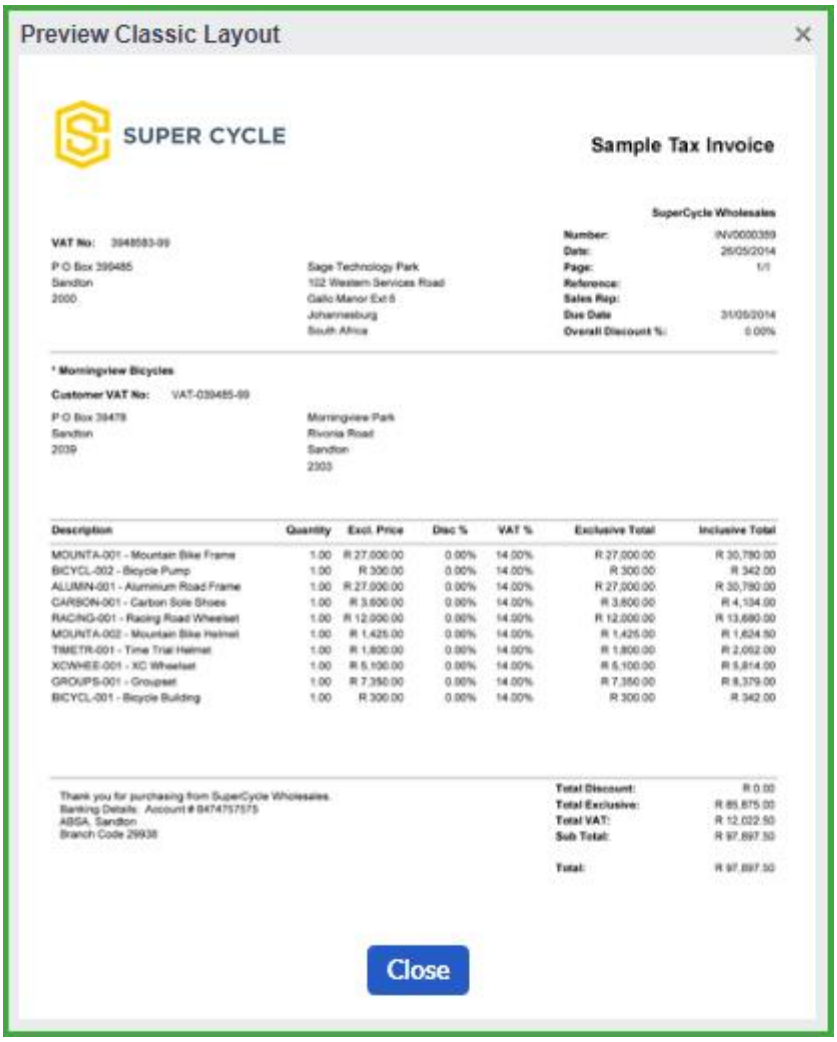
If you want to personalise your documents with your logo, you will set the position for the logo and the logo itself on this tab. In the Position of Logo field, you can select to place your logo in the top left or top right of your documents.

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.



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



Preview Classic Layout

SUPER CYCLE

Sample Tax Invoice

SuperCycle Wholesales

VAT No: 3948583-99

P O Box 399485
Sandton
2000

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
Johannesburg
South Africa

Number:	INV0000359
Date:	26/05/2014
Page:	1/1
Reference:	
Sales Rep:	
Due Date	31/05/2014
Overall Discount %:	0.00%

*** Morningview Bicycles**

Customer VAT No: VAT-039485-99

P O Box 39478
Sandton
2039

Morningview 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
ALUMIN-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
TIMETR-001 - Time Trial Helmet	1.00	R 1,800.00	0.00%	14.00%	R 1,800.00	R 2,052.00
XCWHEE-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

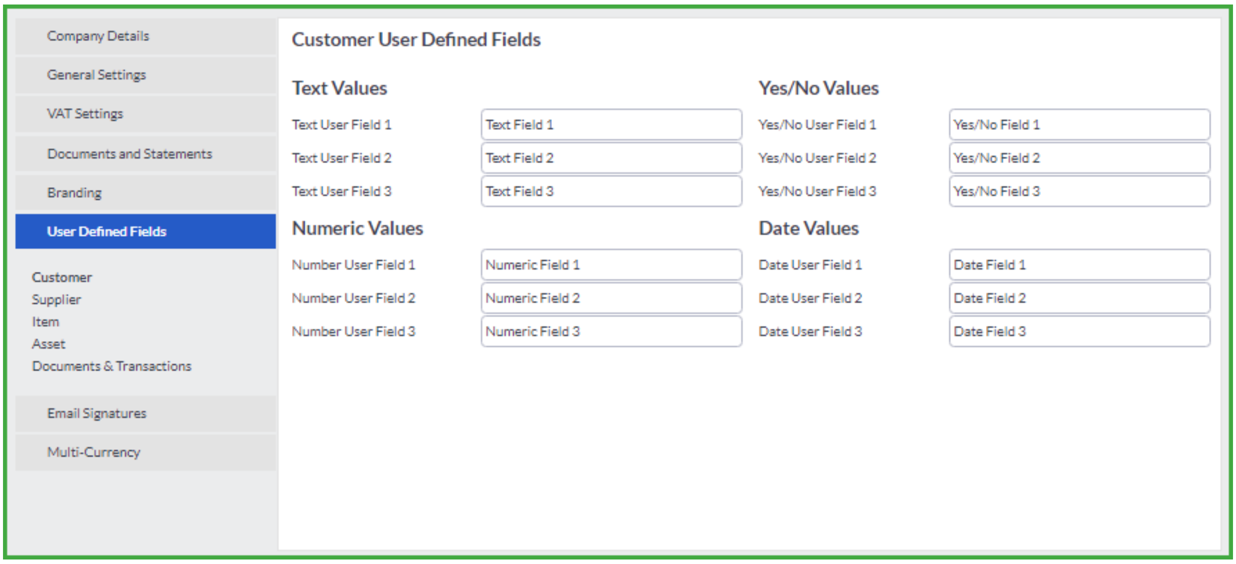
Close

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.



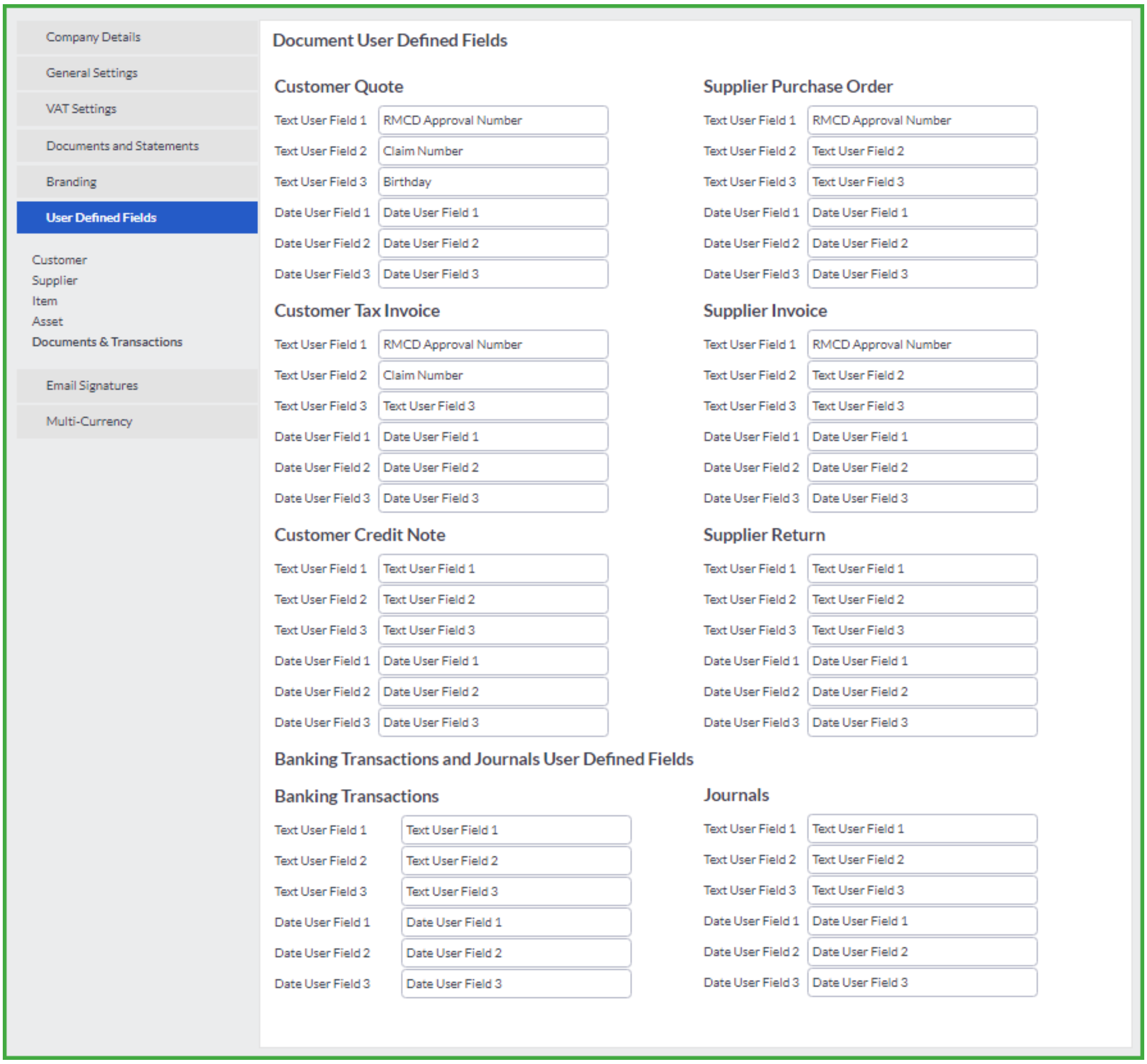
Once you have set the User Defined Fields here, you can add extra information when editing your customers, suppliers, items and assets.

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.

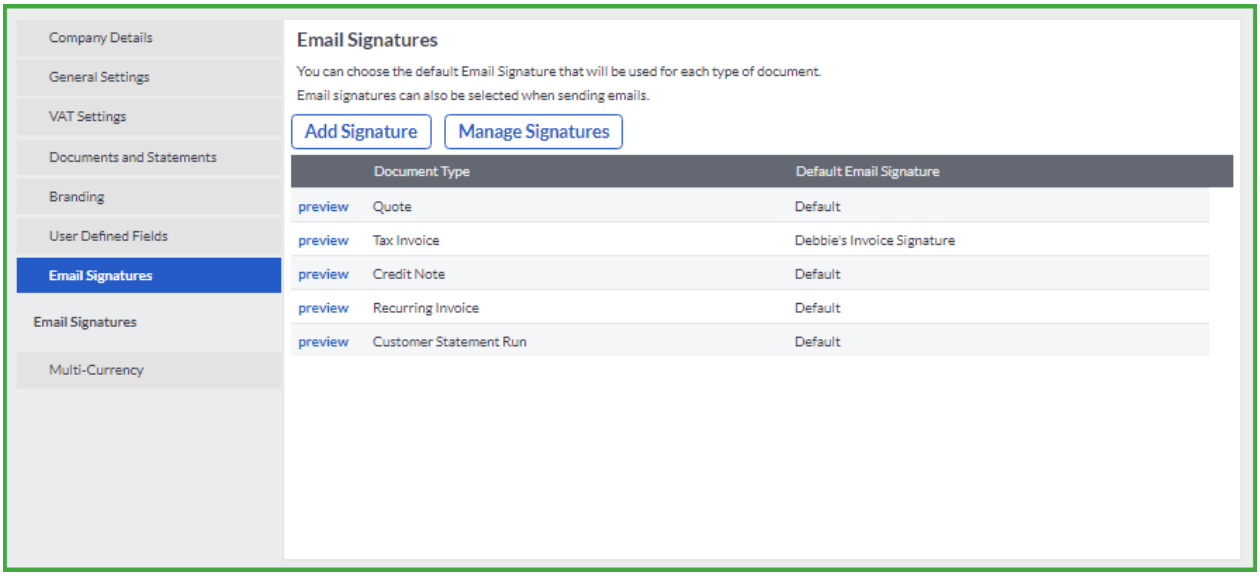
In the screen above, you can see some examples of information where you may want to use User Defined Fields for in customer accounts.

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.

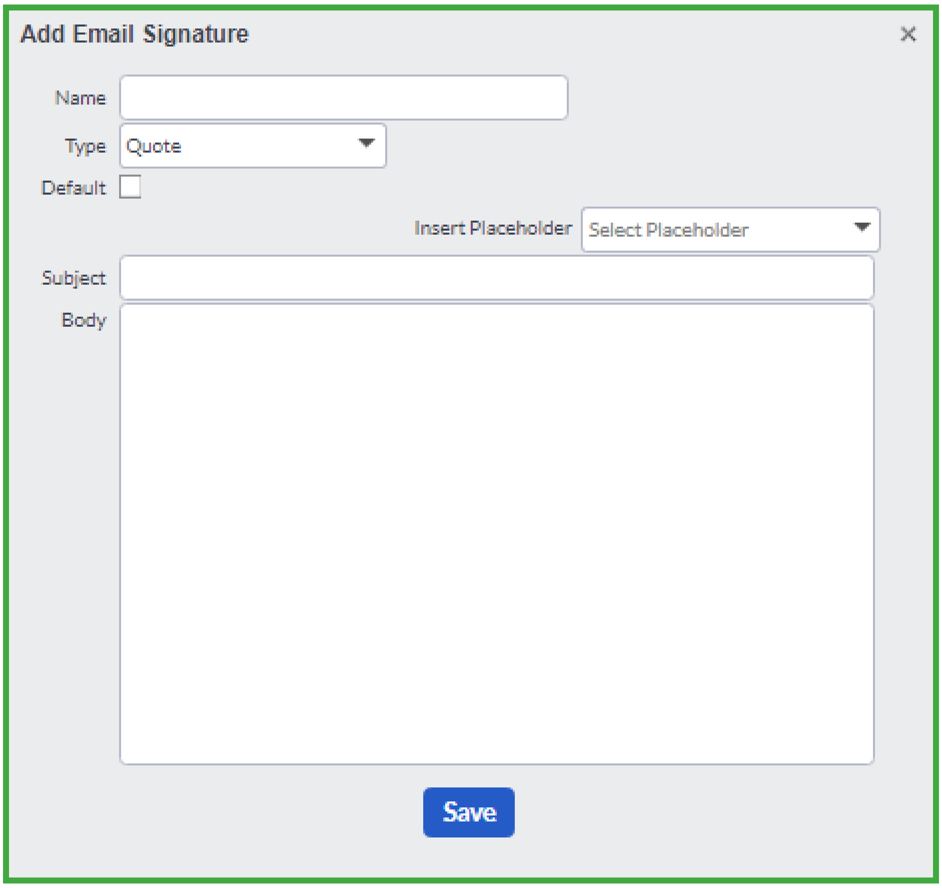

Company Details
General Settings
VAT Settings
Documents and Statements
Branding
User Defined Fields
Customer
Supplier
Item
Asset
Documents & Transactions
Email Signatures
Multi-Currency
Document User Defined Fields
Customer Quote
Text User Field 1
RMCD Approval Number
Text User Field 2
Claim Number
Text User Field 3
Birthday
Date User Field 1
Date User Field 2
Date User Field 3
Supplier Purchase Order
Text User Field 1
RMCD Approval Number
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
RMCD Approval Number
Text User Field 2
Claim Number
Text User Field 3
Date User Field 1
Date User Field 2
Date User Field 3
Supplier Invoice
Text User Field 1
RMCD Approval Number
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
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
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
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.



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



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