

SAGE BUSINESS CLOUD ACCOUNTING

NAVIGATION IN ACCOUNTING - USER MANUAL

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In order to be confident and efficient in working in Accounting, it is useful to familiarise yourself with the following features.

The Menu Bar

The Menu bar has the following items:

- Home
- Quick View
- Customers
- Suppliers
- Items
- Banking
- Accounts
- Accountant's Area
- Reports
- Company
- Administration
- Banner bar menus

Home

Selecting the Home option followed by the Dashboard option from the Menu bar will take you to the main Company Dashboard which shows you some key facts about your business:

- The To Do List shows due and overdue customer and supplier invoices, expiring and expired quotes and purchase orders, and overdue notes for customers, suppliers, items, accounts, bank and credit card accounts and users.
- The Banking widget summarises your bank account activity and gives you an option to import your bank statement.
- Sales History shows a graph of total sales for this year and per month.
- Top Customers by Sales shows the top value accounts.

You can drill down in each element of any of the Dashboards by clicking on the graphics or the detail links. For example, if you want to view the sales transactions that make up one of the monthly figures in the Sales History graph, click on the bar in the chart to see more detail.

You are able to edit the different sections to include or exclude information such as returns by clicking on Edit in the header bar of each section.

You can change the order of the views on the screen by clicking on the headings, and dragging and dropping them into the position that you want them in.

Should you want to add more “snapshot” screens to the main Dashboard, click on Dashboard Options followed by Add Widget and select the views that you want. You can unselect views by unselecting the appropriate boxes. Save your selection when you are finished and click on Reset Dashboard to display the new view.

Dashboard

Dashboard Options ▾

Help Centre

To Do List

Name	Description ▲	Due Date	Printed	Amount
+ Unallocated Banking Transactions to be reviewed				
+ 1 Customer Anticipated Payment R 1,026.00				
+ 26 Expired Quotes R 263,625.00				
+ 1 Overdue Customer Document Note				
+ 6 Overdue Customer Notes				
+ 24 Overdue Purchase Orders R 5,472.00				

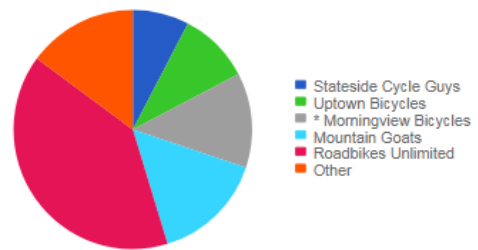
Sales History



Purchase History



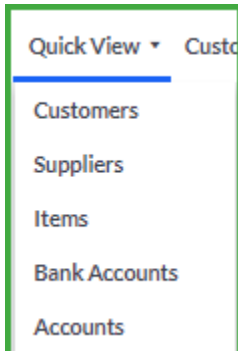
Top Customers by Sales



My Workspace

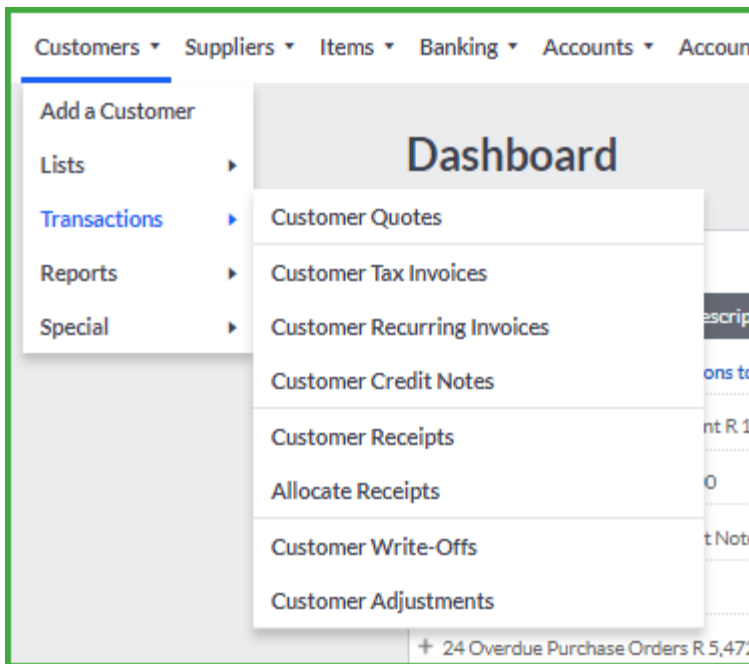
Quick Views

Accounting allows you to quickly view customer, supplier, item, account and bank account information, while you are processing documents and/or transactions.



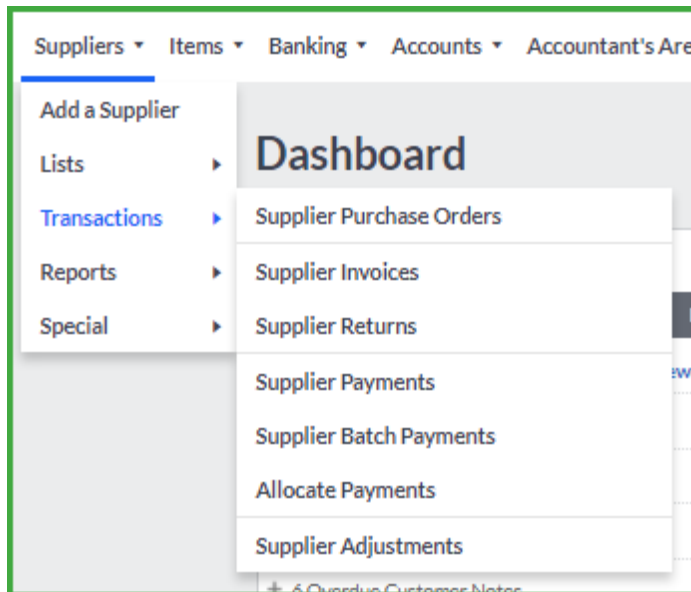
Customers

In the Customers menu, you can access any function that has to do with customers.



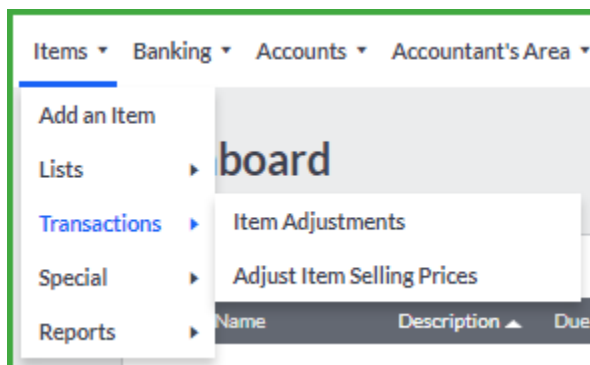
Suppliers

In the Suppliers menu, you can access any function that has to do with suppliers.



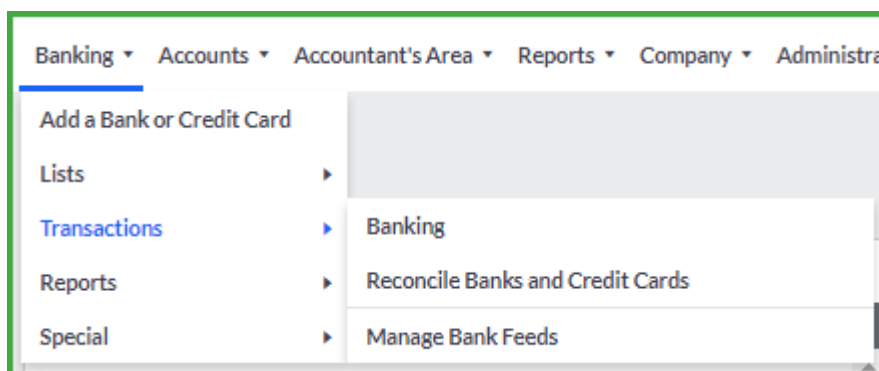
Items

In the Items menu, you can access any function that has to do with items.



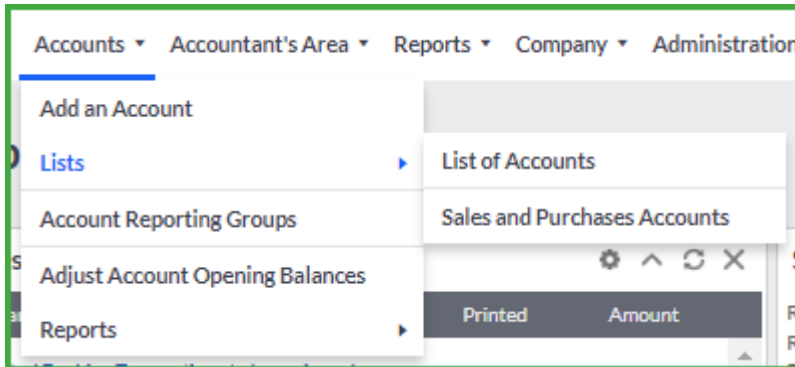
Banking

In the Banking menu, you maintain all of your bank and credit card activity as well as import bank statements.



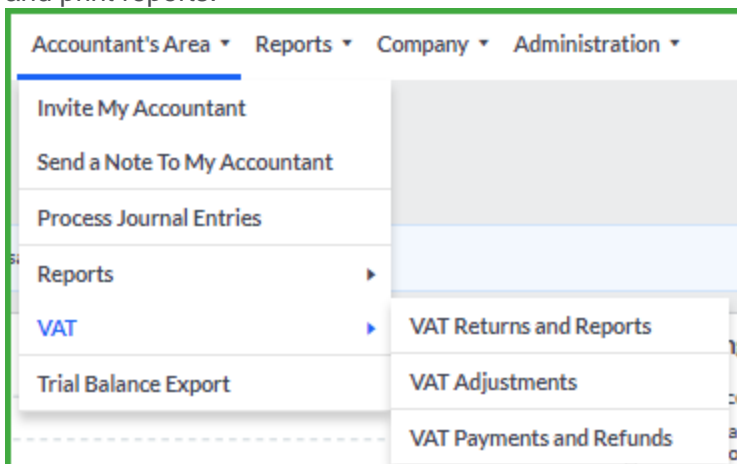
Accounts

In the Accounts menu, you have options that let you enter all your operating accounts and keep track of them.



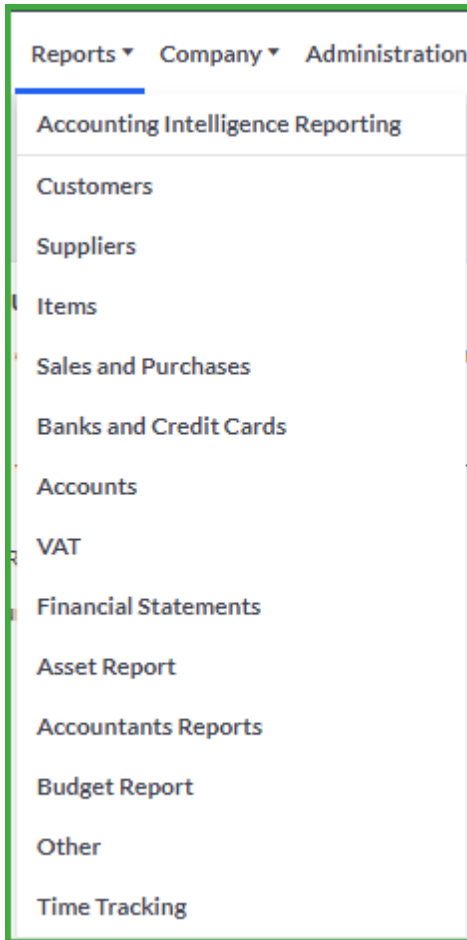
Accountant's Area

In the Accountant's Area, you will find reports and functions that are usually part of an accounting function. From this menu, you can invite your accountant, process journals, VAT transactions and print reports.



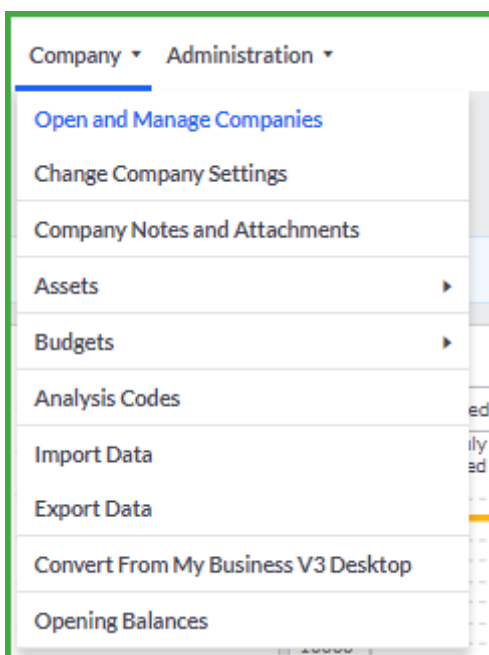
Reports

In the Reports menu, you can select a variety of reports to print. Reports can also be emailed from your company. Many of these reports are also available via the Reports section on other screens.



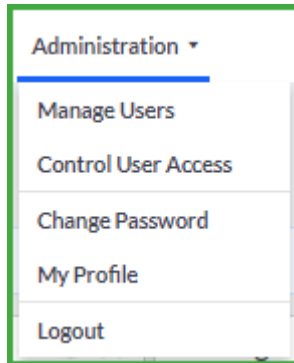
Company

You will add and manage your companies via the options in the Company menu. The owner menu is shown below. If you are not the owner of a company, you will only have access to the Open a Company option.



Administration

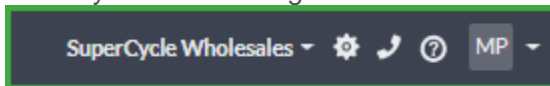
The Administration menu has options that form part of an administrative function and have an effect in all of your companies. The owner menu is shown below. If you are not the owner of a company, you will only see the Change Password and Logout options.



Banner Bar Menus

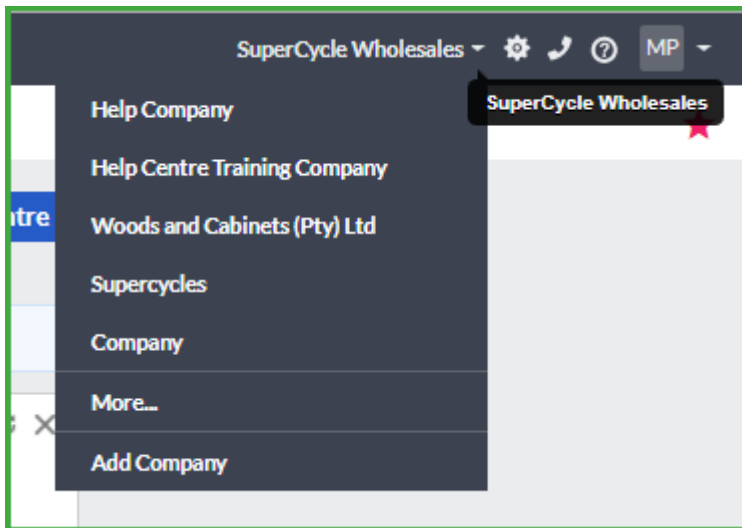
Above the Main Menus, there are more menus that you can choose from. This section is called the Banner Bar:

- Select Company
- Company Settings
- Contact Support
- Help
- My Profile and Logout



Select Company

You can jump between your different companies:



If the company that you are looking for is not displaying, you can click on the More... option to select the company. You can also add a new company from this menu by clicking on the Add Company option.

Company Settings

To change your company details, click on the Company Settings (Gear Icon) link.

Company Settings

- Company Details**
- Company Details
- Additional Company Information
- Customer Zone
- Online Payment Gateways
- Sage Pay
- General Settings
- VAT Settings
- Documents and Statements
- Branding
- User Defined Fields
- Email Signatures
- Multi-Currency

Company Details

Company Name: SuperCycle Wholesales

Telephone: 0113043000

Fax:

Mobile:

Contact Name: Ben Rider

Email: sales@supercycles.co.za

Use this Email for Communication

Use stage-mail-service@accounting.sageone.co.za as From Address

CC:

Always CC this Email Address

Postal Address

PO Box 339955

Sandton

Postal Code: 2000

Physical Address or other Company Information

Deco Park

Malibongwe Drive

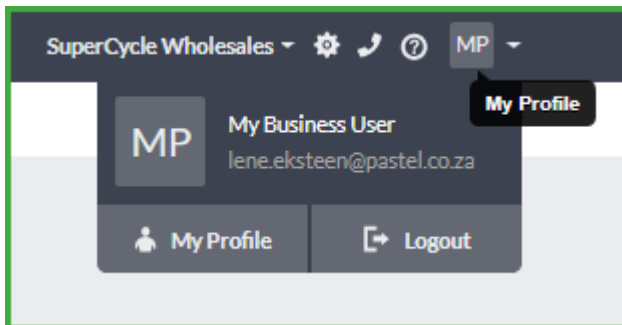
Randburg

Johannesburg

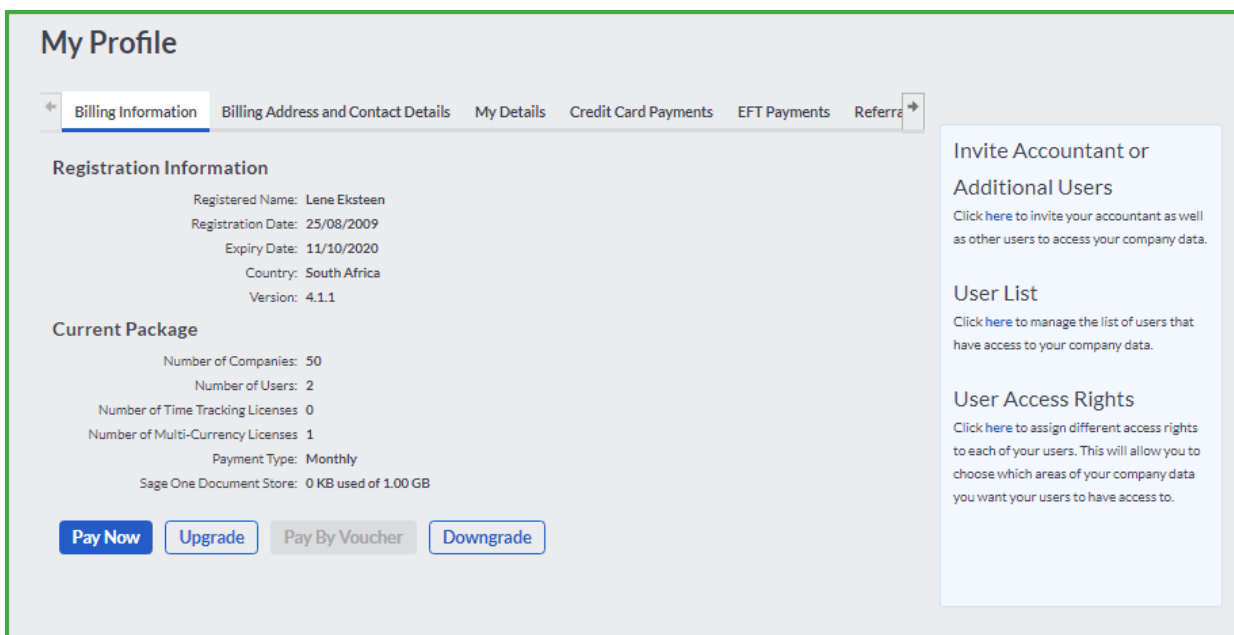
South Africa

My Profile

To access your account details, click on the My Profile link:



Click on the My Profile button:



Logout

If you want to exit Accounting, you will click on the My Profile option followed by the Logout button.

Finding the information you need

The Drill Down feature in Accounting lets you look deeper into information that is presented on the screen. This drill down functionality is available on all of the Dashboards as well as report previews.

When working on any of the Dashboards, for example, you can start by viewing the Sales History graph by month. By clicking on a bar on the graph you will drill down to a daily view of the sales for the month. By drilling down once more, you can view the original invoice.

Similarly, when you preview reports on the screen, the system offers drill down capabilities where possible. This enables you to view more detail about the displayed amount. For example, if you view a list of customers, you can drill down on any customer that has a balance.

The drill down will take you to the customer statement, showing you all the transactions that make up the balance. You can then drill down further by clicking on, for example, an invoice, to see the original invoice.

Customer Reports

Name

- [List of Customers](#)
- [Sales by Customer](#)
- [Sales by Sales Rep](#)
- [Customer Balances - Days Outstanding](#)
- [Customer Statement](#)
- [Customer Transactions](#)
- [Customer Quotes](#)
- [Customer Quotes by Customer](#)
- [Customer Invoices](#)
- [Customer Unallo](#)
- [Emails Sent to Cu](#)

Description

- This lists customer details.
- This analyses sales by customer.
- This analyses sales by Sales Rep.
- This shows how many days a customer's balance has been outstanding.
- This shows a detailed breakdown of each Customer account in Statement format.
- This lists all types of transactions for customers e.g. invoices, receipts.
- A list of quotes with the Quote Status and Sales Rep.
- This analyses quotes by Customer.
- This report lists invoices with the Exclusive, Tax and Inclusive amounts.

Customer Listing Report

SuperCycle Wholesales Date: 10/07/2017
Page: 1/1

Name	Category	Active	Contact Name	Telephone	Balance
* Morningview Bicycles	General Distributors	Yes	John Smith	+27 11 555-3039	3,199,938.00
Alpha Cycling Supplies	General Distributors	Yes	Bob Anderson	+27 11 394-3948	-124,222.42
BikeBuz	Road Bike Distributors	Yes	Sue Harrison	+27 11 974-0098	516,011.92
Bleazing Cycle Trails	Road Bike Distributors	Yes	Stewart Collins	+44 94 304-2393	333,819.40
CycleRage Sportswear	Mountain Bike Distributors	Yes	Les Baker	+27 11 301 0375	1,967,712.00
					3,669,781.92
					-209,846.97
					15,358,239.03
					2,175,906.95

Statement

SuperCycle Wholesales
Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6

Date: 31/07/2017
Page: 1

* Morningview Bicycles
187 Rivonia Road
Morningside
Sandton

Date	Reference	Description
01/07/2017		Brought Forward

120+ Days	90 Days	60 Days	30 Days
-6,728,520.16	0.00	355,680.00	3,249.00

Tax Invoice

SuperCycle Wholesales

P O Box 399485
Sandton
2030

Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6

Number: INV0000343
Date: 14/03/2016
Page: 1/1
Reference:
Sales Rep:
Date Date: 31/03/2016
Overall Discount %: 0.00%

* Morningview Bicycles

P O Box 39478
Sandton
2039

102 Western Services Road
Gallo Manor Ext 6
Sandton

Description	Quantity	Excl. Price	Disc %	VAT %	Exclusive Total	Inclusive Total
ALUMIN-001 - Aluminium Road Frame	3.00	27,000.00	0.00%	14.00%	81,000.00	92,340.00

Thank you for purchasing from SuperCycle Wholesales

Total Discount:	0.00
Total Exclusive:	81,000.00
Total VAT:	11,340.00
Sub Total:	92,340.00
Total:	92,340.00

If you want to do a quick enquiry on a customer, supplier, item, bank account and/or account, Accounting allows you to perform a Quick View while you are processing documents or transactions.

Name: *Morningview Bicycles

[Edit this customer](#)

Balance: R 3,199,938.00

Contact Name: **John Smith**

Email: johnsmith@morningview.co.za

Telephone: +27 11 555-3039

Mobile: +27 83-555-0098

Amount Outstanding: R 3,199,938.00

Sales this year: R 2,764,750.00

Total Pending Quotes: 0

Value of Pending Quotes: R 0.00

Total Expired Quotes: 3

Overview

Invoices

All Transactions

Quotes

Recent Transactions

detail	26/07/2017	Tax Invoice	R 2,052.00
detail	25/07/2017	Tax Invoice	R 30,780.00
detail	24/07/2017	Tax Invoice	R 30,780.00
detail	22/06/2017	Tax Invoice	R 1,624.50
detail	19/06/2017	Tax Invoice	R 1,624.50

Quick Reports

- [Customer Statement](#)
- [Customer Sales](#)

Customer Sales History

[Show Settings](#)

Customer Days Outstanding

Close

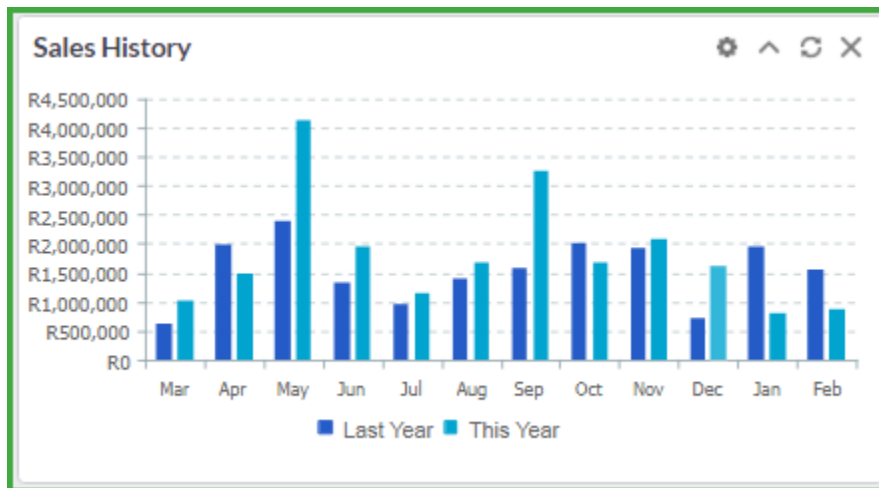
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Page 15

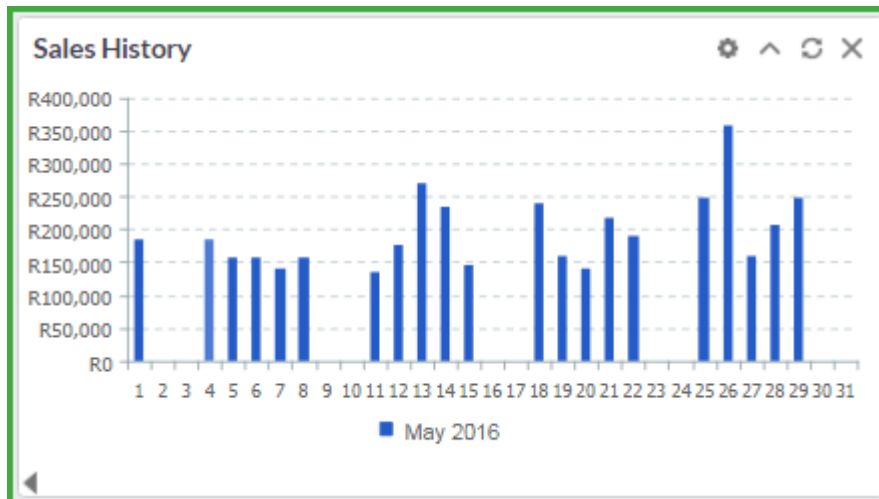
Drill Down Functionality

Drill down is a feature that lets you click on a graphic or a total and see the transactions that make up the total value. Drill down is multi-level, and takes you right down into the original transaction.

The best way to explain the drill down function is via a demonstration. Here is the sales graph from the main Dashboard.



The above graph shows each month's monthly sales values. Click on a month's value, and you see daily values:



Note that there is a Back arrow at the bottom left corner of the screen. You can click this button to return to the previous graph or view.

Click on a day's value, and you see the transactions that make up that value:

Sales History

Customer / Acc. / Bank	Reference	Date	Total
detail * Morningview Bicycles	INV0000129	25/05/2016	R 56,800.00
detail * Morningview Bicycles	INV0000132	25/05/2016	R 1,000.00
detail * Morningview Bicycles	INV0000133	25/05/2016	R 7,400.00
detail * Morningview Bicycles	INV0000134	25/05/2016	R 26,000.00
detail Grasslands Bicycles and ...	INV0000210	25/05/2016	R 14,164.80
detail Alpha Cycling Supplies	INV0000211	25/05/2016	R 16,660.80

Click on the detail link on a transaction line, and you will see the original invoice:

Process Customer Invoice

[Send](#) [Edit](#) [Options](#)

Customer Details		Delivery Address		Postal Address	
Customer	* Morningview Bicycles	VAT Reference	VAT-039485-99	Delivery Address	P O Box 39478
Balance	R 3,199,938.00	Credit Limit	R 0.00	Morningview Park	Sandton
Invoice Details				Rivonia Road	
Document No.	INV0000129	Date	25/05/2016	Sandton	
Customer Ref.		Due Date	31/05/2016	2303	
From Quote / Recurring Invoice		Discount %	0.00 %		
Layout	Default (Classic)				
Sales Rep	(None)				

Use Inclusive Amounts [Setup Online Payment](#)

Type	Selection	Description	Unit	Qty	Excl. Price	VAT Type	Disc %	Discount	Exclusive	VAT	Total
Item	Aluminium Ro...	Aluminium Road Frame		1.00	R 15,000.00	Standar...	0.00%	R 0.00	R 15,000.00	R 2,100.00	R 17,100.00
Item	*CARBO-001	Carbon Road Frame		1.00	R 20,000.00	Standar...	0.00%	R 0.00	R 20,000.00	R 2,800.00	R 22,800.00
Item	Mountain Bike...	Mountain Bike Frame		1.00	R 18,000.00	Standar...	0.00%	R 0.00	R 18,000.00	R 2,520.00	R 20,520.00
Item	Mountain Bike...	Mountain Bike Helmet		4.00	R 950.00	Standar...	0.00%	R 0.00	R 3,800.00	R 532.00	R 4,332.00

[Message](#) Thank you for purchasing from SuperCycle Wholesales. [Set Default Message](#)

Total Discount	R 0.00
Total Exclusive	R 56,800.00
Total VAT	R 7,952.00
Total	R 64,752.00

Status: Tax Invoice: Not Printed or Paid.

[Save](#) [Save and New](#) [Print Preview](#) [Email](#) [Print Delivery Note](#)

You can drill down just about everywhere where you see a balance or a graph. If you are not sure whether you can drill down, just click a graph or balance and see if it works!

Screen Elements

Here is an example of a typical screen in Accounting:

List of Customers

Buttons: Add a Customer, Import Customers

Search: Search [] View: All (No Filter)

Actions: Actions, Delete, Mark As Active/Inactive, Update

Name	Category	Balance	Contact Name	Telephone	Mobile	Active	Actions
* Morningsview Bicycles	General Distributors	R.3,199,938.00	John Smith	+27 11 555-3039	+27 83-355-0098	<input checked="" type="checkbox"/>	Actions
Alpha Cycling Supplies	General Distributors	R -124,222.42	Bob Anderson	+27 11 394-3948		<input type="checkbox"/>	Actions
BikeBuzz	Road Bike Distributors	R.516,011.92	Sue Harrison	+27 11 974-0098		<input checked="" type="checkbox"/>	Actions
Blazing Cycle Trails	Road Bike Distributors	R.336,899.40	Stewart Collins	+44 94 304-2393		<input checked="" type="checkbox"/>	Actions
CycleShop Sandton	Mountain Bike Distributors	R.1,967,712.00	Joe Baker	+27 11 394-0376		<input checked="" type="checkbox"/>	Actions
Grasslands Bicycles and Roadbikes	General Distributors	R.3,669,781.92	Alison Waters	+27 21 203-2039		<input checked="" type="checkbox"/>	Actions
Mountain Goats	Mountain Bike Distributors	R -209,846.97	Jenny Smith	+27 21 555-3039		<input checked="" type="checkbox"/>	Actions
Roadbikes Unlimited	Road Bike Distributors	R.15,358,239.03	Mike Brown	+27 11 555-3030		<input type="checkbox"/>	Actions
Roadies Haven	Road Bike Distributors	R.2,175,906.95	Roger Roadie	+27 11 555-7763	+27 83-355-3099	<input checked="" type="checkbox"/>	Actions
Stateside Cycle Guys	General Distributors	R.3,061,636.78	Joe James	+27 11 555-3949		<input checked="" type="checkbox"/>	Actions
Uptown Bicycles	General Distributors	R.3,453,370.37	Alan Jones	+27 11 555-3030		<input checked="" type="checkbox"/>	Actions

First 1 Last Displaying 1 - 11 of 11

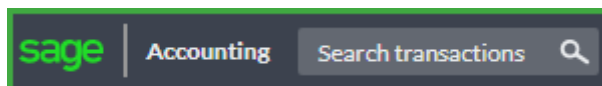
There are various elements:

- Use the Search and View fields to search for specific information on any maintenance grids in Accounting. Enter a key word or amount into the Search field and click on the magnifying glass. For more advanced searching, Accounting has default filters in the View field. Select a filter from the drop down menu and click on the magnifying glass. The search results will display in the maintenance grid. From your search results you are able to drill down to you specific information or documents.
- The work area, where the customers are showing in the above screen, is an area where the system displays a list of existing records, such as customers, items, invoices, and so on.
- The screen displays best at a minimum size of 1024 x 768, but you can use other sizes. However, it is not recommended that you use a screen setting of 800 x 600, as you will find it difficult to work in Accounting at this setting.
- You can print various reports related to the screen that you are in via the Quick Reports section on the screen.

If you want to move back to the previous screen anywhere in Accounting, use the Back arrow in your browser.

Main Search Functionality

You have the option to search for any type of transaction in Accounting using the Search Transactions field.



Enter any transaction that you are searching for and click on the magnifying glass:



Search Results



Your search produced 1 results.

Search Again:



	Date	Transaction Type	Name	Document Number	Reference	Payee	Description	Amount
<input type="checkbox"/>	detail	15/12/2016	Tax Invoice	Stateside Cycle	INV0000064		Tax Invoice	R
			Guys					18,411.00

Close