SAGE BUSINESS CLOUD ACCOUNTING

NAVIGATION IN ACCOUNTING - USER MANUAL

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Table of Contents

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:

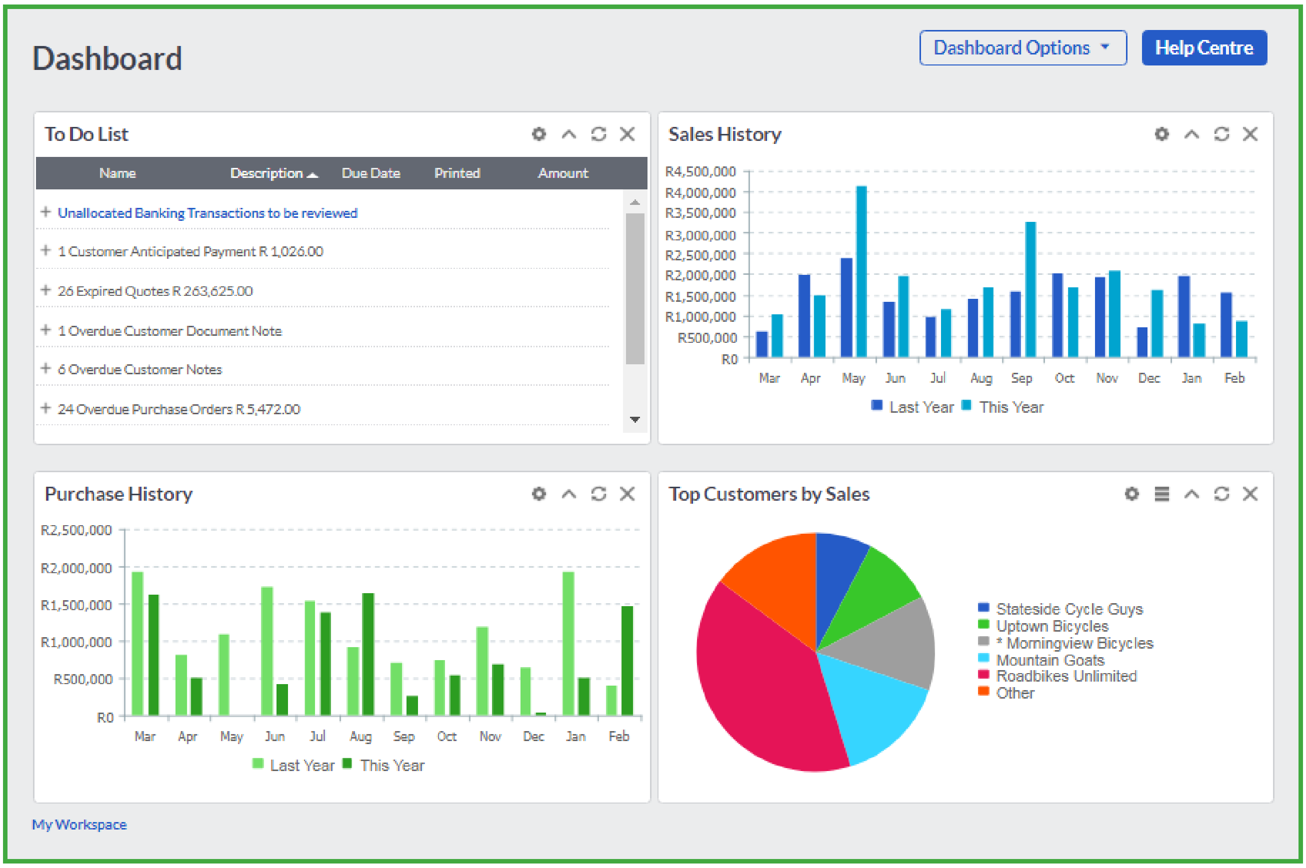
- The To Do List shows due and overdue customer and supplier invoices, expiring and expired quotes and purchase orders, and overdue notes for customers, suppliers, items, accounts, bank and credit card accounts and users.
- The Banking widget summarises your bank account activity and gives you an option 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.

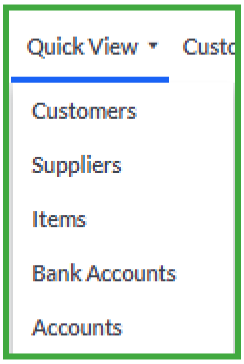
You can change the order of the views on the screen by clicking on the headings, and dragging and dropping them into the position that you want them in.

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
R4,500,000
R4,000,000
R3,500,000
R3,000,000
R2,500,000
R2,000,000
R1,500,000
R1,000,000
R500,000
R0
Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb
Last Year
This Year
Purchase History
R2,500,000
R2,000,000
R1,500,000
R1,000,000
R500,000
R0
Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb
Last Year
This Year
Top Customers by Sales
Stateside Cycle Guys
Uptown Bicycles
* Morningview Bicycles
Mountain Goats
Roadbikes Unlimited
Other
My Workspace

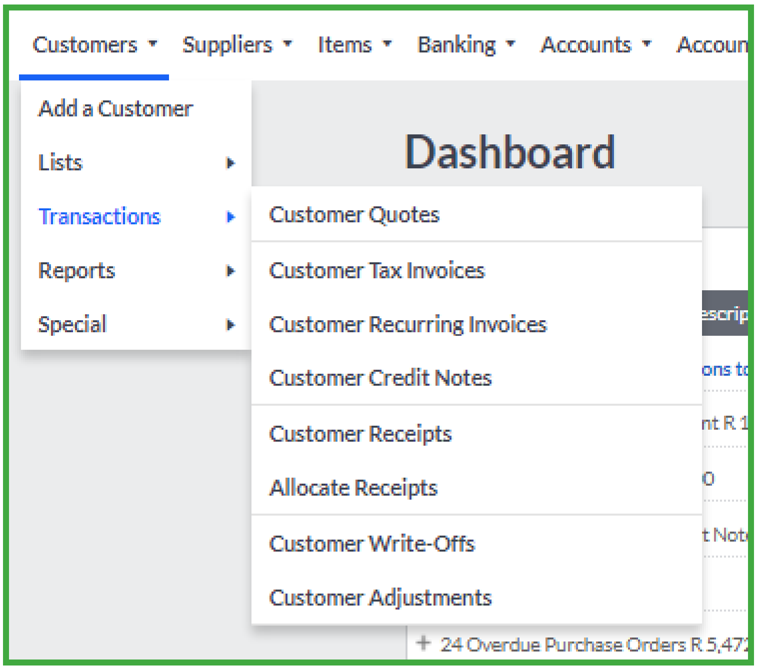
Quick Views

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



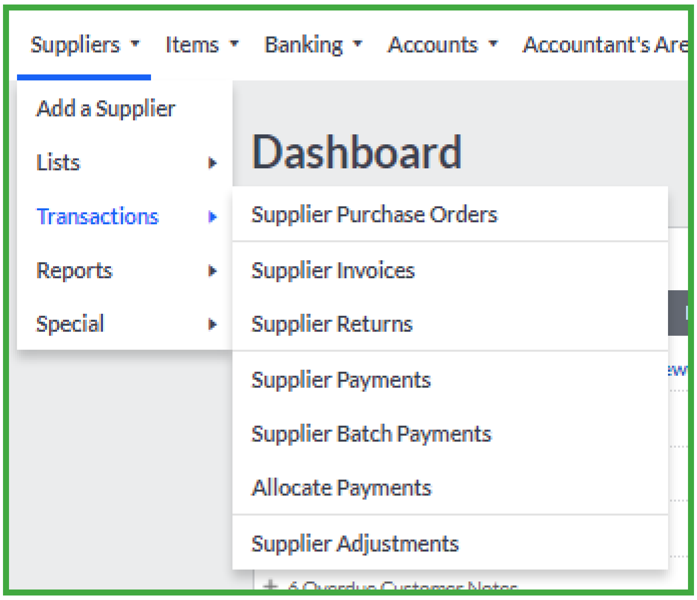
Customers

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



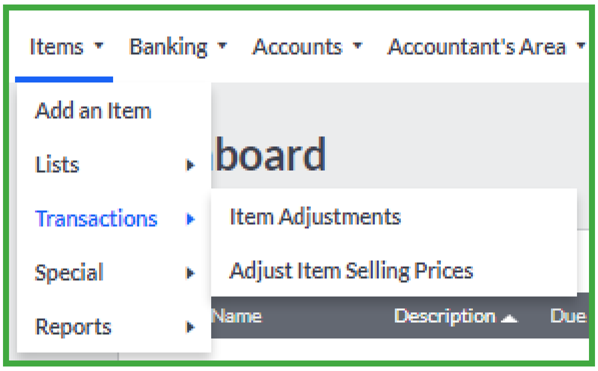
Suppliers

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



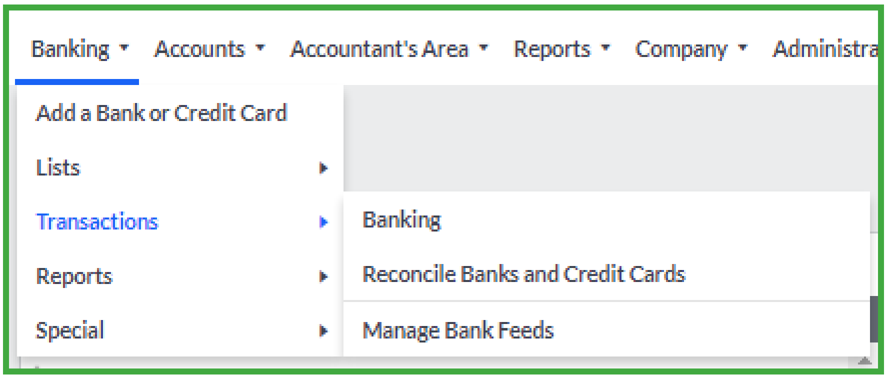
Items

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



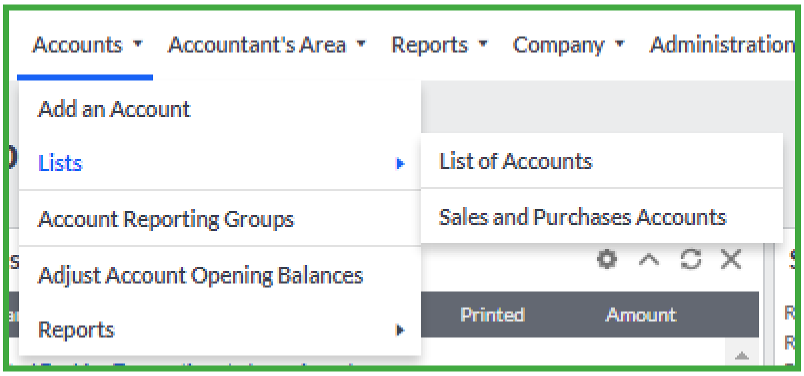
Banking

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



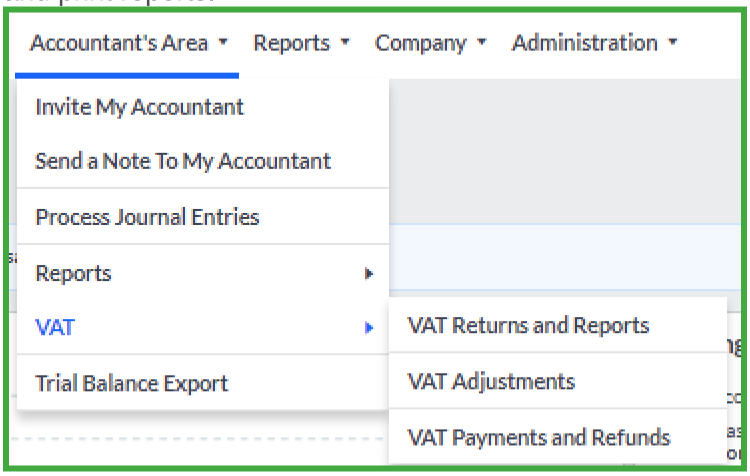
Accounts

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



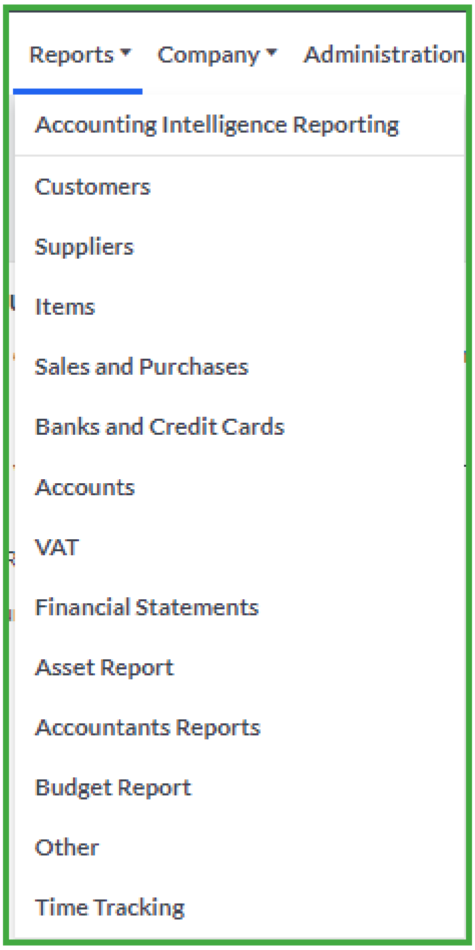
Accountant's Area

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.



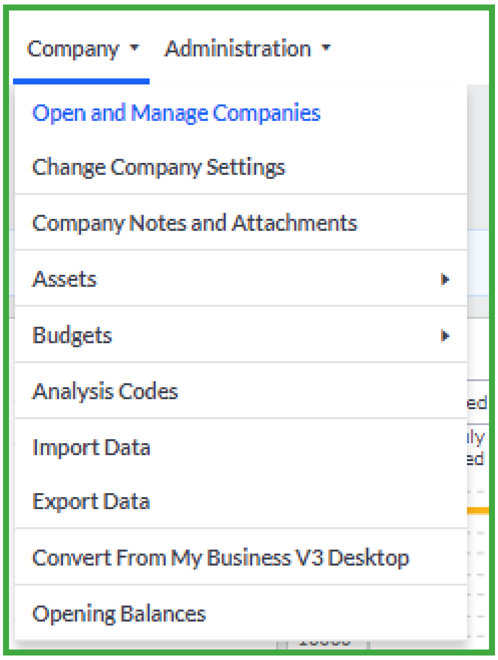
Reports

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.



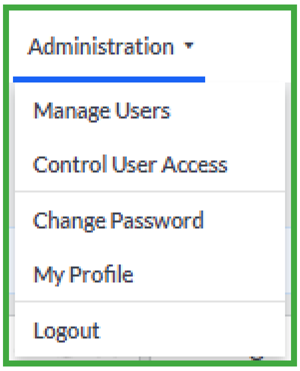
Company

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.



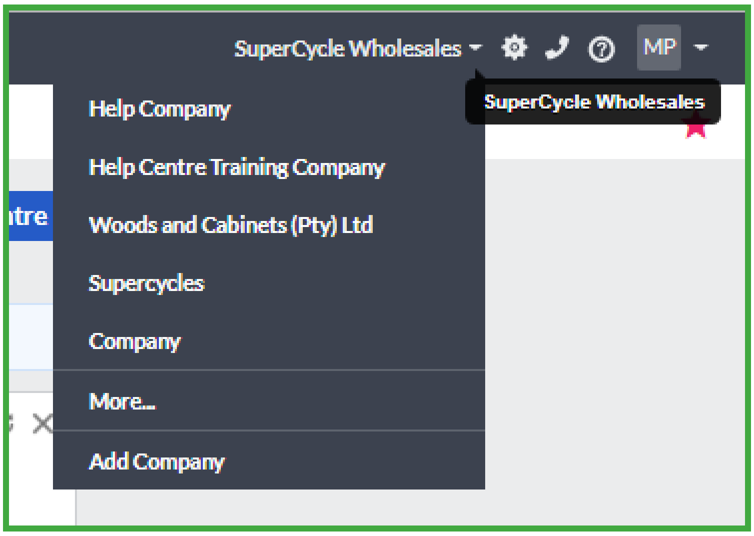
Banner Bar Menus

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

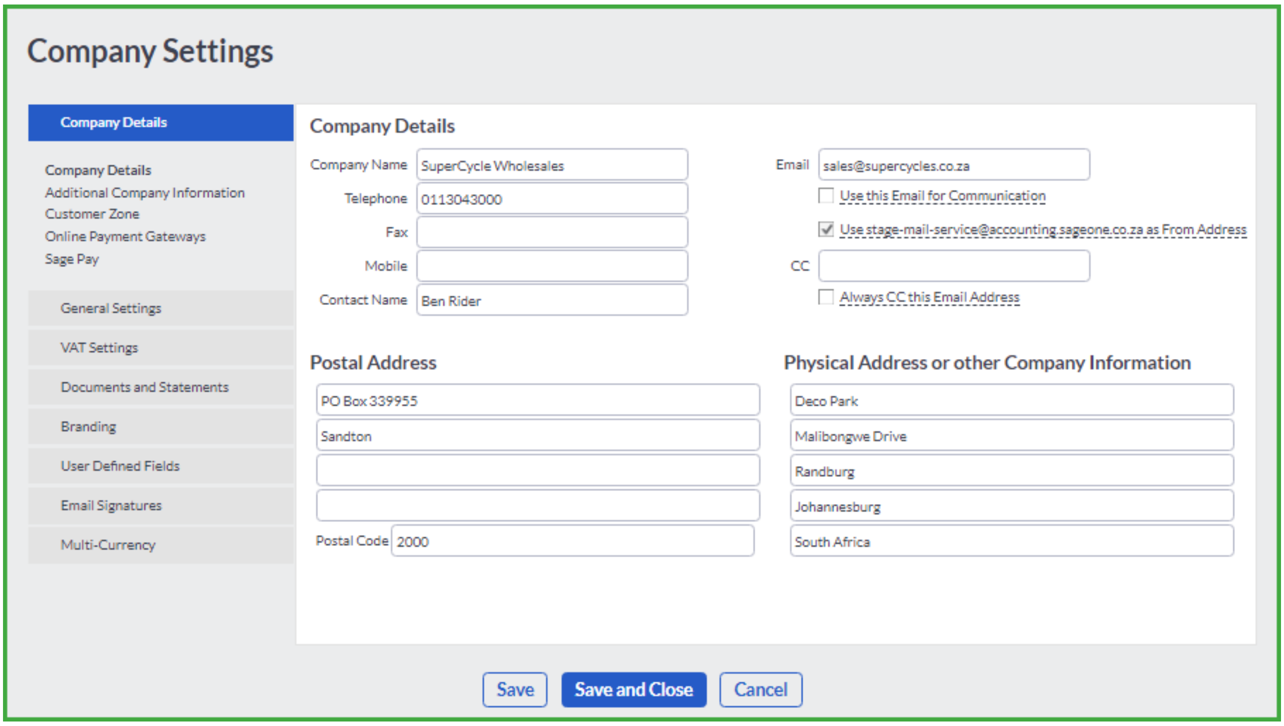
You can jump between your different companies:



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.

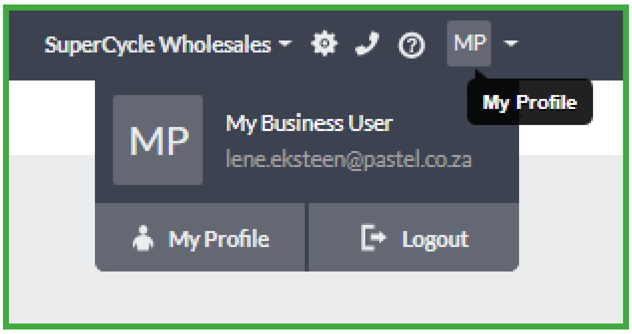
Company Settings

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

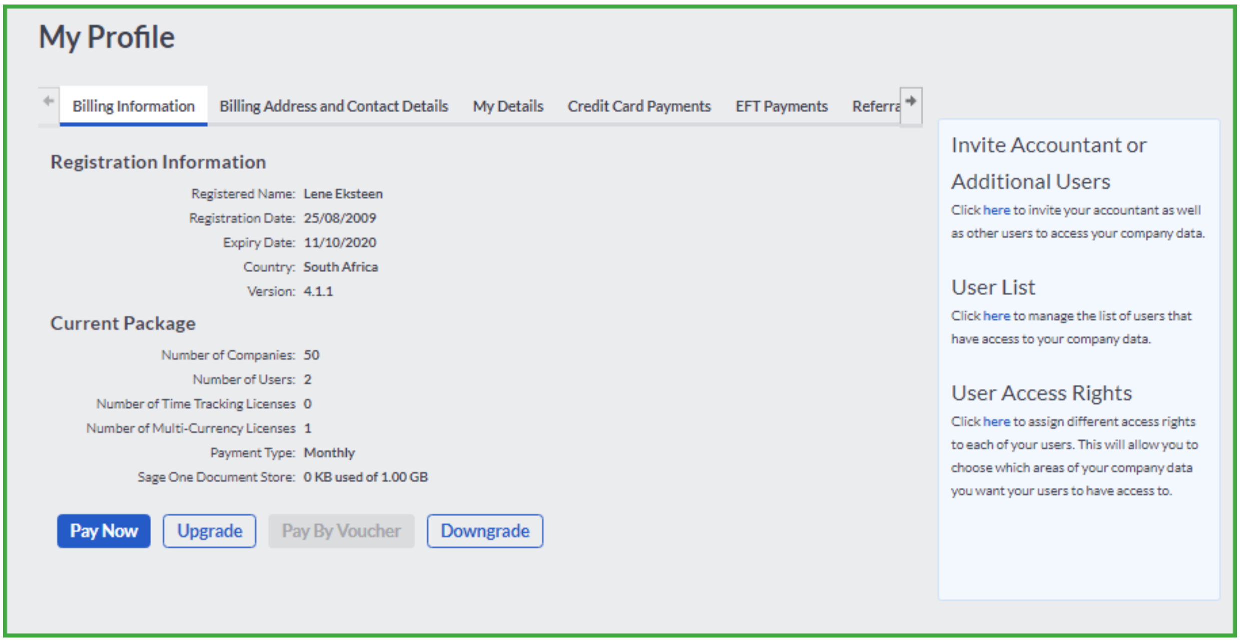


My Profile

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.

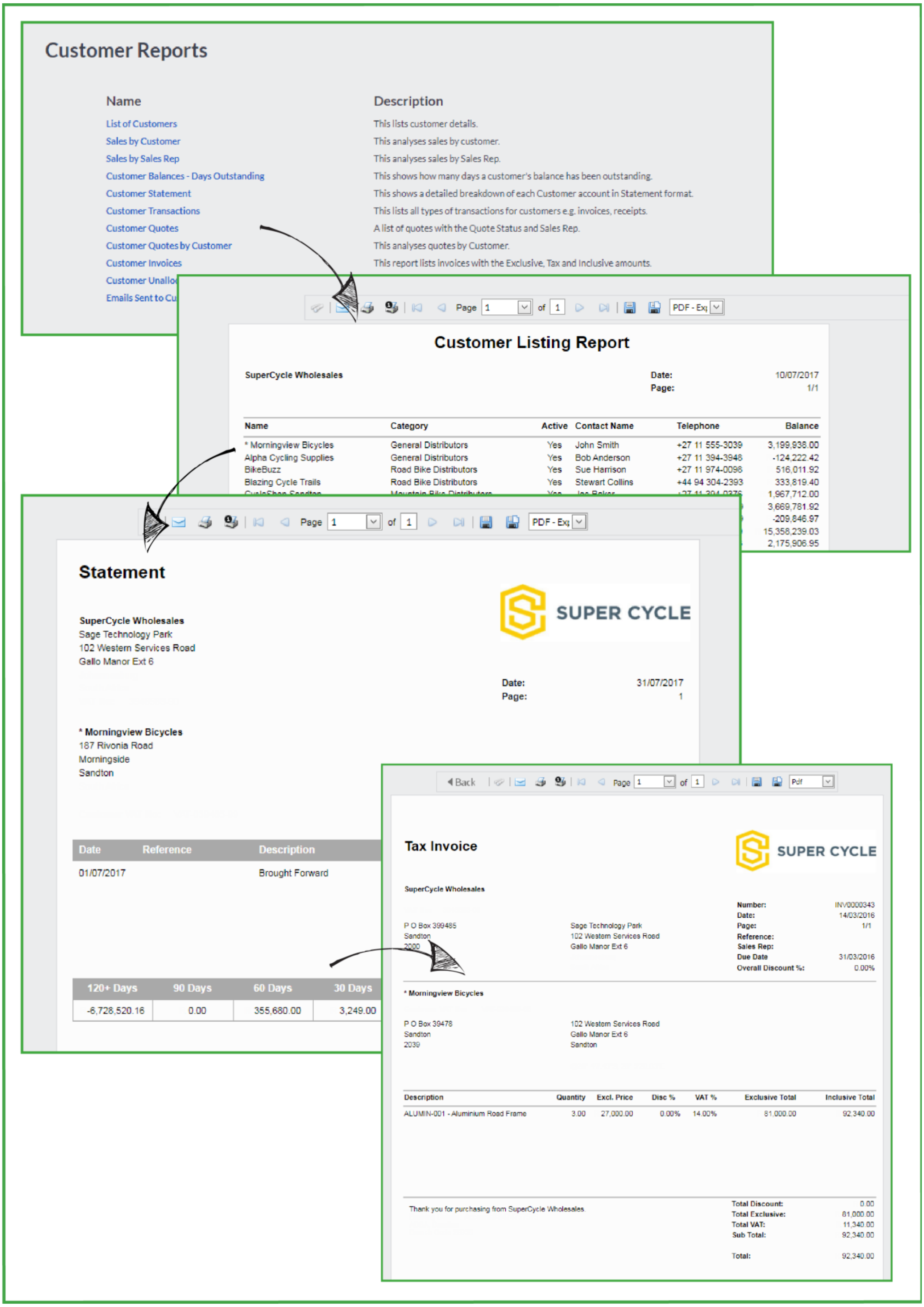
Finding the information you need

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.

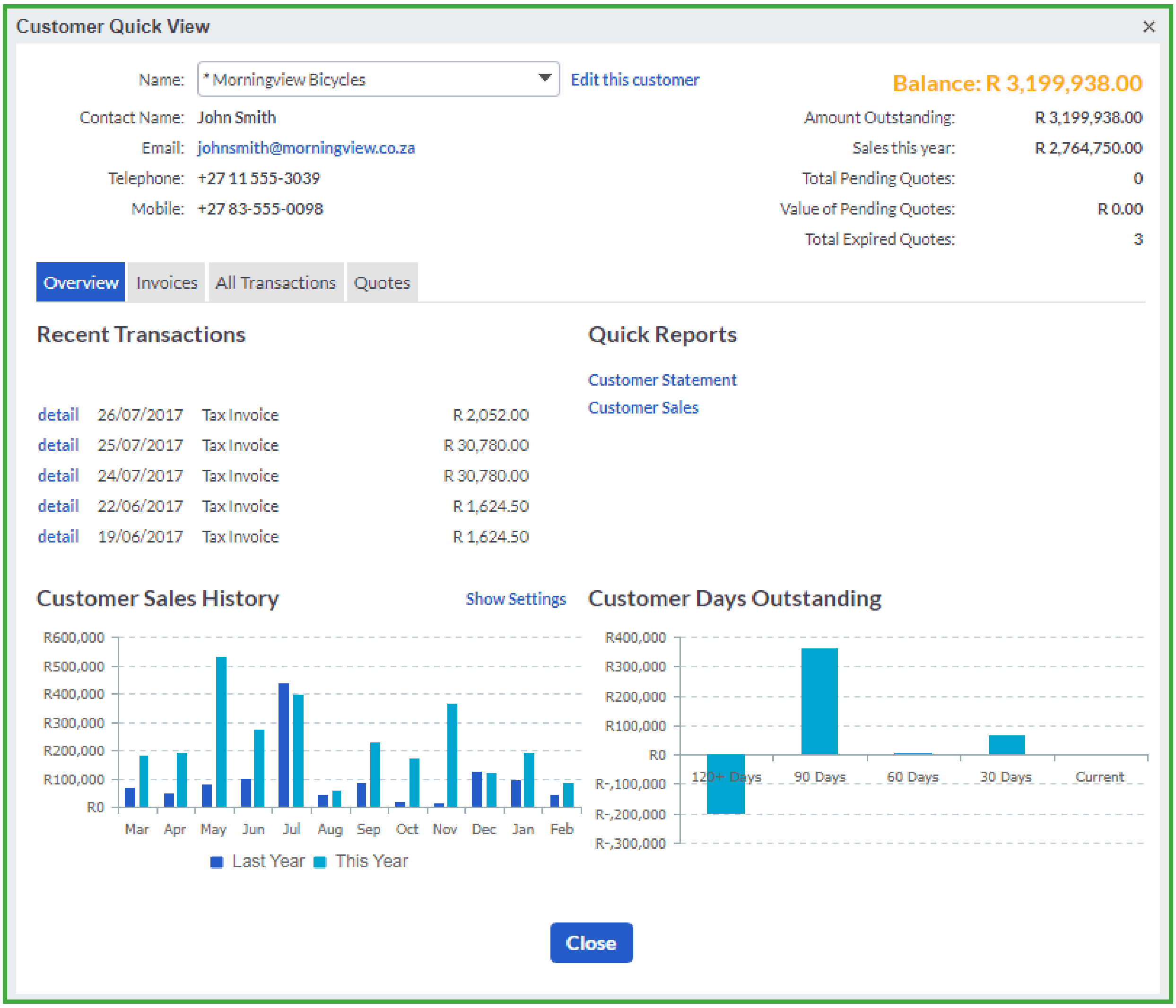
When working on any of the Dashboards, for example, you can start by viewing the Sales History graph by month. By clicking on a bar on the graph you will drill down to a daily view of the sales for the month. By drilling down once more, you can view the original invoice.

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
Description
List of Customers
This lists customer details.
Sales by Customer
This analyses sales by customer.
Sales by Sales Rep
This analyses sales by Sales Rep.
Customer Balances - Days Outstanding
This shows how many days a customer's balance has been outstanding.
Customer Statement
This shows a detailed breakdown of each Customer account in Statement format.
Customer Transactions
This lists all types of transactions for customers e.g. invoices, receipts.
Customer Quotes
A list of quotes with the Quote Status and Sales Rep.
Customer Quotes by Customer
This analyses quotes by Customer.
Customer Invoices
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
BikeBuzz
Road Bike Distributors
Yes
Sue Harrison
+27 11 974-0098
516,011.92
Blazing Cycle Trails
Road Bike Distributors
Yes
Stewart Collins
+44 94 304-2393
333,819.40
1,967,712.00
3,669,781.92
-209,846.97
15,356,239.03
2,175,906.95
Statement
SUPER CYCLE
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
Back
Tax Invoice
SUPER CYCLE
SuperCycle Wholesales
P O Box 399485
Sandton
2000
Sage Technology Park
102 Western Services Road
Gallo Manor Ext 6
Number: INV0000343
Date: 14/03/2016
Page: 1/1
Reference:
Sales Rep:
Due 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

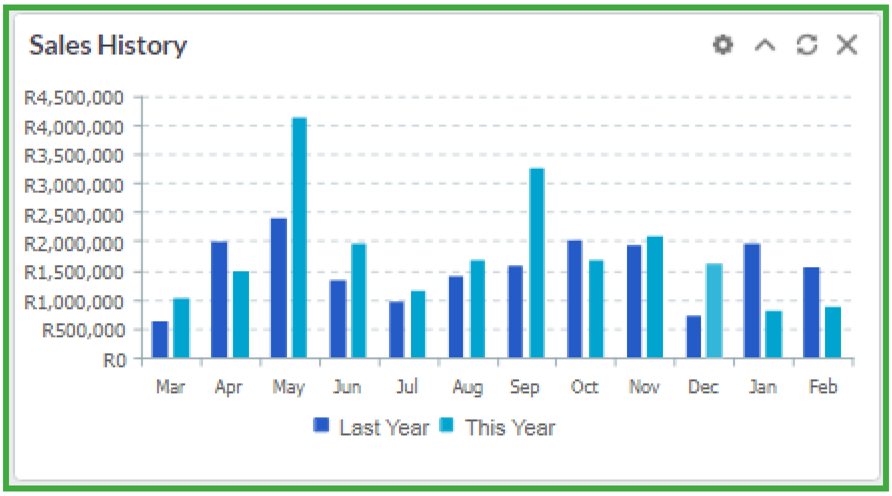
If you want to do a quick enquiry on a customer, supplier, item, bank account and/or account, Accounting allows you to perform a Quick View while you are processing documents or transactions.



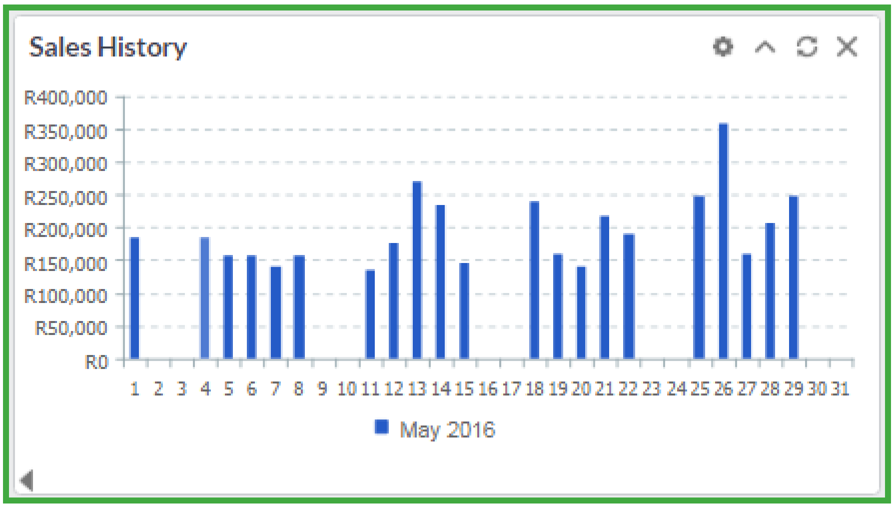
Drill Down Functionality

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.

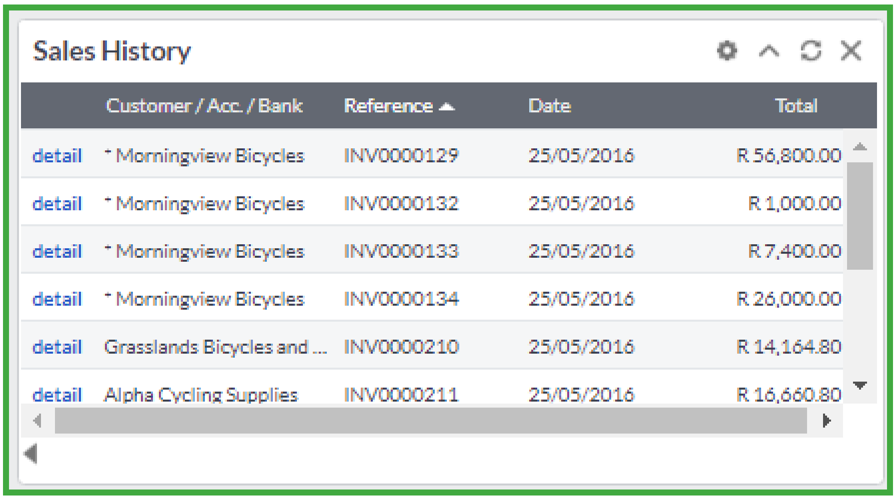
The best way to explain the drill down function is via a demonstration. Here is the sales graph from the main Dashboard.



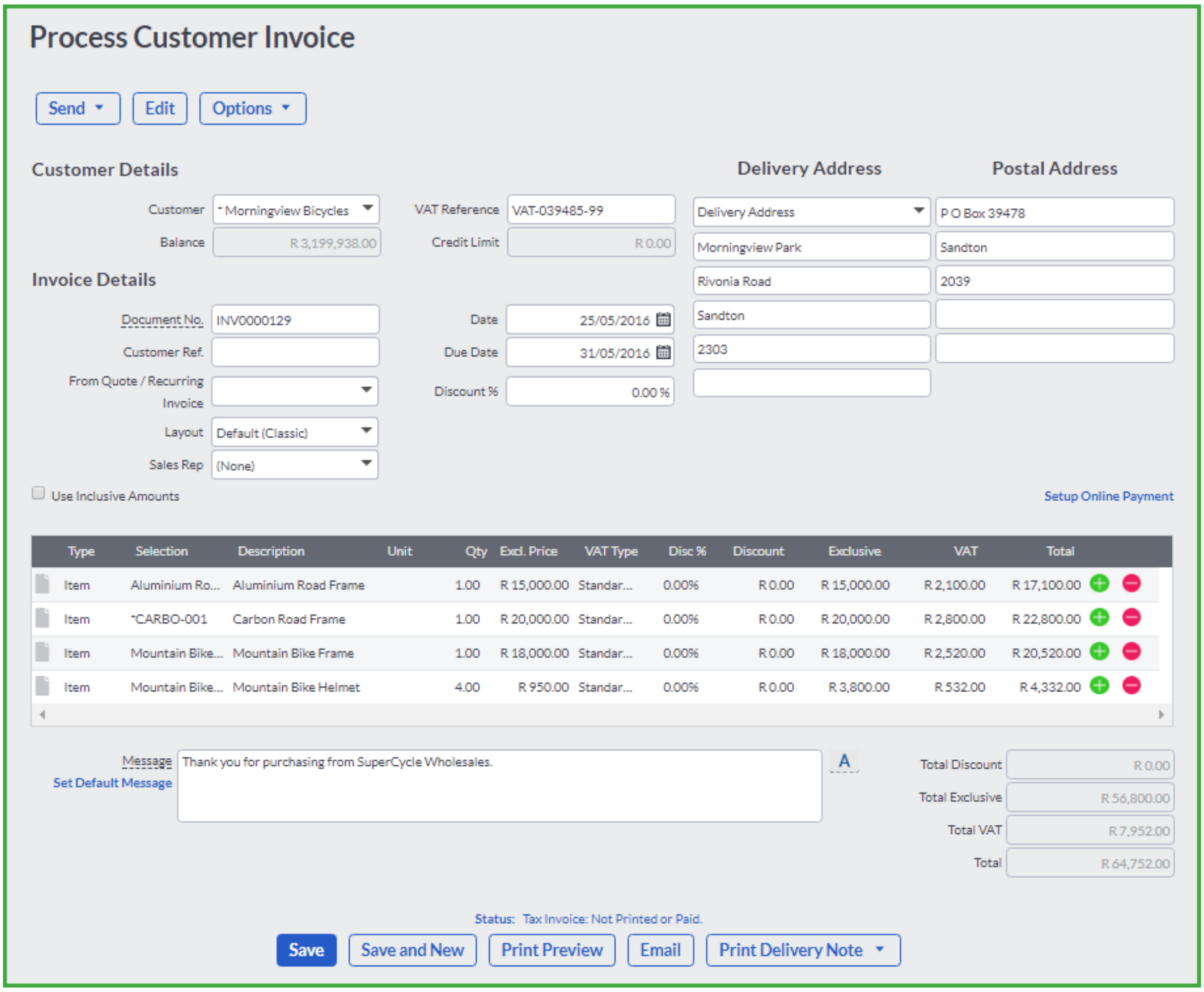
The above graph shows each month's monthly sales values. Click on a month's value, and you see daily values:



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:



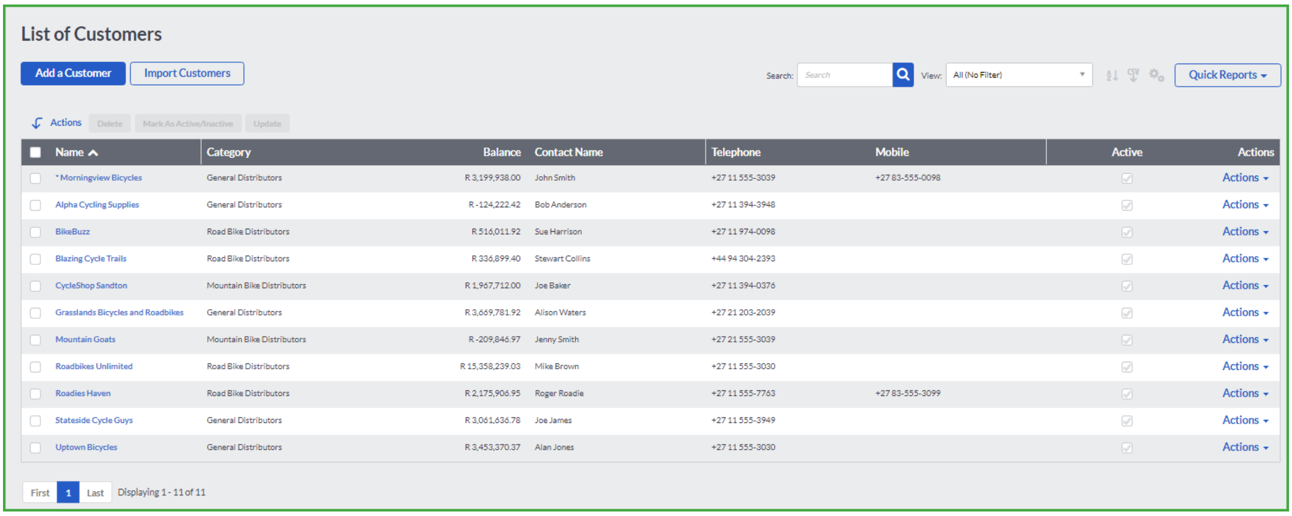
Click on the detail link on a transaction line, and you will see the original invoice:



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:



There are various elements:

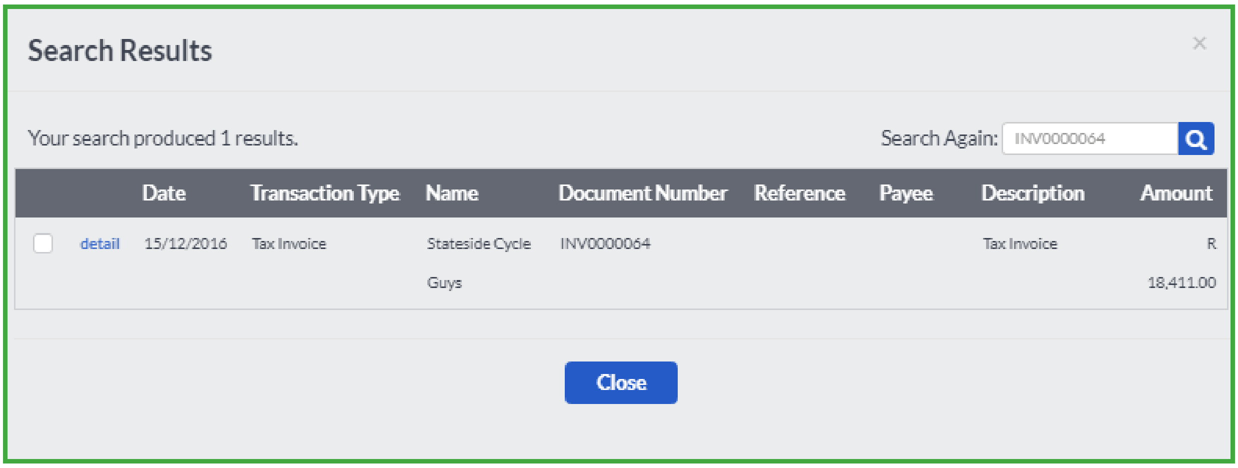
- Use the Search and View fields to search for specific information on any maintenance grids in Accounting. Enter a key word or amount into the Search field and click on the magnifying glass. For more advanced searching, Accounting has default filters in the View field. Select a filter from the drop 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 × 768, but you can use other sizes. However, it is not recommended that you use a screen setting of 800 × 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:



		Date	Transaction Type	Name	Document Number	Reference	Payee	Description	Amount
	detail	15/12/2016	Tax Invoice	Stateside Cycle Guys	INV0000064			Tax Invoice	R 18,411.00