(V.26) – 2020

sage 50cloud

v26 New Features

Sage 50 Cloud
Accounts Course

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---MAAT

Coursebook for Sage 50 Cloud Accounts (V.26) – 2020

The Golden Rules of Accounting

There are three types of Accounts

1. Personal Account

Debit the Receiver, Credit the Giver

This principle is used in the case of personal accounts. When a person gives something to the organization, it becomes an inflow and therefore the person must be credit in the books of accounts. The converse of this is also true, which is why the receiver needs to be debited. (e.g. Directors Loan Account)

2. Real Account

Debit What Comes In, Credit What Goes Out

This principle is applied in case of real accounts. Real accounts involve machinery, land and building etc. They have a debit balance by default. Thus, when you debit what comes in, you are adding to the existing account balance. This is exactly what needs to be done. Similarly when you credit what goes out, you are reducing the account balance when a tangible asset goes out of the organization. (e.g. Cash Account, Furniture A/C)

3. Nominal Account

Debit All Expenses and Losses, Credit All Incomes and Gains

This rule is applied when the account in question is a nominal account. The capital of the company is a liability. Therefore, it has a default credit balance. When you credit all incomes and gains, you increase the capital and by debiting expenses and losses, you decrease the capital. This is exactly what needs to be done for the system to stay in balance. (e.g. Telephone Exp. A/C, Salary Exp. A/C)

Introduction to Sage 50 Cloud Course and your Tutor

****Course highlights***

This online presentation is intended to provide user with the knowledge he would need to use 'Sage Line 50 Accounts', from creating a company to preparing final accounts – that is starting from scratch to managing accounts for a company independently. I shall also cover the fundamentals of double-entry bookkeeping – an important aspect of Accounting along with other helpful tips and advice.

This Course shall help:

Beginner Level –

   To understand the concept of Sage Line 50 and implement in practice – by forming a dummy company.

Intermediate Level –

   To enhance your knowledge further and implement it in more proficient way to apply using double Entry bookkeeping fundamentals along with other areas like payroll and VAT.

Advance Level –

   Preparation of Companies statutory and final Accounts and Reporting along with other advanced features required to meet HMRC regulations.

Scenario

Cidon Consultancy Services Limited

205, Business Park

London

EC12 8UW

You work as a bookkeeper for CIDON CONSULTANCY SERVICES Ltd, an Engineering field consultancy (oil and gas industry) within the UK. The business is registered for value added tax (VAT) and up to the close of business at the end of this year did all its accounting using Excel spreadsheet.

Business is expanding and has taxable turnover of more than Vat threshold £85,000. To comply with HMRC's new legislation called Making Tax Digital (MTD), company must maintain the record digitally. Sage 50 is one of the approved software by HMRC in compliance with MTD. The year-end closing balances have now been transferred into a computerised accounts package. The directors are Robert Brown and Karin Brown. They have 2 full time staff in house. The Accountant is Absolute Accountants, London.

This assignment contains several tasks which take the form of a set of exercises which require you to either input data to the accounting system or extract information from the accounting system as reports.

Note the VAT registration number is **GB159753456**. VAT is at 20%. They use a **cash accounting scheme**.

Date of Incorporation of company 01.04.2017, The company Registration Number is 12856347

The day we begin using Sage 50 accounts package is 1st April 2019. The Financial year of the company is 1.4.2019 to 31.3.2020.

Instructions to candidates

You are required to complete the tasks as listed below

Contents

The standard shortcut keys used by Sage 50 Accounts ⌃

When usingSage 50 Accounts some function keys have automatic routines attached to them. You can use these to help speed up your processing.

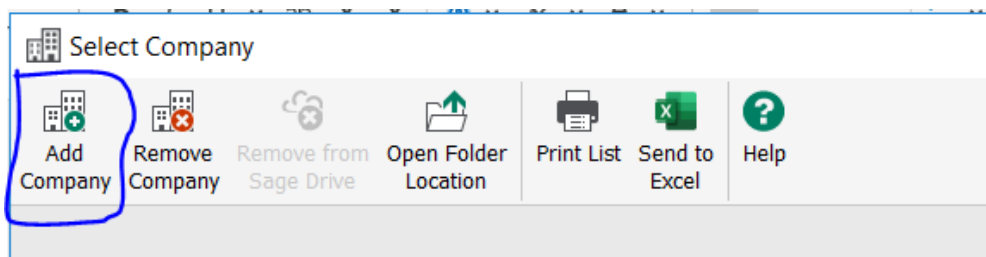|	
F1	Opens the online Help system and is specific to the to the window or option you are currently accessing.
F2	Opens the Calculator where you can use the keyboard to enter calculations.
F3	When creating invoices, sales orders or purchase orders, this opens the Edit Item Line window. This displays the information relating to that particular item on the invoice or order.
	When creating a customer or supplier receipt, this pays the receipt in full.
F4	Opens a quick reference list containing all reference numbers for a particular box, for example, in a customer reference column, you can press F4 to see a list of customers.
F5	If the cursor is in a monetary box and you press F5, the currency calculator appears and if pressed in a text box, the spell checker appears.
F6	In batch data entry windows F6 copies information from the field above.
	Tip: If you use Shift and F6 in the batch data entry windows it copies information from the field above and increments it by one.
F7	Inserts a blank line in the row above.
F8	Deletes the whole line of information.
F9	Activates the Calculate Net Amount option, which splits the total you enter in the Net box into the net and VAT amounts.
F11	By default, this opens the Windows Control Panel. You can configure this key to open alternative software. For further information about this, please refer to the following section.
F12	By default, this function key calls up Sage Report Designer. You can configure this key to open alternative software. For further information about this, please refer to the following section.

After a successful installation of Sage 50 on your computer, Let's start the below tasks:

Beginner Level

1. Getting Started

Setting up / Creating Company

TASK 1: Setting up/creating a new company (Choosing Currency, Entering Vat/CIS details and other useful information)

Step 1:

Step 2 :

Step 3 :

ActiveSetup   ✕

Sage Accounts - Company Set-up

1 Welcome

2 Network Sharing

3 **Company Details**

4 Business Type

5 Financial Year

6 VAT

7 Currency

8 Manager Password

9 Confirm Details

Enter Company Details ❓   ❓

Company Name   Enter your company name

Street 1 :

Street 2 :

Town :

County :

Post Code :

Country :   United Kingdom   GB   ⌄

Telephone Number :

Fax Number :

Email Address :

Website Address :

Cancel   Back   Next

Step 4 :

ActiveSetup   ✕

Sage Accounts - Company Set-up

1 Welcome

2 Network Sharing

3 Company Details

4 **Business Type**

5 Financial Year

6 VAT

7 Currency

8 Manager Password

9 Confirm Details

Select Business Type ❓   ❓

Select a type of business that most closely matches your own. If your business type is not listed, please consult your accountant.

◯ Sole Trader

◯ Partnership

◉ Limited Company

◯ Charity

◯ I don't want to setup based on a business type

◯ I want to use a predefined business type:

        [   ]   Browse

Description

This creates nominal codes and Profit & Loss / Balance Sheet reports specifically designed for a Limited Company

Cancel   Back   Next

Step 5 :

ActiveSetup   ✕

Sage Accounts - Company Set-up

① Welcome

② Network Sharing

③ Company Details

④ Business Type

⑤ **Financial Year**

⑥ VAT

⑦ Currency

⑧ Manager Password

⑨ Confirm Details

Select Financial Year ❓   ❓

Choose when your company financial year begins. If you are not sure when your financial year begins, please contact your accountant for guidance before you proceed any further.

Month | April ▼ |

Year | 2019 ▼ |

Financial year range

01 April 2019 - 31 March 2020

| Cancel | | Back | Next |

Step 6 :

ActiveSetup   ✕

Sage Accounts - Company Set-up

① Welcome

② Network Sharing

③ Company Details

④ Business Type

⑤ Financial Year

⑥ **VAT**

⑦ Currency

⑧ Manager Password

⑨ Confirm Details

Select VAT Details   ❓

Is your company VAT registered?   ◉Yes   ○No

Enter your VAT registration | | ❓

VAT Scheme | Standard VAT   ▼ | ❓

Enter your standard VAT rate | 0.00 | ❓

| Cancel | | Back | Next |

Step 7 :

ActiveSetup   ✕

Sage Accounts - Company Set-up

① Welcome	**Select Currency** ❓
② Network Sharing	Select the currency your accounts will be prepared in.
③ Company Details	If the currency is not shown in the list select Unlisted Currency.
④ Business Type	Base Currency [Pound Sterling ▾]
⑤ Financial Year	
⑥ VAT	
⑦ **Currency**	
⑧ Manager Password	
⑨ Confirm Details	

Cancel   Back   Next

Step 8 :

ActiveSetup   ✕

Sage Accounts - Company Set-up

① Welcome	**Manager Password** ❓
② Network Sharing	The default login for Sage 50 Accounts is "Manager". This gives you full access to all features. We strongly recommend that you set a password for the default login now. You can create further logins later.
③ Company Details	Enter Password [	]
④ Business Type	Confirm Password [ ]
⑤ Financial Year	
⑥ VAT	The password can be up to ten characters long and can include spaces and numbers.
⑦ Currency	
⑧ **Manager Passwo...**	
⑨ Confirm Details	

Cancel   Back   Next

Step 9 :

Sage Accounts - Company Set-up

ActiveSetup ✕

1 Welcome
2 Network Sharing
3 Company Details
4 Business Type
5 Financial Year
6 VAT
7 Currency
8 Manager Password
9 **Confirm Details**

Create ❓

You must confirm that the key details below are correct. Click Back to make changes or click Create to create your company.

What you have entered

Share location:	\\SRTS04\SAGE2020
Share this folder?	Yes
Company Name:	Enter your company name
Business Type:	Limited Company
Financial Year:	01 April 2019 - 31 March 2020
VAT Scheme:	Standard VAT
Currency:	Pound Sterling

Cancel   Back   Create

Entering Organisation and Financial Details

To complete the Task 1 please use below details:

Company Name: Cidon Consultancy Services Limited

205, Business Park, Business Road

London, EC12 8UW

United Kingdom

Tel. 0208 6552336

Email: Accounts@cidoncs.co.uk

Website: www.cidoncs.com

Financial Year: 1.4.2019 to 31.3.2020

Vat Reg. No. 159753456

Apply Cash Accounting scheme for Vat

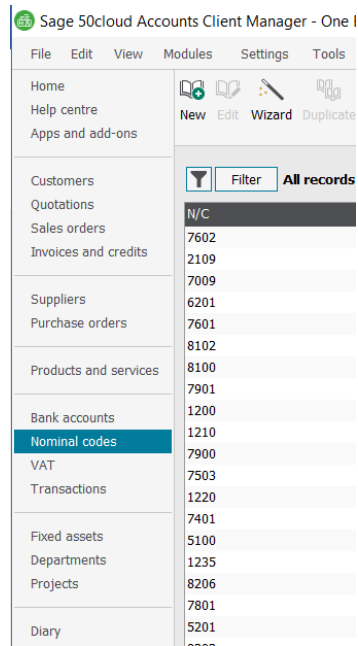Currency – Pound Sterling (GBP)

Task 01 complete

2. Setting up of the System

a) Virtual Tour of Sage 50 Cloud Accounts
   – **Please watch the video**

b) Edit and Modify Default Chart of Accounts

Step 1:

Step 2: Edit , Amend and Save

Edit and modify the highlighted nominal account names and add New nominal account 2212 to the list.

Cidon Consultancy Services Limited

Trial Balance for the year ended 31.03.2019

N/C	Name	Debit (£)	Credit (£)
2100	Creditors Control Account		44,502.68
2202	VAT Liability	8,122.90	
2210	P.A.Y.E. – Payable to HMRC		1,396.58
2211	National Insurance-Payable to HMRC		2,006.98
2212	Student Loan – Payable to HMRC		278.00
2220	Net Wages		2,863.78
2230	Pension Fund-Payable to Pension Fund Co.		120.00
2300	Loans		6,895.00
3000	Ordinary Shares		1,000.00
3200	Profit & Loss Account		36,237.00
2110	Corporation Tax Payable		8,500.00

c) Add a Business Bank Account, Credit Card Account and Petty Cash Account (Edit and rename the Bank accounts)
1) National Business Bank Current Account
2) National Business Bank Credit Card
3) Petty Cash Account

Step 1: Bank Accounts

Step 2: Select the account and press Edit

Step 3: Amend the details and Save

d) Creating/Deleting Departments

Step 1: Click on Departments > Edit > Enter Department name > Save

Cidon Consultancy Services Limited	
Department List	
Number	**Name**
1	Sales
2	Purchasing
3	Payroll
4	Admin
5	Marketing

3. Customers and Suppliers

a) Setting up Customers and Suppliers (Apply default settings)

Customer List

A/C	Name	Contact Name	Telephone	Email
A1D001	A1 Design Services	Ian Cairns	01742 876 234	accounts@ADS.com
FRE001	Fred Briant	Fred Briant	01908 78787878	finance@gmail.com
JOH001	Johnson Design & Build Partners	Peter Quigley	0191 234 567	AccountsJDB@JDbuildP.com
FGL001	F G Landscape & Design	David Bradford	01603 354564	AccountsR@FGL.co.uk
KIN001	Kinghorn Engineering	Clint Peddie	0141 373 2828	finance@gmail.com
KDR001	KDR Engineering	Ian Walker	0195986475	Finance@KDR.co.uk
COM001	Compton Limited	Alistair Leadbetter	00495313443334	Accounts@Compton.co.uk
FLU001	Fluur Natural Gas	Tom Ford	01912903939	AR@Fluurenterprises.co.uk

i) Apply default setting for N/C 4000 with T1 code for Vat and Terms agreed to all.
Steps to be followed to create Customer Account

Step 1: Select the Tab Customers

Step 2: Click on New – Enter the details – Click on Save

TASK 3: a)

Steps to be followed to create Supplier Account

Step 1: Select the Tab Suppliers

Step 2: Click on New – Enter the details – Click on Save

Supplier List

A/C	Name	Contact	Telephone	Email
CON001	Concept Stationery Supplies	Mark Ramsay	0191 643 4343	newbusinessadvice@sage.com
MCN001	McNally Computer Supplies	Stuart Lynn	0191 415 3434	newbusinessadvice@sage.com
MEA001	Mears Insurance	Stephen Wilmshurst	01905 243534	accounts@MearsInsurance.co.uk
NEW001	Newtown Builders Ltd	John Sinclair	0181 245 4534	payable@NewtownB.co.uk
QUA001	Quality Motors	Debbie Minto	0191 231 3454	finance@Qualitymotors.co.uk

    i)   Apply Default setting as Terms agreed to all

    ii)   Apply Default setting for A/C CON001 – Nominal Code – 7502 and Vat Code T1

                                    A/C QUA001 – Nominal Code – 7304 and Vat Code T1

b) Create a Project List

Step 1: Click on Projects

Step 2: Enter required details>Click on Save

Reference	Name	Period	Customer A/C
PROJ001	SDE New Platform Installation	1.4.2019 to 31.7.2019	FLU001
PROJ002	KDR – Job Estimation	1.5.2019 to 31.12.2019	KDR001
PROJ003	Kinghorn Engineering Control Room Installation	1.6.2019 to 31.3.2020	KIN001

c) Entering Purchase (Supplier Invoice), Purchase Credit Note, Purchase Order

Step 1: Select Suppliers tab from quick menu

Step 2: Select Batch Invoice and Batch Credit respectively. (see below screen)

Step 3: After Entering the Invoices and credits – Click on Save

For Entering Purchase Order:

Step 1: Select Purchase Orders from quick Menu

Step 2: Click on New>Enter details>Save

The following information is available from Purchase Unit and you need to update Sage 50 accordingly. (Period April 19 to Jun 19)

Enter below Supplier Invoices from Purchase Day Book – i) Please use the nominal codes given in the description ii) Select T9 as Tax Code for Building Insurance

Date of Invoice (Tax date)	Inv. No	A/C No.	Supplier Name	Description	Net (£)	Vat (£) (20%)	Gross Total (£)	
15/04/2019	CID258	CON001	Concept Stationery Supplies	Printing papers - Selection Pack & other (7500)	86.40	17.28	103.68	
10/05/2019	654/05-20	MCN001	McNally Computer Supplies	Router & Cabling (7701)	1000.00	200.00	1200.00	
13/05/2019	INS/564/20	MEA001	Mears Insurance	Building Insurance (7104)	585.00	0.00	585.00	
01/06/2019	NBL/4488/20	NEW001	Newtown Builders Ltd	Repairs (7800)	2500.00	500.00	3000.00	
15/06/2019	MOT/12/20	QUA001	Quality Motors	Motor Servicing (7304)	582.50	116.50	699.00	
30/06/2019	NBL/4491/20	NEW001	Newtown Builders Ltd	Repairs (7800)	1250.00	250.00	1500.00	

3 c) Enter below Supplier Credit Notes from Purchase Day Book

i)   Apply Nominal codes given in the description
ii)   Select T9 for Building Insurance

Date of Credit Note (Tax date)	CN No.	A/C No	Supplier Name	Description	Net (£)	Vat (£) (20%)	Gross Total (£)	
15/04/2019	CN/04-20	CON001	Concept Stationery Supplies	Rubber Bands - Selection Pack (200) – (7500)	20.00	4.00	24.00	
10/05/2019	CN/156/20	MCN001	McNally Computer Supplies	Router & Cabling (7701)	500.00	100.00	600.00	
13/06/2019	CN/236/20	MEA001	Mears Insurance	Building Insurance (7104)	125.00	0.00	125.00	

d)   Entering Sales (Customer Invoice), Sales Credit Note, Sales Order

Step 1: Select Customers tab from quick menu

Step 2: Select Batch Invoice and Batch Credit respectively. (see below screen)

Step 3: After Entering the Invoices and credits – Click on Save

For Entering Sales Order:

Step 1: Select Sales Orders from quick Menu

Step 2: Click on New>Enter details>Save

The following information is available from Sales Unit and you need to update Sage 50 accordingly. (period April 19 to Jun 19)

Enter below Customer Invoices from Sales Day Book –

  i)   Please rename/create the new nominal codes given in the description
  ii) Use Sales as Department for all the Invoices
  iii) Please refer Project List from Task 3(b) and apply to customer Invoices

Enter below Customer Invoices from Sales Day Book

INV. Number/Date of Invoice (Tax date)	A/C NO	Customer Name	Description	Net (£)	Vat (£) (20%)	Gross Total (£)
001/19-20 1/04/2019	KDR001	KDR Engineering	Consultancy services (4000)	3500.00	700.00	4200.00
002/19-20 16/04/2019	FLU001	Fluur Natural Gas	Designing work (4001)	3500.00	700.00	4200.00
003/19-20 19/04/2019	A1D001	A1 Design Services	Support and services (4002)	5000.00	1000.00	6000.00
004/19-20 25/04/2019	FRE001	Fred Briant	Consultancy work (4003)	5000.00	1000.00	6000.00
005/19-20 22/05/2019	COM001	Compton Limited, UK	Training (4004)	855.00	171.00	1026.00
006/19-20 30/06/2019	JOH001	Johnson Design & Build Partners	Designing Project work (4005)	1250.00	250.00	1500.00

Sales Invoices (Range 001 to 006)

Cidon Consultancy Services Limited

205, Business Park	P: Phone Number 2086552336	Email Address : Accounts@oneed.co.uk
Business Road, London, EC12 8UW	Vat Reg. No. 159753456	Website www.onees.com

Invoice To:	KDR Engineering	Phone :	Invoice No.: 001/19-20
Address:	London, United Kingdom	Fax:	Invoice Date: 01/04/2019
		Email:	30/04/2019
Invoice For:	Services Provided		Due Date :

Item no.	Description	Qty	Unit Price	Discount	Price
	Services - Apr., 19	1	£ 3,500.00	£ -	£ 3,500.00
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -

Invoice Subtotal	£	3,500.00
VAT Rate		20.00%
VAT	£	700.00
Other		
Deposit Received		
TOTAL	£	4,200.00

Make all payments payable to Cidon Consultancy Services Limited.
Bank Account No. : 15945623, Bank Sort Code : 12-00-54

Cidon Consultancy Services Limited

205, Business Park

Business Road, London, EC12 8UW

P: Phone Number 2086552336

Vat Reg. No. 159753456

Email Address : Accounts@oneed.co.uk

Website www.onees.com

Invoice To:

Address:

Fluur Natural Gas

London, United Kingdom

Phone :

Fax:

Email:

Invoice No.: 002/19-20

Invoice Date: 16/04/2019

Due Date : 15/05/2019

Invoice For: Services Provided

Item no.	Description	Qty	Unit Price	Discount	Price
	Services - May 19	1	£ 3,500.00	£ -	£ 3,500.00
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -

Invoice Subtotal	£ 3,500.00
VAT Rate	20.00%
VAT	£ 700.00
Other	
Deposit Received	
TOTAL	£ 4,200.00

Make all payments payable to Cidon Consultancy Services Limited.
Bank Account No. : 15945623, Bank Sort Code : 12-00-54

Cidon Consultancy Services Limited

205, Business Park	P: Phone Number 2086552336	Email Address : Accounts@oneed.co.uk
Business Road, London, EC12 8UW	Vat Reg. No. 159753456	Website www.onees.com

Invoice To: Address:	A1 Design Services	Phone :	Invoice No.: 003/19-20	
	London, United Kingdom	Fax:	Invoice Date:	19/04/2019
		Email:		18/05/2019
Invoice For:	Services Provided		Due Date :	

Item no.	Description	Qty	Unit Price	Discount	Price
	Services - Apr 19	1	£ 5,000.00	£ -	£ 5,000.00
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -

Invoice Subtotal	£ 5,000.00
VAT Rate	20.00%
VAT	£ 1,000.00
Other	
Deposit Received	
TOTAL	£ 6,000.00

Make all payments payable to Cidon Consultancy Services Limited.
Bank Account No. : 15945623, Bank Sort Code : 12-00-54

Cidon Consultancy Services Limited

205, Business Park	P: Phone Number 2086552336	Email Address : Accounts@oneed.co.uk
Business Road, London, EC12 8UW	Vat Reg. No. 159753456	Website www.onees.com

Invoice To:	Phone :	Invoice No.: 004/19-20	
Address: Fred Briant	Fax:	Invoice Date:	25/04/2019
London, United Kingdom	Email:	Due Date :	25/05/2019

Invoice For: Services Provided

Item no.	Description	Qty	Unit Price	Discount	Price
	Services - May 19	1	£ 5,000.00	£ -	£ 5,000.00
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -

	Invoice Subtotal	£ 5,000.00
	VAT Rate	20.00%
	VAT	£ 1,000.00
	Other	
	Deposit Received	
	TOTAL	£ 6,000.00

Make all payments payable to Cidon Consultancy Services Limited.
Bank Account No. : 15945623, Bank Sort Code : 12-00-54

Cidon Consultancy Services Limited

205, Business Park	P: Phone Number 2086552336	Email Address : Accounts@oneed.co.uk
Business Road, London, EC12 8UW	Vat Reg. No. 159753456	Website www.onees.com

Invoice To:	Compton Limited	Phone :	Invoice No.: 005/19-20	
Address:	London, United Kingdom	Fax:		22/05/2019
		Email:	Invoice Date:	20/06/2019

Invoice For: Services Provided

Due Date :

Item no.	Description	Qty	Unit Price	Discount	Price
	Services - May/Jun 19	1	£ 855	£ -	£ 855.00
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -

Invoice Subtotal	£	855.00
VAT Rate		20.00%
VAT	£	171.00
Other		
Deposit Received		
TOTAL	£	1026.00

Make all payments payable to Cidon Consultancy Services Limited.
Bank Account No. : 15945623, Bank Sort Code : 12-00-54

Cidon Consultancy Services Limited

205, Business Park	P: Phone Number 2086552336	Email Address : Accounts@oneed.co.uk
Business Road, London, EC12 8UW	Vat Reg. No. 159753456	Website www.onees.com

Invoice To:		Phone :	Invoice No.: 006/19-20
Address:	Johnson Design & Build Partners	Fax:	30/06/2019
	London, United Kingdom	Email:	Invoice Date: 29/07/2019
Invoice For:	Services Provided		Due Date :

Item no.	Description	Qty	Unit Price	Discount	Price
	Services - Jun 19	1	£ 1250.00	£ -	£ 1250.00
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -

Invoice Subtotal	£	1250.00
VAT Rate		20.00%
VAT	£	250.00
Other		
Deposit Received		
TOTAL	£	1500.00

Make all payments payable to Cidon Consultancy Services Limited.
Bank Account No. : 15945623, Bank Sort Code : 12-00-54

4. Fixed Assets
a) Entering Fixed Assets (Asset Register)

Step 1: Click on Fixed Assets

Step 2: Click on New (see screen below)
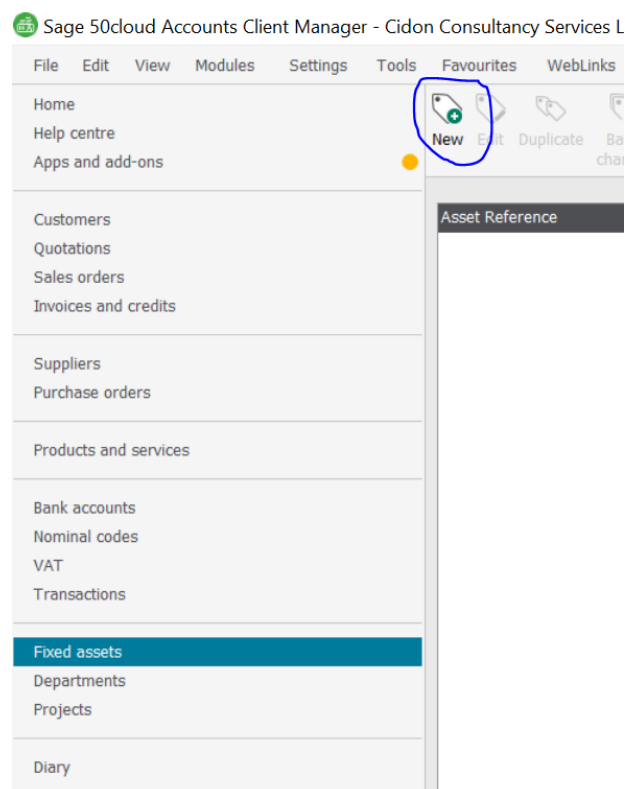
Fixed Asset List

Cidon Consultancy Services have maintained Fixed asset Register on Excel and would like to move on Sage 50 cloud account from April 19 onwards. Please record below assets on Sage 50 Cloud, ignore the depreciation exercise for this task.

				Depreciation Rate:	10.00
Refn:	K562FTF	**Category:**	1	**Depreciation Rate:**	10.00
Description 1:	HP 316	**Department:**	4	**Cost Price:**	5850.00
Description 2:	Printer	**Bal Sheet N/C:**	0050	**Net Book Value:**	5850.00
Date	1.4.2019	Profit & Loss N/C:	8004	**Next Depreciation:**	48.75
Serial No:	K562FTF	**Supplier A/C:**	MCN001	**Depreciation to Date:**	585.00
		Depreciation Type:	Straight	**Total Depreciation:**	585.00
Refn:	M401HCN	**Category:**	2	**Depreciation Rate:**	8.00
Description 1:	BMW316SI	**Department:**	5	**Cost Price:**	16500.00
Date	1.1.2017	**Bal Sheet N/C:**	0051	**Net Book Value:**	15290.00
		Profit & Loss N/C:	8003	**Next Depreciation:**	110.00
Serial No:	M401HCN	**Supplier A/C:**	QUA001	**Depreciation to Date:**	1210.00
		Depreciation Type:	Straight	**Total Depreciation:**	1210.00

					Depreciation Rate:	6.00
Refn:	M844KFT	Category:	2		Depreciation Rate:	6.00
Description 1:	Peugeuot 106	Department:	1		Cost Price:	6495.00
Date	1.3.2016	Bal Sheet N/C:	0051		Net Book Value:	6137.72
Description 3:		Profit & Loss N/C:	8003		Next Depreciation:	32.42
Serial No:	M844KFT	Supplier A/C:	QUA001		Depreciation to Date:	357.28
		Depreciation Type:	Straight		Total Depreciation:	357.28

5. Bank Payments And Receipts

e) Entering Bank Payments, Bank Receipts

Step 1: Select Bank Accounts Tab

Step 2: Select Payment>on the drop-down option>Select Bank Payment

Step 3: Enter Details >Save

i)   Mr. Robert (Director) has asked you to set up a payment for Corporation Tax (N/C 2110) for 31.5.2019 amt. £8,500.00 (Tax code T9) via online banking on Business current A/C and also to be entered on Sage 50 Cloud Accounts – Please enter as a bank payment without posting it to the Supplier Ledger.

ii)   While doing Bank Reconciliation, you have noticed on the Business Current A/C statement that the bank interest has been credited to Business Current Account £25.00 (Tax code T9) dated 30.04.2019 – Please enter as a bank receipt (N/C 4900) without posting it to customer ledger.

f) Internal Bank Transfer/Petty Cash Transfer/CC Payment

Step 1: Select Bank Account

Step 2: Select Bank Transfer>Enter details>Save

Director asked you to do following bank transfers via online banking and update Sage accordingly:

1) Please transfer £150 to Petty cash Account from Bank Current Account dated 28.04.2019
2) He also informed you that he has started a Saving A/C with National Bank and would like to set up a transfer of £500 p.m. commencing from 1.5.2019, also record it for 1.6.2019
3) Transfer to Business Credit Card amt. £1250.00 dated 5.5.2019 (as it is a DD from Bank, update sage only)

g) Entering/receiving Customer Receipts and Refunds and Entering /Allocating Supplier Payments and Refunds

Entering Customer Receipts on Bank Account (see screenshot below)

Step 1: Select Bank Accounts

Step 2: Select Customer Receipt

Step 3: Complete Customer receipt details>Save

Enter Following Receipts on Customer Ledger

Date of Receipt	A/C No	INV NO	Gross Amt.	Remmi. Advice
10/04/2019	KDR001	001/19-20	4200.00	R-111
25/04/2019	FLU001	002/19-20	4200.00	R-112
19/05/2019	A1D001	003/19-20	6000.00	R-113
22/06/2019	COM001	005/19-20	1026.00	R-114

Entering Supplier Payments/Refunds on Bank Account (see screenshot below)

Step 1: Select Bank Accounts

Step 2: Select Payments>on dropdown list select Supplier Payment

Step 3: Complete Supplier payment details>Save

Enter following Supplier Payments as a batch (Apply Credit Note to CON001 and MEA001)

Supplier Name	A/C No	INV No	Date of payment	Gross Amt.	Bacs Payment Ref.
Concept Stationery	CON001	CID-258	25/04/2019	79.68	10020/20
Mears Insurance	MEA001	INS/564-20	13/05/2019	460.00	10021/20
Newtown Builders Ltd	NEW001	NBL/4488	08/06/2019	3000.00	10022/20
Quality Motors	QUA001	MOT/12-20	18/06/2019	699.00	10023/20

h) Adding Recurring items (DD/STO etc.)

See screenshot below

Step 1: Select Bank Accounts

Step 2: Select Recurring items

Step 3: Add>Enter the details>Save
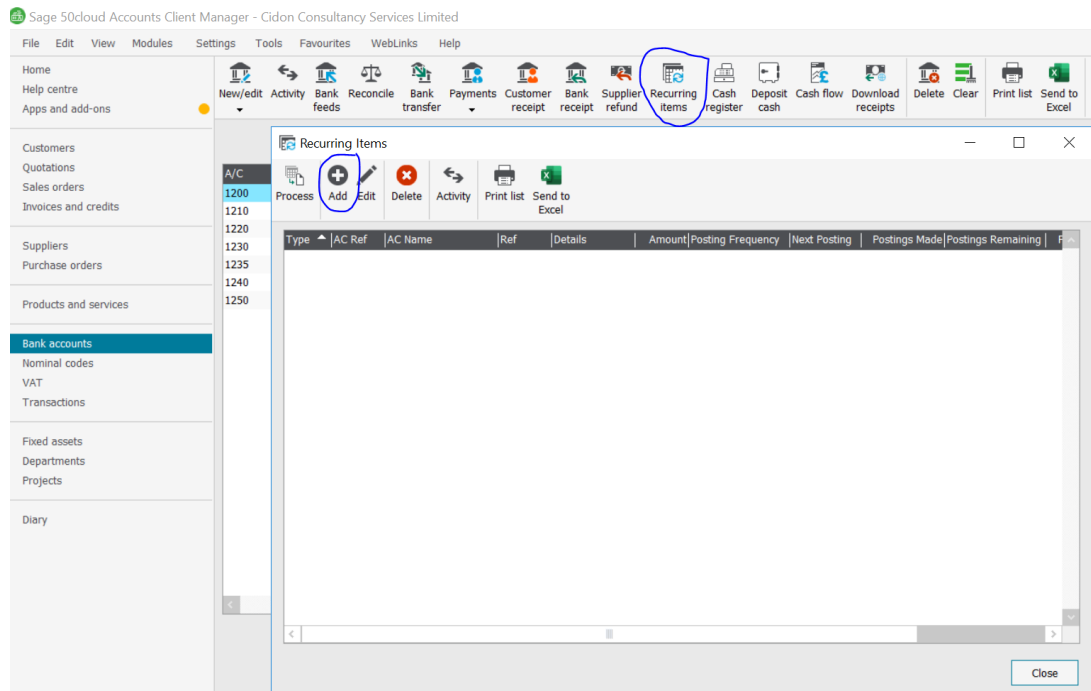
Mr. Robert asked you to enable monthly subscription from Business Current A/C to Sage UK Ltd. for £30.00 incl. of vat (T1) commencing from 01.04.2019 and you would like to add this as a recurring entry on Sage. Please use the Nominal Code 7552

6. Petty Cash

a) Add Petty Cash Expenses for Month 1

Entering Cash Receipts and Cash Payments on Petty cash Account – See screenshot below

Step 1: Select Bank Accounts>Select Petty Cash Account

Step 2: Select Payments>Bank payments

Step 3: Enter Petty cash expenses>Save

Enter Petty Cash Summary – April 2019 – Month 1 (We have made pretty cash Trf. of £150.00 as at 30.04.2019) – **Please ignore opening balance for this task**

Date of transaction	Description	Voucher No	Net	Vat	Total	Category	Running Bal.
	Opening Bal.						856.07
1.4.2019	Travel for staff training	1120	170.00	0.00	170.00	Travelling	686.07
1.4.2019	Milk	1121	10.50	0.00	10.50	Refreshments	675.57
3.4.2019	Refreshment	1121A	150.00	30.00	180.00	Refreshments	495.57
5.4.2019	Fuel for busi. Car	1122	255.00	51.00	306.00	Travelling	189.57
10.4.2019	Cleaning products	1123	25.00	5.00	30.00	Cleaning	159.57
25.4.2019	Postage	1124	10.00	0.00	10.00	Postage	149.57

b) Enter Petty Cash Summary –Month 2

| Date of transaction	Description	Voucher No	Net	Vat	Total	Category	Running Bal.
	Opening Bal.						299.57
1.5.2019	Milk	1125	10.50	0.00	10.50	Refreshments	289.07
7.5.2019	Stationery for office	1126	84.00	16.80	100.80	Printing Papers	188.27
12.5.2019	Travel claim	1127	22.00	0.00	22.00	Travelling	166.27
28.5.2019	Postage	1128	10.00	0.00	10.00	Postage	156.27

Intermediate Level

7. Bank Reconciliation
a) Monthly Bank Reconciliation of Current Account

You have received a bank statement till 30.06.2019 and you would like to reconcile the bank on Sage.

Step 1: Select Bank Accounts > Reconcile (see screenshot below)
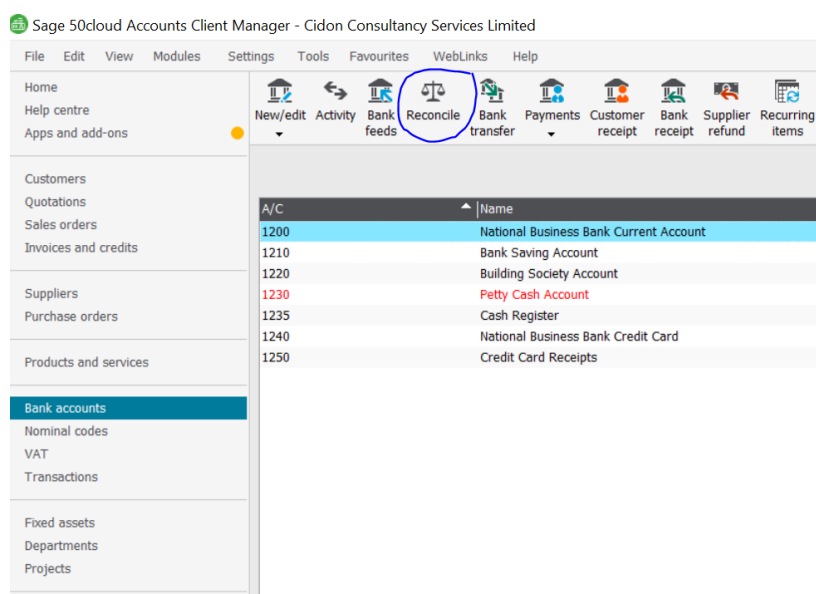
See below quarterly Bank Statement for the month end 30.06.2019

National Bank
St. Ann's Road
London
UK

Account name: Cidon Consultancy Services Limited   **Statement period 1.4.2019 to 30.06.2019**

Account Number: 15945623   **Statement Ref.: 222**

Sort Code: 12-00-54

Account Type: Business Current Account

Date	Description	Type	Paid in (£)	Paid out (£)	Balance (£)
01.04.2019	Brought forward				51,254.98 cr
01.04.2019	Sage UK	Bacs		30.00	51,224.98 cr
10.04.2019	KDR Eng.	Bacs	4200.00		55,424.98 cr
25.04.2019	Concept Stationery	Bacs		79.68	55,345.30 cr
25.04.2019	Fluur Nat. Gas	Bacs	4200.00		59,545.30 cr
28.04.2019	Bank Transfer	Trf		150.00	59,395.30 cr

30.04.2019	Bank Interest	CR	25.00		59,420.30 cr
01.05.2019	Sage UK	Bacs		30.00	59,390.30 cr
01.05.2019	Bank Transfer	Trf		500.00	58,890.30 cr
05.05.2019	Bank Transfer	Trf		1250.00	57,640.30 cr
13.05.2019	Mears Insurance	Bacs		460.00	57,180.30 cr
19.05.2019	A1 Design	Bacs	6000.00		63,180.30 cr
31.05.2019	HMRC – C. Tax	Bacs		8500.00	54,680.30 cr
01.06.2019	Sage UK	Bacs		30.00	54,650.30 cr
01.06.2019	Bank Transfer	Trf		500.00	54,150.30 cr
08.06.2019	Newton Build.	Bacs		3000.00	51,150.30 cr
18.06.2019	Quality Motors	Bacs		699.00	50,451.30 cr
22.06.2019	Compton Ltd.	Bacs	1026.00		51,477.30 cr

Required:

i. Enter opening balance as at 01.04.2019 £51,254.98 (Select Bank>Edit>Current Balance)
ii. Please process the Recurring entries of Sage UK Ltd.
iii. Complete a bank reconciliation procedure as at 30 April 2019, May 2019, and Jun 2019.
iv. Print out a list of unreconciled payments and receipts as at 30 April, May, and Jun 2019.
On the Bank Account screen>select Reports>Select unreconciled
transaction>Preview>select date range>OK
v. Print out Reconciliation Report for April, May, and Jun 2019.Select Bank
Accounts>Reconcile>view history

b) Monthly Bank Reconciliation of Petty Cash Account

Step 1: Select Bank Accounts>Petty Cash>Reconcile (see screenshot below)
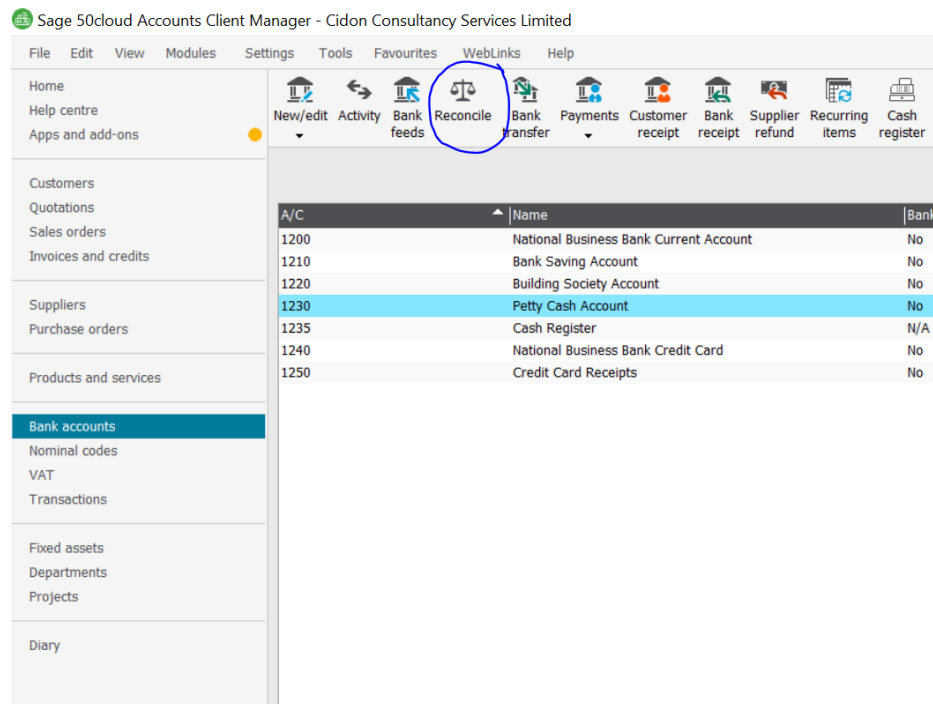
i)   Enter opening Petty Cash balance as at 01.04.2019 £856.07. Select Bank Accounts>Petty Cash Account>Edit>Current Balance
ii)   Reconcile Petty Cash Account as per Task 6 a and 6 b data
iii)   Print the reconciliation report as at 30.04.2019 and 31.05.2019

c) Monthly Reconciliation of Business Credit Card Account.

Mr. Robert has handed you in business credit card statement for April/May 19 and asked for reconciliation report.

National Bank
St. Ann's Road
London
UK

Account name: Cidon Consultancy Services Limited   Statement period 1.4.2019 to 30.04.2019

Account Number: XXX7568   Statement Ref.: May 2019

Credit Card Statement   New Balance: £267.49

Next Payment Due: 05.06.2019

Date of trans.	Bank Ref.	Description	Amount (£)
01.04.2019	19388283	Costa Coffee (Tax Code T0)	2.50
06.04.2019	39758643	Uber (Tax code T0)	14.50
05.05.2019	04065181	Received with thanks - DD	-1250.00
10.5.2019	67985463	TFL contactless (Tax code T0)	11.50
12.05.2019	40260370	Amazon.co.uk – Stationery (incl. of Vat – T1)	165.00
22.05.2019	58217094	Uber Eats (Tax code T0)	56.00
28.05.2019	6984236	Sainsburys (Sundry Tax T0)	17.99

Required:

    i.   Enter Opening balance £1250.00(cr.) Select Bank > Edit > bank balance
    ii.   Process entries on Sage 50 Cloud Accounts as bank payments
    iii.   Complete bank reconciliation procedure for end of April and May 2019
    iv.   Print out a list of unreconciled payments and receipts as at 31 May 2019
    v.   Print out Reconciliation Report for April and May 19

8. Aged Reports

### a) Creation of Aged Debtors And Emailing Statements

Mr. Robert would like to review debtors and creditors position for the preparation of Cash Flow for June 2019 and asked you to prepare following:

a) Prepare Aged Debtors Report till 30.06.2019
b) Prepare Aged Creditors Report till 30.06.2019
c) Mr. Robert asked for Customer Activity Report till 31.05.2019 for all the customers.
d) Customer - Fred Briant has unpaid outstanding invoice from May 19. Mr. Robert asked you to send a statement + a reminder letter to Mr. Briant to chase for outstanding payment.
e) Mr. Robert would also like to see Aged Creditors Report till 30.06.2019 in Detailed.

Steps for Aged Debtors Reports
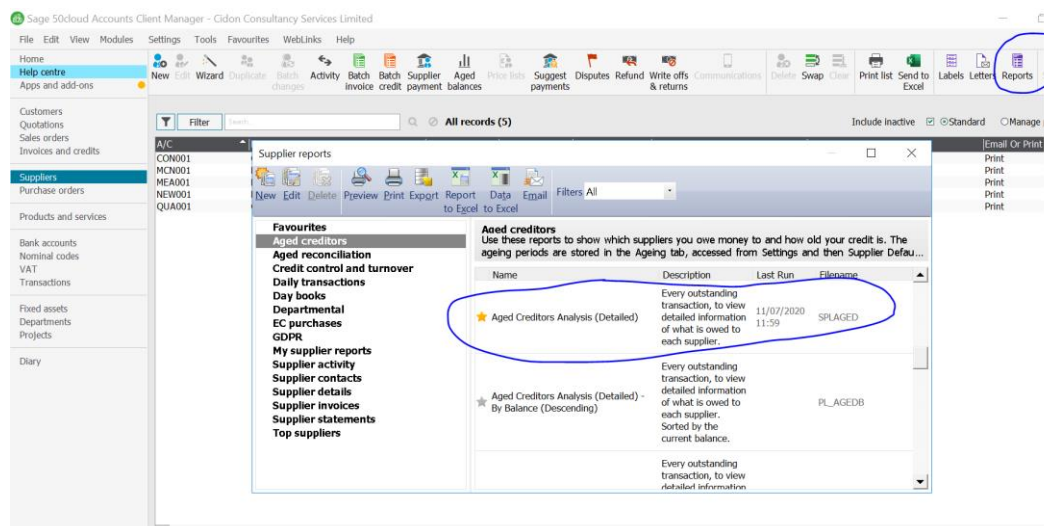
Step 1: Select Customers>Reports

Step 2: Select Aged Debtors>select the appropriate report
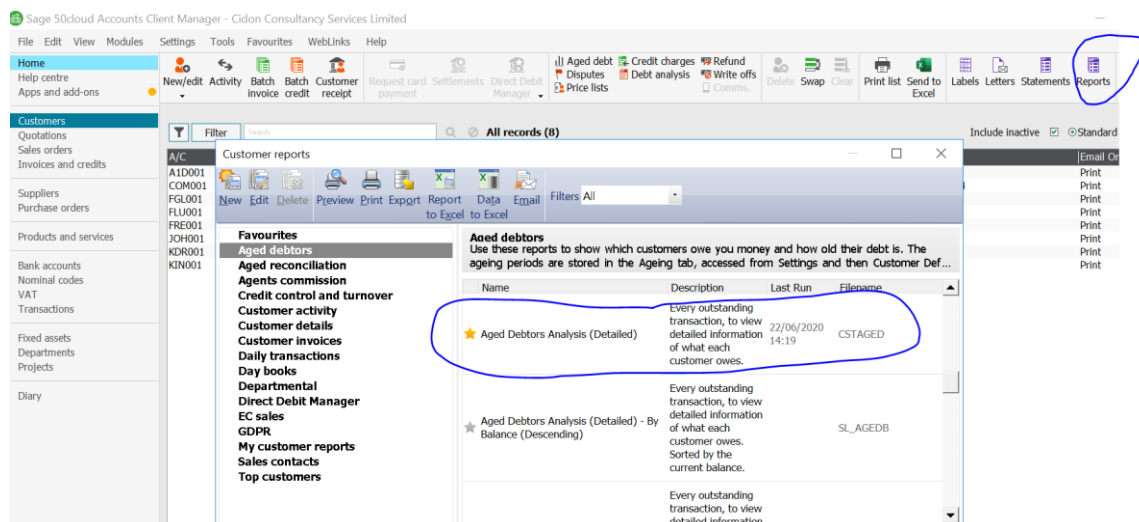
b) Creation of Aged Creditors Reports

Step 1: Select Suppliers > Reports

Step 2: Select Aged Creditors > select the appropriate report

9. Payroll and Journals

### a) Process monthly wages entries on Sage 50 Cloud

i) Payroll has been processed by Payroll Department and you have been asked to enter wages entries on Sage 50 Cloud Accounts for Jun 2019 paid on **1.7.2019** via Business Current A/C.

ii) Please enter the amount from column Net pay and use Nominal Code 2220 (Tax code T9). Put the description as employee name and month/year.

Payroll Summary for Jun 2019

Name of the employee	NI No.	Gross Salary (£)	Paye (£)	Employee NI (£)	Stu. Loan (£)	Employee contri. to Pension (£)	Net Pay (£)	Employer's NI (£)	Employer's Pension (£)
Mr. Robert Brown	DF236583	900.00	0.00	40.00	0.00	0.00	860.00	0.00	0.00
Mrs. Karin Brown	KU563487	900.00	0.00	40.00	0.00	0.00	860.00	0.00	0.00
Mrs. Donna Thomas	SY568475	3500.00	425.00	125.00	0.00	189.50	2760.50	89.00	79.50
Mr. Ryan White	GU56987	2700.00	325.00	95.00	45.00	156.00	2079.00	79.00	66.50
Gross Total		**8000.00**	**750.00**	**300.00**	**45.00**	**345.50**	**6559.50**	**168.00**	**146.00**

b) Posting Monthly Payroll Journal

Steps: Select Nominal codes>Journal Entry>Save (see screenshot below)
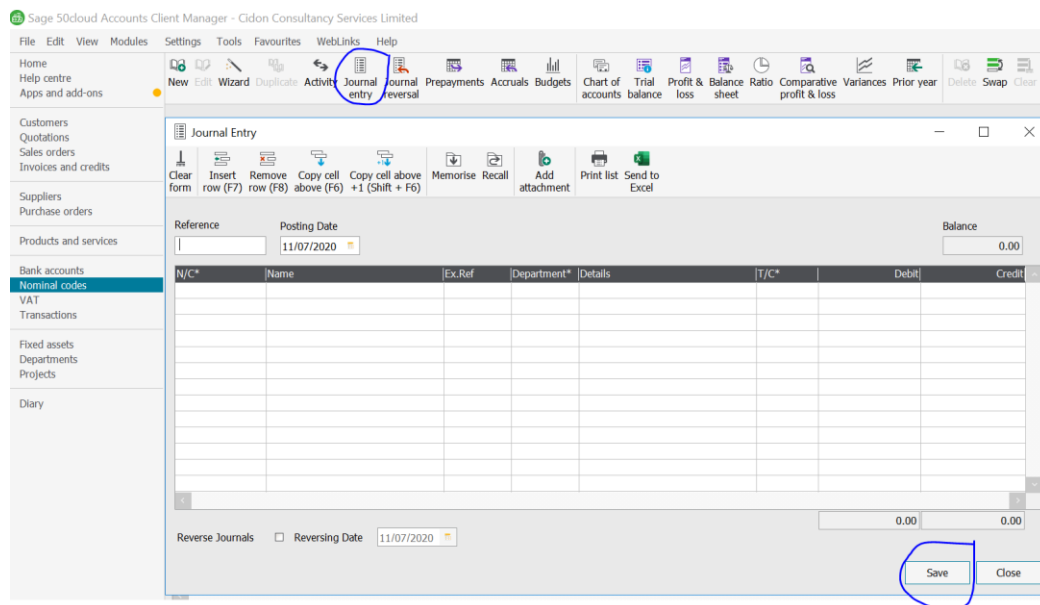
HMRC Liability = EE NI+ER NI+PAYE+Stu Loan=750+300+45+168= £1263.00

Pension Liability = EE Pension+ER Pension=345.50+146= £491.50

Gross Wages	Dr. £8000.00	
Employer's NI	Dr. £168.00	
Employer's Pension	Dr. £146.00	
Net Wages		Cr. £6559.50
PAYE payable to HMRC		Cr. £1263.00
Pension Payable		Cr. £491.50

10. Vat Return

Cidon Consultancy Services has quarterly vat period end 30.06.2019. It is time to complete and submit the vat return for the period 1.4.2019 to 30.6.2019.(Cash Accounting Scheme)

Things to remember:

i) Please ensure that you have posted all the sales and purchase invoices on Sage 50 cloud accounts

ii) Please ensure that all the banks have been reconciled till the vat quarter end.

Steps: Vat>Vat Return (see screenshot below)

Required:

a) Prepare quarterly Vat Return

Refer Video -

b) Process Vat Reconciliation, Post Journal

Refer Video -

c) Submit vat return to HMRC (enable setting)

Refer Video -

d) EC Sales Introduction
   i)   Transactions posted with tax code T4 and T22
   ii)   EU registered customers with valid vat registration Number

Steps: Vat > EC Sales (see screenshot below)

Advance Level

11. Opening balances on Sage 50 Cloud Accounts

You have received a trial balance, Aged debtors, and Aged Creditors from company's accountant for the year end 31.03.2019 and you need to enter it on Sage 50 cloud accounts to bring the accounts up to date.

Steps for entering opening balances: Tools >Opening balances (see screenshot below)
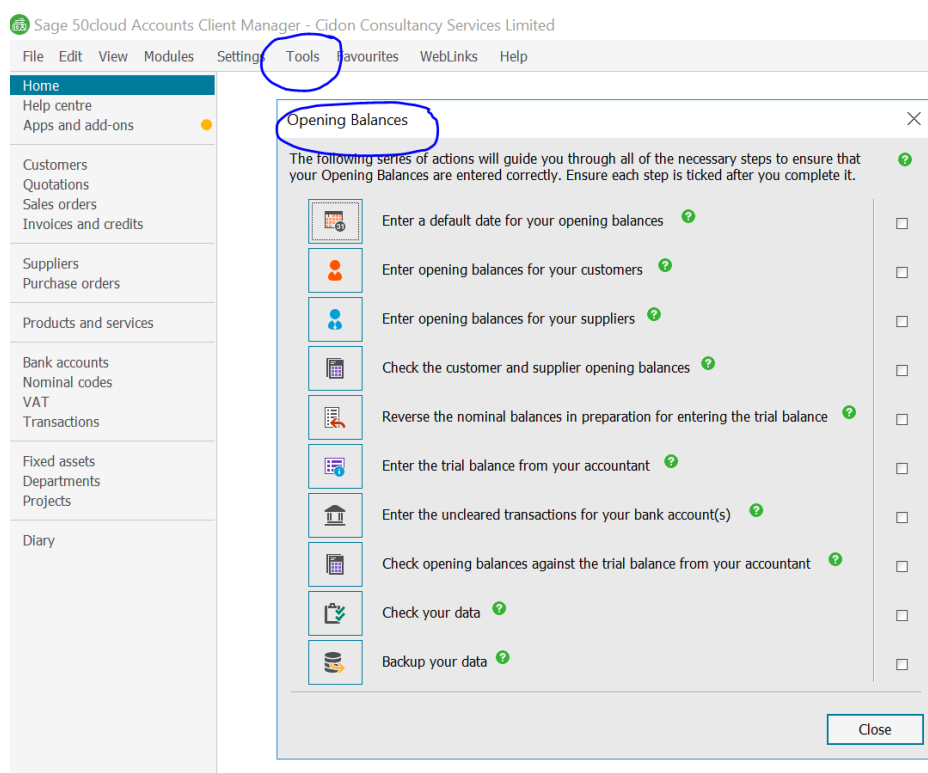
a) Entering Trial balance openings as at 01.04.2019

Cidon Consultancy Services Limited
Trial Balance for the year ended 31.03.2019

N/C	Name	Debit (£)	Credit (£)
0030	Office Equipment	5,850.00	
0031	Office Equipment Accumulated Depreciation		585.00
0050	Motor Vehicles	25,300.00	
0051	Motor Vehicles Accumulated Depreciation		2,530.00
1100	Debtors Control Account	16,281.07	
1200	National Bank Current Account – already entered		
1230	Petty Cash Account – already entered		
1240	National Business Credit Card – already entered		

2100	Creditors Control Account		4,502.68
2202	VAT Liability	8,122.90	
2210	P.A.Y.E. – Payable to HMRC		1,396.58
2211	National Insurance-Payable to HMRC		2,006.98
2212	Student Loan – Payable to HMRC		278.00
2220	Net Wages		2,863.78
2230	Pension Fund-Payable to Pension Fund Co.		120.00
2300	Loans		6,895.00
3000	Ordinary Shares		1,000.00
3200	Profit & Loss Account		24,875.95
2110	Corporation Tax Payable		8,500.00
	TOTAL………..	**55,553.97**	**55,553.97**

b) Entering Customer Opening Balances

Aged Debtors as at 31.3.2019:

A/C	Customer Name	Invoice No.	Invoice Date	Amount (£)
BRI001	Brixton Engineering	006/18-19	25.06.2018	14,465.00
BRI001	Brixton Engineering	007/18-19	31.07.2018	1816.07
	Total			**16,281.07**

c) Entering Supplier Opening Balances
Aged Creditors as at 31.03.2019:

A/C	Supplier Name	Invoice No.	Invoice Date	Amount (£)
Fox001	Foxton Resources	Fox002/19	05.01.2019	1,000.00
Eli001	Eliot Builders	2368/19	25.02.2019	3,502.68
	Total			**4,502.68**

12. Year End Journals

a) Posting Depreciation Journal

- Apply Depreciation @10% to Motor Vehicles on Straight Line Method and post journal for April 19, May 19, and Jun 19 (£5850 x 10% = £585/12 = £48.75)

Journal entry for 30.04.2019

NC 8003 Vehicle Depre.   Dr. 48.75

NC 0051 Motor Vehicle Depreciation   Cr.48.75

i)   Repeat the process for Asset Ref Motor car for April, May, and June 19 @10% - Straight Line Method. (apply same nominal codes shown on the screenshots)

b) Prepayment Journal

- See below Invoice for Building Insurance – post prepayment Journal as at 1.7.2019

  (6000/12 =£ 500 x 10 = £5000.00)

A1 Insurance Services	
To,	
Cidon Consultancy Services	Date: 1.7.2019
	Amt. (£)
Building insurance charges for Jun. 2019 to May 2020	6000.00
Vat	Exempt
Total………	**6000.00**
Please pay the amount via Bank transfer	
Account No. 1235789	
Sort Code: 23-56-87	
Account Name: A1 Insurance Services	

c) Post Deferred Income Journal

- See below Invoice and post Deferred Income Journal

Cidon Consultancy Services		
	Inv. no. 0012/19-20	
		Date: 1.7.2019
		To
		KDR Engineering
Details		AMOUNT (£)
For project work to be carried out in July 2020	Net	9,500.00
	Vat	1,900.00
	Total	**11,400.00**
Please pay via bank transfer to		
Account No.: 15945623		
Account Name: Cidon Consultancy Services		
Sort Code: 12-00-54		

13. Year-end procedure and Reports

a) Budget

You have been requested to prepare a budget – Prepare a Budget for Apr 19 to Jun. 19 for below overheads:

Steps: Nominal Codes >Budgets > Enter the budgeted Figure (Screenshot below)

Month	Nominal Code	Name	Amount (£)
April 19	7000	Gross salary	10,000.00
May 19	7000	Gross Salary	10,000.00
Jun 19	7000	Gross Salary	10,000.00
April 19	7104	Premises Insurance	500.00
May 19	7104	Premises Insurance	500.00
Jun 19	7104	Premises Insurance	500.00
April 19	7304	Motor exp.	550.00
May 19	7304	Motor exp.	550.00
Jun 19	7304	Motor exp.	550.00
April 19	7800	Repairs & Renewals	2500.00
May 19	7800	Repairs & Renewals	2500.00
Jun 19	7800	Repairs & Renewals	2500.00

b) Introduction to Cash Flow Preparation and Sage Report Designer
Step 1 > Bank Accounts > Cash Flow > Select the period> Select the Bank account (screenshot below)
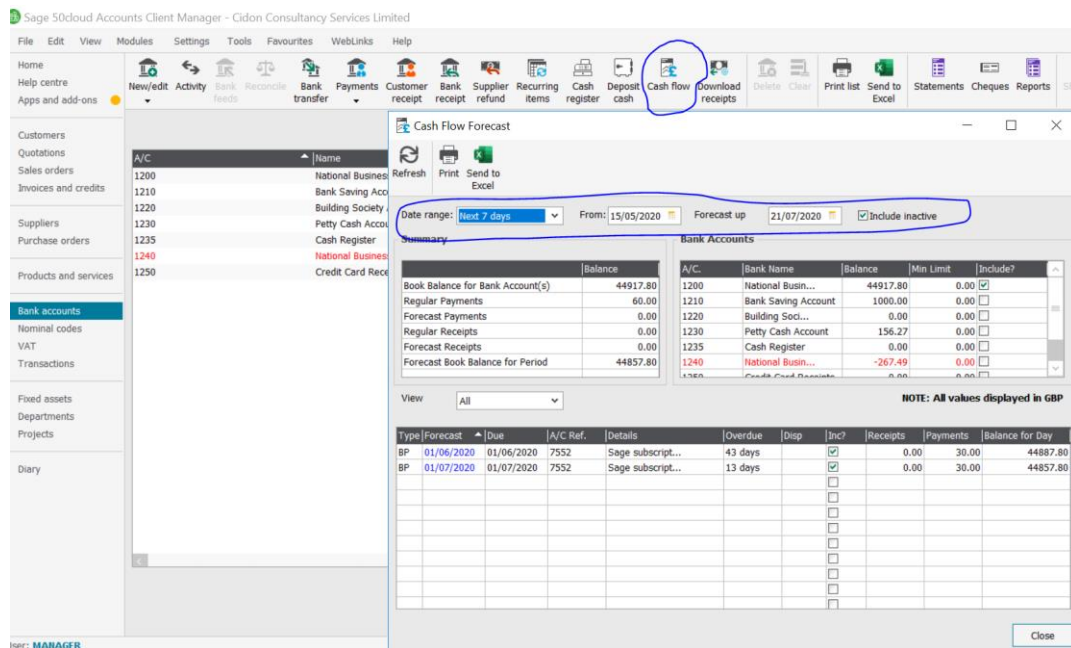
c) Introduction to Sage Report Designer
Steps: Select the Report> Edit via Nominal Code

Select Supplier/Customer > Reports >New

d) Accountants Reports
- Company's Accountant has asked you to send over below reports to prepare management accounts for period end 30.06.2019. Please email it to him in excel as well as pdf.
    - i. Accountant has asked for Trial Balance as at 30.06.2019
    - ii. Accountant has asked for Profit & Loss A/C as at 30.06.2019
    - iii. Accountant has asked for Balance Sheet as at 30.06.2019
    - iv. Period End Run/Year End Run

For Yearend Reports: (Screenshot below)

Steps: Nominal Codes > Trial Balance > Preview > Run >Select the Date range > OK

Nominal Codes > Profit & Loss > Preview > Run >Select the Date range > OK

Nominal Codes > Balance Sheet > Preview > Run >Select the Date range > OK

Sage 50cloud Accounts Client Manager - Cidon Consultancy Services Limited

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Apps and add-ons ●

New Edit Wizard Duplicate Activity Journal Journal Prepayments Accruals Budgets Chart of Trial Profit & Balance
                                        entry   reversal   accounts balance loss sheet

Customers
Quotations
Sales orders
Invoices and credits

Suppliers
Purchase orders

Products and services

Bank accounts
Nominal codes
VAT
Transactions

Fixed assets
Departments
Projects

Diary

▼ | Filter | **All records (177)**

N/C	Name	Inactive
0010	Freehold Property	
0011	Leasehold Property	
0020	Plant and Machinery	
0021	Plant/Machinery Depreciation	
0030	Office Equipment	
0031	Office Equipment Depreciation	
0040	Furniture and Fixtures	
0041	Furniture/Fixture Depreciation	
0050	Motor Vehicles	
0051	Motor Vehicles Depreciation	
1001	Stock	
1002	Work in Progress	
1003	Finished Goods	
1004	Raw Materials	
1100	Debtors Control Account	
1101	Sundry Debtors	
1102	Other Debtors	
1103	Prepayments	
1104	Inter-company Debtors	
1105	Provision for credit notes	
1106	Provision for doubtful debts	
1200	National Business Bank Current Account	
1210	Bank Saving Account	
1220	Building Society Account	
1230	Petty Cash Account	

e) Error Correction

How do I correct an error I have made?

Transactions > Select the transaction > Edit >Save (screenshot below)