

# <u>Coursebook for Sage 50 Cloud Accounts</u> (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.

# <u>Scenario</u>

# **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

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Th	e standard shortcut keys used by Sage 50 Accounts 🤿
Wher	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.

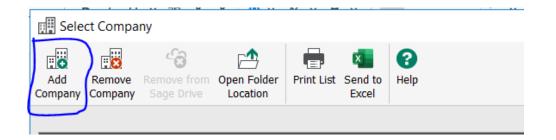
## After a successful installation of Sage 50 on your computer, Let's start the below tasks:

# **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)



# <u>Step 1:</u>

ActiveSetup		Х
Sage Accounts -	Company Set-up	
1 Welcome	Welcome to Sage 50 Accounts         Please select one of the following:         • Set-up a new company         To begin using Sage 50 Accounts, enter your business details.         • Use an existing company stored on your network         If you want to use a company on your computer or network, use this option to connect the         • Restore data from a backup file         If you have a backup that you would like to restore, select this option.         • Connect to data from Sage Drive         We recommend using this option if you would like to connect to your data from a remote         Your company will be created in the following location. To choose a different location, click Change.         C:\PROGRAMDATA\SAGE\ACCOUNTS\2020\COMPANY.009	_
Cancel	Back	t

## <u>Step 2 :</u>

ActiveSetup		×
Sage Accounts -	Company Set-up	
<ol> <li>Welcome</li> <li>Network Sharing</li> <li>Company Details</li> <li>Business Type</li> <li>Financial Year</li> <li>VAT</li> <li>Currency</li> <li>Manager Password</li> <li>Confirm Details</li> </ol>	Network Sharing         As you are using a multi-user version of Sage 50 Accounts Client Manager, we recommend you share your data so that it is accessible across your network         Current data location         C:\PROGRAMDATA\SAGE\ACCOUNTS\2020         ✓ Share this folder for all users         Image: Share network path         Your data will be shared as the following network         \\SRTS04\SAGE2020	
Cancel	Back Next	t

## <u>Step 3 :</u>

ActiveSetup				×
Sage Accounts -	Company Set-u	р		
1 Welcome	Enter Company Deta	ils 😧		8
2 Network Sharing	Company Name	Enter your company name		
3 Company Details	Street 1 :			
4 Business Type	Street 2 : Town :			
5 Financial Year	County :			
	Post Code :			
Currency	Country : Telephone Number :	United Kingdom GB	<b>v</b>	
Manager Password	Fax Number :			
Onfirm Details	Email Address :			
Ŭ	Website Address :			
Cancel			Back	Next

## <u>Step 4 :</u>

ActiveSetup		×
Sage Accounts - (	Company Set-up	
<ol> <li>Welcome</li> <li>Network Sharing</li> <li>Company Details</li> <li>Business Type</li> <li>Financial Year</li> <li>VAT</li> <li>Currency</li> <li>Manager Password</li> <li>Confirm Details</li> </ol>	Select Business Type       Image: Select a type of business that most closely matches you consult your accountant.         Sole Trader       Partnership         Image: Limited Company       Charity         I don't want to setup based on a business type         I want to use a predefined business type:	Control of the second s
Cancel		Back Next

## <u>Step 5 :</u>

ActiveSetup

Sage Accounts -	Company Set-up
1 Welcome	Select Financial Year 🔞 💡
2 Network Sharing	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.
3 Company Details	Month April 🗸
4 Business Type	Year 2019 V
5 Financial Year	Financial year range
6 VAT	01 April 2019 - 31 March 2020
Currency	
8 Manager Password	
9 Confirm Details	
Cancel	Back Next

Х

## <u> Step 6 :</u>

ActiveSetup				×
Sage Accounts -	Company Set-up			
<ol> <li>Welcome</li> <li>Network Sharing</li> <li>Company Details</li> <li>Business Type</li> <li>Financial Year</li> <li>VAT</li> <li>Currency</li> <li>Manager Password</li> <li>Confirm Details</li> </ol>	Select VAT Details Is your company VAT registered? Enter your VAT registration VAT Scheme Enter your standard VAT rate	Yes No Standard VAT 0.00	<ul> <li>₽</li> <li>▼</li> <li>0</li> </ul>	8
Cancel			Back	Next

## <u>Step 7 :</u>

ActiveSetup

Sage Accounts -	Company Set-up	
Sage Accounts - Welcome Network Sharing Company Details Business Type Financial Year VAT Currency Manager Password Confirm Details	Select Currency         Select the currency your accounts will be prepared in.         If the currency is not shown in the list select Unlisted Currency.         Base Currency         Pound Sterling	
Cancel		Back Next

×

 $\times$ 

## <u> Step 8 :</u>

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
3 Company Details	later. Enter Password
4 Business Type	Confirm Password
5 Financial Year	The password can be up to ten characters long and can include spaces and numbers.
8 Manager Passwo	
9 Confirm Details	
Cancel	Back Next

#### <u>Step 9 :</u>

ActiveSetup Х Sage Accounts - Company Set-up Welcome 1) Create 0 You must confirm that the key details below are correct. Click Back to make changes or click Create to 2 Network Sharing create your company. Company Details 3) What you have entered Business Type 4) Share location: \\SRTS04\SAGE2020 Share this folder? Financial Year Yes 5) Company Name: Enter your company name 6) VAT Business Type: Limited Company Currency Financial Year: 01 April 2019 - 31 March 2020 Manager Password VAT Scheme: Standard VAT Confirm Details Pound Sterling Currency: 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:

File Edit View I	Modules Settings Tools
Home	
Help centre	New Edit Wizard Duplica
Apps and add-ons	
Customers	Filter All record
Ouotations	
Sales orders	N/C
Invoices and credits	7602
involces and credits	2109
Guardiana	7009
Suppliers Purchase orders	6201
Purchase orders	7601
	8102
Products and services	7901
Bank accounts	1200
	1210
Nominal codes	7900
VAT	7503
Transactions	1220
	7401
Fixed assets	5100
Departments	1235
Projects	8206
	7801
Diary	5201

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New Edit Wizard Duplicate		ominal	Record - Co	rporation Ta	x Payab	le									-		>	×
Filter All records	Llear form	Delete	Send to Excel															
1220 1230	Detai Memo		N/C*	21	0 poration	✓	avable	Inac	ive			)						
1235			Name			_	ayable				_							
1240 1250	Activi Grapi		Balance	0.0	)	66	Account Type	Nomi	nal Accou	nt								
2100			Month			1			Actua	Isl			Budgets			To end №	lar 2019	
2101			B/F						0.0	-			0.00				0.00	
2102			Apr						0.0				0.00				0.00	
2109			May						0.0	_			0.00				0.00	
2110			Jun						0.0				0.00				0.00	
2200			Jul						0.0	_			0.00				0.00	
2201			Aug						0.0				0.00				0.00	
2202			Sep			_			0.0	_			0.00				0.00	
2204			Oct						0.0				0.00				0.00	
2210			Nov						0.0				0.00				0.00	
2211						_				_								
2212			Dec						0.0	_			0.00				0.00	
2220			Jan Feb			_				_							0.00	
2230									0.0	_			0.00				0.00	
2300			Mar						0.0				0.00				0.00	
2301			Future						0.0				0.00				0.00	
2302			Total						0.0	00			0.00				0.00	
2310																		
2330 3000										_								
3010																		
3100						_												
3100										_								
3200						_				_								
4000																		
4001										_								
4002																	_	×
4009			<												-	~	>	
4010															/			
<								Record 1	of 1			-I		1	Sav	/e	Close	
							•• •	L				•						

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

Alp centre Ne	CONTRACT OUPLICATE ACTIVITY BARK RECONCILE BARK SUpplier B reads reads r	Clear form	Bank Current Account	>
sales orders 1 nvoices and credits 1 Suppliers 1 Purchase orders 1	A/C A Name 2000 Bank Current Account 1210 Bank Deposit Account 1220 Building Society Account 1220 Petty Cash 1225 Cash Register 1240 Bank Credit Card	Account Details Bank Details Reconciliations Settings Memo Activity	Account A/C Ref* I200 Nominal Bank Current Account Inactive V	Balance Current Balance 0.00 Minimum Limit 0.00 Bank Reconciliation
In Accounts Iominal codes I/AT Iransactions	Credit Card Receipts		A/C Type Cheque Account Currency 1 Pound Sterling	Last Reconciled Balance 0.00
ixed assets epartments rojects			Sage Bank Feeds           Disable Sage Bank Feeds           Direct bank feeds status           IFlag transactions as bank reconciled.	Linked accountant
	<			Save

# d) Creating/Deleting Departments

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

Sage 50cloud Accour	nts Client Manager - C	idon Consultancy S	Services Limited				
File Edit View Mo	dules Settings Too	ols Favourites	WebLinks Help				
	Edit Activity Budgets	Departmental Depar profit & loss balance	rtmental ce sheet	Print list Send to Excel	Reports Show me how		
Customers Quotations Sales orders Invoices and credits	Reference A Name 0 1	rds (1000)	_	_	_	_	
Suppliers Purchase orders Products and services	2 3 4 5 6 7	Department Rec	cord				×
Bank accounts Nominal codes VAT Transactions	8 9 10 11 12	Details Memo	Details Reference 1 Name				
Fixed assets Departments Projects	13 14 15 16 17		Notes				A
Diary	18 19 20 21 22 23						~
	24 25 26 27 28			Rec	ord 1 of 1		Save Close
	29 30					F F I	Cluse

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	<u>Email</u>
A1D001	A1 Design Services	lan 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	lan 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

Sage 50cloud Accounts Clie	ent Manager - Cid	on Consultancy Servi	ces Limited					
File Edit View Modules	Settings Tools	Eavourites Webl						
Home	<b>€</b> → 📑	🔓 Customer Reco	rd				-	
Help centre New/ed	lit Activity Batch	1 🖬 🖬	🖧 🏡 S					
Apps and add-ons	invoice	Clear New New form invoice orde		e Google Maps				
Customers	Filter Search	Details	Account Details		Contact Informa	tion		
Quotations A/C		Defaults	A/C*	× 1	Contact name	[		
Sales orders Invoices and credits		Credit Control Bank						
Invoices and credits		Communications	Company		Trade contact			
Suppliers		Memo	Balance	0.00 🞯	Telephone			
Purchase orders		8 - 40 - 70 - 1	Inactive		Telephone 2			
		Activity Sales			Fax			
Products and services		Orders	Registered Address		Website			
Deally a security		Projects	Street1					
Bank accounts Nominal codes		Graph	Street2		Social Media			
VAT			Town		Twitter	www.twitter.com/		
Transactions			County					
			Post Code		LinkedIn	www.linkedin.com/		
Fixed assets			Country	United Kingdom GB 💙	Facebook	www.facebook.com/	-	
Departments			VAT					
Projects					- Email Settings &	Addresses		
Diary				Addresses & Contacts				
			Direct Debit Manage	r	Email1			
			-		Email2			
			customers.	rect Debit arrangements with your	Email3	Γ		
					I send letters, sta	tements, etc. to this cus	tomer via email 🗌	
				Set up GoCardless				
								1
				I4 4		► ►I	Save	Close
								·

## 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

ile Edit View Modul	ء 🖁 🍾	upplier Record	i					-	
ome elp centre pps and add-ons									
untations		ails aults	Account Details			Contact informa	ition		
les orders Aj	C Cree Ban	dit Control	A/C*:	×		Contact name:			
oices and credits		nmunications	Company name:			Trade contact:			
pliers	Mer	no	Balance:	0.00 05		Telephone:			
chase orders	Acti	vity	Inactive			Telephone 2:			
	Pure	chases	Indeave			Fax:			
ducts and services	Ord Gra		Registered address			Website:			
c accounts			Street1						
iinal codes			Street2			Social Media —			
nsactions			Town			Twitter	www.twitter.com/		
			County Post Code			LinkedIn	www.linkedin.com/		
d assets			Country	United Kingdom	GB ❤	Facebook	www.facebook.com/		
artments jects				United Kingdom	GB ¥				
			VAT Number			Email Settings 8	Addresses		
у				Addresses &	Contacts	Email1			
						Email2			
						Email3			
						I send letters, re	mittances, etc to this supplier via	email 🛄	
							▶ <b>▶</b>		

## Supplier List

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

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

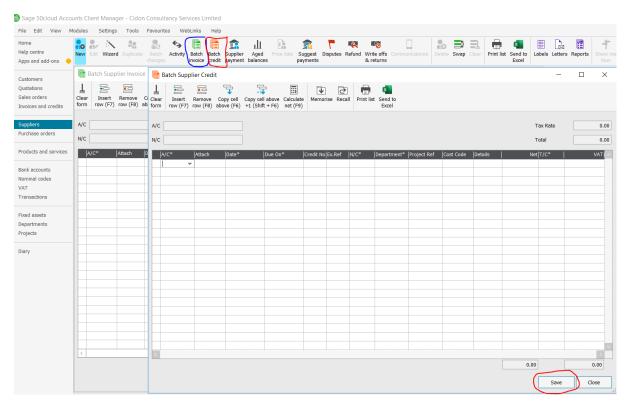
📾 Sage 50cloud Accou	unts Client Manag	er - Cidon Cons	ultancy Services I	imited									
File Edit View M	Iodules Settings	Tools Favou	urites WebLinks	Help									
Home Help centre Apps and add-ons	New Edit Wizard	L <sup>°</sup> L ←→ Duplicate Activit		s Resou			ap Clear	Print lis	t Send to Repor				
Customers	📋 Project Reco	ord									_		$\times$
Quotations Sales orders Invoices and credits	Clear Delete												
Suppliers	Details Analysis	Project Deta	ils						Site Details				
Purchase orders	Budgets Structure	Project*		*					Contact name				
Products and services	Memo	Name							Street1				
Bank accounts	Activity	Description							Street2 Town				
Nominal codes		Start Date	27/06/2020	1	End Date	27/06/20	20	5	County				
VAT Transactions		Status	ACTIVE Active					~	Post Code				
			Allow postings		Allow dele	etion			Telephone				
Fixed assets Departments		Customer De	tails						Fax				
Projects		A/C Ref		*	Order Numb	er			Email	Lated Vie edem	<b>CD</b>		
Diary		Name							Country	United Kingdom	GB	*	
												٦	
				I	• •	Record 1 of 1			·I		Save		Close

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 **<u>Step 1: Select Suppliers tab from quick menu</u>**

## 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

File Edit View Modules	Settings Tools Favour	ites WebLinks H	lelp						
Home Help centre Apps and add-ons	Duplicate Place Receiv orders deliverio			L.0 1	k print Print B	mail View Online	Delete Swa		list Send to Excel
Customers	ilter 🛛 s 🛅 Product Pur	chase Order						-	
Quotations No. Sales orders Invoices and credits	Clear Insert form row (F7)	Remove Copy cell row (F8) above (F6)	View item (F3)		ecall Delete	Quick Print	Send to Excel		
Suppliers Purchase orders	Details Order Footer								
Products and services	Deliveries					Date*	28/06/2020	Order No.	<autonumber></autonumber>
						A/C* 💿	20/00/2020	Y Item No.	No Items
Bank accounts Nominal codes						Project Ref		✓ Cost Code	*
VAT					Supplie	r Order No.			
Transactions		Product Code*	Description		Quantity	Price £	Net	£	VAT £
Fixed assets									
Departments Projects									
Diary									
						Total	GBP £	0.00	0.00
						Carriage	GBP £	0.00	0.00
							Gro	ss GBP £	0.00

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

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 <u>Step 1: Select Customers tab from quick menu</u>

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

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

File Edit View M	odules Settings	Tools Fav	ourites Web	Links He	lp												
Home Help centre Apps and add-ons 🛛 🔶	New/edit Activity			quest card : ayment			st Cancel Refr te mandate man	esh Aged I		😬 🖼 Deb	dit charges 🦻 ot analysis 🐻	Milito offe	lete Swap Clear		end to Excel	Letters Sta	itements F
Customers Quotations Sales orders Invoices and credits Suppliers	Filter  A/C  A1D001  COM001  FGL001  FLU001	L Clear Inser	t Remove	e 📑 B	All record	Credit	Copy cell above +1 (Shift + F6)	Calculate M	emorise Reca		Send to Excel					- 0	Inclue X
Purchase orders Products and services	FRE001 JOH001 KDR001 KIN001		cash flow and r												Tax Rate Total		0.00
Bank accounts Nominal codes VAT Transactions		A/C*	Date*		′C*  D ▼	ate*	Due On*	Credit No	Ex.Ref	N/C*  E	Department*	Project Ref	Details		Net T/C*		VAT
Fixed assets Departments Projects																	
liary																	
	<	<	_	<										0.	00		0.00 Close

## For Entering Sales Order:

## Step 1: Select Sales Orders from quick Menu

## Step 2: Click on New>Enter details>Save

Sage 50cloud Account	ts Client Manage	er - Cid	lon Consu	Itancy Se	rvices Limi	ted										
File Edit View Modu	ules Settings	Tools	s Favour	ites We	ebLinks I	Help										
	ew Edit Duplicat	e Alloc sto		nd Shor			Recurrin items	ng Intrastat Return	1-1-1	Print Email	Delete Sv	vap Clear	Print list	Send to Excel	Labels	Reports
Customers	<b>Filter</b>	🛅 Pr	oduct Sal	es Order										-		$\times$
Quotations	No.		+	×	<b>_</b>	<b>*</b> ↓	2	.0		V d		<b>1</b>	📄 🖪			
Sales orders Invoices and credits		Clear form	Insert	Remove	Copy cell above (F6)	View item (F3)	Profit analysis	Cash Com sale		emorise Rec			Print Send Exce			
		Detai	ils	Improve	client cash	flow and redu	uce practic	e overheads	with Direct	t Debits and C	Card Payme	nts. <u>Fi</u> r	nd out mor	re		×
Suppliers Purchase orders		Orde					-									
Purchase orders		Foote Paym								Ту	ne 🛛	Sales Orde	r v Or	der No.	<autonur< td=""><td>mher&gt;</td></autonur<>	mher>
Products and services			atched							Dai		30/06/2020		v Ref		
		Invoi	ces							A/0		50/00/2020		em No.	No Ite	me
Bank accounts													. Ite	in NO.	NO ILE	1115
Nominal codes VAT										Curtania	outen [					
Transactions					0.1.*					Customer				h e		
				Product	Code*	Descrip	tion		Quan	ntity	Price £	I	Net £	V/	AT £	
Fixed assets																
Departments Projects																
FIDJECIS																
Diary																
				Deducti	on	Descripti	on			Net £	Total G	BP £	0	0.00		0.00
				Net Val	ue Discount				0	0.00	Carriage (	GBP £	0	0.00		0.00
				<			III			>			Gross GBP £	E		0.00
												Less De	posit GBP £	0		0.00
												Amount	Due GBP £			0.00
								I			►	►I	ſ	Save	C	lose
	L														ノ	

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

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	A/C NO	Customer Name	Description	Net (£)	Vat (£) (20%)	Gross Total (£)
of Invoice (Tax date)						
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

205, Business P	ark	P: Phone Number 20865	52336	Email Address : Account	s@oneed.co.uk
Business Road,	London, EC12 8UW	Vat Reg. No. 159753456		Website www.onees.com	n
Invoice To: Address:	KDR Engineering London, United Kingdom	Phone : Fax: Email:		Invoice No.: 001/19-20 Invoice Date:	) 01/04/2019 30/04/2019
Invoice For:	Services Provided			Due Date :	
ltem 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		
Make all pay	Vake all payments payable to Cidon Consultancy Services Limited.				
Bank Account	Nake all payments payable to Cidon Consultancy Services Limited. Iank Account No. : 15945623, Bank Sort Code : 12-00-54			TOTAL	£ 4,200.00

205, Business F	Park	P: Phone Number 2086	552336	i	Email Address : Account	s@oneed.co.uk
Business Road,	London, EC12 8UW	Vat Reg. No. 159753456	;	,	Website www.onees.com	n
Invoice To: Address:	Fluur Natural Gas London, United Kingdom	Phone : Fax: Email:			Invoice No.: 002/19-20 Invoice Date:	16/04/2019
Invoice For:	Services Provided			I	Due Date : 15/05/2019	)
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	
Make all pa	yments payable to Cidon Consultan	cv Services Limited			Deposit Received	
Bank Accourt	it No. : 15945623, Bank Sort Code : 12-	00-54			τοτοι	£ 4 200 00

205, Business P	Park	P: Phone Number 2086	552336	5	Email Address : Account:	s@oneed.co.uk	
Business Road,	London, EC12 8UW	Vat Reg. No. 15975345	6		Website www.onees.com	n	
Invoice To: Address:	A1 Design Services London, United Kingdom	Phone : Fax: Email:			Invoice No.: 003/19-20 Invoice Date:	) 19/04/2019 18/05/2019	
Invoice For:	Services Provided				Due Date :		
Item no.	Description	Qty	U	nit Price	Discount	Price	
	Services - Apr 19	1	£	5,000.00	£-	£ 5,00	0.00
						£	-
						£	-
						£	-
						£	-
						£	-
						£	-
						£	-
						£	-
						£	-
						£	-
						£	-
					Invoice Subtotal	£ 5,00	00.00
					VAT Rate	20	0.009
					VAT	£ 1,00	0.00
					Other		
Make all pay	lake all payments payable to Cidon Consultancy Services Limited.				Deposit Received		
Bank Accoun	it No. : 15945623, Bank Sort Code	: 12-00-54			TOTAL	£ 6,00	00.00

205, Business P	ark	P: Phone Number 20865	52336		Email Address : Account	s@oneed.co.uk
Business Road,	London, EC12 8UW	Vat Reg. No. 159753456			Website www.onees.com	n
Invoice To: Address: Invoice For:	Fred Briant London, United Kingdom Services Provided	Phone : Fax: Email:			Invoice No.: 004/19-20 Invoice Date: Due Date :	25/04/2019 25/05/2019
ltem no.	Description	Qty	Unit Pric	e	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	
Make all pay	ments payable to Cidon Consultancy	Services Limited			Deposit Received	
Bank Account	t No. : 15945623, Bank Sort Code : 12-0	0-54	is Limited.			£ 6,000,00

#### **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.: 005/19-20 Compton Limited Address: Fax: 22/05/2019 London, United Kingdom Email: 20/06/2019 Invoice Date: Invoice For: Services Provided Due Date : Unit Price Price Item no. Discount Description Qty 1 £ £ £ -Services - May/Jun 19 855 855.00 £ £ -£ £ -£ £ £ £ -£ £ £ £ Invoice Subtotal 855.00 VAT Rate 20.00% VAT £ 171.00 Other Deposit Received Make all payments payable to Cidon Consultancy Services Limited. Bank Account No. : 15945623, Bank Sort Code : 12-00-54 TOTAL £ 1026.00

#### **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 : Johnson Design & Build Partners Invoice No.: 006/19-20 Address: Fax: 30/06/2019 London, United Kingdom Email: 29/07/2019 Invoice Date: Services Provided Invoice For: Due Date : Item no. Qty Unit Price Price Description Discount 1 £ £ -£ Services - Jun 19 1250.00 1250.00 £ £ -£ £ -£ £ f £ £ £ £ 1250.00 Invoice Subtotal £ 20.00% VAT Rate VAT £ 250.00 Other Deposit Received Make all payments payable to Cidon Consultancy Services Limited. Bank Account No. : 15945623, Bank Sort Code : 12-00-54 TOTAL £ 1500.00

## 4. Fixed Assets

## a) Entering Fixed Assets (Asset Register)

## Step 1: Click on Fixed Assets

## Step 2: Click on New (see screen below)

Sage 50cloud Accounts Client Manager - Cidon Consultancy Services L

File	Edit	View	Modules	Settings	Tools	Favourites	WebLinks
	e centre and ad	d-ons			(	New Elit I	Duplicate Bach
Quota Sales	omers ations orders ces and	credits				Asset Refer	ence
Supp Purch	liers nase oro	lers					
Produ	ucts and	l service	S				
Nomi VAT	accoun nal code sactions	es					
Fixed	assets						
Depa Proje	rtments cts	5					
Diary							

#### **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	
Refn:	K562FTF	Category:	1	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	
Refn:	M844KFT	Category:	2	Rate:	6.00
	Peugeuot				
Description 1:	106	Department:	1	Cost Price:	6495.00
Date	1.3.2016	Bal Sheet N/C:	0051	Net Book Value:	6137.72
				Next	
Description 3:		Profit & Loss N/C:	8003	Depreciation:	32.42
				Depreciation to	
Serial No:	M844KFT	Supplier A/C:	QUA001	Date:	357.28
				Total	
		Depreciation Type:	Straight	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

iome Help centre Apps and add-ons	New/edit		Bank Ref	concile I	Bank ansfer	ayments			pplier Red	Curring tems	Cash De	eposit tash	Cash flow	Download receipts	Delet	e Clear	Print lis
Customers	🗊 Ba	nk Payme	ents														$\times$
Quotations Sales orders Invoices and credits	L Clear form	Print Cheque	Insert row (F7)	Remove row (F8)	Copy o above (i		+1↓ y cell above (Shift + F6)		Memorise	Recall	Print list	Send f					
Suppliers Purchase orders	Bank										Tax Rate			0.00			
roducts and services	N/C Bank*		ate*	Ref		Ref	N/C*	Departmen	Drafe at D		Total	Detail		0.00	et T/C*	1	Tax
lank accounts	1200		8/07/2020			.rcei	N/C	0	Project Ke	21	COSt CODE	Dergi	•		00 T1		0.00
Iominal codes																	
AT																	
ransactions					_												
ixed assets																	
epartments																	
rojects	<																
														0.0	0		0.00

- 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.
- 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

File Edit View Modules Se	ttings Tools	Favourites V	/ebLinks H	elp													
Home Help centre Apps and add-ons		ity Bank Recor feeds		Payments	Customer receipt	Bank receipt		Recurring items	Cash register	Cash flow	Download receipts	Lö Delete	Clear	Print list	Send to Excel	Statements	E= Chequ
Customers Quotations Sales orders Invoices and credits	Bank Tra		Copy cell Cop pove (F6) +1	+I↓ y cell above (Shift + F6)	Memor	ise Reca	Print list	Send to Excel							-	•	×
Suppliers Purchase orders	From:1200 To:	National Busines															
Products and services	From* 1200	▼ ▼		Date*		Re	f		Ex.Ref	Detai	ls		Depar 0	tment		Payment Am	0.00
Bank accounts Nominal codes /AT Fransactions																	
ixed assets epartments rojects																	
Diary	<																1
																iave	

## 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

File Edit View Modules Setti	ings Too	na ruvouncea	Webclind	Help	$\frown$										
Home Help centre Apps and add-ons	New/edit	Activity Bank F	Reconcile Bank transfe		Customer receipt	Supplier Recurrin refund items	ig Cash D	eposit Cash fi cash	Downloa receipt:	d Delete	Clear Print	list Send to Excel		ments Ch	eques
Customers	[	1 Customer	Receipt - Natio	onal Business (	Bank Current Ac	count							-		×
Quotations Sales orders Invoices and credits		Clear Pay by card	Pay in Wizard full (F3)	Automatic D	Department Print										
Suppliers		Improve client ca	ash flow and redi	uce practice ove	rheads with Direc	t Debits and Card F	ayments.	Find out more							
Purchase orders	1235 1240	- Bank Details			Customer I	Details		Recei	pt Details –						
Products and services	1250	Account Ref	1200	~	Account*		*	Date*	08/	07/2020					
3ank accounts		Name	National Busin	ess Bank Curren	Name			Amou	nt	0.00					
Nominal codes VAT		Balance	-10875.0	D	Balance	0.00		Refer	ence						
Transactions															
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ransactions ixed assets		Show All No. Type	A/C Date	✓ Fro Due on		To //		T/C Amount £	Disputed?	Receipt £	Discount £				
ransactions xed assets epartments rojects			A/C Date					T/C Amount £	Disputed?	Receipt £	Discount £				
ransactions ixed assets epartments			A/C Date					T/C   Amount £	Disputed?	Receipt £	Discount £ t				
ransactions xed assets spartments ojects			A/C Date					F/C   Amount £	Disputed?	Receipt £	Discount £				
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ransactions xed assets epartments rojects	٤.		A/C Date					f/C Amount £	Disputed?	Receipt £	Discount £[				

#### 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

Sage 50cloud Accounts Client Manag	er - Cidon Co	onsulta	ncy Serv	ices Lim	ited															0
File Edit View Modules Settings	Tools Fa	svourites	Web	Links	Help			-												
	v/edit Activity	Bank feeds	다. Reconcile	Bank transfe	Payment	s customer receipt	Bank receipt		ecurring items	Cash register	Deposit cash	Cash flow	Download receipts	Delete C	lear Prin	t list Send to Excel	Statement	EE s Cheques	Reports	t Show me bow
		T: Su	pplier Pa	yment	- National	Business B	ank Curre	nt Accour	nt									5		×
Customers		1	10	~	-	100	-	-												
Quotations A/O Sales orders		*						8												
Invoices and credits	00	Clear form	Pay in full (F3)	Wizard	Automatic	Departmen	nt Print lis	Excel												
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Suppliers 12		Save tin	ne and re	duce erro	ors by payin	ig suppliers s	straight from	m your Sag	e softwa	re. Et	nd out m	ore								>
Purchase orders 12:		Basel	A/C Ref	1200	~	Internal	Duringen	Bank Currer								Date* 08/07	2020 1	Cheque No.		_
124		Bank	A/C Ref	1200		National	Business	sank Curren	it Accoun	¢.						Date- 08/07/	2020	cheque No.		
Products and services 125	50	Paye	e"	1	~															
																		£	0.00	-
Bank accounts Nominal codes		-																-		
VAT		-															Cidon C	Consultancy	Services Li	imited
Transactions		L		_					_	_										
		Show	All		~	Fro	11		To / /		=			List Invo	ice/Credit	by item line				
Fixed assets		View	1 No.	Type	A/C II	Date	Due on	Ref	Ex Rel	Depart	meiDetai	te IT/	C Amount	ElDienuted?	Paumo	t fl Discour	t £ Discount i	NAT218	ank Charoa	ACIO
Departments		VIEW	10.	Type	vc	Jace	Due on	Rei	EXCRE	Depare	meilbeta	as [17	C Miloune	ElDisputed	Paymen	ic E Uiscoui	ie z Discourie i	IIC. VALLE	ank charge	Ac lease
Projects																				
Diary																				
biary																				
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									Supplier	Balance		0.0	Bar	k Balance		-10875.00	Analysis 1	Total	-	0.00
																		Save		Close
																		-		1

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

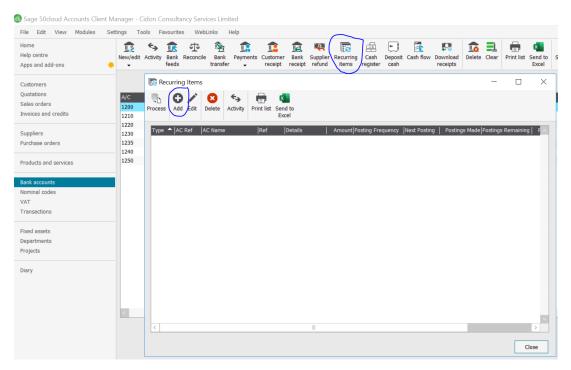
# h) Adding Recurring items (DD/STO etc.)

### 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

File Edit View Modules Set	ttings Tools			<u> </u>	-								
Home Help centre Apps and add-ons	New/edit Activ		concile Ba tran	nk Payment	s Gustomer receipt		upplier Recurrin efund items	g Cash De	eposit Cash flow	Download receipts	10 Delete	Clear	Print list
Customers	🗊 Bank Pa	yments									_		$\times$
Quotations Gales orders nvoices and credits	Clear Print form Chequ	Insert		Copy cell Co bove (F6) +1			Memorise Rec		Send to Excel				
uppliers rurchase orders		Cash Account						Tax Rate		20.00			
Products and services	N/C Bank*	Date*	Ref	Ex.Ref	N/C*	Departme	n Project Ref	Total	Details	0.00 Ne	t T/C*		Tax ^
Bank accounts		/ 08/07/2020				0					) T1		0.00
Nominal codes													_
/AT													-
Fransactions													
Fixed assets													
Departments													_
Projects	4												×
Diary									[	0.00		1	0.00
лагу											Save		Close

Date of	Description	Voucher	Net	Vat	Total	Category	Running
transaction		No					Bal.
	Opening Bal.						856.07
1.4.2019	Travel for	1120	170.00	0.00	170.00	Travelling	686.07
	staff training						
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.	1122	255.00	51.00	306.00	Travelling	189.57
	Car						
10.4.2019	Cleaning	1123	25.00	5.00	30.00	Cleaning	159.57
	products						
25.4.2019	Postage	1124	10.00	0.00	10.00	Postage	149.57

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

# b) Enter Petty Cash Summary – Month 2

Date of	Description	Voucher	Net	Vat	Total	Category	Running
transaction		No					Bal.
	Opening Bal.						299.57
1.5.2019	Milk	1125	10.50	0.00	10.50	Refreshments	289.07
7.5.2019	Stationery for	1126	84.00	16.80	100.80	Printing	188.27
	office					Papers	
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)

File Edit View Modules	Settings Tools Favou	rites WebLinks Help
Home Help centre Apps and add-ons	New/edit Activity Ba	ik Reconcile Bank Payments Customer Bank Supplier Recurrin
Customers		
Quotations	A/C	▲ Name
Sales orders	1200	National Business Bank Current Account
Invoices and credits	1210	Bank Saving Account
	1220	Building Society Account
Suppliers	1230	Petty Cash Account
Purchase orders	1235	Cash Register
	1240	National Business Bank Credit Card
Products and services	1250	Credit Card Receipts
Bank accounts		
Nominal codes		
VAT		
Transactions		
Fixed assets		
Departments		
Projects		

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

Account Number: 15945623

Statement period 1.4.2019 to 30.06.2019

Statement Ref.: 222

Sort Code: 12-00-54

Account Type: Business Current Account

Date	Description	Туре	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)

File Edit View Modules	Settings Tools	Favourites WebLinks	Help				
lome	💼 +	<b>康</b> 小 🏦	1	1	· 8-		æ
Help centre	New/edit Activit	Bank Reconcile Bank	Payments Cu	istomer Bank	Supplier	Recurring	Cash
Apps and add-ons	• •	feeds transfer	• • r	eceipt receipt	refund	items	regist
Customers							
Quotations	A/C	▲  Name					E
Sales orders	1200			k Current Accou	nt		1
invoices and credits	1210	Bank	Saving Account				N
	1220	Buildir	ng Society Acco	unt			N
Suppliers	1230	Petty	Cash Account				1
Purchase orders	1235	Cash	Register				N
	1240	Nation	al Business Ban	k Credit Card			Ν
Products and services	1250	Credit	Card Receipts				N
Bank accounts							
Nominal codes							
/AT							
Fransactions							
Fixed assets							
Departments							
Projects							
Diary							

- 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.



Account name: Cidon Consultancy Services Limited

Account Number: XXX7568

Statement period 1.4.2019 to 30.04.2019

Statement Ref.: May 2019

Credit Card Statement

Next Payment Due: 05.06.2019

New Balance: £267.49

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

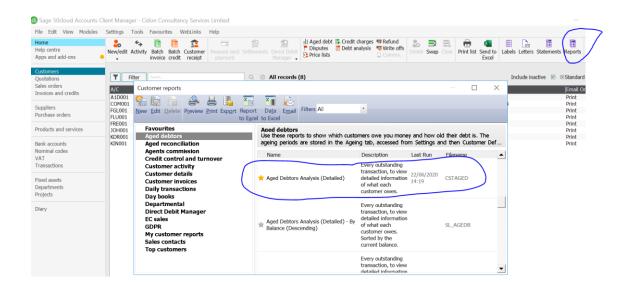
Mr. Robert would like to review debtors and creditors position for the preparation of Cash Flow for June 2019 and asked you to prepare following:

- 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

ile Edit View Modules	Settings Tools Favourites WebLinks Help			(
ome elp centre pps and add-ons		Aged Provides Suggest Disputes Refund	Write offs Communications Deleter Swap Clear Print I	list Send to Excel
stomers otations es orders		l records (5)	Include	Inactive 🗹 👁 Standard 🛛 Mar
voices and credits	A/C Supplier reports			× Email Or Print
opliers	MCN001			Print
rchase orders	NEW001 New Edit Delete Preview Print Export Re	and the second se		Print
ducts and services	QUA001 to	Excel to Excel		Print
	Favourites	Aged creditors		-
k accounts ninal codes	Aged creditors Aged reconciliation		pliers you owe money to and how old your credit is eing tab, accessed from Settings and then Supplier	
ninar codes	Credit control and turnover	Name	Description Last Run <u>Filename</u>	
nsactions	Daily transactions	Name	Every outstanding	-
ed assets	Day books Departmental		transaction, to view	
partments	EC purchases	Aged Creditors Analysis (Detailed)	detailed information 11/07/2020 SPLAGED of what is owed to 11:59 SPLAGED	
lects	GDPR		each supplier.	
iry	My supplier reports Supplier activity		Every outstanding	
	Supplier contacts		transaction, to view	
	Supplier details Supplier invoices	Aged Creditors Analysis (Detailed) -	detailed information of what is owed to PL AGEDB	
	Supplier statements	By Balance (Descending)	each supplier.	
	Top suppliers		Sorted by the current balance.	
			Every outstanding	
			transaction, to view	-1
			detailed information	

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.

Pay	vroll	Summary	v 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)

🚳 Sage 50cloud Accounts Cli	ient Manager - Cido	n Consultancy Ser	vices Limited							
File Edit View Modules	Settings Tools Fa	avourites WebLin	ks Help							
Home Help centre Apps and add-ons	New Edit Wizard D	uplicate Activity Jo	ournal entry reversal		ruals Budgets	Chart of Trial accounts balance	Ratio Compara profit & I	tive Variances Prior yea	r Delete Swap Clea	
Customers Quotations	Journal Entry								- 🗆 ×	<
Sales orders Invoices and credits		move Copy cell (		Memorise Reca	II Add attachment	Print list Send to Excel				
Suppliers Purchase orders	Reference	Posting Date	1 (00000 100)		utuomient	Excu			Balance	
Products and services		11/07/2020							0.00	
Bank accounts Nominal codes	N/C*	Name		Ex.Ref	Department*	Details	T/C*	Debit	Credit	
VAT Transactions										
Fixed assets Departments Projects										
Diary										
									_	
									>	
	Reverse Journals	Reversing Date	te 11/07/20	20 =				0.00	0.00	
								s	ave Close	
	-									-

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)

Sage 50cloud Accounts Client Manage	er - Cr VAT Return	×
File Edit View Modules Settings T	Tools	^
Customers Quotations Sales orders Involces and credits Suppliers Purchase orders	Back up Back up No recent backup can be found. You cannot reverse the VAT reconditation process. We strongly recommend you back up before proceeding. Back up Back up Back up Back up	VAT Return Cidon Consultancy Services Limited
Products and services	Date range	VAT due in this period on sales 1 0.00
Bank accounts Nominal codes	Enter the date range for the VAT Return: Use custom date range	VAT due in this period on EC acquisitions 2 0.00
VAT Transactions	From the start of:         To the end of:           July         > 2020         > July         > 2020         >	Total VAT due (sum of boxes 1 and 2) 3 0.00
Fixed assets	94/07/2020 - 31/07/2020 (1 month)	VAT reclaimed in this period on purchases 4 0.00
Departments Projects	Indude reconciled transactions	Net VAT to be paid to Customs or redaimed by you 5 0.00
Diary		Total value of sales, excluding VAT 6 0.00
,	VAT verification	Total value of purchases, excluding VAT 7 0.00
	8 checks run automatically to analyse your transactions and check their accuracy.	Total value of EC sales, excluding VAT 8 0.00
	Settings	Total value of EC purchases, excluding VAT 9 0.00
	Calculate VAT Return	
		Close

#### **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

Sage 50cloud Accounts Cl	lient Manager - Cic	don Consultancy Servic	es Limited					
File Edit View Modules	Settings Tools	Favourites WebLinks	Help					
Home Help centre Apps and add-ons		C sales EU reverse VAT	audit Tax values Ver		ap Clear Print list Send	to Reports VAT	help Show me	×
Customers Quotations Sales orders Invoices and credits	Rtn No		int Send to Excel					
Suppliers Purchase orders Products and services		Cidon Consult 205, Business Business Road London		]	VAT Registration No.	159753456	Period Ref* From*	v 01/07/2020 %
Bank accounts Nominal codes VAT		EC12 8UW			Branch Identifier	000	To*	31/07/2020
Transactions Fixed assets Departments Projects		Country Code	Customer's VAT Regis	tration No.	Fotal value of Supplies (£)	p I	ndicator Submitted	
Diary								
							Save	Close

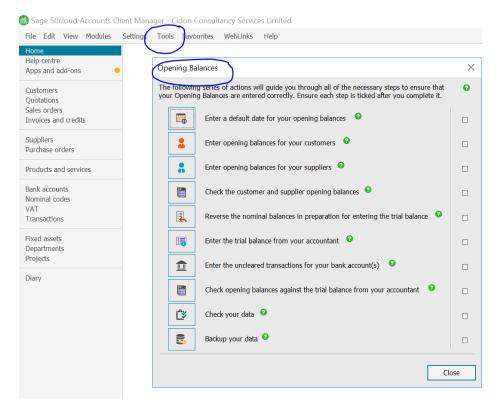
# Steps: Vat > EC Sales (see screenshot below)

# 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

# <u>Cidon Consultancy Services Limited</u> <u>Trial Balance for the year ended 31.03.2019</u>

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)

Sage Sucioud Accounts Cl	lient Manager - Cidon Consu Settings Tools Favourites	WebLinks Help	ied.		
Home Help centre Apps and add-ons		<ul><li>S</li></ul>	Delete Swap Cle	Reports Show r	
Customers Quotations Sales orders Invoices and credits Suppliers Purchase orders Products and services Bank accounts Nominal codes VAT Transactions Fixed assets Departments Projects Diary	Asset Reference CAR MOTORCAR PRINTER	CAR CAR Clear form Details Posting Clear Clea	rd - CAR rd - CAR Department* Balance Sheet Depreciation N/C* Depreciation Method Cost Price Next Depreciation Depreciation To Date	P&L Depreciation N/C* Depreciation Rate* Book Value Date Last Posted	□ × 8003 × 10.00 = 5850.00 = 

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 Insu	A1 Insurance Services						
То,							
Cidon Consultancy Services		Date: 1.7.2019					
		Amt. (£)					
Building insurance charges for Jun. 2019 to May	/ 2020	6000.00					
	Vat	Exempt					
Total		<u>6000.00</u>					
Please pay the amount via Bank transfer							
Account No. 1235789	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					
	То					
	KDR Engineering					
Details	AMOUNT (£)					
For project work to be carried out in July 2020	Net 9,500.00					
	Vat 1,900.00					
	<u>Total 11,400.00</u>					
Please pay via bank transfer to						
Account No.: 15945623						
Account Name: Cidon Consultancy Services	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)

File Edit View	Modules Settings Tools Favourites WebLinks Help
Home	
Help centre	New Edit Wizard Duplicate Activity Journal Journal Prepayments Accruals Budgets Chart
Apps and add-ons	entry reversal accourt
Customers	Filter All records (177)
Quotations	
Sales orders	N/C Name
Invoices and credits	0010 Freehold Property
involces and credits	0011 Leasehold Property
	0020 Plant and Machinery
Suppliers	0021 Plant/Machinery Depreciation
Purchase orders	0030 Office Equipment
	0031 Office Equipment Depreciation
Products and services	
	0041 Furniture/Fixture Depreciation
Bank accounts	0050 Motor Vehicles
Nominal codes	0051 Motor Vehicles Depreciation
VAT	1001 Stock
Transactions	1002 Work in Progress
	1003 Finished Goods
Fixed assets	1004 Raw Materials
	1100 Debtors Control Account
Departments	1101 Sundry Debtors
Projects	1102 Other Debtors
	1103 Prepayments
Diary	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

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		

Sage 50cloud Accounts Client Manager - Cidon Consultancy Services Limited

# 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)

File Edit View M	todules Se	ttings To	ols Favou	rites WebLinks	Help					/	~						
Home	16	÷ €	573	🏟 🏦	1				A	E (			5 E.		TX.	E	1
Help centre	New/edit Ac		Reconcile	Bank Paymen	-			Recurring	Cash	Deposit Cash			to Clobe		t Send to S	tatements Chequ	
Apps and add-ons	Thewyeuk Pic	feeds		transfer +	recei			items	register	cash		eipts		FTHIC 15	Excel	catements chequ	les reports
					-		-				/						-
Customers					22	Cash Flo	w Forecast									_	
Quotations	A/C			▲ Name	E	1	1										
Sales orders	and the second sec			National Busi			t Send to										
Invoices and credits	1200					can (rin	Excel										
interest and to come	1210			Bank Saving		-			-								
Suppliers	1220			Building Soci Petty Cash A		te range:	Next 7 days	×	From	: 15/05/2020	Fore	cast up	21/07/202	20 1	Include inad	tive	
	1230			Petty Cash A Cash Registe		wmary		100			Bank A	ccounts					
Purchase orders	1235			National Busi		minary					Bank A	ccounts					
	1240			Credit Card F					Bala	nce	A/C.	Bank M	lame	[Ba	lance M	in Limit  Incl	ide?
roducts and services 1250 Credit Card Re			ook Balanc	e for Bank Ac	count(s)		44917.80	1200 National Busin				44917.80	0.00				
						egular Pay				60.00	1210		Saving Acc		1000.00	0.00	
Bank accounts						precast Pa				0.00	1220		g Soci		0.00	0.00	
Nominal codes					R	egular Rec	eipts			0.00	1230	Petty (	Cash Account		156.27	0.00	
VAT					Fo	orecast Receipts				0.00	1235 Cash I	Register		0.00	0.00		
Transactions					Fo	precast Bo	ok Balance fo	r Period		44857.80	1240	Nation	National Busin		-267.49	0.00	
											1.750	Creda	Card Bas	alate	0.00	C. 00.0	
Fixed assets					Vie	ew	All	~							NOT	E: All values dis	played in GBP
Departments																	
Projects					TV	e   Foreca	st 🔺 Due	IA/	C Ref.	Details		Overdue	Disp	Inc?	Receipts	Payments Bai	lance for Day
					BP	01/06/3	The second second			Sage subscript		43 days	and the second se		0.0		44887.8
Diary					BP					Sage subscript		13 days			0.0		44857.8
Urial y					-												
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												-	-		_		

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

File Edit View M	odules Settings	Tools	Favourit	es W	ebLinks	Help						
Home Help centre Apps and add-ons 🛛 😑	New Edit Wizard		← Activity	Journal entry	Journal reversal	Prepayments	Accruals	<u>     </u> Budgets	Chart of accounts	Trial balance	Profit & loss	Balance sheet
Customers	Filter A	l records	(177)									
Ouotations												
Sales orders	N/C			▲  Name						1	nactive	
Invoices and credits	0010				hold Prope							
involces and credits	0011				ehold Prop							
	0020				and Mach							
Suppliers	0021 Plant/Machinery Depreciation											
Purchase orders	0030			Offic	e Equipme	ent						
	0031			Offic	e Equipme	ent Depreciatio	n					
Products and services	0040 Furniture and Fixtures											
	0041			Furni	ture/Fixtu	re Depreciation	n					
Bank accounts	0050			Moto	r Vehicles	1						
Nominal codes	0051			Moto	r Vehicles	Depreciation						
VAT	1001			Stock	c							
Transactions	1002			Work	in Progre	ess						
I ransactions	1003			Finis	hed Goods	5						
	1004			Raw	Materials							
Fixed assets	1100			Debt	ors Contro	Account						
Departments	1101			Sund	ry Debtor	5						
Projects	1102			Othe	r Debtors							
	1103			Prep	ayments							
Diary	1104			Inter	-company	Debtors						
	1105			Provi	sion for c	redit notes						
	1106			Provi	sion for d	oubtful debts						
	1200			Natio	nal Busine	ess Bank Curre	nt Account	t				
	1210			Bank	Saving A	count						
	1220			Build	ing Societ	y Account						
	1230			Petty	Cash Acc	ount						
	4											

# e) Error Correction

#### How do I correct an error I have made?

#### Sage 50cloud Accounts Client Manager - Cidon Consultancy Services Number 6, Purchase Invoice X File Edit View Modules Settings Tools Favourites WebLink You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item. Home Ē Đ Ē BE Help centre Audit trail Accounts Verification View **Purchase Invoice Details** Edit Apps and add-ons 🥚 report audit reports Account NEW001 ~ Due on 30/07/2019 -Filter Find Customers Quotations No|Type |Account Nominal Dept NBL/4491/20 Reference Sales orders 2110 20 BP 1200 Repairs Posted by MANAGER Invoices and credits Description 4 PI NEW001 7800 0 26 JC 1200 0 Created on 30/06/2019 Edited by Suppliers 1210 27 JD 0 Posted on 07/07/2020 .... Purchase orders 58 BP 1200 7552 0 36 PP NEW001 1200 0 9 PC MEA001 7104 0 Products and services 5 PI QUA001 7304 Edited on 11 ..... VAT Rec. Date 11 10 0 37 PP QUA001 1200 0 Bank accounts 1250.00 🔳 0.00 🗐 Net Paid COM001 33 SR 1200 0 Nominal codes 250.00 = Tax 6 PI **NEW001** 7800 0 VAT 15 SI JOH001 4005 1 1500.00 🔳 Transaction Foreign gross 1 Pound Sterling V Currency 111 JD 7000 0 112 JD 7006 0 Exchange rate 1.000000 = Fixed assets 113 JD 7007 0 Departments Paid in full Printed 2220 0 114 JC Revaluation 2210 Projects 115 JC 0 116 JC 2230 0 117 JD 2200 0 Diary Item Line Details 118 JC 2202 0 119 JC 2201 0 Details Net|T/C 250.00 120 JD 2202 0 1250.00 T 6 780 107 BP 1200 2220 0 108 BP 1200 2220 0 109 BP 1200 2220 0 110 BP 1200 2220 0 131 JD 1103 To edit details of a specific item on this Purchase Invoice, highlight the item and click 'Edit'. 0 Edit How will this affect my data? Save Close

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