

**Sage 200 Accounts v2009** is supplied with a new help system. The new help system is complemented by a comprehensive search facility across all of the accounting modules.

We have provided this *Sage 200 v5.1 Cash Book PDF* for your reference only. All of this information and all **new features** are described in the **help** system.



Cash Book Guide

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# 1

## Welcome

Welcome to the Sage 200 Cash Book and to the *Sage 200 Cash Book User Guide*.

Sage 200 is a .Net accounting system which offers a complete accounting solution to meet your business needs.

The Cash Book is one of four Financials modules within the Sage 200 Financials Suite.

There are also four Commercial modules, a Bill of Materials module and an Accounting System Manager module. Each module has its own *User Guide*. The Price Book module is described within the *Sales Order Processing* documentation.

### In this chapter:

Using this Guide

What the Cash Book offers your business

How the Cash Book helps financial operations

The bank account record

Chapter summary

## Using This Documentation

The Sage 200 Help system and User Guide provide information on how to use the Cash Book. You can access Help for each module from the menu bar. You can also press 'F1' on the keyboard to display help topics for the screen you are currently working in.

We hope you will find the documentation comprehensive. If you want to email us with your comments, please email the Sage 200 Documentation Team at [SageTechnicalAuthors@sage.com](mailto:SageTechnicalAuthors@sage.com) and mark the subject line as 'Sage 200 v5'.

## Process-oriented approach

This User Guide is written to describe the processes that you will go through when setting up your ledger, creating bank accounts, processing transactions, and controlling purchase debt.

Where the processes comprise of more than one activity, a snapshot of activities is provided in the coloured side panel on the first page of all chapters. Where it does not, a snapshot is provided of the topics included in the chapter.

## Conventions

- References to other sections in this User Guide, or to other documentation are given in *italics*.
- References to on-screen items are enclosed in single quotation marks. For example, on the 'Contacts' tab, click 'Save'.
- Navigation to a window is illustrated by the name(s) you need to choose separated by a symbol >. For example, Choose Cash Book Accounts > Account Details means choose the 'Cash Book Accounts' option and then the 'Account Details' option.
- Where there are prerequisites to performing activities these are indicated graphically using the ✓ symbol so you can easily identify them.

For detailed information on the operation of Sage 200 see the *Sage 200 Operations* documentation.

## Sage 200 Cash Book

The Cash Book lets you take care of business transactions associated with your bank and cash accounts. It provides all the functions to maintain details of your bank accounts and to control full multi-currency bank account transaction processing and reconciliation.

You can maintain as many bank accounts as you need, and these can be in any currency. You can record cash receipts and payments either for nominal transactions or for posting to the sales and purchase ledger accounts. You can allocate receipts and payments to outstanding invoices as you can in the Sales and Purchase Ledger modules. Other routines take care of standing orders, direct debits and other recurring transactions. Foreign currency processing includes the necessary postings of bank charges, commission and exchange rate discrepancies.

All Cash Book accounts can be reconciled against statements to help you keep track of cleared and uncleared items, while a range of reports and enquiries provide up-to-the-minute information about the activities associated with your Cash Book.

Provided you have obtained the 'Sage e-Banking' facility and then enabled it in the Purchase Ledger you can link to your bank's electronic banking program (provided your bank's program is compatible with 'Sage e-Banking'). This provides the e-Banking facilities to reconcile bank statements electronically as well as make electronic bank payments through the Purchase Ledger.

### What Sage 200 Cash Book offers your business

The Cash Book provides the options you need to control your business finances and transactions associated with bank and cash accounts in any currency you choose.

The Cash Book is used to set up details of your bank accounts. You can set up as many bank accounts as you need to operate in different currencies provided you have specified the currency in the exchange rate table.

To integrate with the Nominal Ledger the Cash Book uses nominal codes. These codes identify the nominal accounts used for the bank account, bank charges and exchange rate discrepancies. Such accounts are used as defaults when posting payments or receipts within the Cash Book.

### Receipts

Receipts can be posted to both the Sales and Nominal Ledgers. You can enter the amount received in any currency, and post it to a bank account of any currency. The exchange rates take care of the conversion, and the Cash Book records the amounts for bank charges, interest and the profit and loss on exchange, if applicable.



When posting receipts to the Sales Ledger, the appropriate customer account record is accessed and a receipt may be posted with or without settlement discount. You can then allocate the receipt to outstanding items on the account by using the Sales Ledger 'Allocation' routine.

When posting receipts to the Nominal Ledger, cash income can be recorded between the bank account and a specified nominal ledger account, with the transaction optionally including VAT.

Several receipts can be added to the Cash Book at the same time using the 'Grouped Transactions' routine.

## **Payments**

Payments are handled in much the same way as receipts. When posting payments to the Purchase ledger, the appropriate supplier account record is accessed and a payment may be posted to outstanding items. Payment may be allocated at the time of posting to outstanding items.

Nominal Ledger payments involve the bank account and an expense account and you can print a cheque immediately after posting nominal payments.

Several payments can be added to the Cash Book at the same time using the 'Grouped Transactions' routine.

## **Direct Debits and Standing Orders**

Direct debits and standing orders are recurring bank transactions, including or excluding VAT in which a specified amount is paid from the bank account to an expense account in the Nominal Ledger for a definite number of periods. The direct debits or standing orders can be processed on a monthly or quarterly basis, or if you prefer you can specify a frequency which is more suitable to your organisation.

Direct debits are also recurring bank transactions, but the first and last payment amounts may differ from the regular payment. Direct debits may be subject to VAT and the frequency of payment may be weekly, monthly, quarterly or some other specified period. As with standing orders, the necessary payments or receipt transactions can be processed manually whenever you want.

## **Bank Account or Petty Cash Transactions**

You can record transactions between bank or petty cash accounts of either the same or different operating currencies. If the accounts operate in different currency, the system converts the

transactions based on the appropriate exchange rate. You can also record the commission involved in the transfer and specify which bank is to pay the commission.

## Refunds

Transactions can be reversed to take care of sales and purchase refunds. This is similar to posting payments and receipts, except that the reverse entry is made. For example, you may want to use it to post details of a cheque refund to a customer and allocate it against a receipt.

## Reconciliation

When a bank statement is received, you have the routine to reconcile this with the details of payments and receipts of the bank accounts stored in the Cash Book. This can be performed manually. Alternatively, provided you have an appropriate electronic banking service and have obtained and enabled the 'Sage e-Banking' facility in the Purchase Ledger, you can reconcile your bank statement electronically. The statement date is recorded and you can then systematically acknowledge individual transactions on the statement with those on the bank record and if required enter an amount where the amount differs between the statement and the transaction record. You can also add payments and/or receipts at the time of reconciliation to make immediate adjustments for items on bank statements, such as bank charges or interest, not included in your Cash Book bank account. A report can then be produced which provides details of totals of unrepresented items and the balance on the account up to the last reconciled transaction.

The statement date is then the basis on which individual transaction items can be removed from the bank account, leaving a balance brought forward which includes the net figure for the account. Thus, all transactions remaining are awaiting reconciliation.

## Reports

The Cash Book provides standard reports for you to use immediately. They range from straightforward account listings to detailed analysis of balances, transactions and statement reports. You can specify your own criteria to ensure that you get only the information you need. You can print your reports to a printer installed in Windows and you can preview reports on screen as well as filing them for printing at a later date, if you prefer. For more information see your *Sage 200 Operations* documentation. You can design your own reports too. For more information see your *Sage Report Designer* documentation.

## 'Period End' routines

The 'Period End' routines take care of a number of activities you would normally carry out at the end of each day or accounting period. The Cash Book receives transaction postings from the

Purchase ledger for example, when payments are made and remittance advices produced. The Cash Book also receives postings from the Sales Ledger. The transactions are stored in the Cash Book and are integrated into the appropriate bank account(s).

The Cash Book generates Nominal Ledger postings to the nominal accounts such as the exchange discrepancy, bank charges and commission accounts. These postings are listed in the 'Report NL Postings' report in the Cash Book. The Nominal Ledger 'Update Waiting Postings' routine ensures that the postings are transferred to the appropriate nominal accounts.

'Maintain Accounting Periods' in the Accounting System Manager performs a number of essential housekeeping functions. For example, it updates the period balance figures of the bank account records.

## How the ledger helps financial operations

Sage 200 helps you to manage your bank accounts by:

- Providing you with an integrated system of accounting within which you can manage your bank accounts and apply your cash information.
- Providing you with control of your bank accounts at several levels within this integrated system.

## System integration

The Cash Book is designed to integrate with the following modules.

<b>Integrate with</b>	<b>Integrate how</b>
Sales Ledger	To post receipts and payments directly to the Sales Ledger accounts from the Cash Book. To reverse receipts by posting payments.
Purchase Ledger	Enable e-banking facilities in the Cash Book by selecting 'Electronic Bank Payments' in the Purchase Ledger Settings. Make payments and receipts directly into Purchase Ledger supplier accounts from the Cash Book. To reverse payments by posting receipts.
Nominal Ledger	Send details of purchase values, VAT, discount, and so on, to the Nominal Ledger to provide accurate figures for your Profit and Loss and Balance Sheet reports. To raise nominal payments and receipts.

## Benefits of integration

The main benefit of using an integrated system is that you only need to enter information once, in one module, and it is used in the relevant areas.

Sage 200 automatically handles common data, ensuring the appropriate information is directed to the relevant modules. This saves time and reduces the risk of error by removing the need to re-enter information.

To pass information between modules in general you need only:

- Ensure that the appropriate account codes match between your modules.
- Select the appropriate 'Update Pending Transactions' within each module and Period End process within the Accounting System Manager.

## Control of accounts

You can control your supplier accounts through the definition and application of settings at three levels within Sage 200.

- Global level

Define settings using Accounting System Manager and the Nominal Ledger. These apply throughout Sage 200 and you can apply them within your Cash Book. These settings provide the broadest level of control within your Sage 200 system. They help you to define the operation of Sage 200 in the best way for your organisation.

- Module level

Apply global settings, and define settings using the Cash Book, which apply when you process transactions in the Cash Book. These allow you to specify your preferred bank account information when you create new bank accounts and process transactions.

- Account level

Apply module settings, and define settings specific to each account when you create new accounts or process transactions in the Cash Book. These are local and unique to each supplier account.

**Note:** Global level settings apply within the module. Module level settings apply at the bank account level although you can override module level settings on the bank account.

## The Bank Account

The bank account record holds the details that identify a bank account and describe the terms of business you have agreed between you and the financial organisation you use. As each bank account is created, you can apply an opening balance to each account. This shows how much you are in debit or credit with your bank.

There are two types of bank accounts you can create; current or deposit account. You can combine the two types of accounts within your Cash Book.

## Documentation Summary

The following is a summary of the remaining sections in this documentation. Appendices hold detailed examples and other technical information.

### Set Up the Cash Book

This guides you through the setup process for the Cash Book. It describes the settings you can use to customise the ledger to meet your company's needs.

See *Set Up the Cash Book* on page 11.

### Establish and Maintain Bank Account Records

This explains the components of a bank account record and its context within other Sage 200 modules.

It describes how to build and maintain accurate bank account records. This includes the management of standing orders and direct debits associated with the bank accounts.

It also describes how to set up bank accounts to use electronic banking.

See *Establish and Maintain Bank Account Records* on page 17.

### Manage Transactions

This deals with handling receipts and payments associated with the organisations you trade with. It describes how to handle a single transaction or multiple transactions as well as recording the transfer of funds from one bank account to another.

It assumes transactions are entered in your base currency. The implications of working with foreign currency transactions are dealt with separately (see *Manage Foreign Currency Transactions* on page 63).

See *Manage Transactions* on page 47.

### Manage Foreign Currency Transactions

This builds on the previous section which describes the management of transactions in your base currency. The aim is to explain the additional considerations and routines required when dealing with foreign currency transactions.

It also explains the facilities you can use to manage your trade in foreign currencies.

This does not cover EC implications or Triangulation. For more information see your *Sage 200 Accounting System Manager* documentation.

See *Manage Foreign Currency Transactions* on page 63.

## **Manage Bank Accounts**

This deals with the bank account as a whole, covering both the bank account record and its associated transactions.

Primarily it deals with the activities you need to perform to keep your bank account balances up to date, thereby providing you with accurate and complete cash records.

It also explains the various reports used to manage your bank accounts.

See *Manage Bank Accounts* on page 87.

## **Maintain Cash Book**

This covers the regular housekeeping routines needed to maintain the efficiency and effectiveness of your Cash Book.

It includes the routine used to identify the status of the Cash Book as a whole and covers the mechanisms employed to maintain the integrity of the data held in the Cash Book.

See *Maintain Cash Book* on page 113.

## **Glossary of Accounting Terms**

This includes frequently used Sage 200 accounting terms and their meanings.

See *Glossary of Accounting Terms* on page 117.

## Set Up the Cash Book

This chapter guides you through the setup process for the Cash Book. It describes the settings you can use to customise the ledger to meet your company's needs.

**Note:** There is a view only version of the settings window in case you need to contact Sage Support and provide details of the ledger settings. See *View Settings on page 15*.

### Activities:

Plan setup

Set up ledger

View settings



## Before you begin

You must have:

- ✓ Set your Sage 200 defaults, using the Accounting System Manager module. See your *Sage 200 Accounting System Manager* documentation.
- ✓ Set your default nominal accounts, using the Nominal Ledger. Refer to your *Sage 200 Nominal Ledger User Guide*.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

### Remember ...

For more information on using the help system, see the *Sage 200 Operations* documentation.

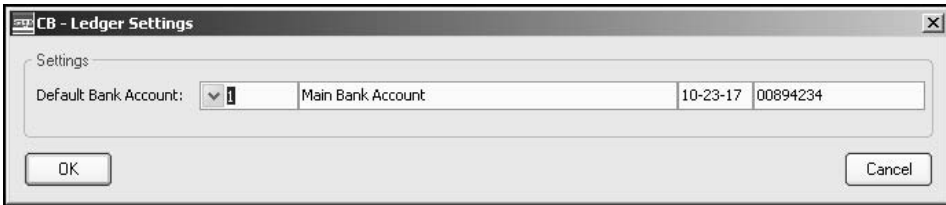
## Plan Cash Book Setup

The setup process builds on and complements the settings within the Accounting System Manager and Nominal Ledger. The aim of this process is to tailor the ledger to your company's needs. By doing so it saves you and other users time when using the ledger on a day to day basis.

### Cash Book settings

There is one setting to make when preparing the Cash Book and it is described below.

#### Default bank account



From your bank accounts you can select the base currency bank account used most frequently and set it as your 'Default Bank Account'. This means that each time a transaction is entered involving a bank account, the default bank account is always displayed for you. This account can of course be overridden when a transaction is recorded on the system if it is not appropriate.

The first base currency bank account created in the Cash Book is automatically assigned as the 'Default Bank Account'. As more bank accounts are created, use this setting to assign a more appropriate 'Default Bank Account', if required.

**Note:** Setting changes should only be made when there are no users updating the Cash Book.

### Setup Checklist

Default bank account.....

## Setup Process

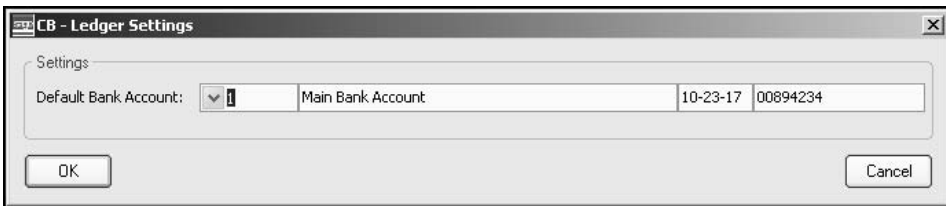
### Before you begin ...

You must have:

- ✓ Planned the Cash Book setup. See *Plan Cash Book Setup on page 13*.

### Access the window

Choose Utilities > Cash Book Settings.



### Enter the details

- Use the window to activate the setting according to your needs. (Use the *Setup Checklist on page 13* to keep a copy of the setting you choose.)

### Outcomes

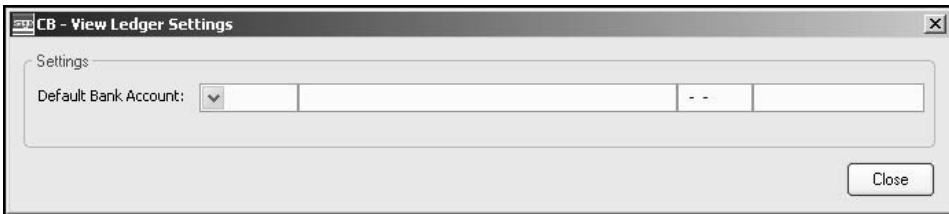
The Cash Book is set up for your company's preferred operation.

## View Settings

This is a view only version of your ledger settings and you will use this option if you need to contact Sage Support and provide details of your ledger settings to the support team.

### Access the window

Choose Utilities > View Cash Book Settings.



### Enter the details

- Click 'Close' to close the window.



## Establish and Maintain Bank Account Records

This chapter explains the components of a bank account record and its context within other Sage 200 modules.

It describes how to build and maintain accurate bank account records. This includes the management of standing orders and direct debits associated with the bank accounts.

This chapter also describes how to set up bank accounts to use electronic banking.

### Activities:

Create account

Enter opening balance

Rectify opening balance

Amend account

Delete account

Set up standing orders and direct debits

Amend standing orders and direct debits

Delete standing orders and direct debits

## Before you begin ...

You must have:

- ✓ Set your Cash Book defaults, using the Cash Book settings window. For more information see *Chapter 2, Set Up the Cash Book*.
- ✓ Created your nominal accounts and specified your default nominal accounts in the Nominal Ledger. For more information see your *Sage 200 Nominal Ledger User Guide*.

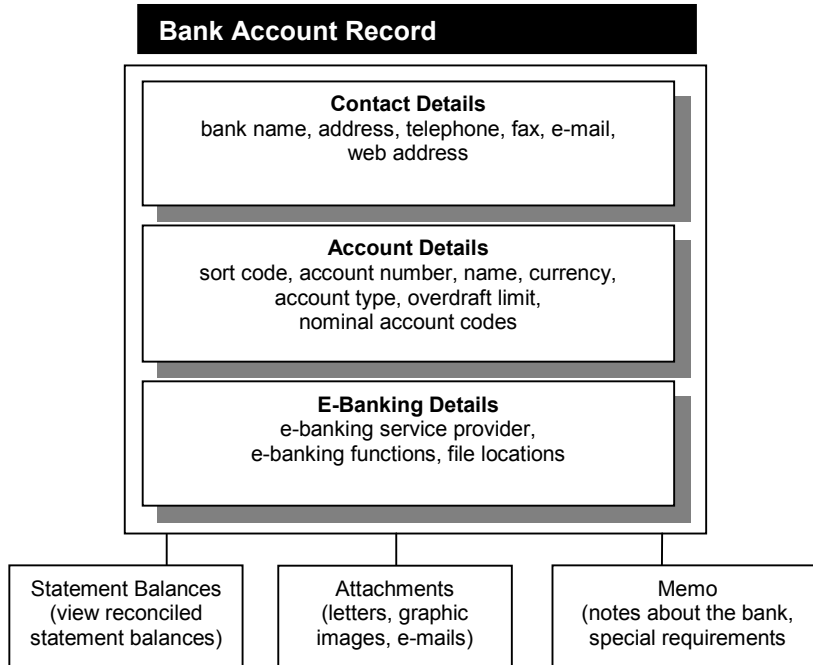
**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

For more information on using the help system, see the *Sage 200 Operations* documentation.

## Build Bank Accounts

The account record is fundamental to the successful management of bank accounts in the Cash Book. Bank account records evolve through a life cycle of creating, amending and deleting, all of which are described within this chapter.



The account record holds the following key information:

- Contact details.
- Account details.
- If you have enabled e-banking in the Purchase Ledger then it will also hold e-banking information on the e-Banking tab.



## Planning your bank and cash accounts

You need to set up a bank record for each bank account you intend to use for your business, as well as one for each cash account you want to maintain. In fact, Cash Book accounts can be any type of account that you receive and pay out money from.

You can set up a bank account for each of your credit cards too. The Cash Book treats cash and credit card accounts in just the same way as true bank accounts. They can be reconciled against monthly statements the same way you would reconcile your current bank account against the statements sent from your bank.

Since the Cash Book is multi-currency, you can set up a bank account record for each currency account you want. For example, if you have a foreign bank account, you can set up the account and assign it the correct currency description. All balances for that account can then be stored in that currency. It is also possible however, to post transactions of different currencies to any bank account, provided an exchange rate between the currencies is specified when the transaction is entered onto the Cash Book.

For each bank record in the Cash Book module there must be a corresponding Nominal Ledger account record. When postings are made to the Cash Book bank account, the credit or debit values are posted to the appropriate Nominal Ledger account in base currency.

## Create a Bank Account Record

This activity is achieved by entering unique bank details onto the window for creating a bank account record. Some boxes on the 'Enter New Cash Book Account' window have a set of predetermined entries and the account details may only be selected from the valid entries given in a drop-down box. This is the case with the 'Account Type' box, for example.

The window used to create the bank record consists of five sections, or tabs: 'Account Details', 'Contacts', 'Statement Balances', 'Memo' and 'Attachments'. If you enable e-banking in the Purchase Ledger, an 'e-Banking' tab is added. Only the first two tabs of the window are used to create the bank record, whilst the 'e-Banking' tab is used to configure e-banking for the account. While you are creating the account you can attach files and add text memos to the bank account record using the 'Attachments' and 'Memo' tabs. Statement balances are maintained by the Cash Book as part of the bank reconciliation process. So the 'Statement Balances' tab is not applicable until you amend an account after having run the 'Bank Reconciliation' process. For more information see *Reconcile Bank Account on page 91*.

The first base currency bank account created in the Cash Book is automatically assigned as the default bank account. As more bank accounts are created, use the Cash Book Settings to assign a more appropriate default bank account, if required. For more information see *Cash Book settings on page 13*.

## Account Details tab

The 'Account Details' tab holds the unique details that identify the account as an individual bank account. It also holds the characteristics of the account which determine its context with other Sage 200 modules and how it operates.

This section of the window also holds dynamic bank information which is maintained by the Cash Book. Therefore you cannot add values to the 'Last statement date', 'Current balance' or 'Base currency balance' boxes.

**CB - Amend Cash Book Account**

Account Details | Contacts | Statement Balances | Memos | Attachments | E-Banking

**Details**

Account ref: 1 Account description: Main Bank Account

**Details**

Sort code: 10-23-17 Last statement date: 31/07/2006

Account number: 00894234 Current balance: £ 83858.60

Account name: HomeStyle Kitchens Base currency balance: £ 83858.60

Account type: Current Overdraft limit: £ 0.00

Account currency: Pounds Sterling

**Nominal accounts**

Bank account:	16800			Bank Current Account
Bank charges:	63200	ADM	ADM	Bank Charges
Exchange differences:	39100	ADM	ADM	Other - Currency Exchange Inco

Save Delete Close

To create a bank account record you must assign both an 'Account ref' and 'Account description'. The boxes for these details are in the 'Details' portion of the 'Account Details' window.

The 'Account ref' is a unique number that can consist of up to eight characters. How you assign the 'Account ref' is entirely up to you, although it is best to plan your coding structure so that a procedure for assigning new numbers can be established and adhered to.

The 'Account description' can consist of up to 30 characters and is used to assign a name which you commonly use to refer to the account, for example 'euro Account' or 'Main Bank Account'. The account description appears on reports and does not need to be the same as the operating name for the bank.

The 'Sort code', 'Account number' and 'Account name' are all dictated by the bank which holds the account for you.

The 'Account currency' determines the operating currency of the bank account. The foreign currencies specified in the Accounting System Manager are provided in the drop-down list and you can make the appropriate selection from this list. By default the first currency in the list is always displayed as your base currency. For more information see your *Sage 200 Accounting System Manager* documentation.

**Note:** Once a bank account has transactions posted to it, the currency code cannot be changed.

The 'Account type' is selected from a drop-down box and the Cash Book provides two types, either a 'Current' account or a 'Deposit' account.

The 'Overdraft limit' box holds the value of the overdraft limit you have agreed with your bank. If the limit is exceeded, the Cash Book displays a warning when transactions are posted, although you can still proceed.

The three 'Nominal accounts' boxes determine how you want your cash transactions posted to the Nominal Ledger. When creating a new account the Cash Book automatically displays the default nominal 'Bank account' specified in the Nominal Ledger. You can accept the displayed default accounts or specify another nominal account.

If you specify a nominal account which has not been created in the Nominal Ledger any transactions posted from the bank account are placed in the nominal suspense account.

**Note:** The nominal accounts must be posting type accounts. For more information about nominal account types see your *Sage 200 Nominal Ledger User Guide*.

## Contacts tab

This section of the window holds the contact details for the bank account and are self explanatory.

The 'E-mail' and 'Web site' boxes can hold several addresses. It is worth noting that you can activate an address entered into the 'E-mail' or 'Web site' box to call up your bank's website or invoke your e-mail send message routine so you can contact your bank, but only if you have access to the worldwide web. Alternatively the boxes can be used for notational purposes if you prefer.

The screenshot shows a software window titled "CB - Amend Cash Book Account". It has several tabs: "Account Details", "Contacts", "Statement Balances", "Memos", "Attachments", and "E-Banking". The "Contacts" tab is selected. Inside the window, there is a "Details" section with the following fields:

- Name: HomeStyle Kitchens
- Address: 23 Rose Street, Bishopthorpe, York
- Postcode: YO21 4BU
- Contact: Simon Millar
- Telephone: 01904 566712
- E-mail: simonmillar@barclaysbank.co.uk (with a "More..." button)
- Web site: www.barclaysbank.co.uk (with a "More..." button)

At the bottom of the window, there are three buttons: "Save", "Delete", and "Close".

## Statement Balances tab

'Statement Balances' are maintained by the Cash Book as part of the bank reconciliation process. So this tab is not applicable until you amend an account after having run the 'Bank Reconciliation' process.

The screenshot shows a software window titled "CB - Amend Cash Book Account". It has several tabs: "Account Details", "Contacts", "Statement Balances" (which is selected), "Memos", "Attachments", and "E-Banking".

Under the "Statement Balances" tab, there is a section titled "Reconciled statement details". Inside this section, there is a table with three columns: "Date", "Page", and "Statement Balance". The table is currently empty, with the text "There are no reconciled statement balances to display" centered within it.

To the right of the table, there is a "Statement dates" section with "From:" and "To:" labels, each followed by a date selection icon.

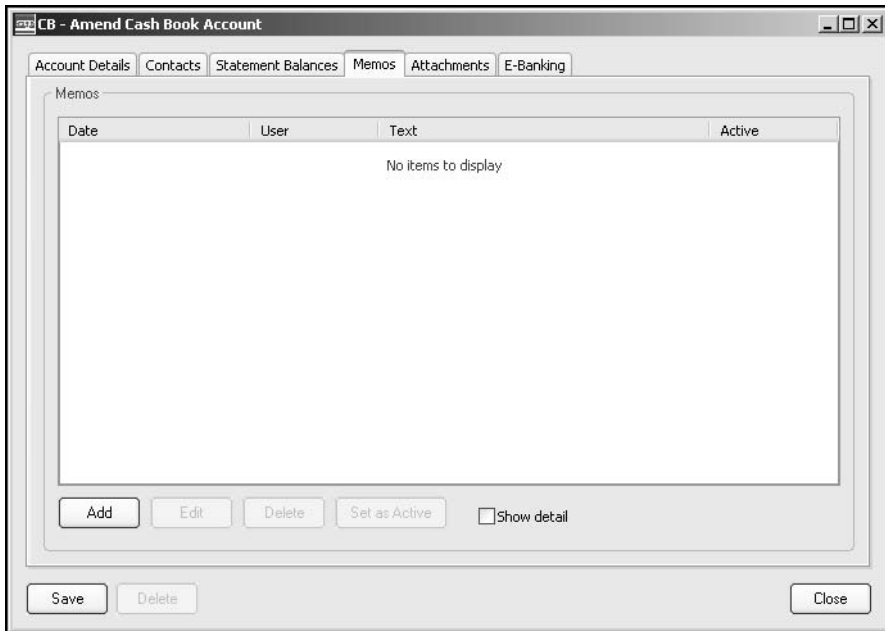
At the bottom of the window, there are three buttons: "Save", "Delete", and "Close".

For more information see *Reconcile Bank Account* on page 91.

## Memos tab

This tab allows you to enter text for the selected account.

The text entered here, when saved is stored in a memo file. It can be viewed or updated via this 'Memos' tab. The 'Date' and 'User' name will be stamped underneath the text entry each time the memo is updated.



To add a memo click the 'Add' button to open an edit box for you to enter any text you require.

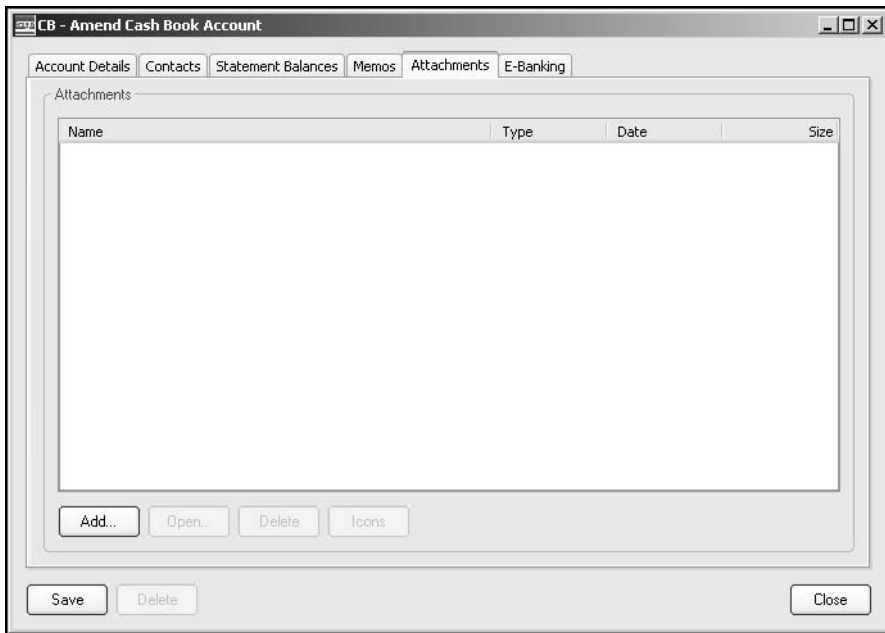
To edit a memo, click 'Edit' to open the existing memo; you may add to or change the text already there.

To delete a memo, edit the memo and delete all the text.

## Attachments tab

Files external to Sage 200 but pertaining to a particular bank account can be attached to their account record here. This tab allows new associations to be created or allows the viewing of files currently attached. The 'Icons' button will change the displayed list of files to icons and file name, 'Details' puts it back to a detailed file list.

Any type of file (graphic, Word document or spreadsheet, for example) can be associated with an account. This is done by placing the files in a folder/directory, which is linked to the account.



To add an attachment, click the 'Add' button. It opens the 'Add an Attachment' window. Once you have selected the required file, click 'Open'. The selected file will be listed in the 'Attachments' tab.

To view an attachment double click on the file name in the list or select the file and click the 'Open' button.

To delete an attachment select the file and then click 'Delete'.



## e-Banking tab

This section of the window is where you link the cash book account to the e-banking service.

The e-Banking service is one which you have subscribed to, which supports the activity you intend to use (payments and/or reconciliation) and is compatible with 'Sage e-Banking'.

You also enter the activities you want to perform electronically: 'Payments only'; 'Bank reconciliation only'; or 'Both payments and bank reconciliation'.

By clicking 'File Locations' you can specify the default directory where your bank import and export files are normally stored.

The screenshot shows a software window titled "CB - Amend Cash Book Account". It has several tabs: "Account Details", "Contacts", "Statement Balances", "Memos", "Attachments", and "E-Banking". The "E-Banking" tab is selected. Inside this tab, there is a section labeled "E-Banking details". Below this section, there are two dropdown menus. The first is labeled "E-Banking service:" and has "Barclays Business Master II" selected. The second is labeled "E-Banking functions:" and has "Both payments and bank reconciliation" selected. To the right of the second dropdown menu is a button labeled "File Locations...". At the bottom of the window, there are three buttons: "Save", "Delete", and "Close".

## Enter a new bank account

### Before you begin ...

You must have:

- ✓ Details of your 'Chart of Accounts'. For more information see your *Sage 200 Nominal Ledger User Guide*.
- ✓ Enabled e-banking in the Purchase Ledger if you want to use e-banking. For more information see your *Sage 200 Purchase Ledger* documentation.
- ✓ Subscribed to an appropriate electronic bank service if you want to use e-banking.

**Note:** If you have subscribed to an electronic banking service and enabled e-banking in the Purchase Ledger, the first time subsequently that you enter a new account or amend an existing account you will be presented with a registration form for your chosen electronic banking service. You must register for the electronic banking service by entering your user name and password. You will not need to do this again once you have registered, even if you switch e-banking off and on again in the Purchase Ledger.

## Access the window

Choose Cash Book Accounts > Enter New Account.

**CB - Enter New Cash Book Account**

Account Details | Contacts | Statement Balances | Memos | Attachments | E-Banking

**Details**

Account ref:  Account description:

**Details**

Sort code:  Last statement date:

Account number:  Current balance: £

Account name:  Base currency balance: £

Account type:  Overdraft limit: £

Account currency:

**Nominal accounts**

Bank account:    Bank Current Account

Bank charges:

Exchange differences:

Save Clear Close

## Enter the details

- Using the 'Account Details' tab, enter the 'Account ref' and 'Account description'.
- Specify the 'Sort code', 'Account number', 'Account name', if applicable, and select the 'Account type' and 'Account currency' from the drop-down lists.
- Enter the agreed 'Overdraft limit' for the account, if required.
- Specify the 'Nominal accounts' to be used for nominal analysis, either accept the default nominal codes displayed or enter a different code.
  - Enter the nominal account code for the 'Bank account'.
  - Enter the nominal account for the 'Bank charges'.
  - Enter the nominal account for 'Exchange differences'.

You must specify posting type nominal accounts. If you enter nominal codes for existing group or memorandum type accounts, the routine prompts you to re-select the codes. Until you specify codes for a posting type account you cannot continue. However, if you specify nominal account codes that do not exist in the Nominal Ledger the routine warns you but you can continue to create the account. For more information see your *Sage 200 Nominal Ledger User Guide*.

- Using the 'Contacts' tab, enter the bank's contact details, if applicable.
- Using the 'e-Banking' tab, select the correct 'E-Banking service' using the 'E-Banking service' drop-down list.
- Select the activities you want to perform electronically using the 'E-Banking functions' drop-down ('Payments only', 'Bank reconciliation only' or 'Both payments and bank reconciliation').
- Click 'File Locations'. The routine displays the bank configuration window which varies depending on your bank's electronic banking program.

The screenshot shows a dialog box titled "Sage eBanking Configuration for NatWest Bankline." It contains three main sections: "Common Directory", "Statement Reconciliation Service", and "Payment file options".

**Common Directory:** A text box labeled "Common directory" contains "C:\", followed by a "Browse..." button. Below it is a checkbox labeled "Override common directory." which is unchecked.

**Statement Reconciliation Service:** A text box labeled "Directory" contains "C:\", followed by a "Browse..." button. Below it is a text box labeled "File extension" with a "\*" symbol and an empty box.

**Payment file options:** A text box labeled "Directory" contains "C:\", followed by a "Browse..." button. Below it is a text box labeled "File identifier" with an empty box, followed by a text box labeled "File extension" with a "\*" symbol and an empty box, and finally a text box labeled "example:" containing "21102006".

At the bottom right are "OK" and "Cancel" buttons.

- Specify target directories to store electronic payments and statement data.
  - If you intend to use one directory for both payments and statement data, enter the nominated directory in the 'Common directory' box.
  - If you intend to use separate directories for your electronic payments and statement data, select the 'Override common directory' check box and specify the nominated directories in the 'Statement Reconciliation Service' and 'Payment file options' boxes.

## Outcomes

- The bank account record is created.
- If the bank account record is the first base currency bank account, then this is set as the default bank account for the Cash Book.
- If you are using 'Sage e-banking', the bank account is enabled for automatic processing according to your selections.

## Enter opening balances

Opening balances represent the financial position of your organisation on the day you start entering live transactions onto your bank account. Whatever date you choose you are likely to have opening balances, whether your organisation is just starting up or changing from another accounting system.

You can enter a book opening balance which consists of one value indicating the actual balance on the account. Alternatively you have the option to enter a reconciled opening balance which consists of one reconciled balance and unrepresented entries. The Cash Book calculates the actual book bank balance based on the reconciled value and the unrepresented items. You will then be able to reconcile the unrepresented entries as normal using the 'Bank Reconciliation' routine.

An opening balance can only be entered once for an account. If either opening balance routine finds the account holds an opening balance type entry a warning appears and you cannot continue. Also the system assigns the transaction as type 'OP' (opening balance) and you can enter your own reference.

It is possible to rectify an erroneous opening balance. See *Rectify an opening balance* on page 35.

**Note:** No postings to other ledgers are made as a result of using the opening balance routine.

If you enter a book balance for a bank account you should reconcile the bank account before entering any bank transactions. This ensures the statement opening balance is updated. For more information see *Reconcile printed bank statement on page 91*. If you enter a reconciled balance, the statement opening balance is updated immediately.

## Enter book opening balance

### Access the window

Choose Other Transactions > Opening Balance.

### Enter the details

- Select the bank account you want to enter an opening balance to.
- Enter the 'Date' and 'Reference'.
- Enter the opening 'Balance' value (positive or negative) in the account's operating currency.
- For a foreign currency bank account, accept or amend the 'Exchange rate' displayed, the specified rate is used to convert the bank values to base currency.

## Outcomes

- The current balance on the bank account is updated to reflect the opening balance entries made.

## Enter reconciled opening balance

### Access the window

Choose Other Transactions > Reconciled Opening Balance.

**CB - Account Reconciled Opening Balance**

Account selection

Cash book account:  Main Bank Account 10-23-17 00894234

Account balance: £

Reconciled balance

Date:  Balance: £

Reference:  Base currency balance: £

Unreconciled transactions

Value	Date	Reference
No items to display		

Delete

Book balance

£  £

Note: These transactions do not affect the nominal ledger.

Save Close

### Enter the details

- Select the bank account you want to enter an opening balance to.
- Enter the 'Date' and 'Reference'.
- Enter the opening bank 'Balance' (positive or negative) in the account's operating currency.

- Enter each unrepresented entry by 'Date', 'Reference' and 'Balance' value in the account's operating currency.
- For a foreign currency bank account, accept or amend the 'Exchange rate' of the bank balance or the unreconciled transactions displayed. The rate is used to convert the bank values to base currency.

### Outcomes

- The current balance on the bank account is updated to reflect the opening balance entries made.

### Rectify an opening balance

Opening balances cannot be amended. If you make a mistake when entering an opening balance you can alter it by entering a payment or receipt, where appropriate, to adjust the opening balance. You need to make a note to reconcile this entry against the erroneous opening balance.



## Amend a Bank Account

It is important to maintain accurate bank account records on the Cash Book as details can change over time. All details can be changed except those maintained by the system; 'Last statement date', 'Current balance' and 'Base currency balance' on the 'Account Details' tab; and 'Statement Balances' on the 'Statement Balances' tab.

You cannot change the account currency once you have started to post transactions to the account (including an opening balance transaction).

Finally, you cannot undo changes made. If you do find you have made a mistake simply re-enter the details.

### Before you begin ...

You must have:

- ✓ Details of your Chart of Accounts. For more information see your *Sage 200 Nominal Ledger User Guide*.

## Access the window

Choose Cash Book Accounts > Amend Account Details.

The screenshot shows a software window titled "CB - Amend Cash Book Account". It features a tabbed interface with the following tabs: "Account Details", "Contacts", "Statement Balances", "Memos", "Attachments", and "E-Banking". The "Account Details" tab is currently selected. Within this tab, there are three main sections:

- Details:** Contains a dropdown menu for "Account ref:" and a text field for "Account description:".
- Details:** A second section containing several fields: "Sort code:", "Account number:", "Account name:", "Account type:" (with a dropdown), "Account currency:" (with a dropdown), "Last statement date:", "Current balance:", "Base currency balance:" (with a currency symbol "£" and a field), and "Overdraft limit:".
- Nominal accounts:** Contains three rows, each with a dropdown menu and a text field: "Bank account:", "Bank charges:", and "Exchange differences:".

At the bottom of the window, there are three buttons: "Save", "Delete", and "Close".

## Enter the details

- Select the account you want to amend using the 'Account ref' drop-down list.
- Update the required details. See *Create a Bank Account Record on page 21*.
- Use the 'Statement Balances' tab to view reconciled statement balances for the account. These are displayed if you have run 'Bank Reconciliation' for the account. For more information see *Reconcile Bank Account on page 91*.

## Delete a Bank Account

When a bank account becomes redundant it is possible to remove it from the Cash Book. However, this is only possible if the account conforms to certain criteria, thereby safeguarding against deleting an active account. This means the account must have a zero balance, there must be no transactions stored or pending for the account and there must be no standing orders or direct debits recorded for the account.

### Before you begin ...

You must have:

- ✓ Reconciled all bank transactions. For more information see *Reconcile Bank Account on page 91*.
- ✓ Deleted all reconciled bank account transactions.
- ✓ A zero bank balance by entering a transaction to counteract any outstanding bank balance. For more information see *Record Nominal Payments or Receipts on page 56*.
- ✓ Removed any recorded direct debits or standing orders associated with the account. See *Manage Standing Orders and Direct Debits on page 40*.

## Access the window

Choose Cash Book Accounts > Amend Account Details.

**CB - Amend Cash Book Account**

Account Details | Contacts | Statement Balances | Memos | Attachments | E-Banking

**Details**

Account ref:  Account description:

**Details**

Sort code:  Last statement date:

Account number:  Current balance:

Account name:  Base currency balance: £

Account type:  Overdraft limit:

Account currency:

**Nominal accounts**

Bank account:

Bank charges:

Exchange differences:

Save Delete Close

## Enter the details

- Select the account you want to delete using the 'Account ref' drop-down list and then click 'Delete'.

## Outcomes

- The account is removed from the Cash Book.

## Manage Standing Orders and Direct Debits

The standing order and direct debit routine is an efficient way to deal with recurring bank transactions.

To set up a direct debit or standing order, both your Cash Book bank account and the trader or nominal account must operate in your base currency. Once this is established you can set up direct debits or standing orders on a monthly or quarterly basis or you can specify your own frequency. These postings reflect the direct debit and standing order commitments arranged with the financial organisation you deal with.

Direct debits or standing orders recorded on the Cash Book are processed to the appropriate accounts. You can invoke the postings whenever you want. This ensures your bank accounts are always up to date.

The Standing Order and Direct Debit routine automatically compensates for weekends. If a standing order or direct debit is set to be paid on a weekend or on the 31st of the month when there is no 31st day in the month, the next banking day is calculated. This gives a more accurate picture when you come to reconcile your bank statements. However the routine does not take into account bank holidays.

You can set up standing orders and direct debits for regular sales receipts and supplier payments. You can also use them to manage payments and receipts which affect your nominal accounts, these can be either taxable or non-taxable.

**Note:** You cannot set up direct debits or standing orders for foreign currency trader accounts.

Standing orders and direct debits which affect either a supplier or customer account are non-taxable entries. However, a direct debit or standing order applied to nominal accounts can be either a taxable or non-taxable entry.

**Note:** You cannot set up a direct debit or standing order if the supplier or customer account is on hold. If however you already have set up a standing order or direct debit on a trader account and then put the trader account on hold, the recurring postings continue to be made to the account while it is on hold.

The Direct Debit and Standing Order report details the recurring bank transactions associated with an account. For more information see *Standing order/direct debit level on page 108*.

## Set up a standing order or direct debit

You can use a direct debit to spread a total payment value over a set number of periods. Standing orders are used to record regular payments where the overall duration of the term is unknown.

### Before you begin ...

You must have:

- ✓ Created your bank account.
- ✓ Created the trader account.

### Access the window

Choose Standing Orders and Direct Debits > Maintain Standing Orders and Direct Debits.

Type	Reference	2nd Ref.	First payment	Frequency	Day	Payments Made	Ledger	A/C Ref.	Description
BP50	30457		28/01/2006	Monthly	28	9 of 9	Cashbook	JOH003	insurance payment
BPDD	990034		26/01/2006	Monthly	26	12 of 12	Cashbook	CHR002	monthly payment
BP50	000098032		31/01/2006	Monthly	31	45 of 89	Cashbook	24200	repayment monthly

### Enter the details

- Select the bank account you want to record a standing order or direct debit to.

**Note:** You can only use a foreign bank account if you intend to process nominal standing orders and direct debits.

- Click 'Add' and the 'New Standing Order/Direct Debit' window appears.

The following example illustrates the window displayed for a nominal non taxable payment direct debit.

**CB - New Standing Order / Direct Debit**

Entry type selection

Cash bank account: 1 Main Bank Account 10-23-17 00894234

Posting type: Nominal Non Taxable Payment Direct Debit

Nominal account selection

A/C ref: 94999 Migration created Suspense Account

**Entry Details**

Description:

Reference:

2nd Ref:

First payment date: 12/04/2006

No. of Payments: 3

Frequency: Monthly

Make payment on day: 12

Total amount to pay: £ 0.00

Number of payments made: 0 Remaining: 3

Payment to date: £ 0.00

Amount of 1st payment: £ 0.00

Amount of last payment: £ 0.00

Regular payment: £ 0.00

Save Clear Close

- Select the 'Posting type' (sales receipt, purchase payment or nominal, taxable or non taxable, standing order or direct debit).
- Select the trader or nominal account to assign the entry to.
- Specify the entry details.
  - Enter a narrative 'Description'.
  - Assign references.
  - Enter the 'Transaction analysis' code.

**Note:** 'Transaction analysis' codes are available if you have allowed additional transactional analysis in the Accounting System Manager settings. For more information see your *Sage 200 Accounting System Manager* documentation.

- Enter the 'First payment date'.
- Enter the 'No. of Payments' (the number of times you want the direct debit to recur between 3 and 999 times).
- Enter the required 'Frequency' of payment ('Monthly', 'Quarterly' or 'Other'). For a frequency of 'Monthly' or 'Quarterly', enter the day of the month you want the entry made. If the frequency is 'Other', specify the number of 'Days between payments'.
- Select the 'Tax code' to be used, if you have elected to record a taxable nominal receipt or payment.

The Cash Book automatically calculates the tax period for you when you elect to record a taxable nominal payment or receipt. This tax period is used to add the entry to your 'VAT Return'.

- For a direct debit specify the values.
  - Enter the 'Total amount to pay' including the tax element, if applicable.
  - The first direct debit value is automatically calculated for you (include the tax element, if you have elected to record a taxable nominal payment or receipt).

**Note:** If you are recording a taxable nominal payment or receipt, you can edit the calculated values.

- Enter the last direct debit value (include the tax element, if you have elected to record a taxable nominal payment or receipt).
- For a standing order enter the regular values (include the tax element, if you have elected to record a taxable nominal payment or receipt).

The Cash Book calculates and displays the goods and tax values based on the regular value you have entered. You can amend the 'Goods' value or 'Tax' value and the Cash Book recalculates the values for you.



## Outcomes

- The standing order/direct debit details are stored in the Cash Book.

## Amend a standing order or direct debit

You can amend the details of a standing order or direct debit at any time. However, there are limitations. You cannot amend the:

- Initial 'Reference', date and the value of the first payment, regardless of whether postings have been made or not.
- 'Tax code' if postings have been generated.

If you decide to change the direct debit or standing order values, the Cash Book automatically recalculates and displays the remaining values for you.

You can also use this routine to view entries which have already been posted for a specific direct debit or standing order.

## Access the window

Choose Standing Orders and Direct Debits > Maintain Standing Orders and Direct Debits.

**CB - Maintain Standing Orders and Direct Debits**

Account selection

Cash book account: 1 Main Bank Account 10-23-17 00894234

Balance: £ 83858.60

Standing orders / direct debits

Type	Reference	2nd Ref.	First payment	Frequency	Day	Payments Made	Ledger	A/C Ref.	Description
BPPO	30457		28/01/2006	Monthly	28	9 of 9	Cashbook	JOH003	insurance payment
BPDD	990034		26/01/2006	Monthly	26	12 of 12	Cashbook	CHR002	monthly payment
BPPO	000098032		31/01/2006	Monthly	31	45 of 89	Cashbook	24200	repayment monthly

Add Edit Delete Close

## Enter the details

- Select the 'Cash bank account' the standing order or direct debit is assigned to.
- Select the one that you want to amend from the list of 'Standing orders/direct debits'.
- Click 'Edit' and the routine displays the current settings for the standing order or direct debit.

The following example illustrates the window used for a standing order. The window used for a direct debit differs slightly.

**CB - Amend Standing Order / Direct Debit**

Entry type selection

Cash bank account:  Main Bank Account

Posting type:

Trader selection

A/C ref:  Name:

Short name:  Address:

Post code:

Entry Details **Posted Payments**

Description:

Reference:  Number of payments made:  Remaining:

2nd Ref:

Payment to date: £

First payment date:

No. of Payments:

Frequency:

Make payment on day:

Recurring value: £

- Update the required details and click 'Save'.
- To view entries which have already been posted for a specific direct debit or standing order, select the 'Posted Payments' tab.

## Delete a standing order or direct debit

Deleting a standing order or direct debit is a simple process and uses the window used to create or amend the recurring entries described above.

### Access the window

Choose Standing Orders and Direct Debits > Maintain Standing Orders and Direct Debits.

Account selection

Cash book account: 1 Main Bank Account 10-23-17 00894234

Balance: £ 83858.60

Standing orders / direct debits

Type	Reference	2nd Ref.	First payment	Frequency	Day	Payments Made	Ledger	A/C Ref.	Description
BP50	30457		28/01/2006	Monthly	28	9 of 9	Cashbook	JOH003	insurance payment
BPDD	990034		26/01/2006	Monthly	26	12 of 12	Cashbook	CHR002	monthly payment
BP50	000098032		31/01/2006	Monthly	31	45 of 89	Cashbook	24200	repayment monthly

Add Edit Delete Close

### Enter the details

- Select the 'Cash bank account' you want to delete a direct debit or standing order from.
- Select the redundant direct debit or standing order.
- Click 'Delete'.
- Click 'Yes' to confirm that you want to delete the direct debit or standing order.

### Outcomes

- The standing order/direct debit is removed from the Cash Book.

## Manage Transactions

This chapter deals with handling receipts and payments associated with the organisations you trade with. It describes how to handle a single transaction or multiple transactions as well as recording the transfer of funds from one bank account to another.

**Note:** The chapter assumes transactions are entered in your base currency. The implications of working with foreign currency transactions are dealt with in a separate chapter. See *Chapter 5, Manage Foreign Currency Transactions*.

### Activities:

Record a customer receipt

Record a customer payment

Record a supplier payment

Record a supplier receipt

Record nominal receipts or payments

Record multiple items

Record a bank transfer

## Before you begin ...

You must have:

- ✓ Created bank account records. For more information see *Chapter 3, Establish and Maintain Bank Account Records*.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

For more information on using the help system, see the *Sage 200 Operations* documentation.

## Record Transactions

You can use the Cash Book to record receipts and payments for nominal, sales and purchase accounts. When entering sales and purchase transactions, you can also allocate the entry at the same time.

There are two methods you can use to enter transactions into the Cash Book.

- You can enter transactions as a single item.

The routines used to record sales and purchase transactions are the same routines used in the Sales and Purchase Ledgers and allow the allocation of transactions at the same time.

- You can group transactions.

Using the 'Grouped Transactions' routine, you can store a record of several transactions of the same type, save them and post them all at once. You can also edit or delete the transactions prior to posting. You can allocate customer and supplier transactions when using grouped transaction, but once allocated, you cannot edit or delete transactions prior to posting.

## Record Customer Transactions

Not only can you record customer receipts and payments in the Sales Ledger, you can also record them directly into the Cash Book as the same routines are used in both modules. You can also allocate customer receipts and payments within these routines. However you cannot allocate transactions on a balance forward type account.

If you decide to use the Cash Book to record the items it generates postings for both the Sales Ledger and Nominal Ledger.

### Record a customer receipt

Customer receipts relate to outstanding invoice items or can be a one off payment on account.

### Access the window

Choose Payments and Receipts > Sales and Purchase > Sales Receipt.

**SL - Enter Customer Receipt for Cherrie Ltd**

Bank account details  
 Bank account: 1 Main Bank Account 10-23-17 00894234

Customer details  
 A/C ref: CHE001 Account balance: £ 5619.34  
 Short name: Cherrie Credit limit: £ 50000.00  
 Post code: ML4 9PE Available credit: £ 44380.66

Transaction details  
 Date: 12/04/2006  
 Reference:  
 Second Ref:

Receipt details  
 Cheque currency: Pounds Sterling Cheque value: £ 0.00  
 Settlement discount: £ 0.00

Save Clear Save and Allocate Close

### Enter the details

- Select the 'Bank account' to be used.
- Select the customer 'A/C ref'.
- Enter the 'Transaction details'.

- Enter the 'Receipt details' ('Cheque currency', 'Cheque value' and the 'Settlement discount taken').
- Click 'Save' to save the receipt without allocating.
- Click 'Save and Allocate' to save the receipt and allocate to the outstanding transactions.
- Enter the allocation details, if appropriate. For more information about allocation see your *Sage 200 Sales Ledger* or *Sage 200 Purchase Ledger* documentation.

### Outcomes

- The customer's account balance is updated (decreased) by the value of the receipt or receipts posted (including discount if appropriate).
- The bank account (for the balance sheet) within the Nominal Ledger and within the Cash Book, is debited with the value of the receipt.
- The discount given account (for the profit and loss) within the Nominal Ledger is debited with the value of the settlement discount, if included.
- The sales control account (for the balance sheet) within the Nominal Ledger is credited with the value of the receipt plus any discount.
- Transactions are allocated if allocation has been selected.

### Record a customer payment

This type of payment occurs when you need to issue a refund to a customer who has overpaid or reverse a receipt that has been returned void by the bank.



## Access the window

Choose Payments and Receipts > Sales and Purchase > Sales Payment

**SL - Enter Customer Payment for Kitsch Kitchens**

**Bank account details**  
 Bank account: 1 Main Bank Account 10-23-17 00894234

**Customer details**  
 A/C ref: KIT002 Account balance: £ 4184.77  
 Short name: Kitsch Credit limit: £ 20000.00  
 Post code: L31 1FW Available credit: £ 15815.23

**Transaction details**  
 Date: 05/04/2006  
 Reference:  
 Second Ref:

**Payment details**  
 Cheque currency: Pounds Sterling Cheque value: £ 0.00  
 Settlement discount: £ 0.00

Save Clear Save and Allocate Close

## Enter the details

Recording a customer payment follows the same process used to record a customer receipt. See *Record a customer receipt on page 50*.

## Outcomes

- The customer's account balance is updated (increased) by the value of the payment of payments posted (including discount if appropriate).
- The bank account (for the balance sheet) within the Nominal Ledger and within the Cash Book, is credited with the value of the payment.
- The discount given account (for profit and loss) within the Nominal Ledger is credited with the value of the settlement discount, if included.
- The sales control account (for the balance sheet) within the Nominal Ledger is debited with the value of the payment plus any discount.
- Transactions are allocated if allocation has been selected.

## Record Supplier Transactions

Not only can you record supplier receipts and payments in the Purchase Ledger, you can also record them directly into the Cash Book as the same routines are used in both modules. You can also allocate supplier receipts and payments within these routines. However you cannot allocate transactions on a balance forward type account.

If you decide to use the Cash Book to record the items it generates postings for both the Purchase and Nominal Ledger.

### Record a supplier payment

Use this routine to record a payment you have made to a supplier. This can be a payment for particular items or a payment on account. Payments are applied to supplier accounts in accordance with the account type. For more information see your *Sage 200 Purchase Ledger User Guide*.

### Access the window

Choose Payments and Receipts > Sales and Purchase > Purchase Payment.

**PL - Enter Supplier Payment for GasWorks**

<b>Bank account details</b>	
Bank account:	1 Main Bank Account 10-23-17 00894234
<b>Supplier details</b>	
A/C ref:	GAS001
Short name:	GasWorks
Post code:	NE6 8YQ
Account balance:	£ 0.00
Credit limit:	£ 20000.00
Available credit:	£ 20000.00
<b>Transaction details</b>	
Date:	05/04/2006
Reference:	
Second Ref:	
<b>Payment details</b>	
Cheque currency:	Pounds Sterling
Settlement discount:	£ 0.00
Cheque value:	£ 0.00

Buttons: Save, Clear, Save and Allocate, Close

### Enter the details

Recording a supplier payment follows the same process used to record a customer receipt. See *Record a customer receipt on page 50*.

## Outcomes

- The supplier's account balance is updated (decreased) by the value (including any discount taken) of the payment or payments posted.
- The bank account (for the balance sheet within the Nominal Ledger and within the Cash Book) is credited with the value of the payment.
- The settlement discount taken account (for profit and loss) within the Nominal Ledger is credited with the value of the settlement discount, if included.
- The purchase control account (for the balance sheet) within the Nominal Ledger is debited with the value of the payment plus any settlement discount.
- Transactions are allocated if allocation has been selected.

## Record a supplier receipt

Use this routine to reverse a cheque payment that has been returned as void by the bank or record a receipt from a supplier if you have over paid in the past.

## Access the window

Choose Payments and Receipts > Sales and Purchase > Purchase Receipt.

**PL - Enter Supplier Receipt for Direct Tile Importers**

**Bank account details**  
 Bank account: 1 Main Bank Account 10-23-17 00894234

**Supplier details**  
 A/C ref: DIR001 Account balance: £ 0.00  
 Short name: Direct Credit limit: £ 20000.00  
 Post code: CM3 8AS Available credit: £ 20000.00

**Transaction details**  
 Date: 05/04/2006  
 Reference:  
 Second Ref:

**Receipt details**  
 Cheque currency: Pounds Sterling Cheque value: £ 0.00  
 Settlement discount: £ 0.00

Save Clear Save and Allocate Close

### Enter the details

- Recording a supplier receipt follows the same process used to record a customer receipt. See *Record a customer receipt on page 50*.

### Outcomes

- The supplier's account balance is updated (increased) by the value of the receipt (including discounts if appropriate).
- The bank account (for the balance sheet) within the Nominal Ledger and within the Cash Book, is credited with the value of the receipt.
- The discount given account (for profit and loss) within the Nominal Ledger is credited with the value of the settlement discount, if included.
- The purchase control account (for balance sheet) within the Nominal Ledger is debited with the value of the receipt plus any discount.



### Enter the details

- Select the 'Bank account' to be used.
- Enter the 'Transaction details' ('Cheque number', 'Transaction date', '2nd ref' and 'Narrative').
- Enter 'Nominal transactions' details.
  - Enter the nominal 'A/C No.' to be used for each item.
  - Enter a 'Reference' for each item.
  - Enter the 'Narrative' description for each item.
  - Enter the 'Trans. Date' for each item.
  - Enter the 'Gross value' for each item.
  - Enter the 'Tax Code' and 'Rate', if dealing with a taxable entry.

The routine calculates the 'Goods Value' and 'Tax Value' for you. These values can be amended. To do this, double-click the boxes and re-enter the values.

- Refine the 'Nominal transactions' entries if required by adding or deleting items from the list.
- To enter the payment, click 'Save'.
- Confirm intent to print a cheque.

### Outcomes (VAT transactions)

- For receipts, the bank or petty cash account is debited with the value of the receipts and corresponding credit entries are made in the appropriate income accounts. The VAT control account is credited with the amount of VAT. The VAT table is updated with the goods and VAT involved for each line in the journal.
- For payments, the bank or petty cash account is credited with the value of the payments and corresponding debit entries are made in the appropriate expense accounts. The VAT control account is debited with the amount of VAT. The VAT Return is updated with the goods and VAT involved for each line in the journal.

### Outcomes (non VAT transactions)

- For receipts, the bank or petty cash account is debited with the value of the receipts and corresponding credit entries are made in the appropriate income accounts.
- For payments, the bank or petty cash account is credited with the value of the payments and corresponding debit entries are made in the appropriate expense accounts.

**Note:** Only one entry is posted to the bank account, which represents the total of the nominal analysis lines.

## Record Multiple Items

The 'Grouped Transactions' routine is ideal when you need to process many transactions of the same type at the same time. This means you can enter several transactions together in a list and then post them to the ledger in one go, instead of posting transactions individually.

You can group receipts and payments and post them at the same time, although the group can only contain one type of transaction at any one time.

**Note:** You cannot process nominal payments or receipts using this routine.

This routine is similar in principle to 'Batched Transactions' routines provided in other Sage 200 modules, however there are a number of differences:

- Regardless of how many items are entered, only one posting to the Cash Book is made. This means the routine totals the grouped entries and applies the total value to the appropriate bank account. However the routine posts the required individual entries to the Sales, Purchase or Nominal Ledger, where appropriate.
- There is no total number or total value control which is found in the 'Batched Transactions' routine.
- You cannot hold the group entries as you can with batch processing.
- You can allocate entries using the routine. However, once you have allocated entries you cannot delete the group, or edit or delete those entries which are allocated in the group.
- You can process receipts or payments for customers or suppliers in a foreign currency provided certain criteria is met. For more information see *Record Multiple Items on page 80*.



## Access the window

Choose Payments and Receipts > Sales and Purchase > Grouped Transactions.

**CB - Enter Group of Transactions**

Account and transaction type

Bank account: 1 Main Bank Account 10-23-17 00894234

Posting type: Purchase Payment Account balance: £ 83858.60

Transaction details

Date: 05/04/2006 Reference:

Description:

A/C Ref.	Name	Trans Date	Reference	2nd Ref	Value	Discount
No items to display						

Totals

Save Clear Add Edit Delete Close

## Enter the details

- Select the 'Bank account' to be used.
- Select the 'Posting type' ('Sales Payment', 'Sales Receipt', 'Purchase Payment', 'Purchase Receipt').
- Enter the 'Transaction details' ('Date', 'Reference', 'Description' and, if required, the 'Exchange rate' to be used for the group of transactions).
- Click 'Add'. The routine displays the appropriate transaction type window for you to complete. For example, if you choose transaction entry type purchase payment the routine displays the 'Enter Supplier Payment' window.
- To amend a transaction prior to posting, select the transaction, click 'Edit' and make the required changes.

- To delete a transaction prior to posting, select the transaction and click 'Delete'.
- Add each transaction to the group list following the same rules used to enter the 'Posting type' you are dealing with. See your *Sage 200 Purchase Ledger* and *Sage 200 Sales Ledger* documentation.
- Allocate trader entries if required. For more information regarding allocation see your *Sage 200 Sales Ledger* or *Sage 200 Purchase Ledger* documentation.
- Click 'Save' to commit the transactions to the ledgers.

### Outcomes

- For receipts, the bank account is debited with the total value of the receipts while separate corresponding debit entries are made in the appropriate sales or purchase accounts.
- For payments, the bank account is credited with the total value of the payments. Separate corresponding debit entries are made in the appropriate sales or purchase accounts.
- Postings are made to the Nominal Ledger accounts for bank, sales and debtors control. For receipts, the control accounts are credited while the nominal bank account is debited. For payments, the control accounts are debited and the nominal bank account credited.
- One unique reference number is allocated to the grouped entries.

## Record a Bank Transfer

Use this routine to record the movement of money from one bank account to another. Not only can you record the transfer of money between bank accounts which use the same currency, you can also record the movement of money between bank accounts that operate in different currencies.

### Access the window

Choose Other Transactions > Inter Account Transfer.

**CB - Inter Account Transfer**

Account selection

Payment account: 1 Main Bank Ac 10-23-17 00894234 Balance: £ 83858.60

Receipt account: 4 Deposit Bank 10-23-17 34652944 Balance: £ 107695.43

Transfer details

Description:

Reference:

Second reference:

Transfer date: 05/04/2006

Payment value: £ 5000.00

Save Clear Close

### Enter the details

- Select the 'Payment account' bank account.
- Select the 'Receipt account' bank account.
- Enter the 'Transfer details' ('Description', 'Reference', 'Second reference' and 'Transfer date').
- Enter the 'Payment value'.
- Click 'Save'.

### Outcomes

The receiving bank account is debited and the paying bank account is credited.

# 5

## Manage Foreign Currency Transactions

This chapter builds on Chapter 4 which describes the management of transactions in your base currency. The aim of this chapter is to explain the additional considerations and routines required when dealing with foreign currency transactions.

This chapter also explains the facilities you can use to manage your trade in foreign currencies.

This chapter does not cover EC implications or triangulation. For more information see your *Sage 200 Accounting System Manager* documentation.

### Activities:

Record supplier payments and receipts

Record customer receipts and payments

Record nominal payments and receipts

Record a bank transfer

Record multiple items

Manage exchange rate changes

## Before you begin ...

You must have:

- ✓ Set the currency descriptions and exchange rates for foreign currency accounts. For more information see *Sage 200 Accounting System Manager* documentation.
- ✓ Created your foreign currency bank account. For more information see *Create a Bank Account Record on page 21*.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

For more information on using the help system, see the *Sage 200 Operations* documentation.

## Overview

The Cash Book operates in both base and foreign currencies. Sage 200 can hold up to 100 currencies. One currency is your base currency and the remaining 99 can be used for the foreign currencies in which your suppliers and customers operate.

Foreign currency transactions are handled in much the same way as you would handle your base currency transactions, but there are two main differences.

- First, the Cash Book uses the exchange rate table to calculate the value of your foreign currency transaction in your base currency. For more information regarding the exchange rate table see the *Sage 200 Accounting System Manager* documentation.
- Second, the transactions are subject to constant exchange rate fluctuations which affect the transaction value stored on the Cash Book.

Postings which result from foreign transactions are made to the Nominal Ledger in your base currency.

To manage the effect exchange rate changes have on these transactions, the Cash Book applies foreign bank revaluation once you have invoked the 'Foreign Bank Revaluation' routine. This process tidies up the loss or gain on the bank account that results as exchange rates fluctuate between the time of entering the bank transaction onto the account and any change in the system exchange rate. See *Manage Exchange Rate Changes on page 83*. If the transaction relates to a foreign customer or supplier then the gains and losses are dealt with by the 'Foreign Account Revaluation' routine in both the Sales Ledger and Purchase Ledger. For more information see your *Sage 200 Purchase Ledger* and *Sage 200 Sales Ledger* documentation.

If you do not have the 'Foreign Account Revaluation' setting activated in the Sales Ledger and Purchase Ledger, you can enter the loss/gain on exchange at the time of entering the transaction.

You can process several foreign currency transactions using the 'Grouped Transactions' routine, provided all the transactions are of the same type, use the same currency and you have created a bank account with the same currency used for the transactions.

**Note:** You cannot use the 'Reverse Transaction' routine located in the Sales Ledger and Purchase Ledger when dealing with foreign currency transactions. If an error has been made you have to post an opposite entry, for example a receipt reverses a payment. However you must take into consideration the exchange rate and any revaluation performed on the transaction.

## Record Supplier Payments and Receipts

The same payment routine and receipt routines used to record base currency cash transactions associated with your suppliers are used to record those for foreign currency. The differences when dealing with a foreign currency transaction are:

- Applying an exchange rate.

Any exchange rate variations are handled within the Foreign Bank Revaluation routine, which is described later in this chapter.

- Entering an exchange loss or gain on the transaction, only if you are not using 'Foreign Account Revaluation'.

The loss or gain on the transaction is entered in the 'Bank charges' area of the window, selecting the Currency Adjustments nominal account.

- Entering bank charges, if applicable.

The routines provide flexibility when dealing with currencies, which means the currencies specified for the transaction, supplier account and bank account can all differ. This is particularly useful if you need to record a transaction to a foreign supplier account when you do not operate a bank account in the supplier's currency.

You can access both the supplier payment and receipt routines in the Purchase Ledger as well as the Cash Book.

Provided you use a bank account in the same currency as the payment you intend to make, for example, trading with a supplier in the USA and you also have a US Dollar bank account, you can use the Purchase Ledger payment processing routine. For more information see your *Sage 200 Purchase Ledger User Guide*.

This activity covers both payment and receipts received from your suppliers, although the example shown is for payments.

## Access the window

Choose Payments and Receipts > Sales and Purchase > Purchase Payment.

**PL - Enter Supplier Payment for Ohio Homebuild Manfg (USA) plc**

**Bank account details**  
 Bank account:  Main Bank Account

**Supplier details**  
 A/C ref:  Account balance: \$   
 Short name:  Credit limit: \$   
 Post code:  Available credit: \$

**Transaction details**  
 Date:    
 Reference:   
 Second Ref:

**Payment details**  
 Cheque currency:  Cheque value: \$   
 Settlement discount: \$

**Exchange details**  
 Exchange rate:

**Bank charges**

A/C Ref.	CC	Dept	Name	Value	Narrative
63200	ADM	ADM	Bank Charges	0.00	Bank Charges

**Bank cheque value**  
 Net bank cheque value after charges: £

Save Clear Save and Allocate Close

## Enter the details

- Select the bank account you intend to use.
- Select the supplier account you want to apply a payment record to.
- Enter the 'Transaction details'.
- Enter 'Payment details' normally in the supplier's currency ('Cheque currency', 'Cheque value' and 'Settlement discount').
- Enter the 'Exchange rate' details.
  - Accept or amend the 'Exchange rate' value.



When you select the 'Exchange Rate' button to amend the exchange rate value, the ledger displays the following window.



The image shows a software window titled "Amend Exchange Rate". It contains a section for "Conversion from US Dollar to Pounds Sterling". Inside this section, there is a label "Rate from Pounds Sterling to US Dollar:" followed by "1 £ equals" and a text box containing "1.454720" with a dollar sign (\$) to its right. Below this section, there are two rows of input fields. The first row is labeled "Value to convert from:" followed by a dollar sign (\$) and a text box containing "987.00". The second row is labeled "Converted value:" followed by a pound sign (£) and a text box containing "678.48". At the bottom of the window, there are two buttons: "OK" on the left and "Cancel" on the right.

**Note:** If you do not amend the exchange rate then the displayed exchange rate is used for the transaction.

- Enter the 'Bank charges' and other charges, if applicable (bank charges are in the same currency as the bank account). You also need to accept or amend the nominal analysis code displayed and apply a 'Narrative' if required.
- Click 'Save' to save the payment without allocating.
- Click 'Save and Allocate' to save and allocate the payment to the outstanding transactions.
- Enter the allocation details, if appropriate. For more information see your *Sage 200 Purchase Ledger User Guide*.

## Outcomes

The routine produces the following outcomes for both payment and receipt entry.

Payment	Receipt
<ul style="list-style-type: none"><li>● The supplier's account balance is updated (decreased) by the value (including any discount taken) of the payment or payments posted.</li><li>● The bank account (for the balance sheet within the Nominal Ledger and within the Cash Book) is credited with the value of the payment.</li><li>● The bank account (for profit and loss) is updated with the value of any charges, if applicable.</li><li>● The settlement discount taken account (for profit and loss) within the Nominal Ledger is credited with the value of the settlement discount, if included.</li><li>● The creditors control account (for the balance sheet) within the Nominal Ledger is debited with the value of the payment plus any settlement discount.</li><li>● Any currency adjustments are posted, if applicable.</li></ul>	<ul style="list-style-type: none"><li>● The supplier's account balance is updated (increased) by the value of the receipt (including discounts if appropriate).</li><li>● The bank account (for the balance sheet within the Nominal Ledger and within the Cash Book) is debited with the value of the receipt.</li><li>● The bank account (for profit and loss) is updated with the value of any charges, if applicable.</li><li>● The discount given account (for profit and loss) within the Nominal Ledger is debited with the value of the settlement discount, if included.</li><li>● The creditors control account (for balance sheet) within the Nominal Ledger is credited with the value of the receipt plus any discount.</li><li>● Any currency adjustments are posted, if applicable.</li></ul>

## Record Customer Receipts and Payments

The same receipt and payment routines used to record base currency cash transactions associated with your customers are used to record those for foreign currency. The differences when dealing with a foreign currency transaction are:

- Applying an exchange rate.

Any exchange rate variations are handled within the 'Foreign Bank Revaluation' routine, which is described later in this chapter.

- Entering an exchange loss or gain on the transaction, only if you are not using 'Foreign Account Revaluation'.

The loss or gain on the transaction is entered in the 'Bank charges' area of the window, selecting the Currency Adjustments nominal account.

- Entering bank charges, if applicable.

You can access both the customer receipt and payment routine in the Cash Book as well as the Sales Ledger.

By using the integrated Cash Book bank accounts to record bank transactions you have greater flexibility when recording foreign currency transactions. You can have any mix of currencies when recording the transaction, if it is required; this means the currencies specified for the transaction, customer account and bank account can all differ. If you are using a nominal bank account to record your bank transactions then you can only record transactions in the currency set on the customer's account.

This activity covers both receipts issued to your customers and any payments made, although the example shown is for a receipt.

## Access the window

Choose Payments and Receipts > Sales and Purchases > Sales Receipt.

**SL - Enter Customer Receipt for Nantes Home Stores (Fr)**

Bank account details  
 Bank account: 1 Main Bank Account 10-23-17 00894234

Customer details  
 A/C ref: NAN001 Account balance: € 25938.21  
 Short name: Nantes Credit limit: € 50000.00  
 Post code: 44309 Available credit: € 24061.79

Transaction details  
 Date: 12/05/2006  
 Reference:  
 Second Ref:

Receipt details  
 Cheque currency: European Currency Cheque value: € 564.00  
 Settlement discount: € 0.00

Exchange details  
 Exchange rate: 1.637023

Bank charges

A/C Ref.	CC	Dept	Name	Value	Narrative
63200	ADM	ADM	Bank Charges	0.00	Bank Charges

Bank cheque value  
 Net bank cheque value after charges: £ 344.53

Save Clear Save and Allocate Close

**Note:** The following information will describe the activity to record your receipt onto the Sales Ledger. The above window displays one of the forms used to record a receipt. The details displayed on the actual window you use depend on the nature of the receipt. For more information see your *Sage 200 Sales Ledger User Guide*.

## Enter the details

- Select the 'Bank account' to be used.
- Select the customer account you want to apply a receipt to.
- Enter the 'Transaction details'.

- Enter 'Receipt details' in the customer's currency, but this can be overridden (currency used, cheque value and settlement discount).
- Enter the 'Exchange details'.

When you select the 'Exchange Rate' button to amend the exchange rate value, the ledger displays the following window.

**Amend Exchange Rate**

Conversion from European Currency to Pounds Sterling

Rate from European Currency to Pounds Sterling: 1 € equals  £

---

Value to convert from: €

Converted value: £

**Note:** If you do not amend the exchange rate then the displayed exchange rate is used for the transaction.

- Accept or amend bank charges, adding any other charges if appropriate (bank charges are in the same currency as the bank account). You also need to accept or amend the nominal analysis code displayed and apply a narrative if required.

**Note:** Values entered here are in the base currency.

- Click 'Save' to save the receipt without allocating.
- Click 'Save and Allocate' to save and allocate the receipt.
- Enter the allocation details if appropriate. For more information see your *Sage 200 Sales Ledger User Guide*.

**Note:** Depending on the method you choose to enter receipts, you may or may not need to allocate the receipt to the invoice. For more information see your *Sage 200 Sales Ledger User Guide*.

## Outcomes

The activity produces the following outcomes for both receipt and payment entry.

### Receipt

- The customer's account balance is updated (decreased) by the value of the receipt or receipts posted (including discount if appropriate).
- The bank account (for the balance sheet) within the Nominal Ledger and within the Cash Book, is debited with the value of the receipt.
- The bank account (for profit and loss) is updated with the value of any charges, if applicable.
- The settlement discount allowed account (for the profit and loss) within the Nominal Ledger is debited with the value of the settlement discount, if included.
- The debtors control account (for the balance sheet) within the Nominal Ledger is credited with the value of the receipt plus any discount.
- Any currency adjustments are posted, if applicable.

### Payment

- The customer's account balance is updated (increased) by the value of the payment or payments posted (including discount if appropriate).
- The bank account (for the balance sheet) within the Nominal Ledger and within the Cash Book, is credited with the value of the payment.
- The bank account (for profit and loss) is updated with the value of any charges, if applicable.
- The settlement discount allowed account (for the profit and loss) within the Nominal Ledger is credited with the value of the settlement discount, if included.
- The debtors control account (for the balance sheet) within the Nominal Ledger is debited with the value of the payment plus any discount.
- Any currency adjustments are posted, if applicable.

## Record Nominal Payments or Receipts

You can use this method to record foreign currency you receive or have paid that does not relate directly to a customer or supplier transaction.

**Note:** All receipts and payments made in respect of customers and suppliers should be processed through the Sales Ledger, Purchase Ledger or Cash Book, where appropriate.

This routine works in a similar manner as that used for your base currency nominal payments or receipts. The differences when dealing with foreign currency transactions are:

- You must select a foreign currency bank account to record the entry.
- The transaction currency and bank currency do not need to match. This means you can record a foreign currency transaction even if you do not operate a foreign bank account in that currency.
- You need to enter an exchange rate and bank charges, where applicable.
- You cannot print a foreign currency cheque using this routine.

## Access the window

Choose Payments and Receipts > Nominal > Nominal Taxable Receipt, or  
 Choose Payments and Receipts > Nominal > Nominal Taxable Payment, or  
 Choose Payments and Receipts > Nominal > Nominal Non-Taxable Receipt, or  
 Choose Payments and Receipts > Nominal > Nominal Non-Taxable Payment.

The following example uses a nominal non-taxable receipt to illustrate the routine.

**Bank**

Bank account: 2 Euro Bank Account 10-23-17 00126224

Account type: Current Currency: Euro Exchange rate to base: 1.637023

**Transaction details**

Cheque number: 2nd ref:

Transaction date: 12/05/2006 Narrative:

**Transaction values**

Cheque value: 0.00 Cheque currency: Euro

Exchange rate: 1.000000

Bank value: EUR 0.00

**Bank charges**

A/C No.	CC	Dept	Name	Narrative	Amount
63200	ADM	ADM	Ban...	Bank Charges	0.00
<b>Totals</b>					EUR 0.00

**Nominal transactions**

A/C No.	CC	Dept	Name	Reference	Narrative	Trans. Date	Gross value
No items to display							
<b>Totals</b>							

Save Clear Delete Nominal Transaction Delete Bank Charge Close

## Enter the details

- Select the 'Bank account' to be used.
- Enter the 'Transaction details' ('Cheque number', 'Transaction date', '2nd ref' and 'Narrative').
- Enter the 'Transaction values' by:
  - Entering the 'Cheque value'.



- Accepting or amending the 'Cheque currency' for the entry.
- Accepting or amending the 'Exchange rate'.
- Enter the 'Bank charges', this includes other applicable charges (bank charges are in the same currency as the bank account).
- Enter the loss or gain on exchange, if applicable, in the 'Bank value' box.

**Note:** If a loss has been made then enter the amount as a positive value, for example 125.00.  
If a gain has been made then enter the amount as a negative, for example -125.00.

- Enter 'Nominal transactions' details.
  - Enter the nominal account to be used for each item.
  - Enter a reference and a narrative description for each item.
  - Enter the date for each item.
  - Enter the gross (goods) value for each item.
  - If required, refine the entry by adding or deleting the nominal analysis.
- To enter the receipt, click 'Save'.

### Outcomes (VAT transactions)

- For receipts, the bank or petty cash account is debited with the value of the receipts and corresponding credit entries are made in the appropriate income accounts. The VAT control account is credited with the amount of VAT. The VAT table is updated with the goods and VAT involved for each line in the journal.
- For payments, the bank or petty cash account is credited with the value of the payments and corresponding debit entries are made in the appropriate expense accounts. The VAT control account is debited with the amount of VAT. The VAT Return is updated with the goods and VAT involved for each line in the journal.
- Any currency adjustments are posted, if applicable.
- The bank account (for profit and loss) is updated with the value of any charges, if applicable.

### Outcomes (non VAT transactions)

- For receipts, the bank or petty cash account is debited with the value of the receipts and corresponding credit entries are made in the appropriate income accounts.
- For payments, the bank or petty cash account is credited with the value of the payments and corresponding debit entries are made in the appropriate expense accounts.
- Any currency adjustments are posted, if applicable.
- The bank account (for profit and loss) is updated with the value of any charges, if applicable.

**Note:** Only one entry is posted to the bank account which represents the total of the nominal analysis lines.

## Record Bank Transfer

Use this routine to record the movement of money from one bank account to another.

When you enter foreign currency transactions using this routine you will need to specify the following:

- Exchange rate for the bank accounts involved.
- Exchange rates to your base currency for your nominal postings.

### Access the window

Choose Other Transactions > Inter Account Transfer.

**CB - Inter Account Transfer**

**Account selection**

Payment account:  Main Bank Ac 10-23-17 00894234 Balance: £ 83180.12

Receipt account:  Euro Bank Ac 10-23-17 00126224 Balance: € 71016.06

**Transfer details**

Description:

Reference:  Payment value: £ 0.00

Second reference:  Receipt value: € 0.00

Transfer date: 12/05/2006 Exchange rate: 0.610865

**Commission**

Commission value: £ 0.00 Pay commission from: ☒ Payment account ☐ Receipt account

Commission account:

**Nominal postings**

Payment to base rate: 1.000000 Exchange difference: 0.00

Receipt to base rate: 1.637023 Nominal account:

Save Clear Close

### Enter the details

- Select the 'Payment account' bank account from the 'Payment account' drop-down list.

- Select the 'Receipt account' bank account from the 'Receipt account' drop-down list.
- Enter the 'Transfer details' ('Description', 'Reference', 'Second Reference' and 'Transfer date').
  - Enter the 'Payment value' of the transfer in either the currency of the paying bank or receiving bank.

The routine automatically calculates the remaining value for you based on the exchange rate.

- Accept or amend the 'Exchange rate', if required.
- Enter the 'Commission' details, if applicable.
  - Enter the 'Commission value'.
  - Assign the commission to a bank by selecting 'Payment account' or 'Receipt account'.
  - Accept or amend the nominal 'Commission account' for commission charges.
- Enter the 'Nominal postings' details.
  - Accept or amend the exchange rates.

One exchange rate is required if you are transferring money between a foreign currency bank account and a base currency bank account. Two exchange rates are required if you are transferring money between two foreign currency bank accounts.

The 'Exchange difference' is automatically calculated for you when you amend the displayed exchange rates.

- Select the required 'Nominal account' for exchange differences.

## Outcomes

- The receiving bank account is debited and the paying bank account is credited.
- Commission nominal account postings are made, if applicable.
- Currency adjustment postings are made, if appropriate.

## Record Multiple Items

This routine is ideal when you need to process many transactions of the same type at the same time. This means you can enter several transactions together in a list and then post them to the ledger in one go, instead of posting transactions individually.

You can group receipts and payments and post them at the same time, although the group can only contain one type of transaction at any one time.

You can successfully process receipts or payments for customers or suppliers in a foreign currency provided:

- You operate a foreign bank account in the same currency as the entries you intend to record.
- All entries in the group use the same currency.

**Note:** You cannot process nominal payments or receipts using this routine.

This routine is similar in principle to batch processing provided in other Sage 200 modules, however there are a number of differences:

- Regardless of how many items are entered, only one posting to the Cash Book is made. This means the routine totals the entries and applies the total value to the appropriate bank account. However the routine posts the required individual entries to the Sales, Purchase or Nominal Ledger, where appropriate.
- There is no total number or total value control that is found in the batch processing routine.
- You cannot hold the group entries as you can with batch processing.
- You can allocate entries using the routine. However, once you have allocated entries you cannot delete the group, or edit or delete those entries that are allocated in the group.

## Access the window

Choose Payments and Receipts > Sales and Purchase > Grouped Transactions.

**CB - Enter Group of Transactions**

Account and transaction type

Bank account: 3 US Dollar Account 13-45-78 46678902

Posting type: Purchase Payment Account balance: \$ 0.00

Transaction details

Date: 05/04/2006 Reference:

Description: Exchange rate: 2.000000

A/C Ref.	Name	Trans Date	Reference	2nd Ref	Value	Discount
No items to display						

Totals

Save Clear Add Edit Delete Close

## Enter the details

- Select the 'Bank account' to be used from the 'Bank account' drop-down list.
- Select the transaction type from the 'Posting type' drop-down list ('Sales Payment', 'Sales Receipt', 'Purchase Payment' or 'Purchase Receipt').
- Enter the 'Transaction details' ('Date', 'Reference', 'Description').
- Accept or amend the 'Exchange rate'.
- Click 'Add'. The routine displays the appropriate transaction type entry window for you for example, if you choose the purchase payment transaction entry type, the routine displays the 'Enter Supplier Payment' window.
- Add each transaction to the group list following the same rules used to enter the transaction type you are dealing with. See your *Purchase Ledger User Guide*, *Sales Ledger User Guide* and *Nominal Ledger User Guide*.

- To amend a transaction prior to posting, select the transaction and click 'Edit' and make the required changes.
- To delete a transaction prior to posting, select the transaction and click 'Delete'.
- Allocate trader entries if required. For more information regarding allocation see your *Sage 200 Sales Ledger* or *Sage 200 Purchase Ledger* documentation.
- Click 'Save' to commit the transactions.

## Outcomes

- For receipts, the bank account is debited with the total value of the receipts while separate corresponding debit entries are made in the appropriate sales or purchase accounts.
- For payments, the bank account is credited with the total value of the payments. Separate corresponding debit entries are made in the appropriate sales or purchase accounts.
- Postings are made to the Nominal Ledger accounts for bank, sales and debtors control. For receipts, the control accounts are credited while the nominal bank account is debited. For payments, the control accounts are debited and the nominal bank account credited.
- One unique reference number is allocated to the grouped entries.

## Manage Exchange Rate Changes

As exchange rates fluctuate you need to know how the change has affected the bank account balance and then bring the balance up to date. To do this you need to use the revaluation routine on the Cash Book.

**Note:** You cannot revalue a bank account if either the account balance or the core currency balance is zero.

The revaluation routine displays the current balance on the account in the account's operating currency as well as the equivalent value in your base currency. The account balance is revalued using the system exchange rate. The system exchange rate, stored in the exchange rate table in the Accounting System Manager, is displayed when you invoke the 'Foreign Bank Revaluation' routine. The exchange rate can be overridden if required. For more information about the exchange rate table see your *Sage 200 Accounting System Manager* documentation.

Exchange rate differences are posted to the Currency Adjustments account in the Nominal Ledger. If you have set the Nominal Ledger to update on-line the postings are immediately applied to the Nominal Ledger. However, if you do not use on-line update the postings are held in a pending entry file until such time when you run the update postings routine on the Nominal Ledger. For more information see your *Sage 200 Nominal Ledger User Guide*.

To establish the exchange difference the system performs the following calculation:

1. 
$$\frac{\text{foreign currency balance}}{\text{new exchange rate}} = \text{new base currency value}$$
2. 
$$(\text{old base currency value}) - (\text{new base currency value}) = \text{exchange difference (gain or loss)}$$

For each bank account the system stores the current balance in the operating currency and its equivalent in the base currency. As the latter is stored to two decimal places, the actual exchange rate may not be exactly what you entered last time you revalued. You may have some small numbers after the decimal point. This is quite normal and should not be cause for concern.

The routine produces a report detailing the nominal postings made as a result of the revaluation process.



## Access the window

Choose Period End Routines > Foreign Bank Revaluation.

**CB - Foreign Account Revaluation**

**Account selection**

Bank account:  US Dollar Account

Balance: \$

**Currency details**

Revaluation date:

Old rate:  Old balance: £

New rate:  New balance: £

**Transaction details**

Cash book account:  US Dollar Bank Account

Exchange difference account:  ADM ADM Other - Currency Exchange Inco

Reference:

Description:

Exchange difference: £

## Enter the details

- Select the 'Bank account' you want to revalue.
- Enter the 'Revaluation date'.
- Amend the 'New rate' of exchange.
- Enter the 'Transaction details'.

The 'Exchange difference' value is automatically calculated and displayed.

## Outcomes

- The revaluation reports are produced.
- The account balance is adjusted accordingly. This is reflected in the operating currency for the account and its equivalent value in your base currency.
- Currency adjustment postings are made to the Nominal Ledger.



## Manage Bank Accounts

This chapter deals with the bank account as a whole, covering both the bank account record and its associated transactions.

Primarily the chapter deals with the activities you need to perform to keep your bank account balances up to date, thereby providing you with accurate and complete cash records.

This chapter also explains the various reports used to manage your bank accounts.

### Activities:

Apply postings

Process standing orders and direct debits

Reconcile printed bank statement

Reconcile electronic bank statement

Query accounts

Prepare account reports

Delete reconciled transactions

## Before you begin ...

You must have:

- ✓ Applied transactions to your bank accounts. For more information see *Chapter 4, Manage Transactions* and *Chapter 5, Manage Foreign Currency Transactions*.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

For more information on using the help system, see the *Sage 200 Operations* documentation.

## Manage Pending Transactions

Use the 'Update Pending Transactions' routine to add transactions to the Cash Book that have been created externally, if applicable.

The routine validates the transactions in the posting file before committing them to the bank accounts. If it identifies transactions for a bank account which the ledger does not recognise, it removes the transactions from the process and continues processing the remaining transactions.

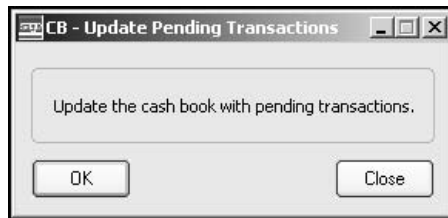
If you have set the Accounting System Manager to update the Nominal Ledger on-line then this activity also updates the Nominal Ledger accounts.

### Before you begin ...

- ✓ Check to see if you have any transactions waiting to be processed to the Cash Book. This activity provides you with a report either printed or to be viewed on screen. Choose Period End Routines > Report Pending Transactions.

### Access the window

Choose Period End Routines > Update Pending Transactions.



### Enter the details

- Click 'OK'.

**Note:** If there are no transactions pending entry, the routine terminates and a message is displayed.

### Outcomes

- The transactions are applied to the bank account and the balances adjusted accordingly.
- The value held for all transactions in the bank account are also adjusted accordingly.

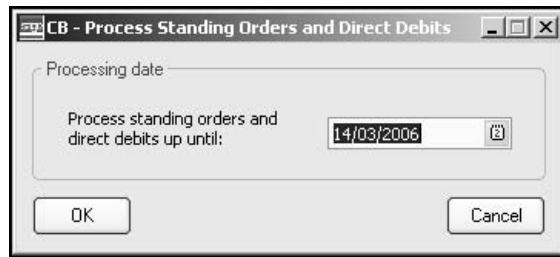
## Process direct debits or standing orders

Use this routine to post the transactions for standing orders and direct debits.

The routine adjusts the payment date to compensate for weekends. It checks if the required payment falls on either a Saturday or Sunday. If this is found to be the case the routine generates the transaction for the Monday.

### Access the window

Choose Standing Orders and Direct Debits > Process Standing Orders and Direct Debits.



### Enter the details

- Enter the date you want the transactions processed to.
- Click 'OK'.

### Outcomes

- The standing orders and/or direct debits are processed and a report is produced, showing the postings cleared by the process.

## Reconcile Bank Account

When you receive a bank statement your next step is usually to reconcile the statement with the transactions recorded on the bank account in the Cash Book. By completing this process you can identify any discrepancies that require further action.

How you perform this activity within Sage 200 depends on your system settings. If you have enabled e-Banking in the Purchase Ledger and set electronic reconciliation for the account, the activity is performed electronically. This involves importing a file from your banking software containing your current statement and then reconciling these transactions with those in your Cash Book. For more information see *Enter a new bank account on page 29*.

If you have not enabled e-Banking, the activity is performed manually using your printed bank statement and reconciling the transactions on the statement to the payment and receipt transactions recorded in the Cash Book.

### Reconcile printed bank statement

The first time you use this routine the system displays the current date in the 'Statement date' box. You need to override the system date and enter the correct statement date.

The routine includes a level of control to ensure that reconciled transactions applied against the opening balance, match the closing balance on the bank statement. This is achieved by entering a 'Projected closing balance' which is the actual closing balance on the bank statement.

Unpresented transactions are automatically displayed by the routine, although you can choose to display all transactions, which includes the presented transactions. The transactions can be sorted by date, reference, payment value or receipt value. You can even search for a particular transaction by date, reference or value.

Reconciliation takes place by selecting the unpresented transactions and choosing to reconcile those transactions. If you find the transaction value differs from that stated on the bank statement you can adjust the value accordingly. If you select a transaction with a date later than the bank statement date, the routine warns you but you can continue with the reconciliation. However, it is likely that this action will result in discrepancies between your projected balance and the balance on the Cash Book account.

If you find transactions on the bank statement which have been omitted from your Cash Book bank account you can enter the details during the process. Once you have entered the omitted transactions you can then refresh the displayed transactions in the sort order you require.



As an alternative to reconciling transactions on an individual basis you can choose to reconcile all displayed transactions. The routine automatically sets the 'Statement Value' to match the value for each transaction dated on or before the 'Statement date'.

You can remove the reconciled status from transactions either on an individual basis or for all transactions provided you have not committed the reconciled transactions to the Cash Book.

On completing the process the routine automatically prints a report detailing the transactions which have been reconciled as well as those transactions which are classed as unpresented.

**Note:** It is important to retain the report generated by the routine to enable you to identify the bank account's original opening balance. When you start to delete reconciled transactions from the bank account, the value of the deleted transactions is added to the opening balance. Without the initial report you cannot identify the actual opening balance.

Once you have reconciled the transactions you can then delete them from the Cash Book. See *Delete Reconciled Transactions on page 111*.

### **Before you begin ...**

You must have:

- ✓ Updated all pending postings to the Cash Book. See *Manage Pending Transactions on page 89*.

## Access the window

Choose Period End Routines > Bank Reconciliation.

**CB - Bank Reconciliation**

Account selection

1 Main Bank Account 10-23-17 00894234 Balance: £ -13350.24

Statement reconciliation

Statement date: 30/06/2006

Page number: 2

Statement opening balance: £ 52672.49

Projected closing balance: £ 0.00

☒ Show unreconciled transactions only

☐ Show all transactions

Date	Trans. Type	Reference	Receipt Value	Payment Value	Statement Value	Reconciled Status
01/07/2006	Payment	Float	0.00	5000.00	-5000.00	<input checked="" type="checkbox"/>
01/07/2006	Payment	Float	0.00	1000.00	-1000.00	<input checked="" type="checkbox"/>
04/07/2006	Direct Debit		0.00	207.50	-207.50	<input checked="" type="checkbox"/>
04/07/2006	Direct Debit		0.00	700.00	-700.00	<input checked="" type="checkbox"/>
11/07/2006	Payment	July	0.00	1000.00	0.00	<input type="checkbox"/>
11/07/2006	Receipt	July	1000.00	0.00	0.00	<input type="checkbox"/>
11/07/2006	Receipt	July	1000.00	0.00	1000.00	<input checked="" type="checkbox"/>
11/07/2006	Receipt	July	15000.00	0.00	0.00	<input type="checkbox"/>
11/07/2006	Receipt	July	10000.00	0.00	0.00	<input type="checkbox"/>

Closing Balance: 46764.99

Uncleared: -60115.23

Select All Auto Select Reset All

Add transaction of type

Save Find Close

## Enter the details

- Select the bank account to be reconciled.
- Enter the bank 'Statement date'.

**Note:** The statement date cannot be a date later than the current system date.

- Enter the 'Page number' of the statement being reconciled.
- Check the displayed 'Statement opening balance' matches the opening balance on the bank statement.

**Note:** If you enter a book balance for a bank account you should reconcile the bank account before entering any bank transactions. This ensures the 'Statement opening balance' is updated.

- Enter the 'Projected closing balance' printed on the bank statement.
- If you want to view both reconciled and unreconciled transactions select the 'Show all transactions' option.
- Reconcile the displayed transactions by selecting the transactions using the 'Statement Value' check boxes, adjusting values if required, and then click 'Save'. **Remember:** you can move the column order on the transaction list by dragging and dropping the column headings to suit your work flow.

**Note:** You can select multiple transactions for reconciliation, in several different ways:

- To select all the transactions for reconciliation click 'Select All'. All the 'Statement Value' check boxes appear selected.
- To select a range of values for reconciliation, select the first date in the range, hold down SHIFT and select the last date in the range you want to reconcile. Now select the 'Statement Value' check box on the first transaction. This selects all transactions in the range you have specified.
- To select multiple non-consecutive transactions, simply select the 'Statement Value' check boxes of the transactions you want to reconcile.

You can also apply these processes on selected transactions to de-select transactions before running the reconciliation procedure.

Alternatively, you can use the 'Auto Select' option to reconcile all unreconciled transactions up to the Statement Date.

- If you need to change the statement value for a specific transaction, to a set value, select the appropriate Statement Value cell and type in the value. When you move out of the 'Statement Value' cell, the system selects the check box to show this value has been set.
- Add any omitted transactions to the bank account by selecting the appropriate transaction type from the 'Add transaction of type' drop-down list. The relevant transaction entry window appears.

**Note:** You can refresh the window to display the added transactions in the correct sequence. To do this select the 'Show unreconciled transactions only' option.

- To confirm the process is complete, click 'Save'.

If the reconciled entries applied to the opening balance do not match, a warning is displayed. Continue to make further adjustments to the values until the figures match.

## Outcomes

- The statement date and statement value on each reconciled item is updated.
- The statement date and statement balance on the bank account is updated.
- Reports are generated.

## Reconcile electronic bank statement

Electronic reconciliation involves importing bank transactions from your banking service software into Sage 200. The transactions are then matched to those stored in the Cash Book bank record. By doing so, the status of the transactions in both areas is changed.

Reconciliation should only be carried out once within a given day and we recommend transactions are only reconciled up to the end of the previous day. This ensures all transactions for the dates you intend to reconcile are fixed and you capture a complete record of transactions when you import your bank file. If you find this is not the case you will need to get back to a suitable starting point so that transactions can be imported and reconciled again. See *Delete imported transactions on page 103*.

There are several ways you can match transactions, you can:

- Use the automatic matching options, ('Match Amounts', 'Match Refs' or 'Match Full') to reconcile the majority of your transactions.
- Use the 'Match Manual' option to reconcile any outstanding transactions.

We recommend that you use both the automatic and manual matching options.

You can match transactions that differ in value although the routine displays a warning before the selection is confirmed. You cannot match payments to receipts.

Transactions from the bank file which are not matched during the process are retained and displayed again when you next import transactions.

There are several values displayed by the 'Bank Reconciliation' routine. Those of particular interest are the 'Book Balance at Date' (bank account balance in the Cash Book) and the 'Statement End Balance' (balance with your financial organisation). In an ideal situation these values would match; however this is unlikely as transactions await clearance at the bank.

Another displayed value is the 'Difference' value; this represents the difference between the transactions that have been selected for reconciliation and the 'Statement End Balance'. As transactions are reconciled the 'Difference' value reduces until a value of zero is displayed. However, if bank charges or interest payments are included in the bank file then the 'Difference' value will only reduce to the value of these charges indicating an adjustment to the bank record in the Cash Book is required.

**Note:** You cannot make adjustments to the Cash Book bank record using this routine. To account for bank charges or interest payments shown on your electronic bank statement, use the Cash Book 'Payments and Receipts' routines. If you have made an error when entering the transaction in the Cash Book you can only reconcile the transactions by switching off e-banking on the bank account and using manual reconciliation to reconcile the transactions.

After completing reconciliation you can change the status of transactions in the bank file from reconciled to unreconciled and back again to deal with errors or transactions that have been overlooked.

There are a number of areas you can control to help you when reconciling transactions. You can:

- Control how the matching facility works.
- Set a discard date to reject transactions before a specified date when you are importing the bank file.

For more information see *Appendix 9, e-Banking Options*.

### **Import and reconcile statement**

The electronic banking service software supplied by the bank saves your bank information into a file on your PC. To reconcile your bank transactions you must import your bank data into Sage 200.

The transactions are matched either manually or automatically. Depending on how the electronic reconciliation routine is set up the matched transactions are then confirmed before they are finally saved as reconciled. For more information see *Set the matching facility on page 152*.

Confirming transactions saves those transactions you have matched. This is a transitional stage before the transactions are finally reconciled. You can view the status of transactions before they are finally reconciled. You can view transactions which are not confirmed, confirmed or both (all).

If you match and confirm the wrong transactions this can be reversed so that the correct selection can be made.

### **Before you begin ...**

You must have:

- ✓ Set up the bank account for electronic banking. For more information see *Enter a new bank account on page 29*.
- ✓ Set up electronic bank reconciliation routine to meet your needs. For more information see *e-Banking Options on page 151*.
- ✓ Identified the statement date and balance in your electronic banking service software.

## Access the window

Choose Period End Routines > Bank Reconciliation.

## Enter the details

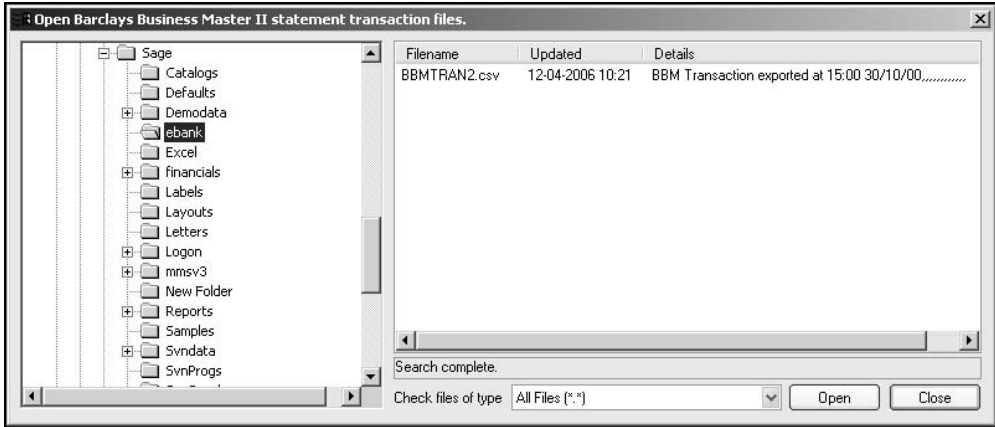
- Select the bank account you want to reconcile. The following window appears.





- Import transactions by selecting File > Import Bank Transactions from the menu.

The following window appears.



- Open the folder containing your bank file.
- Select the bank file you want to import from the list displayed, and click 'Open'.

The bank information is imported into the reconciliation window.

**Reconciliation From: 00894234 HomeStyle Kitchens 102317 HomeStyle Kitchens**

File View Tasks Tools Help

Bank Transactions to: 12/09/2006 [Source for Matching] Discarding before: 01/01/1980

No	Ref.	Date	Details	Payments	Receipts	Match With	Conf?	Rec. Amount
1	SL DDB	20/07/2006	Cheque		89.80		N	0.00
2		21/07/2006	Cheque	30000.00			N	0.00
3	SR / KIT00	02/08/2006	Cheque		4500.00		N	0.00
4	SR / NOV00	10/08/2006	Cheque		4886.92		N	0.00

Sage Transactions to: 12/04/2006 Selected Total: 89.80

TranNo	Ref.	Type	Date	Details	Payments	Receipts	Match With	Conf?	Rec. Amount
1522	SR / W...	BR	20/07/2006			89.80		N	0.00
1475		BP	21/07/2006		30000.00			N	0.00
1362	SR / KI...	BR	02/08/2006			4500.00		N	0.00
1473	repaym...	ST	02/08/2006		1833.33			N	0.00
1476	SR / N...	BR	05/08/2006			4886.92		N	0.00
1521	SR / T...	BR	09/08/2006			10000.00		N	0.00
1506	SR / C...	BR	10/08/2006			4763.45		N	0.00

Adjustment Match Manual Selected Total:

Opening Balance: 72088.82 Difference: 0.00 Reconciled Balance: 72088.82

Book Balance at Date: 11769.78 Uncleared Items: 11769.78 Statement End Balance: 72088.82

Automatic

Match Full Match Amounts Match Refs Confirm Reconcile Discard

4 transactions imported, 0 excluded by processed date, 0 excluded before discard date

- To restrict the transactions displayed, enter a date into the 'Bank Transactions to' box and 'Sage Transactions to' box.
- Select the appropriate reconciliation method. We recommend that you use both the automatic and manual matching options. Use the automatic options to match the majority of the transactions, then use the manual method to match any outstanding transactions.
- Automatic match, transactions can be matched by amount or references or both (match full).

**Note:** If the routine finds several possible matches a 'Duplicate Transaction' window is displayed for you to make the final selection.

- Manual match, select a transaction from the bank transactions displayed and the matching transaction from the Sage transactions displayed, and then click 'Match Manual'.

- To save the matches made, click 'Confirm'. If you have set the routine to automatically confirm manual matches, confirmation is done automatically for you. For more information see *Set the matching facility on page 152*.
- To ignore all confirmed and matched transactions and start again, click 'Discard'.
- To complete the reconciliation process click 'Reconcile'.

### Amend bank transactions

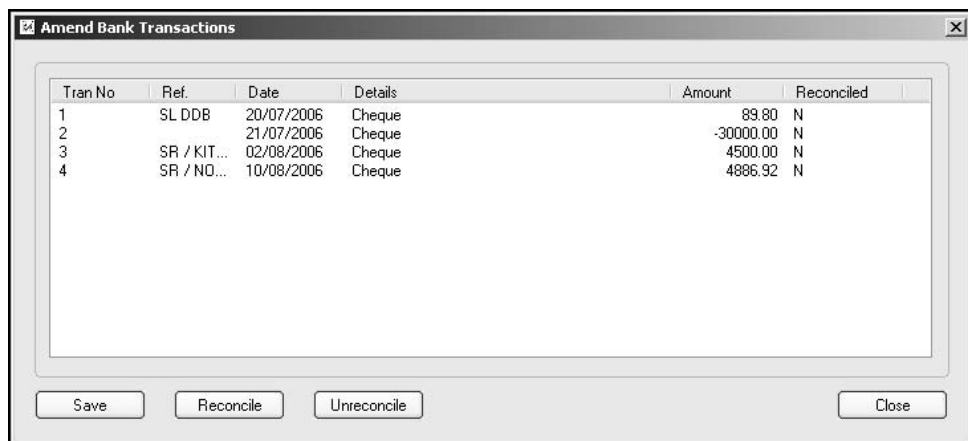
Provided a transaction has not been removed by the discard date option, it is possible to adjust its reconciliation status within the bank file. This is particularly useful if the corresponding transaction in the Cash Book has been adjusted using the manual reconciliation routine. You can:

- Reverse (unreconcile) a reconciled transaction.
- Reconcile a transaction that has been overlooked.

**Note:** This activity involves making amendments to the transactions in the bank file, not the bank account in the Cash Book.

### Access the window

Choose Period End Routines > Bank Reconciliation and access the bank account enabled for e-banking. From the Reconciliation form menu select Tools > Amend Bank Transactions. The following window appears.



Tran No	Ref.	Date	Details	Amount	Reconciled
1	SL DDB	20/07/2006	Cheque	89.80	N
2		21/07/2006	Cheque	-30000.00	N
3	SR / KIT...	02/08/2006	Cheque	4500.00	N
4	SR / NO...	10/08/2006	Cheque	4886.92	N

Buttons: Save, Reconcile, Unreconcile, Close

### Enter the details

- Select the transaction to be adjusted and click the required button to reconcile or unreconcile where appropriate.
- Click Save.

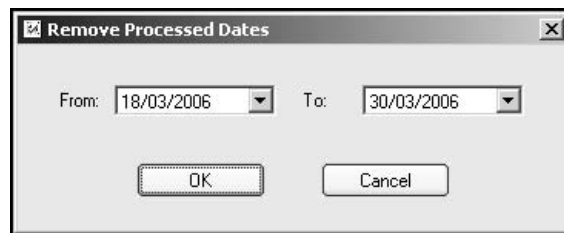
### Delete imported transactions

We recommend transactions are only reconciled up to the end of the previous day. This ensures all transactions for the dates you intend to reconcile are fixed and you capture a complete record of transactions when you import your bank file.

If you reconcile using the current day's transactions there is the possibility that you will only partially reconcile the day's transactions. For example, if you reconcile on Tuesday lunchtime and include Tuesday's transactions, the next time you import your bank file, the e-banking software assumes that all of Tuesday's transactions have been reconciled. If any additional transactions were posted on Tuesday afternoon they will not be included in the new import file. To overcome this situation you need to remove the processed transactions for the partially reconciled date before you import the bank file and reconcile the transactions again.

### Access the window

Choose Period End Routines > Bank Reconciliation and access the bank account enabled for e-banking. From the 'Reconciliation' form menu select the Tools > Remove Processed Dates.



### Enter the details

- Enter the date range for the transactions you want removed.
- Click 'OK'. The Reconciliation form removes the specified transactions from those displayed.

## Reconcile bank account for the first time if opening balances are posted to the account

We recommend the following method when using the 'Bank Reconciliation' routine for the first time if there are opening balances posted to the account.

**Note:** If there is no opening balance on the account use the manual method, or, the electronic method of bank reconciliation.

- Access 'Bank Reconciliation' and enter the correct statement date based on your opening balance date.
- Reconcile your opening balance transaction only (if you entered a reconciled opening balance and included unrepresented transactions do not reconcile those unrepresented items at this point).
- Choose to save the reconciliation and check the report produced. This is your main audit trail of your first bank reconciliation and should be stored.

It is important to keep a record of the bank account's actual opening balance, this is printed in the first generated report. When you start to delete reconciled transactions the value of the deleted transactions is added to the opening balance. Without the first report you cannot identify the actual opening balance.

- Access bank reconciliation to check that the statement opening balance has been updated with the correct opening balance.
- You can now continue to reconcile your bank account transactions as normal. See *Reconcile Bank Account* on page 91.

## Query Your Bank Accounts

You can search your bank account information daily to find monies paid and received, as well as the overall balance on the account. The Cash Book helps you get to this information so you can determine the status of a bank account. It displays bank information at account and transaction level. You can also use this routine to view details of standing orders and direct debits associated with your bank accounts.

All values are displayed in the operating currency for the bank account.

**Note:** You cannot change bank details using this routine. For more information see *Amend a Bank Account* on page 36.

### Account level

The account level provides an overall status for the account and is viewed with the bank contact details. It displays the account status in terms of account balance and last statement date and you can also view statement balances for the account. When you view the account at this level you can invoke the bank's website or send an e-mail to your bank contact if the web and e-mail addresses are valid. You can also add, amend or delete files which are attached to the account as well as view any text memos attached to the account.

## Access the window

Choose Cash Book Enquires > Account Enquiry.

**CB - Account Enquiry**

Account Selection

Cash book account: 1 Main Bank Account 10-23-17 00894234

Account Details | Contacts | Statement Balances | Memo | Attachments

Account details

Account number: 00894234

Account name: HomeStyle Kitchens

Account type: Current

Account currency: Pounds Sterling

Balance information

Account balance: £ 83858.60

Base currency balance: £ 83858.60

Overdraft limit: £ 0

Last statement date: 31/07/2006

Nominal accounts

Bank account: 16800\{

Bank charges: 63200\ADM\ADM

Exchange differences: 39100\ADM\ADM

Transactions Enquiry SO / DD ... Close

## Enter the details

- Select the account you want to query.
- Choose the window you want to view: 'Contacts', 'Statement Balances', 'Memo' or 'Attachments'.

## Transaction level

The transaction level provides a detailed breakdown of each transaction held on the bank account. So for example, you can select a bank transaction and see the customer or supplier entry associated with it or select a grouped bank transaction and view all the sales and purchase transactions associated with it. You can also see nominal and tax details associated with each transaction.

You can sort the transactions by date once they are displayed on screen and then print the details of those you are interested in. You can also use the 'Find' button to search for a particular transaction.

## Access the window

Choose Cash Book Enquiries > Transaction Enquiry.

**CB - Transaction Enquiry**

Selection

Cash book account: 1 Main Bank Account 10-23-17 00894234

Transaction selection

No filter

Transactions

Type	Date	Statement Dt	Page No.	Reference	2nd Ref.	ymnt Value	A/C Ref.	User	Source	URN
Direct Debit	28/05/2006	31/07/2006		PP / CHR00		-125.00	CHR002	2	Cashbook	1108
Standing...	28/05/2006	31/07/2006		PP / JOH00		-83.33	JOH003	2	Cashbook	1103
Standing...	31/05/2006	31/07/2006		repayment		-1833.33	24200	2	Cashbook	1066
Direct Debit	26/06/2006	31/07/2006		PP / CHR00		-125.00	CHR002	2	Cashbook	1109
Standing...	28/06/2006	31/07/2006		PP / JOH00		-83.33	JOH003	2	Cashbook	1104
Standing...	02/07/2006	31/07/2006		repayment		-1833.33	24200	2	Cashbook	1067
Direct Debit	26/07/2006	31/07/2006		PP / CHR00		-125.00	CHR002	2	Cashbook	1110

Nominal detail

A/C No.	CC	Dept.	Name	Location	Narrative	Transaction Ana	Value
No entries found.							

Select drilldown: Nominal

Print Drilldown

Account Enquiry Find Print Close

## Enter the details

- Select the account you want to query.



- Select a transaction you want to query.
- Select the drilldown, 'Nominal', 'Tax' or 'Trader Transaction' to view the information you require.

**Note:** Drilldown details are only available if the transactions exist and have not been purged from the bank account files or the trader account files. For more information on drilldown see your *Sage 200 Operations* documentation.

- Click 'Close' to return to the previous window.

## Standing order/direct debit level

You can view the summary level details of standing orders and direct debits associated with your Cash Book bank accounts; this covers the references, first entry date, number of required entries and its description. You can then view further details to include the nominal accounts affected by the postings, the frequency and day of the month transactions are made and the actual transactions made to date.

The print facility generates a report detailing all active standing orders and direct debits for a bank account.

## Access the window

Choose Cash Book Enquiries > SO and DD Enquiry.

**CB - Standing Orders and Direct Debits Enquiry**

Account selection

Cash book account:  Main Bank Account 10-23-17 00894234

Standing order/direct debit details

Type	Reference	2nd Ref.	First Payment	Frequency	Day	Payments Made	Ledger	A/C Ref.	Description
BPSO	30457		28/01/2006	Monthly	28	9 of 9	Cashb...	JOH003	insurance payment
BPDD	990034		26/01/2006	Monthly	26	12 of 12	Cashb...	CHR002	monthly payment
BPSO	000098032		31/01/2006	Monthly	31	45 of 89	Cashb...	24200	repayment monthly

Payment details

Trans. Date	Statement Date	Page No.	Reference	2nd Ref.	Value
No items to display					

Print Close

## Prepare Bank Account Reports

This section describes the reports used to keep track of your bank accounts and their associated transactions. You can also use the enquiry routines to view bank transactions. For more information see *Query Your Bank Accounts on page 105*.

As with all reports you can view the report on screen, send it to the printer, store it to a file as either text, rich text or CSV format. You can export the content of a report to a spreadsheet, database or report generator, once it has been saved to file. You can even attach it to e-mail and distribute the report to other users.

The reports described in this section are the 'Account Details', 'Unpresented Cheques', and 'Transactions Listing'.

### Access the window

To prepare your report choose 'Reports' then select the report that you want to produce and follow the on screen instructions.

### Account Details report

Use this report to print details of all bank accounts. Details can be printed in order of account number, name or foreign currency.

### Transaction Listing report

Use this report to print the transaction history of a bank account.

### Unpresented Cheques report

Use this report to print details of payments and receipts not yet included in a statement. It also shows the balance of the account up to the last statement and the current balance on the account.

## Delete Reconciled Transactions

It is important to delete reconciled transactions on a regular basis to ensure the volume of transactions on a bank account does not become too large and ultimately maintain the efficiency of the Cash Book.

The value of deleted transactions is added to the account's opening balance. This maintains a running bank balance on the account. The routine uses a statement date, which is specified by you to identify reconciled transactions for deletion.

**Note:** We recommend you delete reconciled transactions before you close the current period. See *Close Period End* on page 115.

### Access the window

Choose Other Transactions > Delete Transactions.

### Enter the details

- Select the bank account you want to delete transactions from.
- Enter the date you want the routine to use to identify those transactions for deletion.

If there are no transactions identified for deletion the routine terminates and a message appears.

### Outcomes

- The reconciled transactions which match the statement date are deleted.
- The bank account opening balance transaction is updated.



## Maintain Cash Book

This chapter covers the regular housekeeping routines needed to maintain the efficiency and effectiveness of your Cash Book.

It includes the routine used to identify the status of the Cash Book as a whole and covers the mechanisms employed to maintain the integrity of the data held in the Cash Book.

### Activities:

Verify ledger balance

Close period end

Run year end

## Before you begin ...

You must have:

- ✓ Applied transactions to your bank accounts. For more information see *Chapter 4, Manage Transactions* and *Chapter 5, Manage Foreign Currency Transactions*.

**Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

## Remember ...

For more information on using the help system, see the *Sage 200 Operations* documentation.

## Perform Housekeeping Activities

To ensure your records are up to date and to optimise the processing speed on the ledger you need to perform regular housekeeping activities.

### Verify ledger

The 'Balance Ledgers' routine is a preventative measure to identify actual problems on the ledger. You can use it to check all account balances on the ledger or just check a single account.

The routine checks several account elements such as postings and account balances to ensure they are valid. The routine produces a report, summarising the findings which you can use to identify if there are discrepancies. You can also use the routine to adjust imbalances and reset the account balance as part of the process.

It is good practise to run this routine on a regular basis to detect any problems. If problems are left undetected your backups and daily processing will be affected. It is also good practise to check the overall Cash Book balance matches the combined balances of each bank account.

You can only run this routine in single user mode; there must be no other users on the system.

You can access the 'Balance Ledgers' routine through the Accounting System Manager. For more information see your *Sage 200 Accounting System Manager* documentation.

### Close Period End

This is vital to maintaining your Cash Book and as the title suggests is performed on a period basis in conjunction with the accounting periods defined in the Accounting System Manager.

After closing the period in the routine 'Maintain Accounting Periods' in Accounting System Manager, the Nominal Ledger will no longer accept transactions for the closed period from the Cash Book. They will go into the next open period.

Closing a period end is performed in the Accounting System Manager. Whilst some of the preparation that you are required to do is within the Accounting System Manager, most of the preparation you need to do for closing a period end for the Cash Book is done within the Cash Book itself.



## Preparatory Tasks for Cash Book Period End

Before you close a period end using 'Maintain Accounting Periods' in Accounting System Manager for the Cash Book you must have:

- Run the 'Update Pending Postings' routine on the Cash Book. For more information see *Manage Pending Transactions on page 89*.
- Reconciled bank accounts in the Cash Book. For more information see *Reconcile Bank Account on page 91*.
- Printed nominal postings reports in the Cash Book.
- Revalued foreign bank accounts in the Cash Book. For more information see *Manage Exchange Rate Changes on page 83*.
- Run the 'Process Standing Orders and Direct Debits' routine in the Cash Book. For more information see *Process direct debits or standing orders on page 90*.
- Taken a backup of your database.
- If you have not already done so, used the Accounting System Manager > System Utilities > Transaction Audit File option to print or store your transaction audit trail for the period. For more information see your *Sage 200 Accounting System Manager* documentation.

For more information about closing periods see your *Sage 200 Accounting System Manager* documentation.

## Perform year end

The 'Year End' routine is controlled from within the Nominal Ledger. For more information see your *Sage 200 Nominal Ledger User Guide*.

Before you can run the 'Year End' routine you must have closed the period for the Cash Book for the final period for your financial year within Accounting System Manager. For more information see your *Sage 200 Accounting System Manager* documentation.

## **Glossary of Accounting Terms**

Defines frequently used accounting terms and terms found in Sage 200.

## Remember ...

... the Sage 200 help system also contains glossaries.

### A

#### **Account**

The generic term for a set of information relating to a supplier, customer, bank or nominal account record.

#### **Account Balance**

The total value of money outstanding on an account at any one time.

#### **Account Code**

The account code is made from three parts: the account number, the Cost Centre (CC), and the Department (Dep).

#### **Account Name**

The account name associated with a nominal account code, as set up when you enter a new account. This will be displayed on certain forms by the system when you select a nominal account.

#### **Account Number**

The unique identifier that relates to a specific account. This can constitute numerical or alphabetic characters or a combination.

#### **Account Type**

There are three types of account: automatic allocation, balance forward and open item. Selecting an account type determines how the transactions on the account are processed and stored.

<b>Accounting Equation</b>	The equation at the heart of double entry book-keeping, which states that the liabilities of a business subtracted from its assets equals its capital. It is the reason a Balance Sheet exists.
<b>Accounting Period Status</b>	The accounting periods set up within the Accounting System Manager can have a 'Closed', 'Open' or 'Future' status. This accounting period status determines whether the Nominal Ledger can receive postings into the period.
<b>Accounting Periods</b>	The divisions of the financial year, usually 12 or 13. The periods of time used by the business to process accounting entries when producing certain reports, such as the Profit and Loss and the Balance Sheet. See Open Accounting Periods.
<b>Accounting System Manager</b>	The Sage 200 Accounting System Manager module allows you to set up common controls for applications across modules.
<b>Accounts Payable</b>	See Purchase Ledger.
<b>Accounts Receivable</b>	See Sales Ledger.
<b>Accruals</b>	The process of matching expenditure or income to the accounting period in which it was incurred rather than paid; for instance, a rent cheque or utility charges.
<b>Accumulated Profit Account</b>	This nominal account is where the Year End process puts the sum of the Debit-YTD and Credit-YTD figures from the Profit and Loss accounts before setting them to zero. On the 'Year End' report, the Account/CC/DP and Name is shown and the final debit or credit amount calculated by the process.
<b>Actual Cost</b>	The price paid for an individual item as it is invoiced in Purchase Order Processing and used to calculate the cost of stock. Only applicable for batch/serial numbered items.
<b>Additional Charges</b>	Extra charges placed on an order, such as carriage and insurance.

<b>Adjustment Period</b>	A period opened after the Nominal Ledger year end has been run, to enter transactions to adjust the previous year's figures. When the adjustment period is closed, the transactions in this period are included in the opening balance for the current year.
<b>Aged Creditors</b>	Aged Creditors are creditors to whom the business has owed money for a defined period of time.
<b>Aged Debtors</b>	Aged Debtors are debtors who have owed money to the business for a defined period of time.
<b>Aged Creditors Report</b>	The Aged Creditors report analyses amounts owed to suppliers according to the length of time those amounts have remained unpaid.
<b>Aged Debtors Report</b>	The Aged Debtors report analyses amounts owed by customers according to the length of time those amounts have remained unpaid.
<b>Ageing Date</b>	This is the date applied within the ageing reports. These reports provide details on the trader's account transactions for a specific ageing date.
<b>Allocation Date</b>	This is the date a transaction is allocated. You enter the allocation date when you enter the transaction.
<b>Allocation</b>	The process by which payments are matched against purchase invoices and receipts against sales invoices raised.
<b>Allocation Status</b>	See Transaction Status.
<b>Analysis Codes</b>	Analysis codes are used to indicate common sales or purchase accounts. Assigning an analysis code to a sales or purchase account allows you to group transactions for payment or for reporting purposes.
<b>Appropriation Accounts</b>	These show how net profit is distributed between partners in a partnership or between share holders and reserve funds in a company.

<b>Assets</b>	The resources of a business; items it owns and uses, or amounts owed to it. Examples of assets are property, stock, cash and money held in the bank.
<b>Attachments</b>	Any type of file (graphic, text, spreadsheet) associated with an account.
<b>Auditor</b>	A person qualified to inspect, correct and verify business accounts.
<b>Authorised Share Capital</b>	The total value of shares that the company could issue, as distinct from the called up and paid up share capital.
<b>Automatic Allocation</b>	Automatic allocation is a type of accounting that combines the features of open item accounting with an automated allocation routine, which is activated at period end. During the period end process, any payments are allocated to invoices on the basis of the oldest outstanding invoices being allocated first. If an invoice is in query, then it is ignored.

## **B**

<b>Back to Back Order</b>	The generation of purchase orders to satisfy sales orders when using the 'From supplier via stock' fulfilment method.
<b>Bad Debt</b>	A debtor who is not expected to discharge his debt. Bad debts must be written off and hence reduce profit.
<b>Balance</b>	The total amount of money outstanding on an account at any one time.
<b>Balance Forward Accounting</b>	Balance forward accounting is a type of accounting where all transaction details remain on the ledger in full until the Period End routine is run. During the period end procedure, all transactions (except those 'in query' which are dealt with separately) are cleared from the file and only a brought forward balance is displayed for the new period. Each period's total creditors balance is carried forward as a single balance figure. The number of balances carried forward depends upon the number of periods aged debts you specify for the Purchase Ledger.

When transactions, such as receipts, are posted for a previous period's transaction, they are allocated by period number, so that the appropriate balance is reduced at the period end. The advantage of this type of accounting is its economical use of disk space, which if short on your computer, may influence your choice of accounting method. Balance forward accounting cannot be used for foreign currency accounts.

**Balance Ledgers**

A routine that ensures all data stored for a Sage 200 module is intact and has not become corrupted in any way.

**Balance Sheet**

A report that details the various assets and liabilities of a business at a point in time, usually the end of an accounting period. A Balance Sheet must always balance; debits must always equal the credits.

**Bank Account Type**

Bank accounts may be deposit or current. Deposit accounts are for holding monies longer term, when transactions are not made as regularly as they are for current accounts. Standing orders and direct debits cannot be set up on deposit accounts.

**Bank Charges**

Bank charges can be incurred for many reasons. For example, if trading in foreign currency, you may incur charges as a result of the conversion to the bank account's currency. You may enter these in the Sales/ Purchase Ledger and Cash Book transaction entry routines. These charges are then posted to a bank charges account (profit and loss) within the Nominal Ledger.

**Bank Payment**

A transaction posted that reflects the payment for goods or services.

**Bank Receipt**

A transaction posted that reflects the receipt of money for goods or services.

**Base Currency**

The currency normally used by the Sage 200 user's company to carry out business transactions.

**Base Unit**

Used to determine the ratios that are applied to calculate the quantitative relationships between an item's units of measure.

<b>Batch Numbered Item</b>	A standard stock item assigned batch numbers, enabling a group of stock items to be traced from purchase through to sales.
<b>Batch Processing</b>	A method of accumulating and processing transactions together in a batch.
<b>Bill of Materials (BOM)</b>	A stock assembly and process costing system, which provides facilities to specify the structure of finished items in terms of sub-assemblies and components.
<b>Bin</b>	Secondary location point where a stock item is stored. The bin is the default secondary location provided with Sage 200 when using multiple locations.
<b>BOM</b>	See Bill of Materials.
<b>Budget</b>	An estimate of expected income or expenditure for expected activities over a specified period of time.
<b>Buying Price Unit</b>	The measure in which a purchased item is priced.
<b>Buying Unit</b>	The measure an item is bought in, such as metre, litre, case.
<b>C</b>	
<b>Call</b>	When shares are issued only part of their cost is usually paid at the time of application and allotment. A call is a demand by the company for part or all of the outstanding sums to be paid.
<b>Called Up Share Capital</b>	The face value of shares for which payment has been called, although not necessarily made.
<b>Capital</b>	Amounts owed by a business to its owners, being the amounts injected in cash by the owners, together with any movement in the value of the business not made up by further cash injections or withdrawals.
<b>Capital Employed</b>	Capital generally defined as the money invested in the business. Shareholder's capital employed refers to share capital and reserves only, whereas total capital employed includes long term loans.



<b>Capital Expenditure</b>	Money spent on the acquisition of an asset, such as premises, motor vehicles, plant or machinery that are used within the business over a period of years.
<b>Capital Gain</b>	Profit made on selling an asset for more than its original purchase price.
<b>Capital Gains Tax</b>	Tax paid on the capital gain (profit) made on selling an asset for more than its original purchase price.
<b>Capitalisation</b>	The accounting process by which expenditures of the business relating to more than one accounting period are created as assets, so that they can be released to the Profit and Loss report in instalments over the accounting periods to which they relate.
<b>Cash Book</b>	<p>A book used to record details of cash moving in and out of the bank accounts.</p> <p>The Cash Book module lets you post cash transactions to nominal bank accounts and appropriate revenue and expense accounts.</p>
<b>Cash Flow</b>	A measure of the liquidity of a business that concentrates on cash in and out rather than accounting profits and losses. Profitable businesses can fail if customers pay more slowly than the business pays its suppliers, and so cash flow, as well as profitability, should always be measured.
<b>Cash Flow Forecast</b>	A forecast of the liquidity or cash in and out of a business.
<b>Cash Payment</b>	A transaction posted that reflects the payment for goods or a service where there has either been no invoice (for example, buying petrol for a car where the money is handed over immediately the goods have been received), or the invoice is paid as soon as it is received thereby removing the need to post an invoice through the ledger. Instead of the money being paid directly out of the bank, the money is paid out of either the petty cash account or till account.
<b>Cash Receipt</b>	A transaction posted that reflects the receipt of money for goods or a service where there has been no invoice (for example, selling goods over the counter, the money is

handed over immediately the goods have been received) or the invoice is paid when it is received thereby removing the need to post it through the ledger. Instead of the money being paid directly into the bank, the money is paid into either the petty cash or into the till account.

**Chart of Accounts**

A list of all the categories a business uses to analyse income, expenditure, assets, liabilities and capital, together with the way such categories are assigned to the Balance Sheet or Profit and Loss financial statements.

**Closed Accounting Period**

The 'Closed' status means that the Nominal Ledger is not able to receive transactions from specific source modules for the accounting period that has been closed.

**Closing Balance**

The balance of an account at the end, or close, of an accounting period.

**Commercials Modules**

Commercials modules within Sage 200 comprise the Stock Control and Sales and Purchase Order Processing modules.

**Contra Entry**

An adjustment made to balance transactions in one ledger with another. For example, outstanding purchase ledger transactions may be balanced against outstanding sales ledger transactions where you sell to and buy from the same company.

For example, you have sold goods to XYZ of the value of £200. You have bought goods from XYZ to the value of £100. Overall they owe you £100 (i.e. what they owe you less what you owe them). A contra entry matches up the £100 you owe them against £100 they owe you.

**Control Accounts**

Accounts to which single balances analysed elsewhere in the accounting system are posted. Often the balances are posted from other ledgers. For example, the debtors control account records the amount of sales recorded in Sage 200. It is reduced by receipts from customers as they are posted into the system.

**Consolidation**

The process of combining the Nominal Ledger information for a set of different companies, where one is the main company and the other(s) subsidiaries.

<b>Cost Analysis</b>	A review and evaluation of costs.
<b>Cost Centre (CC)</b>	A segment of an organisation for which costs are required to be collected and formally reported on separately; for example, a company division such as sales or production.
<b>Cost of Sales</b>	The direct costs incurred as a result of making sales. For a retail company, this may mean the cost of purchasing goods, net of carriage and purchasing discounts, less the movement in the value of the stock. For a manufacturing company, it may mean the cost of producing the goods sold.
<b>Cost Plus</b>	A job charged as the value of materials and labour uplifted by a percentage.
<b>Cost Variance</b>	The difference between the actual cost paid for an item and the declared standard cost specified on the stock item.
<b>Country Codes</b>	EC countries each have a specific code to identify accounts that belong to that country. These have implications for VAT processing. The VAT implications of trading in EC countries are described in the <i>Sage 200 Accounting System Manager</i> documentation.
<b>Credit</b>	<p>(1.) One side of the double entry process, representing negative figures on the Balance Sheet (reductions in assets; increases in liabilities and capital), and income on the Profit and Loss financial statements.</p> <p>(2.) Assumed money a customer may use to purchase goods from you. This is normally dependent on their history with you. Limits are usually set and credit can be withdrawn at any time if the customer fails to pay or goes beyond the agreed credit limit.</p>
<b>Credit Control</b>	The process of monitoring and reporting on accounts where money is owed to the business.
<b>Credit Limit</b>	The amount an account is allowed to owe at any one time.
<b>Creditors</b>	Third parties to whom money is owed by the business.

<b>Criteria</b>	Allow you to narrow down the amount of data displayed on a Sage 200 report. When you request a report within Sage 200, you will often be presented with the 'Criteria' window if it is relevant to the report. You can accept the default criteria, which will usually select all possible records, or you can select the output for the report by entering selections. The criteria offered will depend on each report.
<b>CSV</b>	Comma Separated Value file format. Sage 200 can import and export data in the CSV file format.
<b>Currency Adjustments</b>	A gain or loss which emerges as a result of the difference in exchange rates between the time an invoice was issued on foreign currency accounts and payment was made.
<b>Current Account Balance</b>	The total value of money outstanding on an account at that time.
<b>Current Asset</b>	An asset which can be easily realised. It can also be termed a liquid asset; for example, money in the bank or in petty cash, debtors or stock.
<b>Current Liability</b>	A current liability is a debt owed by the company; for example, creditors, accruals or an overdraft that will be cleared in the short term.
<b>Current Postings</b>	These are postings that are waiting in the Nominal Ledger current postings file, ready to be updated to the accounts in the 'Update Waiting Postings' routine. These postings have a transaction date earlier than the current Nominal Ledger period end date.
<b>Current Transactions</b>	These are the transactions that have not yet been removed from the account by closing the period. The length of time these remain on the account depends on the setting 'Keep Transactions For' in the module 'Ledger Settings'.
<b>Customer and Supplier Analysis Codes</b>	Codes used to group transactions on sales and purchase accounts according to a defined common attribute which can subsequently be used as report selection criteria.

## D

<b>Data File</b>	Synonymous with company in Sage 200. A Sage 200 data file is a Sage 200 company.
<b>Day Book</b>	A book that lists all the transactions in the order that they arise. There is a day book for different types of transactions, for example, a sales day book and a purchase day book.
<b>Debit</b>	One side of the double entry process, representing positive figures on the Balance Sheet (increases in assets; reductions in liabilities and capital), and expenditure on the Profit and Loss financial statement.
<b>Debtors</b>	Third parties from whom money is owed to the business.
<b>Debtors Control</b>	This is the balance sheet account to which postings are made when transactions are added to the Sales Ledger. For example, when you post an invoice, the total value of the invoices is debited to the debtors control account, while the sales analysis account is credited with the net goods value and the VAT output account is credited with the VAT amount.
<b>Default Values</b>	Settings that are used for all accounts unless specifically overridden at account level.
<b>Deferred Postings</b>	Postings whose transaction date is after the current Nominal Ledger period end date. These are stored in the deferred postings file and will not be updated into the ledger during the 'Update Waiting Postings' routines, as current postings are. Closing the period moves postings from the deferred file to the current one when their transaction date becomes earlier than the new period end date.
<b>Delivery Note</b>	Sent to the customer with goods to show what should be on the order. The recipient will normally sign to prove the order has been fulfilled. The document is retained in case of any future dispute.
<b>Department (DP)</b>	A subdivision of a cost centre where costs are required to be collected and reported on separately; for example, a sales area or a manufacturing depot.

<b>Direct Expenses</b>	<p>Those expenses that are incurred in the actual manufacture and sale of the product or the sale and provision of the service (the expenses incurred by the business actually trading).</p> <p>For example, the wages of machine operators, the power to run the machines, the wages and commission of sales staff, the cost of advertising and any sales promotions.</p>
<b>Discount</b>	<p>A reduction in price allowed to a customer for loyalty, early payment or bulk buying.</p>
<b>Direct Debit</b>	<p>A recurring bank transaction. The first and last payment amounts may differ from the regular payment. They may be subject to VAT and the frequency of payment may be weekly, monthly, quarterly or some other specified period. As with standing orders, the necessary payment or receipt transactions are automatically posted using either a daily or monthly routine.</p>
<b>Direct Delivery</b>	<p>The ability to deliver goods directly to the customer based on the sales orders they raised, or deliver to a customer, supplier or other location not related to an initial sales order.</p>
<b>Dispute Codes</b>	<p>Codes used to mark purchase invoices as disputed.</p>
<b>Distributable Profits</b>	<p>In company accounts these are the sums that are available for dividends to shareholders. While based on the net profit, they may be increased by undistributed profits from the previous year or reduced by the need to retain some for the reserves.</p>
<b>Dividend</b>	<p>The amount paid out per share. Usually described as a percentage of the face value (the original price) of one share. So a 10% dividend on a £1.00 share would be 10p.</p>
<b>Double Entry</b>	<p>A system of book-keeping in which every transaction of a business is entered as a debit in one account and as a credit in another. As every transaction must have an equal or zero effect on both sides of the accounting equation, every positive amount entered (debit) must be mirrored by a negative amount or amounts (credit).</p>

**Drawings** Cash or goods taken from the business for the owners personal use. Drawings only apply to sole traders and partnerships. Drawings do not count as an expense in the Profit and Loss financial statement and must be included in the 'financed by' section of the Balance Sheet.

**Due Date** The date by which an invoice should be paid. This is used for the Aged Creditors or Aged Debtors reports.

## E

**EC Country** A country that is in the EC trading area, identified by its country code. These countries are required to follow specific trading procedures. The VAT implications of trading in EC countries are described in the *Sage 200 Accounting System Manager* documentation.

**Equity** The money invested in a business to get it started, together with any subsequent cash investments net of withdrawals (the interest of ordinary shareholders in a company).

**Euro Currency in Transition** This is a currency which has joined the euro but is in a period of transition. During a transitional period both the euro and the country's currency may be used to trade simultaneously.

**Exchange Differences** When trading in foreign currencies, changes in exchange rates may affect the profit and loss on a transaction. These exchange differences are posted to the Nominal Ledger 'Exchange Differences' account.

**Exchange Rate** The calculation a bank will use to convert the price of one currency into another currency. Whilst some exchange rates are fixed by agreement, most change daily.

**Expenses** Expenses are those items that the company buys which do not go to actually create that company's product or service. For example, stationery, petrol, promotional goods.

## F

**Factor House** A third party company that collects a supplier's debts on their behalf.

<b>Factored Pricing</b>	<p>Allows one stock line to be bought, sold and held in stock varying units.</p> <p>For example, aluminium wire could be bought in 2000m lengths, sold in lengths of 100m, 200 m and 300 m but may be held in stock in 1000 m coils. Factored pricing allows you to convert the buying and selling prices from one unit to another, where required.</p>
<b>FIFO</b>	<p>FIFO, or First In First Out, is an assumption that enables the cost of stock to be calculated. When sales are made the items sold are assumed to be the earliest purchased, so the cost of items in stock always reflect the most recent purchases.</p>
<b>Finance Charges</b>	<p>Charges applied to customers who fail to pay within the time agreed. The charges may escalate depending on the length of time bills are unpaid.</p>
<b>Financials Modules</b>	<p>Financials modules within Sage 200 comprise Sales, Purchase and Nominal Ledgers and the Cash Book.</p>
<b>Fixed Assets</b>	<p>Assets which the business intends to retain for the coming year rather than convert into cash. Typical fixed assets include property, office equipment and motor vehicles.</p>
<b>Fixed Price</b>	<p>The cost of the job is decided up front and is not based on what it has actually cost to complete the job.</p>
<b>Foreign Currency</b>	<p>Any currency other than base currency, in which an account operates. Currency processing implications are described in the <i>Sage 200 Accounting System Manager</i> documentation.</p>
<b>Free of Charge Issue</b>	<p>Issuing stock to customers where no charge is made for the goods.</p>
<b>Free Stock</b>	<p>The amount of unallocated stock available at a given place, where place can be a location, warehouse or warehouses.</p>
<b>Free Text Item</b>	<p>Items that have not been defined in the Stock or Sales Order Processing module, and which may have lengthy descriptive text to be included in a quotation, pro forma invoice or order.</p>



**Full Order Entry**

Orders for account customers in Sage 200 Sales Order Processing system. Goods ordered in this way are despatched from the warehouse with a despatch note, and an invoice for payment is generated separately. Such orders may be subject to discount. Some payments may be received and entered at the same time as the order.

**Future Accounting Period**

Periods marked with a 'Future' status cannot receive any postings. Any transactions posted onto the Nominal Ledger with a date in the future are deferred until the period is opened.

**G**

**General Ledger**

See Nominal Ledger.

**Goods Received Number (GRN)**

The Goods Received Number, also known as GRN, is assigned to a record when goods or services are confirmed as received. It is also applied to a record when goods are returned to a supplier during the Confirmed Goods Returned activity.

**Goodwill**

An intangible asset of a business reflecting its commercial reputation and customer connections.

**Group Accounts**

These are used to group Nominal Ledger accounts for reporting purposes only.

**Gross**

The amount before any deductions are made.

**Gross Margin**

A measure of the profitability of a business by which the gross profit is divided by the sales. It is usually expressed as a percentage.

**Gross Profit**

The difference between total revenue from sales and the total cost of purchases or materials, with an adjustment for stock.

**H**

**Held Journal Entry**

Journal entries that have not yet been completed are called held. They are stored in a special file until such time as they

are completed, when the postings within each journal entry will be moved either to the current or deferred postings files depending on their posting date. Entries may be held for several reasons; for example, the entered postings do not balance and further investigation is required, or authorisation is required from another user.

**Historical transactions**

These are transactions that have been transferred to the historical transactions file which is controlled by settings within each module.

**Honorarium**

A voluntary fee paid for a service that is usually free.

**I****Intangible Assets**

Assets, especially fixed assets, can be considered as tangible and intangible; tangible assets are physical entities, whereas intangible assets are conceptual. Intangible assets include copyrights, patents, goodwill. They are saleable but do not contain any intrinsic productive value.

**Internal Issue**

Issuing stock items requested by an internal department.

**Intrastat**

Supplementary Statistical Declarations (SSD), are necessary for VAT registered businesses with a value of despatches of goods to other EC countries or of arrivals of goods from other countries exceeding a threshold.

**Inventory Management**

The process of managing your stock control.

**Invoicing**

The process of billing for payment.

**J****Job Costing**

A cost accounting system, which allocates costs to specific jobs.

**Journal**

A record that holds one or more transactions for posting. Synonymous with batch in batch processing.

**Journal Entries**

Double entry transactions that can only be entered directly in the Nominal Ledger module. These can be corrections to postings from the other ledgers or additional transactions that do not relate to the other ledgers.

**L**

**Landed Costs**

The costs incurred in shipping and handling products can be calculated separately from the product costs and logged to a separate Nominal Ledger account. If you choose to do this in Sage 200 you can maintain and track your shipping, handling and any importation costs independently.

**Ledger Date**

This dictates the end of the current period being processed.

**Ledgers**

The principal book in which the transactions of a business are recorded. The details of customers and their transactions are recorded in the Sales Ledger; purchasers and their transactions are recorded in the Purchase Ledger. All ledgers are amalgamated in the Nominal Ledger by the posting of balances from the individual ledgers. The Nominal Ledger also receives postings from the Cash Book and directly from journal entries for all other accounting transactions.

**Liabilities**

Amounts owed by a business to third parties including suppliers, banks, tax authorities and employees.

**Liquid Asset**

See Current Asset.

**M**

**Margin**

The purchase and sale of a goods item may be shown as  $\text{Cost Price} + \text{Profit} = \text{Selling Price}$ . The profit when expressed as a fraction or percentage of the selling price is known as the margin.

**Mark-up**

The purchase and sale of a goods item may be shown as  $\text{Cost Price} + \text{Profit} = \text{Selling Price}$ . The percentage added to the cost price to provide a profit is known as the mark-up.

**Memo**

Free format text entered against a specific account.

<b>Memorandum Accounts</b>	Whenever you are posting transactions to the Nominal Ledger using the journal entry facilities, the total of all postings in the batch needs to balance to ensure accurate double-entry bookkeeping. However, any value associated with a memorandum account does not affect either the debit or credit total of the journal. This enables you to analyse values in more than one way without affecting the balance of accounts or the ledger as a whole.
<b>Module</b>	A term which denotes features based in and around an area of accounting. For example, sales are described and contained within the Sage 200 Sales Ledger module.
<b>Month End</b>	A specific processing routine available for each Sage 200 Financials module.
<b>Multiple Locations</b>	Used when stock is stored in several different places; for example, warehouses and bins.
<b>Multiple Units</b>	Used when stock is bought, stored and sold in different measures; for example, cases and bottles.
<b>N</b>	
<b>Net</b>	The amount that remains after all deductions have been made.
<b>Net Book Value</b>	The original value of the asset less any depreciation charged to date.
<b>Net Profit</b>	This is calculated as gross profit less expenses.
<b>Net Realisable Value</b>	The amount that would be received for the immediate sale of stock, after accounting for any costs associated directly with the sale.
<b>Net Worth</b>	The value of a business as represented by subtracting its liabilities from its assets.
<b>Nominal Account</b>	An account within the Nominal Ledger used to collect costs or revenue for inclusion on the Profit and Loss and/or Balance Sheet financial statements.

<b>Nominal Ledger</b>	This ledger is updated by most of the transactions posted in all ledgers. It is the core of the accounting process. The balances on all of the nominal accounts make up the Trial Balance and therefore the Profit and Loss and the Balance Sheet financial statements.
<b>Non-productive</b>	The job is not invoiced to anyone. The cost is recorded for the company's own reference only.
<b>Non-trading</b>	This refers to nominal accounts and transactions that do not relate to the Sales or Purchase accounts.
<b>Non Traceable Item</b>	Any stock item not set to use batch/serial numbers and therefore cannot be traced from purchase through to sales.
<b>O</b>	
<b>On Hold Flag</b>	An indicator that an account is in a query status for some reason. This prevents certain processing against this account until the flag is cleared.
<b>Open Accounting Periods</b>	Sage 200 now enables the system to have up to 20 accounting periods open at the same time. This status allows the Nominal Ledger to receive transactions from the source modules chosen. If more than one period is open at the same time, Sage 200 uses the date of the transaction to determine which open period will receive the posting.
<b>Opening Balances</b>	The balance of an account when it is initially opened, or the balance carried over from the previous accounting period (the closing balance).
<b>Open Item Accounting</b>	<p>Open item accounting is probably one of the most widely used methods for computerised accounts. It enables all outstanding transactions to remain visible on the account record, until such time as they are allocated and removed when the period is closed. Transactions, such as invoices, paid when payments are posted to the ledger, can be specifically allocated to the individual transaction to which they relate.</p> <p>Provided the whole outstanding transaction is allocated in this way, the Period End routine removes it, freeing disk</p>

space for new transactions. The details of the transactions however, remain on file until period end. All outstanding amounts, whether they are part allocated payments, disputed transactions or unpaid or part-paid invoices, remain on the ledger from one period to another, showing full details, until such time as they are fully allocated, and have exceeded the time limit denoted in the ledger setting 'Keep transactions for'. For more information see your *Sage 200 Sales Ledger* and *Sage 200 Purchase Ledger* documentation.

**Operating Currency**

Although the Nominal ledger only operates in your base currency, the trading accounts and bank accounts can operate in other currencies, as long as these are set up in your currency table in the Accounting System Manager. The currency each account uses is called their operating currency.

**Operating Profit**

This is calculated from gross profit, less the expenses incurred in trade. It will be the same as the net profit unless the business has other income from investments or expenditure on loan interest. These items are not considered in calculating the operating profit.

**Order Acknowledgement**

Raised once an order has been received to confirm with the customer that you are able to fulfil the order. An order acknowledgement will show the items along with confirmation of prices.

**Order Line**

The requested goods or services in an order, covering standard items, free text items, additional charges and comments.

**Order Processing**

Activities based around administrating orders and seeing them through to shipment or production.

**Overdraft**

A bank facility that allows customers credit with the bank so that the customer can use money that they do not currently have available.

**Overheads**

Business expenses, such as rent, that are not attributable directly to any department or product and can therefore be assigned only arbitrarily.

**Overtrading**

Engaging in more activities than can be properly financed by the company. This can often lead to bankruptcy and liquidation.

**P**

<b>Paid Up Share Capital</b>	That share capital for which all payments have been called up and made.
<b>Payment Method</b>	Used to define the payment types and capture payment values made at the point of sale within Sales Order Processing.
<b>Payment Terms</b>	These are the number of days agreed with a customer or supplier before an invoice must be paid.
<b>Pending Transactions</b>	Transactions that have not yet been posted to the ledgers. If a transaction is on hold (has an on hold flag entered against it) it remains pending until it is released for payment. See Transaction Status.
<b>Period</b>	The accounting period associated with a transaction. This is usually a calendar month within a year.
<b>Period End Routines</b>	Specific processing routines required for each Sage 200 module, such as the Close Period routine.
<b>Phantom Item</b>	An item created from a bill of materials (BOM). They are finished items that you would not sell to your customers or keep in stock. They are typically used to segment large BOMs and to assist in planning how to build a finished item.
<b>Picking List</b>	A list that can be printed to support the sales order despatch process. The list details the stock items and where they are stored.
<b>POP</b>	See Purchase Order Processing.
<b>Posting</b>	The processing of an accounting transaction.
<b>Posting Accounts</b>	These are the only types of account to which a posting may be made which is reflected in the trial balance and other financial statements. This includes all the accounts of the profit and loss and balance sheet.
<b>Posting Date</b>	This is the date you post a transaction to the ledger or to the posting file. For example, if a transaction is posted to the



waiting or pending posting file on one date and then updated to the ledger on another date, it is the first date which is classed as the posting date.

Generally this is the same as the allocation date but if you give transactions an allocation date that is different from the system or today's date (for example, allocate the transactions retrospectively or put an account on hold), the posting date is the system date when the transaction is physically posted and so will be later than the allocation date.

**Prepayments**

The process of deferring expenditure and income to the accounting period in which it is incurred. This usually involves setting up an asset on the Balance Sheet for bills paid in advance, and then releasing that asset by instalments to the accounting periods in which the service is actually provided.

**Pre Receipt**

Specific to batch/serial numbered items that are set to permit negative stock levels, allowing the item to be allocated when there is insufficient stock available. A pre receipt is, in effect, a shortfall for the item that is satisfied when more stock is recorded into Sage 200.

**Price Band**

A way of offering different sales prices on items to different groups of customers. You define the price bands and then specify which customers belong to each band.

**Price Book**

An Sage 200 module which allows extensive flexibility and control over prices and discounts.

**Primary Location**

Primary location point where a stock item is stored. The warehouse is the default primary location provided with Sage 200 when using multiple locations.

**Product Group**

A group of stock items of similar type and processing requirement.

**Profit**

The excess of revenues over outlays and expenses in a business.

**Profit and Loss on Exchange**

See Currency Adjustments.

**Profit and Loss Financial Statement**

A report that categorises the income and expenditure of a business over an accounting period. The profit (or loss) of a business is its income less its expenditure; profit is analysed, along with gross profit (sales less the cost of those sales) and net profit (all income less all expenditure, before and after tax has been deducted).

**Pro Forma Invoice**

A request for payment before a service has been carried out. Most commonly used for new customers or those who are potential bad debtors.

**Provision for Bad Debt**

An amount put by for those debts which may not be paid. It appears as an expense on the Profit and Loss financial statement and is deducted from the debtors control account.

**Purchase Credit Notes**

These are issued by suppliers in order to cancel purchase invoices either in full or in part. They are normally issued when goods or services are faulty or when the purchase invoice was incorrect.

**Purchase Discounts**

Purchase discounts may be given for a variety of reasons: buying in bulk, spending large amounts, being a preferred customer or settlement discount.

**Purchase Invoices**

These are issued by suppliers as a request for payment in respect of the supply of goods or services.

**Purchase Ledger**

The Purchase Ledger keeps track of all invoices, credit notes and discounts sent to you by suppliers. It can be quickly referred to if you want to find the current status of any of the supplier accounts. The total balance outstanding should equal the balance of the creditors control account in the Nominal Ledger.

**Purchase Order Processing**

The administrative functions based around processing purchase orders. Purchase orders are documents that state the quantity, description and price of goods and services ordered, agreed terms of payment, discounts, delivery and all other agreements pertinent to the purchase and its supply. The Sage 200 Purchase Order Processing module is where you can manage and track your purchase orders.

**Purchase Payments**

Payments made to suppliers in respect of invoices for the goods and/or services supplied.

**Q**

**Quick Ratio**

The liquid or quick ratio is current assets less stock to current liabilities.

**Quotation**

A statement of the current market price of a security or commodity.

**R**

**Rapid Order Entry**

A fast track method of order entry in Sage 200 Sales Order Processing system. Orders are quickly keyed into the system using default prices and discounts for the customer, which you can change if you have the appropriate user permissions to allow you to do this.

**Ratio Analysis**

Technique for analysis of the business by comparing selected figures from the accounts.

**Reconciliation**

The process of agreeing accounting entries from one source, with entries from another source. The most usual reconciliation is a bank reconciliation, which matches transactions posted against a bank account with the statement received from the bank.

**Recurring Journals**

Journals set up once in the Nominal Ledger, which run automatically each financial period thereafter, according to the financial period specifications which have been set for the journal.

**Report Category**

For final accounts production, this is used in conjunction with the category. A single character code determines whether the account is a profit and loss item (P) or a balance sheet item (B).

**Reserves**

Movements in the value of a business not made up directly from cash injections and withdrawals. Principally, they reflect the net profit or loss of a business, together with any unrealised changes in the value of its assets.

**Retention** An amount of money retained by a customer for a specified period of time after a service has been provided, to ensure that if anything should subsequently go wrong then it will be rectified.

**Retrospective Aged Creditors/  
Debtors Reports**

The Retrospective Aged Creditors and Debtors reports show outstanding balances on each account, aged over the periods specified, compared with a specific ageing date.

**Returns**

Goods returned to the business by a customer, or by the business to a supplier.

**Revaluation**

A calculation to find the current base currency value of a transaction carried out in a different currency. This calculation produces different results at different times because of fluctuating exchange rates.

**Reverse Transaction**

A method of removing a transaction to correct an error, for example.

**S**

**Sale or Return**

Goods supplied on the understanding that if not sold on (by the customer/retailer) they may be returned without charge. Such transactions are best not recorded in the accounts, until the actual sales figures are known.

**Sales Credit Notes**

These are issued to customers in order to cancel sales invoices either in full or in part. They are normally issued when goods or services are faulty or when the sales invoice was incorrect.

**Sales Discounts**

Sales discounts may be allowed for a variety of reasons; for example, buying in bulk, spending large amounts, being a preferred customer or settlement discount.

**Sales Ledger**

The Sales Ledger keeps track of all invoices, credit notes and discounts sent to customers and all receipts received from customers. It can be quickly referred to if you want to find the status of any of the customer accounts. The total balance outstanding should equal the balance of the debtors control account in the Nominal Ledger.

<b>Sales Order Invoice</b>	VAT invoice sent to the customer, usually after goods have been dispatched. It lists the items received, including quantity, prices and any discounts.
<b>Sales Order Item</b>	A simple type of stock item, created and maintained in the Sales Order Processing module. There is no concept of stock quantity or stock level control associated with these items, and it is not possible to allocate these items.
<b>Sales Order Processing</b>	<p>The administrative functions based around processing sales orders. Sales orders are documents that state the quantity, description and price of goods and services ordered, agreed terms of payment, discounts, delivery and all other agreements pertinent to the sale and its supply.</p> <p>The Sage 200 Sales Order Processing module is where you can manage and track your sales orders.</p>
<b>Sales Receipts</b>	These are made when invoices are paid off by the recipient of the goods or services.
<b>Secondary Location</b>	Secondary location point where a stock item is stored. The bin is the default secondary location provided with Sage 200 when using multiple locations.
<b>Serial Numbered Item</b>	A standard stock item assigned serial numbers enabling single stock items to be traced from purchase through to sales.
<b>Settings</b>	Settings that control the way your Sage 200 modules operate.
<b>Settlement</b>	Concluding a sales or purchase contractual agreement by payment of debt outstanding.
<b>Shortfall</b>	An item's stock level that falls below zero. This can occur when the item permits negative stock levels, allowing the item to be deployed when there is insufficient stock available.
<b>SOP</b>	See Sales Order Processing.

<b>Source Modules</b>	The Sales Ledger, Purchase Ledger, Cash Book and Stock modules are all referred to as source modules because they are a source for the transactions accepted by the Nominal Ledger.
<b>Standard Item</b>	Stock, miscellaneous, or labour or service item, used to specify goods or services required on an order.
<b>Standing Order</b>	A recurring bank transaction in which a specified amount is paid from the bank account to an expense account for a definite number of periods. Standing orders may include VAT and may be processed on a daily or ad hoc basis.
<b>Stock</b>	<p>The total goods or raw materials held by a business for the purpose of resale. Stock is valued in the balance sheet at the lower of cost or net realisable value.</p> <p>The Sage 200 Stock Control module is where you record stock details and track stock levels.</p>
<b>Stock Unit</b>	The unit of measure used to count the quantity of an item in stock.
<b>Subcontractor</b>	An individual who works on a job but is not employed directly by the company. There are two types of subcontractor: those who hold a certificate entitling them to handle their own income tax, and those who do not. Those with a certificate would not be set up on the company's payroll but would invoice the company direct and normally appear as a supplier in the Purchase Ledger. Those without a certificate would have their income tax deducted at source via the company's PAYE scheme. In both cases the cost of employing a subcontractor is charged directly to the job.
<b>Supplementary Statistical Declarations</b>	See Intrastat.
<b>Surcharge</b>	The opposite of discount, resulting in an increase in order value.

**Suspense Account**

The nominal account automatically updated when an invalid account is specified for a transaction. It is also used when you are unsure what to do with a value. The suspense account can be used as a holding account until you decide what to do with the value. The balance on the suspense account should ultimately be zero.

**T**

**Tax**

Tax, normally referred to as Value Added Tax in the UK or Irish VAT in the Republic of Ireland, may be applied to sales and purchase transactions in certain circumstances. These circumstances are described in the *Sage 200 Accounting System Manager* documentation.

**Time and Materials**

The cost of the job is the value of materials and labour attributed to the job.

**Traceable Item**

A batch/serial numbered item enabling stock items to be traced from purchase through to sales.

**Trade Counter Entry**

Simple order entry in Sage 200 Sales Order Processing system. This is associated with over the counter sales. The customer picks the goods, pays immediately and you then ship the product.

**Trade-ins**

An asset part-exchanged for another asset. This involves a sale and a purchase. The asset being sold has a net book value at the time of sale. If the selling price is more or less than this value, a profit or loss on sale is accounted for in the Profit and Loss financial statement.

The selling price of the asset being disposed of is offset against the asset being acquired, the difference being paid to the supplier of the new asset.

**Trading Account**

Compares sales, stock used, and direct expenses to find the profit or loss made by simply buying and selling.

**Transaction**

A record of an exchange between one party and another, normally between your company and another company, usually a customer or a supplier.

<b>Transaction Analysis Codes</b>	Codes used to group items for reporting analysis.
<b>Transaction e-Mail</b>	A mechanism for sending and receiving order documentation using e-mail to support the order process in Sales Order Processing and Purchase Order Processing.
<b>Transaction Status</b>	<p>Refers to the status of the transaction. Can be one of the following:</p> <p>Blank - nothing is allocated.</p> <p>Part - some of the transaction amount has been posted to the ledger.</p> <p>Full - all of the transaction amount has been posted to the ledger.</p>
<b>Trial Balance</b>	A list of all the nominal accounts at a given time, together with their net balances, shown as either a debit or a credit balance. The double entry book-keeping system, if completed correctly, requires that the total of all debits equals the total of all credits. The balances should always be equal.
<b>Triangulation</b>	<p>If you are using a foreign bank account but the payment or receipt currency is different to both the bank currency and your base currency, triangulation has to take place via your base currency, to determine the exchange rate to be used for the transaction. The rate from each currency to the base currency is amalgamated to produce an overall conversion rate that is then used to convert the transaction amount.</p> <p>When a transaction involves a transitional euro currency (a currency that has agreed to move to the euro but has, for example, three years grace to phase out the country's own currency) then the conversion must always be via the euro. The rate from each currency to the euro will be amalgamated to produce an overall conversion rate that is then used to convert the transaction amount.</p>
<b>Turnover</b>	<p>(1.) The total sales figures for a company for a set period.</p> <p>(2.) The rate at which stock is sold and replaced.</p>



## U

### **Unique Reference Number (URN)**

The unique reference number assigned to a complete transaction to assist in tracing the progress of the transaction through Sage 200. This number is 12 digits long and comprises of: 3 digits for the user number, 2 digits for the source module in which the transaction was created, and a 7 digit sequential reference number.

### **Unit of Measure**

The quantity in which a stock item is measured for purchase, sale or storage.

### **Unit Price**

The price paid per unit of item purchased, or charged per unit of item sold.

### **Unpresented Cheques**

Cheques paid out, which are passing through the bank clearing system, but have not yet been presented to the bank where the account is maintained.

### **Unquoted Investments**

Investments not dealt in on a recognised stock exchange.

## V

### **Valuation**

Formal assessment of worth, for example, valuation of property.

### **VAT**

Value Added Tax is applied to sales and purchase transactions in certain circumstances. These circumstances are described in the *Sage 200 Accounting System Manager* documentation.

### **VAT Invoice**

An invoice issued by a supplier registered for VAT showing the supplier's VAT registration number, the date of issue and the tax point.

### **VAT Outputs and Inputs**

The HM Revenue and Customs department requires all businesses registered for VAT to account to them for all amounts of VAT charged on invoices (outputs) net of amounts incurred on purchase invoices (inputs).

### **VAT Receipt**

A receipt showing the amount of VAT as a separate item, together with the issuer's VAT registration number.

<b>VAT Registration Number</b>	All businesses registered for VAT are given a registration number. This number must be printed on all invoices.
<b>VAT Return</b>	The form on which input and output VAT is declared to HM Revenue and Customs or your local tax authority.
<b>VAT Tax Point</b>	The date on which VAT eligible sales are completed.

## W

<b>Waiting Postings</b>	Transactions that have not yet been posted to the Nominal Ledger. These can be updated using the Nominal Ledger 'Update Waiting Postings' routine.
<b>Warehouse</b>	Primary location point where a stock item is stored. The warehouse is the default primary location provided with Sage 200 when using multiple locations.
<b>Working Capital</b>	The excess of current assets less current liabilities.
<b>Write Off</b>	<p>(1.) To cancel a bad debt or obsolete asset from accounts.</p> <p>(2.) To consider a transaction as a loss or set off (a loss) against revenues.</p> <p>(3.) To depreciate an asset by periodic charges.</p> <p>(4.) To charge a specified amount against gross profits as depreciation of an asset.</p>

## X

<b>XML</b>	Extensible Markup Language file format. Sage 200 can import and export data in the XML file format.
------------	---

## Y

<b>Yield</b>	The annual income provided by an investment.
--------------	--

## Z

<b>Zero Rated</b>	Denoting goods on which the buyer pays no VAT (tax) although the seller can claim back any VAT (tax) paid.
-------------------	--



## Appendix: e-Banking Options

This appendix supplements the information provided for electronic bank reconciliation. For more information see *Reconcile electronic bank statement on page 95*.

Some e-Banking options can be changed if they do not match your needs. This appendix explains what options are available and how to change them.

### In this appendix

Set the matching facility

Set a discard date

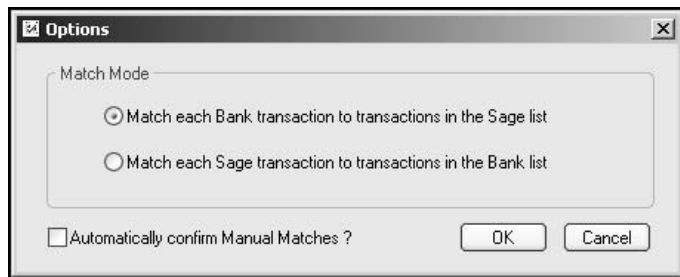
## Set the matching facility

You can:

- Control how the matching process works for automatic and manual matching.
- Set the Reconciliation routine to skip the need to confirm matched transactions.

## Access the window

Choose Period End Routines > Bank Reconciliation and access the bank account enabled for e-banking. From the Reconciliation form menu select Tools > Options.



## Enter the details

- Select the required 'Match Mode'.
  - 'Match each Bank transaction to transactions in the Sage list'

Each transaction in the bank statement is selected in turn and the Sage statement is searched for matching transactions. This is the default setting.

- 'Match each Sage transaction to transactions in the Bank list'

Each transaction in the Sage statement is selected in turn and the bank statement is searched for matching transactions.

- Select how you want the routine to deal with manual matches.
  - To skip the confirmation stage of reconciliation ensure the 'Automatically confirm Manual Matches' check box is selected.
  - If you want to confirm manually, clear the 'Automatically confirm Manual Matches' check box.

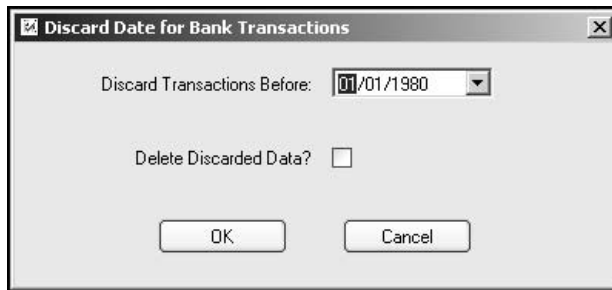
## Set a discard date

By setting a discard date, you stop transactions prior to a specified date being displayed in the reconciliation window.

You can also set the routine to delete the transactions as they are imported from the bank file.

## Access the window

Choose Period End Routines > Bank Reconciliation and access the bank account enabled for e-banking. From the 'Reconciliation' form menu select Tools > Set Discard Date.



## Enter the details

- Enter the required date. All transactions dated before the discard date will not appear in the bank transactions list when the bank file is imported.
- To delete all bank transactions before the discard date select the 'Delete Discarded Data' check box.



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