

Index

• A •

accountant. *See also* Sage One Accountant Edition
accessing your financial data, 11, 209–211
advice on setting up a business, 198–200
deciding to use, 198
filing information to HMRC and Companies House, 203
finding, 203–206
Invite Accountant button, 32–33
inviting accountant to join, 157
as member of Sage Accountants' Club, 33, 205–206
payroll services of, 202
preparing year-end accounts, 202
services allowed by Sage One Accountant Edition, 208
submitting VAT returns, 201, 210
tax returns prepared by, 200–201
working with, 156–157
accounting forums, 205
accounting service, online, 10–11
Active Clients (Sage One Accountant Edition), 208
Add New Account link, 35
Aged Creditors report (Outstanding Purchase Invoices)
described, 58, 227
importance of paying suppliers on time, 223
producing, 104–105
Sage One Accountant Edition, 210
Aged Debtors report (Outstanding Sales Invoices)
described, 58, 227
running, 97–100
Sage One Accountant Edition, 210
alphabetical order
sorting customer records into, 48
sorting supplier records into, 52

assets
current, 228
defined, 227
fixed, 229
association logos, changing or adding, 39–40

• B •

Balance Sheet report
described, 227
running, 148–149
Sage One Accountant Edition, 211
viewing and exporting, 26
bank accounts
Cash in Hand account, 55, 110
checking your cash flow, 222
creating new accounts, 55, 59–60
credit cards, 126–128
Current account, 55, 110
default accounts, 109–111
editing, 110–111
entering cash sales, 110, 112, 114
entering Other Income, 112–114
making payments other than supplier payments, 119–120
paying cheques into, 115–118
practice session, 130–133
reconciling, 128–129, 219, 224
recurring expenses, 121–123
recurring income, 114–115
refunding expenses, 123
reversing a bank transfer, 219
transferring money between, 124, 219
bank accounts (Cashbook)
deleting accounts, 170
deleting bank entries, 178
editing accounts, 169
editing bank entries, 178–180
paying into, 180–183
reconciling, 184–186, 219, 224
setting up, 168–169
transferring money, 170–171, 173–174

- bank, choosing, 221
 - Bank Giro Credit transfer, 143
 - Banking button, 180
 - Banking icon, 159, 184
 - Banking screen, 55
 - Banking tab (Summary screen), 22, 55, 124, 128
 - batch payments, 96, 103
 - Billing Settings
 - Billing Contact, 31
 - Direct Debits, 31–32
 - Sage One Invoices, 32
 - Billing Settings screen, 31
 - bookkeeping, double-entry, 149, 212–213, 228
 - bookkeeping forums, 205
 - business directories, 205
 - Business Link website, 199, 200, 204
 - Business Settings, 34–35
 - Business Settings screen, 35
- C •**
- capital, defined, 227
 - Capital Investment, 124
 - cash, banking regularly, 221
 - cash basis, 36
 - cash flow
 - defined, 227
 - monitoring, 222
 - tracking with Cashbook, 159–161
 - Cash in Hand account
 - Cashbook, 168–169, 180–183
 - cheques entered into, 115, 227
 - described, 55, 110
 - reduced by amount paid into Current account, 118
 - used to receive cheques and cash, 227
 - cash sales, recording, 110, 112, 114
 - cash-based businesses, 155, 156
 - Cashbook
 - accountant
 - inviting, 157
 - working with, 156–157
 - advantages of, 155–156
 - bank accounts
 - deleting accounts, 170
 - deleting bank entries, 178
 - editing accounts, 169
 - editing bank entries, 178–180
 - paying into, 180–183
 - reconciling, 184–186, 219, 224
 - setting up, 168–169
 - transferring money between, 170–171, 173–174
 - Banking screen, 160, 161
 - cash flow, tracking, 159–161
 - Cash in Hand account, 168–169, 180–183
 - Cashbook screen, 160–161
 - Contacts, setting up, 163
 - correcting errors, 178–180
 - Current account, 168–169, 180 expenses
 - recording, 174–177
 - recurring, 175–176
 - refunding, 176–177
 - Home screen, 159
 - income
 - bank transfers, 173–174
 - cash or paper cheques, 171–173
 - recording, 171–174
 - invoices not needed for, 164
 - opening balances, 161, 166–168
 - overview, 12, 155
 - paying into, 180–184
 - Petty Cash account, recording
 - payments from, 177–178
 - practice sessions, 189–194
 - Profit and Loss report, 162, 187–189
 - Sage One Accounts and, 155
 - setting up
 - bank accounts, 168–169
 - checklist for, 188
 - contacts (customers and suppliers), 163
 - downloading your free trial, 157–158
 - entering opening balances, 161, 166–168
 - inviting accountant to join, 157
 - VAT and, 218
 - working with accountant, 156–157
 - Settings screen, 163–164
 - snapshot summary of your accounts, 186–187
 - Summary screen, 12, 162
 - Total tabs, 160
 - Transactions screen, 160
 - unchecking an item in, 219–220
 - VAT returns not available
 - within, 218
 - Cashbook icon, 159, 186
 - chamber of commerce, 204
 - Change Company Logo button, 39

- Change Logo button, 39
 - Change Password link, 34
 - Change Template option, 37
 - Chart of Accounts, 228
 - checklist
 - benefits of, 225
 - for setting up Cashbook, 188
 - for setting up Sage one, 41–42
 - cheques
 - adding cheque number as reference on bank payments, 219
 - paying into bank account, 115–118, 218
 - recording in Cashbook, 171–173
 - unpresented, 230
 - cloud computing, 11
 - comma separated values (CSV) File, 98, 99, 146
 - Companies House Cardiff Information Centre, 200
 - Companies House, filing information to, 203
 - Companies House website, 200
 - company logo, changing or adding, 38–39
 - company tax returns (CT600), 201
 - Contact Summary screen, 53
 - contacts
 - customers, 44–47, 53
 - editing or deleting, 53
 - HMRC contacts, 54
 - searching for, 52
 - suppliers, 53, 65–66
 - Contacts Screen, 44
 - Contacts tab (Summary screen)
 - Customers, 23–24
 - Suppliers, 24
 - corporation tax, calculating, 200
 - cost, defined, 228
 - Create Contact button, 65
 - Create Credit Note, 83, 88
 - Create Customer button, 46
 - Create Invoice button, 76
 - Create Product button, 62, 77
 - Create Report for HMRC button, 136
 - Create Service button, 77
 - Create Supplier button, 50
 - credit cards
 - making a payment against, 127–128
 - paying your bill, 124
 - processing a payment on, 126–127
 - reconciling, 126
 - saving receipts for claiming VAT, 126
 - setting up new account, 59–60
 - credit, defined, 228
 - credit notes
 - adding a reason, 89
 - emailing, 84
 - practice session, 90, 91
 - for purchase invoices, 88–89, 91
 - for sales invoices, 83–86, 90
 - viewing, 84
 - creditor, defined, 228
 - CSV (comma separated values) File, 98, 99, 146
 - Current account
 - Cashbook, 168–169, 180
 - described, 55, 110
 - troubleshooting transactions, 218
 - current asset, 228
 - Customer and Supplier Credit Days settings, 41
 - customer (debtor) ledger, 228
 - customers. *See also* sales invoices
 - editing or deleting, 53
 - entering contacts, 44–47
 - finding/searching, 52, 76
 - monitoring customers that haven't paid, 222
 - recording customer payments, 93–97
 - sorting, 48
 - tracking customer payments, 97–100
 - Customers screen (Contacts tab), 23–24
- D •**
- Date box (sales invoices), 76
 - deadlines, tracking, 225
 - debit, 228
 - debtor (customer) ledger, 228
 - debtors
 - Aged Debtors report (Outstanding Sales Invoices), 58, 97–100, 210, 227
 - defined, 228
 - default bank accounts, 109–111
 - deleting
 - bank accounts (Cashbook), 170
 - bank entries (Cashbook), 178
 - customer records, 53
 - supplier records, 53
 - depreciation, 228

Description (invoices), 77
direct cost, 228
direct debit payments, 143, 144
Direct Debits settings, 31–32
directories, business, 205
discount, for sales invoices, 80
dividends, 112
double-entry bookkeeping, 149,
212–213, 228
Download Report button, 98, 105, 146,
151, 188
Drawings account, 124

• E •

Edit Bank Account, 111
Edit Recurrence button, 115, 176
editing
customer and supplier contacts, 53
sales invoices, 78–79
electronic payment methods, 143–144
email address
sorting customer records by, 48
sorting supplier records by, 52
emailing
credit notes, 84
reminders for VAT return due
date, 140
sales invoices, 78, 81–82
expense type (purchase invoice), 46
expenses
Cashbook, 174–177
defined, 228
paying Other expenses, 119–120
recurring expenses, 121–123
refunding expenses, 123
Expenses tab (Summary screen)
Other Expenses, 21–22
Purchase Invoices, 21
Export to CSV File, 98, 151

• F •

Facebook account, 40
filing systems, easy-to-use, 87, 224–225
Financial Settings
VAT scheme, 35–37
year-end date, 35
Find Us on Facebook logo, 40
fixed assets, 229
flat rate VAT scheme, 36
free trial, downloading, 157–158

• G •

getting started. *See also* setting up
Sage One
choosing a program, 11–14
free trial, downloading, 157–158
registering for Sage One, 14–17
signing in to Sage One, 17
Government Gateway User ID,
140, 142
gross profit, 147, 229
gross profit percentage, calculating, 148

• H •

Have A Go icon, 5
Help button (Summary screen), 18
HMRC (Her Majesty's Revenue and
Customs)
accountant filing information to, 203
contacts, 54
Government Gateway User ID,
140, 142
payment contacts, 54
reclaiming VAT, 54
registering for online services,
139–140
reminders for VAT return due
date, 140
self-employed helpline, 199
submitting VAT return online,
140–142
VAT Guide (Notice 700), 36, 135
VAT notice 733, 36
website, 36, 135
homepage (Sage One), 14–15, 58

• I •

icons used in this book, 5
Imprest system, 125
income. *See also* Other Income
described, 229
received as cash or cheques, 171–173
recording in Cashbook, 171–174
recurring, 114–115
input tax, 36
interest, 112, 119
Invite Accountant button, 32–33
invoice basis, 36
Invoice Date, 113

invoice numbering system, 78, 80, 87

Invoice Settings

- altering your Invoice Template, 37–38
- amending Invoice Options, 40–41
- changing association logos, 39–40
- changing company logo, 38–39
- not needed for Cashbook, 164

Invoice Template, 37–38

invoices, purchase. *See also* suppliers

- batch (multiple) payments, 103
- creating, 86–88
- credit notes, 88–89, 91
- filing system, easy-to-use, 87, 224–225
- numbering system for, 87
- Outstanding Purchase Invoices report (Aged Creditors report), 58, 104–105, 210, 223, 227
- partial payments, 102–104
- paying on time, 223
- practice session, 90, 105–107
- recording payments to suppliers, 101–104
- unpaid invoices, 65–68

invoices, sales. *See also* customers

- batch payments, 96
- creating, 75–78
- credit notes, 83–86, 90
- emailing, 78, 81–82
- entering a discount, 80
- example of completed invoice, 82
- invoice number (SI), 78, 80
- Outstanding Sales Invoices report (Aged Debtors report), 58, 97–100, 210, 227
- printing, 80–81
- producing in Sage One Accounts, 13
- recording customer payments, 93–97
- refunding, 100–101
- tracking customer payments, 97–100
- unpaid invoices, 61–64, 79, 100, 222
- viewing and editing, 78–79
- voiding, 79–80

item code, for products, 63

• J •

Jargon Buster icon, 5

Jingles (fictional company)

- balance sheet, 149
- bank account practice, 130–133
- entering customer contacts, 44–45
- entering customer payments, 105–106

- entering supplier records, 49
- nominal codes created for, 212–213
- outstanding sales and purchase invoices, 68–72, 107
- purchase invoices practice sessions, 89–90
- recording opening balances, 68
- running reports, 152
- sales invoice (example), 82
- setting up as VAT-registered company, 35–36
- Trial Balance, 150
- using the “have a go” sections, 27
- VAT Return practice session, 144

Journals, creating, 212–213

• L •

ledgers

- debtor (customer) ledger, 228
- nominal ledger, 229
- supplier ledger, 230

liability, 229

liquidate, 229

loans, bank, 59–60

local network groups, 203–204

logos

- association logos, 39–40
- company logo, 38–39
- file size, 39

long term liability, defined, 229

• M •

Manage Bank Accounts button, 55, 124

Manage Customer button, 53

Manage Invoice button, 81, 83, 88

Manage Supplier button, 53

Microsoft Excel, opening files within, 98, 99

More tab (Summary screen)

- accessing reports through, 24, 145
- Balance Sheet report, 26
- overview, 24–25
- Profit and Loss report, 25
- Transactional Trial Balance, 26

My Sage One

- Billing Settings, 31–32
- described, 30
- Service Settings, 32–33
- User Settings, 34

• N •

- navigating Sage One
 - Banking tab, 22
 - Contacts tab, 23–24
 - Expenses tab, 21–22
 - Help button; Settings button; Sign Out button, 18
 - illustration, 18
 - More tab, 24–26
 - overview, 17–19
 - Sales tab, 19–20
- net profit, 147, 229
- network groups, using, 203–204
- networking online, 205
- New Customer Record screen, 76
- New Sales Invoice screen, 76
- Next Invoice Number setting, 41
- Nominal Account Activity, 208, 211–213
- nominal account, defined, 229
- nominal codes, accountant
 - creating, 212
- nominal journal, 208, 229
- nominal ledger, 229
- Notes section
 - for sales invoice, 78
 - for unpaid sales invoice, 63
- Notice 700: The VAT Guide, 36, 135
- numbering system, for purchase invoices, 87

• O •

- online accounting service, Sage One as, 10–11
- online networking, 205
- opening balances
 - entering for Cashbook, 161, 166–168
 - entering unpaid purchase invoices, 65–68
 - entering unpaid sales invoices, 61–64
 - importance of, 57
 - preparing to enter, 58–61
 - Trial Balance report for, 58
- Other Expenses (Expenses tab)
 - paying, 119–120
 - refunding, 123

- setting up recurring expenses, 121–122
 - stopping a recurring expense, 122–123
 - Other Expenses screen (Expenses tab), 21–22
- Other Income
 - analysing the details, 150–151
 - defined, 172
 - entering, 112–114
 - for unpaid sales invoice, 63
- Other Income screen (Sales tab), 19–20
- output tax, 36
- outstanding lodgement, defined, 229
- Outstanding Purchase Invoices report (Aged Creditors report). *See also* suppliers
 - described, 58, 227
 - importance of paying suppliers on time, 223
 - producing, 104–105
 - Sage One Accountant Edition, 210
- Outstanding Sales Invoices report (Aged Debtors report), 58, 97–100, 210, 227
- overheads, defined, 229

• P •

- partial payments for purchase invoices, 102–104
- partnerships, 199
- password
 - changing, 34
 - for Sage One registration, 16
- Pay into Bank button, 116, 181
- payments. *See also* purchase invoices; sales invoices
 - credit card, 126–127
 - direct debit payments, 143, 144
 - electronic payment methods, 143–144
 - for Other Expenses, 119–121
 - from Petty Cash account, 125, 218
 - from Petty Cash account (Cashbook), 177–178
- payroll
 - accountant handling, 202
 - checklist for, 225
- PDF file format, 98, 99, 151

- Pending Clients (Sage One Accountant Edition), 209
- personal contact details (Billing Contact), 31
- Petty Cash account
- Cash in Hand account versus, 110
 - maintaining, 125, 223
 - making a payment from, 125, 218
- Petty Cash account (Cashbook)
- maintaining, 223
 - recording payments from, 177–178
- printing
- PDF files, 146, 151
 - Profit and Loss report (Cashbook), 162, 187–189
 - reports as PDF file, 146
 - sales invoices, 80–81
 - Transactional Trial Balance, 26
 - VAT reports, 138
- private limited companies, 200
- product and/or services
- Create Product or Create Service button, 77
 - creating, 61–64
 - described, 54
 - invoicing for, 77
- Products and Services screen (Sales tab), 20
- profit
- gross, 147, 229
 - gross profit percentage, calculating, 148
 - net, 147, 229
 - retained, 230
- Profit and Loss report
- analysing the detail, 150–151
 - checking, 147–148
 - defined, 229
 - printing from Cashbook, 162, 187–189
 - Sage One Accountant Edition, 211
 - viewing and exporting, 25
- Purchase Invoice list, 88, 101
- purchase invoices. *See also* suppliers
- batch (multiple) payments, 103
 - creating, 86–88
 - credit notes, 88–89, 91
 - numbering system for, 87
 - Outstanding Purchase Invoices report (Aged Creditors report), 58, 104–105, 210, 223, 227
 - partial payments, 102–104
 - paying on time, 223
 - practice session, 90, 105–107
 - recording payments to suppliers, 101–104
 - unpaid, 65–68
- Purchase Invoices screen (Expenses tab), 21

• R •

- receipts, for claiming VAT, 126, 224
- Reconcile button, 128
- reconciliation, defined, 230
- reconciling a bank account
- Cashbook, 184–186, 219, 224
 - ensuring accuracy, 224
 - Sage One accounts, 128–129
 - troubleshooting reconciliations that don't balance, 219
- Record a Purchase Invoice, 65
- Record Batch Payment, 96, 103
- Record Payment button, 94, 101
- recurring expenses
- setting up, 121–122
 - stopping, 122–123
- recurring income, entering, 114–115
- reference or cheque number (purchase invoices), 101
- referrals, accountant, 203
- refunding a sales invoice, 100–101
- refunding expenses, 123
- registering
- business for VAT (value-added tax), 136
 - for Sage One Accounts, 14–17
 - to submit VAT returns online, 139–140
- Remember icon, 5
- Repeat button, 121
- reports. *See also* Profit and Loss report
- accessing, 24–26, 145–146
 - analysing the detail, 150–151
 - Balance Sheet, 26, 148–149, 211, 227
 - deadlines for, tracking, 225
 - exporting into a spreadsheet, 146
 - Outstanding Sales Invoices report (Aged Debtors report), 58, 97–100, 210, 227
 - printing a PDF file, 146, 151
 - Transactional Trial Balance, 26
 - Trial Balance, 58, 149–150

retained profit, defined, 230
 revenue. *See* income
 reversing a bank transfer, 219

• S •

Sage Accountants' Club, 33, 205–206

Sage One. *See also* navigating Sage One;
 Sage One Accountant Edition;
 Sage One Accounts; setting up
 Sage One

30-day free trial, 14, 157–158

benefits of, 10–11

cost of, 10

homepage, 14–15, 58

as an online accounting service,
 10–11

signing in, 17

three variants of, 11–14

typical user, 9–10

updating, automatic online, 10

Sage One Accountant Edition. *See also*
 accountant

accountant accessing your financial
 data, 209–211

Active Clients, 208

Invite Accountant button, 32–33

inviting accountant to join, 208–209

Nominal Account Activity, 208,
 211–213

overview, 13–14, 207–208

Pending Clients, 209

Sage One Accounts. *See also* navigating
 Sage One

Business Settings, 34–35

Cashbook and, 155

described, 13

Financial Settings, 35–37

Invoice Settings, 37–41

registering for, 14–17

Sage One Cashbook

accountant

inviting, 157

working with, 156–157

advantages of, 155–156

bank accounts

deleting accounts, 170

deleting bank entries, 178

editing accounts, 169

editing bank entries, 178–180

paying into, 180–183

reconciling, 184–186, 219, 224

setting up, 168–169

transferring money between,
 170–171, 173–174

Banking screen, 160, 161

cash flow, tracking, 159–161

Cash in Hand account, 168–169,
 180–183

Cashbook screen, 160–161

Contacts, setting up, 163

correcting errors, 178–180

Current account, 168–169, 180
 described, 12

expenses

recording, 174–177

recurring, 175–176

refunding, 176–177

Home screen, 159

income

bank transfers, 173–174

cash or paper cheques, 171–173

recording, 171–174

invoices, no need for, 164

opening balances, 161, 166–168

overview, 12, 155

paying into, 180–184

Petty Cash account, recording
 payments from, 177–178

practice sessions, 189–194

Profit and Loss report, 162, 187–189

Sage One Accounts and, 155

setting up

bank accounts, 168–169

checklist for, 188

contacts (customers and
 suppliers), 163

downloading your free trial,
 157–158

entering opening balances, 161,
 166–168

inviting accountant to join, 157

VAT and, 218

working with accountant, 156–157

Settings screen, 163–164

snapshot summary of your accounts,
 186–187

Summary screen, 12, 162

Total tab, 160

Transactions screen, 160

unchecking an item in, 219–220

VAT returns not available within, 218

- Sage One Invoices screen (Billing Settings), 32
- Sage 24/7 support desk, 10, 217
- Sales Credit Note Number Prefix setting, 41
- Sales Invoice list
 - editing an unpaid invoice, 79
 - viewing sales credit notes (SCN), 84, 85
 - viewing sales invoice, 78, 93
- Sales Invoice Number Prefix setting, 41
- sales invoices. *See also* customers
 - batch payments, 96
 - creating, 75–78
 - credit notes, 83–86, 90
 - editing and viewing, 78–79
 - emailing, 78, 81–82
 - entering a discount, 80
 - example of completed invoice, 82
 - invoice number (SI), 78, 80
 - Outstanding Sales Invoices report (Aged Debtors report), 58, 97–100, 210, 227
 - printing, 80–81
 - producing in Sage One
 - Accounts, 13
 - recording customer payments, 93–97
 - refunding, 100–101
 - Top 5 Unpaid Sales Invoices (Summary tab), 100, 122
 - tracking customer payments, 57–100
 - unpaid, 61–64, 79, 100, 222
 - viewing and editing, 78–79
 - voiding, 79–80
- Sales Invoices screen (Sales tab), 19
- sales revenue, defined, 230
- Sales tab (Summary screen)
 - Other Income screen, 19–20
 - Products and Services, 20
 - Sales Invoices, 19, 76
- Search for a Product or Service box, 78
- searching
 - customer records, 52, 76
 - supplier records, 52
- self-employed helpline (HMRC), 199
- selling goods on credit, 222
- Service Settings, 32–33
- setting up a business, advice on, 198–200
- setting up bank accounts, 59–60
- setting up Cashbook
 - bank accounts, 168–169
 - checklist for, 188
 - contacts (customers and suppliers), 163
 - downloading free trial of, 157–158
 - entering opening balances, 161, 166–168
 - inviting accountant to join, 157
 - working with accountant, 156–157
- setting up Sage One. *See also* Sage One
 - Billing Settings, 31–32
 - Business Settings, 34–35
 - checklist for, 41–42
 - downloading free trial of, 157–158
 - Financial Settings, 35–37
 - Invoice Settings, 37–41
 - overview, 29
 - Service Settings, 32–33
 - User Settings, 34
- setting up VAT schemes, 35–37, 218
- Settings button (Summary screen), 18, 30
- Settings Overview screen, 30, 34
- Settings screen (Cashbook), 163–164
- short term liability, defined, 230
- Sign Out button (Summary Screen), 18
- signing in to Sage One, 17
- sole traders
 - with cash-based business, 155, 156
 - defined, 9
 - pros and cons, 199
- sorting
 - customer records, 48
 - supplier records, 42
- spreadsheet
 - accountant designing, 211
 - exporting data into, 146
- Stop Recurrence button, 115
- Stop Recurrence (Cashbook), 176
- stopping a recurring expense, 122–123
- stopping recurring income, 115
- Submit online with Sage One
 - button, 142
- Summary icon, 187
- Summary screen (Sage One)
 - Banking tab, 22
 - Contacts tab, 23–24
 - Expenses tab, 21–22
 - Help button; Settings button; Sign Out button, 18

Summary screen (Sage One)

(continued)

More tab, 24–26

overview, 17–19

Sales tab, 19–20

supplier contacts

creating, 65–66

editing, 53

supplier ledger, defined, 230

suppliers. *See also* purchase invoices

contacts, 53, 65–66

deleting records, 53

editing contacts, 53

editing payments made to, 219

entering records, 48–51

paying on time, 223

searching records, 52

sorting records, 42, 52

Suppliers screen (Contacts tab),

24, 50–51

support, Sage 24/7 support desk,

10, 217

• T •

taxes. *See also* VAT (value-added tax)

accountant preparing tax returns,
200–201

company tax returns (CT600), 201

input tax, 36

output tax, 36

Technical Stuff icon, 5

telephone number

sorting customer records by, 48

sorting supplier records by, 52

templates, viewing and altering, 37–38

Terms and Conditions (invoices), 40

Tip icon, 5

Top 5 Unpaid Sales Invoices (Summary
tab), 100, 222

Total tabs, 186

Tots 'n' Toddlers (fictional company),
165, 189–194

transferring money between bank
accounts, 124, 219

transferring money between bank
accounts (Cashbook), 170–171,
173–174

Trial Balance report

for entering opening balances, 58

overview, 149–150

Sage One Accountant Edition, 211

Transactional Trial Balance, 26

troubleshooting tips

for bank reconciliation that doesn't
balance, 219

changing your VAT scheme, 220

cheque number added as reference
on bank payments, 219

Current account transactions, 218

editing a customer receipt, 219

editing payments made to supplier,
219

overview, 217

Petty Cash account, 218

recording cheque payments in Sage
One, 218

reversing a bank transfer, 219

Sage 24/7 support desk, 10, 217

unchecking an item in Cashbook,
219–220

VAT returns, 218

• U •

Unpaid Invoice list, 64

Unpaid Invoice screen, 60–61

unpaid purchase invoices, recording,
65–68

unpaid sales invoices

creating products and services for,
61–64

editing, 79

monitoring, 222

Top 5 Unpaid Sales Invoices, 100, 222

unpresented cheque, defined, 230

updates, made automatically online, 10

User ID, Government Gateway, 140, 142

User Settings, 34

• V •

VAT Guide (Notice 700), 36, 135

VAT Return Wizard, 136–137, 142

VAT returns

accountant preparing, 201, 210

creating, 136–139

electronic payments, 143–144

not available within Cashbook, 218

paying VAT, 143–144

registering to submit VAT returns
online, 139–140

reminders for due date, 140

sending directly from Sage One, 142

submitting, 139–142

VAT schemes

- cash accounting scheme, 37
- changing, 220
- flat rate, 36
- overview, 135
- setting up, 35–37
- standard rate, 36

VAT (value-added tax)

- defined, 230
- direct debit payments, 144
- electronic payments, 143–144
- Notice 700: The VAT Guide, 36, 135
- overview, 135
- payment methods, 143–144
- practice session, 144
- printing a VAT report, 138
- rate for sales invoice, 77
- receipts for, 126, 224

- reclaiming, 36
- registering a business for, 136
- VAT notice 733, 36
- VAT summary in PDF format, 138
- voiding sales invoices, 79–80



- Warning! icon, 5
- word of mouth referrals, 203



- year-end accounts, accountant preparing, 202

<http://www.pbookshop.com>