

Contents at a Glance

Introduction.....	1
Part I: Setting Up and Registering Sage One.....	7
Chapter 1: Introducing Sage One.....	9
Chapter 2: Sorting Out Your Settings.....	29
Chapter 3: Keeping in Contact: Setting up Your Records	43
Chapter 4: Recording Your Opening Balances	57
Part II: Using Sage One Accounts.....	73
Chapter 5: Entering Invoices for Customers and Suppliers.....	75
Chapter 6: Recording Payments from Customers and to Suppliers.....	93
Chapter 7: Banking on Your Bank Accounts.....	109
Chapter 8: Running Your VAT Return.....	135
Chapter 9: Preparing Reports	145
Part III: Introducing Sage One Cashbook.....	153
Chapter 10: Setting Up Your Sage One Cashbook.....	155
Chapter 11: Entering Data into Your Cashbook	165
Part IV: Working with an Accountant	195
Chapter 12: When the Going Gets Tough: Calling an Accountant	197
Chapter 13: Collaborating with Sage One Accountant Edition.....	207
Part V: The Part of Tens.....	215
Chapter 14: Ten Top Troubleshooting Tips	217
Chapter 15: Ten Ways to Run Your Accounts System Effectively.....	221
Appendix: Glossary.....	227
Index.....	231

<http://www.pbookshop.com>

Table of Contents

Introduction..... 1

About This Book	1
Conventions Used in This Book	2
What You're Not to Read	2
Foolish Assumptions	3
How This Book Is Organised	3
Part I: Setting Up and Registering Sage One.....	4
Part II: Using Sage One Accounts.....	4
Part III: Introducing Sage One Cashbook.....	4
Part IV: Working with an Accountant.....	4
Part V: The Part of Tens.....	5
Icons Used in This Book.....	5
Where to Go from Here	6

Part 1: Setting Up and Registering Sage One..... 7

Chapter 1: Introducing Sage One 9

Meeting the Typical Sage One User	9
Enjoying the Benefits of Sage One	10
Acquainting Yourself with the Three Variants of Sage One	11
Cashing in with Sage One Cashbook	12
Keeping track with Sage One Accounts	13
Sharing data with Sage One Accountant Edition	13
Registering for Sage One	14
Navigating Sage One	17
Checking out the Summary screen.....	18
Sales tab.....	19
Expenses tab.....	21
Banking tab.....	22
Contacts tab	23
More tab	24
Introducing Jingles.....	27



Chapter 2: Sorting Out Your Settings29

Making Sage One Your Own: Creating Individual Settings	30
Paying up with Billing Settings.....	31
Billing Contact.....	31
Direct Debits	31
Sage One Invoices.....	32
Deciding on your desired Service Settings.....	32
Using User Settings.....	34
Taking Control With Your Business and Financial Settings	34
Displaying Business Settings.....	34
Getting the VAT right: Financial Settings.....	35
Standard rate	36
Flat rate VAT scheme.....	36
VAT cash accounting	37
Getting paid: Invoice Settings.....	37
Altering your Invoice Template.....	37
Changing your company logo	38
Changing association logos.....	39
Amending Invoice Options.....	40
Using a Checklist.....	41

Chapter 3: Keeping in Contact: Setting up Your Records43

Creating Customer Records	44
Entering customer contacts	44
Sorting customer records.....	48
Recording Supplier Details	48
Entering supplier records.....	48
Sorting your supplier records.....	52
Tracking Down a Contact.....	52
Editing Your Contact Details	53
Deleting Contacts: You're Outta Here	53
Producing Product/Service Records	54
Banking That Income: Creating New Bank Records	55

Chapter 4: Recording Your Opening Balances57

Entering Your Opening Balances	58
Creating Products and Services for Unpaid Sales Invoices	61
Recording an Unpaid Purchase Invoice	65
Running Through Some Exercises	68

Part 11: Using Sage One Accounts..... 73

Chapter 5: Entering Invoices for Customers and Suppliers.....75

Getting Paid: Setting Up Sales Invoices.....	75
Working With Sales Invoices	78
Viewing and editing a sales invoice.....	78
Voiding a sales invoice.....	79
Entering a discount for a sales invoice.....	80
Printing your sales invoice.....	81
Emailing your sales invoice.....	81
Giving Credit Where It's Due: Raising a Credit Note	83
Recording Purchase Invoices	86
Recording a Supplier Credit Note	88
Trying Out Some Invoice Exercises.....	89

Chapter 6: Recording Payments from Customers and to Suppliers.....93

Recording a Customer Payment	93
Handling Other Customer Payment Tasks	97
Running an Outstanding Sales Invoice report to check who's paid.....	97
Refunding an invoice.....	100
Paying Up: Recording a Supplier Invoice.....	101
Paying part of a supplier invoice.....	102
Producing an Outstanding Purchase Invoice report.....	104
Getting in Some Practice.....	105

Chapter 7: Banking on Your Bank Accounts109

Counting On Your Default Bank Accounts.....	109
Keeping current with your Current account.....	110
Handling your Cash in Hand account.....	110
Editing your bank account	110
Entering Other Bank Payments and Receipts	112
Recurring income	114
Stopping the recurring income	115
Paying cheques into your bank account	115
Making payments other than supplier payments....	119
Shelling Out with Expenses	121
Setting up a recurring expense	121
Stopping a recurring expense.....	122
Refunding expenses.....	123

Transferring Money between Bank Accounts	124
Getting Petty: Dealing with Petty Cash	125
Carrying on with Credit Cards	126
Processing a payment on your credit card	126
Making a payment against your credit card.....	127
Settling Any Differences: Reconciling Your	
Bank Account.....	128
Trying Things Yourself.....	130
Answering Trying Things Yourself	131

Chapter 8: Running Your VAT Return 135

Creating a VAT Return.....	136
Submitting Your VAT Return.....	139
Registering to submit your VAT returns online.....	139
Using HMRC's website	140
Sending your return directly from Sage One.....	142
Coughing Up: Paying VAT	143
Having a Go Yourself	144

Chapter 9: Preparing Reports 145

Looking at the Reports Sage One Can Run	145
Using the Different Reports	146
Checking your Profit and Loss report.....	147
Running a Balance Sheet report	148
Balancing things up with a Trial Balance	149
Drilling down to the detail	150
Reporting Yourself!.....	152

Part III: Introducing Sage One Cashbook 153

Chapter 10: Setting Up Your Sage One Cashbook . . . 155

Understanding What Sage One Cashbook Can	
Do for You	156
Working with your accountant	156
Inviting your accountant to join in the fun.....	157
Downloading Your Free Trial	157
Tracking Your Cash with Sage One Cashbook	159
Keeping up-to-date with Cashbook	159
Taking a peek at the Banking screen.....	161
Checking out your Summary	162
Cultivating your Contacts	163
Checking Your Settings	163

Chapter 11: Entering Data into Your Cashbook165

Getting Started with Opening Balances	166
Setting Up and Using Cashbook Bank Accounts	168
Editing your bank account details	169
Transferring money between accounts	170
Giving Credit to Cashbook	171
Cashing in with hard cash and paper cheques	171
Bagging bank transfers	173
Logging Expenses in Cashbook	174
Again, and again, and again: Dealing with a recurring expense	175
Stop! In the name of Sage: Halting a recurring transaction	176
Give it up: Refunding expenses	176
Recording Payments from Petty Cash	177
Wiping Away Mistakes: Editing Bank Entries	178
Paying into Your Bank Account	180
Checking Your Bank Statements	183
Reconciling your bank account entries	184
Viewing a snapshot of your business	186
Running a Profit and Loss report	187
Rehearsing with Sage One Cashbook	189
Answering the Have a Go Questions	191

Part IV: Working with an Accountant 195**Chapter 12: When the Going Gets Tough:
Calling an Accountant197**

Deciding Whether You Need an Accountant	198
Starting from scratch: Advice on setting up a business	198
Going it alone: Sole traders	199
Cooperating with others: Partnerships	199
Limiting the risks: Private limited companies	200
Helping assess yourself: Tax returns	200
Dealing with company tax returns	201
Advising on tax	201
Submitting VAT returns	201
Operating the payroll	202
Preparing your year-end accounts	202
Filing information to HMRC and Companies House	203

Finding an Accountant	203
Listening to word of mouth	203
Using local network groups	203
Linking up with other businesses	204
Local sites for local people: Finding your chamber of commerce	204
Checking out business directories – with caution	205
Networking online	205
Accessing the Sage Accountants' Club	205

Chapter 13: Collaborating with Sage

One Accountant Edition.207

Introducing Sage One Accountant Edition.....	208
Inviting Your Accountant to Join the Sage One Party	208
Logging In to Your Financial Data.....	209
I Name that Account in One: Nominal Account Activity.....	211

Part V: The Part of Tens..... 215

Chapter 14: Ten Top Troubleshooting Tips217

Why do transactions that I expect to appear in my Current account appear in my Cash in Hand account instead?	218
When I try to make a Petty Cash payment using Other Expenses, why does Sage One only give me the Cash in Hand account to pay from?	218
Can I do a VAT return within Sage One Cashbook?	218
How do I record a cheque payment in Sage One?	218
I forgot to put the cheque number as a reference on my bank payment – how can I correct this?	219
Can I edit a payment made to a supplier or a receipt from a customer?	219
How do I reverse a bank transfer?	219
What if my bank reconciliation doesn't balance?	219
Can I uncheck an item in my Sage One Cashbook?	219
Can I change my VAT scheme?	220

Chapter 15: Ten Ways to Run Your Accounts

System Effectively221

Bank Your Cash Regularly	221
Monitor Customers that Haven't Paid.....	222
Check Your Cash Flow.....	222

Keep on Top of Supplier Payments	223
Maintain an Accurate Petty Cash System	223
Store All Your Receipts	224
Reconcile Your Bank Accounts Regularly	224
Discover the Benefits of Easy-to-Use Filing Systems	224
Make Full Use of Checklists	225
Report in a Timely Fashion.....	225
<i>Appendix: Glossary</i>	227
<i>Index</i>.....	231

<http://www.pbookshop.com>

<http://www.pbookshop.com>