Sage One Accounting

by Sage Pastel

Sage One Accounting – Benefits and Frequently Asked Questions

Sage One Accounting Benefits

✓	No installations	Simply log in and start working. You waste no time on installations.
✓	No upgrades	You will automatically be working on the latest version of the software.
✓	No security risk	Our commitment to security will ensure that your data is safe and secure.
✓	No accessibility issues	Invite your accountant as a user; they can simply log in at their convenience - anytime, anywhere.
✓	And more…	Free feature updates, unlimited transactions and no set up costs or monthly contracts.

Sage One Accounting FAQ's

Q: Can I import data from an accounting package that I have been using?

A: Yes, you can import master file information such as customers, suppliers and items. No transactional history records can be imported.

Q: Are you able to limit User Access?

A: You can limit user access by choosing Control User Access on the Administration menu. Permissions can be set per user.

Q: How secure is my data when working in Sage One Accounting?

A: The information you send to and retrieve from Sage One Accounting is encrypted. Sage One Accounting utilises a VeriSign security certificate. This certificate is fully authenticated and verified, encrypting your data with up to 256-bit encryption (browser dependant) and therefore ensuring that your data is safe.

- Your data is very secure. Your company information is protected by your username and password. No one has access to your company information unless you have invited them and only then will they be able to log on with their own username and password. As a registered user you will have full control over who is invited and the permissions per user.
- VOX employees do not have access to any user information and therefore cannot access your company data without receiving permission and logon details from you.
- For your security you will be automatically logged off if you do not use Sage One Accounting for an extended period (two hours). Please refer to the FAQ below regarding session expiries.
- Not even VOX has access to your accounting data. Should VOX require any financials they will ask you to present your financial information.

Q: I get a message that my session has expired. What does this mean?

A: When working on Sage One Accounting and the system does not detect any activity for 2 hours, it will log you off automatically. This is for your security.

If you were busy processing transactions and your session expired, the system will save your transactions so that when you log back in you can restore any unprocessed transactions.

In order for Sage One Accounting to save unprocessed transactions, you have to use one of the following internet browser versions:

- Internet Explorer Version 8 or higher
- Firefox Version 3.5 or higher
- Chrome Version 4 or higher

Q: I have reset my password and I am still waiting for confirmation from Sage One Accounting to acknowledge this, what do I do now?

A: Once the system receives your request, it will immediately process it and you will receive confirmation by email. If, however, you do not receive an email within a few minutes, please do not hesitate to email us. Have a look in your "Junk Mail" folder, as it might have been detected as spam.

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Q: **Can I have my data returned to me should I choose to discontinue with Sage One Accounting?**

A: There is currently no single export file that can be returned to you, however, you are able to print all reports and export the reports to Excel, WORD, PDF, TEXT (Notepad) or PNG (image).

Q: **How do I change my email address (Username) should I sign up with a new service provider?**

A: You can change your email address (Username) in the My Account section on the Administration menu.

Q: **How do I backup my data on Sage One Accounting?**

A: There is no need for you to back up your own data. Your data is backed up daily and all backups are stored for two weeks. Your data is further stored in two different locations accommodating multiple points of failure.

Q: **What if I lose internet connectivity while processing?**

A: If you lose internet connectivity while processing, nothing will be saved / processed. You will have to process again when the internet connectivity has been restored.

Before you reprocess everything again, first check what the last information is that was saved.

Q: **How many financial years can Sage One Accounting keep for a company?**

A: Sage One Accounting allows you to keep unlimited financial years for a company.

Q: **Can I migrate to Sage One Accounting from Sage Pastel's instance to VOX's?**

A: Yes, Sage Pastel will assist you in this process to enable you have business continuity.

Q: **If I choose to use other desktop packages, can I convert the data and continue with processing?**

A: No. If you want to make use of another accounting package, you will need to take on balances. You can export master file data (customer, supplier and item) in CSV format to import into your accounting package.

Q: **Can the Sage One Accounting package process foreign Invoices?**

A: Sage One Accounting does not allow for Multi-Currency, but it will be available in a future release.

Q: **How long will the free period last?**

A: The free period will run as long as VOX needs it to run to achieve its business objectives.

Q: Will VOX enforce a minimum contractual period after the 12 month free period is over?

A: No.

Q: Will VOX provide training on the accounting package?

A: No, VOX will not be providing training on the application. Arrangements have been made with Sage Pastel to provide first line support by subject matter experts.

Should a client wish to learn more about accounting, Sage Pastel do offer courses at a nominal fee.

Sage Pastel also frequently offers free webinars to assist you with Sage One Accounting. Short for web-based seminar, a webinar is an interactive presentation where product information is demonstrated and discussed online.

Sage One Accounting also offers a powerful online "Need Help" feature as well as a Getting Started User Guide.

Q: How do I change my banking details, telephone number and email address that appears on my customer and supplier documents?

A: Some information can be added to your company setup that will allow you to print information on documents such as invoices and statements. You are also allowed to change information if it changes.

- Select the Company Settings link at the top banner.
- Click on the Company Details tab to edit company information.
- Click on the Save button to save the information that was changed.

Q: I would like to fully customise my documents, am I able to do this?

A: The Sage One Accounting Report Designer is a Windows desktop tool that you can download and use to create your own customer and supplier invoice and statement layouts.

Steps to customise

- Load the Sage One Accounting Report Designer. Choose the type of layout to customise.
- Change the layout for your business. Note: Your company logo cannot be added onto the layout you are customising. Ensure that your company logo has been selected on the Company Details – Branding screen.
- Save the layout.
- On the Company Details – Invoice and Statement Layouts screen, choose the customised layout you wish to use for each report.

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Q: Can I record Assets in Sage One Accounting?

A: Sage One Accounting allows you to create and edit your company assets. When creating your assets, you are able to enter a short description of the asset and assign a category and location to the asset. You can also enter a serial number (if applicable), a purchase price, the current value and the replacement value.

- Under the Company menu, select the Assets option, followed by the List of Assets option.
- You can add or edit assets by clicking on the Add Asset button or the edit link next to an asset.
- Once created or edited, click on the Save button.

Note: Sage One Accounting does not calculate depreciation. You will need to manually calculate your depreciation and make the necessary journal entries.

Q: How do I take on opening balances or adjust opening balances I have entered incorrectly?

A: When you create customers, suppliers, bank or credit card accounts and accounts, you can enter an opening balance and a date to which the opening balance applies. Once you process any transactions to your customer, supplier, bank account or account, you cannot change the opening balance. Should you need to change the opening balance, you will use the Adjust Opening Balances option. Sage One Accounting also has an Opening Balances feature available in the Company menu.

Q: How do I invite my accountant as a user on Sage One Accounting?

A: Under the Administration menu, the Manage Users option will allow you to invite users, such as your accountant, to your company. To add your accountant or an additional user, click on Add User and then fill in your accountant's details on the screen. Your accountant or additional user will only have access to the company that you were in when you added them. You can use the Control User Access option to give your users access to additional companies and set permissions which will allow or deny them access to certain functionality.

Q: How does the accountant accept and access my company?

A: Once you have invited your Accountant as a user, an activation email will be sent to your accountant.

Your accountant will have to click on the activation link in the email that he/she received. Also in the email will be the username and system generated password which the accountant can use to access your company.

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Q: How do I generate a quote in Sage One Accounting?

A: Sage One Accounting allows you to create quotes for customers.

- You can access this function by going to the Customer Quotes option under the Customers…Transactions menu.
- Click on the Add Quote button to create a new quote for a customer.
- Select the customer from the customer drop down menu.
- Select the transactions that must be included in the quote.
- You can select one of the four processing options at the bottom of the quote.

Q: Can I convert a customer quote into a customer tax invoice without entering the information again?

A: With Sage One Accounting, you have the option to convert a customer quote that was processed into a customer tax invoice, without adding the information again.

- You can access this function by going to the Customer Tax Invoices option under the Customers…Transactions menu.
- Click on the Add Tax Invoice button to create a new tax invoice for a customer.
- From the From Quote drop down menu, select the quote that you would like to convert into a tax invoice.
- A confirmation screen displays where you have to confirm whether Sage One Accounting must link the quote to the tax invoice and whether the quote must be removed from the system. Select the No option to keep the quote on the system.
- Process your document using the four processing options at the bottom of the screen.

or

- Open the original quote by going to the Customer Quotes option under the Customers…Transactions menu.
- Select the Options menu at the top and select the Create Invoice option. Sage One Accounting will then convert the quote into an Invoice.

Q: How can I set up recurring invoices in Sage One Accounting?

A: You will set up recurring invoices in the event of a customer buying the same items each month.

- You can access this function by going to the Customer Recurring Invoices option under the Customers…Transactions menu.
- Click on the Add Recurring Invoice button to create a new recurring invoice.
- Select the customer in the Customer field. Sage One Accounting will allocate a document number in the Recurring Invoice Number field. Enter a reference number or name in the Reference field and specify any discount percentage, if applicable.
- In the Recurring Invoice Setup section, specify the Start Date, Frequency, End Date and payment due date using the drop down menus. Specify whether you want the invoice to be created automatically or as a draft invoice in the Create Invoice field.
- Complete the rest of the screen as you would complete a normal invoice.
- Process your document using the two processing options at the bottom of the screen.

Q: Why doesn't my already created Recurring Invoice display as a Draft Invoice?

A: Should your recurring invoices not display in the Draft Invoices option after you have processed it, close Sage One Accounting and log into your company again. Go to the Draft Tax Invoices option under the Customer Recurring Invoices option in the Customers…Transactions menu.

Recurring invoices that were processed to run on the day that it was processed will not be displayed and you will have to close Sage One Accounting and login again as mentioned above.

Recurring Invoices that must start on a certain day, will only display in the Draft Invoices option from that date.

Q: Can I change the date in a Recurring Invoice that I saved as a Draft Invoice?

A: Sage One Accounting allows you to edit a recurring invoice should you wish to change information that was entered previously.

- You can access this function by going to the Customer Recurring Invoices option under the Customers…Transactions menu.
- Select the edit link next to the recurring invoice that you want to access.
- Change the dates in the Recurring Invoice Setup section.
- Process your document using the two processing options at the bottom of the screen.

Q: What do I do when a customer returns goods?

A: You will have to process a credit note when the customer returns items for a refund or replacement.

- You can access this function by going to the Customer Credit Notes option under the Customers…Transactions menu.
- Click on the Add Credit Note button to create a new customer return or otherwise known as a credit note.
- Select the customer from the Customer drop down menu.
- In the From Invoice drop down menu, select the invoice that was processed for the goods that the customer is unhappy with.
- Make the necessary changes to the invoice that was processed.
- Process your document using the four processing options at the bottom of the screen.

Q: What can I do if my customers cannot pay their outstanding invoices?

A: When a customer fails to pay his/her account and you determine that there is no way of retrieving the outstanding amount or part thereof, you will process a Customer Write-off.

You will only process a Customer Write-off in extreme cases after you have done everything in your power to retrieve the outstanding amount. Debt Collectors are usually appointed to assist in this process, but can turn out to be a costly exercise for the business.

It is up to the owner of the business to decide or authorise a Customer Write-off.

- You can access this function by going to the Customer Write-offs option under the Customers…Transactions menu.
- Click on the Add Write-Off button to create a new write-off.
- Select the customer from the Customer drop down menu.
- Check the Allocate check boxes next to the invoices that you have to write off.
- Process your document using the two processing options at the bottom of the screen.

Before you can process a write-off for a customer:

- the invoice must have gone over the 120 + days to pay; and
- the outstanding balance must have been sent through for legal procurement.

When a write-off is processed, it is important to enter a reason for auditing purposes.

Q: I have to email clients their statements on a monthly basis. Which option can I use to email all the statements instead of going into every customer and send the statements from the master files?

A: The Customer Statement Run allows you to generate statements for customers and distribute these according to each customer's Statement Distribution setting.

Statements will be generated as printouts and / or emails. Customers with a Statement Distribution setting of None will not receive statements from this run. Ensure that all customers are set up with email addresses if you are emailing statements.

- You can access this function by going to the Customer Statement Run option under the Customers…Transactions menu.
- Select a range of customers or customer categories you wish to run statements for. You will also need to specify which accounts to include in the statement run.
- Select the correct distribution method.
- You are allowed to enter an email body to the customers.
- Click on the submit button to submit the customer statements.

If you email your customer statements, you need to ensure that the Accepts Electronic Payments check box is selected in the customer master file.

- You can access this function by going to the List of Customers option under the Customers…Lists menu.
- Edit the customers that want to receive their statements as an email.
- Select the Accepts Electronic Payments check box and ensure that the correct email address is entered in the Email field.
- When this option is selected, you must have written agreement as per the VAT Act.
- Select the Save button to save the changes.

Suppliers

Q: One of my suppliers sent me a quotation on items that I would like to purchase from them. What must I do next?

A: Sage One Accounting has the option to create a Supplier Purchase Order before you create a Supplier Invoice.

- You can access this function by going to the Supplier Purchase Orders option under the Suppliers…Transactions menu.
- Click on the Add Purchase Order button to create a new Purchase Order.
- Select the supplier name that sent you the quote in the Supplier drop down menu.
- Enter the items that the supplier quoted you on in the lines section.
- Process your document using the four processing options at the bottom of the screen.

Q: Can I convert a supplier purchase order into a supplier invoice without entering the information again?

A: With Sage One Accounting, you have the option to convert a supplier purchase order into a supplier invoice, without adding the information again.

- You can access this function by going to the Supplier Invoices option under the Suppliers…Transactions menu.
- Click on the Add Supplier Invoice button to create a new invoice for a supplier.
- From the From Purchase Order drop down menu, select the purchase order that you would like to convert into an invoice.
- A confirmation screen displays where you have to confirm whether Sage One Accounting must link the purchase order to the invoice and whether the purchase order should be removed from the system. Select the No button to keep the purchase order on the system.
- Process your document using the four processing options at the bottom of the screen.

or

- Open the original purchase order by going to the Supplier Purchase Orders option under the Suppliers…Transactions menu.
- Select the Options menu at the top and select the Create Invoice option. Sage One Accounting will then convert the Purchase Order into an Invoice

Q: The products I received from my supplier were damaged. Which document must I process in Sage One Accounting?

A: You will have to process a supplier return when you return items for a refund or replacement.

- You can access this function by going to the Supplier Returns option under the Suppliers…Transactions menu.
- Click on the Add Supplier Return button to create a new supplier return also known as a credit note.
- Select the Supplier from the Supplier drop down menu.
- In the From Invoice drop down menu, select the invoice that was processed for the goods that you are unhappy with.
- Make the necessary changes to the invoice that was processed.
- Process your document using the four processing options at the bottom of the screen.

Q: Is it incorrect to write-off damaged stock using the Write-off option in Sage One Accounting?

A: The Customer Write-off option is for outstanding customer invoices that are written off due to the customer's company that closed down or for customers who cannot pay the amounts.

In order to write off damaged stock, you will make use of the Item Adjustments option.

- You can access this function by going to the Item Adjustments option under the Items…Transactions menu.
- Select the Quantity on Hand option.
- Select the Item and in the reason field, enter the reason as damaged stock.
- Enter the new quantity on hand in the Quantity on Hand field.
- Process your item adjustment using the two processing options at the bottom of the screen.

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Q: Am I able to process journals to Customers and Suppliers?

A: You are able to process journals to Accounts only. For Customers and Suppliers, you are able to process to these accounts using Customer and Supplier documents such as Invoices, Receipts, Payments and Write-offs.

- You can access this function by going to the Process Journal Entries option under the Accountant's Area menu.
- Enter the account that will increase in value.
- Enter the date and reference for the transaction and then enter description of the journal.
- If the journal requires a corresponding decrease account, enter the value in the By Affecting Acc column.
- Select to include VAT on the journal if necessary.
- Select to show previous journal entries that have been made. This can assist you in processing journals because you can see how previous adjustments or transactions were structured.
- In the grid, enter the transaction's details. On the left side, you will process one side of the transaction. On the right side, select the other account that will be affected, if required.
- On the right, Sage One Accounting will automatically fill in the amount.
- Select the Process button to save the Journal.

Q: Can I reverse transactions I have processed in error?

A: You are able to reverse transactions in various ways:

1. For Bank and Credit Card transactions and Journals, choose the option "Show Previous Transactions" and choose the date range. You are then able to edit and/or delete processed transactions.

Banks and Credit Cards

- Under the Banking…Transactions menu, select the Process Banks and Credit Cards option.
- Select the Show Previous Bank and Credit Card Transactions check box.
- Click on the relevant transaction and change the amount.
- Click on the Process button to save the changes.
- If you wish to delete the transaction, click on the delete button at the end of the line.

Journals

- Under the Accountant's Area menu, select the Process Journal Entries option.
- Select the Show Previous Journal Entries check box.
- Select the Date Range.
- Click on the relevant transaction and change the amount.
- Click on the Process button to save the changes.
- If you wish to delete the transaction, click on the delete button at the end of the line.

2. For Customer and Supplier Invoices, you can edit the invoice provided it has not been printed or allocated to a receipt or payment. If the invoice has been printed or allocated, you will need to process a Customer Credit Note or Supplier Return. If the invoice is not printed but allocated, you can edit it after un-allocating the receipt or payment. Check the status of the document to determine whether you can edit it or not.

Customer Invoices

- Under the Customers…Transactions menu, select the Customer Tax Invoices option.
- Click on the Edit link next to the customer invoice.
- Click on the relevant transaction that you want to change and change the details.
- Click on the Process button to save the changes.
- If the invoice is already processed, go to the Customer Returns option under the Customers…Transactions menu.
- Open the customer invoice that you want to credit.
- Click on the Process button to save the changes.
- Go to the Customer Tax Invoices option under the Customers…Transactions menu.
- Create a new Customer Tax Invoice with the new details.
- Click on the Process button to save the information.

Supplier Invoices

- Under the Suppliers…Transactions menu, select the Supplier Tax Invoices option.
- Click on the Edit link next to the supplier invoice.
- Click on the relevant transaction that you want to change and change the details.
- Click on the Process button to save the changes.
- If the supplier invoice is already processed, go to the Supplier Returns option under the Suppliers…Transactions menu.
- Open the supplier invoice that you want to credit.
- Click on the Process button to save the changes.
- Go to the Supplier Tax Invoices option under the Suppliers…Transactions menu.
- Create a new Supplier Tax Invoice with the new details.
- Click on the Process button to save the information.

Q: **If a payment was allocated to an invoice that was processed 120 days ago and should have been allocated to an invoice for 30 days, how will I reverse this?**

A: You can unallocate a payment that was wrongfully allocated in Sage One Accounting and then allocate it to the correct invoice.

- You can access this function by going to the Allocate Receipts option under the Customers…Transactions menu.
- Select the customer that you wish to correct.
- In the Invoices section, select the receipt that was wrongfully allocated and drag and drop it into the Unallocated Items section.
- Look for the correct invoice and drag and drop the receipt in the Invoices section under the correct invoice.
- Process your allocation using the two processing options at the bottom of the screen.

Q: Is there an option in Sage One Accounting to charge a customer a non-typical transaction such as interest without adjusting the actual customer opening balance?

A: You would make use of the Customer Adjustments feature to process these types of transactions.

- You can access this function by going to the Customer Adjustments option under the Customers…Transactions menu.
- Click on the Add Customer Adjustment button to add a new adjustment.
- Select the Customer from the Customer drop down menu.
- Select the effect of the adjustment whether it is an increase or decrease.
- Select the affecting account.
- Enter the adjusted amount.
- Process your adjustment using the two processing options at the bottom of the screen.

Q: Is there an option in Sage One Accounting to update a supplier non-typical transaction such as interest without adjusting the actual supplier opening balance?

A: You would make use of the Supplier Adjustments feature to process these types of transactions.

- You can access this function by going to the Supplier Adjustments option under the Suppliers…Transactions menu.
- Click on the Add Supplier Adjustment button to add a new adjustment.
- Select the supplier from the Supplier drop down menu.
- Select the effect of the adjustment whether it is an increase or decrease.
- Select the affecting account.
- Enter the adjusted amount.
- Process your adjustment using the two processing options at the bottom of the screen.

Q: I have received an invoice from a supplier and when I processed it in Sage One Accounting, the VAT amounts differed due to rounding. What can I do in Sage One Accounting to correct this?

A: Sage One Accounting includes a VAT type, which allows you to enter your own VAT amount on a transaction. You do this by choosing the Manual VAT type. For example, when you process purchases, your supplier may round VAT differently from Sage One Accounting. If there is a difference, you can enter the specific VAT amount by choosing the manual VAT type.

- You can access this function by going to the Supplier Invoice option under the Suppliers…Transactions menu.
- Click on the Add Supplier Invoice button.
- Select the supplier who sent you the invoice.
- Add the transaction details in the line section. If the VAT amounts differ due to rounding, select the Manual VAT type in the VAT Type drop down menu and enter the amount that is displayed on the Invoice.
- Process your Supplier Invoice using the four processing options at the bottom of the screen.

Q: Can we do General Ledger Journals?

A: Sage One Accounting makes use of system accounts. The system accounts calculate and post the affecting general ledger accounts in the back end of the program using the category selection in the accounts feature.

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Q: Can I create sub-accounts in Sage One Accounting?

A: Sage One Accounting does not allow for sub-accounts at this stage, but will be available in a future release of the software.

Q: Can invoices be edited after they are created?

A: Yes, Sage One Accounting allows you to edit an invoice after it was created..

Items

Q: Can I delete items that the company does not use anymore?

A: If an item had transactions processed against it, Sage One Accounting will not allow you to delete the item for reporting and audit purposes. The only time that an item can be deleted is when no transactions have been processed against it.

Banking

Q: Does Sage One Accounting have the function to import bank statements?

A: Sage One Accounting allows you to import your bank statements in either .OFX or .CSV format.

Q: How do I import my downloaded bank statement into Sage One Accounting?

A: Sage One Accounting allows you to import bank and credit card statements that you have downloaded from the Internet, either in .OFX or .CSV format.

- You can access this function by going to the Bank Statements option under the Banking…Transaction menu.
- Select the Bank or Credit Card Account from the drop down list. The statement details will be imported into this bank or credit card account that you have selected.
- There are two Date Range options available:
  o   All Transactions - Select this option when you want to import all of the transactions contained in the import file.
  o   Dates to Import - This option allows you to import new transactions by selecting the relevant date range.
- In the Import File field, select the Browse button to search for your downloaded bank statement (OFX or CSV format).
- After you have selected your bank statement and bank or credit card account, select the Import File button.
- Your transactions will be displayed on the screen.

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Q: Will Sage One Accounting automatically recall a similar transaction previously imported when I import my Bank Statement again?

A: The Map link on the Import Bank Statements grid will record the Type, Description and VAT Type applied to a transaction for a particular Bank Statement Description. The next time the system encounters that Bank Statement Description on an import, it will automatically allocate the relevant Type, VAT Type and Account / Customer / Supplier / Bank account to the transaction.

- You can access this function by going to the Bank Statements option under the Banking…Transactions menu.
- Once the import is completed and all the transaction details are entered, click on the Map link.
- Bank Statement Transactions can be automatically mapped using the description found in your bank statement. Enter the text to map to the description found in your bank statement.
- You do not have to process imported transactions using the descriptions as they appear on your bank statements. You can use a display description instead. This transaction will be displayed on all processing screens, enquiries and reports once the current import file is processed.
- Click on the Save button to save the description.

Or:

Bank Statement Transactions can be automatically mapped using the description found in your bank statement.

- You can access this function by going to the Bank Statement Mapping Rules option under the Banking…Lists menu.
- Choose the type of transaction, account selection and VAT type. Enter the text to map to the description found in your bank statement in the Search Bank Statement Description for column. Searches marked as a Search Priority will take preference if multiple matches are found.
- You do not have to process bank and credit card transactions using the descriptions as they appear on your bank statement. Enter the descriptions as you would like to see them displayed on each transaction in the My Business Display Description column. The original bank statement description will always be saved in the Comments field for reference purposes.
- Click on the Save button to save the transaction.

Reporting/Year End

Q: I run the different branches in my company as different companies on Sage One Accounting. Is there an option to combine all the companies to see one VAT Report?

A: If your branches are set up as different companies, there is not an option to combine the different companies in one report.

The only option available is that you export your reports into Microsoft Excel and then merge all the totals in Excel.

- You can access the export function by going to the VAT option under the Reports menu.
- Click on the VAT Report option to display the report.
- On the top right hand corner you have the option to export the report as an excel spreadsheet. Click on that option and Sage One Accounting will export the report for you.

Q: Which of the reports can I export to Excel?

A: Sage One Accounting allows you to export / save all your reports to Excel.

- On the top right hand corner of a report you have the option to export the report as an Excel spreadsheet. Click on that option and Sage One Accounting will export the report for you.

Q: What does the VAT control report look like and will we be able to generate Bi-Monthly reports?

A: There are three VAT reports available:

VAT Report	This helps you determine the VAT amount you have to pay.
VAT Payments and Refunds	This lists the payments made and refunds received from the revenue service.
VAT Audit Report	This shows a list of all original customer tax invoices and credit notes that were emailed and marked as computer generated.

You are able to select custom dates when running the reports.

Q: Does the system have a VAT Code report function?

A: Yes it does. You are able to run a VAT Report on a specific VAT Type.

Q: Which financial statements does Sage One Accounting produce?

A: Sage One Accounting produces the following financial statements:

- Profit and loss report
- Statement of assets and liabilities
- Trial Balance report

Q: Can the data be exported for audit purposes (i.e. to use with other auditing and financial reporting programs)?

A: You are able to export the trial balance with account codes and import this into auditor software for further reporting.

Q: Can General Ledger, Supplier Ledger, Customer Ledger and age analysis reports be generated?

A: A list of accounts can be printed (general ledger listing), both for customer and supplier age analysis. Sales by customer and customer transaction reports can be printed, similar for suppliers.

Q: How do I run a Year End on Sage One Accounting?

A: We have made it simple and easy in that you do not run a year-end on Sage One Accounting. At the end of the financial year Sage One Accounting will prompt you to change the financial year and process in the next year. All reporting is completely date-driven. This means that you can keep processing your transactions.

Q: How do I run a Year End on Sage One Accounting?

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