

Sage Business Cloud Accounting: Automation in Accounting

As a new business owner, cash flow is very important. Automation within **Accounting** helps facilitate cash flow by getting paid on time, reducing administrative work so Divine Chocolates can focus on what's important, growing the new business. Statement Runs, Recurring Transactions and Automatic Bank feeds are some of the automated features that will help Christina's new business thrive.







Learning Objectives

By the end of this lesson, you will be able to:

- Enable monthly customer statements
- Select a date to automatically send statements
- Prevent customers with a zero balance from receiving statements
- Generate statements for all customers in a batch
- Change how customers receive statements
- Automate receipt transactions
- Enable recurring transactions
- Set up Automatic Bank Feeds



NOTE Throughout the duration of the course, you will encounter important icons and visual conventions as part of your learning experience to guide learners through the chapters. Some of the cues are indicated here.

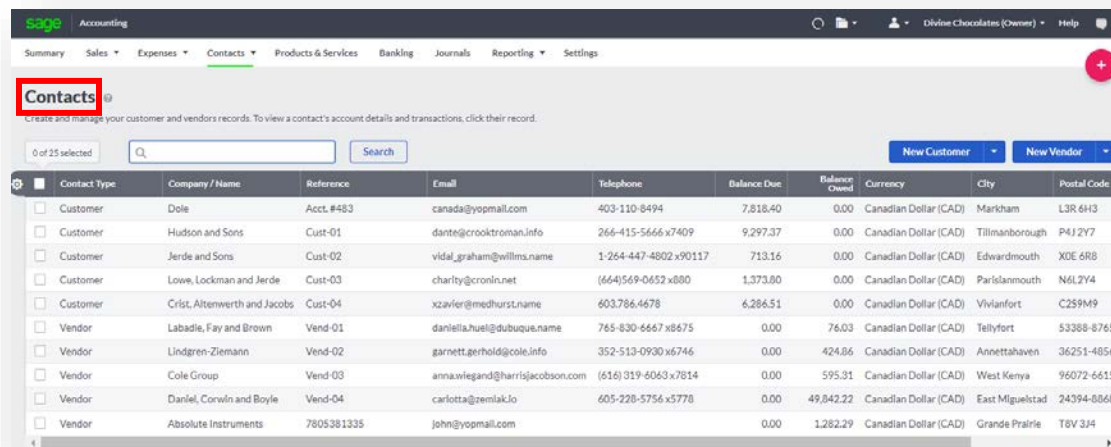
	Important Information / Important Note / Additional Information	Item where caution and attention is required or additional insight and information is provided.
	Exercise	Your opportunity to practice a concept.
	End of Exercise	Indicates the end of an exercise.
	Check Your Knowledge	Review questions at the end of a lesson to check your understanding and ability to implement concepts.
	Summary	Overview of the most important items covered in a section or lesson.
	End of Lesson	The end of the lesson.

Enable Monthly Statements

Divine Chocolates has been diligently working on Lisa Smith's order for her impending wedding event but business is picking up. Her customer base has increased, both for walk-in's and catering. She's also started a monthly subscription service for chocolate connoisseurs around the world. Christina would like to free up some time automating her business by sending monthly statements to customers automatically. Statements shouldn't be confused with Invoices. **Sales Invoices** are a bill for products and services sold whereas **Statements** reflect all transaction history, including payments and credits on a customer account. Statements:

- show customers the status of accounts
- show all transactions and the total invoiced for a particular date range
- show the amount the customer has paid
- show the amount outstanding at the end of the period specified

Divine Chocolates would like to send statements for Lisa Smith on the 1st day of every month. From the **Contacts** dashboard screen, navigate to the customer you'd like to enable monthly statements for. Select *Lisa Smith* and navigate to **Statements** once the record opens.



Contact Type	Company / Name	Reference	Email	Telephone	Balance Due	Balance Owed	Currency	City	Postal Code
<input type="checkbox"/> Customer	Dole	Acct.#483	canada@yopmail.com	403-110-8494	7,818.40	0.00	Canadian Dollar (CAD)	Markham	L3R 6H3
<input type="checkbox"/> Customer	Hudson and Sons	Cust-01	dante@crooktroman.info	266-415-5666 x7409	9,297.37	0.00	Canadian Dollar (CAD)	Tilmanborough	P4J 2Y7
<input type="checkbox"/> Customer	Jerde and Sons	Cust-02	vidal_graham@willms.name	1-264-447-4802 x90117	713.16	0.00	Canadian Dollar (CAD)	Edwardmouth	XDE 6R8
<input type="checkbox"/> Customer	Lowe, Lockman and Jerde	Cust-03	charity@cronin.net	(664)569-0652 x880	1,373.80	0.00	Canadian Dollar (CAD)	Parlsanmouth	N6L2Y4
<input type="checkbox"/> Customer	Crist, Altenwerth and Jacobs	Cust-04	xzavier@medhurst.name	603.786.4678	6,286.51	0.00	Canadian Dollar (CAD)	Vivianfort	C259M9
<input type="checkbox"/> Vendor	Labadie, Fay and Brown	Vend-01	daniela.huel@dubuque.name	765-830-6667 x8675	0.00	76.03	Canadian Dollar (CAD)	Tellyfort	53388-8765
<input type="checkbox"/> Vendor	Lindgren-Ziemann	Vend-02	garnett.gerhold@cole.info	352-513-0930 x6746	0.00	424.86	Canadian Dollar (CAD)	Annetthaven	36251-4856
<input type="checkbox"/> Vendor	Cole Group	Vend-03	anna.wiegand@harrisjacobson.com	(616) 319-6063 x7814	0.00	595.31	Canadian Dollar (CAD)	West Kenya	96072-6615
<input type="checkbox"/> Vendor	Danile, Corwin and Boyle	Vend-04	carlotta@zemlak.io	605-228-5756 x5778	0.00	49,842.22	Canadian Dollar (CAD)	East Migueltad	24394-8868
<input type="checkbox"/> Vendor	Absolute Instruments	7805381335	john@yopmail.com		0.00	1,282.29	Canadian Dollar (CAD)	Grande Prairie	T8V 3J4

The screenshot shows the Sage One Accounting interface for a customer named Lisa Smith. The 'Contacts' menu is highlighted in red. Below the customer information, there are several summary cards for 'OUTSTANDING', 'OVERDUE', 'SALES TO DATE', and 'SALES THIS YEAR'. A table of transactions is visible below, with columns for Date, Number, Reference, Type, Total, Discount, and Amount. A red arrow points to the 'Manage' dropdown menu, which is open, showing options like 'Statements' and 'Account Allocation'.

Navigate to **Schedule Monthly Statements** from within the **Manage Statements** drop down menu:

The screenshot shows the Sage One Accounting interface for a customer named Lisa Smith. The 'Statement: Lisa Smith' page is displayed, showing a 'To' date of 02/28/2018 and a 'Calculate' button. A table of transactions is visible below. A red arrow points to the 'Manage Statement' dropdown menu, which is open, showing options like 'Email', 'Print', 'Export to CSV file', 'Statement Addresses/Contacts', and 'Schedule Monthly Statements'.

Check the box that says **Enable Monthly Statements**. Ensure the email address is correct, if not change it here:

Schedule Monthly Statements

Enable Monthly Statement

To* lsmith@aol.com

Cc

Subject* Statement from Divine Chocolates

Attach We'll attach a PDF of the statement

Message* We're pleased to attach a statement of account for you in PDF, including any recent invoices and payments.
If you have any questions, please don't hesitate to contact us.
Kind regards,
Divine Chocolates
7389729929

Email statements monthly on day* 1

Exclude zero balances

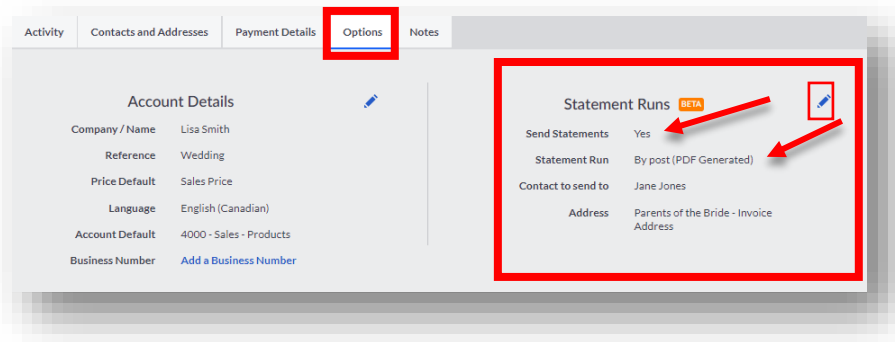
Save Cancel

- Input a day statements should be sent to the customer in the **Email Statements Monthly On Day**. We want to send Ms. Smith's statements on the 1st.
- To avoid customers receiving statements that have a \$0.00\$ balance, check the box that says **Exclude Zero Balances** and click **Save**.

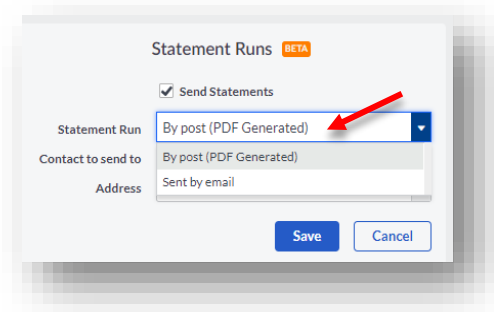
Batch Statement Runs

Divine Chocolates wants to generate statements for all customers, in the form of a batch. Before doing so, Divine Chocolates will want to ensure all customer profiles are set up to receive statements and how, either electronically or printed and sent via regular mail. By default, the method used to send batch statements is **By post (PDF Generated)** for all customers but can be changed for each customer within the **Options** tab in the **Contact** record. Let's confirm Lisa Smith has her profile set correctly to receive statements electronically.

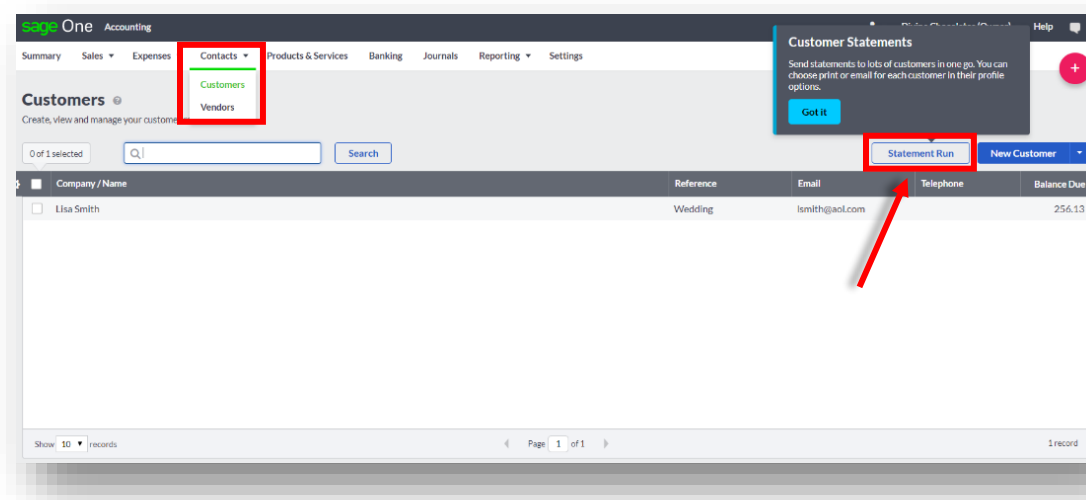
- From the **Contacts** dashboard, navigate to Lisa Smith's record. Navigate to the **Options** tab over to **Statement Runs**.



In the **Statement Run** box, we notice it's set to **By Post**. Click on the pencil icon to edit the record and change the option from **By post** to **Sent by email** and click **Save**.



Now that we've confirmed Ms. Smith's statement preferences within her profile, we can proceed with a **Statement Run** found on the **Customer Contact** dashboard:



To do so, select **Customers** from within the **Contacts** tab.



NOTE: If you click on the **Contacts** tab as opposed to **Customers**, the **Statement Run** feature will not appear. You need to be *within* the **Customer** dashboard for the option to appear.

Within the **Customer Statement Run** box enter the **Outstanding Amount** to trigger an amount Accounting should generate a customer statement over.

Type: 1.00\$

Customer Statement Run [X]

Generate customer statements for all your customers based on their settings and the following criteria:

Outstanding amount over

Produce statement as of [Calendar Icon]

Next

Enter a date statements should be **produced as of**: *Type: Today's Date* and click **Next**.

A summary will appear showing the amount of statements to be generated for Divine Chocolates, printed or emailed, and the total outstanding amount owed for the customers within the batch run based on the date selected.

Customer Statement Run [X]

We'll generate statements for 21 customers who each have more than \$0.00 outstanding. You're owed \$63,328.33 in total and the statement date is 02/28/2018.

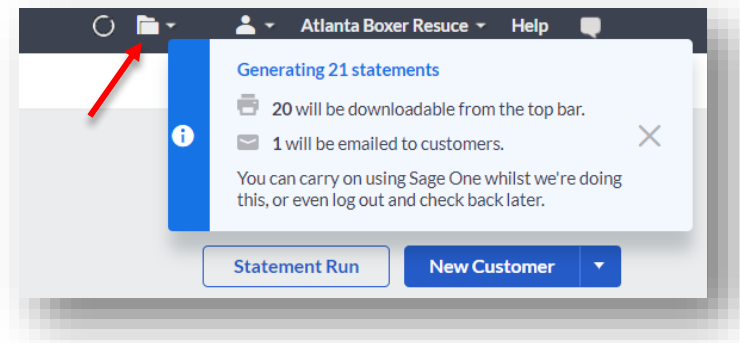
🖨️ 20 statements to print & post.

✉️ 1 statements will be emailed.

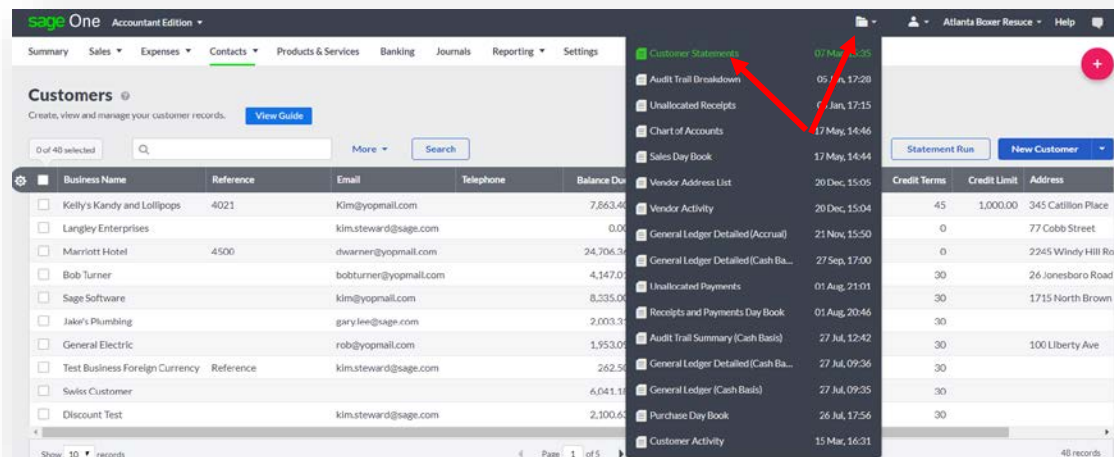
Back **Generate**

Click **Generate**.

Once the statements begin to generate, a notification will appear in the menu bar of how many statements are generating to be sent via regular mail and how many will be sent via email:




Once complete Divine Chocolates **Customer Statements** will appear as an attachment in the paperclip at the top of the menu bar, along with any other previously run reports:



Printed statements are now ready for mailing to Christina's customers:

Statement
 Period: to 02/28/2018
 Reference:



Atlanta Boxer Rescue
 5322 Vinings Lake View
 Atlanta GA 30126
 United States


John's Pool Supplies
 5697 Peachtree Street
 Atlanta GA 30306

Attn: John Smith

Date	Activity	Reference	Due Date	Amount	Paid	Balance
07/28/2016	Sales Invoice SI-91		08/24/2016	553 days overdue 825.00	0.00	825.00
09/26/2016	Sales Invoice SI-109		10/26/2016	490 days overdue 52.00	0.00	52.00
09/26/2016	Receipt			-20.00	0.00	-20.00
09/26/2016	Receipt			-32.00	0.00	-32.00
11/22/2016	Sales Credit Note	Pool Books		-10.80	0.00	-10.80
08/30/2017	Sales Invoice SI-155		09/29/2017	152 days overdue 750.00	0.00	750.00
Owed						\$1,564.20
Overdue						\$1,616.20

International customers outside of the Toronto area where Divine Chocolates operates with multi-currency rates will be displayed on their statement with the current live exchange rate:

Statement
 Period: to 02/28/2018
 Reference: Act. #3885



Atlanta Boxer Rescue
 5322 Vinings Lake View
 Atlanta GA 30126
 United States

The Hershey Company

Attn: John Smith

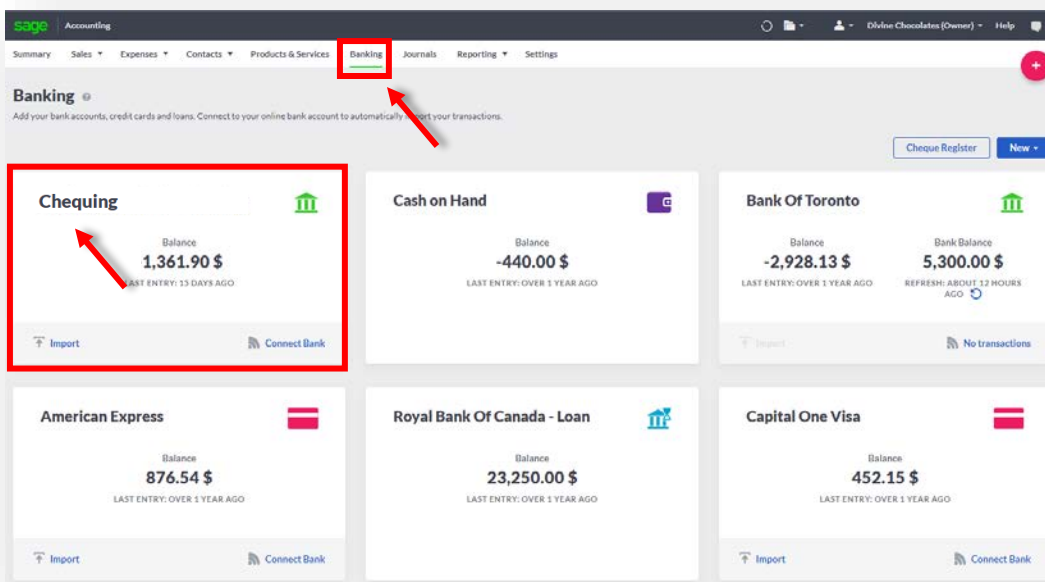
Date	Activity	Reference	Due Date	Amount	Paid	Balance
07/25/2016	Sales Invoice SI-90		08/24/2016	553 days overdue 83,548.11	0.00	83,548.11
Owed						Rp83,548.11 IDR
Overdue						Rp83,548.11 IDR

Automating Receipts - Recurring Transactions

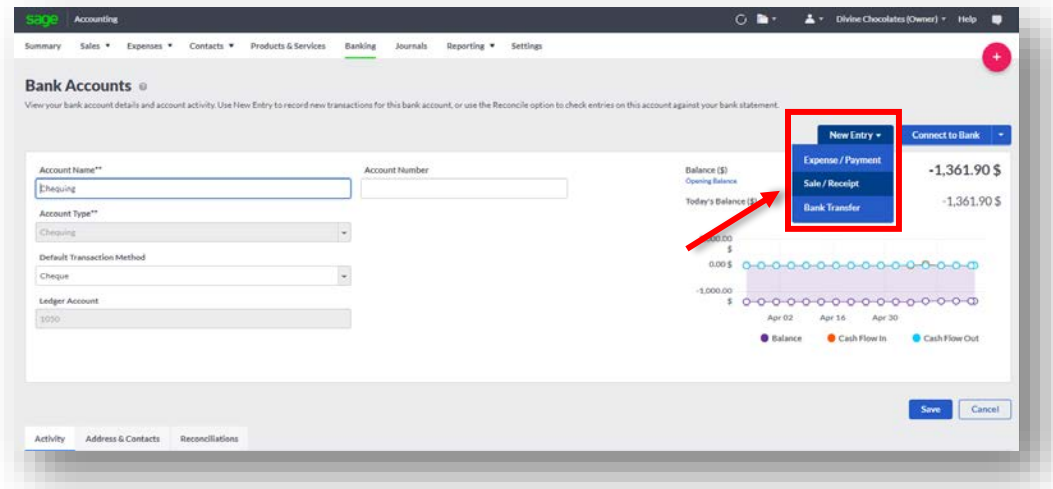
Divine Chocolates has a delicious ‘Chocolate of The Month’ mail order program for chocolate connoisseurs. Customers receive a box of specialty chocolates from around the world, once a month, by enrolling in their online subscription. Payments are received electronically on a regular basis from each subscriber. Instead of adding these transactions for all Christina’s customers weekly due to different subscription dates, **Accounting** enables her to set these transactions up as recurring entries to save time. The recurring entry will use the same posting details as the original transaction.

To set up a recurring transaction, navigate to **Banking** from the menu.

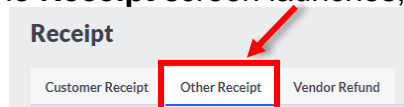
Christina’s first monthly subscriber is Jack Johnson. The amount debited from his account for Divine Chocolates monthly delight is 39.95\$. To set up a recurring payment/receipt, first select the bank account used for the original payment. Select: *Chequing*



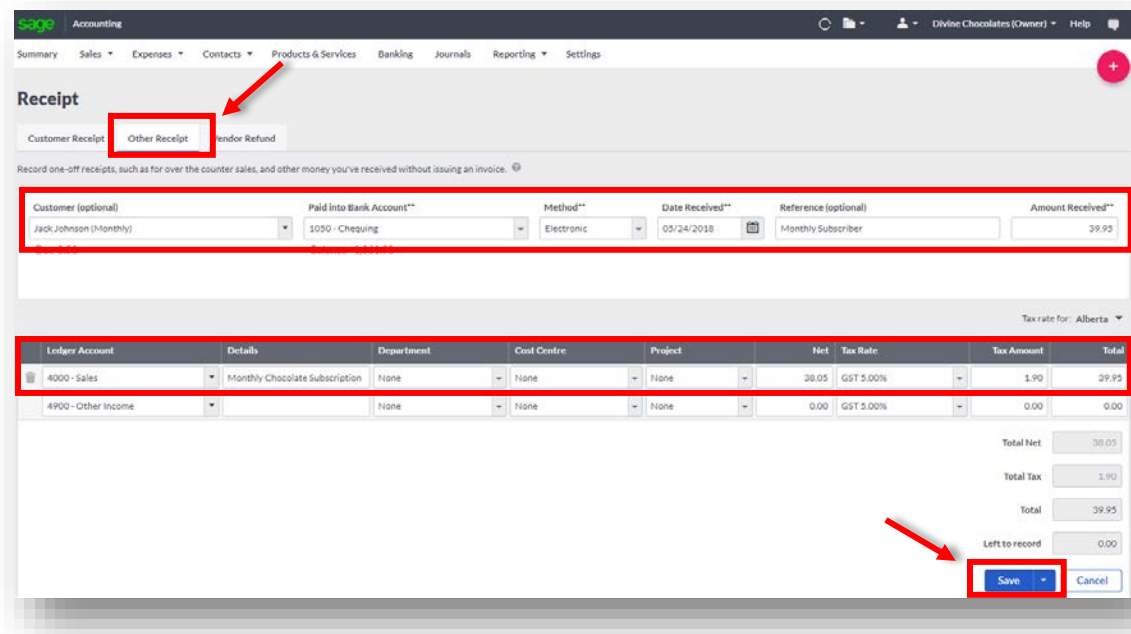
Before adding the recurring entry, if the first payment/receipt hasn't been entered we'll need to do that first. Navigate to **New Entry** and select **Sales Receipt** from the drop-down menu.



- Next, when the **Receipt** screen launches, click on the **Other Receipt** tab.



- Create Mr. Johnson's original payment by filling in the **Receipt**. To add Mr. Johnson to the customer list, simply add his name by clicking on the **+ sign** from within the drop-down menu.
- Select *Chequing* as the **Bank Account** the receipt was paid into.
- In the **Amount Received**, type **39.95\$** as the subscription amount.
- Navigate down to **Ledger Account** and select **4000 - Sales**.
- In the **Details** type: *Monthly Chocolate Subscription*. Click **Save**.



A notification will appear that the **Other Receipt** has been created successfully. Now we're able to return to the **Chequing** Account to make the transaction recurring. From the Banking screen, click **Chequing**.

The screenshot shows the Sage Accounting Banking interface. The 'Chequing' account is highlighted with a red box. It shows a balance of 1,361.90 \$ and a last entry 13 days ago. Other accounts include Cash on Hand (-440.00 \$), Bank Of Toronto (-2,928.13 \$), American Express (876.54 \$), Royal Bank Of Canada - Loan (23,250.00 \$), and Capital One Visa (452.15 \$).

Mr. Jackson's transaction now appears in the **Activity** tab below. Double click it to launch the **Other Receipt** box to make the transaction recurring.

The screenshot shows the Sage Accounting Bank Accounts interface. The 'Activity' tab is selected, showing a list of transactions. The transaction for Jack Johnson is highlighted with a red box. A red arrow points to the 'Other Receipt' type of the transaction.

Date	Reference	Name	Type	Received	Paid	Cleared	Reconciled?	Reurrence
05/07/2018		Lisa Smith	Customer Refund	0.00	25.00			
05/08/2018	Journal #193		Journal	50.00	0.00			
05/24/2018	Monthly Subscriber	Jack Johnson	Other Receipt	39.95	0.00			

Navigate to the right and click **Make Recurring**. This will launch the interval scheduler.

Accounting | Divine Chocolates (Owner) | Help

Summary | Sales | Expenses | Contacts | Products & Services | Banking | Journals | Reporting | Settings

Other Receipt

Record one-off receipts, such as for over the counter sales, and other money you've received without issuing an invoice.

Customer (optional): Jack Johnson (Monthly) | Paid into Bank Account**: Chequing | Method**: Electronic | Date Received**: 05/24/2018 | Reference (optional): Monthly Subscriber | Amount Received**: 39.95

Due 0.00 | Balance -1,321.95

Make Recurring

Tax rate for: Alberta

Ledger Account	Details	Department	Cost Centre	Project	Net	Tax Rate	Tax Amount	Total
4000 - Sales	Monthly Chocolate Subscription	None	None	None	38.05	GST 5.00%	1.90	39.95
4000 - Sales		None	None	None	0.00	GST 5.00%	0.00	0.00

Total Net: 38.05
Total Tax: 1.90
Total: 39.95
Left to record: 0.00

Save Cancel

Since Mr. Jackson will be billed once a month, on the day his subscription started 5/24, we'll enter '1' for **Recurs every...** Since he is billed monthly, we'll select *Months*. Lastly, Mr. Jackson's subscription is good for one year, so we'll set the **Recur Until** date until one year from today 05/24/2019. Click **Save**.

Make Recurring

If you make payments and receipts on a regular basis you can set them up as recurring entries.

Recurs every...: 1 | Months | Recur Until: 05/24/2019


Save Cancel


- **Recurs every:** Enter how often you want the transaction to recur. Choose to repeat every *number of days, weeks, or months*. For example, to repeat a receipt every month, in the **Recurs every** box enter 1, then from the second box choose **Months**.

- **Recur Until:** Input the last date recurring receipts should be made until.
- **Rekurs Every:** Select *days, weeks or months* from the drop-down menu.

Once complete, Divine Chocolates will receive a notification that the recurrence for Mr. Johnson has been set:



Additionally, a notification will appear within the transaction from the bank activity section. The most recent recurring receipt can be identified by the recurring symbol . The transaction will automatically post on the recurring date.

Date	Reference	Name	Type	Received	Paid	Cleared	Reconciled?	Recurrence
05/07/2018		Lisa Smith	Customer Refund	0.00	25.00			
05/08/2018	Journal #193		Journal	50.00	0.00			
05/24/2018	Monthly Subscriber	Jack Johnson	Other Receipt	39.95	0.00			

Automatic Bank Feeds

Divine Chocolates is busier than ever and administrative tasks like reconciling bank accounts can become time consuming. By failing to keep a finger on the pulse, the potential for undetected loss is high. Proper reconciliation of bank statements is vital for any small business to stay aware of any potential income issues or shortfalls.

Through use of **Automatic Bank Feeds**, Divine Chocolates will save time by eliminating manual transaction entry and reduce human error by downloading transactions directly from the company's bank and credit card accounts via a secure online connection into **Accounting**. Once a bank account is created and a secure connection has been established with the bank, statement and account transaction information will automatically transfer or "feed" to the **Accounting** company file. This ensures your account is always up to date and simplifies statement reconciliation. **Accounting** recalls how you managed the transaction previously, offering suggestions to allocate payments for the same account/payee again.

Once the transactions have been imported, **Accounting** will prompt you to:

- Automatically **Match** the imported transactions with a transaction already recorded in **Accounting**. OR
- Record as a new (**Create New**) transaction by allocating it to an account and a payee's name.

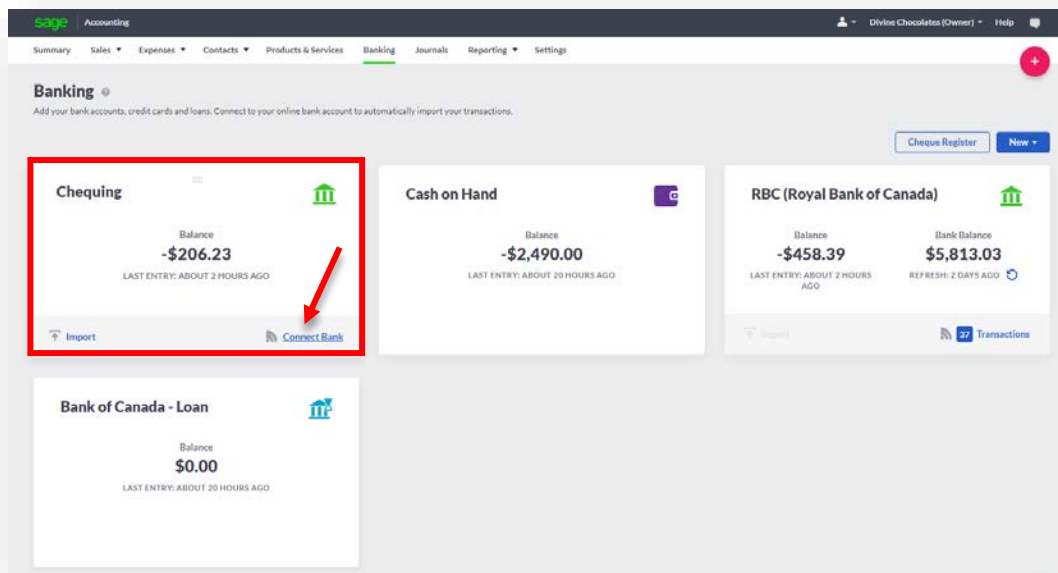


NOTE: If you opt not to utilize the automatic bank feeds feature, bank transactions can be imported manually, as seen in Module 10 – Importing List Files, by downloading the data from the bank or credit card in a QIF, OFX or CSV format and upload the data files to **Accounting** manually.

Setting Up Bank Feeds

Christina would like to use the automated feature. Let's connect her account. You can connect two ways:

- From the **Banking** screen, navigate to the account you want to connect. In the bottom right, click on [ConnectBank](#). Select: *Chequing*.



Or

- Select the account you want to connect. Once it launches, navigate to the blue drop down menu and click **Connect To Bank**

Bank Accounts

View your bank account details and account activity. Use New Entry to record new transactions for this bank account, or use the Reconcile option to check entries on this account against your bank statement.

Account Name**
Chequing

Account Number

Balance (\$) Opening Balance -\$206.23

Today's Balance (\$) -\$206.23

Account Type**
Chequing

Default Transaction Method
Cheque

Ledger Account
3000

Activity Address & Contacts Reconciliations

0 of 14 selected

Date	Reference	Name	Type	Received	Paid	Cleared	Reconciled?	Recurrence
03/19/2018	1 bag promo chocolates	POS - Walk In	Other Receipt	9.61	0.00			

- A disclaimer will appear regarding the bank feeds service. Click **Continue** to proceed.



NOTE: For purposes of this lesson, we will be using a fictitious bank account. Students **do not** enter your personal banking information.

Securely Connect to my Bank

RBC (Royal Bank of Canada) (12345678)

Reduce Manual Data Entry by up to 80%

Bank feeds are a quick and easy way to record and reconcile transactions with your bank all in one go. Once bank feeds are established, your transactions will automatically be imported into your accounts.

The bank feeds service is provided by a third party, Yodlee. To enable the service you must provide your online banking credentials to Yodlee. These details are not stored by Sage. Check with your bank account provider for any terms and conditions that relate to the use of aggregation services like those from Yodlee.

Continue Cancel

English (Canadian) © The Sage Group plc 2018

- To add a new account, type the name of the financial institution in the **Add Accounts** box. Ex: Royal Bank of Canada, RBC etc.

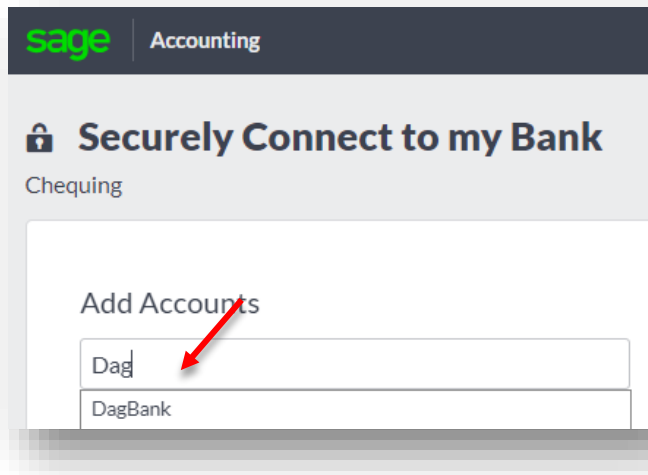
Securely Connect to my Bank

RBC (Royal Bank of Canada) (12345678)

Add Accounts

Enter any bank, credit card, investment, or other accc

- As you type, the banks matching the description will begin to pre-populate. Type: *DAG Bank*



sage Accounting

Securely Connect to my Bank

Chequing

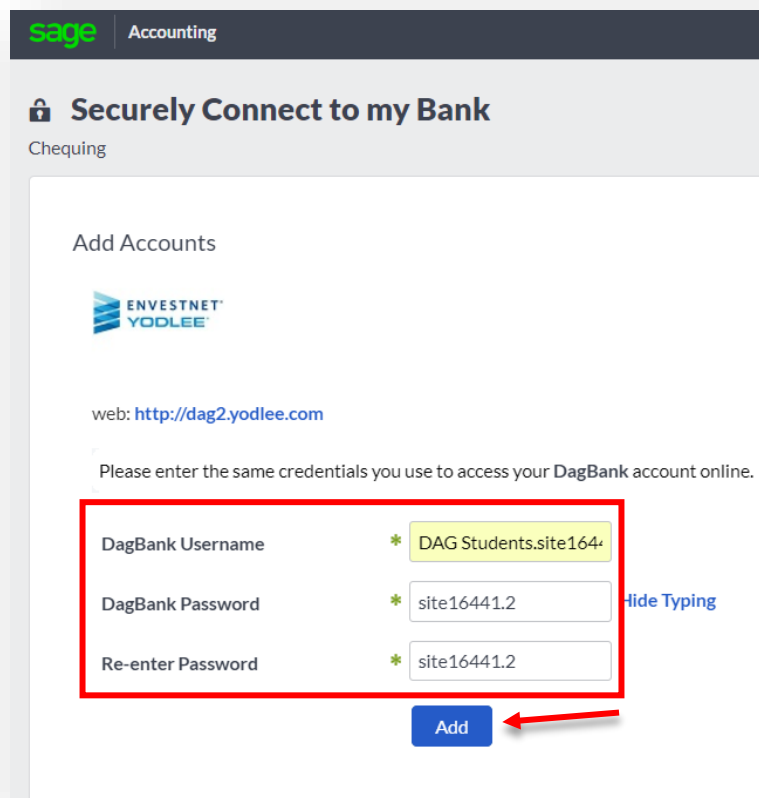
Add Accounts

DagBank

- Add your username and password used when signing onto your bank. For purposes of this exercise, type the following:

Username: DAG Students.site16441.2

Password: site16441.2




sage Accounting

Securely Connect to my Bank

Chequing

Add Accounts

 INVESTNET YODLEE

web: <http://dag2.yodlee.com>

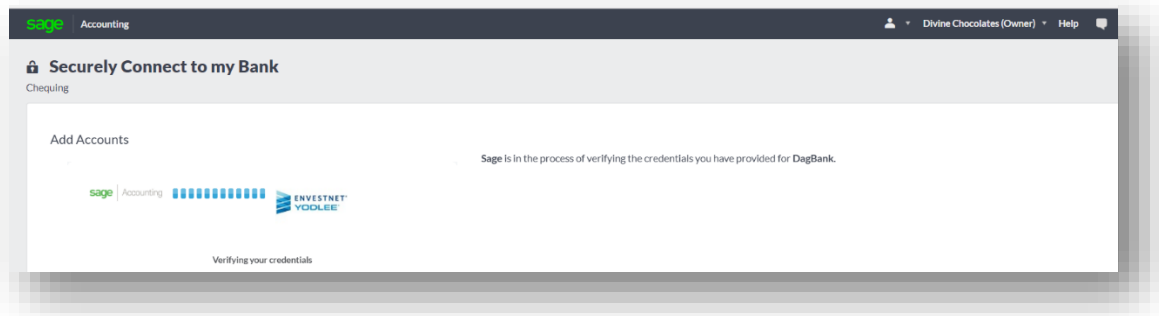
Please enter the same credentials you use to access your DagBank account online.

DagBank Username	*	DAG Students.site164
DagBank Password	*	site16441.2
Re-enter Password	*	site16441.2

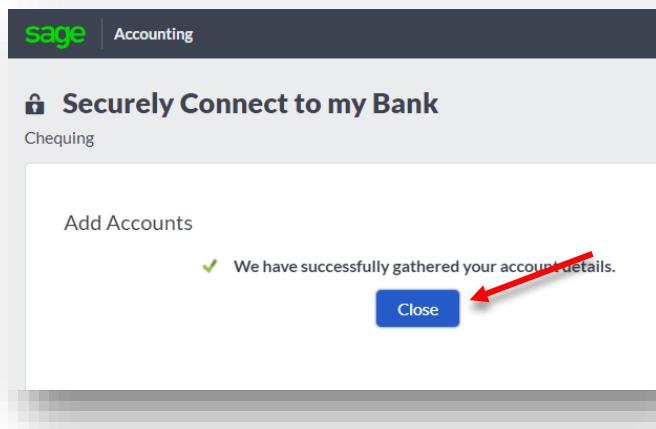
[Hide Typing](#)

Add

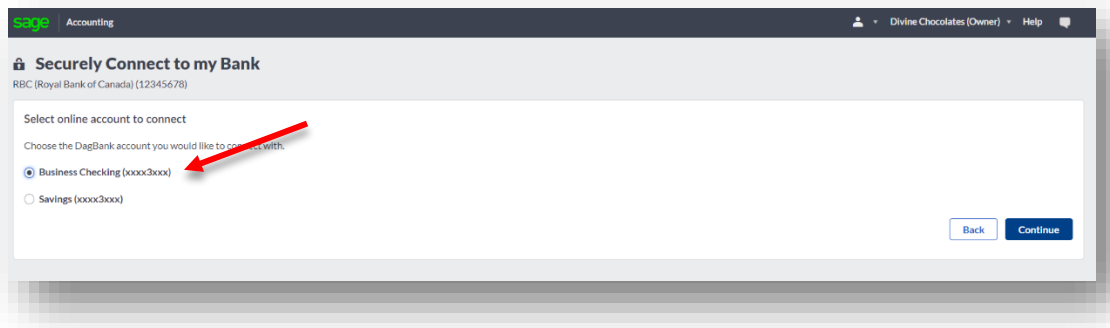
Sage will begin verifying your bank credentials:



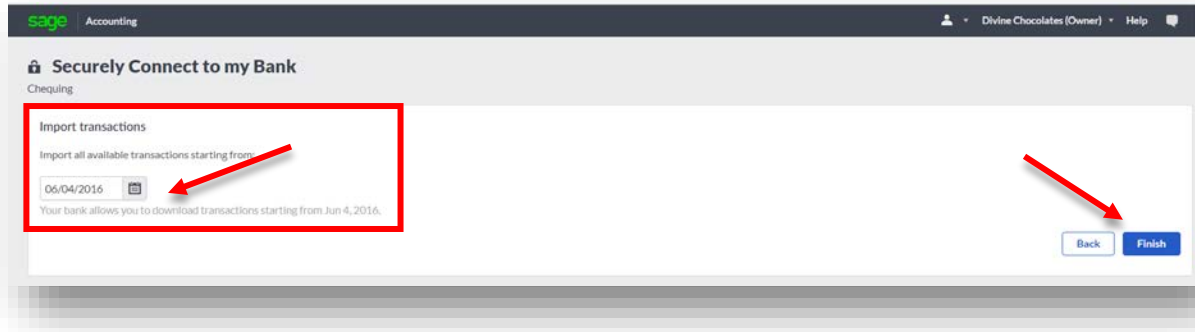
Once verified, your account has been added. Click **Close**.



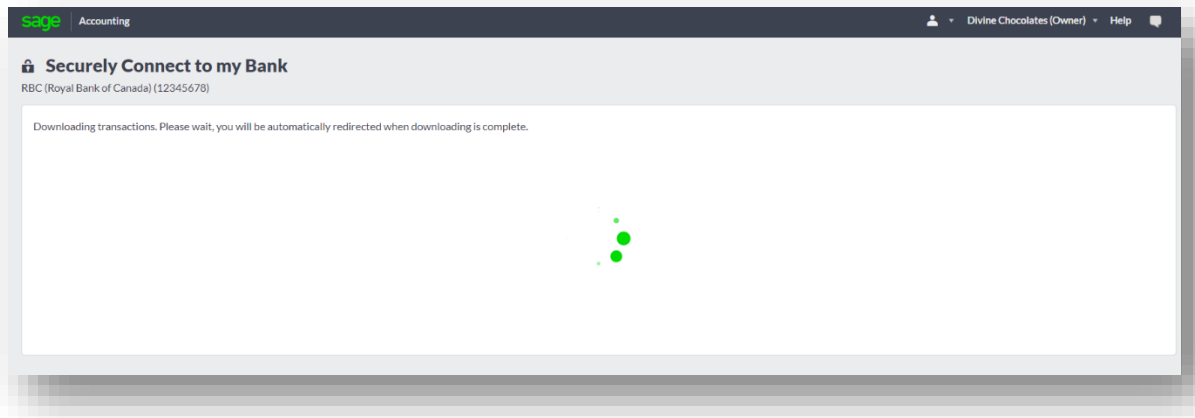
If multiple accounts are recognized (chequing and savings), **Accounting** will ask you to select which account you want to connect to. Let's select: **TESTDATA1 (xxxx3xxx)**. For purposes of this lesson, it's the test account for **Chequing**. Click **Continue**.



Once an account selection is made, you'll be asked what date you want to import transactions from. Most banks allow transactions as far back as *90 days*. Click **Finish**.



Transaction download will begin from the company's bank account into **Accounting**:



Transactions are imported each as a separate line item, ready for reconciliation.

Incoming Bank Transactions
Review your statement lines from your bank then match, create or transfer transactions.

Selected Account: **Divine Chocolates** Disconnect

Transactions: 37 | Last imported: a minute ago | DagBank balance: \$5,813.03 | Balance: \$5,000.00

Transaction	Amount	Match	Reference	Method	Amount	Action
Fri Jan 1, 2016 Deposit	\$475.00	For: Select a contact Create: What Transfer: 4500 - Uncategorized Income	Deposit	Cheque	\$475.00	Create
Fri Jan 1, 2016 Check # 998	-\$59.00	For: Select a contact Create: What Transfer: 6500 - Uncategorized Expense	Check # 998	Cheque	-\$59.00	Create
Sun Jan 3, 2016 Staples	-\$124.29	For: Select a contact Create: What Transfer: 6500 - Uncategorized Expense	Staples	Cheque	-\$124.29	Create
Mon Jan 4, 2016 Verizon	-\$159.00	For: Select a contact Create: What Transfer: 6500 - Uncategorized Expense	Verizon	Cheque	-\$159.00	Create

The **Banking** screen reflects the newly connected account indicating 37 new imported transactions via the automated bank feeds:

Banking
Add your bank accounts, credit cards and loans. Connect to your online bank account to automatically import your transactions.

Cheque Register New

Account	Balance	Last Entry
Chequing	-\$5,256.23	ABOUT 21 HOURS AGO
Cash on Hand	\$10.00	12 DAYS AGO
DAG Bank	\$5,000.00	ABOUT 21 HOURS AGO

DAG Bank Bank Balance: \$5,813.03 (REFRESH: ABOUT 21 HOURS AGO)

37 Transactions



Check Your Knowledge

Answer the following questions about the material covered in this lesson.

Short Answer

Write a short answer to the question below.

1. Why might the **Statement Run** feature not appear?
-
-

Fill In The Blank

2. To create a **Sales Invoice**, navigate to _____ whereas to generate a **Statement**, navigate to _____.
 - A. _____ Expenses > Vendor Bills / Reports
 - B. _____ Sales > Sales Invoices > New Invoice / Contacts > Customers > Select Customer > Manage > Statements.
 - C. _____ Optional Extras > Settings
 - D. _____ Customer Contact Record / User Management
3. The difference between a sales invoice and a statement is:
 - A. _____ Sales Invoices can't be customized whereas Statements can
 - B. _____ Sales Invoices expire whereas Statements do not
 - C. _____ Sales Invoices are included in a Profit and Loss Reports whereas Statements are not
 - D. _____ Sales Invoices are a bill for products and services sold whereas Statements reflect all transaction history, including payments and credits on a customer account.
4. Although Christina set Lisa Smith up to receive a monthly statement automatically, she called to say she didn't receive one. Why might that be? (Select all that apply)
 - A. _____ Lisa has a zero balance
 - B. _____ Christina forgot to check the "Enable Monthly Statements" box within setup
 - C. _____ The day of the month chosen for Lisa Smith to receive her statements hasn't occurred yet
 - D. _____ Incorrect Email Address

5. Divine Chocolates just did a **Statement Run** in a batch for all their customers to receive a statement. Lisa Smith's statement is missing. What did Christina forget to do? (select all that apply)
- A. Have Lisa Smith sign a waiver
 - B. Select 'Yes' in the 'Send Statements' feature within Lisa's profile
 - C. Set Lisa's profile settings to 'Active'
 - D. Select 'Sent by Email' vs. 'Sent by Post' in the Statement Run feature in Lisa's profile
6. Where do you setup a recurring transaction?
- A. Sales Invoice dashboard
 - B. Settings
 - C. Customer Contact record
 - D. Banking
7. Before creating a recurring transaction, what must Christina do first?
- A. Have the customer sign a waiver
 - B. Enter the first payment/receipt from the customer within Banking
 - C. Order additional inventory
 - D. Reconcile her accounts
8. Once the first customer transaction appears, where will Christina go to make the transaction recurring?
- A. Settings > Payments and Adjustments
 - B. Customer Profile > Make Recurring
 - C. Online Transactions > Recurring Payments
 - D. Banking > Activity > Other Receipt > Make Recurring
9. What are Automatic Bank Feeds?
- A. The ability to have pre-printed cheques sent to your business monthly
 - B. The ability for customers to make online payments via their bank
 - C. A feature in Accounting to generate a report when profit and loss is at risk
 - D. A feature in Accounting that saves time by eliminating manual transaction entry and reduce human error by downloading transactions directly from the company's bank and credit card accounts via a secure online connection directly into Accounting.

True or False

Enter 'T' for True or 'F' for False for each of the affirmations below.

10. If a business opts not to utilize Automatic Bank Feeds, they can import their statements manually

11. _____ The acceptable file types for manually importing transactions into Accounting are QIF, OFX or CSV.
12. _____ The user name/password required when connecting to Automatic Bank Feeds is the same sign on as your bank account



END OF LESSON

Please note:

Every effort has been made to ensure that the information provided in this educational series is accurate, up-to-date, and complete, but no guarantee is made to that effect. URLs and additional resources 'Beyond the Classroom' are continuously changing. Because the software is customizable in a number of ways, the language used in this guide may be different from what you 'see' when you work with your company's data file(s).

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