# Sage Business Cloud Accounting: Expense Transactions, Vendor Bills & Cheque Payments



# **Learning Objectives**

After completing this chapter, you will be able to:

- Create and manage expense transactions and vendor bills
- Pay Vendor Bills
- Manage Accounts Payable
- Enter and record Vendor Bills
- Print a remittance advice
- Make online payments within banking
- Set frequently made payments to 'recurring'
- Attach a file to a vendor bill like a receipt

**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.
$\checkmark$	Check Your Knowledge	Review questions at the end of a lesson to check your understanding and ability to implement concepts.
Ŷ	Summary	Overview of the most important items covered in a section or lesson.
	End of Lesson	The end of the lesson.



# **Expense Transactions**

**Accounting** will help Divine Chocolates keep track of expenses, how much they owe their vendors, and any vendor credits by recording the invoices received. Similar to customers, it's best practice to set up vendors prior to recording any bills but can be done on the fly within **Vendor Bills**.

If you recall, Divine Chocolates is utilizing a vendor Toronto Chocolate Makers for their initial candy orders. We learned how to create a new account within the **Contacts** dashboard including how to import a list of vendors into **Accounting** in a previous lesson (pgs. 33-39)

#### **Entering Expenses/Vendor Bills**

To enter and record individual bills or expenses for accounts payable in **Accounting**, we'll explore **Vendor Bills.** Larger batches can be done for multiple bills within **Banking** which we'll explore next. For now, Christina has to make a single payment to one of her vendors for Lisa Smith's order, so we'll explore **Vendor Bills** within **Expenses.** 



• From the Expenses menu bar at the top select Vendor Bills:



#### • Navigate to New Bill

	penses • Contacts •	Products & Servic	es Banking	Journals R	eporting *	Settings					•
ndor Bills 🛛											
e, view, and manage the t	alls your vendors send to yo	rom 02/12/2018	間 To 03/1	12/2018	More *	Search					łew Bill 💌
Bill Date Ven			the state of	Reference			Telephone	User	Total	Outstanding	
						1 of 1 )					Orecords
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Divine Chocolates just received an invoice from Chocolate Makers of Toronto. It's for 25 Milk Chocolate Wedding Bells. If you recall Lisa Smith placed an order for 100 of the divine delights for the guests at her wedding reception.

 Navigate to the Vendor drop down menu and select the vendor, Chocolate Makers of Toronto. You can easily add any vendor not already listed by clicking on + Add a Vendor.

age Accounting				0 🖿	📥 👻 Divine Chocola	tes (Owner) 🝷	Help 🔍
nmary Sales • Expenses • Contacts • Pro	ducts & Services Banking	Journals Reporting •	Settings				
							•
ew Vendor Bill 🛛							
ter a new bill you've received from a vendor.							
Vendor**	Bill Date**	Due Date**					
[Search for vendor]	05/28/2018	06/27/2018					
Absolute Instruments (7805381335)							
Chocolate Tastemakers	Reference						
Cole Group (Vend-03)	e.g. Purchase Order Numbe	r					
Daniel, Corwin and Boyle (Vend-04)							
Denon							
Labadie, Fay and Brown (Vend-01)	1					Tax rate for:	Ontario 💌
Lindgren-Ziemann (Vend-02) + Add a vendor			Ledger Account*	Qty/Hrs* Price/Rate*	Tax Rate*	Tax Amount*	Total
+ Add a vendor			5000 - Cost of Goods Sold	▼ 100 0.00	HST 13.00%		0.00
•			5000 - Cost of Goods Sold	• 1.00 0.00	HST 13.00%	0.00	0.00
Notes				Amount Ex Tax			0.00
				Total			0.00
Save as draft				ſ	🖉 o Save Sa	we & New	Cancel
Draft Invoices do not update your Accounts				l			



### **Calculating Vendor Bill Due Dates**

- **Bill Date** will default to today's date. Change the date if necessary to reflect the actual bill date as it appears on the invoice.
- **Due Date** As with the customer profile record, the **Vendor Bill** due date is date automatically calculated from one of two places:
  - 1. The custom payment terms within **Payment Details** entered in the **Vendor** record.

ege   /	Accounting							0 📭	4-	Divine Chocolates (Owner) +	Help 🛡
mmary	Sales • Expenses •	Contacts •	Products & Services	Banking Journals	Reporting +	Settings					
Chocol	ate Tastemake	rs (Vendo	r) • /								
	OUTSTAND	NG (0)	OVERDUE (0) 0.00 \$	0.00 \$	TO DATE (0)	EXPENSES THIS YEAR (0) 0.00 \$	L MainCo	ntact etaste@gmail.com			
	CREDIT LIM	π	CREDIT TEN 2 30 Days	LAST DOPU	NSE	AVERAGE EXPENSE 0.00 \$		etasteggmail.com uga, ON, L4T1A2			
Activity	Contacts and Addresses	Payment De	tails Options P	lotes							
	Payment	Terms				Details	1				
✔ Credit L		1,500.00				Add an Account Name Add a Transit Number					
Cred	fit Terms 🖌 45 d	ays .				Add an Institution Number Add an Account Number					
		Save	Cancel	Acco							
		-			BIC/Swift	Add a BIC/Switt					

#### Or

2. It calculates based on the default number of credit days in the **Default Settings**.



Let's look at the default settings to understand where the due date is being calculated from:

 Navigate to Settings from the menu bar and Record and Transaction Settings

ary Sales • Expenses • Contacts •	Products & Services Banking Journals Reporting * Settings	
tings 0		
e your settings.		
INVOICE & BUSINESS PREFERENCES	About your Business Decide what information about your business is shown on sales and purchase documents.	Email Messages Customize the default email message when you send an invoice, statement or other document.
	Logo & Document Template Add your company logo and select your document style to reflect your brand.	Record and Transactions Settings Configure the defaults shown on contacts, items and bank transactions.
	Invoice Form Settings Configure the defaults shown on invoices and other sales and purchase forms.	Cheque Printing Settings Make payments by printing directly onto special cheque paper.

• Navigate to **Vendors** and observe the **Days before Invoices are overdue.** The is the amount of days allotted for *all* vendors/bills before considered overdue. The default is 30 days.

ary Sales • Expenses • Contacts • Products	& Services Banking Journals Reporting	Settings		
cord and Transactions Settings				
se the preferences and defaults to use when creating records and	transactions.			
CUSTOMERS	Days before invoices overdue*			-30
Set defaults for your sales to customers. You can override these for individual sales later if you like.	Ageing (for reporting)	From	30 60	90 120
		То	59 69 1	19 Older
	Sales Ledger Account*		4000 - Sales - Products	*
	Sales Discount Ledger Account*		4100 - Sales Discounts	•
	Carriage Ledger Account*		4900 - Other Income	•
	Customer Statement Type		Outstanding items only	
VENDOR5	Days before involces overdue*			30
Set defaults for your purchases from vendors. You can override these for individual purchases later if you	Ageing (for reporting)	From	30 60	90 120
like.		То	59 89	9 Older
	Expense Ledger Account*		5000 - Cost of Goods Sold	•
	Expense Discount Ledger Account*		5100 - Purchase Discounts	•
	Vendor Statement Type		Outstanding items only	*

If a specific **Vendor** has allotted more time for Divine Chocolates to make payment, and customized payment arrangements have been setup within the **Vendor** record, the **Vendor** record will override the default settings shown here.

• Let's look at Toronto Chocolate Makers vendor record that was created. Navigate to **Contacts** and then **Vendors.** Highlight and select the record created for Toronto Chocolate Makers.

mary Sales <b>v</b> Expens	es • Contacts •	Products & Services Banking Journals	Reporting  Sett	ings						- 6
endors 🛛										
ite, view and manage your vend	or records. To view a vende	or's account details and transactions, click their	record.							
of 8 selected		More  * Search							New Ver	ndor
Company/Name	Reference	Email	Telephone	Balance Owed	Credit Terms	Currency	Overdue Balance	Postal Code	City	Countr
Labadie, Fay and Brown	Vend-01	daniella.huel@dubuque.name	765-830-6667 x8675	76.03	60	Canadian Dollar (CAD)	100.03	53388-8765	Tellyfort	Canada
Lindgren-Ziemann	Vend-02	garnett.gerhold@cole.info	352-513-0930 x6746	424.86	62	Canadian Dollar (CAD)	424.86	36251-4856	Annettahaven	Canada
Cole Group	Vend-03	anna.wiegand@harrisjacobson.com	(616) 319-6063 x7814	595.31	68	Canadian Dollar (CAD)	595.31	96072-6615	West Kenya	Canada
Daniel, Corwin and Boyle	Vend-0	carlotta@zemlak.io	605-228-5756 x5778	49,842.22	55	Canadian Dollar (CAD)	51,048.70	24394-8868	East Miguelstad	Canada
Absolute Instruments	780 381335	john@yopmail.com		1,282.29	30	Canadian Dollar (CAD)	1,282.29	T8V 3J4	Grande Prairie	Canada
Denon				803.42	30	Japanese Yen (JPY)	803.42	106-0047	Tokyo	Japan
Montreal Pet Food	Acct. #389	ricki@montrealpetfood.com		97,74	45	Canadian Dollar (CAD)	97.74	H25 2K4	Montreal	Canada
Chocolate Tastemakers		chocolatetaste@gmail.com		0.00	45	Canadian Dollar (CAD)	0.00	L4T1A2	Mississauga	Canada

 Navigate to the Payment Details tab. Observe the Credit Terms. It appears Divine Chocolates has been granted 45 days to make payment to the Vendor as shown in the customized credit terms. The 30 days as shown in the default settings will be overridden and the 45 days is what will appear as the due date on the vendor bill we're currently creating.

Sage Account	ing		
Summary Sales	Expenses  Contac	roducts & Services	Banking
Chocolate 7	<b>Tastemakers</b> (Ve	ndor) 🥝 🖌	
	OUTSTANDING (0)	OVERDUE (0)	
	0.00\$	0.00 \$	_
	CREDIT LIMIT 1,500.00 \$	CREDIT TERMS 45 Days	
Activity Conta	cts and Addresses Payn	nent Details Options No	otes
	Payment Terms imit (\$) 1,500.00 t Terms 45 Days	1	

Now that we understand how the due date is determined and where it can be changed, let's return to the **Vendor Bill** to complete it.

- **Vendor Reference** Input a reference for the bills such as an invoice # Type: *Invoice* #*LS* -100
- **Reference** Purchase Order # or number from another accounting system Type: *Lisa Smith Wedding*

w Vendor Bill 🛛	ts ▼ Products & Services Banking Journals Reporting ▼ Settings	•
a new bill you've received from a vendor.		
endor** hocolate Tastemakers	Bill Date** Due Date** ○S/29/2018  ○ 07/13/2018  ○	
endor Reference	Reference	
voice #LS-100	Lisa Smith Wedding	

• **Tax rate for:** The tax rate will default to the Province the company is doing business in. You have the ability to change that here, should you need to. Since the company is located in Ontario, the tax rate is automatically shown for that Province.





• **Product/Service** – Navigate to the **Product** or **Service** you're being billed *for* and select from the drop-down menu. Select: *Milk Chocolate Wedding Bells* 

	Product / Service	Description*		Ledger Account*		Qty/Hrs*	Price/Rate*	Tax Rate*		Tax Amount*	Total
1	Milk Chocolate W	Milk Chocolate Wedding Bells		1200 - Inventory	•	25.00	2.00	HST 13.00%	-	6.50	56.50
	Milk Chocolate Weddir Network support - qua	ng Bells (MCWB - 100) rte (SERVICE-03)		5000 - Cost of Goods Sold	•	1.00	0.00	HST 13.00%	¥	0.00	0.00
	New Product Descripti	ion - THIS FIELD REQUIRED									
	Pineapples (PROD-05)					A	mount Ex Tax				50.00
	Pineapples (PROD-05) Pineapples (PROD-05)					н	IST 13.00%				6.50
	Product Description Fi + Create item	eld				т	iotal				56.50

- Ledger Account The GL account will default to the product/service selected. If necessary, change the ledger account to reflect the proper expense account if it is an expense or a bill.
- Qty/Hrs Input the quantity you're being billed for. Type: 25
- Price You'll notice the price will pull automatically from Inventory set up
- Notes Input any vendor notes Type: Order 1 of 3

endor** hocolate Tastemakers	Bill Date**           ▼         05/29/2018	Due Date** 07/13/2018								
/endor Reference	Reference									
nvoice #LS-100	Lisa Smith Wedding									
									Tau anta (au	: Ontario 🔻
Product/Service Description*	_	_	Ledger Account*		Qty/Hrs*	Price/Rate*	Tax Rate*	_	Tax Amount*	Total
Milk Chocolate W  Milk Chocolate Wedding Bells			1200 - Inventory	•	25.00	2.00	HST 13.00%	-	Amount* 6.50	56.50
·			5000 - Cost of Goods Told	•	1.00	0.00	H5T 13.00%	•	0.00	0.00
Notes				$\mathbf{v}$	·					50.00
Order 1 of 3					Attachme					6.50
					Toronto		ers Invoice.pdf	Î		56.50
						+ Up	load files			
						+ Upl	load files			56.50

• Attachment – Add a copy of the vendor bill/invoice by clicking on the paper clip icon. Browse files and select to upload. Note: It must be a PDF, PNG of JPEG file. Let's add the invoice from Toronto Chocolate Makers.

 			9.75
+ Upload fil	les		84.75
 Ø.	Save	Save & New	Cancel

• You will receive a notification of confirmation that the attachment has been successfully uploaded:

Toronto Chocolate Makers Invoice.pdf	9.75
+ Upload files	84.75
<b>Q</b> <sub>1</sub> Save Si	ave & New Cancel

• Once uploaded, click on the Attachment to preview the Vendor Bill:

Toronto Chocolate Makers	DATE:	3/12/2018
Toronio Chocolare Makers		
	INVOICE #:	
	CUSTOMER ID:	721 - DIVCHOC
BILL TO	SHIP TO	
Christina Lopez		Christina Lopez
Divine Chocolates		Divine Chocolates
100 Chocolate Way		100 Chocolate Way
Toronto ON M4B 1B3		Toronto ON M4B 1B3
7389729929		7389729929
Lisa Smith Wedding 8/18		
Delivery		Due on receipt
DESCRIPTION		AMOUNT
25 Milk Chocolate Wedding Bells		\$84.75
TOTAL		\$84.75
Make all checks payable to Toronto Chocolate Maker business!	s. Thank you for your	
900 Dupont Street, Toronto ON M6G 1Z4, Canada (C.	* 1	

• Click Save.

• Your completed Vendor Bill is ready to Record Payment, Email, Edit, Copy, Dispute, Add file (attachment) or Delete.

nary Sales <del>v</del> E	penses • Contacts	<ul> <li>Products &amp; Services</li> </ul>	Banking Journals	Reporting				
ndor Bill: Cho edit or manage your V Great! Bill Created Add Another Bill	endor Bill	makers (Awaiting	PAYMENT			×	AMOUNT PAID 0.00 \$	AMOUNT OUTSTANDIN 56.50 \$
o: Chocolate Taste endor Reference LS-100	makers Invoice Date May 29, 2018	Due Date Jul 13, 2018	Reference Lisa Smith Wedding				Rec	cord Payment
Item		Due in 45 days	Qty/Hrs	Price/Rate	Тах	Amount	<ul><li>Copy</li><li>Dispute</li></ul>	<ul><li>Add file</li><li>Delete</li></ul>
<ul> <li>Milk Chocolate Wei Inventory (1200)</li> </ul>	dding Bells		25.00	2.00	6.50 HST 13.00%	50.00	Activity	
Notes Order 1 of 3					Subtotal Tax Breakdown HST: 50.00 @ 13.00%	6.50	MAY 29, 2018- 1: Created	1:27AM
					Total (25 items)	56.50\$		

The Vendor Bill will now appear on the Vendor Bills dashboard with a Status of Unpaid.

mary Sales •	Expenses Contacts	<ul> <li>Products &amp; Service</li> </ul>	is Banking Journa	is Reporting •	Settings					
ndor Bills	Ð									
te, view, and manap	ge the bills your vendors send t	уура.								
1 selected	Q	From 02/12/2018	To 03/12/2018	More *	Search					New Bill -
Bill Date	Vendor			Reference		Telephone	User	Total	Outstand	Status
03/12/2018	Toronto Chocolate Make		5	Lisa Smith Wedding		(416) 460-1234	YI	84.75	84.75	Unpaid

# **Disputing a Vendor Bill**

If you recall, Christina received an order of wedding bells in which some were broken. Therefore, she'd like to change the status of the bill to disputed.

- Navigate to the Expenses tab and then Vendor Bills
- Select the Vendor Bill to dispute from the list below.

Bill Date         Vendor         Reference         Helpshone         User         Total         Outstanding         Status         Due Date.         Content         Memory Barbarrance         Amount Bar         Amount Barbarrance         Amount Barba		
05/29/2018         Chocolate Tastemakers         Lisa Smith Wedding         KS         56.50         0.00         Paid         07/13/2018         #LS-100         50.00           05/29/2018         Chocolate Tastemakers         Order 2 or 3         KS         169:50         169:50         Unpaid         07/13/2018         LS-200         150:00		New Bill *
05/29/2018 Chocolate Taxtemakers Cocoa Powder XS 169:50 Linpaid 07/13/2018 BiT-Prov 150:00	te Tastemakers Order 2 of 3 KS 169:50 169:50 Unpaid 07/13/2018 LS-200 130	00 19,50 M
	te Tastemakers Cocoa Powder KS 169.50 169.50 Unpaid 07/13/2018 INT-Prov 150	00 19.50 K

• When the Vendor Bill launches, navigate to the side menu and select **Dispute:** 

: Chocolate Taste	makers								00 \$	AMOUNT OUTSTANDIN 169.50	
endor Reference - 200	Invoice Date May 29, 2018	Due Date Jul 13, 2018 Due in 45 days	Reference Order 2 of 3						Re	cord Payment	
Item				Qty/Hrs	Price/Rate	Тах	Amount		Edit	Add credit note	
<ul> <li>White Chocolate W Inventory (1200)</li> </ul>	edding Bells - Solid			50.00	3.00	19.50 HST 13.00%	150.00		Сору	Add file	
						Subtotal	150.00	, and a second s	Dispute	👕 Delete	_
					HS	Tax Breakdown T: 150.00 @ 13.00%	19.50	Acti	vity		
				_		Total (50 items)	169.50\$	e.	MAY 29, 2018- 1	11-5044	4

• The status of the **Vendor Bill** changes and appears on the dashboard as **Disputed.** Also, a notification appears at the bottom in green that the **Vendor Bill** has been **Disputed**:



	-		-			Contact	Vendor	Amount Fx	
Bill Date 05/29/2018	Vendor Chocolate Tastemakers	Reference Telephone	User	Total 56.50	Outstanding Status	Due Date Contact Reference 07/13/2018	Vendor Reference #LS-100	Amount Ex Tax 50.00	Total Tax V
05/29/2018	Chocolate Tastemakers		NG NG	169.50	169.50 Disputed	07/13/2018	LS+200	150.00	19.50 K
05/29/2018	Chocolate Tastemakers		KS	169.50	169.50 Unpaid	07/13/2018	INT-Prov	150.00	19.50 Ki
									•
ihow 10 🔻 record	1.C			( Page 1 of 1	•				3 records
fish (Canadian)									

The Vendor Bill is also marked as Disputed, highlighted in orange above:

: Chocolate Taste	makers							AMOUNT PAID	AMOUNT OUTSTANDING 169.50\$
endor Reference - 200	Invoice Date May 29, 2018	Due Date Jul 13, 2018 Due in 45 days	Reference Order 2 of 3					Reco	rd Payment
Item				Qty/Hrs	Price/Rate	Тах	Amount	💉 Edit	Add credit note
<ul> <li>White Chocolate W Inventory (1200)</li> </ul>	edding Bells - Solid			50.00	3.00	19.50 HST 13.00%	150.00	見 Сору	Add file
						Subtotal	150.00	🟴 Clear dispute	Delete
					н	Tax Breakdown ST: 150.00 @ 13.00%	19.50	Activity	
						Total (50 items)	169.50\$	MAY 29, 2018- 11:5	IOAM



### **Vendor Bills Dashboard**

Similar to the **Sales Invoice** dashboard, the **Vendor Bills** dashboard has a similar appearance. All **Vendor Bills** appear in list form at the bottom of the page.

To change the columns as they appear on the dashboard, click on the wheel to the left of the **Vendor Bills**:

Sage Accountin	u a				1	- Divine Choo	olates (Owner)	- Help	
Summary Sales •	Expenses • Con	tacts • Products & Services Banking	Journals Reporting • Settings						A
Vendor Bills	0								-
	ge the bills your vendors s	end to you.							
0 eselected	Q,	From 02/13/2018 🛅 To 0	3/13/2018 🖆 More • Search					New Bill	-
😨 🔲 Bill Date	Vendor		Reference	Telephone	User	Total	Outstanding	Status	

 In doing so, the configure columns box will launch. For purposes of this lesson, check the remaining boxes so Divine Chocolates will have full visibility of all Vendor Bill information within the dashboard:

Configure Columns	×
:: 🐱 Bill Date	
:: 🗭 Vendor	
n Reference	
:: 🗹 Telephone	
: 🖓 User	
:: 🗹 Total	
: 🖌 Outstanding	
:: 🗹 Status	
:: 📝 Due Date	
: 😧 Contact Reference	
:: 🖌 Vendor Reference	
:: 🗹 Amount Ex Tax	
🗄 📝 Total Tax	
:: 🗹 Who	
: 🖌 Email	
:: 📝 Contact Name	
:: 🖌 Postcode	

• Click **Save.** You'll notice the column headers at the top of the dashboard have changed and many more reference fields have been added:



ummary Sales	Expenses  Contac	cts  Products & Servie	es Banking Journ	als Reporting <b>*</b>	Settings							
endor Bills	0											
reate, view, and mana	ge the bills your vendors send	d to you.										
	ge the bills your vendors send	d to you. From 02/13/2018	To 03/13/2018	More •	• Search						Ne	ew Bill
0 of 1 selected Bill Date	- ·	·	To 03/13/2018	User More		Outstanding Sta	atus Due I	Date Con	tact Verence F	/endor Reference	Amount Ex Tax	ew Bill Total <sup>*</sup>

• To filter **Vendor Bills** by type, click on **More** and then **Status.** You can sort bills by *Outstanding, Overdue, Unpaid, Part-Paid, Paid, Void, Draft* and *Disputed*.

nmary Sales •	Expenses • Contacts •	Products & Service	s Banking Jour	nals Reporting *	Settings							+
endor Bills 🛛												-
ate, view, and manage th	e bills your vendors send to y	0U.										
¢	2 1	rom 02/13/2018	To 03/13/201	8 🔲 More +	Search	60					N	ew Bill 🔹
Status All				1		_						
All												
of 1 seles Overdue Unpaid												
Bill Part Paid	ndor	Reference	Telephone	User	Total	Outstanding	Status	Due Date	Contact Reference	Vendor Reference	Amount Ex Tax	Total Tax
03. Void Draft	onto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	84.75	Unpaid	04/11/2018	98035	LS - 100	75.00	9.75
Disputed												

• If the **Vendor Bill** you're looking for doesn't appear, be sure to check the dates at the top as **Accounting** will recall and save the last dates searched. You may need to clear your previous search.

# **Paying Vendor Bills**

There are different ways for Divine Chocolates to pay Vendor Bills in Accounting:

- 1. There are two ways to pay a **Vendor Bill** within the **Expenses** tab:
  - Directly from within the Vendor Bill OR
  - Select a Vendor Bill from the list with a checkmark, navigate to More and select Pay or Allocate



	dor Bills	e the bills your vendors send to	you.										
of 4	selected 🖶	M 🗄 🖳 🛊	More -	Q	From	02/21/2018	To 03/21/	2018	More 🔻	Search			New Bill
1	Bill Date	Vendor	Pay or Allocate	Telephone	User	Total C	utstanding	Status	Due Date	Contact Reference	Vendor Reference	Amount Ex Tax	Total Tax
	03/12/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	0.00	Paid	04/11/2018	98035	LS - 100	75.00	9.75
	03/13 2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	22.60	0.00	Paid	04/12/2018	98035	LS -100	20.00	2.60
	07 16/2018	Toronto Chocolate Makers		(416) 460-1234	YI	418.10	0.00	Paid	04/15/2018	98035		370.00	48.10
3	03/21/2018	Toronto Chocolate Makers		(416) 460-1234	YI	5.65	5.65	Unpaid	04/20/2018	98035		5.00	0.65

• In doing so, you are navigated to the **Banking** screen to record *or* allocate the payment to the account. An allocation simply links the payment to the vendor bill.

Accounting			👗 👻 Div	ine Chocolates (Owner) 👻 Help 🛛 🗬
nmary Sales 🔻 Expenses 🔻 Contacts 🔻 Prod	lucts & Services Banking Journals Reporting	g ▼ Settings		•
Ayment Other Payment Customer Refund				
ord money paid to vend and allocate it to one or more outsta	inding bills, or save it as a payment on account to allocate la	ter. 🎯		
Vendor**	Paid from Bank Account**	Method** Date Paid**	Reference (optional)	Amount Paid**
Toronto Chocolate Makers (98035)	Please select 👻	Please select v 03/21/2018	e.g. Cheque number or BACS Ref	5.65
2 Date Number	Reference	Туре	Display Outstanding + Total Outstand	Exclude Disputed
			5.45	0.00 8 5.45
03/21/2018		Inv	5.65 0	0.00 🖉 0.00 🖉 5.65
2 03/21/2018		Inv		0.00         ℓ         0.00         ℓ         5.65           0.00         0.00         5.65         5.65
03/21/2018		Inv		
03/21/2018		Inv		0.00 0.00 5.65

OR

- 2. Within the **Banking** screen to pay multiple vendors at one time.
  - From the Banking module, navigate to **New** and **Expense/Payment:**

king e r bank accounts, credit cards and loans	Connect to your online bank account to a	nomatically Import your transactions.			
					Cheque Register New • Expense / Payment
Chequing	£	Cash on Hand	e	Bank Of Toronto	Sale / Receipt
					Bank Transfer
Balance	Bank Balance	Balance		Balance	Bank Account
328.05 \$	9,044.78 \$	-440.00 \$		-2,928.13\$	5,
ST ENTRY: ABOUT 16 HOURS AGO	REFRESH: 1 MINUTE AGO	LAST ENTRY: OVER 1 YEAR AGO		LAST ENTRY: OVER 1 YEAR AGO	REFRESH: 1 MINUTE AGO
	No transactions				No transactions
American Express	-	Royal Bank Of Canada - Loan	₫Ē	Capital One Visa	=
Balance		Balance		Bala	
876.54		23,250.00 \$		452.	
LAST ENTRY: OVER		LAST ENTRY: OVER 1 YEAR AGO		LAST ENTRY: ALMO	
Import	Sh Connect Bank			T Import	Connect Bank

 The Vendor Payment screen will launch. Navigate to Vendor and select Toronto Chocolate Makers. In doing so, all Vendor Bills for the Vendor appear in list form at the bottom.

endor Payment Other Payme	ent Customer Refund											
ord money paid to vendors and allo Vendor**	icate it to one or more outsta	nding bills, or save it as Paid from Bank Ao			Ø lethod <sup>**</sup>	Date Paid**		Reference (optional)			A	mount Paid**
Chocolate Tastemakers	-	1050 - Chequing Balance 328.05 §		✓ Cł	heque	• 05/29/2018	Ë	e.g. Cheque number or BA	ACS Ref			0.00
Owed 395.50 \$												
Date	Number		Reference		Ту	ю	Display	Outstanding	▼ Outstanding	ſ	E Discount	xclude Disputed Paid
	Number #LS-100		Reference Lisa Smith Wedding		Ty		Display					Paid
Date							Display	Total	Outstanding	1	Discount	Paid
Date 05/29/2018	#LS-100		Lisa Smith Wedding		Inv		Display	Total 56.50	Outstanding 56.50	_  _	Discount	Paid
Date 05/29/2018 05/29/2018	#LS-100 LS - 200		Lisa Smith Wedding Order 2 of 3		Inv		Display	Total 56.50 169.50	Outstanding 56.50 169.50	_  _	Discount 0.00 4 0.00 4	Paid

- Christina can indicate which bills she'd like to pay with a checkmark in each box below. She can also input an amount in the **Amount Paid** box on the top right but in doing so, she'll need to select invoices to allocate the payment to.
- She'd like to make a payment for 56.50\$ for Vendor Bill LS-100. Put a checkmark in the box. In doing so, the Outstanding Amount moves to Paid and the Amount Paid at the top prefills in the amount of 56.50\$. Click Save.

endor Payment Other Paym	Customer Refund									
ord money paid to vendors and al	ocate it to one or more outsta	nding bills, or save it as a payment on account to allocat	elater. 🚱							
Vendor**		Paid from Bank Account**	Method**	Date Paid**		Reference (optional)			Amou	nt Paid**
Chocolate Tastemakers	•	1050 - Chequing	- Cheque	▼ 05/29/2018		e.g. Cheque number or BA	CS Ref			56.50
Owed 395.50 \$		Balance 328.05 \$						1	•	
									$\mathbf{A}$	
					Display	Outstanding	- ×		Exclud	isputed
Date	Number	Reference	T	уре		Total	Outstanding	Discou	nt	Paid
05/29/2018	#LS-100	Lisa Smith Wedding	h	IV		56.50	0.00	n (	x 🖉	56.50
05/29/2018	LS - 200	Order 2 of 3	h	IV.		169.50	169.50 (	2 0.0	00 🔎	0.00
05/29/2018	INT-Prov	Cocoa Powder	h	IV		169.50	169.50	0.0	00 🗡	0.00
							339.00	0.0	0	56.50
								Left to allocat	e	0.00
								Save		Cancel

• The **Vendor** payment now appears within the **Banking** Activity:

mary Sales •	Expenses • Contacts •	Products & Services	Banking	Journals	Reporting •	Settings						÷
ank Account												
r your bank account det	alls and account activity. Use	New Entry to record new tr	ransactions fo	er this bank acc	ount, or use the Rec	concile option to che	ck entries on this ac	xount against your banks	tatement.			
									Į	New Entry *	0 New Transactions	•
Account Name**			Acct	sunt Number				Balance (\$)			271.55 \$	\$
Chequing								Coming Balance Today's Balance	101		271.55	
Account Type**								Today's Balanci	:(5)		2/1.553	2
Chequing			*					2,500.00				
Default Transaction Me	thod							\$			8	
Cheque								0.00 \$		00000	Baaaaa	
criedne											000000	
									00000	00000		
Ledger Account									D-O-O-O-C Apr 09 Balance		-0-0-0-0 <sup>W 07</sup>	
Ledger Account	Contacts Reconciliation								Apr 09	Apr 23 M	-0-0-0-0 <sup>W 07</sup>	-
Ledger Account 1050 ctivity Address &	Contacts Reconciliation					Q		From 05/01/2018	Apr 09 Balance	Apr 23 M	-0-0-0-0 ay 07 Cash Flow Out	
Ledger Account 1050 ctivity Address &	Contacts Reconcillation Reference	Nanc			Туре	٩	Received		Apr 09	Apr 23 M	-0-0-0-0 ay 07 • Cash Flow Out	
iedger Account 10050 colvity Address &					Type Customer Re		Received	From 05/01/2018	Apr 09	Apr 23 M Cash Flow in 5/31/2018	-0-0-0-0 ay 07 • Cash Row Out Sam Cancel More • Search	
Ledger Account 1050 ctivity Address & 17 3 selected Date		Name		_	10.000			From 05/01/2018 Paid Cleared	Apr 09	Apr 23 M Cash Flow in 5/31/2018	-0-0-0-0 ay 07 • Cash Row Out Sam Cancel More • Search	
ctivity Address & rt Jerected Date 05/07/2018	Reference	Name		_	Customer Re	fund	0.00	Prem 05/01/2018 Peld Cleared 25:00	Apr 09	Apr 23 M Cash Flow in 5/31/2018	-0-0-0-0 ay 07 • Cash Row Out Sam Cancel More • Search	
Ledger Account 1050 - Colvity Address & 15 Joint Colvit Colvit Colvit Colvit Colvit Colvit Colvit Colvit Colvit Colvit Co	Reference Journal #193	Name Lisa Smith			Customer Re Journal	rund z	0.00 50.00	Prom         05/01/2018           Paid         Cloared           25:00         0.00	Apr 09	Apr 23 M Cash Flow in 5/31/2018	 y (27 - Cash Flew Out Soon More - <u>Search</u> Recurrence	

We've just explored how to pay multiple **Vendor Bills** within **Banking**. Let's explore how to pay an individual **Vendor Bill** directly from the **Vendor Bill** itself. Navigate to **Expenses** and **Vendor Bills**.



umm	nary Sales •	Expenses • Conta ts •	Products & Service	is Banking Jou	mals Reporting *	Settings							(+
	ndor Bills e, view, and manag	Vendor Bills Vendor Credit Notes Quick Entries	YOLL										
0 of 3	3 selected	periodi strano	From 02/13/2018	To 03/13/20	18 🖻 More •	Search	3					N	ew Bill 🔻
	Company of the	1411201201201201	From 02/13/2018 Reference	To 03/13/20	18 🔲 More •		Outstanding	Status	Due Date	Contact Reference	Vendor Reference		
	Bill Date	ч I	Reference	Telephone			Outstanding	Status Unpaid	Due Date 04/11/2018	Contact Reference 98035	Vendor Reference LS - 100	Amount Ex Tax 75.00	Total Tax
	Bill Date 03/12/2018	Q F	Reference Lisa Smith Wedding	Telephone (416) 460-1234	User	Total	Outstanding 84.75					Amount Ex Tax	ew Bill Total Tax 9.75 9.75

• Highlight and select the **Vendor** to pay from the **Vendor Bill** list at the bottom.

nmary Sales *	Expenses * Contacts *	Products & Service	s Banking Journa	als Reporting * !	Settings						+
ndor Bills	0										-
	te the bills your vendors send to y	011.									
of 3 selected	Q	rom 02/13/2018	To 03/13/2018	More •	Search					N	w Bill 🔹
	Vendor	Reference	Telephone	User	Total Outstandin	status	Due Date	Contact Reference	Vendor Reference	Amount Ex Tax	Total Tax
	Vendor Toronto Chocolate Makers	I I I I I I I I I I I I I I I I I I I		User YI	SUCCESSION STOCKESSION	Status Unpald	Due Date 04/11/2018	Contact Reference 98035	Vendor Reference US+100		Total Tax 9.75
Bill Date	172100720	Lisa Smith Wedding	(416) 460-1234	1963-20	84.75 84.7		NY/NYO 100225	Reference	Reference	Tax	

• When the Vendor Bill launches, navigate to Record Payment:

			00051					
ndor Bill: Ioi .edit or manage your '		ate Makers (9	8035) AWAITING PAYMEN	m 0				
o: Toronto Choco	late Makers (98035)						AMOUNT PAID	AMOUNT OUTSTANDIN \$84.75
/endor Reference S - 100	Invoice Date Mar 12, 2018	Due Date Apr 11, 2018 Due in 29 days	Reference Lisa Smith Wedding				R	ecord Payment
Item			Qty/Hrs	Price/Rate	Tax	Amount	🖋 Edit	Add credit note
<ul> <li>Milk Chocolate We Inventory (1200)</li> </ul>	edding Bells		25.00	3.00	9.75 HST 13.00%	75.00	E Copy	@ 1file
lotes					Subtotal	75.00	Dispute	Telete
Order 1 of 3					Tax Breakdown HST: 75.00 @ 13.00%	9.75	Activity	
					Total (25.00 items)	\$84.75	MAR 12, 2010 Created	6.43PM

- Enter the Amount Paid, either a partial payment of full amount
- **Discount** if any received from the vendor
- Payment Date



- Paid From Enter the bank account the Vendor Bill will be paid from
- **Method** Select the method of payment i.e. Electronic, Cheque etc.
- Reference An optional field but we recommend entering what the bill payment is for
- **Print remittance advice** Indicate with a check mark in the box to print a remittance to notify vendors payment has been made
- Record Payment- Click to Record Payment to vendor.

Amount paid Remaining balance \$0.00		84.75
Discount		0.00
Payment date		03/13/2018
Paid from	Cash on Hand (1000)	•
fethod	Cheque	*
Reference (optional)		
Print remittance advice		
		Record \$84.75

## **Cheque Payments**

When **Cheque** is selected as the payment method, you will be prompted to make a selection how the cheque will be created:

- *I'll write out a cheque manually-* If you don't want to print a check, but want to write it manually, you can mark the check as issued manually.
- I'll print this cheque right now Take me to the Cheque Register
- I'll print this cheque later I'll go to the Cheque Register in Banking when I'm ready.



Pay	by Cheque
0	Want to print your cheque? To print from Accounting, remember to choose a supplier. Or, continue without a supplier and write your cheque.
Howv	ose 'Cheque' as the payment method for this transaction. vould you like to create your cheque? write out a cheque manually - and enter a cheque number.
	Cheque Number (optional)
) I'II	print this cheque right now - take me to the Cheque Register.
	print this cheque later - I'll go to the Cheque Register in Banking when I'm ready.
	Confirm

- Divine Chocolates wants to prepare payment now. Select **Print this cheque right now.** Click **Confirm.**
- You will be navigated to the Cheque Register.

nmary Sales • Expenses •	Contacts • Products & Services Banking Jou	urnals Reporting - Settings	
heque Register w all the cheque payments you've reco	rided and select cheques to print.		Cheques to Print (3) All Cheques
		Paper Supreme Security Multi-Purpose Cheque (English)	Ø Settings
		Paper Supreme Security Multi-Purpose Cheque (English)	Settings
slected 🗇 Print Chemise 🗸 to	ne Manually 🚊 Geleta		
elected 🗇 Print Owner 🗸 io	ne Marmalby 🗃 Defette Name	Туре	Amount
elected 🔿 Print Domine 🗸 to	ne Mannally at Deleta Name Liss Smith	Type Customer Refund	Amount 100.00

- Cheques To Print: When the Cheque Register screen launches, all recorded cheque payments will appear in the list below based on the Bank Account selected from within the drop-down box above. These are cheques awaiting to be issued. They can be bill payments or customer refunds. You can:
  - Print cheques
  - o Issue cheques manually: Handwrite a cheque

- Delete a cheque: This is a permanent action. In doing so, it deletes the transaction it's linked to. Cheques linked to an invoice will revert to 'unpaid' again.
- All Cheques: The second tab displays all cheques that have been saved and not yet issued, as well as voided checks based on the selected date range in the 'From' and 'To' calendar above. The date the cheque was Issued/Printed also appears for informational purposes.

The information bar in the middle displays the selected **Bank Account** to print checks from, as well as the ability to toggle back and forth to select other banks to print checks from in the drop-down menu. The bank account balance and Cheque paper selected to print from displays for informational purposes. You can also access the Cheque printing **Settings** from here:

eque Printing Settings  wyments by printing directly onto special cheque paper.	
ENABLE CHEQUE PRINTING We'll show the Cheque Register under the Banking section, and ask if you'd like to print a cheque when you create payments.	Enable Cheque Printing We recommend installing the latest version of Adobe Reader, and using the latest version of Google Chrome as your web browser to make printing easier.
CHOOSE VOUR CHEQUE PAPER Salect the type of cheque stock you purchased, so we know exactly where to print the details. Bay Compatible Cheques Call 1: 400-477-1475 Monday - Friday, and 5 pm Sage 50 Accounting cheques available here are also compatible with Sage One. Print in your Vendor's Language (Discussion) Print in your Vendor's L	Supreme Security Multi-Purpose Cheque (English)
PRINT SETUP	Print Setup

- It's important to note, if the **Enable Cheque Printing** feature isn't checked, you won't be able to create cheque payments.
- Choose Your Cheque Paper: Business can purchase Cheque paper here.
  - Sage Accounting is compatible with Quick Books Online Cheque paper.
  - To print cheques in French (or another language) ensure you have selected their language preference when creating the vendors profile:

ummary	Sales * Expenses *	Contacts   Produc	ts & Services Banking	s Journals Reporting *	Settings	
Toronto Ref: 98035	o Chocolate Mak	ers (Vendor)	0 /			
	QUTSTANDING \$107.35 CREDIT LIMIT None	\$0.	IT TERMS	EXPENSES TO DATE (3) \$192.10 LAST EXPENSE 13 Mar 2018	EXPENSES THIS YEAR (2) \$192.10 Average Expense \$64.03	Harry Lewis  (416) 440-1234  choolatemakers@choolate.com  O 900 Dupont Street, Tironto, ON, MisG 124
Activity	Contacts and Addresses	Payment Details	Options Notes			
c	Account Detail ompany / Name Toronto C Reference 98035 Language English (C	hocolate Makers				
		st of Goods Sold 6769012345				

• **Print Setup:** Use this feature to do a test run to ensure your printer and cheques are aligned:

To print cheques directly on pre-printed cheque paper		
<ul> <li>Install the latest version of Adobe Reader, and use Goo</li> <li>Make sure your system doesn't add margins or adjust so sure 'Fit to page' is not checked. Read more</li> </ul>		
To set up your printer, print Test Cheque 1 on a sheet of blar	ik Letter sized paper.	
	Continue	Buy Compatible Cheques Call 1-800-497-1475 Monday - Friday, 9am to 5pm

- Click Continue
- Place your test cheque *on top of* your cheque paper and hold them up to the light. If the printed text aligns in the correct places, select **Yes** and click **Continue** and then **All Done**. If not, check your margins within your settings.



Cheque Printing Setup	×
Place Test Cheque 1 on top of a sheet of pre-printed cheque paper, and hold them up to the light. Do the printed numbers line up with your cheque paper? • Yes - the numbers are in the right place. • No - The ed to adjust where the numbers are printed.	Test Cheque
Cont	inue C Back

• Now that our checks are aligned, let's print our check to our vendor. Select (put a check mark in the box) the bill *Toronto Chocolate Makers* for 84.75\$.

View all the cheque payments you've reco	rded and select cheques to print.		
			Cheques to Print (4) All Cheques
Bank Account 1050 - Cheguing (4	Bank Balance \$90.11 Cheque Paper Supreme Securi	ty Multi-Purpose Cheque (English)	Settings
1 Selected 🛛 🖶 Print Cheque 🗸 Iss	ue Manually 📲 Delete		
Trx Date	Name	Туре	Amount
03/09/2018	Lisa Smith	Customer Refund	100.00
03/09/2018	Lisa Smith	Customer Refund	50.00
✓ 03/13/2018	Toronto Chocolate Makers	Bill Payment	84.75
03/15/2018	Toronto Chocolate Makers	Bili Payment	84.75
		Page 1 of 1 »	4 records

• Click Print Cheque



• When the dialog box appears, click **Print a Cheque** and enter the cheque number.



Print a Cheque	^
rint your cheque for 84.75	to Toronto Chocolate Makers.
Print Cheque	
/hen you've successfully p	rinted, enter the pre-printed cheque number below.
Cheque Number*	
eed some help?	
	inter for cheque printing.
	All Done!

• A PDF of the check will launch. If correct, click the printer icon to begin printing. If your customer preference was **French**, this is how it will appear:



Quatre-vingt-quatre dollars et 75 cts. 84,75\$ Toronto Chocolate Makers 900 Dupont Street Toronto, ON M6G 1Z4 Paiement par chèque À: Toronto Chocolate Makers Montant du chèque: 84,75 \$ Date: 13/03/2018 Détails Taux de taxe Montant payé 84,75 Paiement par chèque Montant du chèque: 84,75 \$ À: Toronto Chocolate Makers Date: 13/03/2018 Détails Taux de taxe Montant payé 84,75



If your customer preference is set to <b>English</b> , this is how your invoice will app
--

Cheque Payment	Cheque Amount: \$84.75 Date: 13/03/2018	
Details	Tax Rate	Amount Paid 84.75
Cheque Payment	Cheque Amount: \$84.75 Date: 13/03/2018	
Toronto Chocolate Makers 900 Dupont Street Toronto, ON M6G 1Z4		
Eighty Four Dollars and 75/100	\$84	D M M Y Y Y Y 4.75



• Once the check has finished printing, if you haven't already, enter the check number and click **All Done!** 

Print your cheque for	84.75 to foronto Chocolate Makers.
Print Cheque	
T Thin Cheque	
Vhen you've success	fully printed, enter the pre-printed cheque number below.
Cheque Number*	
1275	
leed some help?	
An and a language of the state of	
ead about aligning y	our printer for eneque printing.

• The printed check will move from the **Cheques to Print** tab and will now appear in the **All Cheques** tab within the **Cheque Register**. The date the check was printed/issued will appear as well as the check number.

	Expenses   Contacts   Produ	cts & Services Banking	Journals Reporting *	Settings				<b>C</b>
heque Regis	ster $\Theta$ ents you've recorded and select cheques b	o print.						
elected elected	hoppun 🍵 Dahma 🔗 Volst					Fro	Cheques to Print	
Trx Date	Name	Туре	Bank Account	Status	Date Printed/Issued	Date Voided	Cheque Number	Amount
03/09/2018	Lisa Smith	Customer Refund	1050 - Chequing	Saved		- 10		100.00
03/09/2018	Lisa Smith	Customer Refund	1050 - Chequing	Saved			*	50.00
03/13/2018	Toronto Chocolate Makers	Bill Payment	1050 · Chequing	Printed	03/15/2018		1275	84.75
03/15/2018	Toronto Chocolate Makers	Bill Payment	1050 - Chequing	Saved				84.75
			< Page	1 of 1 >				4 records

## **Editing Cheque Number**

• To edit a cheque number simply click the **cheque number** (blue hyperlink) and click **Save.** 





	e	ntered is	identical to	the	
Cheque N			d number.		
1275					
	🛕 There is 1 wa	arning	Save		Cancel

The vendor bill now appears as **Paid** within the vendor bill screen:

ium	mary Sales *	Expenses   Contacts	<ul> <li>Products &amp; Service</li> </ul>	s Banking Journa	als Reporting *	Settings							
10	ndor Bills	0											-
		e the bills your vendors send to	you.										
			and the second se		-	(Ca. )							
0.0	#2 selected	Q	From 02/15/2018	To 03/15/2018	More •	Search						N	ew Bill 🔹
Ľ	Bill Date	Vendor	Reference	Telephone	User	Total	Outstanding	Status	Due Date	Contact	Vendor Reference	Amount Ex	Total Tax
T	03/12/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	84.75	0,00	Paid	04/11/2018	98035	LS - 100	75.00	9.75
ī.	03/13/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	22.60	22.60	Unpaid	04/12/2018	98035	LS-100	20.00	2.60
1	03/13/2018	Toronto Chocolate Makers	Lisa Smith Wedding	(416) 460-1234	YI	22.60	22.60	Unpaid	04/12/2018	98035	LS-100	20.00	2.60

# Accessing the Cheque Register

• To return to the cheque register to create additional checks, return to **Banking.** The **Cheque Register** will appear in the top right:

nmary Sales <b>*</b>	Expenses • Contacts • Products & S	ervices Banking Journals Reporting • Se	ttings	🛓 - Divine Chocolates (Owmer) - Help 🎈
your bank accounts,	credit cards and loans. Connect to your online ban	k account to automatically import your transactions.		Cheque Register New -
	Chequing	血	Cash on Hand	
	\$	Balance 990.11 ABOUT 2 HOURS AGO	Balance <b>\$10.00</b> LAST ENTRY: 6 DAY	
	The Import	Connect Bank		



### **Making Multiple Vendor Payments**

Divine Chocolates has vendors Christina orders supplies from. She also has vendors she pays her expenses to for things like her lease. To pay multiple vendors at one time Christina can use the **Banking** screen. This is a great feature for larger companies that may need to do large batches of payable transactions. There are two methods to access/pay bills from the **Banking** screen:

1. Navigate to New and select Expense/Payment from the drop-down menu:

	ting									🚢 - Divine Chocol:	ates (Owner) + Help 📮
ary Sales	Expenses	Contacts •	Products & Services	Banking	Journals	Reporting •	Settings				•
nking 🛛											-
	nts, credit cards and k	oans. Connect to	your online bank account	to automatica	illy import you	r transactions.					
										Che	que egister New -
											Expense / Payment
	Chee	quing				血		Cash on Hand		G	Sale / Receipt
			Balance						Balance		Bank Transfer
			\$90.1	1					\$10.00		Bank Account
			LAST ENTRY: ABOUT 2						LAST ENTRY: 6 DAYS AGO		
	🕆 Impo	rt			5.0	onnect Bank					

OR

2. Select the account from the **Banking** dashboard. Let's select **Chequing**.

Sales •	Expenses *	Contacts *	Products & Services	Banking	Journals	Reporting *	Settings				
ing 🛛											
sank accounts	, credit cards and ic	oans. Connect to	your online bank account	to automatica	illy Import you	ur transactions,				Cheque Register	New
	Cheq	uing	1000			Â		Cash on Hand		G	
			Balance \$90.1	1					Balance \$10.00 LAST ENTRY: 6 DAYS AGO		
	T Impor	t			2	Connect Bank					



• When the account launches, navigate to **New** and select **Expense/Payment** from the drop-down menu:

mmary Sales * Expenses * Contacts *	Products & Services Banking Jou	rnals Reporting * Settings			
ank Accounts 💿					
wy your bank account details and account activity. Use	New Entry to record new transactions for this b	ank account, or use the Reconcile option to check	ntries on this account against your bank stateme	nt.	
				New Entry +	Connect to Bank *
					Connect to stank
Account Name*	Account Nu	mber	Balance (\$)	Expense / Payment	\$90.11
Chequing			Today's Balance (\$)	Sale / Receipt	\$90.11
Account Type*				Bank Transfer	
Cheasing	+		\$400.00		
Default Transaction Method			\$200.00		9.0
Cheque	*				8-60
Ledger Account			\$0.00 O-O-	0 0 0 0 0 0 0 0 0 22 Feb 05 Feb 19	00 b
1050				Balance Cash Flow In	Cash Flow Out
					Save Cancel
Activity Address & Contacts Reconciliation	ns				
		Q	From 03/01/2018	To 03/31/2018	More • Search
of 9 selected		Type	Received Paid Cleared	Reconciled?	Recurrence
of 9 selected Date Reference	Name	1994			
Date Reference	Name Usa Smith	Customer Receipt	100.00 0.00		
		1000	100.00 0.00 100.00 0.00		

• The **Payment** screen will launch. This should look familiar as we explored this area above, as well as when recording **Other Payment**'s, payments for over the counter purchases or one-off transactions not associated with an invoice. **Vendor Payment** is the default tab but the order in which the tabs appear can be changed within settings.

imary Sales • Expenses • Conta	cts * Products & Se	rvices Banking Journals		<ul> <li>Settings</li> </ul>							•
ayment	_										
fendor Payment Other Payment Cust	comer Refund										
ord money paid to vendors and allocate it to one	or more outstanding bil	is, or save it as a payment on account	to allocate la	ter, 🔍							
Vendor"	Paid	from Bank Account*		Method*		Date Paid*		Reference (optional)			Amount Paid*
[Search for vendor]	· 1050	- Chequing	-	Cheque	-	03/16/2018		e.g. Cheque number or BA	CS Ref		0.00
							Display	Outstanding			Exclude Disputed
Date	Number	Reference			Type			Total	Outstanding	Discount	Paid
									0.00	0.00	0.00
										Left to allocate	0.00
										Save	Cancel

• Navigate to **Vendor** and select the vendor you want to make multiple payments to as well as the payment **Method**, Electronic, Cheque etc. This will save time and



expedite administrative tasks. Select *Toronto Chocolate Makers* and select *Electronic* as the payment method.

- In doing so, the total amount **Owed** to the vendor and account **Balance** appear at the top.
- Below, all Vendor Bills associated with the vendor, as well as any Credit Notes will appear.

Vendor*	Paid	from Bank Account*		Method*		Date Paid*		Reference (optional)				Amount Paid*
Toronto Chocolate Makers (98035)	• 1050	- Chequing	-	Electronic	Ψ.	03/16/2018		ea, Choose number or BAC	2S Ref			0.00
Owed \$355.95	Bala	nce 90.11										
						/						
							Display	Outstanding	*		¥ 1	xclude Disputed
Date	Number	Reference			Туре			Total	Outstanding		Discount	Paid
03/12/2018	LS - 100	Lisa Smith Wedding			lav			84,75	84.75	1.	0.00	2 0.00
03/13/2018	LS-100	Lisa Smith Wedding			Inv			22.60	22.60	1	0.00	0.00
03/13/2018					On Ac	ct		-84.75	-84.75	1.		/ 0.00
03/15/2018					On Ac	ct		-84.75	-84.75	1		∠ 0.00
03/16/2018					Inv			418.10	418.10	1.	0.00	₹ 0.00
									355,95		0.00	0.00
											allocate	0.00

 Divine Chocolates wants to see Outstanding bills only. Navigate to Display where to choose from Outstanding, Due or All to filter which transactions appear below:

	Contacts • Pro	iducts & Services Banking Journals	Reporting	<ul> <li>Settings</li> </ul>								
d money paid to vendors and alloc	ate it to one or more outs	tanding bills, or save it as a payment on accou	nt to allocate lat	ter. ®								-
indor"		Paid from Bank Account*		Method*		Date Paid*		Reference (optional)			Amo	unt Paid"
pronto Chocolate Makers (98035)	1	• 1050 - Chequing	-	Cheque	-	03/16/2018	1	e.g. Cheque number or BACS Ret				355.95
wed \$355.95		Balance 90.11										
							Disolay	Outstanding			- Ewelu	de Disputed
							Display	Outstanding				de Disputed
Date	Number	Reference		_	Туре		Display		tanding	Disco		de Disputed Pald
Date 03/12/2018	Number LS - 100	Reference Liss Smith Weddi	na	-	Туре Inv		Display	Outstanding Due	tanding 0.00			

 If you recall, Christina received one shipment with broken candy. She marked that Vendor Bill as Disputed. As such, she doesn't want it to appear within the outstanding Vendor Bills list. She can put a check mark in the box Exclude Disputed to prevent disputed invoices from appearing in the list below:





• From the transactions at the bottom, Christina will select the **Vendor Bills** to pay as well as any **Credits** to apply against any balances owed:

Ve	ndor*		Paid from Bank A	croup?	Method*		Date Paid*		Reference (optional)				Amou	nt Paid*
	ronto Chocolate Makers (98035)		1050 · Chequing	-		-	03/16/2018		e.g. Cheque number of B	ACS Ref.				355.95
0	wed \$355.95		Balance 90.11								/			
								Display	Outstanding	-		Z	Exclud	isputed
¥	Date	Number		Reference		Туре			Total	Outstanding		Discount		Paid
¥.	03/12/2018	LS - 100		Lisa Smith Wedding		Inv			84.75	0.00	1	0.00	1	84.75
×	03/13/2018	L5 · 100		Lisa Smith Wedding		Inv			22.60	0.00	1	0.00	1	22.60
×	03/13/2018					On Ac	ct		-84.75	0.00	1		1	-84.75
•	03/15/2018					On Ac	ct		-84.75	0.00	1.		1	-84.75
2	03/16/2018					Inv			418.10	0.00	1	0.00	1	418.10
										0.00		0.00		355.95
											Left b	o allocate		0.00
												iave +		ancel

 Divine Chocolates has a balance of 355.95\$. They also have two Credit Notes on the account, for 84.75\$ each. We'll select all transactions to ensure the credit is applied against the outstanding balance. In doing so, you'll notice the Outstanding amounts have moved to the Paid column:

-		
0.00	<u>/</u> 0.00	1 84.75
0.00	.000	22.60
0.00	/	-84.75
0.00	/	-84.75
0.00	.000	118.10
0.00	0.00	355.95
	Left to allocate	0.00
	Save 🔻	Cancel



## **Partial Vendor Bill Payments**

To make a partial payment navigate to the **Paid** column. Click on the pencil icon in the amount column and the **Part Pay** box will launch. Input the partial payment amount and click **Apply**.

			Reference (optional)				Amo	unt Paid*
nter the amount you want to pay:								-84.75
Reference								
Dutstanding	22.60							
Amount to Pay	o.od	Display	Outstanding	*			Exclu	de Disputed
Discount	0.00							
	0.00		22.60	22.60	1_	0.00	1_	0.00
New Outstanding Amount	22.60		-84.75	0.00	1_		1_	-84.75
Ар	Cancel							
					Left	to allocate		0.00
					Г	Save 💌		Cancel

# **Vendor Bill Completion Options**

 Once done creating the Vendor Bill, select Save to apply the Vendor payment, Add Another, to start another Vendor Payment, Print Remittance to print a remittance for your vendor notifying them of your payment or Email Remittance to email the Vendor notifying them of the payment.





# **Email Remittance**

• Christina would like to email her vendors a **Remittance Advice** to notify them of her forthcoming payment. Simply confirm the email and 'CC' address, and click send:

Email Remi	ttance Advice ×
This is where you	can send a Remittance Advice to your supplier as a PDF file attachment.
To*	chocolatemakers@chocolate.com
Cc	
	✓ Send me a copy (Christina.Lopez88208@sageone.com)
Attach	Remittance Advice.pdf
Subject*	Divine Chocolates - Remittance for \$355.95
Message*	I've attached a Remittance Advice in PDF from Sage Business Cloud Accounting for you. If you have any questions, please don't hesitate to contact me. Kind regards, Divine Chocolates 7389729929
	Edit your email defaults in Settings
	Send Cancel
-	



# **Remittance Advice PDF:**

				vine Chocolates
Toronto Chocolate	e Makers			0 Chocolate Way nto, ON M4B 1B3 Canada
900 Dupont Street Toronto, ON M6G 1	Z4		Telepho	one: 7389729929
Attn: Harry Lewis				
Our Ref	Your Ref	Date	Total Amount	Amount Paic
Our Ref Lisa Smith Wedding	Your Ref LS - 100	Date 03/12/2018	Total Amount 84.75	Amount Paic 84.75
Lisa Smith Wedding	LS - 100	03/12/2018	84.75	84.75
Lisa Smith Wedding	LS - 100	03/12/2018	84.75 22.60	84.75
Lisa Smith Wedding	LS - 100	03/12/2018 03/13/2018 03/13/2018	84.75 22.60 -84.75	84.75 22.60 -84.75

# **Vendor Payment Default Tab**

• When making **Vendor Payments** within **Banking**, **Vendor Payments** is the default tab but can be changed to default to **Other Payment**.

	<ul> <li>Expenses</li> </ul>	Contacts 🔻	Products & Services	Banking	Journals	Reporting	<ul> <li>Settings</li> </ul>
Payment							
Vendor Payment	Other Payment	Customer R	efund				
ecord money paid to	vendors and alloca	t to one or more	e outstanding bills, or save	e it as a payme	nt on account	to allocate la	ter. 🔞
Vendor*			Paid from Bar	nk Account*			Method*
Vendor* [Search for vendo	or]		Paid from Bar 1050 - Chequ			-	Method*
	pr]			ing		-	

• To change the sort order in which the tabs appear, navigate to **Settings** and then **Record and Transaction Settings.** 

ry Sales • Expenses • Contacts •	Products & Services Banking Journals Reporting • Settings					
ings 🛛						
e your settings.						
INVOICE & BUSINESS PREFERENCES						
	About your Business Decide what information about your business is shown on sales and purchase documents.	Email Messages Customize the default email message when you send an involution of the document.				
	Logo & Document Template Add your company logo and select your document style to reflect your brand.	Record and Transactions Settings Configure the defaults shown on contacts, trans and bank transactions.				
	Invoice Form Settings Configure the defaults shown on invoices and other sales and purchase forms.	Cheque Printing Settings Make payments by printing directly onto special cheque paper.				

 Scroll down to Payments and Receipts and change the Default Payment Type from Vendor Payment to Other Payment. Click Save.

PAYMENTS & RECEIPTS	Other Receipt Ledger Account**	4900 - Other Income
Set how you'd like to handle payment transactions to vendors, and receipt transactions from customers.	Other Payment Ledger Account**	5000 - Cost of Goods Sold
	Customer Receipt - Discount Ledger Account**	4100 - Sales Discounts
	Vendor Payment - Discount Ledger Account**	5100 - Purchase Discounts
	Bank Interest Received Ledger Account**	4700 - Interest Income
	Bank Interest and Charges Paid Ledger Account**	6200 - Bank Fees and Interest
	Default Payment Type**	Vendor Payment
	Default Receipt Type**	Customer Receipt 👻

# **Expense Reporting at a Glance**

As with Sales, Christina wants to keep an eye on her **Expenses**. She wants to see what Vendor Bills are outstanding, Credits that have been recorded and Expenses.

She can easily see a snapshot of this information in graph form.

• From the **Summary** tab, navigate to the third tab **Expenses**:



- By default, the chart shows the last 30 days. Christina would like to see her expenses for this week only. To do this change the date range in the **From** and **To** fields above.
- She would also like to know what her top overdue vendor bills are. This can be seen in the Overdue Vendor Bills below. The graph also shows the top 5 Vendors, Top A/P Outstanding and Breakdown of Expenses by Ledger Account. change the purchase information you want to show on the chart by selecting the relevant option from the bottom of the chart.



#### **Purchase Reports**

Christina accountant has called and asked how business is doing. She's thrilled that she was able to get a quick snapshot within Expenses, but she also wants to see what her expenses were for the month in further detail.

• To do this, navigate to the **Reporting** tab. Select **Purchase Day Book**.

		Sage Intelligence 🗹	Favourites	All Reports
SSENTIAL REPORTS - For you and your accountant, to understand the current state of your business.	DETAILED REPORTS - Detailed lists for you to review.	or export and analyze.		
Profit and Loss 🚳	Sales Day Book  What were my sales?			
	PDF			
Balance Sheet   How much are my assets and liabilities worth?	Purchase Day Book @ What were my expenses?			
	PDF			습
Trial Balance ① What is the balance for each ledger account?	Profit Analysis  How much profit did I make on each of my sales?			
Accounts Receivable  Who owes money to me?	Sales Revenue - Products & Services  What was my revenue from sales of products and s	ervices?		
Accounts Payable	General Ledger   What transactions took place for each ledger account	int?		

• Select a time period, for purposes of this lesson, select Month:



 Click Calculate. To see the granular details of Christina's Expenses for the Month, click on **Detailed**:

mary S	Sales 🔻	Expenses • Cor	itacts 🝷 Products & S	Services Banking Journals	Reporting - Settings					<b>A</b>
		Book Repo		n view a certain transaction type, or all c	f your purchase transactions, listed in	date order.				
		Period This Mor	th - From**	05/01/2018 <b>To**</b> 05/31/	2018 More •	alculate			Detailed	Export
	Trx No	Туре	Date	Name	Bill Number	Ref	Details	Net	Tax	Total
	185	Vendor Bill	05/29/2018	Chocolate Tastemakers	#LS-100	Lisa Smith Wedding		50.00	6.50	56.50
	186	Vendor Bill	05/29/2018	Chocolate Tastemakers	LS - 200	Order 2 of 3		150.00	19.50	169.50
	189	Vendor Bill	05/29/2018	Chocolate Tastemakers	INT-Prov	Cocoa Powder		150.00	19.50	169.50
	190	Vendor Bill	05/29/2018	J & L Leasing	Divine Chocolate Lease	March		2,500.00	0.00	2,500.00

	is detailed purchase transactions for a specified date range. You can view a certain transaction type, or all of your purchase transactions, listed in date order.										
	Period This Mo	nth 👻 Fr	om** 05/01/2018 T	To** 05/31/2018	More  Calculate				Summary	Export	
Trx No	Туре	Date	Name	VAT Registration No	Bill Number	Ref	Details	Net	Тах	Tota	
185	Vendor Bill	05/29/2018	Chocolate Tastemakers		#LS-100	Lisa Smith Wedding		50.00	6.50	56.50	
							HST 13.00%	50.00	6.50	56.50	
186	Vendor Bill	05/29/2018	Chocolate Tastemakers		LS - 200	Order 2 of 3		150.00	19.50	169.50	
							HST 13.00%	150.00	19.50	169.50	
189	Vendor Bill	05/29/2018	Chocolate Tastemakers		INT-Prov	Cocoa Powder		150.00	19.50	169.50	
							HST 13.00%	150.00	19.50	169.50	
190	Vendor Bill	05/29/2018	J & L Leasing		Divine Chocolate Lease	March		2,500.00	0.00	2,500.00	
							No Tax	2,500.00	0.00	2,500.00	



**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. Where can Christina go to run a report on her monthly expenses?

Mark the correct answer(s) to the question below

2. To create a Vendor Bill, navigate to:

- A. \_\_\_\_\_ Vendor Contact > New Bill
- B. \_\_\_\_\_ Expenses tab > Vendor Bill > New Bill
- C. \_\_\_\_\_ Banking > New > Expense/Payment
- D. \_\_\_\_\_ Expenses Graph > Top 5 Vendors
- 3. The Bill Date on the Vendor Bill defaults to:
  - A. \_\_\_\_\_ The 1<sup>st</sup> day of the month
  - B. \_\_\_\_\_ The date set up in the Vendor profile
  - C. \_\_\_\_\_ Today's date
  - D. \_\_\_\_\_ The date the Vendor Bill is paid
- 4. The Due Date on the Vendor Bill is calculated by: (select all that apply)
  - A. Accounts Start Date
  - B. \_\_\_\_\_ The custom payment terms within Payment Details entered in the Vendor record.
  - C. \_\_\_\_ Today's date
  - D. \_\_\_\_ The default number of credit days in the Default Settings.
- 5. To change the default due date for all vendor bills, go to \_\_\_\_\_. To customize a due date for particular vendor, go to
  - A. \_\_\_\_\_ Contacts > Vendors > User Management > User Setup > Vendors
  - B. \_\_\_\_\_ Settings > Record & Transaction Settings > Vendors > Days before Invoices are overdue / Vendors > Payment Details > Credit Terms

  - C. \_\_\_\_\_ Financial Settings > Vendors / Banking > Vendor Bills > Vendors
  - D. \_\_\_\_\_ Default Settings > Financial Management / Online Banking > Vendors

- 6. The Products and Services that appear within the drop-down menu while creating a Vendor Bill are pulled from: (Select all that apply)
  - A. \_\_\_\_\_ Settings > Record & Transaction Settings > Product Prices/Service Rates
  - B. \_\_\_\_\_ Products and Services
  - C. \_\_\_\_\_ Getting Started Tab > Optional Extras > Do you sell products or services?
  - D. \_\_\_\_\_ Settings > Inventory Auto-fill
- 7. The following are Vendor Bill completion options: (Select all that apply)
  - A. \_\_\_\_\_ Record Payment, Email, Edit
  - B. \_\_\_\_\_ Copy, Dispute, Add file, Delete
  - C. \_\_\_\_\_ Save, Save & New, Save as Draft
  - D. \_\_\_\_\_ Save as Pro Forma
- 8. There are several ways to sort Vendor Bills. They are: (Select all that apply)
  - A. \_\_\_\_\_ Unpaid, Part-Paid, Paid
  - B. \_\_\_\_\_ Void, Draft, Disputed
  - C. \_\_\_\_\_ Deleted, Pending
  - D. \_\_\_\_\_ Outstanding, Overdue
- 9. Three ways to pay a Vendor Bill are: (Select all that apply)
  - A. \_\_\_\_\_ Selecting a Vendor Bill, then More and Pay or Allocate
  - B. \_\_\_\_\_ Banking > New > Expense Payment
  - C. \_\_\_\_\_ Directly from within the Vendor Bill
  - D. \_\_\_\_\_ Contact Records > Settings > Online Payment
- 10. Where can Christina pay multiple Vendor Bills at one time?
  - A. \_\_\_\_\_ Expenses > Vendor Bill
  - B. \_\_\_\_\_ Banking > New > Expense Payment > Vendor Payment
  - C. \_\_\_\_\_ Settings > Connect > Online Payments
  - D. \_\_\_\_\_ Vendor Contact Record > Payment Details > Payments
- 11. There are several options for writing cheques. Can you recall what they were? (Select all that apply)
  - A. \_\_\_\_\_ I'll print this cheque right now
  - B. \_\_\_\_\_ Cheque printing isn't a feature in Accounting
  - C. \_\_\_\_\_ I'll print this cheque later
  - D. \_\_\_\_\_ I'll write out a cheque manually

- 12. While recording a payment within Vendor Bills/Expenses, the option to print a cheque didn't appear for Christina. Why might that be?
  - A. \_\_\_\_\_ The printer was out of ink
  - B. \_\_\_\_\_ Cheque printing wasn't added to the Vendors payment profile
  - C. \_\_\_\_\_ Divine Chocolates exceeded expenses for the month. It's a safety feature.
  - D. \_\_\_\_\_ Check printing wasn't enabled within Cheque Printing Settings.
- 13. True or False: Enter 'T' for True or 'F' for False for each of the affirmations below.
  - Tax Rates can be changed within a Vendor Bill
  - \_\_\_\_\_ Attachments can be added to vendor bills, like bills, proposals etc.
  - You can change the language a Remittance Advice is printed in by selecting Language within the Options tab within the Vendor Record.
  - To access the Cheque Register directly, go to Banking
  - You can change the sort order of how the tabs appear (Vendor
    - Payment/Other Payment) within Banking.





#### 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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