

Chapter 5 ~ Bank Receipts

In this chapter you will learn about the following topics:

- ↳ Entering bank receipts
- ↳ Saving a transaction

At last it is time to enter your first transactions - you are going to put money into your bank account.

👉 *If you have 'live' accounts data on your system, it is assumed that the person responsible for your accounts data has taken appropriate back-ups of this data - **if not, do not continue.***

Getting started

- If necessary, start Sage Line 50 - if the Tip of the Day dialog box is displayed, read what it has to say and then click **OK** to clear it from your screen.

If you are starting a new session and other people use the program, you may need to restore your accounts data from your course folder or personalised course folder.

- If necessary, restore the data from your course folder or personalised course folder.

Entering a bank receipt

For your very first transaction, assume that you are paying £3,000 into your company bank account. This amount is to be paid into the account 1200 - Bank Current Account. However, to maintain the double entry principle, you have to book the corresponding amount against another account number. So what is this £3,000? Is it share capital? Is it a loan to your company that you hope to be repaid? It is always important to know what any transaction is, as well as knowing against which account(s) it should be entered.

In this case, assume you are lending your company £3,000 and hope to be repaid at sometime in the future. You need to make the following entry:

Account	Description	Debit	Credit
1200	Personal loan	3000.00	
2300	Personal loan		3000.00

The debit column represents money that is available to the company. The credit column represents money the company owes to others. So, at the end of this transaction, the company will have £3,000 in the bank, but owe £3,000 in loans - just as you would expect really!

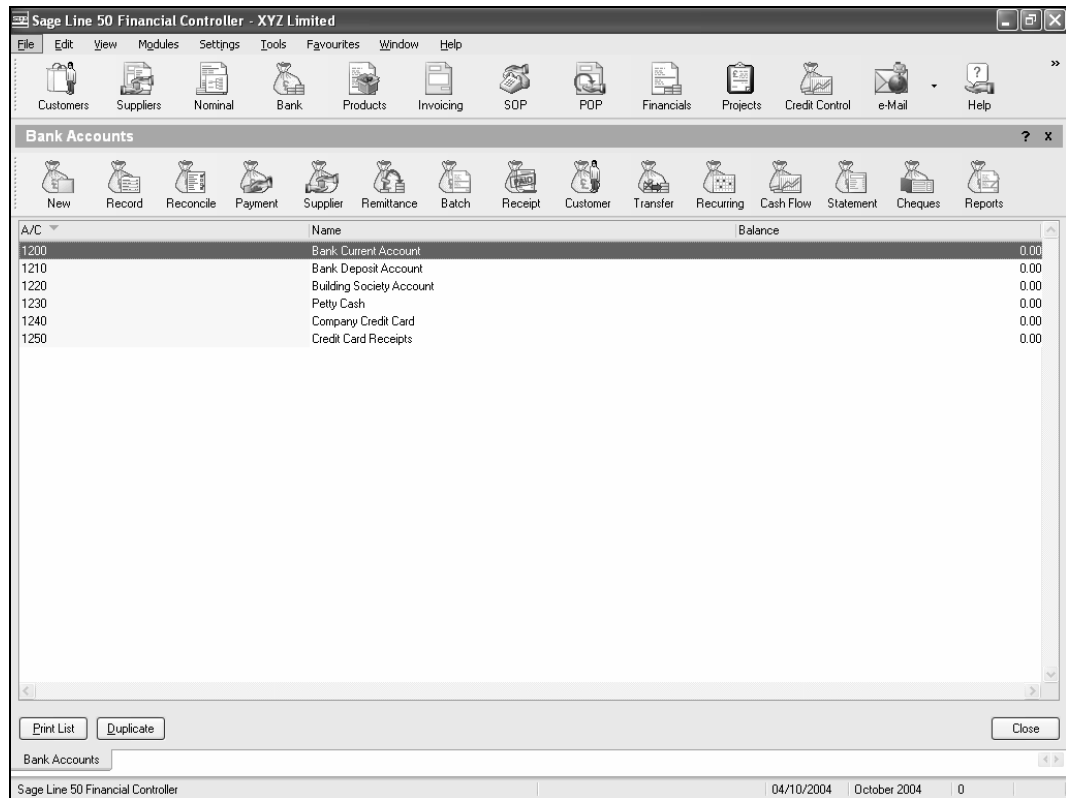
Using the Bank Receipts routine, Line 50 will do half the work for you. You need only enter the second line of the transaction - Line 50 will automatically create both transaction lines from the information you supply.

You will now enter the bank receipt transaction.

- Open the **Modules** menu and choose **Bank**, or click the **Bank** button in the toolbar.

The Bank Accounts window is displayed.

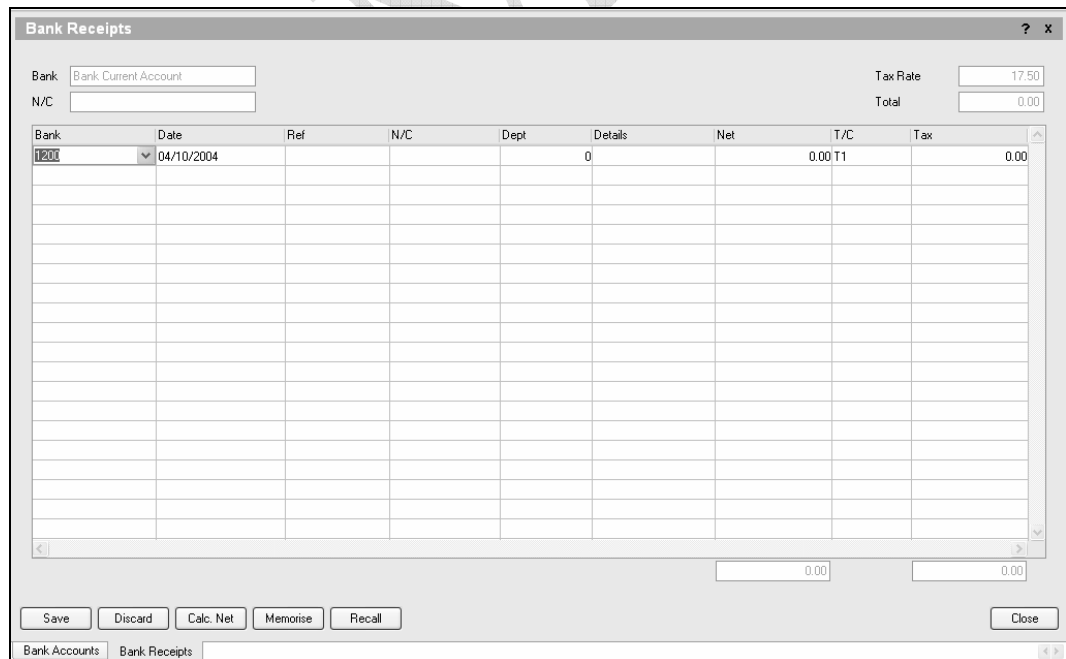




Notice that there are several accounts, and that the state of each account is shown - all are at zero at the moment. Try adding the receipt.

- In the Bank Accounts window, click the **Receipt** button.

The Bank Receipts window is displayed.



The top four boxes are filled in automatically by Line 50 as you enter your receipts. You just have to concentrate on entering the individual lines of information. The remaining boxes are used as follows:

- ↳ **Bank** - records the bank account that is receiving the payment
- ↳ **Date** - the date of the transaction - by default today's date will appear

- ↵ **Ref** - used to record a cheque number, or other reference number of up to 8 characters
- ↵ **N/C** - the nominal code for the type of transaction
- ↵ **Details** - where you can type a description for the transaction
- ↵ **Dept** - the department number to which the transaction applies (departments are not used in this course)
- ↵ **Net** - the net amount of the receipt
- ↵ **T/C** - the tax code for the transaction
- ↵ **Tax** - calculated automatically from the net amount and the tax code

☞ *Take your time when entering transactions. Mistakes can be put right, but they create a lot of extra work!*

You have to start by telling Line 50 to which bank account you wish to add the receipt.



- In the first Bank box, click the small **Finder** button or press **F4**.

A list of bank accounts is displayed.

A/C	Name
1200	Bank Current Account
1210	Bank Deposit Account
1220	Building Society Account
1230	Petty Cash
1240	Company Credit Card
1250	Credit Card Receipts

- Make sure that the **1200 Bank Current Account** is selected, and then click **OK**.

The Bank Receipts form is updated with the Sage account number; you need to confirm the date for the transaction. You can accept today's date as recommended by Line 50.

- Press the **Tab** key to move to the Ref box.

You can assume that you are paying in a cheque for £3,000 and that the cheque number is 100203.

- In the Ref box, type:
100203
- Press the **Tab** key to move to the N/C box.


You now have to enter the nominal code for the transaction. In this example, you are paying in a loan of £3,000. The nominal code for loans is 2300. You can either type the nominal code in full, or type the first couple of numbers and then select the code from the Reference popup list. Often it is easier to simply type the number in full.

- In the N/C box, type:
2300
- Press the **Tab** key to move to the next box.

Note that the N/C box at the top of the form is now filled in showing the name of the chosen account, Loans. The insertion point is now flashing in the Dept box - you don't need to fill this in.

- Press the **Tab** key to move to the Details box.

You can now enter a description of the transaction - if the Recent Items popup list appears, you should ignore it for now.

 As you work through the course, the Recent Items popup list may appear whenever you have to enter Details for a transaction. Line 50 remembers the last 32 entries made in a Details box. As a consequence of this, the contents of the Recent Items popup list will vary according to whether or not your installation of Line 50 has been used by anyone prior to your training session.

- Type:
Personal loan
- Press the **Tab** key.

Next, you must enter the net amount. This is normally the amount excluding any VAT, but in this type of transaction no VAT is involved.

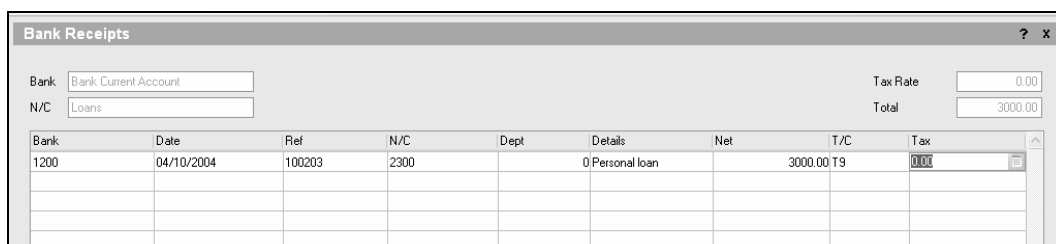
- Type:
3000
- Press the **Tab** key.

Finally, you need to tell Line 50 the tax code for this transaction. By default, T0 is 0% and T1 is 17.5%. T9 is used for transactions that do not attract VAT. Other tax codes are available, but you would need to set them up yourself.

- Type:
T9
- Press the **Tab** key.

The tax amount is filled in for you automatically, but you could change it if necessary.

You have now completed the first transaction! The top of your Bank Receipts window should resemble the following picture.



The screenshot shows the 'Bank Receipts' window with the following fields and table:

Bank: Tax Rate:
 N/C: Total:

Bank	Date	Ref	N/C	Dept	Details	Net	T/C	Tax
1200	04/10/2004	100203	2300		Personal loan	3000.00	T9	0.00

As mentioned, accuracy is very important when dealing with accounts. The transaction hasn't been posted yet so you still have time to correct any mistakes.

- Check the transaction carefully - if you find a mistake, use the **Arrow** keys and the **Tab** key to move to that box, then re-enter the correct information.

Saving a transaction

A transaction is not complete until you have saved it. This applies throughout Line 50.

- Click **Save**.

The transaction is saved and cleared from the screen. You can now close the window.

- Click **Close**.

You are returned to the Bank Accounts window. Notice that the balance against account 1200 has been updated to show 3000.00. Note that deficits are shown in red.

- Click **Close** again.

The Bank Accounts window is closed and you are returned to the main program window.

Ending the session

- If you are finishing work now, back up your data and exit the program.

Summary ~ Bank Receipts

Entering bank receipts

To enter a receipt into your bank account, you should use the Bank Receipts window:



Bank



Receipt

- ↳ Open the **Modules** menu and choose **Bank**, or click the **Bank** button in the main toolbar
- ↳ In the Bank Accounts window, click the **Receipt** button

You need to tell Line 50 into which bank account the receipt is being paid, and where the amount is coming from, for example, a personal loan or share capital, etc.

- ↳ Complete the appropriate boxes in the Bank Receipts window - enter the bank code, date, reference number, nominal code, details, net amount and tax code
- ↳ Click **Save** to save the transaction