

International Accounting Day

Getting paid – Time saving opportunities.

Presented by Jacqui

This webinar starts at 11am – You should currently hear background music. If you cannot hear sound, try disconnecting and reconnecting to the webinar.

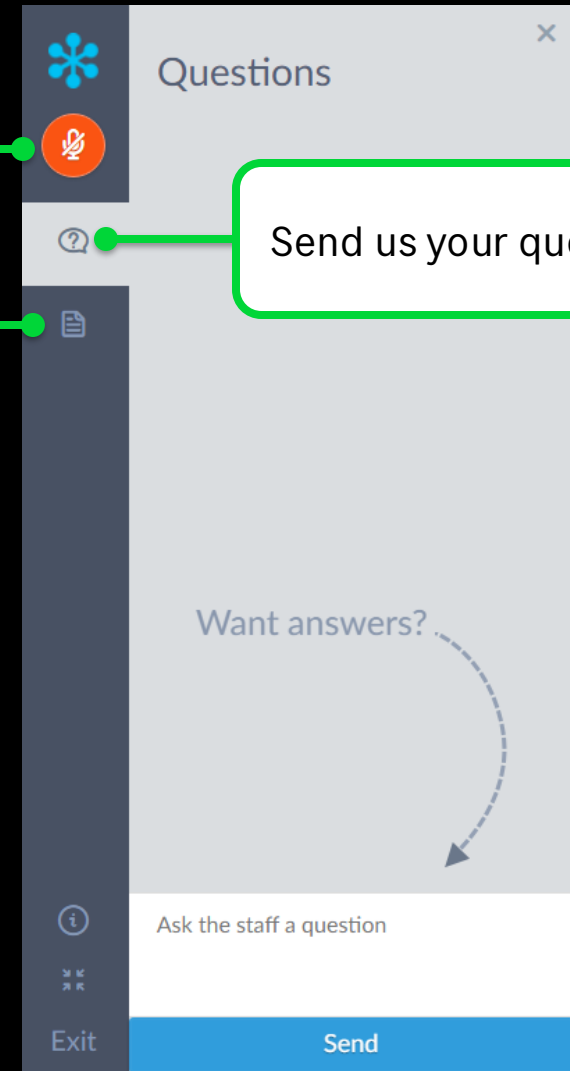


Housekeeping

Your microphone is muted automatically

Download a handout

Send us your questions



Note: Links to register for future webinars and to watch recordings will be included on the follow-up email.

International Accounting Day 2024

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#1 – Getting paid – Time saving opportunities

#2 – Work smart – Automating everyday transactions

#3 – Reporting made easy

#4 – Quick tips to protect your data

#5 – Shortcuts for success

**International
Accounting Day
The quiz**

**Thu 7 Nov 2pm
Tue 12 Nov 11am**

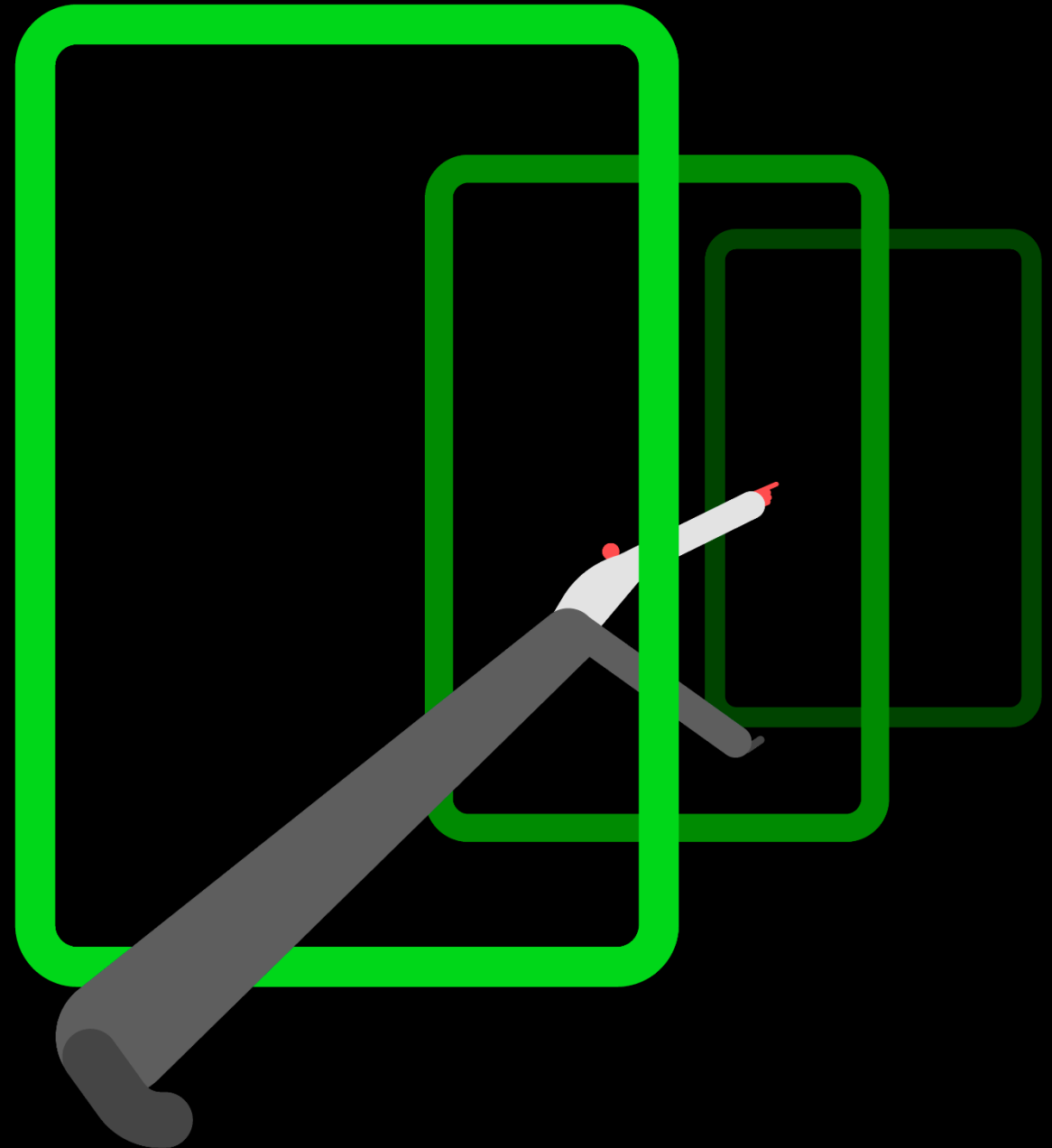


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What are we covering in today's **webinar**?

- **The importance of getting paid on time**
- **Adding bank details to invoices**
- **Invoice Payments**
- **Other payments options**
- **Upcoming Webinars**

Why is it important to get paid quickly?



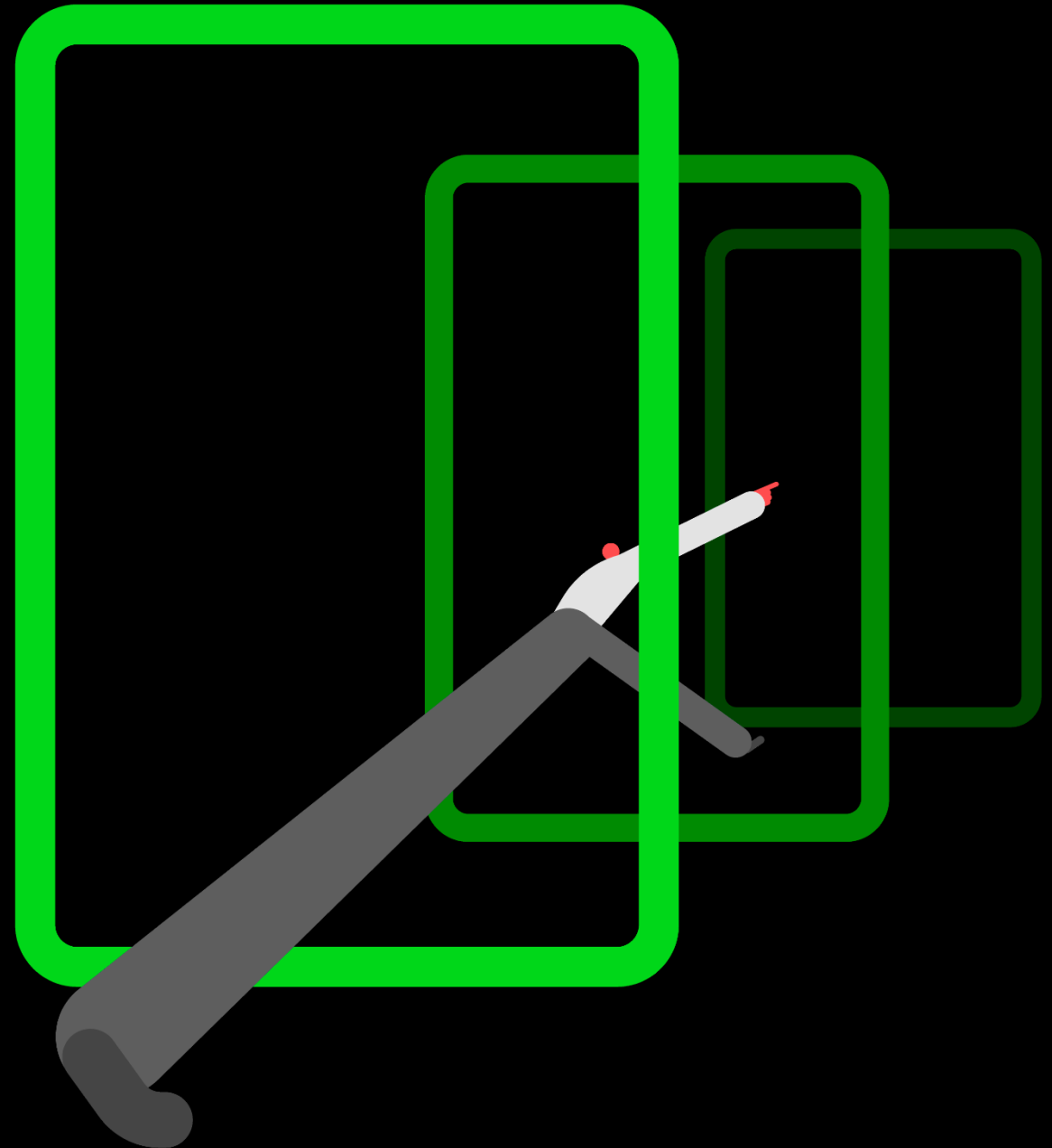
Why is it important to get paid quickly?

- Cashflow management
- Financial stability
- Business growth
- Supplier relationships

What Solutions Does Sage offer?

- Invoice customisation
- Invoice payments
- Opayo by Elavon
- GoCardless
- Sage connect

Add bank details to an invoice



Add bank details to a layout

- Default layouts containing bank details are available in v29 and above.
- Bank details can be added using a text box on the layout.

The screenshot shows the Sage Report Designer interface for a report titled "INVDISPLAINA4.LAYOUT - 'A4 Inv\CrD Discount - Plain Paper (Print or Email)' - Sage Report Designer". The interface includes a menu bar (File, Edit, View, Toolbox, Sections, Report, Format, Tools, Help), a toolbar with various icons, and a text box with "Header 1" and "Times New Roman" font. The main workspace displays a report layout with several sections:

- 6. ITEM_NUMBER footer: QUANTITY DESCRIPTION FOREIGN_UNFOREIGN_D ((INVOICE.I TAX_RAT ((INVOIC
- 7. ITEM_NUMBER footer: COMMENT_1
- 8. INVOICE.INVOICE_NUMBER Footer: DISCOUNT NET_VALUE_DISCOUNT_DESC NET_VALUE_ NET_VALUE
- 9. INVOICE.INVOICE_NUMBER Footer: NET_VALUE_DISCOUNT_COMMENT_1
- 10. INVOICE.INVOICE_NUMBER Footer: NET_VALUE_DISCOUNT_COMMENT_2
- 11. INVOICE_NUMBER footer: Amount Paid FOREIGN_ Amount Due AMOUNT_D
- 12. INVOICE_NUMBER Footer: Payment details

The "Payment details" section contains a text box with the following content:

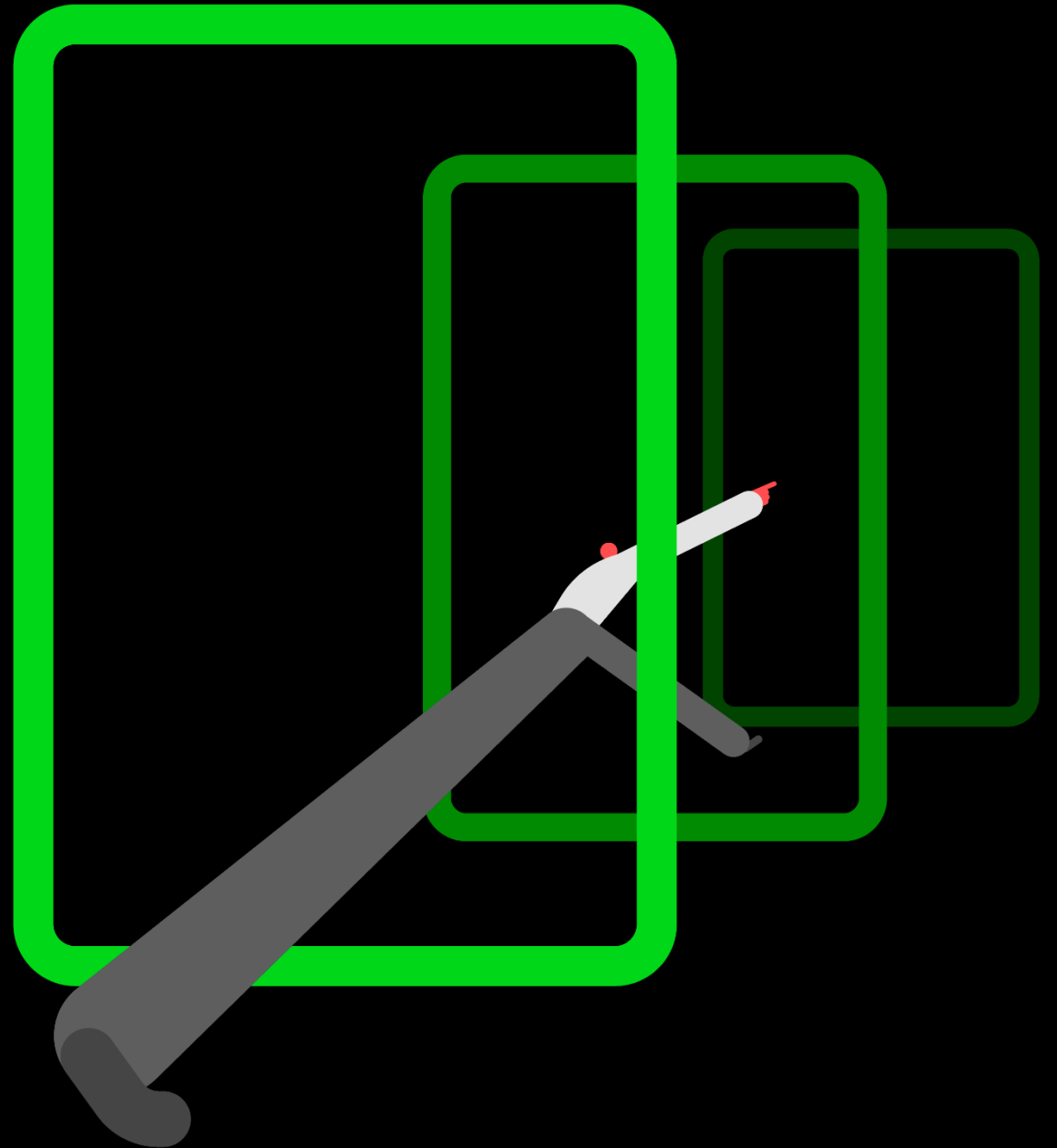
Sort code 00-00-00
Account number 12345678

Payment Due Terms

To the right of the text box is a summary table:

Total Discount	CU discount
Total Net Amount	CU FOREIGN_ITE
Carriage Net	CU FOREIGN_CAR
Total Tax Amount	CU FOREIGN_INV
Invoice Total	CU FOREIGN_INV


Invoice payments?



What are invoice payments?

Invoice

From:
V29.0 Webinar Demo
Sage UK
C22 and C23 Cobalt Park Way
Newcastle upon Tyne



VAT Reg No:

To:
Compton Packaging

Invoice No. 5
Invoice / Tax Date 02/12/2022
Customer Order No.
Account No. COMP001

VAT Reg No:

Quantity	Details	Unit Price	Disc Amt	Net Amt	VAT %	VAT
6.00	Chrome Cupboard Handles	8.12	0.00	48.72	20.00	9.74
6.00	Pine finish wooden doors 50cm x70cm	27.56	0.00	165.36	20.00	33.07

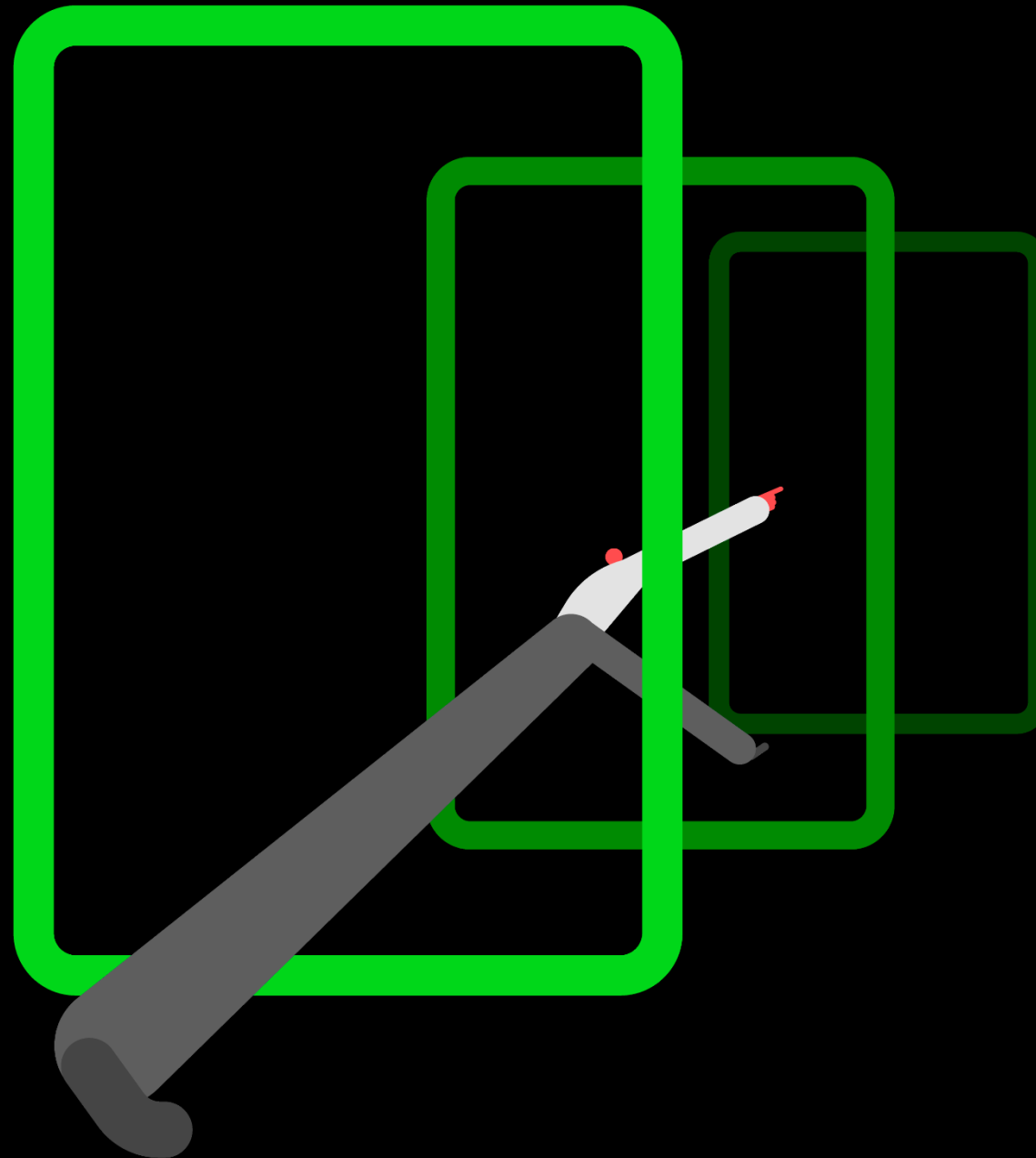
Total Net Amount 214.08
Carriage Net 0.00
Total VAT Amount 42.81
Invoice Total 256.89
Euro Total 0.00

[Pay Now](#)

With Sage Invoice Payments you can make payments securely and conveniently through a trusted payment service provider. To make a payment, select Pay Now.

- With Sage Invoice Payments you can request and receive payments from your customer by card, using [Stripe](#), or [PayPal](#).
- Transactions automatically post into Sage 50 Accounts.
- This makes it easier for customers to make payments and helps you to get paid quickly.
- Once activated invoice layouts with a 'pay now' option are made available. These are links for a customer to pay immediately.
- In v29.0 and above invoice payments can take partial payments and also apply prompt payment discount if paid within the agreed timescale.

Other Payment options



Opayo by Elavon

- Similar to invoice payments a pay now option can be added to invoice layouts for speedy payment
- Opayo is activated in Settings> company preferences> Opayo by Elavon

[Find out more](#)

GoCardless

- A simple way to collect payments using Direct Debit either in full or via instalments
- With Direct Debits, customers can authorise you to collect one-off and regular payments
- To reduce the amount of time you spend chasing payments

[Find out more](#)

Sage Connect

- Offers your customers self service access to invoices
- Invite your customers to view invoices 24/7
- Batch send monthly statements and balance reminders
- Currently in Early adopter phase

[Find out more](#)

Summary

- Making payment options readily available to customers makes it easier for them to pay quickly.
- Sage offers various options to help 'Get paid quickly'.
- Bank details are now added to some layouts by default but are easily added using a text box.
- Invoice payments and Opayo by Elavon options add a 'Pay now' option on to invoices which can process card payments and automatically post transactions.
- Additional options are available with GoCardless and Sage Connect.

**Add bank details
to your invoice**

**Invoice
Payments**

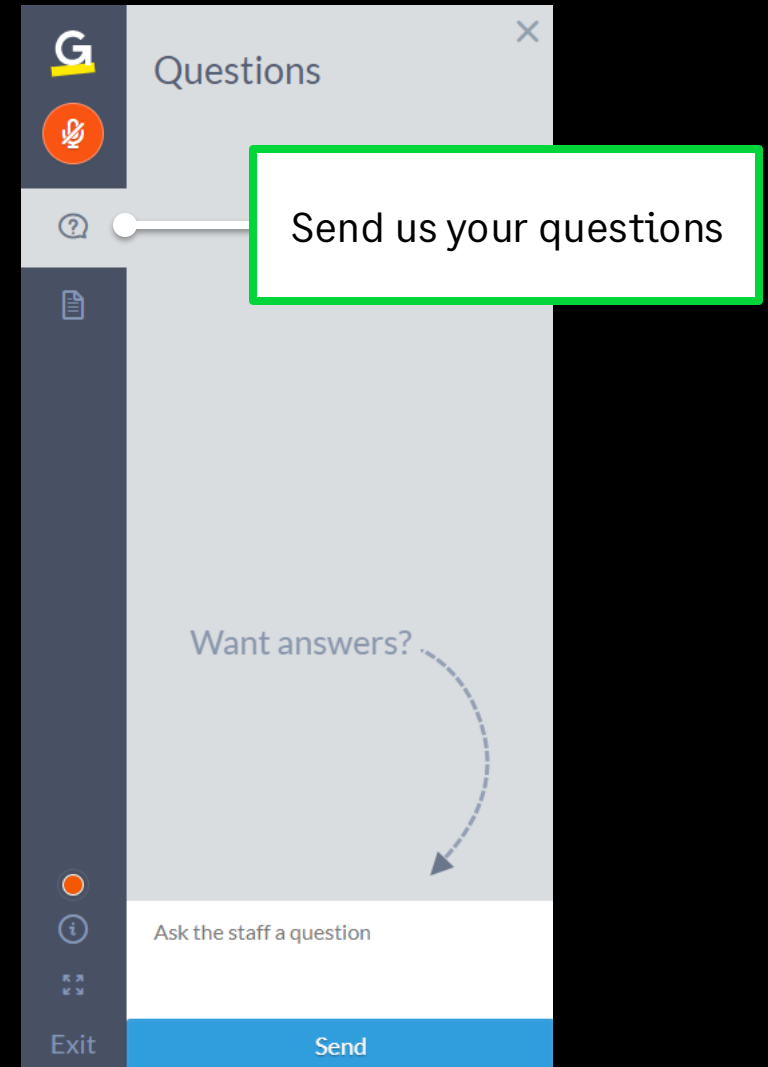
**Upcoming
Webinars**

Questions

Submit your questions in the Q&A now!

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Thank you!

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