

Banking Excellence Badge

Managing Customer Receipts and Supplier Payments in Sage 50 Accounts

Presented by Jacqui

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

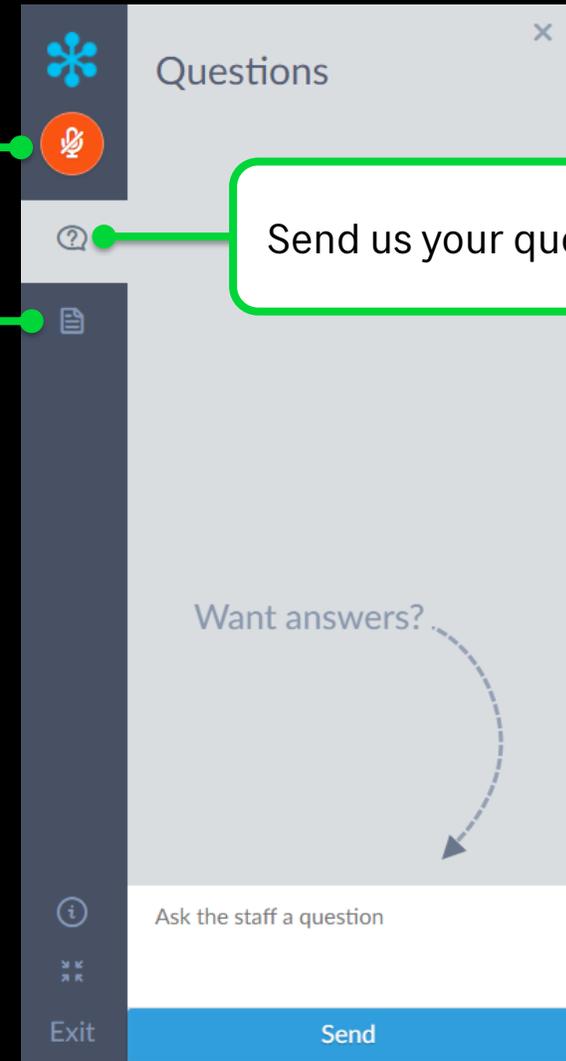


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#8 - Payment-ready invoices: Adding your bank information to your invoices in Sage 50

#Quiz - Bank on your knowledge: Sage 50 Accounts Quiz



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

- **Customer Receipts**
- **Payment on Account**
- **Sales receipt options**
- **Supplier Payments**
- **Suggest payments/ Batch supplier payments**
- **Remittances**

Customer Receipt

Introduction

- Quickly and easily record receipts and payments against invoices.
- Enter payment on account for deposits.
- Appear on the account activity as:
 - Customer - SR/SA
 - Supplier - PP/PA
- Generate a remittance for PP/PA - email/print.

[Help Centre > Customer Receipt window](#)

Customer Receipt options

Pay by card - If you use Opayo (formerly Sage Pay), you can pay the customer receipt online by card.

Wizard - The following options are available:

- Pay invoices
- Allocate all credit notes to invoices
- Allocate payments on account to invoices
- Post a payment on account only

Automatic - Enter a value in the Amount box, then click this option to distribute the amount automatically against the outstanding invoices. It allocates the value against the oldest outstanding invoices first.

Customer Receipt - Bank Current Account

Clear form | Pay by card | Pay in full (F3) | Wizard | Automatic | Department | Print list | Send to Excel

Improve your cash flow with Direct Debits and Card Payments. [Find out more](#)

Bank Details

Bank A/C: 1200
Name: Bank Current Account
Balance: 117006.02

Customer Details

Account*:
Name:
Balance: 0.00

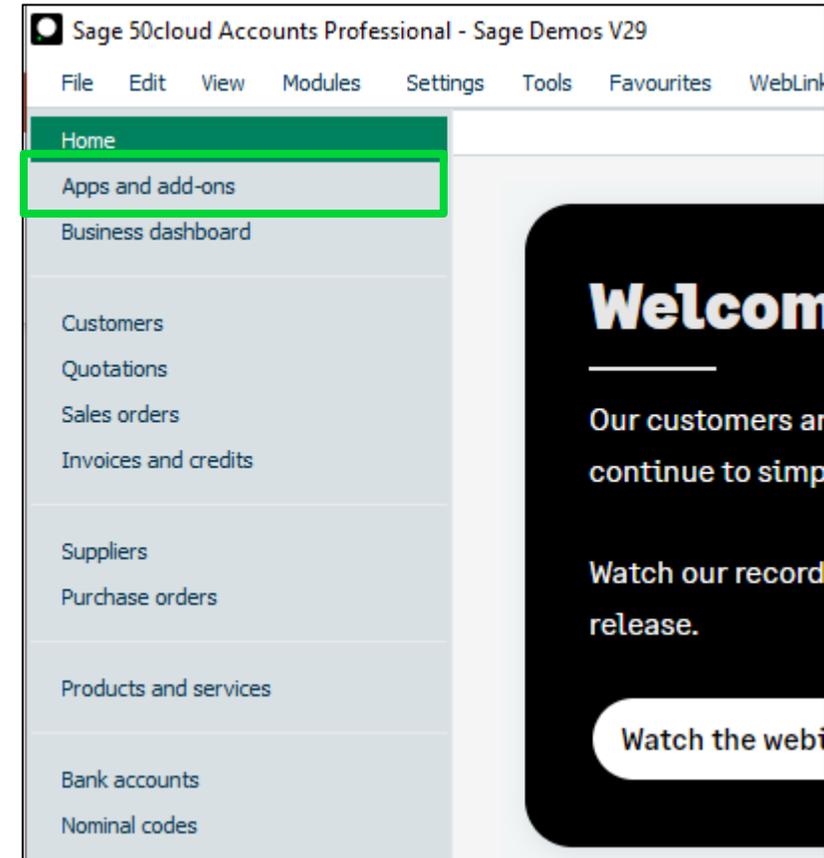
Show: All From: // To: //

No.	Type	A/C	Date	Due on	Ref	Ex.Ref	Department	Details	T/C	Amount
-----	------	-----	------	--------	-----	--------	------------	---------	-----	--------

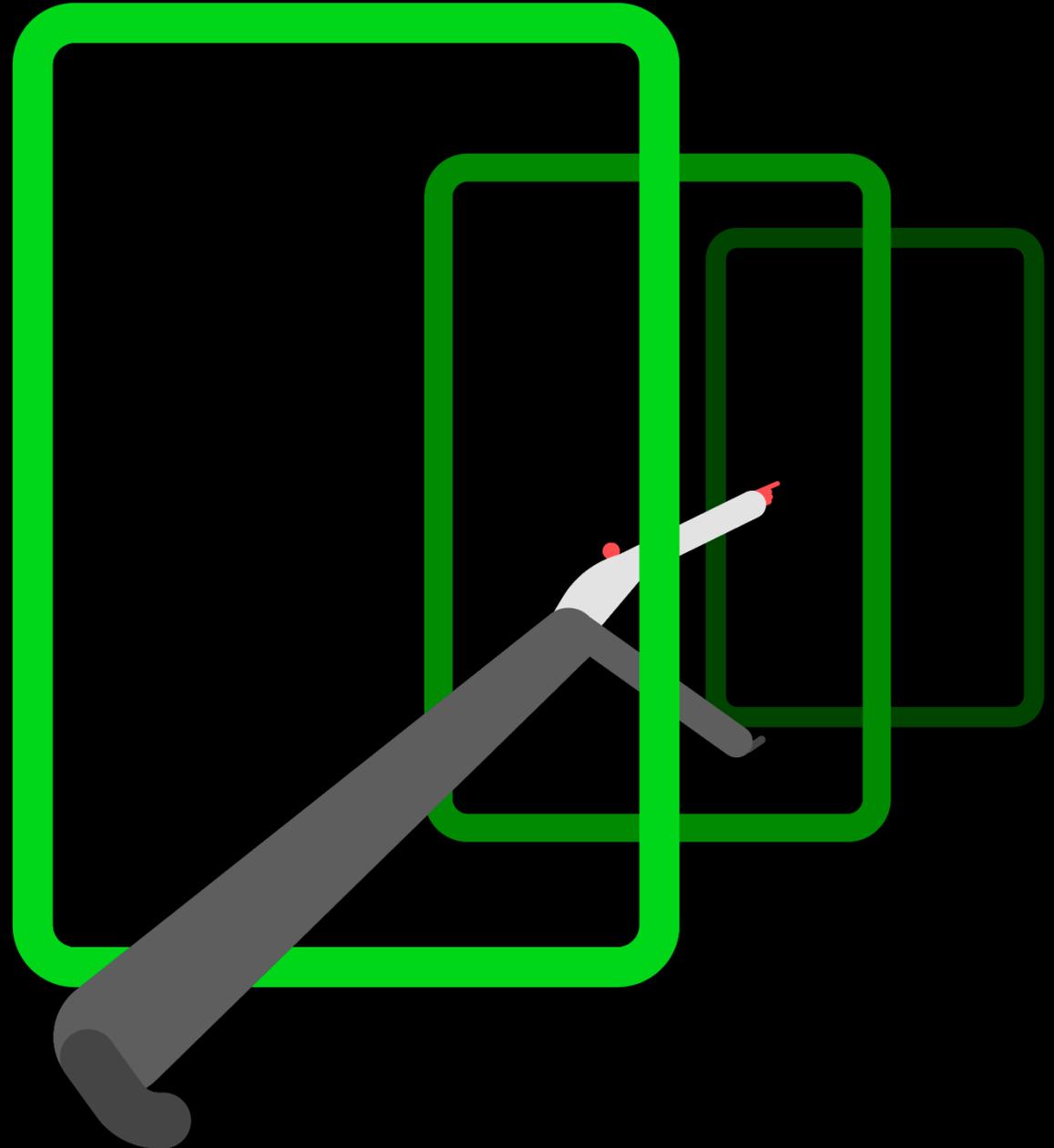
Customer Receipt

Options to consider

- Include your bank details on your invoices.
- Opayo (formerly Sage Pay).
- Invoice Payments – Stripe / Paypal.
- GoCardless – get paid by direct debit.
- Invoice Finance – in partnership with Satago.
- Salary and Supplier Payments.



Supplier Payments



Suggest Payments.

Note- Available in Standard and professional

- This option can be used if you have a set balance available to pay to suppliers. You can use the suggest payments option to list those which are the most overdue so you can prioritise payment to them.
- Suppliers marked as 'priority supplier' will be allocated first.
- Funds are then allocated to the highest overdue balance.
- The date used to determine the overdue balance is the due date on the transaction.

The screenshot displays the 'Suggest Payments' interface. At the top, there is a toolbar with icons for 'Clear form', 'Suggest payment', 'Make payment', 'Print list', and 'Send to Excel'. Below the toolbar, the 'Funds and Bank Account' section includes input fields for 'Funds for Payment*' (0.00), 'Paid' (0.00), 'Remaining' (0.00), 'Bank A/C' (1200), 'Bank Current Account', and 'Balance' (-20191.04). A checkbox for 'Exclude suppliers paid by direct debit/standing order' is present. The main part of the interface is a table listing suppliers with columns for A/C, Name, Overdue, Outstanding, Credit Limit, On Hold, Priority, and Payment status.

A/C.	Name	Overdue	Outstanding	Credit Limit	On Hold	Priority	Paym
MCN001	McNally Computer Supplies	22479.48	24734.12	10000.00	Yes		
SUP001	Superior Technologies Ltd	9164.95	9164.95	15000.00			
WIS002	Wiseman Paper Products	5868.13	5868.13	10000.00			
SUP002	Superclean	1762.50	1762.50	3000.00			
CON001	Concept Stationery Supplies	1644.39	1644.39	17000.00			
SDE001	S D Enterprises	352.50	352.50	5000.00			
THO001	Thompsons Electricals	337.11	337.11	4000.00			
UNI001	Unique Systems	150.40	640.76	5000.00			
WIS001	Wise Electricals Ltd	82.28	82.28	14000.00			
QUA001	Quality Motors	30.22	30.22	20000.00			

Batch supplier payments.

Note - Available in Professional only

Introduction

save time when paying off supplier invoices by grouping all outstanding transactions together, allowing you to pay or allocate these items all at once.

- Batch Supplier Payments is available in the Bank accounts module.
- Can be used with Supplier payments to seamlessly process payments through Modulr.
- Remittance can be set to always create a remittance and remittances can be printed or emailed to suppliers.

View	No.	Type	A/C	Date	Due on	Ref	Ex.Ref	Department	Details	T/C	Amount	Dispute
	730	PI	CON001	30/03/2023	14/05/2024	17		2	Ball Point P...	T1	25.29	
	825	PI	CON001	30/03/2023	14/05/2024	18		2	A4 Ledger ...	T1	189.64	
	826	PI	CON001	30/03/2023	14/05/2024	18		2	A4 Carbon ...	T1	94.83	
	827	PI	CON001	30/03/2023	14/05/2024	18		2	Correction ...	T1	184.37	
	828	PI	CON001	30/03/2023	14/05/2024	18		2	A4 Labels (...	T1	33.71	
	829	PI	CON001	30/03/2023	14/05/2024	18		2	A4 Labels (...	T1	50.57	
	923	PI	CON001	30/04/2023	14/06/2024	25		2	Ball Point P...	T1	25.29	
	924	PI	CON001	30/04/2023	14/06/2024	25		2	Remember-...	T1	44.25	
	925	PI	CON001	30/04/2023	14/06/2024	25		2	Scissors - E...	T1	19.76	
	1128	PI	CON001	27/04/2023	11/06/2024	33		2	Rubber Ban...	T1	101.14	
	1129	PI	CON001	27/04/2023	11/06/2024	33		2	A4 Ledger ...	T1	189.64	
	1130	PI	CON001	27/04/2023	11/06/2024	33		2	A4 Carbon ...	T1	25.29	
	1131	PI	CON001	27/04/2023	11/06/2024	33		2	Pencil - Chi...	T1	36.87	

Remittances.

Introduction

- Sending a remittance with your payment to your supplier helps to reduce errors and payment queries.
- It shows your supplier exactly which invoices you've paid.
- It's quick and easy to generate a remittance at the same time as you post your supplier payment.
- Email and print options available.

Summary

- Customer receipts and supplier payments can be allocated to an invoice to create an SR/PP transaction or be posted as a payment on account SA/PA
- There are options available to help with quick allocations of transactions such as the wizard and allocate features
- Suggest Payments can help you prioritise your supplier payments to the oldest balances /Priority suppliers
- Batch supplier payments allows you to pay multiple suppliers from one window
- Remittances can be issued with a payment to help reduce errors
- Sage offers various partnerships for taking payment of customer invoices and making payments to suppliers and employees

[Sage Help Centre](#)

[Invoice Payments](#)

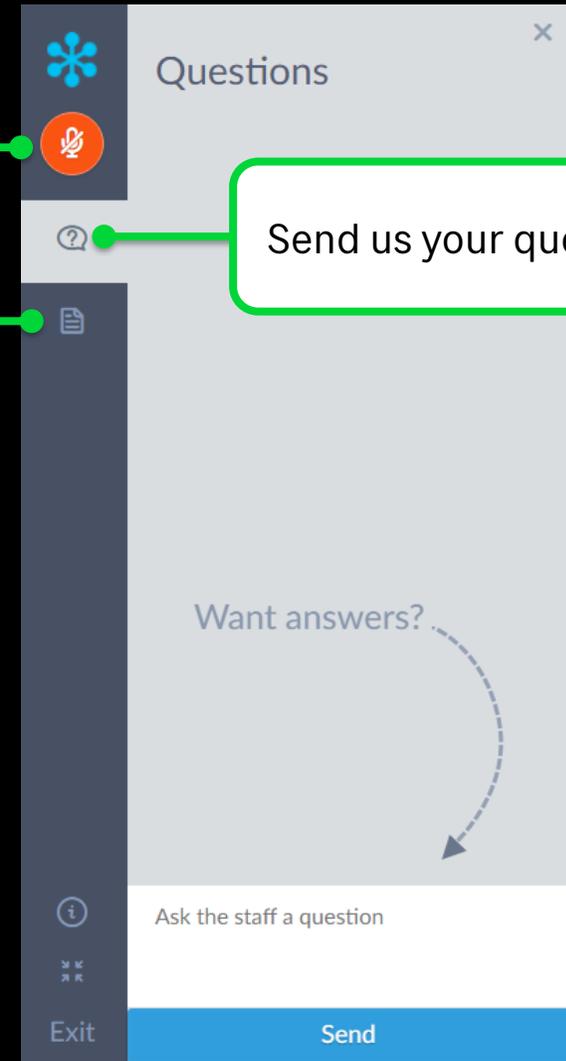
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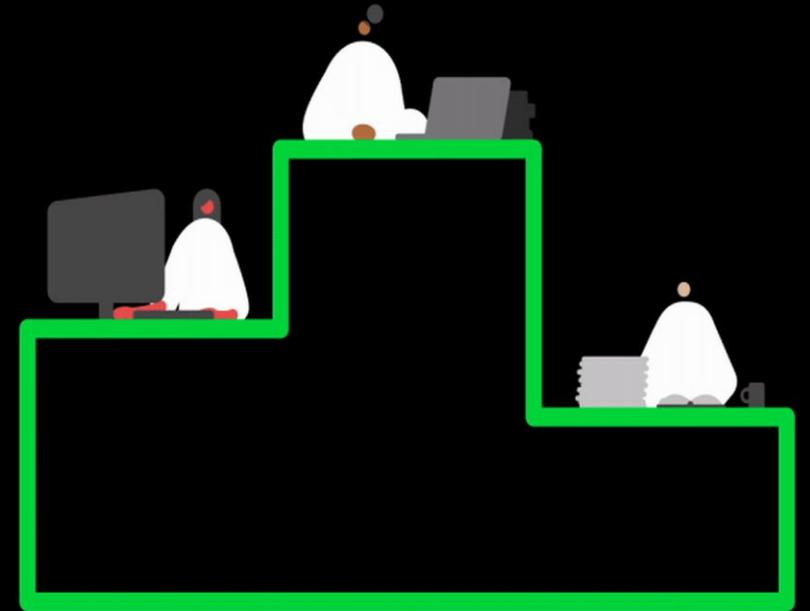
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