

Banking Excellence Badge

Simplify your routines – Work smarter with Bank Recurring Items

Presented by Matt Batty

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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#2 - Managing Customer Receipts and Supplier Payments in Sage 50

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#4 - Revolutionise your banking with Sage 50 Bank Feeds

#5 - Simplify your routines - Work smarter with Bank Recurring items

#6 - Clean up your accounts - Correcting bank errors in Sage 50

#7 - Fast finance: Harness the power of E-Payments in Sage 50

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

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



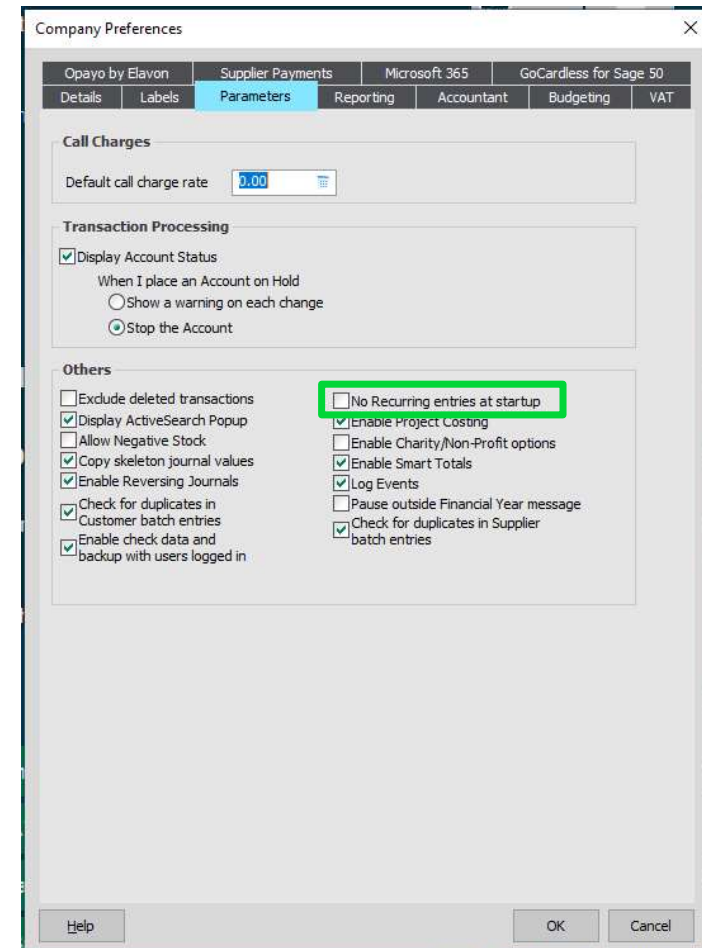
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What are we covering in today's **webinar**?

- **Introduction**
- **Bank Recurring items**
- **Memorise and Recall**
- **Bank feeds rules**
- **Other recurring items**

Introduction

- Recurring items can be used to automate processing.
- They can be set up in the bank module for bank transactions.
- Invoices, orders and credits can also be set up to recur.
- Recurring items can be activated to prompt you to process when you enter the software.
- The option to activate/deactivate is held within Settings> Company Preferences > Parameters.



Bank recurring items.

- Great for processing regular payments and receipts if not using direct bank feeds.
- Once set up, a frequency can be added, each time a transaction is due the software can prompt on start up to process the item.

The screenshot shows the 'Add / Edit Recurring Entry' dialog box with the following sections:

- Recurring Entry From / To:** Includes dropdowns for 'Bank A/C*' and 'Nominal Code*', each followed by a text input field.
- Recurring Entry Details:** Includes a 'Transaction Type' dropdown (currently showing 'Bank/Cash/Credit Card Payment'), a 'Transaction Ref' text field (containing 'DD/STO'), a 'Transaction Details' text field, and a 'Department*' dropdown (set to '0') with a 'Default' text field.
- Posting Frequency:** Includes 'Every*' (set to '0') and 'Day(s)' (dropdown), 'Total Required Postings' (set to '0'), 'Start Date*' (calendar icon, showing '16/05/2022'), 'Finish Date' (text field), 'Next Posting Date' (calendar icon, showing '16/05/2022'), 'Suspend Posting ?' (checkbox), and 'Last Posted' (text field).
- Posting Amounts:** Includes 'Net Amount' (text field, '0.00'), 'Tax Code*' (dropdown, 'T1 20.00'), and 'VAT' (text field, '0.00').

At the bottom right are 'OK' and 'Cancel' buttons.

Bank recurring items.

- From Recuring items, you can add, view activity, edit and process the recurring items.
- Recurring items can also be suspended.

Type	AC Ref	AC Name	Ref	Details	Amount	Posting Frequency	Next Posting	Postings Made	Postings Remaining	Posted Value	Remaining Value
BP			DD/STO		15.00	1 Month(s)	18/05/2022	0	Perpetual	0.00	Perpetual
SA	BILL	Bill	DD/STO	Payment on Ac...	25.00	1 Month(s)	16/05/2022	0	12	0.00	300.00

Invoices and credits; Memorise and recall

- This feature can be found in invoices and credits, Quotations, Sales order and purchase orders.
- This allows you to save an invoice to recall at a later date without having to enter a Frequency.
- This can be transformed into a recurring item by adding in a frequency in the bottom part of the window.

Memorise

Details

Reference*

Description

Frequency

If you would like this transaction to be automatically generated in Sage 50 Accounts, fill out the frequency details below:

Every Day(s)

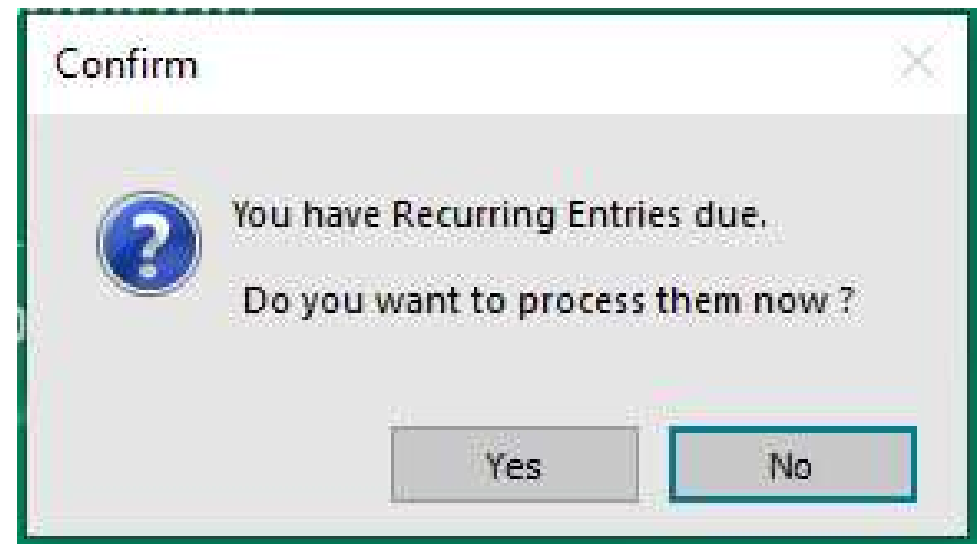
Start Date Finish Date

Last Processed Suspended? ☐

Save Cancel

Recurring entries on Startup .

- When entering the software if recurring items are due to be processed then you can open the recurring items widow.
- Here you can process in a couple of clicks.



Reporting.

Report and filename	Description	Location
Invoice Summary Inc. Recurring <i>INVSUMR.report</i>	All invoices, credits and quotes as they appear in the Invoice List, including the recurring entry reference for those invoices posted as a recurring entry.	Available from your Sage 50 Accounts software as standardClick Invoices and Credits , then click Reports , then click Invoice details <i>Available in Sage 50 Accounts Standard and above.</i>
Recurring Invoice Summary <i>RINVSUM.report</i>	Invoices that were posted as a recurring entry.	Available from your Sage 50 Accounts software as standardClick Invoices and Credits , then click Reports , then click Invoice details <i>Available in Sage 50 Accounts Standard and above.</i>
Recurring Sales Order Summary <i>RSOPSUM.report</i>	A summary of all sales orders raised as a recurring entry.	Available from your Sage 50 Accounts software as standardClick Sales Orders , then click Reports , then click Sales order details <i>Available in Sage 50 Accounts Professional.</i>
Sales Order Summary Inc. Recurring <i>SOPSUMR.report</i>	One line for each order, displaying the recurring reference where that order was created as a recurring entry.	Available from your Sage 50 Accounts software as standardClick Sales Orders , then click Reports , then click Sales order details <i>Available in Sage 50 Accounts Professional.</i>


Which report? Finding the report you need in Sage 50cloud Accounts

Bank feeds rules

- Easy to set up
- Create a rule so that your software posts future transactions automatically
- Save time processing

Create rule

Create rules to automatically categorise and set details on bank transactions with the conditions you choose. By doing this, you can save on processing time and handle transactions with ease.

 Rule will only apply to newly downloaded transactions.

Matched transaction details

Date	Bank account	Reference	Amount
01/01/2022	1200 - Bank Current Acco...	test_transactio...	£5.15

Basic information

Rule name *

Summary

- Benefits of setting up recurring items
- The different types available
- Reports you can run



Help and resources

Memorise, Recall and Recurring Entries

Created on 08 May 2020 | Last modified on 17 April 2024

Summary

How to memorise and recall items in Sage 50 Accounts.

Description

If you have entries that you post regularly, such as month end accounting journals or recurring invoices or orders, the Memorise and Recall options save you time.

Enter the information once and save the details to use again later. You can even set up items to post automatically when you run the Recurring items option.

[Memorise, Recall an Recurring](#)

Set up and process recurring invoices and orders

Created on 08 May 2020 | Last modified on 28 March 2024

Summary

How to set up recurring invoices, sales orders and purchase orders in Sage 50 Accounts, saving you time when processing regular invoices or orders. Recurring items post automatically.

Resolution

 **NOTE:** The memorise, recall and recurring invoices option isn't available in Sage 50 Accounts Essentials.

 **TIP:** In Sage 50 Accounts v27 and above, you can create customised alerts to appear when creating invoices and orders. [Read more >](#)

[Set up recurring invoices](#)

Recurring sales orders


Created on 08 May 2020 | Last modified on 23 March 2022

Summary

Article explains how to use the Recurring option to create repeat sales orders in Sage 50 Professional.

Resolution

Create a recurring sales order

1. On the navigation bar click **Sales orders**, then click **New/edit**.
2. Enter the required information for the recurring sales order then click **Memorise**.
3. Enter a reference and description, complete the Frequency section then click **Save**.
 **TIP:** The Frequency section is only available if invoice items are entered onto the order and the A/C box is completed.

[Sales Orders](#)

