

How to post debtors, sales and cash receipts on sage

The figures are taken from your month end vet system print outs:

You need to set up a new bank account called the "takings control". This is done from the bank section with in Sage, and follow the "new" wizard.

1. Invoices raised in the month - work done per your vet system.

From the customers module in Sage

Click on the invoice icon

Post the monthly sales invoices figures split as follows:

SA	X
LA	X
EQ	X
DEFRA	X
Pet Food	X
Other sales	X

This will automatically post to the debtors control account and the Output VAT control.

The VAT element of the invoice should agree to the VAT per your vet system.

Note that it is the "ext ref" that will print on your reports.

Note that sales credit notes are posted in the opposite to that detailed above.

2. Cash received in the month - this is the takings per your vet system

This is posted from the bank section in Sage

Highlight the new takings control account

Click on the customer icon

The account box on the top left hand side should be the takings control

Post the monthly taking as detailed from your vet system.

3. When posting the cash received from the bank statements:

From the bank section in sage

Click on the transfer icon

The "from" account is the takings control

The "to" account is the account into which the receipts were paid

The transfers need to be posted in such a way so as to be easily agreed to the bank statements, i.e. either individually, or in bulk by bank statement page. If you do the later, please remember to

a) Include the bank statement page in the reference

b) Cut off at the end of the month for bank reconciliation purposes.

4. Reconciliations

The takings control needs to be reconciled on a regular basis and any differences between cash takings and that stated on your vet system should be investigated.

The balance on the takings control at the end of the month will be amounts detailed as received on your vet system not yet cleared on the bank.

The debtors control account should agree to the vet system print out at the end of each month.

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