

# Sage 50 Accounts

## Quick Reference Guide

### Operating the Online Payment Solution Clearing Account (1870)

#### What is the Online Payment Solution Clearing Account?

Where a school is operating an online payment solution system e.g., Easy payment Plus, MIT Education Solutions or Three Ireland (Way2pay), the Online Payment Solution Clearing Account allows you to efficiently record income received.

Instead of having to analyse each individual lodgement to the bank account, receipts for a month can be accumulated and then analysed in bulk.

Outlined below are the steps on how to record bank lodgements to the clearing account and then record the analysis of this income

#### Step 1

#### Set up a nominal account code 1870 as the Online Payment Solution Clearing Account (if it is not already set up)

Click on 'Bank Accounts' on the menu bar

- Click on the 'Wizard' icon
- The 'New Bank' screen appears
  - In the box 'Name' type in 'Online payment solution clearing account'
  - In the 'Ref' box type in 1870
  - In the 'Description' box type in 'Online payment solution clearing account'
  - Click 'Next' 4 times and then 'Create'

The screenshot shows the 'New Bank' wizard in Sage 50. The window has a title bar with 'Bank feed enabled?' (Inactive) and 'Balance/Last Reconciled Date' (08/2021). The main area is titled 'Bank Information'. On the left, there is a vertical list of steps: 1. Account Name (highlighted with a blue circle), 2. Account Details, 3. Bank Details, 4. Contact Details, and 5. Opening Balance. The main content area for Step 1 contains the following text: 'To create a new bank account you need to enter the bank account name and a unique reference. The next available account code in sequence has been entered for you. You can keep this reference or enter your own instead.' Below this text are two input fields: 'Name\*' with the value 'Online payment solution clearing account' and 'Ref\*' with the value '1870'. At the bottom, there is a section for 'Account type' with a dropdown menu set to 'Cheque Account' and a checkbox for 'No bank reconciliation' which is currently unchecked. At the very bottom of the window are three buttons: 'Cancel', 'Back', and 'Next'.

## Step 2

### Accounting for the lodgements to the bank account

To record the individual receipts from the online solution payment company, on the menu bar, click on 'Bank Accounts'

- Click on 'Bank Transfer'
- For each lodgement record a transfer from account <1870> to the current account <1800>
- Enter the details of the lodgement

**Note:** Where refunds have been processed through the online payments system and money has been paid out of the current account to the merchant services a bank transfer from current account <1800> to account <1870> should be recorded

## Step 3

### Recording the income received from the Online Payments Solution at the end of the month

At the end of the month, run a report from the online payment solution company showing the breakdown of the income received.

To record the breakdown of the income received, on the menu bar go to 'Bank Accounts', select account <1870> and click on 'Bank Receipt'

- Record the breakdown of the income received per the report to the relevant income nominal codes and click 'Save'

**Note:**

- In some set ups the full amount a parent pays is lodged to the bank account by the merchant services, and in others a payment solution or merchant services fee is held back. Where the fee is withheld the gross amount paid by parents should be recorded as income and the fee recorded as payment from the online payment solution clearing account 1870 to bank charges expense.
- Where there is a net refund in an income category the refund should be recorded as a payment out of <1870> to the relevant income nominal code.

## Step 4

### Reconciling the Online Payment Solution Clearing Account

Once all the transactions are entered you should be able to agree and/or reconcile the closing balance on the online payment solution clearing account <1870> to your expected closing balance.

- Ascertain what your expected closing balance is. Were all monies received in the month lodged to the bank account during the month or were any amounts lodged after the month end e.g., the amount of income received on the 30<sup>th</sup> of September lodged to the current account on the 1<sup>st</sup> of October would be your closing balance at the 30<sup>th</sup> of September
- The balance on nominal code 1870 at the month end should agree to this
- If the balance is correct on the clearing account, then all is in order.
- It is optional to perform a bank reconciliation on the Clearing Account
- On the menu bar go to 'Bank Accounts', select account <1870> and click on 'Reconcile'
- Enter the date for the end of the month, enter your closing expected balance and select 'Ok'
- Match all transactions (as agreed to online payment solution report and merchant services statements) and you should be left with a 0 difference.

#### Practical Example:

##### Step 2:

A total of €17,000 was lodged to the current account from Online payments, in 22 different lodgements over the month of September.

These were recorded as receipts in the current account <1800> and coded to nominal code <1870>

##### Step 3:

An income report from the Online Payments system showed total income of €18,000 for September less fees held by merchant services of €500. The total income for €18,000 was recorded as a split receipt to account <1870> at the month end against the relevant income codes e.g., <3310 Transition Year Income> etc. The fees withheld of €500 were recorded as a bank payment from <1870> to the bank charges expense. This left a balance of €500 on the online payments system of €500 (Income of €18,000 less fees of €500 less amounts lodged to the bank of €500)

##### Step 4:

The Online Payments system showed that €500 lodged the 1<sup>st</sup> day of the following month, October was received in September. Therefore, our expected closing balance at the 30<sup>th</sup> of September was €500.

When a bank reconciliation was performed and all transactions were ticked off, the balance per SAGE agreed to the expected balance and the difference was zero.

Reconcile - 1870 - Online payment solution clearing account

Save time on bank reconciliation with Bank Feeds. End out more

Statement reference: 1870 2021-10-27 01 End date: 30/09/2021 Expected balance: 500.00

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
O/Bal Last reconciled balance					
01/09/2021	9131	Online ...	Lodgement	2000.00	
03/09/2021	9133	Online ...	Lodgement	5000.00	
07/09/2021	9135	Online ...	Lodgement	6000.00	
09/09/2021	9139	Online ...	Lodgement	4000.00	
30/09/2021	9128	Online ...	TY Income		17500.00

Matched transactions

Book Balance	Total Payments	Total Receipts	Matched Balance - Statement Balance	Difference
				0.00