Sage Business Cloud Accounting:
New Company Setup

sage

Learing Objectives

In this module, you will create a company file in **Accounting** to be used as a demo account throughout the duration of your course. This account will enable you to do what business owners do on a day to day basis, create and manage customers, vendors, invoices, expenses, reports, inventory, journal entries, taxes and payroll, just to name a few.

- Create a new **Sage Accounting** company/demo account
- Edit company information
- Review Financial Settings
- Review Sales tax

NOTE: Throughout the duration of the course, you will encounter important icons and visual conventions as part of your learning experience to guide learners through the chapters. The cues are indicated here:

	Important Information / Important Note / Additional Information	Item where caution and attention is required or additional insight and information is provided.
	Exercise	Your opportunity to practice a concept.
	End of Exercise	Indicates the end of an exercise.
	Check Your Knowledge	Review questions at the end of a lesson to check your understanding and ability to implement concepts.
	Summary	Overview of the most important items covered in a section or lesson.
	End of Lesson	The end of the lesson.

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Setting Up Your Company

1. Using your web browser, navigate to http://www.sage.com/ca/about-us/education

2. In the top right of the screen, click **Log On** and navigate to **Sage Business Cloud Accounting.**
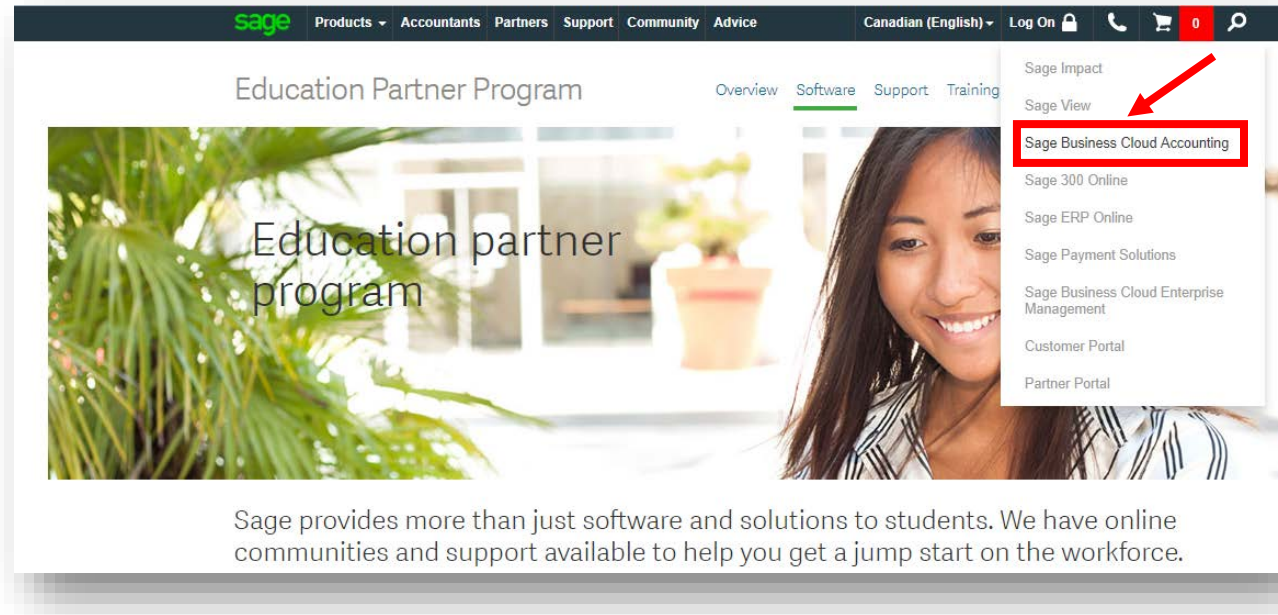
3. Enter your **Email** or **User ID** and **Password**.

4. Click **Log In**.

The setup wizard will launch requesting information about your company to complete the basic setup.

1. Begin by creating a new name for your company in the **Business Name** field. This will appear on customer invoices, credit notes and reports.

2. Select the **Type of Business** your company will be operating, *Sole Proprietorship, Partnership, Corporation, Co-operative* or *Other.*

3. Input a **Business Trading Address** for your business. **Accounting** will automagically calculate GST/HST/PST/QST taxes based on the **Province** selected here.

4. Click **Save and Continue.**

5. In the final step to setting up your company, **Accounting** will ask if you charge Sales Tax. If you would like your demo company to collect Sales Tax, select '**Collect: I collect GST/HST/PST/QST etc.'** If not, select **'I don't collect any tax'** and click **All Done!** You should note that **Accounting** automatically creates a standard Chart of Accounts in the background so your students need not spend waste less time setting it up.

> **NOTE:** HST/GST/PST/QST numbers are issued by the Canada Revenue Agency when registering for a new business. For purposes of this course, use a fictitious 13-digit number if you'd like to collect sales tax in your demo account

Basic Setup Company

Once the initial setup of your demo company is complete, you'll be taken to the **Accounting** dashboard where you're accounting adventure begins. This screen is a static screen and helps guide you in setting up your company for the first time. It includes an option to **Set Up Customers, Connect Bank Accounts, Set Up Vendors, Set Up Chart Of Accounts** and **Optional Extras,** like adding a logo to your invoices.
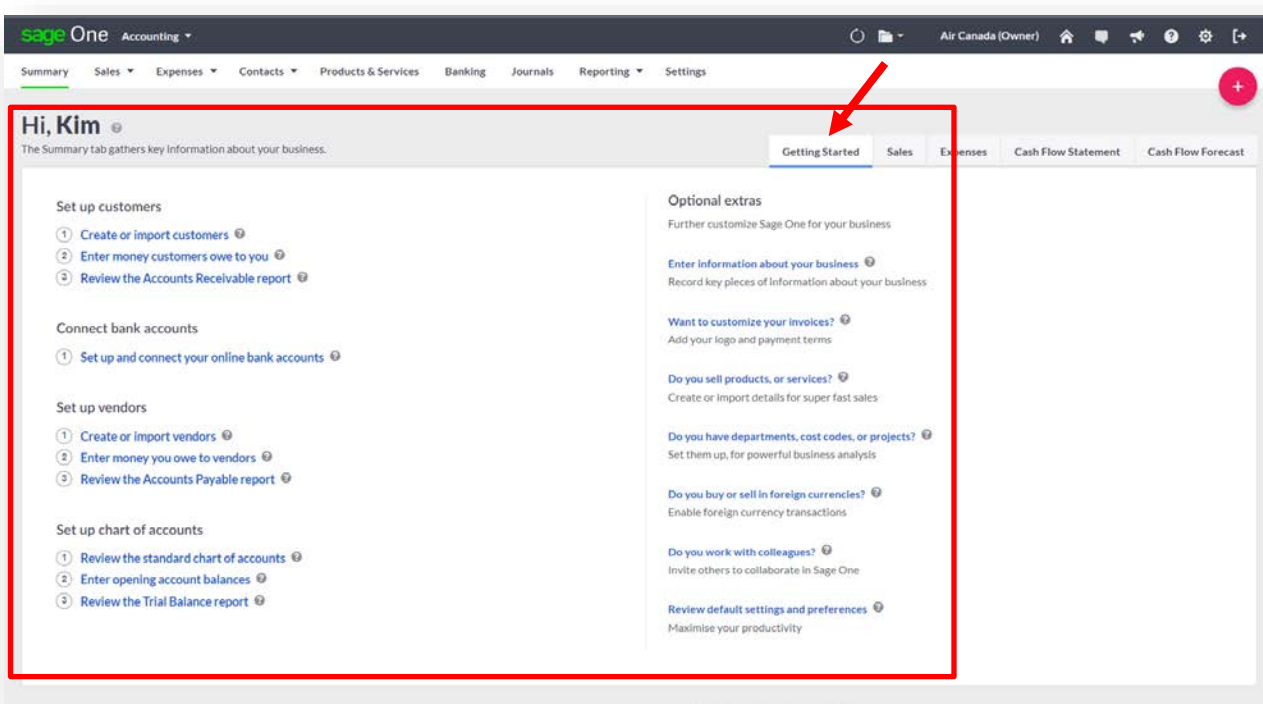
Editing Business Information

To change the address of your demo company including **Company Name**, **Company Address, Company Contact info, Company Phone,** or **Company Website:**

1. Click the **Gear Settings Icon**.
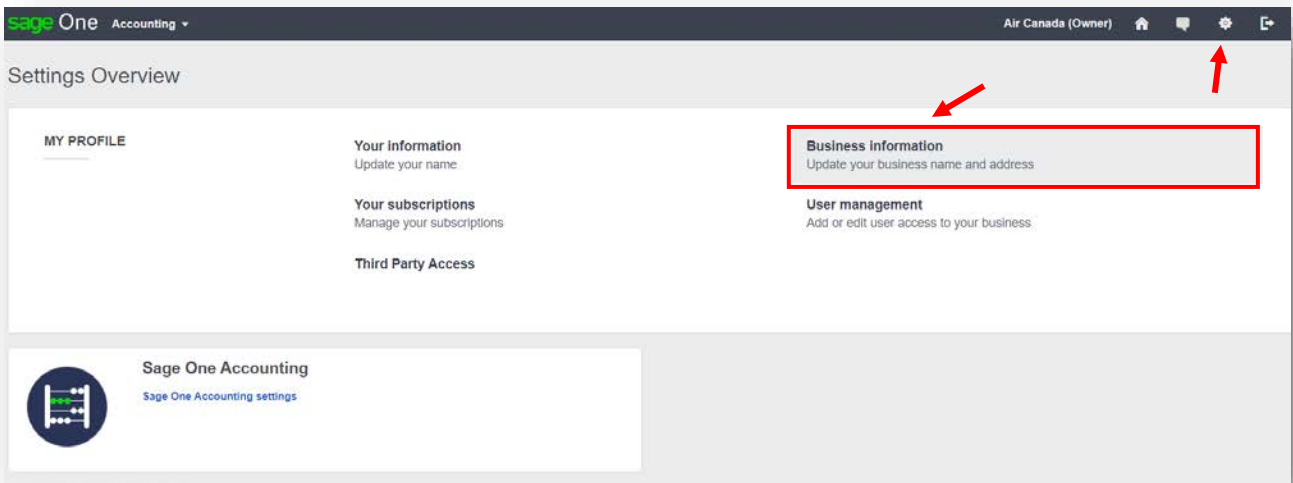
2. Select **Business Information** and make any necessary changes. The other features on this page we're discussed in **Module 4 – Settings** should you wish to refer back to them.

Company Name: The business name entered here will be displayed on your dashboard at the top right of the menu bar at all times. **Accounting** also uses your business name in correspondence with customers, including in the subject line of emailed invoices, on statements, at the top of reports, and much more. Your business name is also the default filing name of your business for taxes.


3. Click **Save**.

Financial Settings

It's important that you understand the big picture of your company. The information provided in the Financial Settings are paramount as they determine the outcome of financial reports, tax returns and other financial documents. The **Financial Settings** determine your company's 'Accounting Dates' including the **Year End Date**, **Year End Lockdown,** and **Accounts Start Date** of your company.

1. Navigate to **Accounting Settings.**
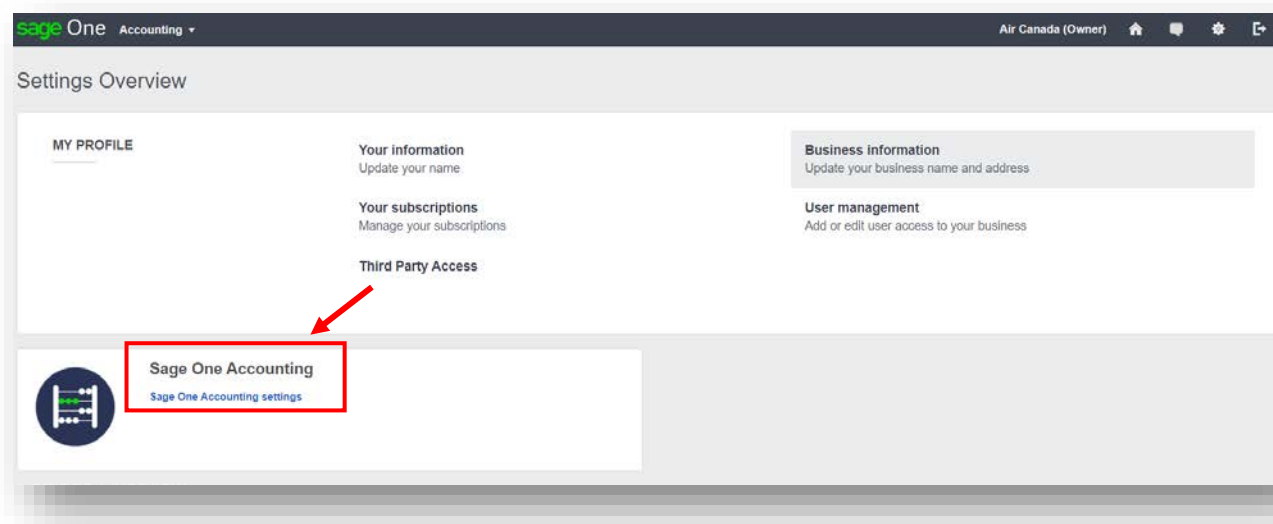
Accounting settings determine your financial year end and start date for transactions.

- **Year End Date:** This is the last day of your company's financial or fiscal year

- **Year End Lockdown:** Use this field to prevent transactions from being entered before a certain date. For example, if your fiscal year ends on 12/31/2018, enter 01/01/2019 here. This prevents changes in records that would alter balances during closed account periods.
- **Accounts Start Date:** This is the first date you begin using Sage Accounting.

2. Scroll down to **Financial Settings** and click on **Financial Settings**
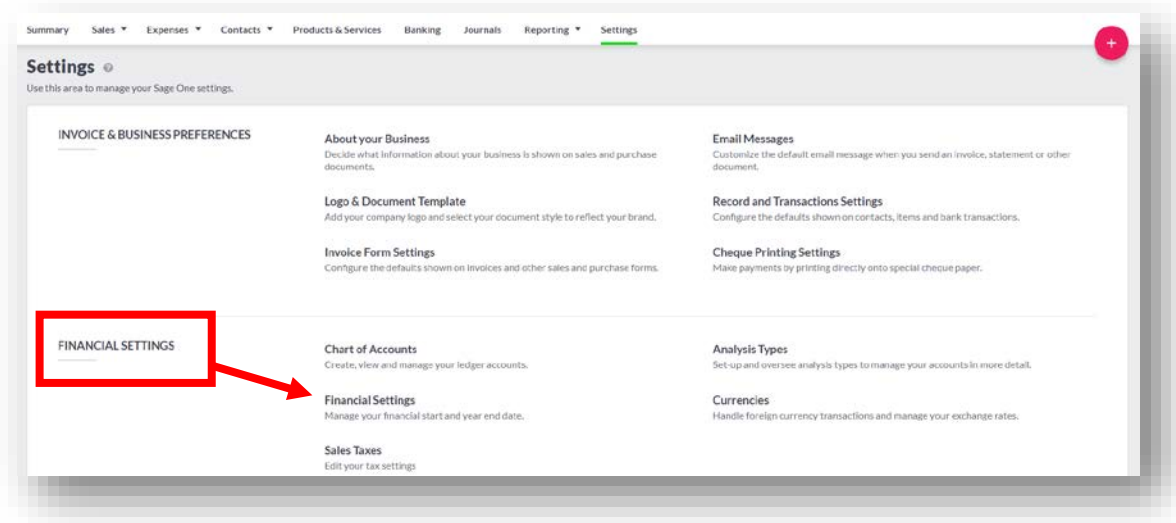
3. Input the dates for your new company. If you haven't already done so in the previous **Settings** module, enter todays date as your **Accounts Start Date**.
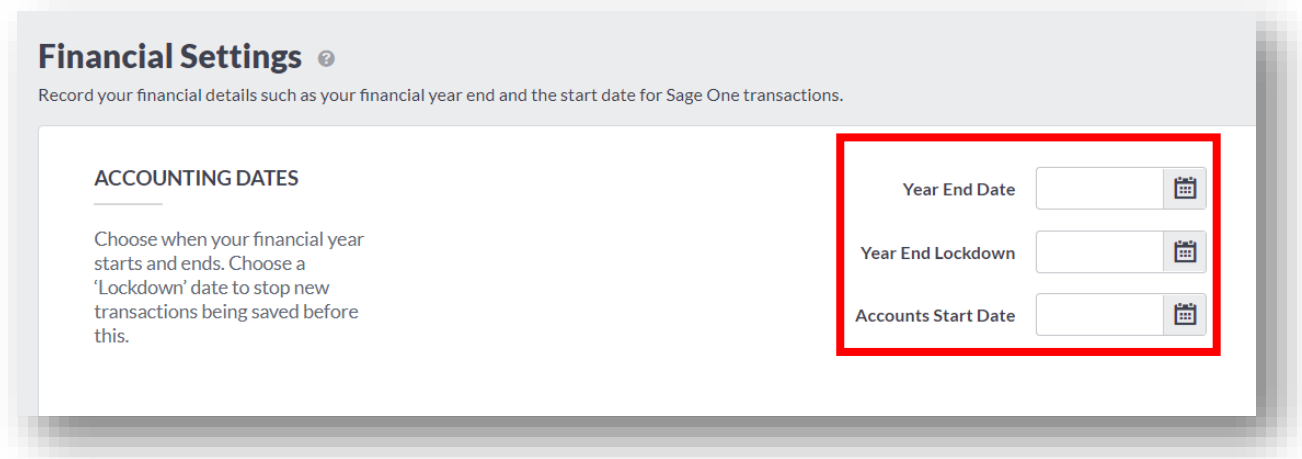
Sales Tax

Managing and keeping up with changing sales tax can become complex. If you collect sales tax you can set up tax rates for the products and services you sell. **Accounting** helps you automate your tax tracking and keep accurate records of the tax that you collect and pay, keeping you compliant. You can also create a combined sales tax rate that includes multiple rates. What's more is **Accounting** automatically creates the taxes for you, based on the *Province* your located in, when setting up your company for the first time.

When doing so, you should have your business tax information available from the Canada Revenue Agency or your Minister of Finance. For purposes of this course we'll use a fictious number.

Divine Chocolates would like to review their current sales tax setup and add a new one.

1. To create a new tax rate, navigate to **Settings** and then **Sales Taxes.**
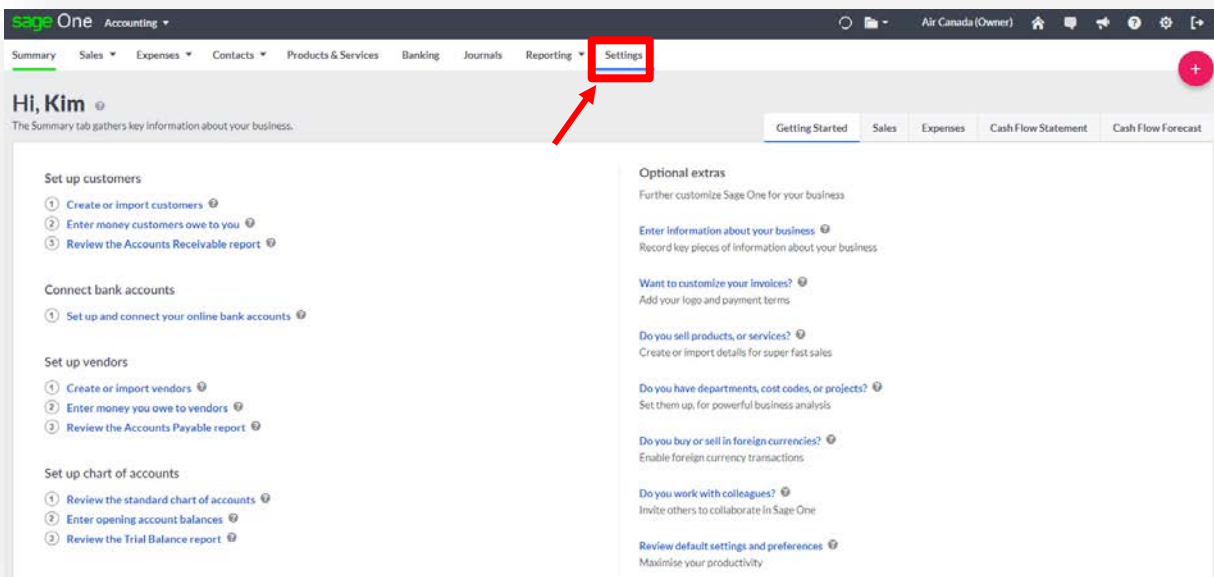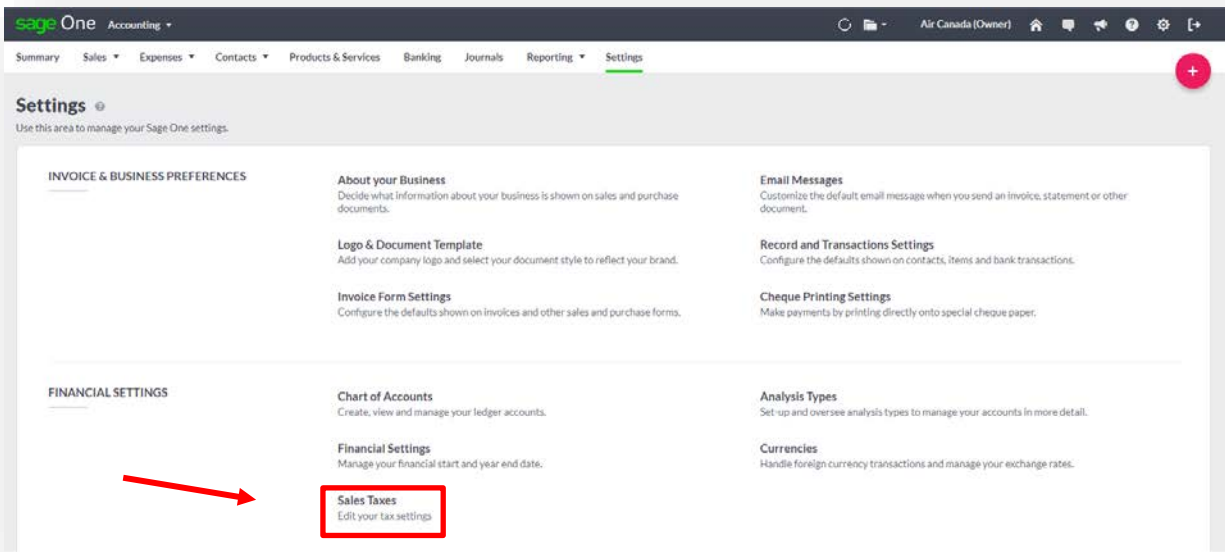
2. Enter the company **Registration Number**. This will be provided to you by the Canada Revenue Agency or Provincial Tax Authority registering your company for sales tax. In the case of your demo account, enter any fictitious registration number.

3. Check the box that says **I will not collect tax here** if you won't collect tax in this Province.

4. Choose the **Tax Return Frequency**. The options displayed in the drop-down box are determined by the provincial authority. For example, GST/HST allow Monthly, Quarterly or Annually whereas PST for British Colombia allows Monthly, Quarterly, Annually and Bi-Annually.
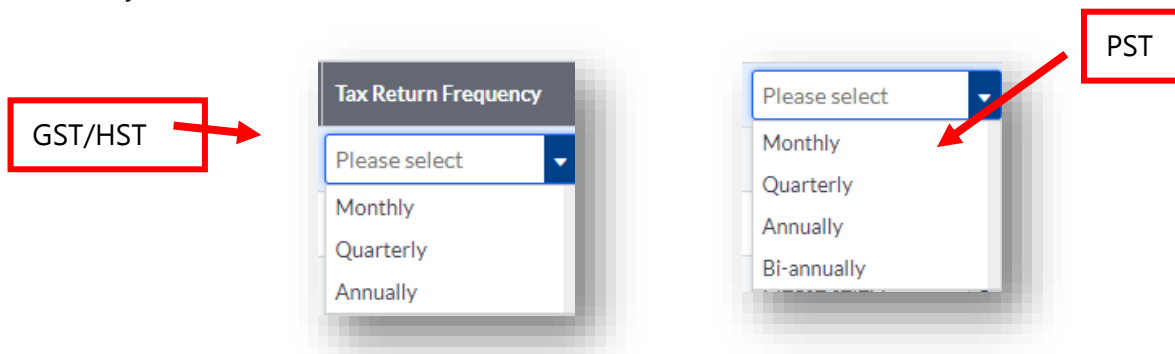
NOTE: Any tax information seen here was automatically brought over when you set up your company for the first time in the set-up wizard seen here.

Sales Tax Settings ⓘ

Sage One automatically applies the right sales tax rate, depending on the province where you deliver goods or provide services. All you need to do is enter your tax registration numbers for the provinces where you'd like to do business below.

Tax Type	Province	I will not collect tax here	Registration Number	Tax Return Frequency
GST/HST	All	☐	123456789 RT 1234	Please select ▾
PST	British Columbia	☐	PST - 1234 - 1234	Please select ▾
PST	Manitoba	☐	PST - 123456789	Please select ▾
QST	Québec	☐	1234567890 TQ 1234	Please select ▾
PST	Saskatchewan	☐	PST - 123456789	Please select ▾

Save Cancel

5. Once done Click **Save.** You're now ready to start tracking sales taxes on sales and expense transactions.

Step 2 of 3

Let's set up your business

Where do you run your business from day-to-day?

Business Trading Address

Address 1* 123 Wireless Way

Address 2

Town / City* Toronto

Province Ontario ▾

Postal code* M3C 0C1

Telephone* 3829582948

Save and Continue

Step 3 of 3

Let's set up your business

And finally, do you charge Sales Tax?

Sales Tax

Collect ● I collect HST

○ I don't collect any tax

HST Number* 123456789   **RT** 1234

Tax rates for Ontario
ⓘ
| HST | 13.00 % |
| HST | 5.00 % |

All Done!

End of Lesson

Check Your Knowledge

Answer the following questions about the material covered in this lesson.

Short Answer
Write a short answer to the question below.

1. Once your company is set-up, where are a few places the company name appears throughout **Accounting**?

_____

_____

True or False
Enter 'T' for True or 'F' for False for each of the affirmations below.

2. _____ If you opt to collect sales tax, Accounting automatically calculuates rates for you
3. _____ Sales taxes can only be set to a frequency of monthly
4. _____ The Year End Lockdown is best used for closing the books at the end of the year

Please note:

Every effort has been made to ensure that the information provided in this educational series is accurate, up-to-date, and complete, but no guarantee is made to that effect. URLs and additional resources 'Beyond the Classroom' are continuously changing. Because the software is customizable in a number of ways, the language used in this guide may be different from what you 'see' when you work with your company's data file(s).

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