# SAGE 200
## INSIDER TIPS

**Paradise**
I.T. For Business

## SAGE 200: E-BANKING TO PAY SUPPLIERS
### SAVE TIME, ELIMINATE WORK DUPLICATES, ELIMINATE POTENTIAL ERRORS, SAVE MONEY

**1**

e-Banking is a service provided by your bank that can be used with Sage 200 to reconcile your bank account and is commonly used to pay your suppliers en masse or individually as required.

Most banks provide this facility. All that is needed is the e-banking component to be installed for Sage 200, which takes a matter of moments. This allows for an output file to be generated which you them import into your banking software (this is the same for Sage 50 Payroll).
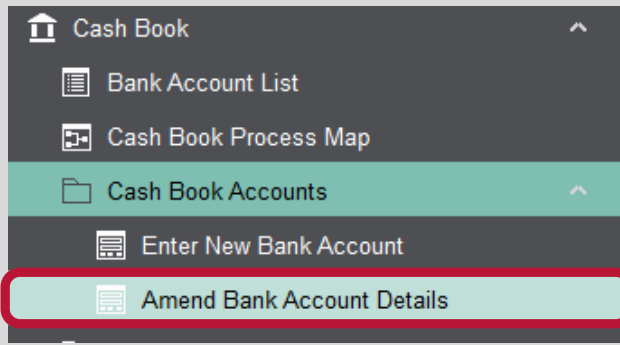
💡 **A list of currently compatible banks can be found here:**
https://my.sage.co.uk/public/sage-ebanking.aspx

Once installed, the accounts in the Cash Book need to be configured:
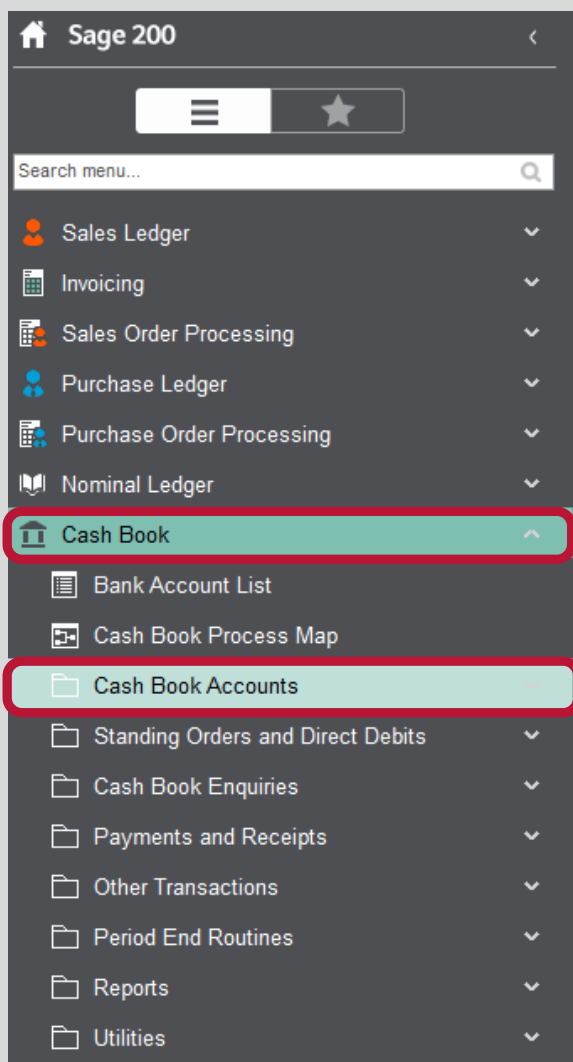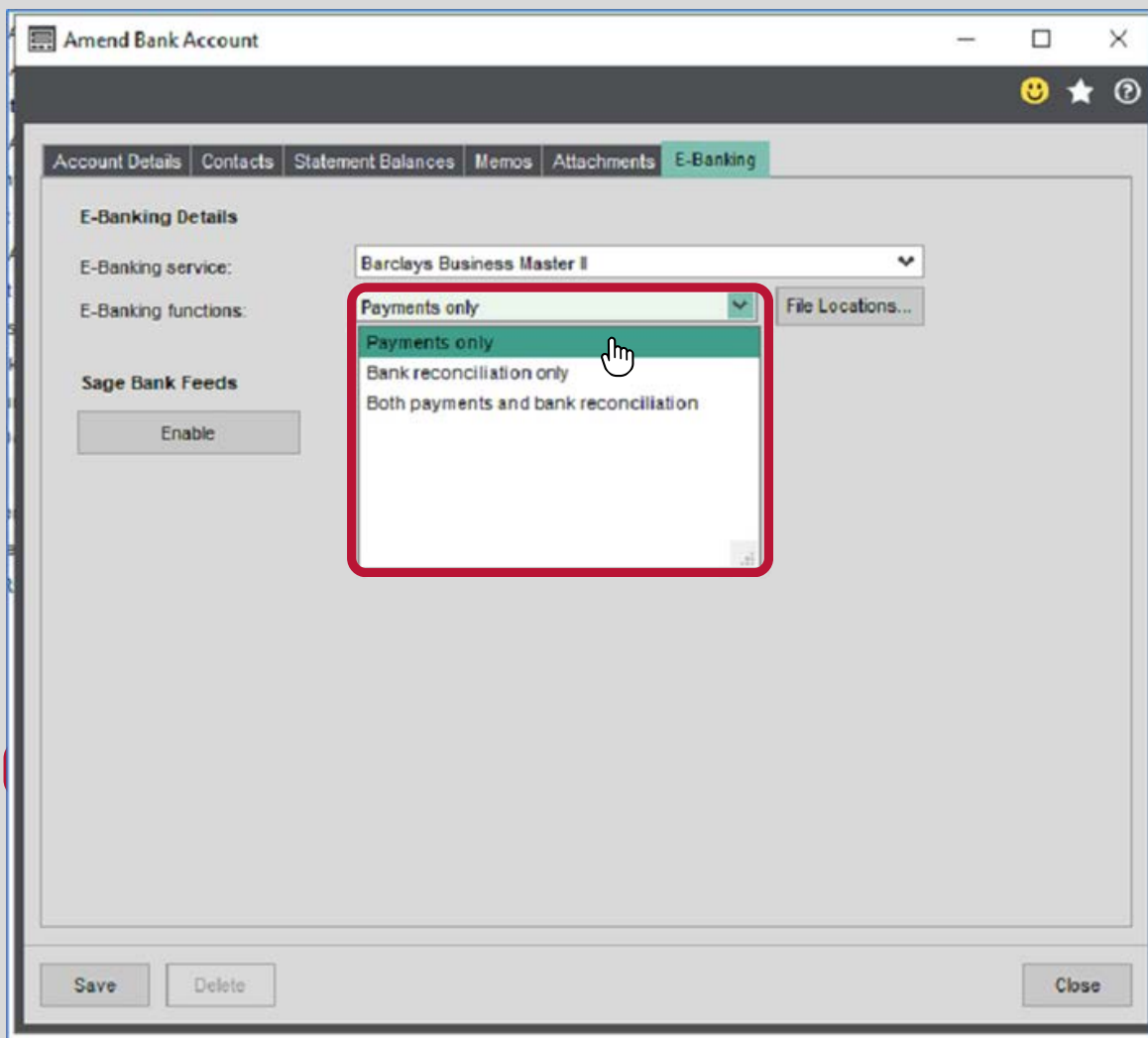


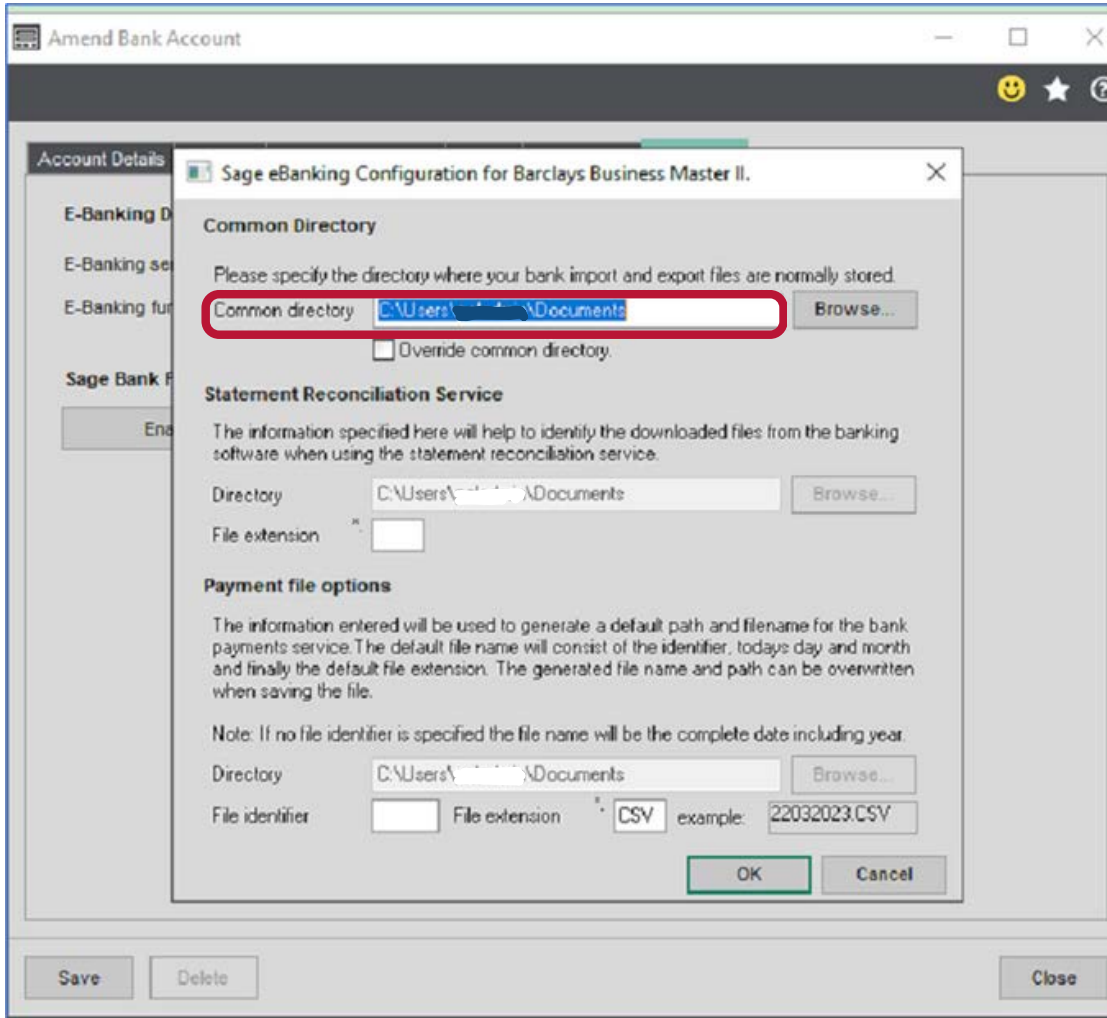From your menu, select 'Cash Book', then 'Cash Book Accounts'

**2**



Select 'Amend Bank Account Details'

- Select the e-Banking component installed for your bank
- Select Payments only, Reconciliations only or Both, depending on your bank
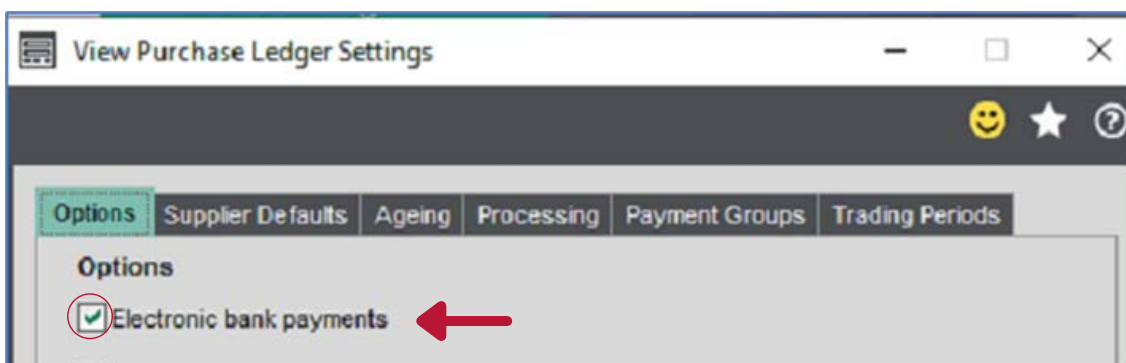
**4**

Choose where your bank import and export files are stored. Your Sage 200 outputs will also be saved to here.
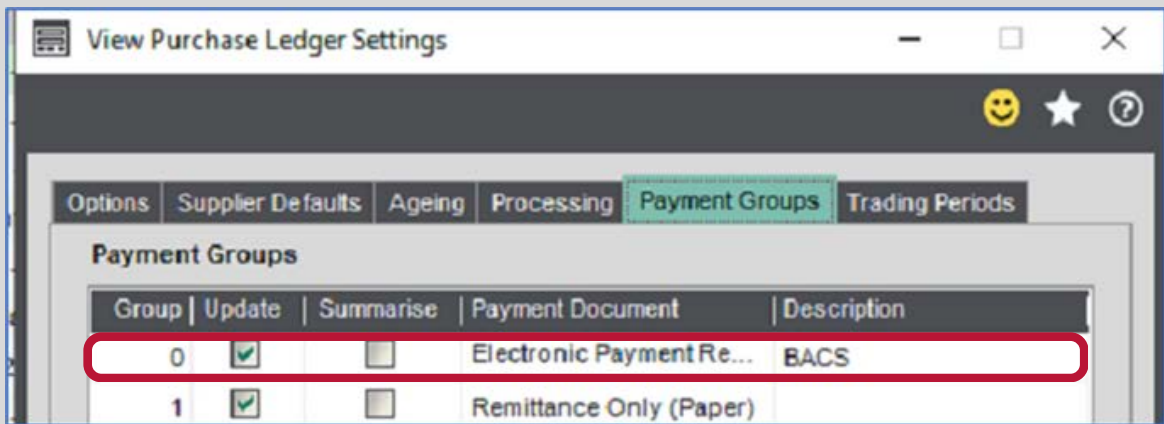


**5**

**Configure the Payment Group**

If e-Banking is to be used to pay suppliers, the Purchase Ledger Utilities will need to be ticked to allow Electronic Payments.

**4**

On the Payment Groups tab, in the Payment Document column, select Electronic Payment Remittance from the dropdown options.



The payment process is the same as your existing Generate Payments and Period End routines.

When the payment run is completed, the payment is posted to the Purchase Ledger individual purchase accounts, Cash-Book and ultimately the Nominal Ledger.

A remittance advice is generated to send to the supplier and a file, either a CSV or TXT (depending on your bank's requirements) is created and saved, ready to be imported into your bank's software.

Open your e-Banking software and import the file. This eliminates any duplicate payment entries, errors and saves time.

**USEFUL NOTE:**

**Whilst not all banks have an e-Banking component that links to Sage 200, if your bank software allows for an import file for Supplier Payments, another compatible bank's component can be used.**

**All you need to do is ask your bank for a template showing the order and format required for your data to be imported. We can then help you find the relevant compatible component.**

**END**