

What's New

Sage UBS version 9.9.5.0 Build 102

Release Date:

7th August 2020

Important Note

- You will need to disable your Anti-virus before you install the new update as some Anti-virus can interfere and prevent a successful installation.
- After successfully installing the update (whether via Online Update or using the Installer), you must restart your computer for the configuration changes to take effect.

V9.9.5.0 Updates

The following enhancements are being released:

Modern View

- Landing Page
- Accounting Module
 - Homepage
 - Transaction
- Inventory & Billing Module
 - Homepage
 - Transaction

Payment Cloud/Invoice Payments

- Setup & Onboarding

V9.9.5.0 Build 101 Updates

Useful Fixes

- SAA1-1512
- SAA1-1513

V9.9.5.0 Build 102 Updates

Useful Fixes

- SAA1-1517
- SAA1-1518

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1 Modern View

Modern View has been introduced to provide better user experience in both Sage UBS Accounting and Sage UBS Inventory & Billing. Besides the new user interface, we also introduced a completely new process workflow in Inventory & Billing module to give you better navigation and access with less steps to create your transactions under an improved holistic view.

2 Landing Page

The makeover Landing Page now comes with the following upgrades:

- Improved filtering and searching capabilities on company list,
- Settings is now made more visible and structured to ease your maintenance tasks on system and company level,
- Ability to set/mark your frequently accessed companies as favorites for quick direct access
- Visible action buttons for you to manage your tasks easily

The screenshot shows the Sage UBS Landing Page. At the top, there's a header with the Sage UBS logo, a welcome message "Hello there and welcome back!", a refresh icon, and a user profile icon labeled "ADMIN". Below the header, there's a section titled "Choose Your Company" with the subtitle "Getting started by selecting a company that you wish to work on or create a new company to start your journey".

Below the subtitle, there's a "Sort By:" dropdown menu set to "Favorite" and a search bar labeled "Search for your company". A callout points to the search bar: "Enter keywords for company quick search".

Below the search bar, there's a table with columns: "Company Name", "Last Login", and "Actions". The table lists several companies, each with a star icon in the "Company Name" column. A callout points to the star icon: "Click on the star to bookmark your company as favorite".

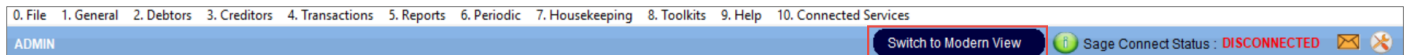
Below the table, there's a "Create" button. A callout points to the "ADMIN" user profile icon: "Click here to access Administrator Settings to manage System / License setting, and Manage User".

Below the table, there's a pagination bar showing "1 of 2" and navigation arrows. A callout points to the gear icon in the "Actions" column: "Click this icon to change your company folder directory or logo".

Company Name	Last Login	Actions
★ Test_UIUX2	21/06/2020 05:01:20 PM	⚙️ 🗑️
★ UI_Demo		⚙️ 🗑️
☆ YearEndSST		⚙️ 🗑️
☆ Test_UIUX		⚙️ 🗑️
☆ Test_Ui	19/06/2020 11:46:14 AM	⚙️ 🗑️
☆ Demo		⚙️ 🗑️
☆ TH Company		⚙️ 🗑️
☆ SG IRAS Renewal		⚙️ 🗑️
☆ Test	16/06/2020 11:26:12 AM	⚙️ 🗑️
☆ Sage Software Snd. Bhd.1		⚙️ 🗑️

3 Accounting Module

3.1 Switch to Modern View

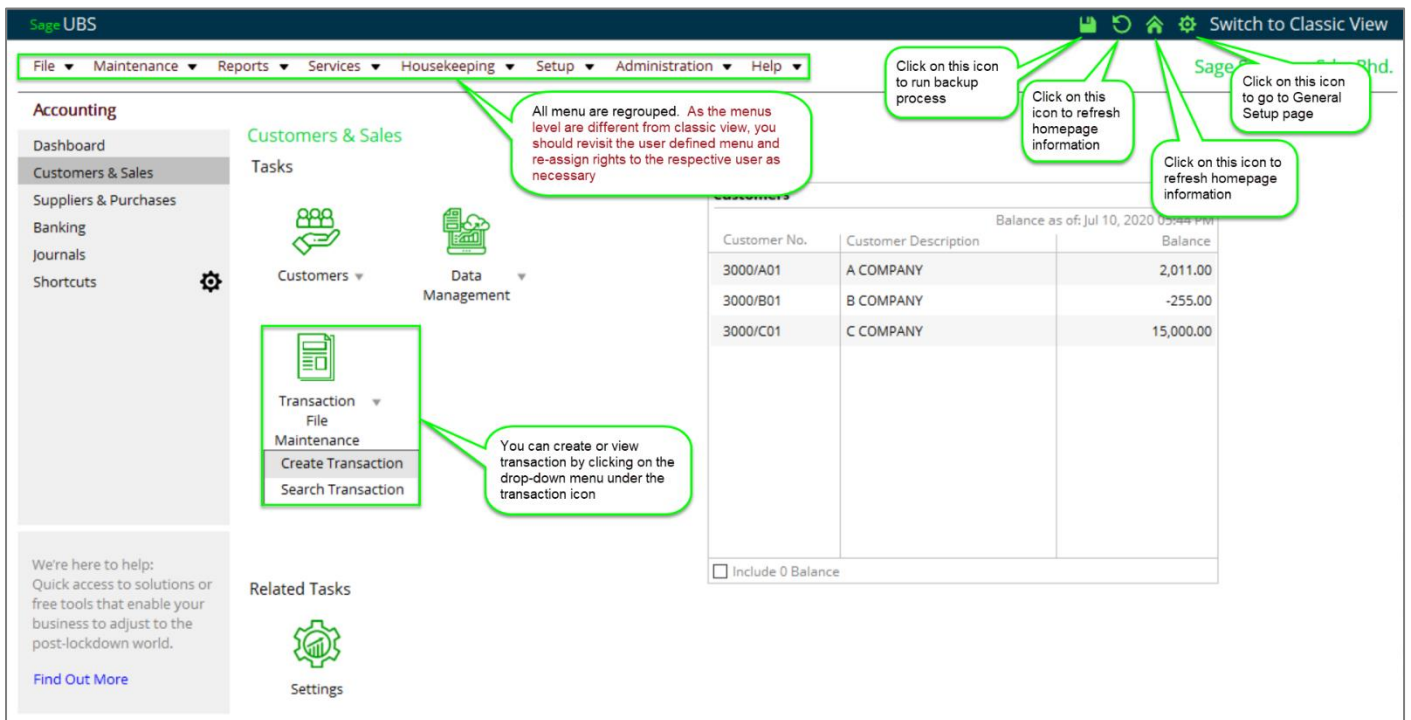


In Accounting module, you can click on the **Switch to Modern View** button available at the top bar on the right. In view of your comfort and preference in managing your tasks in Classic view while you explore the new workflow provided in Modern view, **you have the option and the flexibility to switch between Classic & Modern view anytime to your comfort**. As both Classic and Modern are sharing same database, the create, edit and view will provide the same result in both Classic and Modern view, only presentation with a difference!

Under multi-user mode, individual user can select own preferred view to work on the system.

3.2 Modern View – Homepage

Important Note: As all menus are regrouped in the Modern view, you are highly advised to revisit the User Defined Menu and re-assign rights to the respective user as deemed necessary.

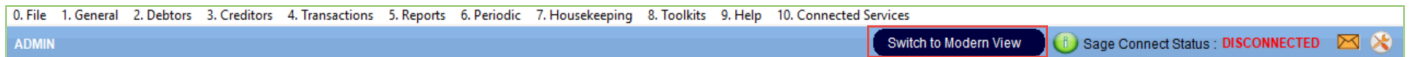


The new Homepage in Accounting now comes with the following upgrades:

- a. Regrouping of menu item with reduced level for ease of selection and managing tasks,
- b. Working panel is well structured into three sections for distinct visibility of information:
 - i. Left Panel - grouping of similar functions to provide clarity and ease of access
 - ii. Middle Panel - process tasks spread over to Maintenance [top], Workflow [middle] and Related Tasks [bottom]
 - iii. Right Panel - Related data / information
- c. Action buttons are more visible on the top bar for your direct access without having to leave the page

4 Inventory & Billing Module

4.1 Switch to Modern View

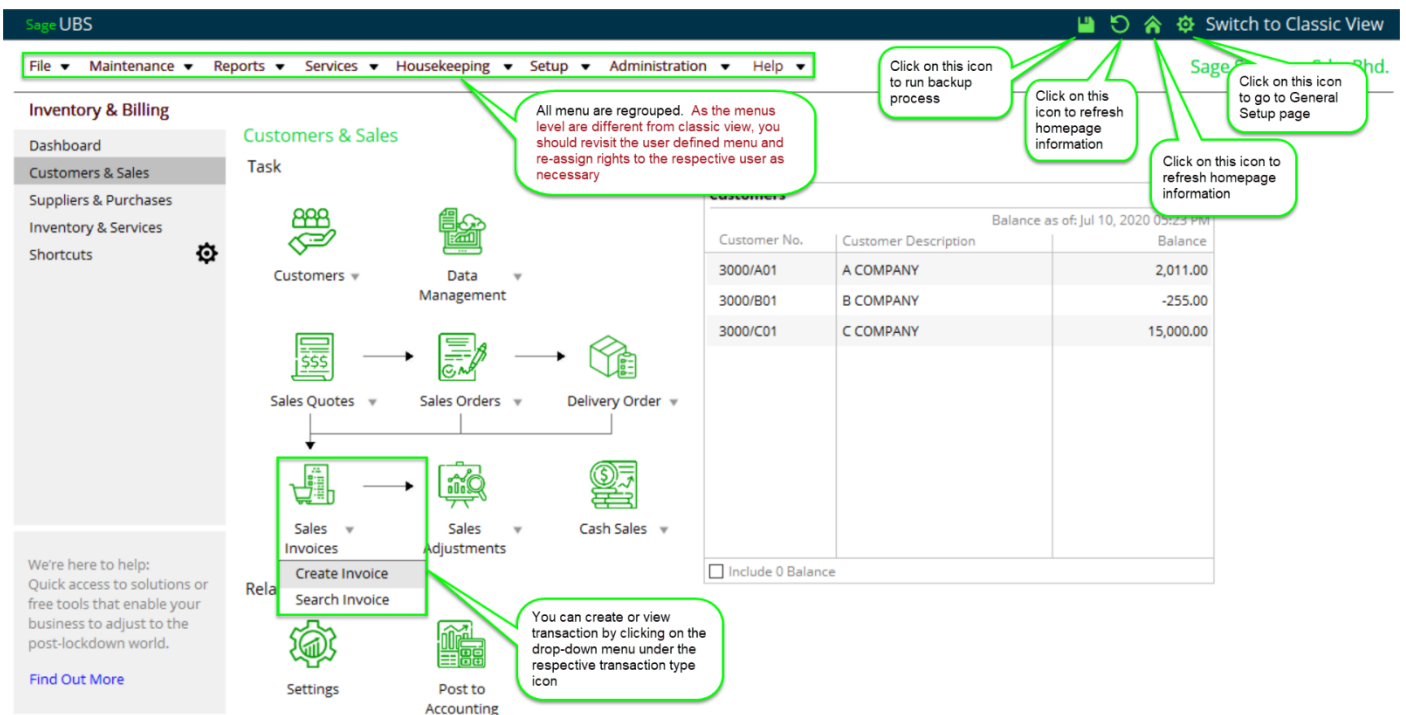


Same improvements made in Inventory & Billing where you can click on the **Switch to Modern View** button available at the top bar on the right. In view of your comfort and preference in managing your tasks in Classic view while you explore the new workflow provided in Modern view, **you have the option and the flexibility to switch between Classic & Modern view anytime to your comfort**. As both Classic and Modern are sharing same database, the create, edit and view will provide the same result in both Classic and Modern view, only presentation with a difference!

Under multi-user mode, individual user can select own preferred view to work on the system.

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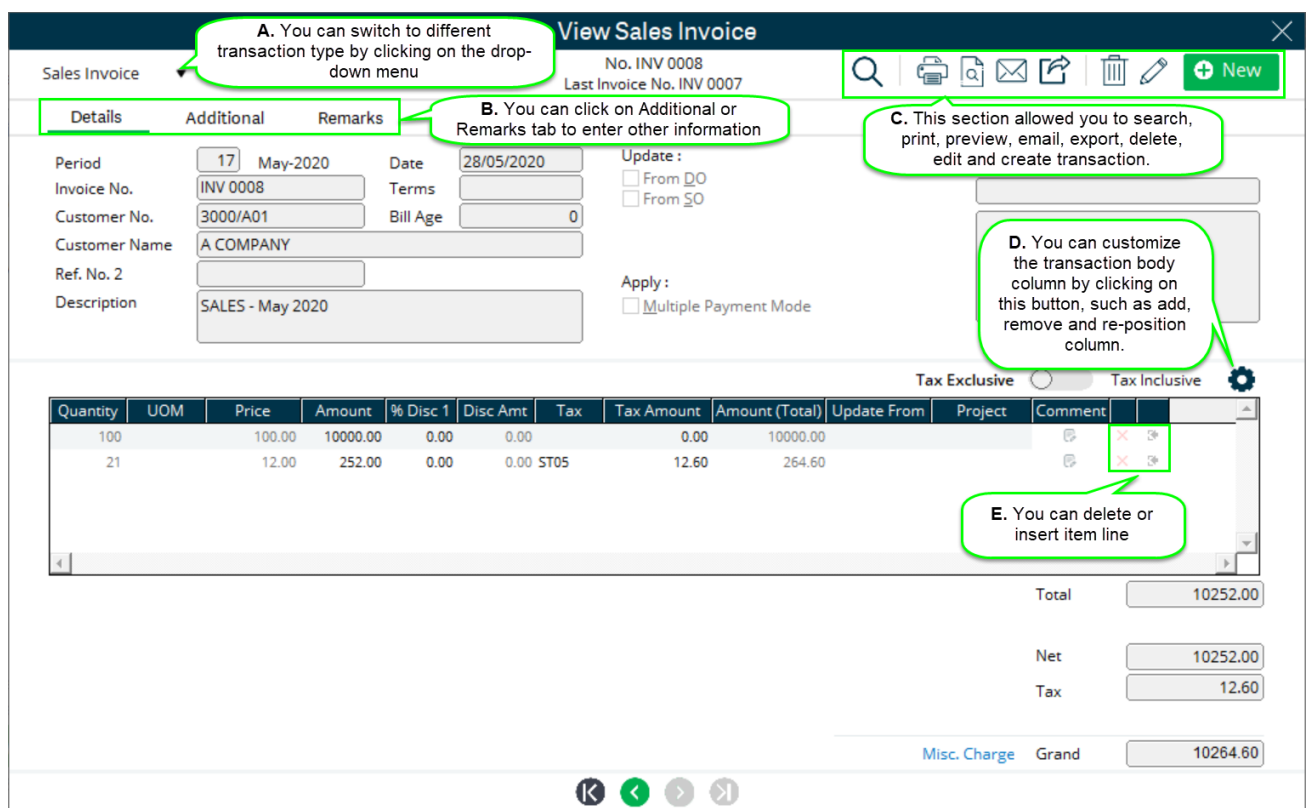
The new Homepage in Inventory and Billing now comes with the following upgrades:

- Regrouping of menu item with reduced level for ease of selection and managing tasks,
- Working panel is well structured into three sections for distinct visibility of information:
 - Left Panel - process menu to provide clarity on types of transactions
 - Middle Panel - process tasks spread over to Maintenance [top], Workflow [middle] and Related Tasks [bottom]
 - Right Panel - Related data / information
- Action buttons are more visible on the top bar for your direct access without having to leave the page

4.3 Modern View – Transaction

The transaction now comes with three (3) different modes to conveniently suit your tasks management:

- Add** – If you are making a Sales Invoice entry, at the transaction window title bar, you will see the label displaying **Add Sales Invoice**. All other action icons like Search, Print, Preview, Email, Export, Delete and Edit icons are hidden to avoid unwanted interference to the incomplete new transaction.
- View** – If you are viewing a Sales Invoice record, at the transaction window title bar, you will see the label displaying **View Sales Invoice**. While editing is not allowed under view mode; you can still click on all other action icons like Search, Print, Preview, Email, Export, Delete and Edit icons to perform required action. If you would like to create new transaction, you can  **New** button to switch to add mode.
- Edit** – If you wish to edit a Sales Invoice record, you can click on  icon at the top right corner in transaction window to turn on edit mode. When you are editing a Sales Invoice record, at the transaction window title bar, you will see the label displaying **Edit Sales Invoice**. All other action icons like Search, Print, Preview, Email, Export, Delete and Edit are hidden to avoid unwanted interference to the transaction being edited.



A. You can switch to different transaction type by clicking on the drop-down menu

B. You can click on Additional or Remarks tab to enter other information

C. This section allowed you to search, print, preview, email, export, delete, edit and create transaction.

D. You can customize the transaction body column by clicking on this button, such as add, remove and re-position column.

E. You can delete or insert item line

Quantity	UOM	Price	Amount	% Disc 1	Disc Amt	Tax	Tax Amount	Amount (Total)	Update From	Project	Comment
100		100.00	10000.00	0.00	0.00		0.00	10000.00			
21		12.00	252.00	0.00	0.00	ST05	12.60	264.60			

Total 10252.00

Net 10252.00

Tax 12.60

Misc. Charge Grand 10264.60

4.4 Quick Steps

The transaction screen is now equipped with some quick steps to provide flexibility and help speed up your entry with ease with direct switch and/or access to other screens for additional information input as required.

4.4.1 Switch transaction type

Flexibility is the key when it comes to data entry with minimal steps to gain speed and minimize errors. Enjoy all these positive traits with the newly introduced Switch Transaction Type function!

Simply click on the drop-down menu of your current transaction type to change without having to close the transaction window. Do take note that you can only switch between transaction type of the same category. For example, in the sales invoice window, you can easily switch to any other sales transaction window; while in purchase invoice window, you can switch to any other purchase transaction window.

Sales Invoice ▼

- Sales Invoice
- Delivery Order
- Cash Sales
- Sales Credit Note
- Sales Debit Note
- Sales Order
- Quotation

Purchase Invoice ▼

- Purchase Invoice
- Goods Received Note
- Purchase Credit Note
- Purchase Debit Note
- Purchase Order

4.4.2 Tabs

Three tabs were added to provide you ease of direct access to input your additional information to the transaction being created or edited. Each tab contains different set of information for the transaction, as and when required.

- a. **Detail tab** – allows you to enter / view common information for your transaction, such as transaction date, reference number, customer / supplier number, etc. This is the main page for all required information on the transaction
- b. **Additional tab** – allows you to enter / view other information required for the transaction








Details	Additional	Remarks
Delivered by	<input type="text"/>	
PO/SO No.	<input type="text"/>	
PO/SO No. (2)	<input type="text"/>	
DO No. (1)	<input type="text"/>	
DO No. (2)	<input type="text"/>	

- c. **Remarks tab** – allows you to enter / view header and footer remarks required for the transaction

Details	Additional	Remarks
Section : Header		
Remark 0	<input type="text"/>	Remark 6 <input type="text"/>
Remark 1	<input type="text"/>	Remark 7 <input type="text"/>
Remark 2	<input type="text"/>	Remark 8 <input type="text"/>
Remark 3	<input type="text"/>	Remark 9 <input type="text"/>
Remark 4	<input type="text"/>	Remark 10 <input type="text"/>
Remark 5	<input type="text"/>	Remark 11 <input type="text"/>
Section : Footer		
Remark 0	<input type="text"/>	Remark 5 <input type="text"/>
Remark 1	<input type="text"/>	Remark 6 <input type="text"/>
Remark 2	<input type="text"/>	Remark 7 <input type="text"/>
Remark 3	<input type="text"/>	Remark 8 <input type="text"/>
Remark 4	<input type="text"/>	Remark 9 <input type="text"/>
<input type="checkbox"/> Update From Comment Maintenance		

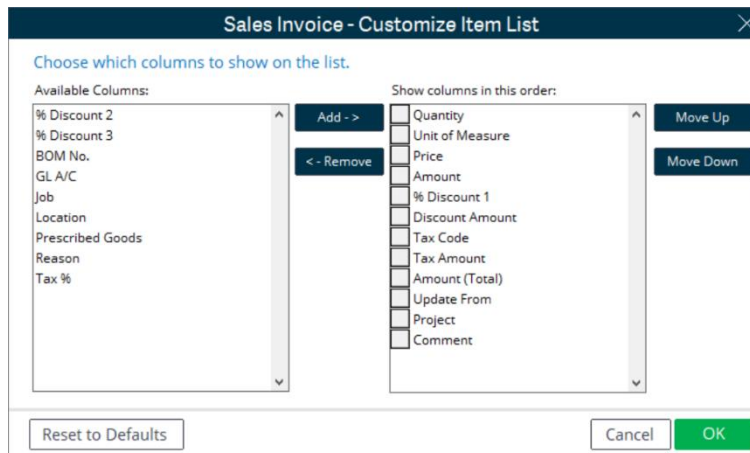
4.4.3 Action icons

Action icons are added for your convenience and to help you manage your entry process more efficiently

-  – click on it to **Search** transaction
-  – click on it to **Print** transaction
-  – click on it to **Preview** transaction
-  – click on it to **Email** transaction (if applicable)
-  – click on it to **Export** transaction to another file format
-  – click on it to **Delete** transaction
-  – click on it to **Edit** transaction

4.4.4 Customize Transaction Body Column

Addressing individual user preference of an entry flow for speed and reduced errors, we have incorporated customizable columns in body section of the transaction screen. This will fully support every individual user to work with ease and comfort on their own customized columns to ease entry flow.



- You can add or remove column by selecting the column and click on **Add** or **Remove** button. You may also double click on the column name to perform the same action.
- If you would like to change the position / sequence of the column, you can click on **Move Up** or **Move Down** button.
- Wish to discard all your changes? Easy! You can click on **Reset to Defaults** button to follow system default column to start afresh.
- **Note:** The customization of the columns in body section is independent of individual user and transaction. In short, changing of column(s) for User A will not affect the column(s) set by User B.

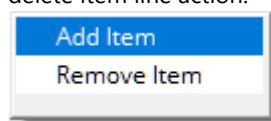
4.4.5 Delete or Insert item line

Multiple options are introduced to help you manage the item lines with ease during transaction input:

- You can delete or insert item line by clicking on the relevant action button located at the bottom body section



- You may also select the item line and right click on the body section to prompt the action list and perform add or delete item line action.



Upcoming features in Modern View:

Some features and functions are still being realigned and fine-tuned to the best possible performance to ease your workflow and help you to work on the system with ease and comfort. Hence, they will not be made available in Modern view for this release.

Note: Should these features functions be part of your business requirements, we recommend that you continue to enjoy using these features and functions under Classic view for the time being until we are ready to ship them in our coming product release.

Those features or functions included:

- Serial Number
- Quantity Formula
- Unit Price Formula
- XCOST
- User Define – Formula
- New set of User Define Menu for Modern View

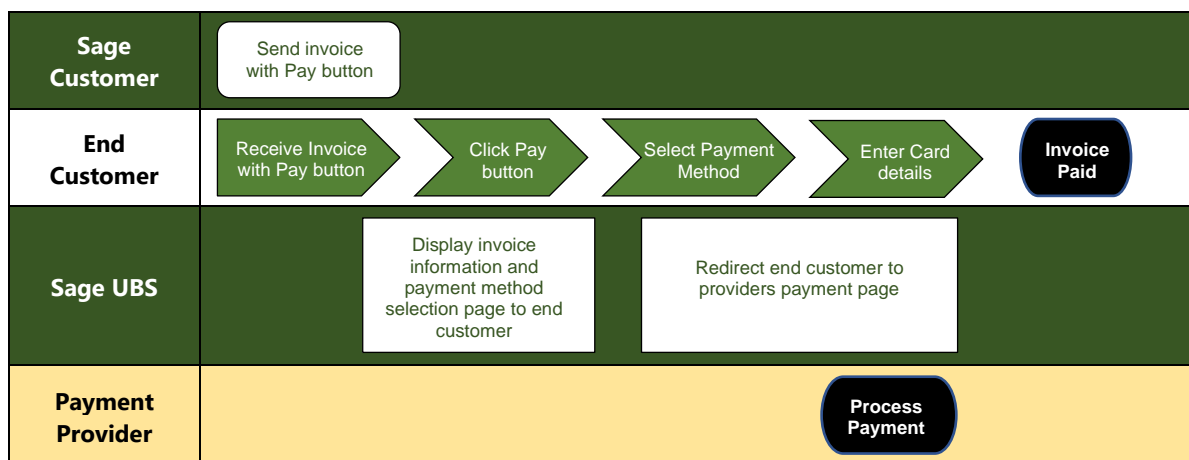
Payment Cloud/Invoice Payments

In this challenging time, many businesses today are looking out for opportunities to get paid faster on the sales made. Sales without prompt collections will put any businesses into a negative cashflow position which will pose a threat on the business financial health check. And, to enable their customers can make payment effortlessly, ease, convenience and flexibility are the key factors that will help to drive this push.

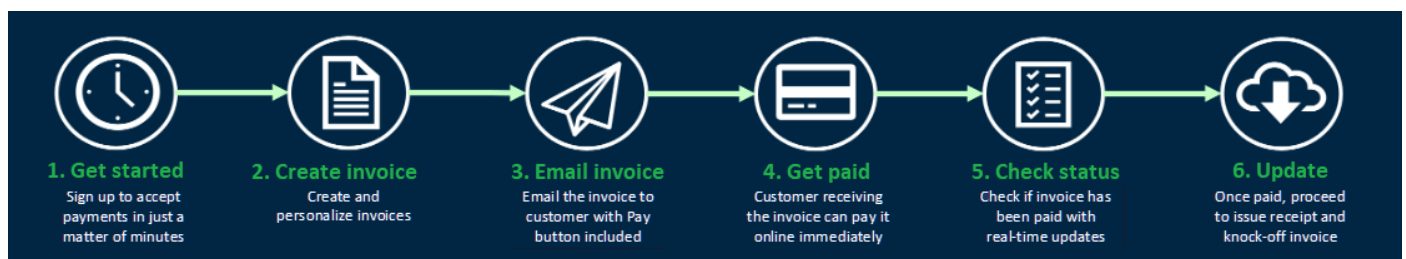
In the effort of making payments seamless we have provided new features in Sage UBS to assist our users in better collection and their customers to make payment easily and conveniently, with the following capabilities:

- c. Ability to email invoices directly to customers with a payment link where they can conveniently click to make payments with various methods
- d. Provide several service providers choices for Sage user to go onboard and start using the facility to ease collection in a matter of minutes

1. Customer Journey



2. How it works



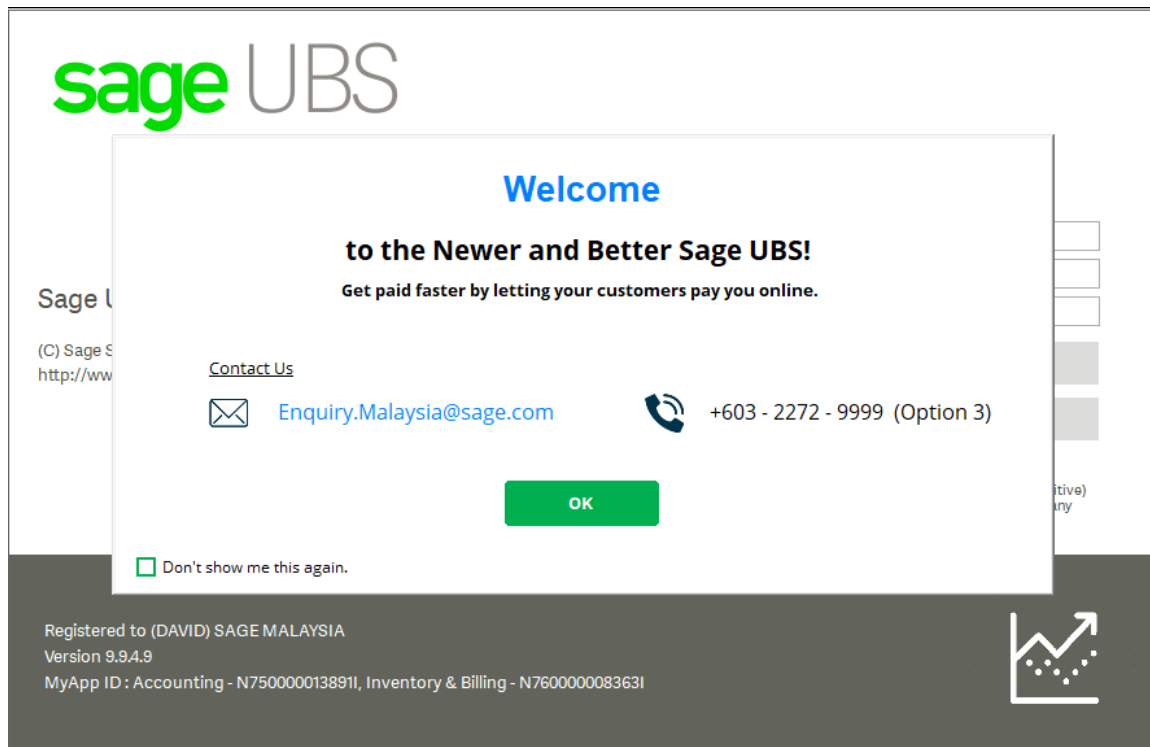
Important Note: This function is tied to your Sage Cover Validation. If your Sage Cover is valid, it will be made available in the system for your use.

3. Getting started

Note: The Payment feature can only be onboarded up to 20 times per license. E.g. You have 40 companies created but only 20 companies can be onboarded.

3.1 Welcome message

At the login page, users will see a pop-up welcome message introducing the new Invoice Payment feature with contact information for Sage to assist our users should they require more information

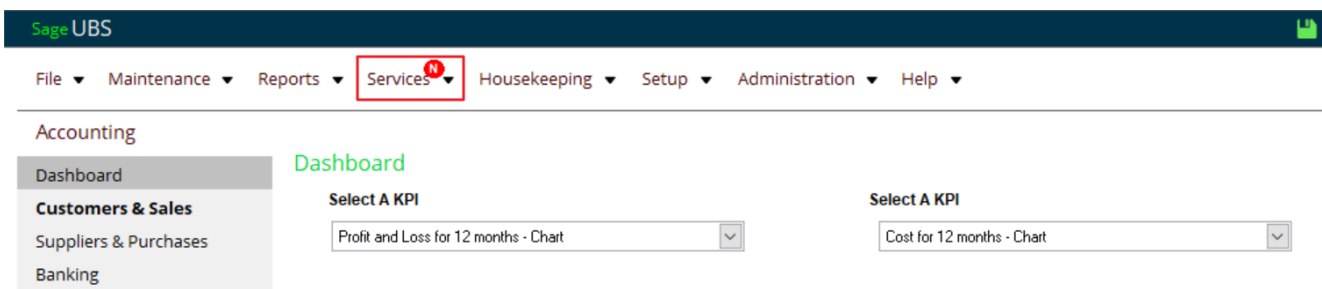


3.2 New labels

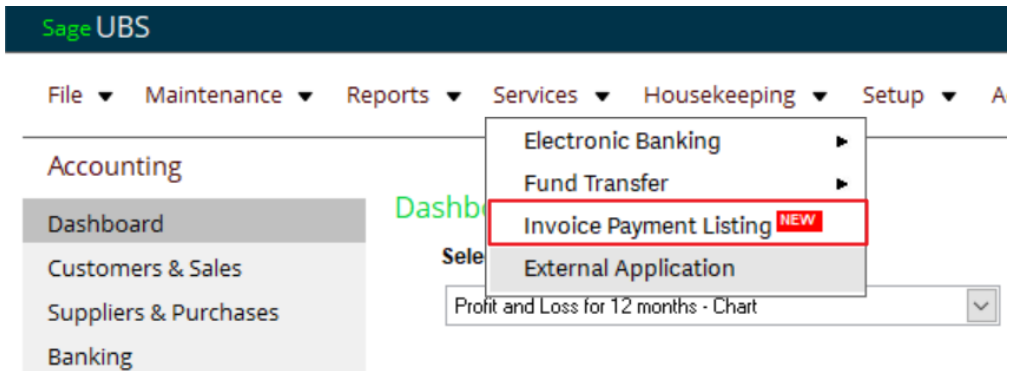
To provide better visibility when logging in to Sage UBS, labels indicating the new features are provided so that users can navigate through the menus easily to find those said features.

3.2.1 Accounting

1. Services

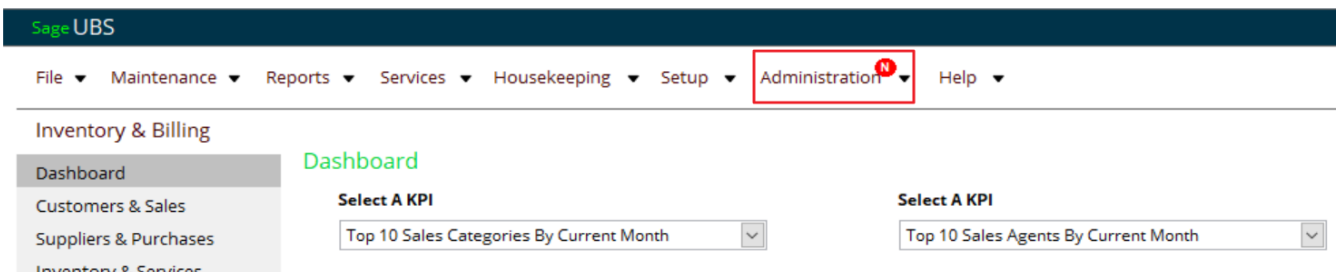


2. Services > Invoice Payment Listing

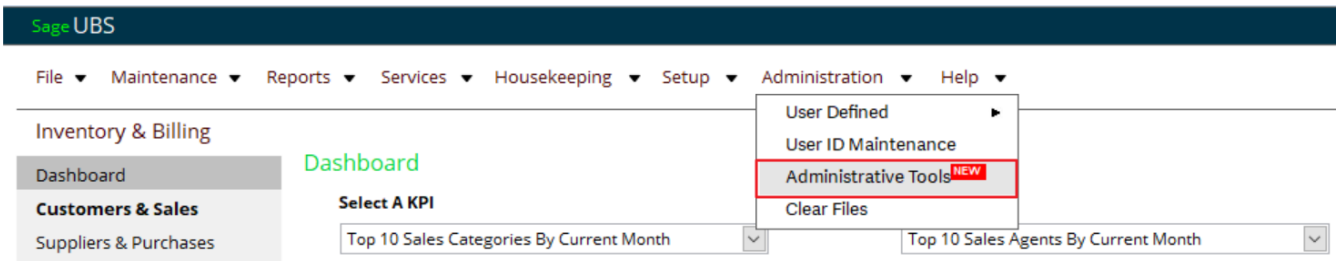


3.2.2 Inventory & Billing

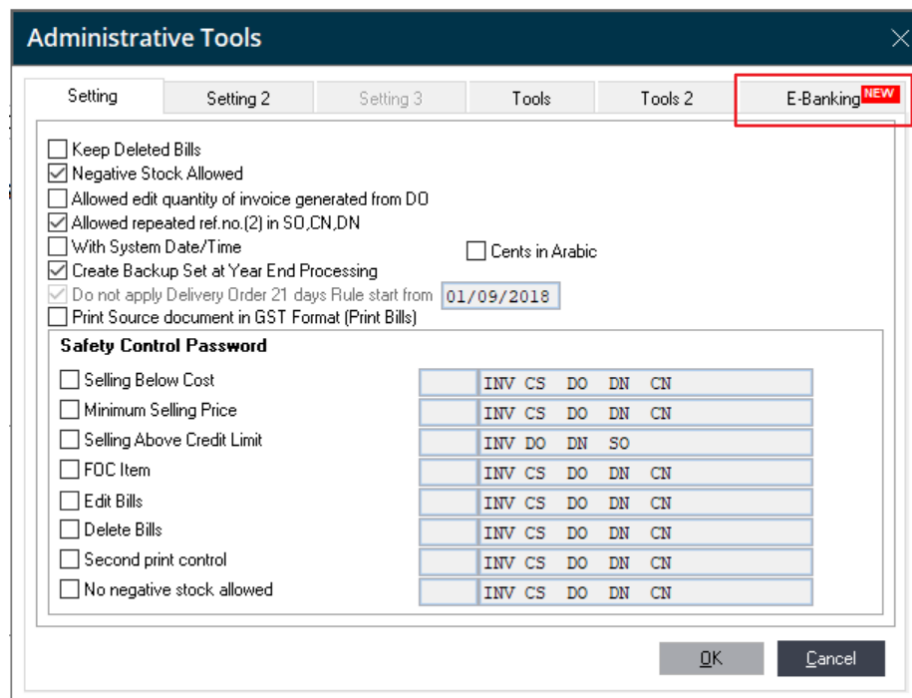
1. Administration



2. Administration > Administrative Tools



3. Administration > Administrative Tools > E-Banking



3.3 Service Providers

In Sage UBS, we offer the following payment service providers for users to choose from:

- 1) PayPal
- 2) Stripe

3.4 Onboarding process

As this function is related to invoice payment, the onboarding process will be done only at the Inventory & Billing module.

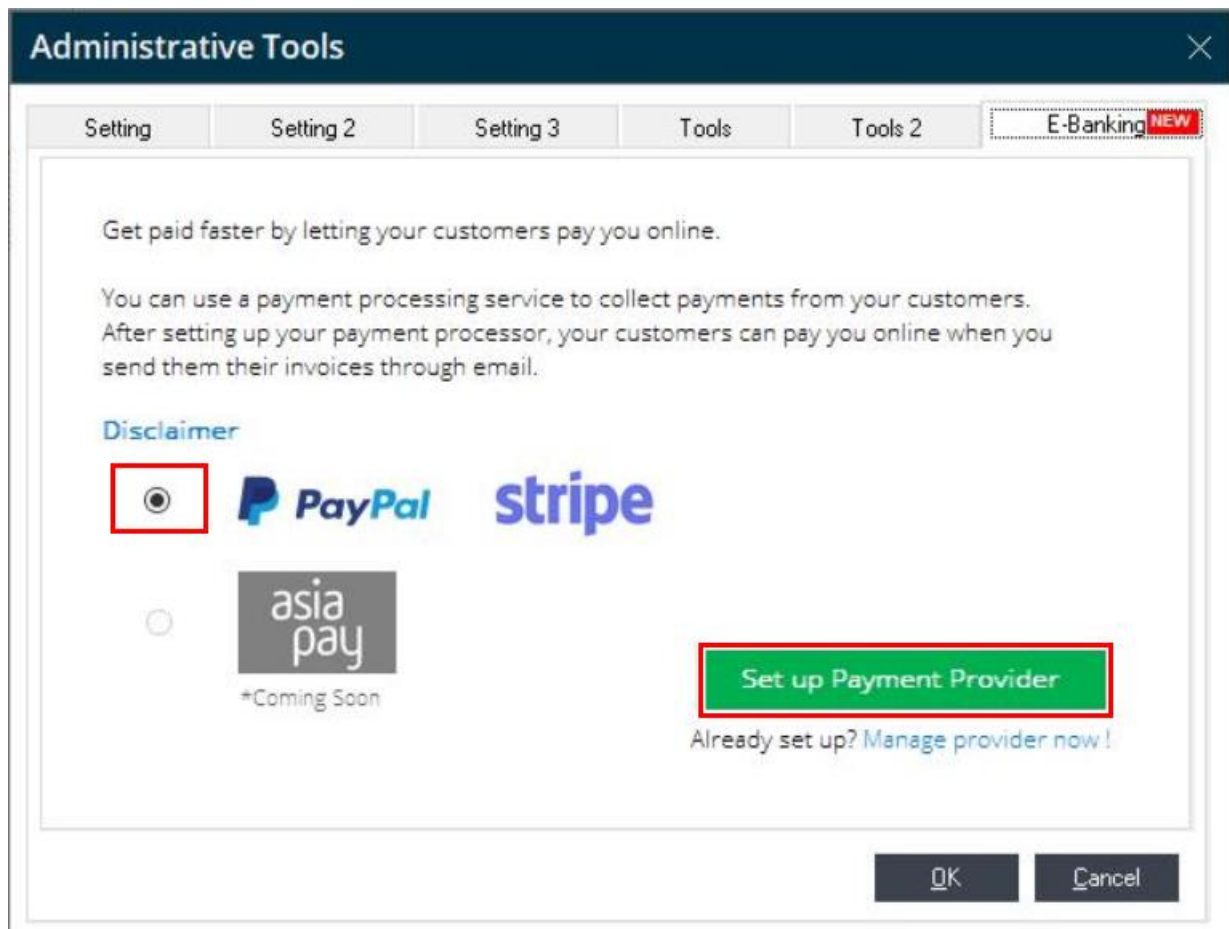
3.4.1 Steps

Module → Inventory & Billing

Path → Administration > **Administrative Tools** > **E-Banking** tab

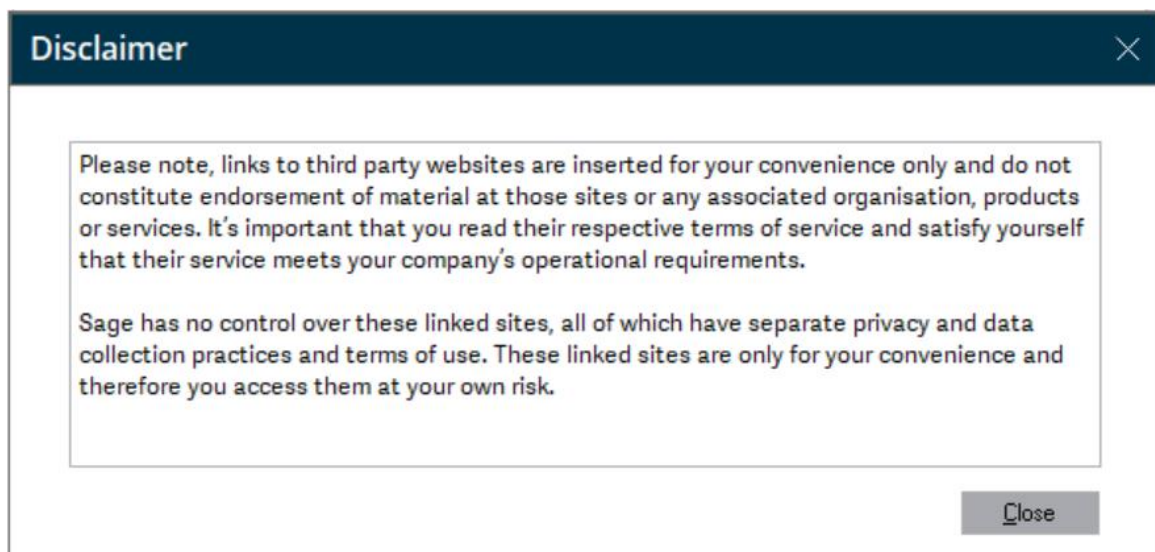
Action → Select your preferred option "PayPal and/or Stripe"

→ Click on "**Set up Payment Provider**" button to start the onboarding process



3.4.2 Disclaimer

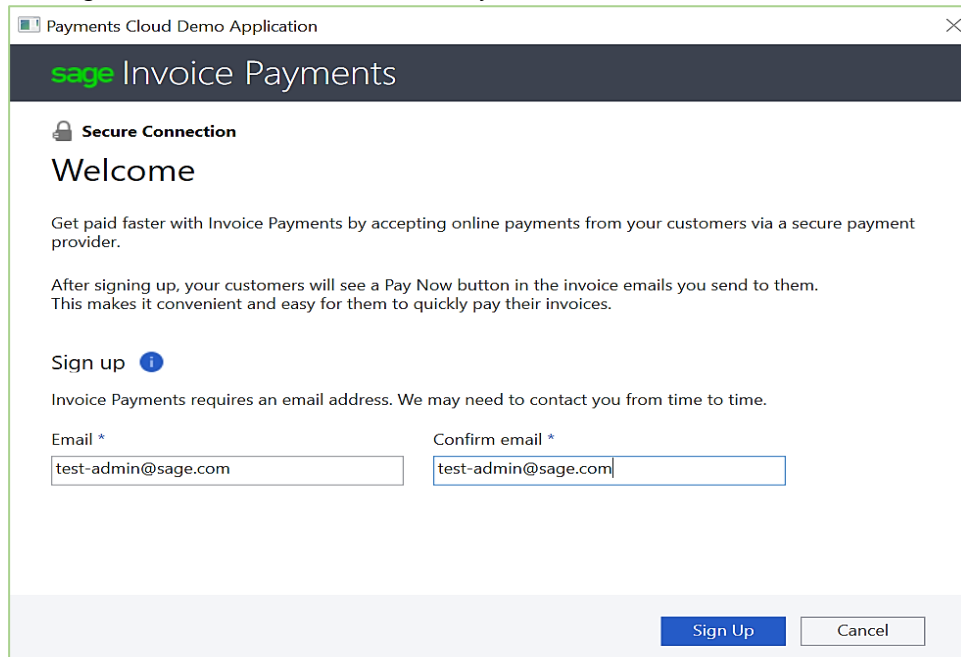
Disclaimer for users:



3.4.3 PayPal

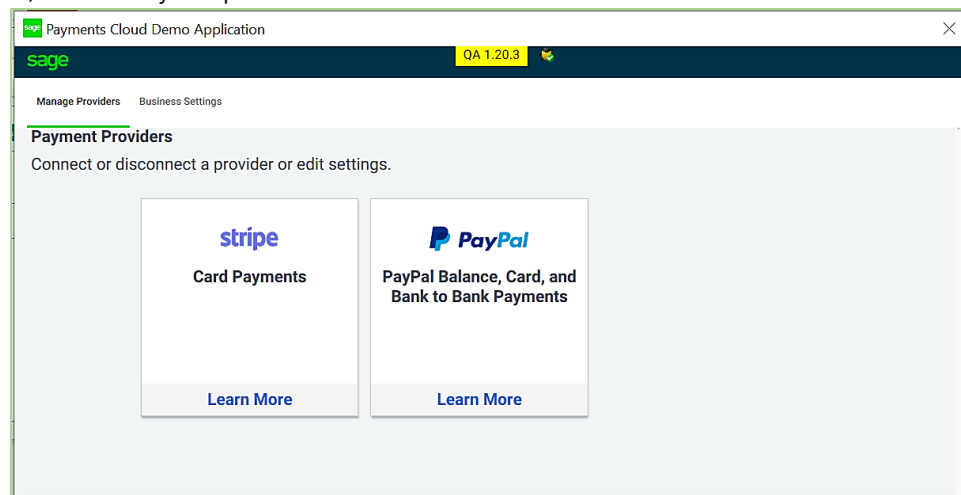
Do take note that the onboarding process for PayPal and/or Stripe are placed together. This was structured by our Payment Service team for Sage solutions around the world to provide convenience and ease of processing for our customers. Users will then need to select either one to sign in or sign up.

1) Sign in with Admin email (First time only)



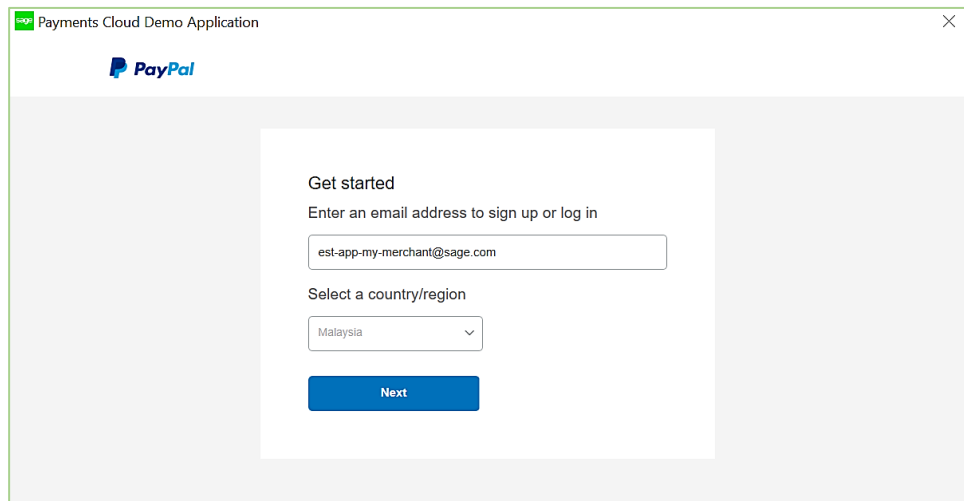
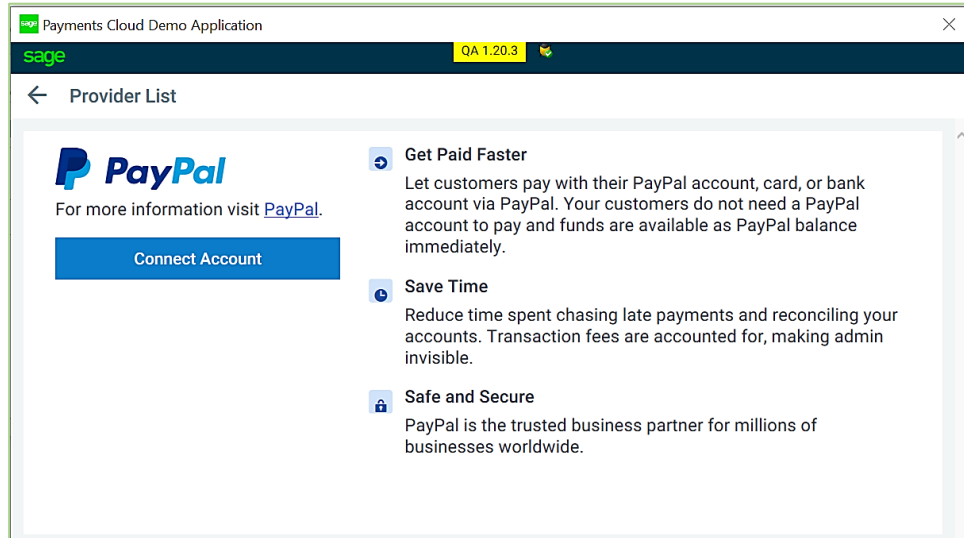
The screenshot shows a web application window titled "Payments Cloud Demo Application". The header bar is dark blue with the Sage logo and "Invoice Payments". Below the header, there's a "Secure Connection" icon and the word "Welcome". The main text explains that users can get paid faster by accepting online payments. It then prompts the user to sign up, stating that an email address is required. There are two input fields: "Email *" and "Confirm email *", both containing "test-admin@sage.com". At the bottom right, there are "Sign Up" and "Cancel" buttons.

2) Select PayPal option



The screenshot shows a web application window titled "Payments Cloud Demo Application". The header bar is dark blue with the Sage logo and "QA 1.20.3". Below the header, there are tabs for "Manage Providers" and "Business Settings". The "Manage Providers" tab is selected, showing a section titled "Payment Providers" with the instruction "Connect or disconnect a provider or edit settings." There are two provider cards: "stripe Card Payments" and "PayPal PayPal Balance, Card, and Bank to Bank Payments". Each card has a "Learn More" button at the bottom.

3) Connect your PayPal account by entering your credentials



- 4) Sign up for a new merchant account if you do not have an existing account

The screenshot shows the 'Sign up for a Business account' page in the Sage Payments Cloud Demo Application. The page is divided into a left sidebar with a 'Get started' menu (containing 'Business information' and 'Account holder's information') and a main content area. The main content area contains the following sections:

- Create a login:** Fields for 'Email address' (test-app-my-merchant@sage.com), 'Password' (with a red warning triangle), and 'Re-enter password'.
- Your business information:** Fields for 'Legal first name', 'Legal last name', 'Business name' (WPBTest Demo Company), 'Business phone' (+60), 'Business address line 1', 'Business address line 2 (optional)', 'City/Town', 'State/Province/Region', and 'Postal code'.
- What will be your primary currency?:** A dropdown menu showing 'Malaysian Ringgit'.
- Consumer advisory:** A note about PayPal Pte. Ltd. and a link to 'View permissions'.
- Agreement:** A checkbox for 'I also give permission to Sage Test to perform the necessary technical actions to integrate PayPal with my site' and a checkbox for 'By clicking Agree and Continue, I agree to the User Agreement and Privacy Policy'.
- Buttons:** 'Agree and Continue' and 'Sign Up'.

- 5) Log in with your new / existing credentials

The screenshot shows the PayPal login page. It features the PayPal logo at the top, followed by a text input field for the email address (test-app-my-merchant@sage.com) and a password input field with a 'Show' button. Below the password field is a blue 'Log In' button. Underneath the 'Log In' button is a link for 'Having trouble logging in?' and an 'or' separator. At the bottom is a grey 'Sign Up' button.

- 6) Onboarding successful and connection status is displayed

The screenshot shows the 'Payment Providers' section of the Sage Payments Cloud Demo Application dashboard. The dashboard has a top navigation bar with 'Manage Providers' and 'Business Settings' tabs. The 'Payment Providers' section includes a heading 'Payment Providers' and a subheading 'Connect or disconnect a provider or edit settings.' Below this are two provider cards:

- PayPal:** Displays the PayPal logo, the text 'PayPal Balance, Card, and Bank to Bank Payments', a green 'Connected' status indicator, and a 'Settings' link.
- Stripe:** Displays the Stripe logo, the text 'Card Payments', and a 'Learn More' link.

3.4.4 Stripe

1) Sign in with admin email (First time only)

Payments Cloud Demo Application

sage Invoice Payments

Secure Connection

Welcome

Get paid faster with Invoice Payments by accepting online payments from your customers via a secure payment provider.

After signing up, your customers will see a Pay Now button in the invoice emails you send to them. This makes it convenient and easy for them to quickly pay their invoices.

Sign up ⓘ

Invoice Payments requires an email address. We may need to contact you from time to time.

Email *

Confirm email *

Sign Up **Cancel**

2) Select Stripe




Test Payment-in Desktop App (Malaysia)

sage QA 1.23.5

Manage Providers **Business Settings**

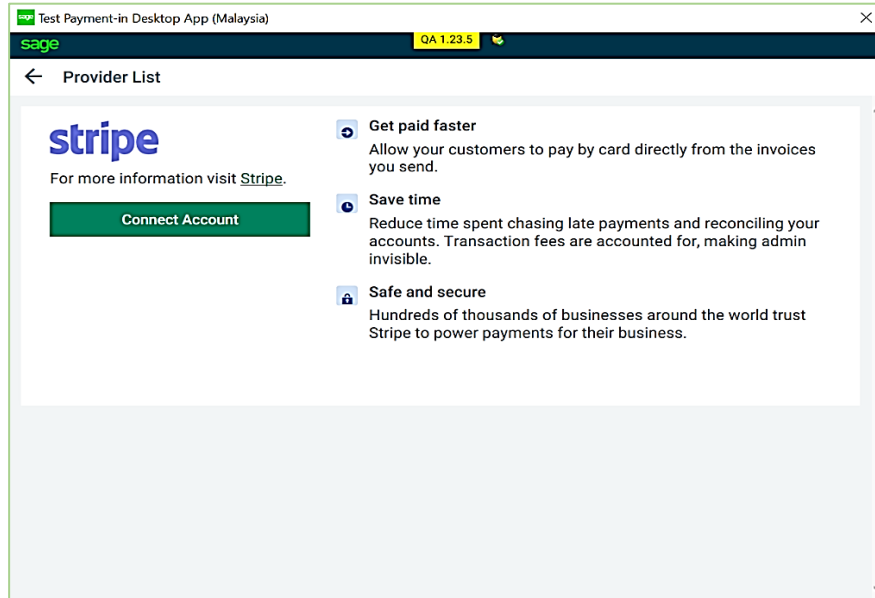
Payment Providers

Connect or disconnect a provider or edit settings.

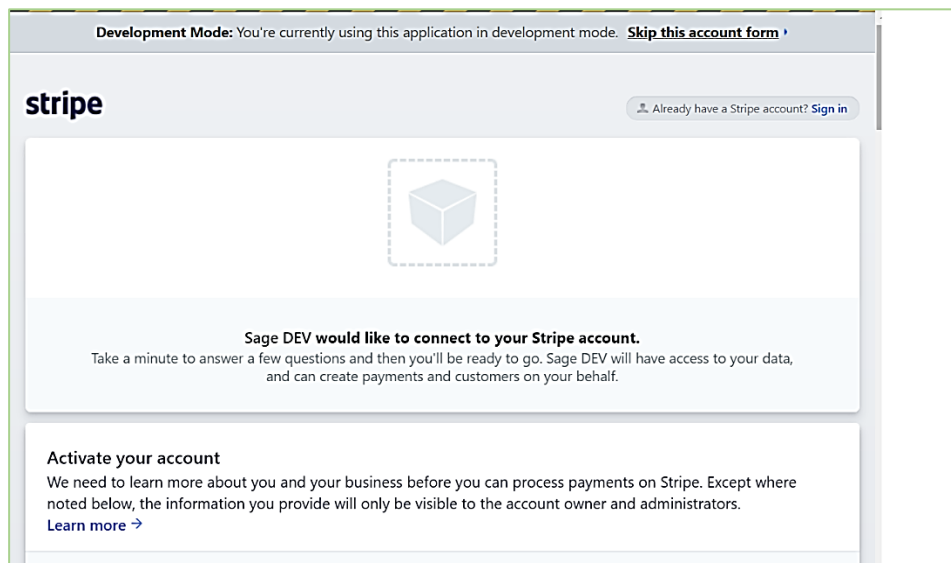
PayPal 
PayPal Balance, Card, and Bank to Bank Payments
 Connected
Settings 

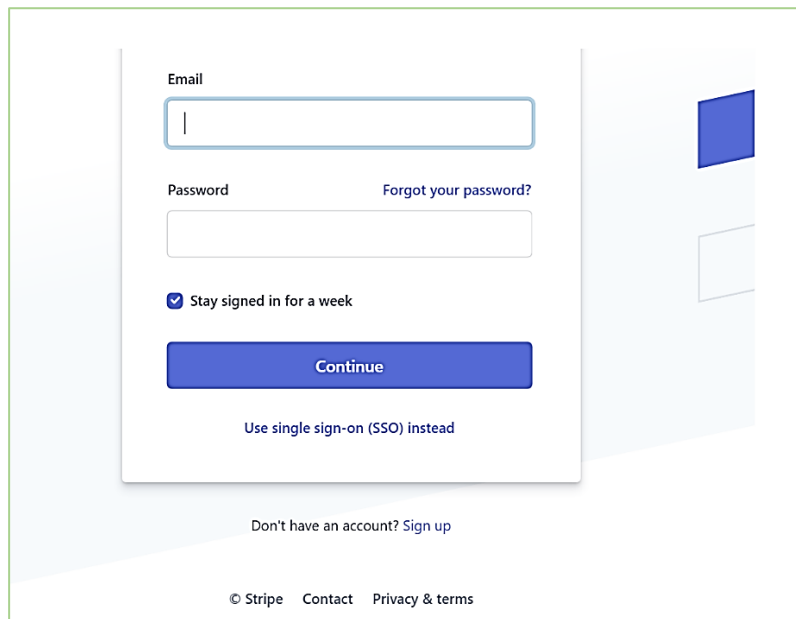
stripe
Card Payments
Learn More

3) Connect Stripe account



4) Sign in with existing account or sign up to create a new Stripe account





A login form for Stripe. It features a light blue background with a white central card. The card contains an 'Email' input field, a 'Password' input field, and a 'Forgot your password?' link. Below the password field is a checked checkbox labeled 'Stay signed in for a week'. A large blue 'Continue' button is positioned below the checkbox. Underneath the button is a link that says 'Use single sign-on (SSO) instead'. At the bottom of the card is a link: 'Don't have an account? Sign up'. The footer of the page includes '© Stripe', 'Contact', and 'Privacy & terms'.

Email

Password [Forgot your password?](#)

☒ Stay signed in for a week

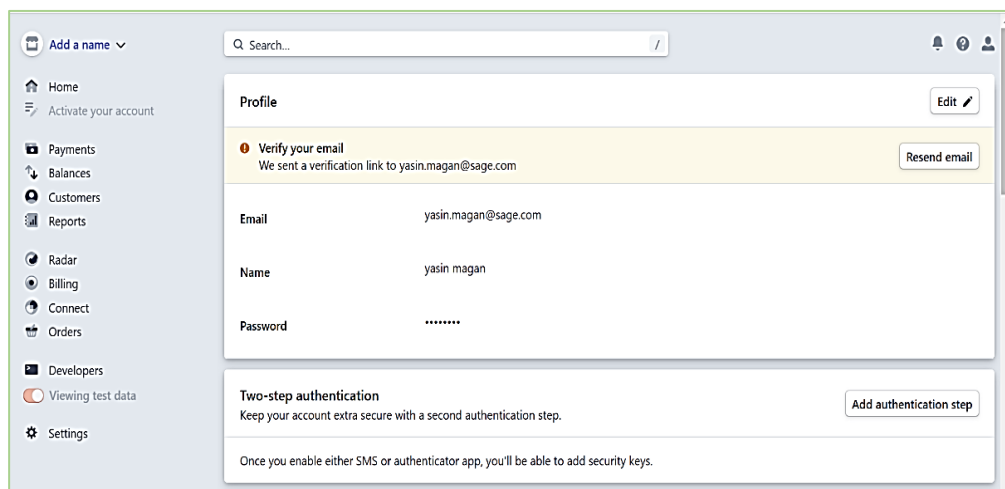
[Continue](#)

[Use single sign-on \(SSO\) instead](#)

[Don't have an account? Sign up](#)

© Stripe [Contact](#) [Privacy & terms](#)

5) Verify your email



A screenshot of the Stripe dashboard's 'Profile' section. The left sidebar contains navigation links: 'Add a name', 'Home', 'Activate your account', 'Payments', 'Balances', 'Customers', 'Reports', 'Radar', 'Billing', 'Connect', 'Orders', 'Developers', 'Viewing test data', and 'Settings'. The main content area is titled 'Profile' and includes an 'Edit' button. A yellow alert box states 'Verify your email' with the message 'We sent a verification link to yasin.magan@sage.com' and a 'Resend email' button. Below this, the user's details are listed: Email (yasin.magan@sage.com), Name (yasin magan), and Password (masked with dots). A 'Two-step authentication' section follows, with the instruction 'Keep your account extra secure with a second authentication step.' and an 'Add authentication step' button. A note at the bottom says 'Once you enable either SMS or authenticator app, you'll be able to add security keys.'

[Add a name](#)

Home [Activate your account](#)

Payments Balances Customers Reports Radar Billing Connect Orders Developers [Viewing test data](#) Settings

Profile [Edit](#)

Verify your email
We sent a verification link to yasin.magan@sage.com [Resend email](#)

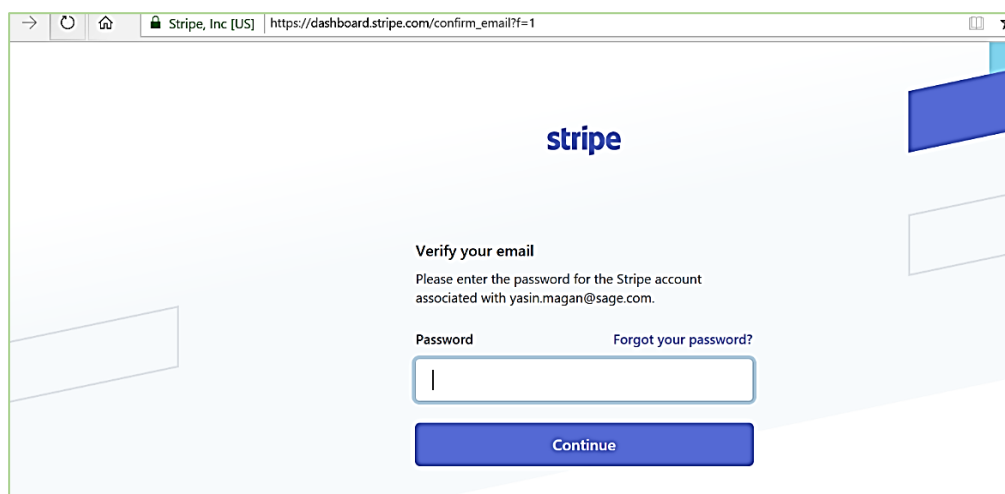
Email yasin.magan@sage.com

Name yasin magan

Password

Two-step authentication
Keep your account extra secure with a second authentication step. [Add authentication step](#)

Once you enable either SMS or authenticator app, you'll be able to add security keys.



A screenshot of the Stripe email verification page. The URL in the browser is 'https://dashboard.stripe.com/confirm_email?f=1'. The page features the Stripe logo at the top. Below it, the heading 'Verify your email' is followed by the instruction 'Please enter the password for the Stripe account associated with yasin.magan@sage.com.' There is a 'Password' input field and a 'Forgot your password?' link. A blue 'Continue' button is at the bottom.

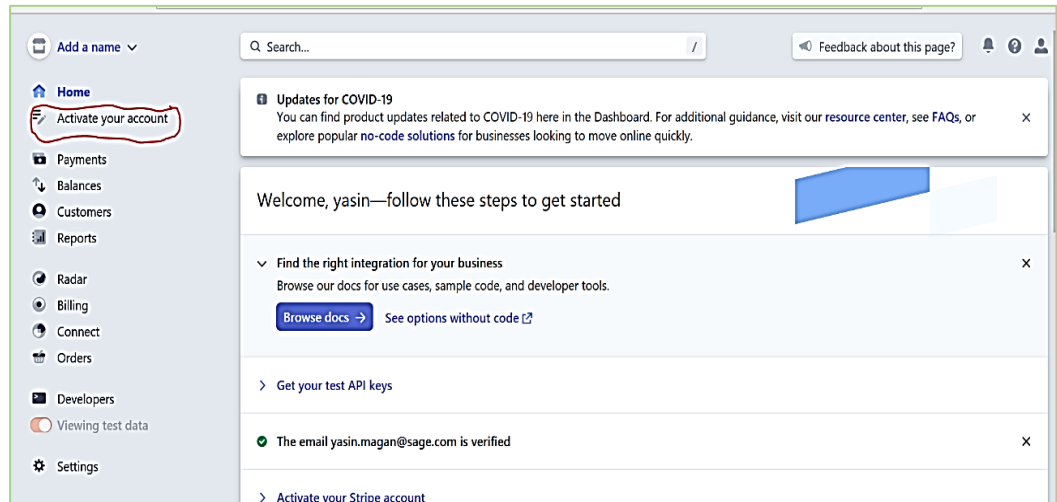
stripe

Verify your email
Please enter the password for the Stripe account associated with yasin.magan@sage.com.

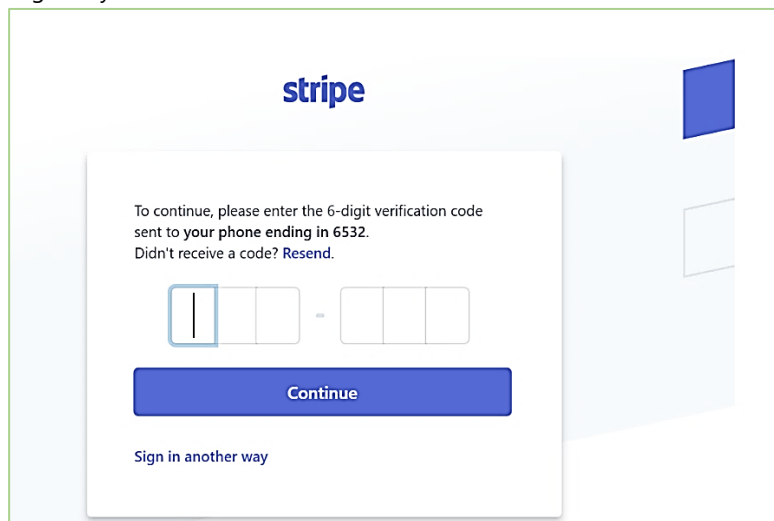
Password [Forgot your password?](#)

[Continue](#)

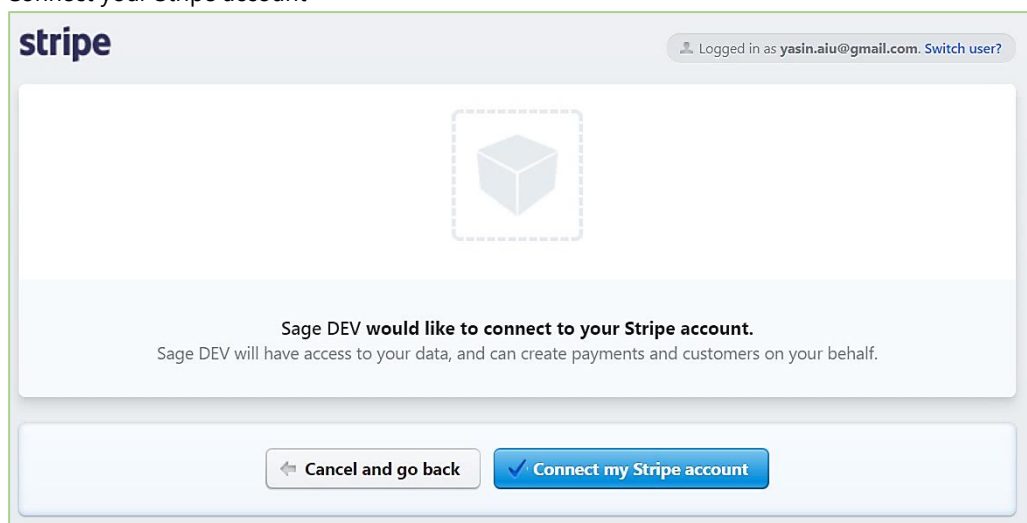
6) Activate your account



7) Login to your account



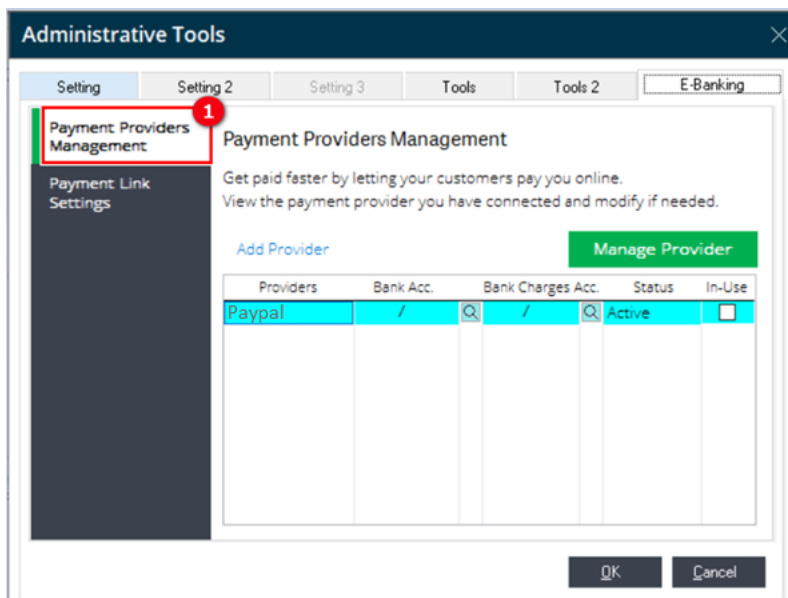
8) Connect your Stripe account



3.5 Set up after Onboarding

Once onboarding is successful, users will be redirected back to the Administrative Tools screen where you will be required to perform the necessary settings in **Administrative Tools > E-Banking** to manage your tasks efficiently.

3.5.1 Payment Providers Management



Note: This section is for user to view all Payment Services Providers that were successfully activated. Multiple Payment Providers can be activated at the same time or over a period; but only 1 can be in-use at a time. This is to ensure the correct payment link is generated for the invoice you will email to your customer.

Tab / Feature	Function
Payment Providers Management	<ul style="list-style-type: none"> Payment Service Providers successfully activated will be listed here for user to manage settings as required on the right panel:
➤ Bank Acc	<ul style="list-style-type: none"> map the relevant GL bank account here for the system to update when you generate receipt from the payment status screen
➤ Bank Charges Acc	<ul style="list-style-type: none"> map the relevant GL account here for the system to update charges incurred, where applicable, when you generate receipt from the payment status screen
➤ Status	<ul style="list-style-type: none"> to see which payment service is active
➤ In Use	<ul style="list-style-type: none"> check the box to set default payment service to use in the Pay link

3.5.2 Payment Link Settings

Administrative Tools

Setting Setting 2 **Setting 3** Tools Tools 2 E-Banking

Payment Providers Management

Payment Link Settings 2

To enable or disable the payment link settings for each Customer Accounts while sending invoices by email.

Account	Customer Name	Email	<input type="checkbox"/> All
3000/S01	SANTRONIC COMPUTER		<input type="checkbox"/>
3000/U01	UBS SOFTWARE		<input type="checkbox"/>
3000/U02	UNITED COMPANY		<input type="checkbox"/>
3000/L01	LIM MOTOR		<input type="checkbox"/>
3000/A01	ALIAS ENTERPRISE		<input type="checkbox"/>
3000/B01	B COMPANY		<input type="checkbox"/>

OK Cancel

Note: This section is for you to link list of customers to the respective payment service you have activated. Some businesses may want to separate different categories of customers to pay under different payment provider and this can be easily addressed by checking on the check box to link the customers to the payment provider accordingly.

Tab / Feature	Function
Payment Link Settings	<ul style="list-style-type: none"> to link your customers to the relevant payment service provider for the payment link generation. <p>Note: Only customers that are selected (checked) will have the Pay link embedded in the email received</p>
➤ Checkbox	<ul style="list-style-type: none"> Customers maintained in the system will be listed here for user to mark / unmark as per business needs <p>Note: Only marked customers will have the payment link generated and embedded in the email sent to them for direct payment processing</p>

3.6 Email Invoice with payment link

With the current email function in place, we have integrated the payment feature to include the payment link in the email itself. This feature is only functional when payment service is active and in-use. As mentioned earlier, this function is related to invoice payment and the emailing of invoice will be processed at the Inventory & Billing module

3.6.1 Select an invoice to email

- Customer & Sales > Sales Invoices > Create Invoice / Search Invoice
- Create a new invoice or select a pre-existing invoice
- Click on the 'Mail' icon to bring up the email window

View Sales Invoice

Sales Invoice ▾ No. SIN 0013 Last Invoice No. SIN 0014

Details Additional Remarks

Tempoh: 17 Tarikh: 22/05/2020 Update: ☐ From DO ☐ From SO

Invoice No.: SIN 0013 Tempoh: Tempoh B: 0 Delivery Address (Optional)

Customer No.: 3000/B01 Tempoh B: 0

Customer Name: B COMPANY

Ruj. No. 2: Apply: ☐ Multiple Payment Mode

Keterangan: SALES

Tax Exclusive ☐ Tax Inclusive ☒

Item No.	Item Description	Quantity	UOM	Price	Amount	% Disc 1	Disc Amt	Tax	Tax Amount	Amount (Total)	Project
Item_1	Item_1	4		222.00	888.00	0.00	0.00		0.00	888.00	

Jumlah: 888.00

Bersih: 888.00

Cukai: 0.00

Grand: 888.00

3.6.2 Email the Invoice with payment link

- Check to ensure the option "Include Payment Link" is checked. It is checked by default when feature is active.
Note: Checkbox can be unchecked by user if payment link is not required in the invoice to be emailed.
- Click 'Send' button to send the email with payment link.

Email

To

joshua.lim@sage.com

✓

Subject

Invoice #SIN 0013 from Sage Software Sdn. Bhd. (formerly known as UBS Corporation Sdn. Bhd.)

⬆

Message

Sage_GlobalTemplate

☒ Include Payment Link

If you are unable to view the attached invoice, please contact us immediately.

⬆

Send

Exit

3.6.3 Resending Email with updated info

- Updated info will not be shown if you resend an email until you cancel the previous email.
- Example: An email with payment link has been sent out, you make changes to that invoice, you will need to cancel the previous invoice before sending out the updated version.

3.7 Get Paid

The flow explained on this section will be handled by your customers once they receive the email from you.

3.7.1 Check email (Customer side)

Email received by customer will be similar to the screen below:

Invoice #SIN 0013 from Sage Software Sdn. Bhd. (formerly known as UBS Corporation Sdn. Bhd.)

Lim, Joshua

Fri 5/22/2020 11:14 AM

To: Lim, Joshua

sin 0013.pdf

13 KB

If you are unable to view the attached invoice, please contact us immediately.

Below is a summary of your invoice(s). Click on the "Pay" button to pay online.

SIN 0013	
Invoice Date	22/05/2020
Item Summary	
Item_1	888.00
Total Amount (including tax and discount)	888.00

Pay

sage Business Cloud

The one and only business management solution you'll ever need.

Superbrands
Recognized as a 2019
Business Superbrand

Q2 Crowd
Leader, Mid-Market
Grid® Report

Stonewall
Diversity Champion

The information contained in this email transmission may constitute confidential information. If you are not the intended recipient, please take notice that reuse of the information is prohibited.

Reply

Forward

3.7.2 Making payment (Customer side)

To make payment, customer will click on the green '**Pay**' button in the email. This button has the embedded link which will direct the customer (payer) to the payment service website (PayPal / Stripe) to make the payment online.

If you are unable to view the attached invoice, please contact us immediately.

Below is a summary of your invoice(s). Click on the 'Pay' button to pay online.

SIN 0013	
Invoice Date	22/05/2020
Item Summary	
Item_1	888.00
Total Amount (Including tax and discount)	888.00
Pay	

3.8 Check Status

After you have sent out the email, you may check on the payment status later at our new Invoice Payment Listing function to get the latest updates on the payments.

3.8.1 Invoice Payment Listing

We have added a new dashboard feature in **Accounting module** to allow users to view all the related invoices and provide comprehensive and updated information on payment statuses. Note: Checking of statuses will be handled in Accounting module as the issuing of receipt, knock-off process and AR updates are all managed here.

Path → Services > Invoice Payment Listing

Invoice Payment Listing ✕

Date From:
Date To:

Debtor A/C No.:
Invoice No.:

Status: PENDING ▼

[Show Listing](#)

Date Created	Day(s)	Invoice Date	Invoice No.	Payment Description	Amount	Status	Receipt
18/05/2020	10	18/05/2020	SIN 0011	C COMPANY	751.50	Pending	
22/05/2020	6	04/05/2020	SIN 0008	A COMPANY	222.00	Pending	

Last update: 28/05/2020 07:39:11 PM

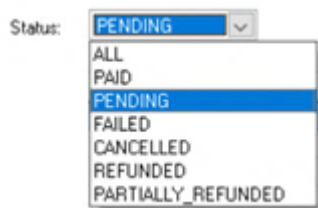
[Cancel Payment](#)
[Generate Receipt](#)
[Exit](#)

Notes:

1. In the bottom left corner of the window shows the last updated date and time.
2. To view new incoming invoices, user must refresh the list.
3. **To refresh the list**, user must close the window and reopen it. This step is required to download the latest updates

Functions & Features

- **View details of invoices** ➤ such as date created, invoice no., amount, status etc.
- **View invoices with different status** ➤ by clicking on the status dropdown list and select a different status type and click on 'Show Listing' button to show the new list
- **Filters** ➤ to view or sort invoices by date range, customer/debtor number, invoice number, status, and payment service provider
- **View status change** ➤ For example, when a user sends out an email with payment link, the status will be shown as Pending, and once payment is made, status will change to Paid
- **Cancel payment** ➤ by selecting an invoice and click on 'Cancel Payment'. This will make the sent payment link unusable
- **Generating receipts** ➤ User can generate receipts by selecting a paid invoice and click on 'Generate Receipt'

Examples of statuses and what they mean:

Status type	Description
ALL	Show all invoices
PAID	Show invoices that have been successfully paid
PENDING	Show invoices that have been sent out successfully but have not been paid.
FAILED	Show invoices that have failed to send.
CANCELLED	Show invoices that have been sent and then cancelled.
REFUNDED	Show Invoices that have been refunded.
PARTIALLY_REFUNDED	Show invoices that have been partially refunded.

Update

It is important to know that the payment made is processed and handled by the Payment Service Provider outside of our system. However, with the ability to pull updates information back to the system, you will be able to proceed to update the payment into your accounts by generating the receipt to your customer in the Accounting module.

3.8.2 Generate Receipts

All payments with status "**PAID**" will have the **Generate Receipt** function enabled on the bottom of the page. Simply click on the button and it will direct you to the receipt screen to process your receipt accordingly

- Select "PAID" status and invoices that have been paid by customers via the Pay link will be displayed
- Select a record and click Generate Receipt button to issue receipt to your customer on the paid invoice

Invoice Payment Listing

Date From: / / Debtor A/C No.: / Invoice No.: Status: **PAID** Show Listing

Date To: 12/12/3069

Date Created	Day(s)	Invoice Date	Invoice No.	Invoice Description	Amount	Status	Receipt
19/06/2020		19/06/2020	AP 01008	B COMPANY	0.21	PAID	
19/06/2020		19/06/2020	AP 01010	A COMPANY	50.00	PAID	

Service provider is not in use
Last update: 23/06/2020 04:08:39 PM


Cancel Payment **Generate Receipt** Exit

- System will direct you to the Receipt screen with auto-filled information from the payment link:
 1. Bank A/c No. and Name (only if mapping is done at the setup)
 2. Amount
 3. Debtor A/C No. and Name
- User is required to manually enter other necessary information like Batch no., Reference number, including Bank A/C No. if field is blank due to incomplete mapping at setup
- After filling in all required fields, user can then click on the **Knock-Off** button to proceed with the receipt-invoice offset process


Receipt

×

Receipt

Batch No. 


Voucher Seq.

Period  May 2020

Date

Debit

Ref. No. 1 ☒ Auto

Bank A/C No.  1


Bank Name

Ref. No. 2

Amount 2

Balance

Credit

Debtor A/C No.  3

Received From

Received For

Cheque No.

Knock Off

Knock off Details

Bill Type	Bill Date	Bill Reference No.	Bill Ext.	Paid Amount	Knock off By

Total Knock Off:

Balance :

Reverse

Save

Exit

- Once the knock-off process is done, the knock-off details will be displayed on the grid section for your reference
- Click on the **Reverse** button to undo the knock-off link between the receipt and invoice
- Click on '**Save**' button to save the receipt after verifying all information is correct.

Note: at this point, your financial entries will be auto generated, and GL accounts updated simultaneously

Receipt

Receipt

Batch No. Date
Voucher Seq.
Period 2020

Debit

Ref. No. 1 ☐ Autg Ref. No. 2
Bank A/C No. Amount
Bank Name Balance

Credit

Debtor A/C No.
Received From
Received For
Cheque No.

Knock off Details

Knock Off

Reverse

Bill Type	Bill Date	Bill Reference No.	Bill Ext.	Paid Amount	Knock off By
1	22/05/2020	SIN 0013		888.00	ADMIN

Total Knock Off:
Balance :

Save

Exit

3.8.3 Edit Receipts

Users can still edit the saved receipt by going back to the Invoice Payment Listing screen and select the receipt listed in the Receipt column. Click on '**Edit Receipt**' button to be directed to the receipt screen to make the necessary changes and save the receipt again.

Invoice Payment Listing

Date From: / /
Date To: 12/12/3069

Debtor A/C No.: /
Invoice No.:

Status: PAID

Show Listing

Date Created	Day(s)	Invoice Date	Invoice No.	Payment Description	Amount	Status	Receipt
18/05/2020		18/05/2020	SIN 0009	A COMPANY	556.00	Paid	OR 00007
18/05/2020		18/05/2020	SIN 0010	B COMPANY	250.50	Paid	
22/05/2020		22/05/2020	SIN 0012	A COMPANY	668.00	Paid	OR 00008
22/05/2020		22/05/2020	SIN 0013	B COMPANY	888.00	Paid	OR 00009

Last update: 29/05/2020 07:37:25 AM

Cancel Payment

Edit Receipt

Exit

Useful Fixes

No	Case ID	Brief Description
1	SAA1-1512 SAA1-1518	Issue: <ul style="list-style-type: none">When using Simplified Chinese or any Chinese character, the UBS new version hits error when login Resolve: <ul style="list-style-type: none">Using Simplified Chinese or other languages, user can successfully log in without any error prompted.
2	SAA1-1513	Issue: <ul style="list-style-type: none">For some of the machines, in modern view, the menu and font are missing. Resolve: <ul style="list-style-type: none">Issue is resolved by restarting machine. <p>Note: Like any windows update, you may be required to restart your machine to deploy the updates.</p>
3	SAA1-1517	Issue: <ul style="list-style-type: none">When printing Issue Bill, system was using Windows default printer instead of Sage UBS selected printer. Resolve: <ul style="list-style-type: none">Similar to other transaction (i.e Sales Invoice), system will be using the selected printer in Sage UBS to print Issue Bill.

***** End *****