# Sage Business Cloud Payroll

Manage Accounts

Sage Business Cloud Payroll provides many tools for customers to manage their account information. These tools provide customers the ability to update contact details, view the account/billing type and invoices.

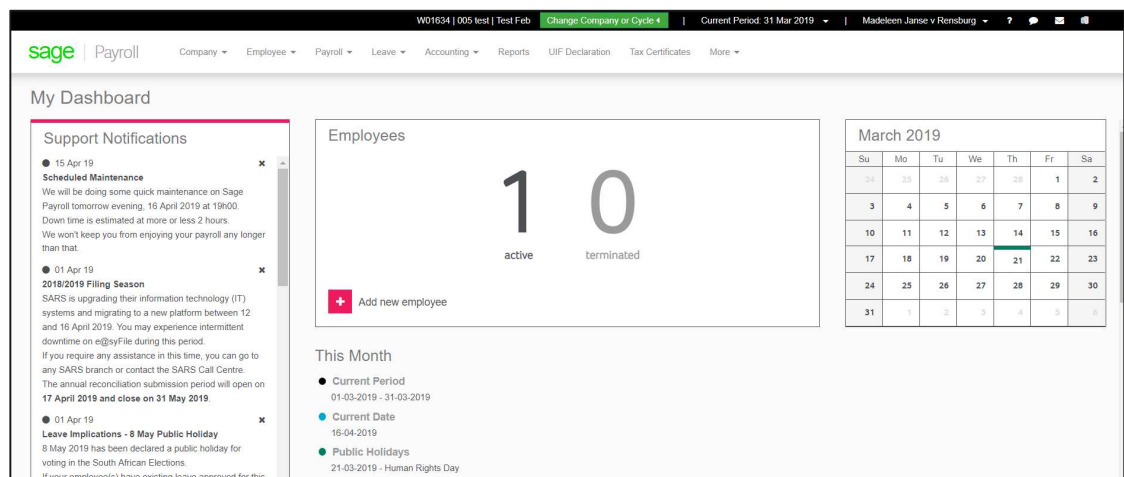Follow the steps below to access Manage Accounts features in Sage Business Cloud Payroll.

Manage Accounts Screen

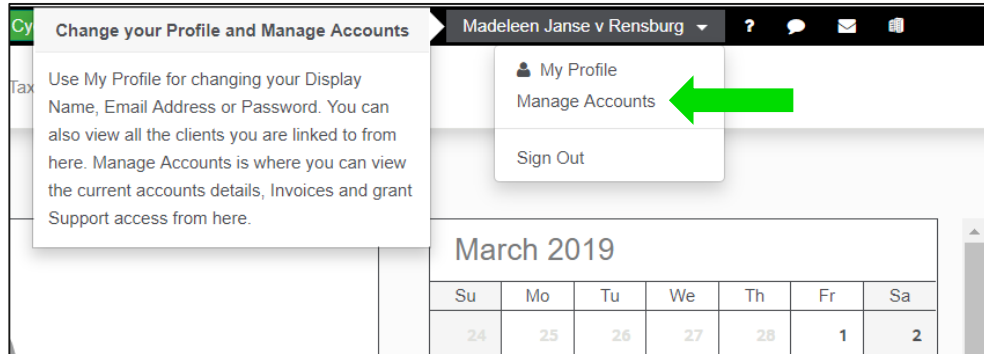Login to your Sage Business Cloud product:
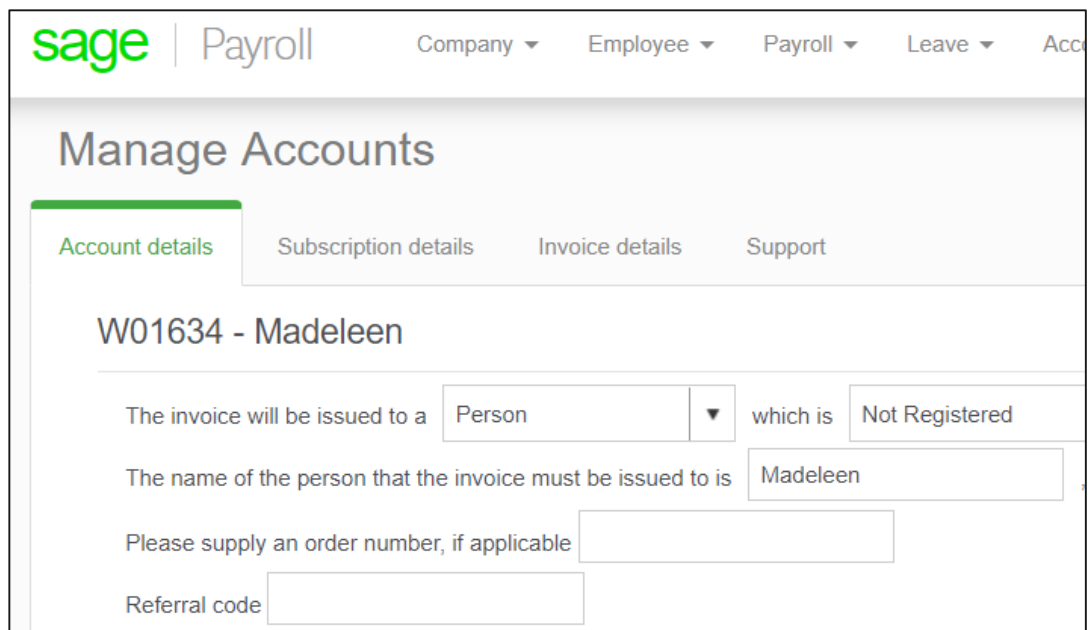
- Open an existing company
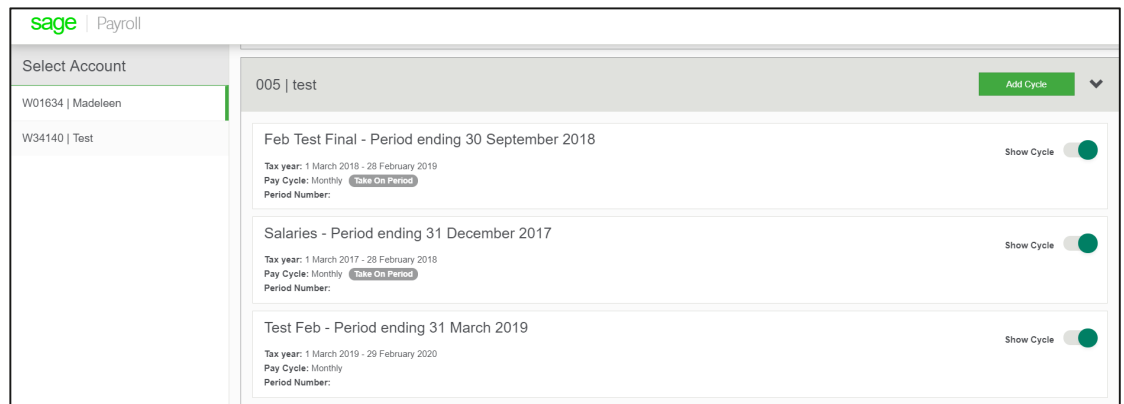
- The below dashboard will display

- Select on the username displayed on the top right-hand corner of the screen.

- Click on the Manage Accounts tab


- These steps will open the manage accounts screen

Account Details Tab

On the account details tab, you will have the ability to update any account or contact information for the user.

It is very important to ensure the information presented on this Account details screen is valid and up to date to ensure that important system and billing information gets sent to the correct user.

Subscription Details Tab

The subscription detail tab allows you to view when your account was started and the Account type/billing model that has been applied to your Sage Business Cloud Payroll account.
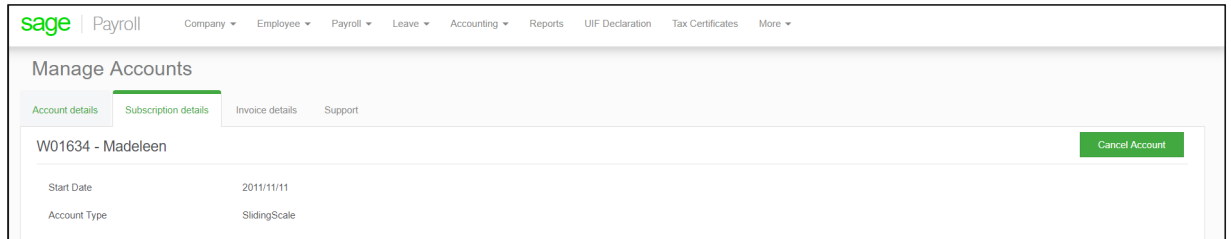
- There are different Subscription Types /Billing Models:

    o Sliding Scale: Billing per payslip processed

    o Monthly Subscription: A monthly amount billed according to the agreed upon employee bracket

    o Annual subscription: An annual amount billed according to the agreed upon employee bracket

   o Accountants: Billed according to advisor

    If the billing model is Subscription based (Monthly or Annual) customers can upgrade or downgrade the Employee Bracket where needed by changing the current Employee Bracket to a higher or lower bracket and selecting the Request button.
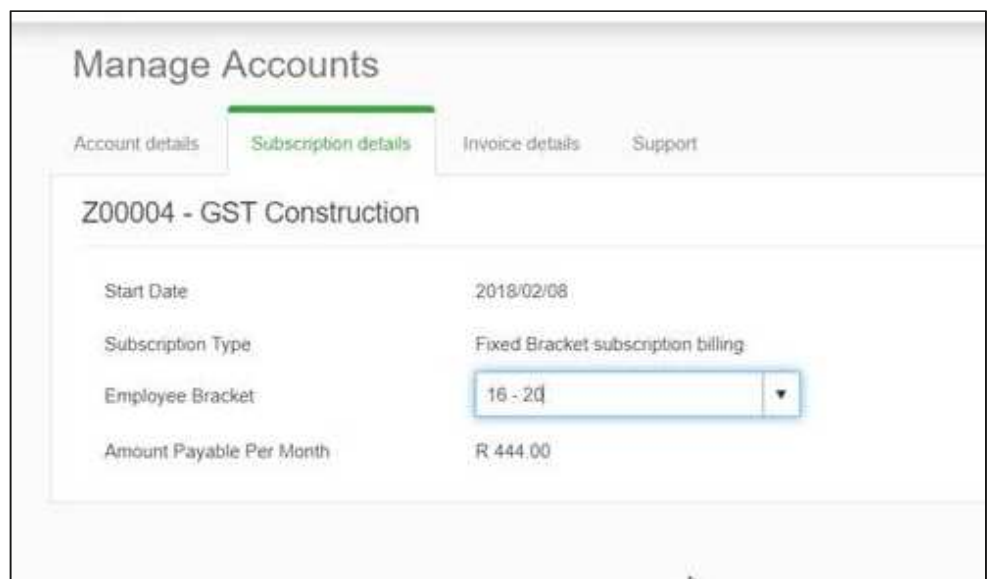
- The Cancel accounts button can be used

    If you no longer require the use of Sage Business Cloud Payroll the Cancel button allows you to de-activate your account.

    This option will stop the use of the application and will stop the billing process. Please note all invoices due before this option is clicked will still be due for payment
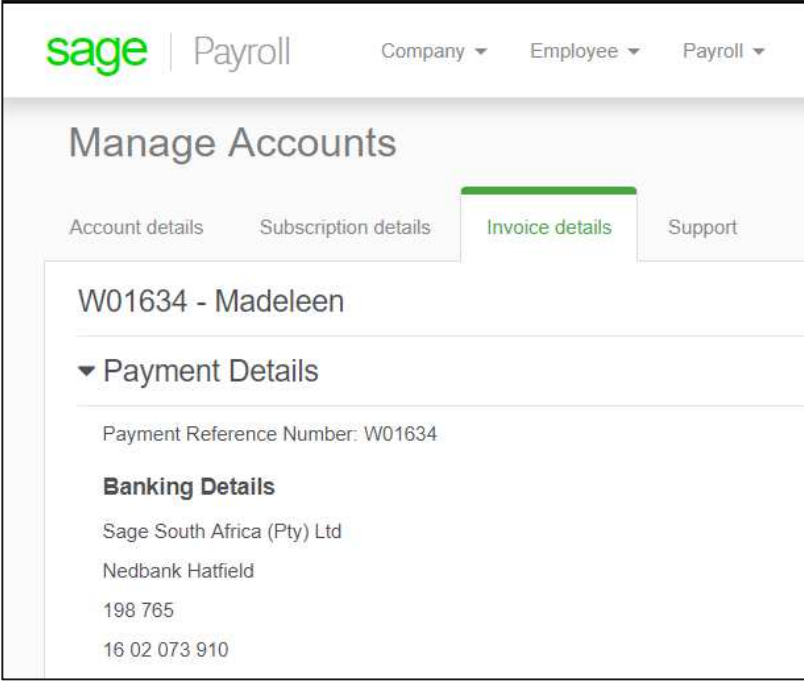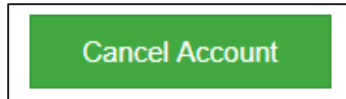

Invoice Details Tab

The invoice tab provides detail into the invoices and credit notes that have been issued. It also provides the user with the correct bank details and Reference to use when making Payment

In the Unpaid and Paid invoice details sections a user can determine what invoices are due and which invoices still require payment

Payment details

To ensure the payment of your account is reflected correctly please ensure that the correct bank account details are used with your site codes as reference. Send your Proof of Payment to: accounts@payroll.sageone.co.za

Reference: Your Site Code

Bank detail:

Sage South Africa (Pty) Ltd

Nedbank

Branch: 198765

Acc No: 1602073910

Swift Code : NEDSZAJJ