sage

An Introduction to Sage Payments

Manage all your payments from one place
with the new payments solution from Sage.

Contents

What is Sage Payments?

Sage Payments integrates seamlessly with Sage 50 Accounts Essentials, 50 Accounts, 50 Payroll and Sage 200 software allowing you to manage and make payments straight from your software. With Sage Payments you can be confident that your suppliers and employees will be paid accurately, securely and on time.

Sage Payments is fully integrated with Sage 50 Accounts Essentials, 50 Accounts, 50 Payroll and Sage 200 software and you can make your payments securely and efficiently. It couldn't be easier.

We understand that keeping costs down is important to your business, so Sage Payments has a choice of price plans for you to choose from to suit your business needs.

Sage Payments will make your processes simpler, give you more control over how you manage your payments and will ultimately save you precious time so that you can focus on running your business.

With Sage Payments you can:

- Save time and reduce errors by automating processes

- Manage and track payments quickly and conveniently

- Make domestic and international payments securely

- Choose your own price plan to suit your needs

- Rest assured your payments are safe and secure with authorisation processes and access rights to suit your business

Sage Payments provides you with a virtual wallet that allows you to hold an e-money balance for the purpose of making payments. Your virtual wallet is not a physical bank account.

Visit **www.sage.co.uk/help** and see for yourself how Sage Payments works with our suite of Sage Accounts and Payroll products

A summary
Sage Payments and your business

Increase productivity and save time

Simple customer sign up process - setting up your account is straightforward and we'll support you from start to finish, so you can be up and running with Sage Payments within a few days.

Sage Payments will pre-populate your payment instructions automatically, eliminating re-keying of data, reducing mistakes and saving you time.

Reduce manual processes - payees and payments are submitted to Sage Payments service directly from your software, so you don't have to manually re-enter any details into your bank, or export and re-import payment files.

Automatic reconciliation - easily check which payments have been made and which are awaiting authorisation. As the service is integrated with your Sage product, you can always be sure that payments submitted will match with your bookkeeping entry.

Automatic calculation of exchange rate gains or losses - Sage Payments will update your Sage product with the correct exchange rate if it has changed between the time you requested the payment and it leaving your account, so you don't have to make any adjustments in your software.

Electronic remittance advice - use your Sage product to notify your payees, employees and suppliers by email notification.

Access anywhere - view payments information on your mobile or tablet device.

A summary
Sage Payments and your business cont.

Take control of your payments

Sage Payments allows you to manage your supplier and employee payments quickly and with ease from one place, giving you complete control over your outgoings and helping you to monitor your cash flow.

Same day electronic transfers - make same day electronic transfers for domestic transactions using Faster Payments.

Future dated payments - create efficiency through control of your payments by setting them for the date they are due.

Pre-fund your Sage Payments e-money account by Faster Payments, regular standing order or a one-off payment.

Real time updates - receive updates about the progress of your payments in real time. With information at your fingertips and reminders sent to you, there is no need to log into your own banking services to check the progress of your payments.

Validation of payee details - for domestic transactions, the payee sort code and account number will be validated and highlighted where incorrect, reducing the risk of payment errors.

Reduce delays with mobile authorisation - receive email alerts when payments are ready to be authorised and process them on the move from your mobile or tablet - no need to wait until you're back in the office.

A plan to suit you - there's no minimum contract term, simply choose a monthly plan that suits you and use it for as long as you need to.

Choice of payment plans

We understand how important it is for businesses to keep their costs down, so with Sage Payments you can choose from a range of price plans that will best suit your business.

Pay monthly plans

Our price plans are tiered to offer you more choice. Each plan allows up to a specific number of payments, however if you need to make more than your price plan limit, then that's no problem – you simply pay-as-you-go.

Payment option	Price Per Month*	Payments Allowance Per Plan**	Overage charge***	International Payments Price****
Monthly Plan (Basics)	£10.00	15	£0.50	£10.00
Monthly Plan (Standard)	£18.00	50	£0.30	£10.00
Monthly Plan (Extra)	£35.00	150	£0.30	£8.00
Monthly Plan (Advantage)	£70.00	350	£0.30	£6.00
Monthly Plan (Complete)	£130.00	750	£0.30	£6.00

We are always looking for ways to improve our service, so if our current price plans do not suit your requirements, please call us on **0845 245 0266** to discuss your needs.

* Customers joining during a month will be charged a pro rata portion of the monthly fee for the remainder of the first month and invoiced at the beginning of the next month. International Payments and overage charges also apply (see below).

** Total number of domestic payment transactions included in the monthly fee ("monthly payments allowance"). Any payment transactions in excess of the monthly payments allowance are subject to the overage charge (see below).

For further information on fees and billing, please see our Terms of Service.

*** For Monthly Plan customers, this overage charge is payable for each domestic payment transaction made in excess of the monthly payments allowance.

**** Per transaction. International Payments are chargeable on a per transaction basis in addition to any Monthly Plan fee. International Payments are GBP payments to a non-UK bank account or payments in any currency other than GBP.

From time to time we may advertise a promotional offer. If we offer a promotion, it will be subject to the promotion terms advertised on our website or our promotional literature. After the expiry of the promotional period, the monthly price for your Sage Payments service will revert to the price plan chosen by you during your application and all other standard charges will apply to your use of the service.

Choice of payment plans cont.

Transparency and trust

We work with many businesses and understand it's important that you know what you are paying for your payment services - that you have the confidence the pricing is clear and simple.

No hidden costs – the price you see is the price you will pay (plus any overage costs for payments outside your monthly allowance and any international payments charges).

Integrated International Payments

Allowing you to make secure international payments straight from your accounts and payroll software

International payments

Sage Payments offers a reliable and secure way to make international payments, whilst keeping you up to date with current exchange rates.

Designed to work with our Sage Foreign Trader module*, Sage Payments automatically manages exchange rates and transfers the data to Sage 50 Accounts Essential and Sage 50 Accounts.

The exchange rate table in your Sage Accounts software* automatically updates with our real time exchange rates so you're always up to date.

* Sage 50 Accounts Essentials and Sage 50 Accounts customers must have the Foreign Trader module enabled in order to make International Payments using Sage Payments; the Foreign Trader module is included in Sage 50 Accounts Professional and Sage 200 however if you have Sage 50 Accounts essentials, Sage 50 Accounts or Sage 50 Accounts Plus you will need to purchase the Foreign Trader module separately.

You will be able to;

- Automatically reconcile to your local currency in you Sage Accounts and Payroll software

- **See exchange rate gains and losses** - data will be updated in Foreign Trader and adjusted accordingly so there's no need for time consuming calculations.

- **Manage payments in multiple currencies** - send payments in 11 different currencies securely to 24 different countries.

For further details on the currencies and countries Sage Payments supports, please see the Payments Processing Guide.

Security and expertise you can rely on

Be confident that your payments are sent securely and accurately.

- **Secure service** - the secure payment gateway means you can have confidence and trust that your payment instructions will be handled safely and securely.
- **Secure access** - you can be confident that our robust and secure authentication process using Sage ID will prevent unauthorised access to your account.
- **Role based approval controls** - control the level of access to payments data and user approval authority, depending on your roles and responsibilities.
- **Over 30 years of software expertise** - we've been helping businesses like yours for over 30 years, so we know how important reliable software is for your business.

How it works

Your payments are made accurately, securely, on the day you want, and with a clear record of authorisation.

1 Add new or amend existing payees

To amend an existing or add a new payee, update your Sage Accounts or Payroll product as usual and the details will automatically update in Sage Payments.

2 Approve new payees

Your Sage Payments Account Approver can view full details for each payee and approve them in a single click.

4 Authorise payments

Your Sage Payments Account Approver authorises payments one-by-one or in a batch.

3 Upload payments

Enter payments as normal in Sage Accounts, and Sage Payroll, and payments are uploaded to Sage Payments for processing.

Visit **www.sage.co.uk/help** and see for yourself how Sage Payments works with our suite of Sage Accounts and Payroll products

Important Information

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Calls may be monitored and recorded for security and training purposes. Opening hours are Monday to Friday 8am to 6pm (excluding Bank Holidays).

Financial Services Compensation Scheme

Electronic Money institutions are not covered by the Financial Services Compensation Scheme.

The regulatory protections for Sage Payments customers are set out in the Electronic Money Regulations (2011) and relevant sections of the Payments Services Regulations (2009).

Our approach to safeguarding customer funds received in exchange for e-money is a ring fenced client funds account with our banking provider.

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