

## SAGE 50: THE DATA JOURNEY

Applicable if using **Receipt Bank Extract**

An integration between **Receipt Bank** and **Sage 50** will sync your Chart of Accounts and Supplier Lists between the two softwares, and make it possible to easily import financial data in the perfect format for **Sage 50**.



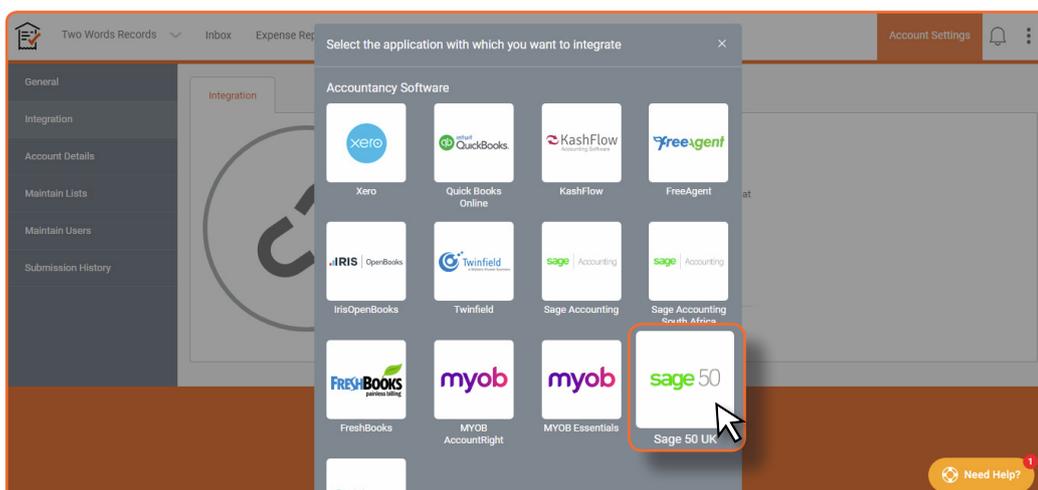
Connect a **Receipt Bank** account to **Sage 50** using the same computer that hosts the company's **Sage 50** files. This will sync:

- The supplier lists
- The chart of accounts

Receipt Bank will resync these lists every 24 hours. You can learn more about manually syncing this more regularly [here](#).

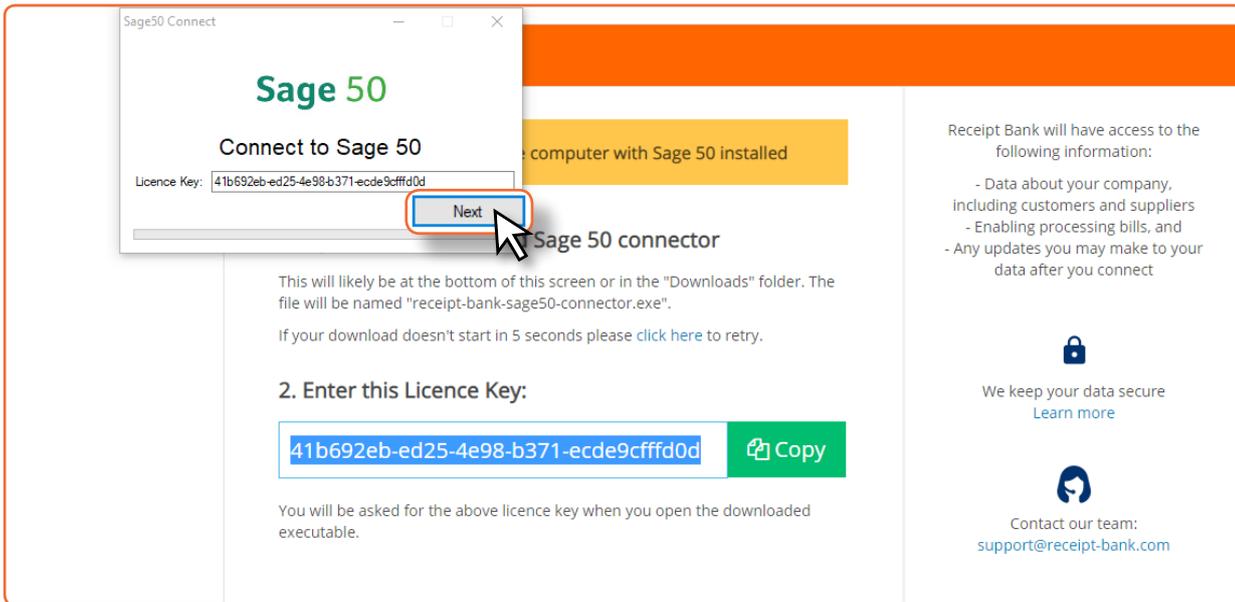
### To integrate an account:

- 1** Log in to Receipt Bank
- 2** Access the 'Integration' section of the 'Account Settings' page
- 3** Press 'Choose Integration'. Click 'Sage 50 UK' and 'Connect to Sage 50'

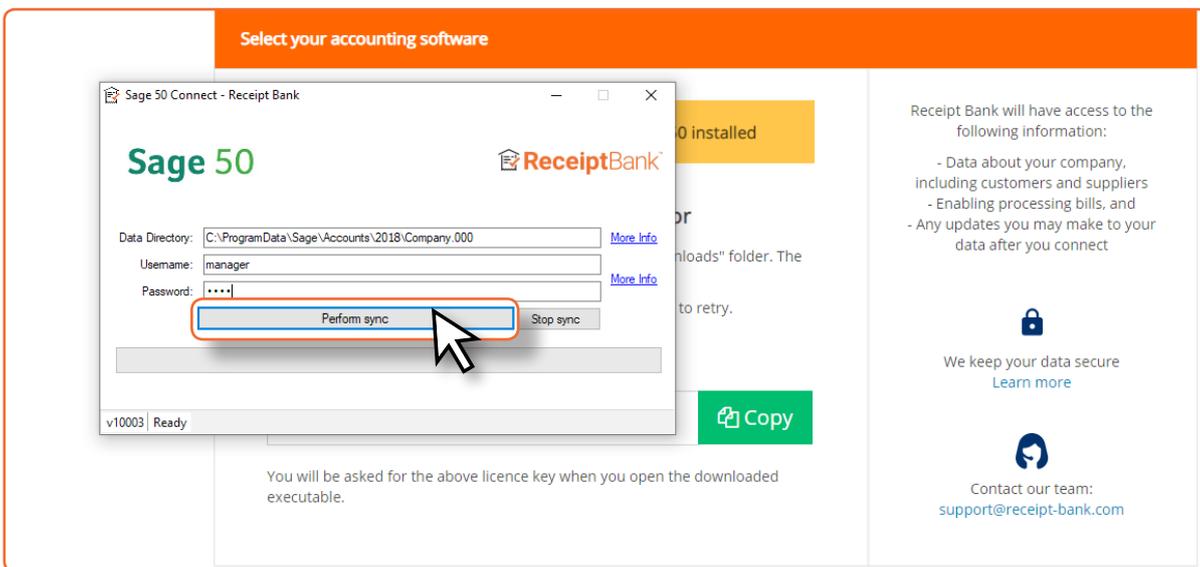


4 This will automatically provide a license key and download a program called 'receipt-bank-sage50-connector.exe'

5 Open the 'receipt-bank-sage50-connector.exe' program and enter the license key provided

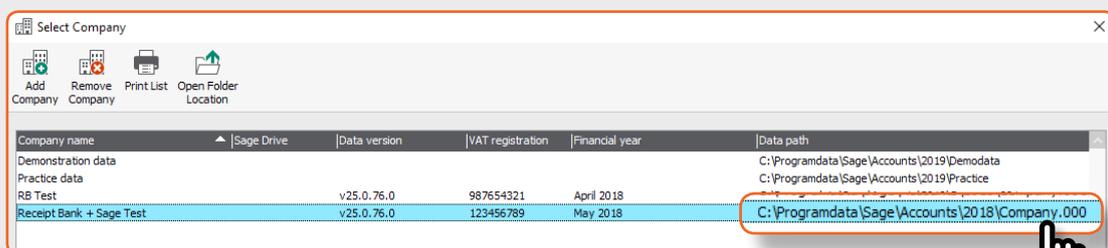


6 You'll be prompted to confirm the Data Directory for the company files you're trying to connect to. Ensure that this correctly states where the company files are stored on your computer. Enter the Username and Password you use to log in to these company files and click 'Perform Sync'



#### NOTE:

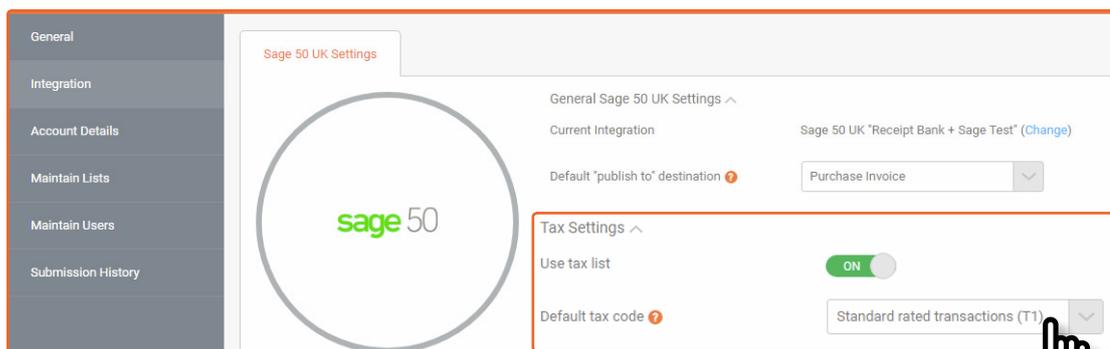
- You can use **Sage 50** to confirm where the company files are located. Click 'File'>'Open'>'Open Company Data'. This will display each of the company files you've created and the location where you can find them.



**7** You'll see a message saying "Accounting Software Linked. Click 'Continue' to navigate back to Receipt Bank.

**8** Check that the following parts of your Receipt Bank account are set up according to your requirements:

- The **'Tax Settings' section of the 'Integrations' settings**: 'Use tax list' should be turned ON and 'Default tax code' should be set. (we recommend that this is set to "Standard rated transactions (T1)")

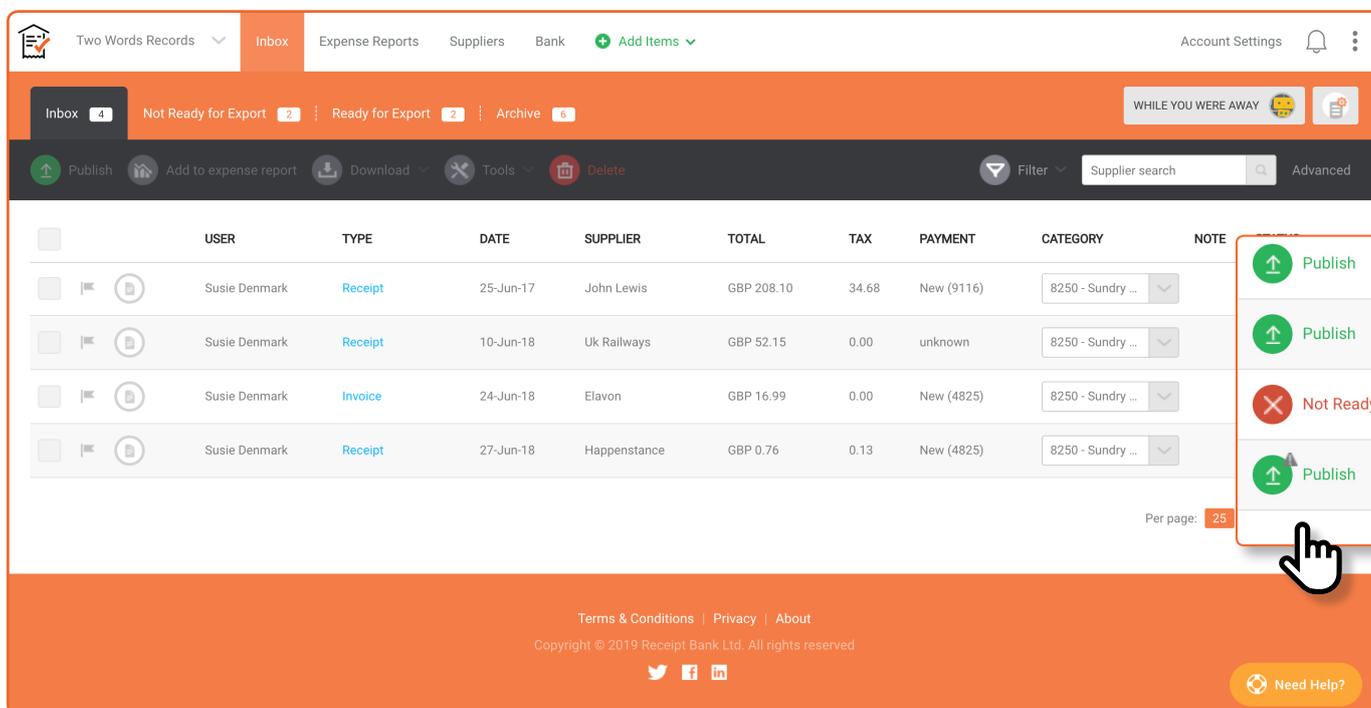


- The **'Categories' section of the 'Maintain Lists' tab**. Ensure that your Chart of Accounts has imported from **Sage 50**. If they haven't yet imported, click 'Reload All Lists' and wait a few minutes.

**NOTE:** If you have a Receipt Bank Extract account, turn on the 'Publish Tax Data' button.

You are now integrated with **Sage 50**. Now let's upload some items, edit them on Receipt Bank and export them to your **Sage 50** account.

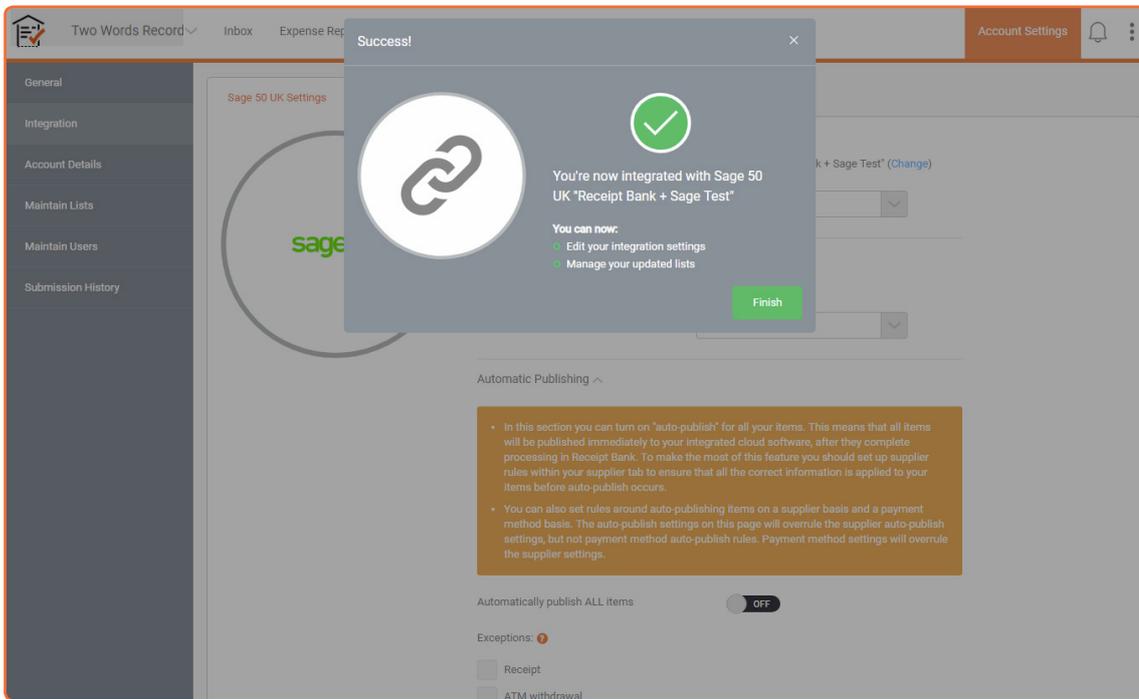
Upload receipts, invoices, or any other financial paperwork to **Receipt Bank** using any of our [Submission Methods](#). While the documents are uploading, **Receipt Bank** will extract all of the available data and present it in the **Inbox**.



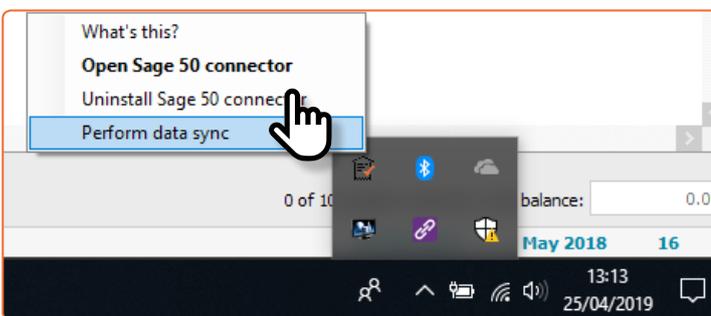
Use the **Inbox** to view submitted documents, code them, and add any further details to help identify them later. You should check that the Supplier extracted by Receipt Bank matches one of your Suppliers in **Sage 50**.

The 'Not Ready' icon indicates that more detail is needed in order to successfully export the item. Hover your mouse over this button to find out more about the information you need to provide in order to publish to **Sage 50**.

Click on the item **Type** (such as Receipt, Invoice, Credit Note, etc.) to access the Item Details page, where all of the documents' extracted information is available to view and edit. Review your transactions and fill in any missing details that will help complete your records. Use the 'Description' field to add notes or comments.



**Receipt Bank** will check every 24 hours for any changes to your 'Supplier' and 'Nominal Code' lists in **Sage 50**. You can trigger this to occur immediately by accessing the **Sage 50 connector** on the toolbar, right-clicking and selecting 'Open Sage 50 connector'. A window will open. Click 'Perform Sync'. It may take a few minutes to complete.



You should do this whenever you:

- Add a new Nominal Code on **Sage 50**
- Add a new Supplier on **Sage 50**

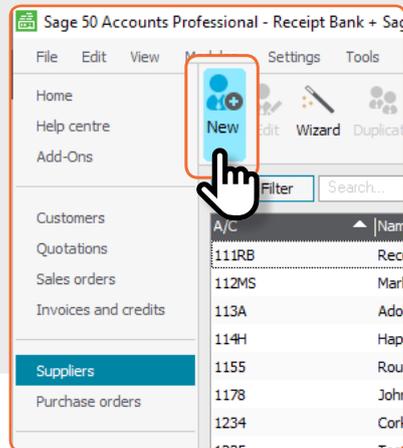
This will ensure that Receipt Bank has the most up-to-date information from **Sage 50** when coding and exporting your documents.

In order to move your data from **Receipt Bank** to **Sage 50**, you'll need to download the transactions as a .CSV file and upload this to **Sage 50**.



**NOTE:**

- A supplier needs to exist in **Sage 50** before you can import any of your transactions from that supplier. You can do this by clicking 'New' in the 'Suppliers' tab of **Sage 50** and entering the details for the new supplier. Remember to [resync your category and supplier lists](#) after creating a new supplier in **Sage 50**.
- Transactions from suppliers that aren't currently in **Sage 50** will be marked as 'Not Ready' in the **Inbox**.

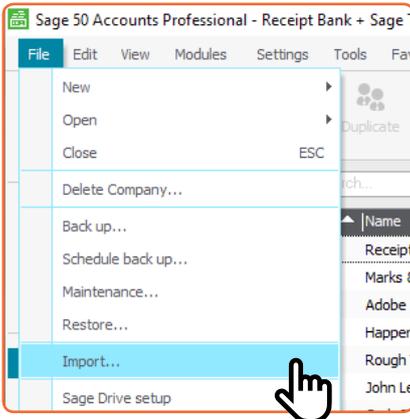


To export your data, select each of the items in **Receipt Bank** and then click 'Download' and 'Export to CSV'. Ensure that the 'CSV format' field reads "Sage 50 UK". This will create a .CSV file in the perfect format to

The screenshot shows the Receipt Bank interface. At the top, there are tabs for 'Inbox' (4), 'Not Ready for Export' (2), 'Ready for Export' (2), and 'Archive' (6). Below the tabs, there are buttons for 'Publish', 'Add to expense report', 'Download', 'Tools', and 'Delete'. A red box highlights the 'Download' button, which has a dropdown menu open showing 'Export to CSV' and 'Export to PDF'. A hand cursor is pointing to 'Export to CSV'. Below the 'Download' menu, there is a table with columns for 'USER', 'SUPPLIER', and 'TOTAL'. The table contains several rows of data, including 'Susie Denmark', 'John Lewis', and 'Uk Railways'. A red box highlights the 'Export to CSV' option in the 'Download' menu. Below the table, there is a 'Generate CSV' dialog box. The dialog box has a title bar with 'Generate CSV' and a close button. The main content of the dialog box says 'Generate a CSV document which can then be downloaded for use.' Below this, there is a 'CSV format' field with a dropdown menu set to 'Sage 50 UK'. At the bottom right of the dialog box, there are 'Cancel' and 'Generate' buttons. A hand cursor is pointing to the 'Generate' button.

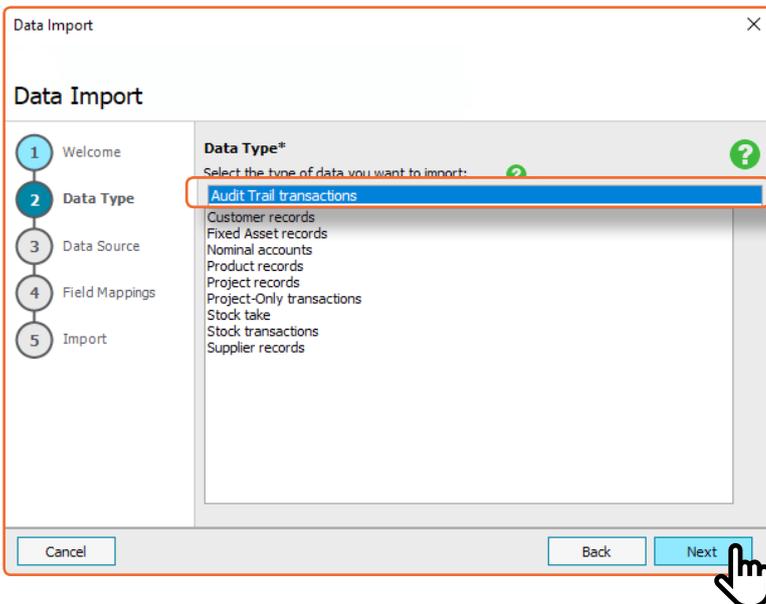
Each item that you export will be moved to the **Archive** in **Receipt Bank**.

1 Import your .CSV file to **Sage 50** by clicking 'File' and 'Import'

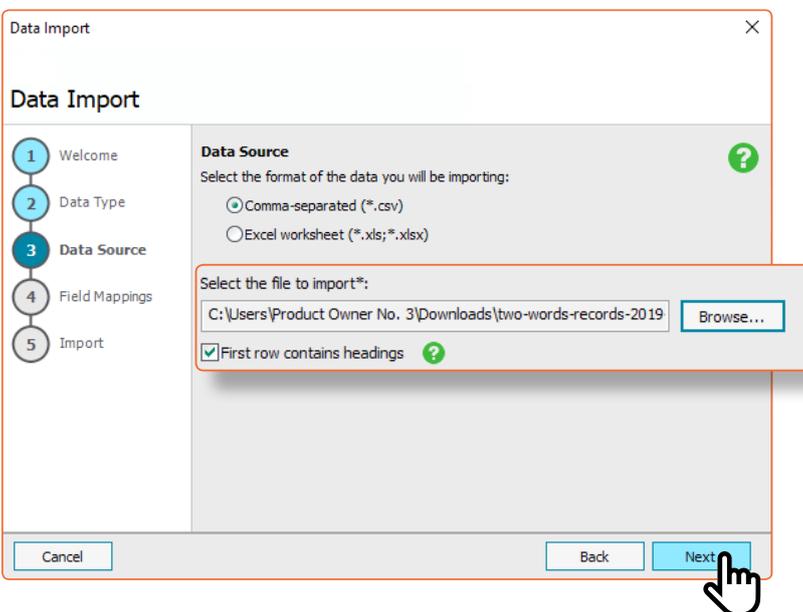


2 This will open the 'Data Import' window. Click 'Next'

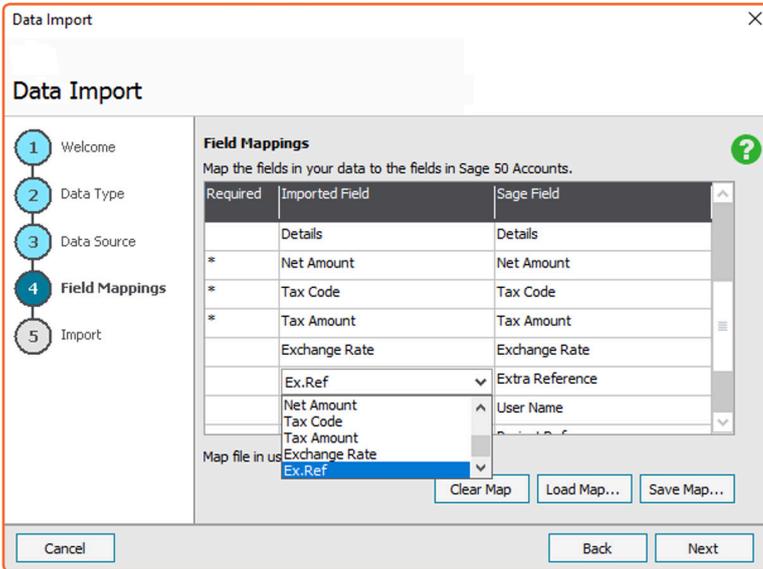
3 On the 'Data Type' section of the import, click 'Audit Trail transactions' and then click 'Next'



4 On the 'Data Source' section of the import, upload your .CSV using the 'browse' button and ensure that the 'First row contains headings' box is ticked, then click 'Next.'

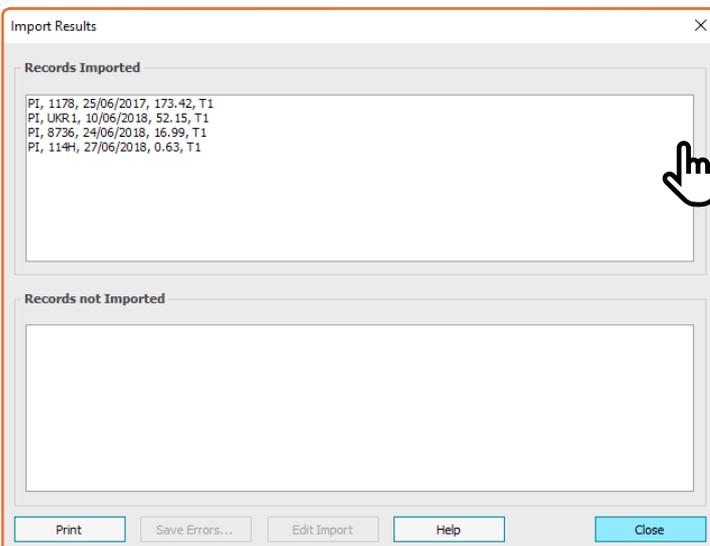


**5 Sage 50** will automatically map all the CSV column headings to the corresponding transaction fields except one. The **Ex.Ref** column on the CSV contains the receipt image URL hosted by **Receipt Bank**. Make sure this is mapped to the **Extra Reference** field in **Sage 50** by selecting it from the dropdown in the 'Imported Field' column.



**6** Once your fields are correctly mapped, click 'Next.'

**7 Sage 50** will display an 'Import Results' window. All of the transactions that were successfully imported will be displayed in the top section; any transactions that weren't successfully imported will be detailed in the bottom section.



**8** Your purchases have now been imported into **Sage 50**. You can find them in the 'Transactions' tab.

No	Type	Account	Nominal	Dept	Project	Date	Posted Date	Due On	Ref	Details	Net	Tax	T/C	Paid	Amount Paid
1	PI	119B	1001	0		01/10/2018	02/10/2018	31/10/2018	RB6126...	https://rb	80000.00	0.00	T1	N	0.00
2	PI	112MS	1002	0		20/09/2018	02/10/2018	20/10/2018	RB6358...	https://rb	6096.33	1219.67	T1	N	0.00
3	PI	113A	1004	0		20/07/2018	02/10/2018	19/08/2018	RB6273...	https://rb	99.99	0.00	T1	N	0.00
4	PI	119B	1004	0		08/09/2018	02/10/2018	08/10/2018	RB6100...	https://rb	11.11	0.00	T1	Y	11.11
5	PP	119B	1200	0		18/04/2019	18/04/2019				11.11	0.00	T9	Y	11.11
6	PA	112MS	1200	0		18/04/2019	18/04/2019				7318.00	0.00	T9	N	0.00
7	PI	114H	8250	0		27/06/2018	24/04/2019	27/07/2018	RB9197...	https://rb	0.63	0.13	T1	N	0.00
8	PA	114H	8250	0		24/04/2019	24/04/2019				0.76	0.00	T9	N	0.00
9	PI	1178	8250	0		25/06/2017	24/04/2019	25/07/2017	RB9198...	https://rb	173.42	34.68	T1	Y	208.10
10	PI	UKR1	8250	0		10/06/2018	24/04/2019	10/07/2018	RB9198...	https://rb	52.15	0.00	T1	Y	52.15
11	PI	1234	8250	0		24/04/2019	24/04/2019	24/05/2019	RB9198...	https://rb	8.00	0.00	T1	Y	8.00
12	PI	114H	8250	0		27/06/2018	24/04/2019	27/07/2018	RB9198...	https://rb	0.76	0.00	T1	Y	0.76
13	PP	114H	1200	0		24/04/2019	24/04/2019				0.76	0.00	T9	Y	0.76
14	PP	1178	1200	0		24/04/2019	24/04/2019				208.10	0.00	T9	Y	208.10
15	PP	1234	1200	0		24/04/2019	24/04/2019				8.00	0.00	T9	Y	8.00
16	PP	UKR1	1200	0		24/04/2019	24/04/2019				52.15	0.00	T9	Y	52.15
17	PI	1178	8250	0		25/06/2017	25/04/2019	25/07/2017	RB9197...	https://rb	173.42	34.68	T1	N	0.00
18	PI	UKR1	8250	0		10/06/2018	25/04/2019	10/07/2018	RB9197...	https://rb	52.15	0.00	T1	N	0.00
19	PI	8736	8250	0		24/06/2018	25/04/2019	24/07/2018	RB9197...	https://rb	16.99	0.00	T1	N	0.00
20	PI	114H	8250	0		27/06/2018	25/04/2019	27/07/2018	RB9197...	https://rb	0.63	0.13	T1	N	0.00



**NOTE:**

- Display an image of the receipt, invoice or other paperwork by copying the hyperlink from the 'Ex. Ref' field to your web browser.

transactions in the list to amend a specific item.

**Purchase Invoice** Number 1, Purchase Invoice

**Purchase Invoice Details**

N/C: 7400

Date: 19/03/2019

Department\*: 0

Ex.Ref: <https://rbnk.me/r/17>

Project Ref: [dropdown] Cost Code: [dropdown]

Net: 11.12 T/C: TO 0.00

Tax: 0.00 Paid: 0.00

