HOW TO USE RECEIPT BANK WITH SAGE 50

An integration between **Receipt Bank** and **Sage 50** will sync your Chart of Accounts and Supplier Lists between the two softwares, and allow you to publish your transactions directly to **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
- ☑ Tax lists

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

NOTE:

- Receipt Bank is only able to publish data to Sage 50 in real-time if it is integrated with a Sage 50 user profile that is not currently logged in. Otherwise, you may experience delays in publishing while the items are queued.

- We recommend that your create a Sage 50 user profile called **Receipt Bank** to perform the integration with. [Click here for more information on creating new users in Sage 50.](#)

  This user must have full access permissions for the account.

- If you have previously integrated Receipt Bank with Sage 50, you will need to re-integrate the account and use the Receipt Bank user as the login credentials.

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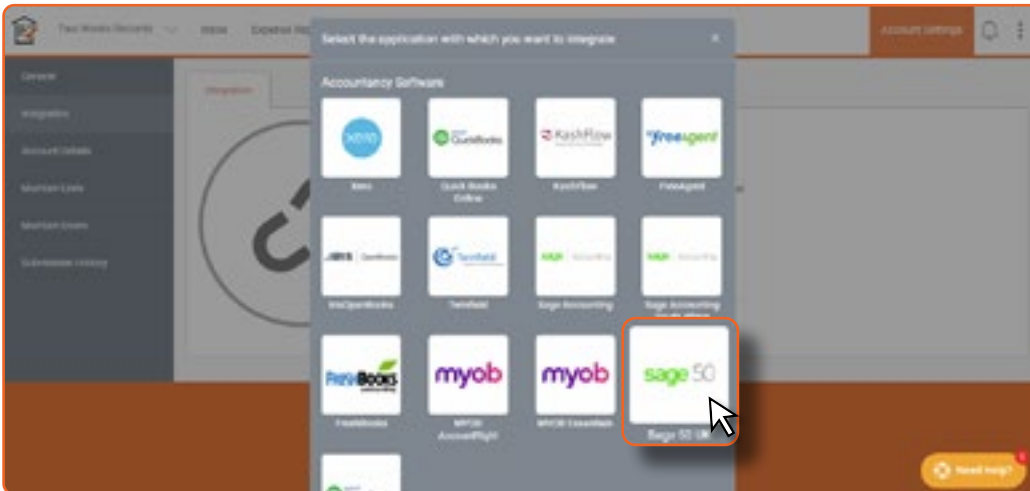
4 This will automatically provide a license key and download a program called '*receipt-bank-sage50-connector.exe*'

5 Open the '*receipt-bank-sage50-connector.exe*' program and enter the license key provided
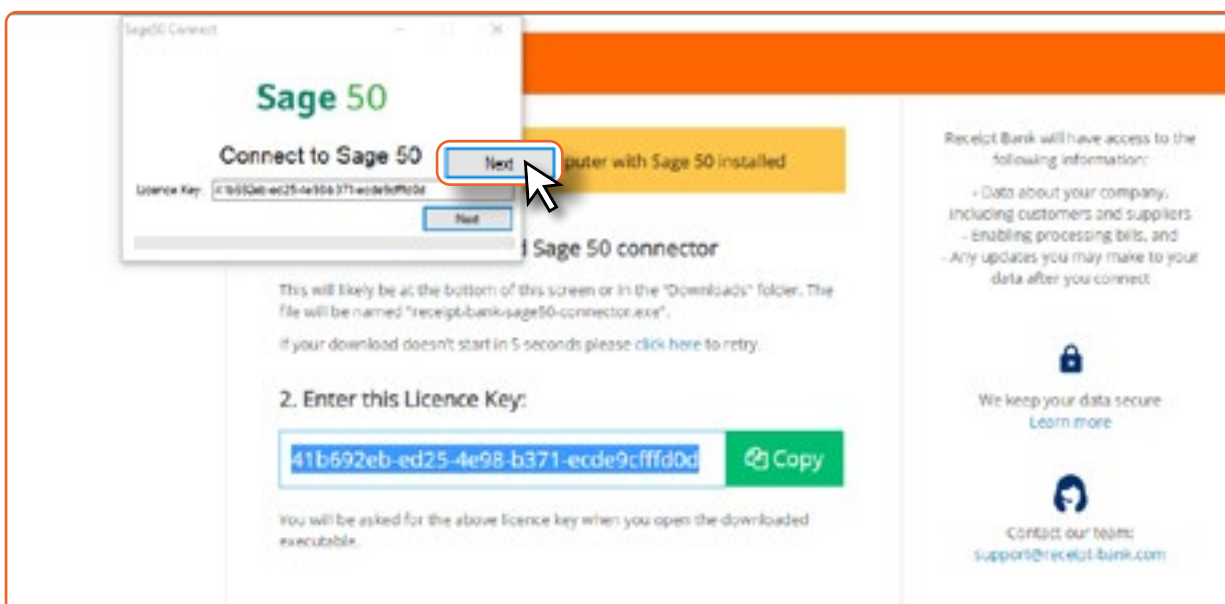
6 You'll be prompted to confirm the Data Directory for the company files you're trying to connect to. Ensure that this correctly states where the company files are stored on your computer. Enter the Username and Password you use to log in to these company files and click 'Perform Sync.' We recommend that you create a separate user called 'Receipt Bank' to perform the integration with.
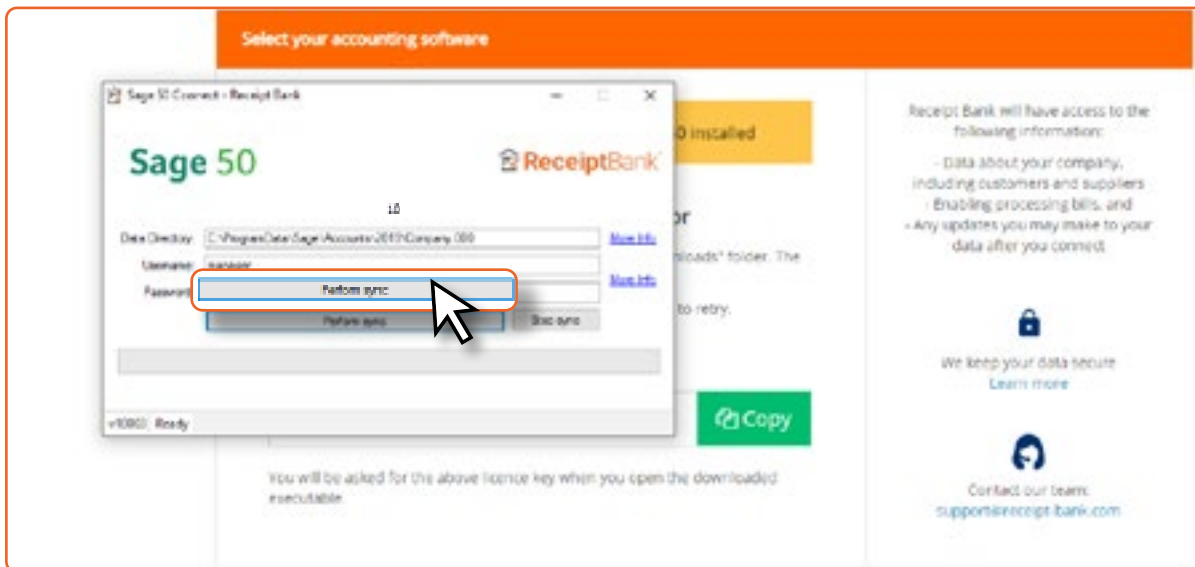

REMEMBER:

- Receipt Bank is only able to publish data to Sage 50 in real-time if it is integrated with a Sage 50 user profile that is not currently logged in. Create a Sage 50 user profile called **Receipt Bank** to perform the integration with. Click here for more information on creating new users in Sage 50.

  This user must have full access permissions for the account.

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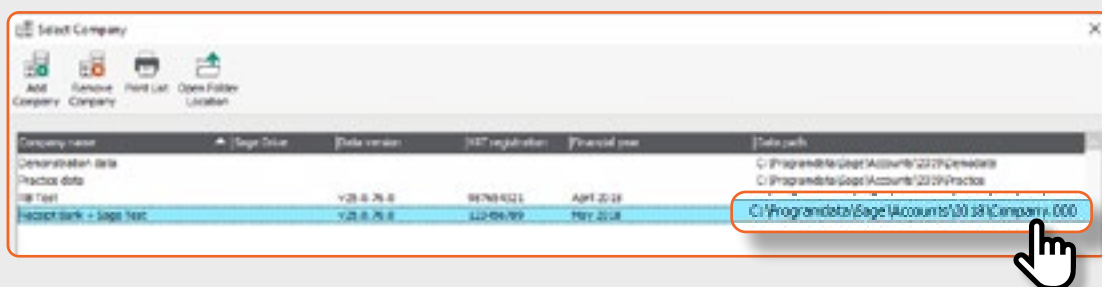
7 You'll see a message saying "Accounting Software Linked. Click 'Continue to navigate back to Receipt Bank.

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**.
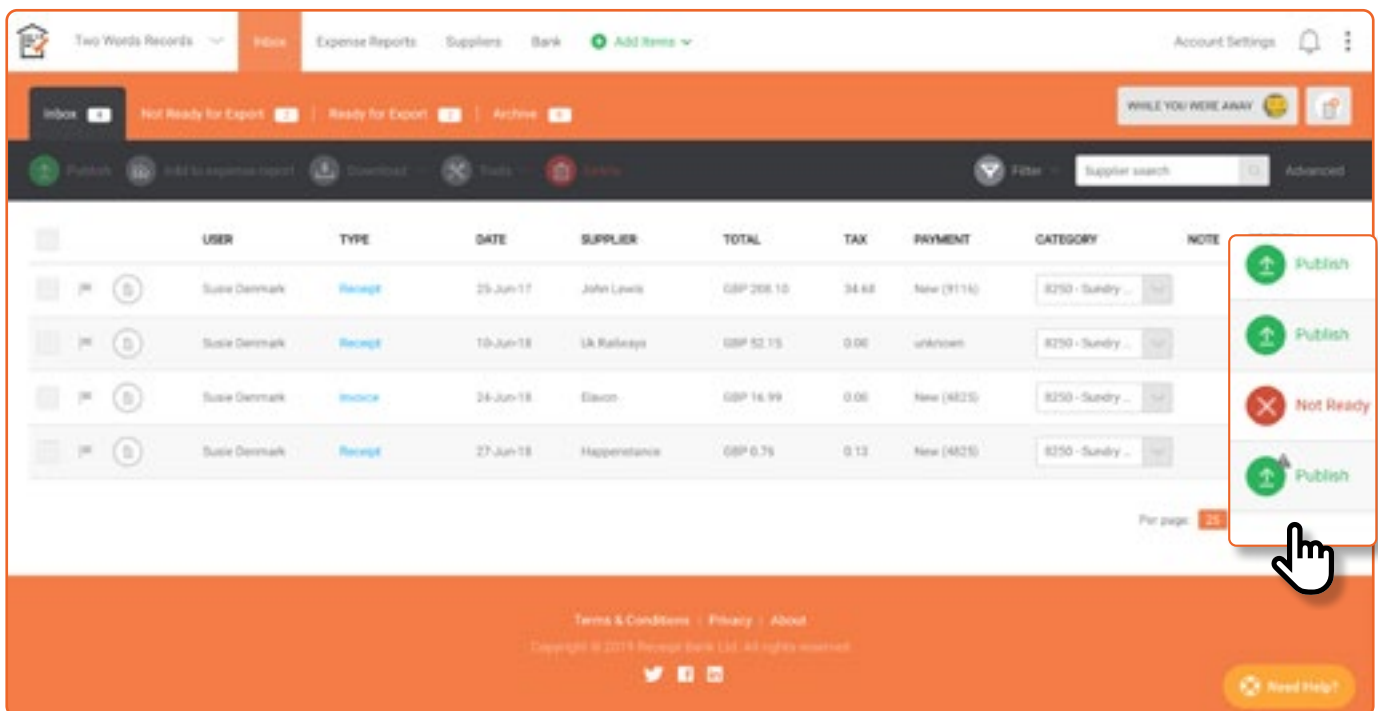

Use the **Inbox** to view submitted documents, code them, and add any further details to help identify them later. You should check that the Supplier extracted by Receipt Bank matches one of your Suppliers in **Sage 50**.

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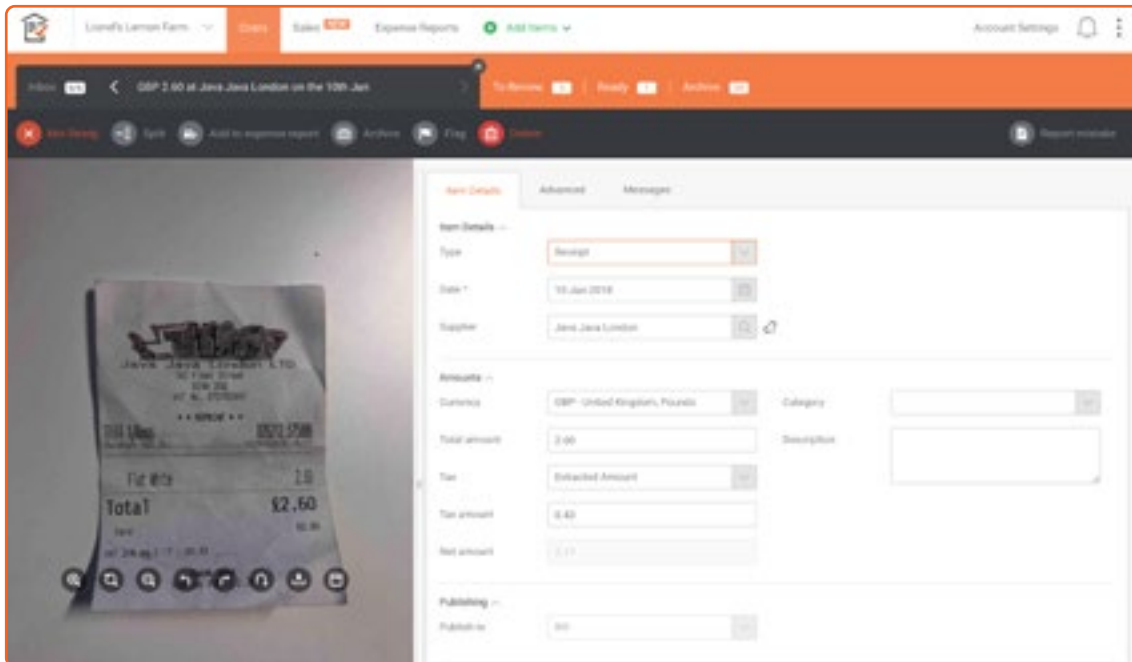
Receipt Bank will check every 24 hours for any changes to your 'Supplier' and 'Nominal Code' lists in **Sage 50**. You can trigger this to occur immediately by accessing the **Sage 50 connector** on the toolbar, right-clicking and selecting 'Open Sage 50 connector'. A window will open. Click 'Perform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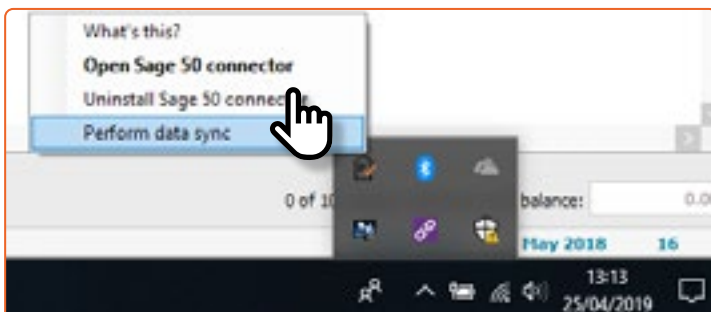

You should do this whenever you:

- 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.
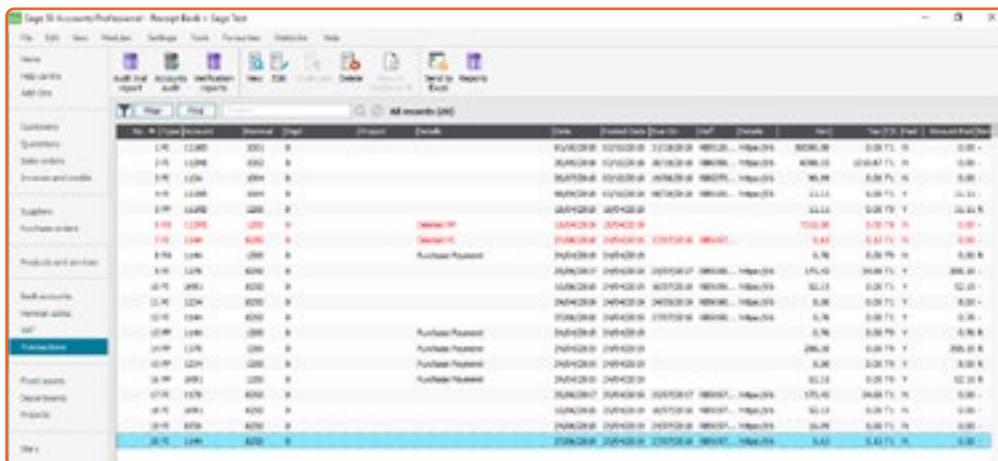
NOTE:

- 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**.
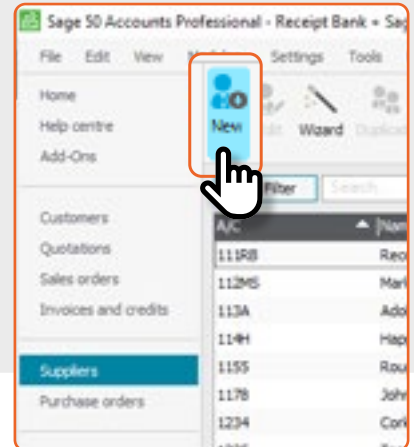
Click any of the green **Publish** buttons to export your data to Sage 50.

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

NOTE:

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