Contents

Overview 3

Feature Summary 3

Configuration 4

System Requirements 4

ConnectWise Manage Configuration 4

Configuration of a ConnectWise Manage Login 4
Configuration of Integrator Login 5
Configuration of GL Accounts 6
Configuration of the Accounting Package 7

Sage 50 Accounts Configuration 8

Configuration of Sage Login 8
Configuration of Third Party Activation 9

Mapping Corresponding Data 9

Customers 10
Vendors 11
Members 12
GL Accounts 13
Tax Codes 14
Products 16
Product Item Type 16
Receivable Invoices 17
Payable Invoices 22
Expenses 23
Department Codes 24
Project Codes 24

Clearing Transactions 25

Installation 26

Using the Application 28

Logging In 28

The Main Screen 29

Running a New Batch 30

- Setting up the Batch 30
- Selecting Specific Invoices 31
- Selecting Specific Expenses 32
- Selecting Specific Inventory Transactions 33
- Select a Batch ID 33
- Run the Batch 34

Validating a Batch 35

- Invoices 36
- Expenses 38
- Inventory Transactions 39
- Item Receipts 39
- GL Entries 40

Rerunning an Existing Batch 40

Un-posting Transactions 41

- Invoices 41
- Batches 41

Synchronizing Invoice Payments 42

- Split Invoice Payments 43

CUSTOMER SUPPORT 43

Contact Us 43

Overview

The Mobius Connect for Sage 50 UK Integration allows you to import your Manage accounting data directly into your Sage 50 Accounts application.

Feature Summary

Below is a quick list of features available within this integration:

1	**Create Customers**	▯
2	**Create Vendors**	▯
3	**Create Products**	▯
4	**Multiple currency**	▯
5	**Standard Invoices**	▯
6	**Agreement Invoices**	▯
7	**Miscellaneous Invoices**	▯
8	**Down Payment Invoices**	▯
9	**Credit Memos**	▯
10	**Expenses**	
a.	Transfer with Expense as Bill Option	▯
b.	Transfer without Expense as Bill Option	▯
11	**Procurement**	
a.	Item receipts	▯
b.	Inventory Adjustments	▯
c.	Inventory Transfers (Multiple Warehouses if available)	▯
12	**Sync Invoice Payments**	▯

Feature is fully implemented	▯	Feature will be added in future release	●
Feature is partially implemented	▯	Accounting package does not support feature	NA
Feature is not available	▯		

Configuration

System Requirements

In order to use the Mobius Connect for Sage 50 UK Integration, you must have the following installed on your network and/or your machine(s):

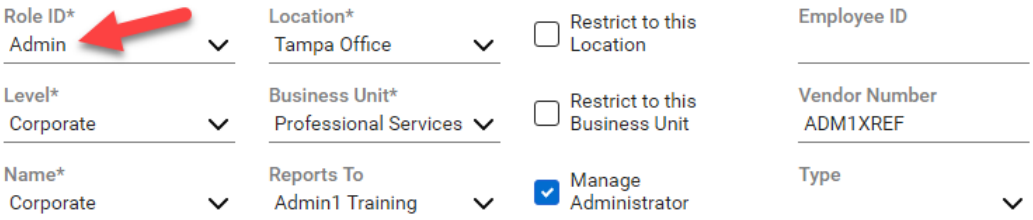
- Your Manage software must be setup with login credentials that have access to the Accounting features of Manage. Additionally, your Manage software must have its Accounting Package configured. See ConnectWise Manage Configuration.
- Sage 50 Accounts must be installed.
- Your Sage 50 Accounts software must be set up with login credentials that have access to write to the Sage 50 Accounts system that will be used.
- Your Sage 50 Accounts software must be set up with a "3rd Party Integration" license. See Sage 50 Accounts Configuration.
- .NET 4.0 Framework or Higher must be installed on your system. If this is not installed, you will be prompted to automatically install it when you attempt to install the integration application.
- Internet Access: While it is not required to have access to the internet every time you wish to run the integration, updates will automatically download as they become available. Therefore, an internet connection is recommended.

ConnectWise Manage Configuration

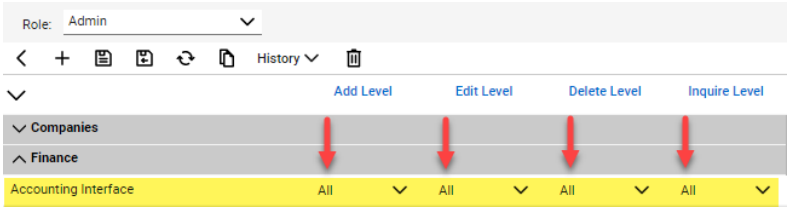
Before using the integration application, you must ensure that Manage is configured to allow the integration program access to the accounting system.

Configuration of a ConnectWise Manage Login

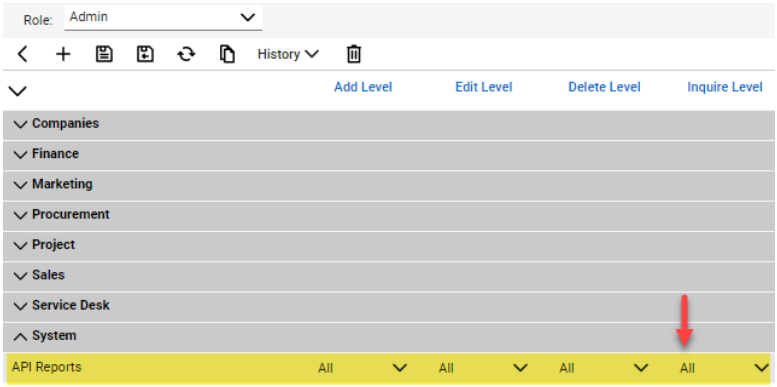
In order for the Member to be able to work with the accounting information, they must be assigned as a security role that allows access to the GL Interface. With a default installation, the "Role ID" field must be set to either "Finance", "Executive" or "Admin".



If, instead, you wish to create your own role rather than use the Manage defaults, you need to ensure that the security role levels setting is set to "All" for "Add Level ", "Edit Level ", "Delete Level" and "Inquire Level" on the "Accounting Interface" line within the Finance Module, as depicted below:



Additionally, you need to ensure that that the security role levels setting is set to "All" for "Inquire Level" on the "API Reports" line within the System Module, as depicted below.

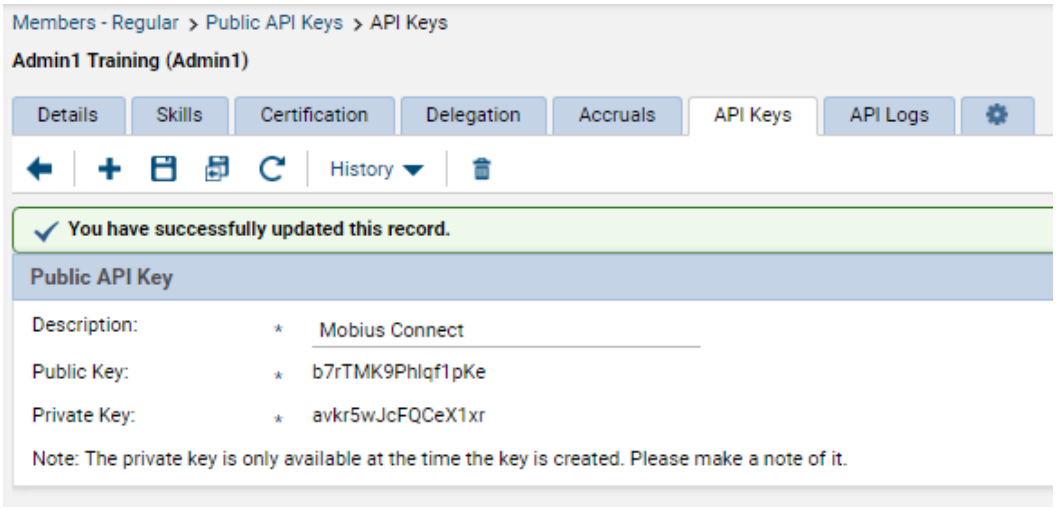


Configuration of Integrator Login

In addition to accessing the Manage Accounting System, the integration also requires credentials to access the REST API. There are two options for providing credentials to access the REST API: APIKey and MemberImpersonation

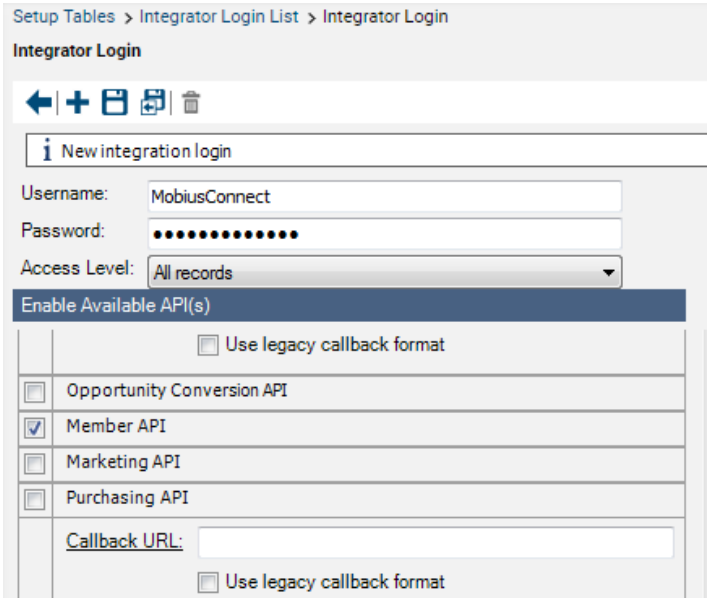
1. Option 1: APIKey Authentication

To setup APIKey Authentication in Manage, navigate to the "API Keys" tab on the member setup for accessing the Accounting System. Enter a description and click Save to generate a Public/Private key-pair. You may want to save the Private Key somewhere as it will not be visible again once you close the API Keys screen.


Members - Regular > Public API Keys > API Keys
Admin1 Training (Admin1)
Details
Skills
Certification
Delegation
Accruals
API Keys
API Logs
History
You have successfully updated this record.
Public API Key
Description: * Mobius Connect
Public Key: * b7rTMK9Phlqf1pKe
Private Key: * avkr5wJcFQCeX1xr
Note: The private key is only available at the time the key is created. Please make a note of it.

2. *Option 2: MemberImpersonation Authentication*

To setup MemberImpersonation Authentication in Manage, open the Integrator Login setup table by navigating to *System > Setup Tables* and searching for "Integrator Login". Click to create a new Integrator Login. Provide a Username and Password, select "All records" for Access Level, and click to enable the "Member API"



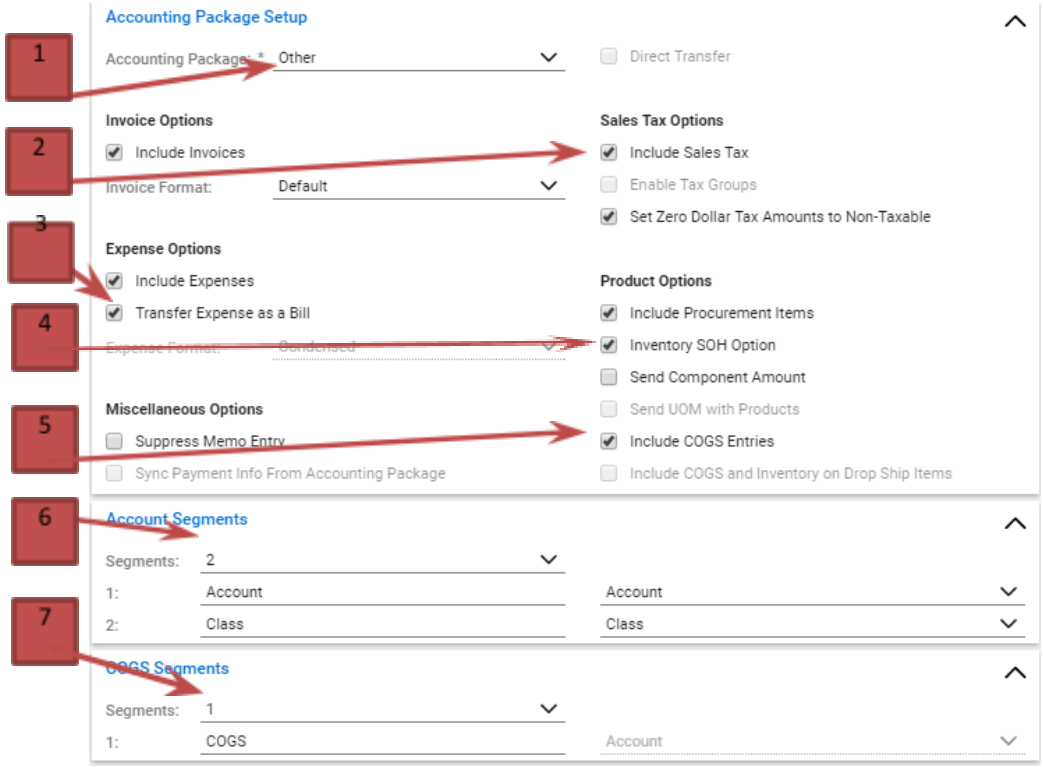
Configuration of GL Accounts

Your company will need to have their GL Accounts properly configured in order for Manage to provide the integration application with the correct information. Because this process is largely specific to your Company, the exact details of this configuration are outside of the scope of this document. Please visit the ConnectWise University before beginning to set up your GL Accounts, or speak with your ConnectWise Consultant at Consulting@ConnectWise.com for more information.

Please note that if you use a **HYPHEN** as the delimiter between multi-segmented GL Accounts in Sage 50 Accounts, you will need to contact Help@ConnectWise.com to change the API export to use a hyphen instead of the default colon.

Configuration of the Accounting Package

Once your accounts are set up, you will need to set up the Accounting Package. This describes to Manage how your accounts will be exported to Sage 50 Accounts. It has a number of options, some of which are specific to other accounting software (such as QuickBooks). You can set up this screen at *System > Setup Tables > Accounting Package* using the following steps:



1. Set the "Accounting Package Setup" dropdown to "Other."
2. In the *Sales Tax Options* section, ensure that "Include Sales Tax" is checked.
3. If you will be transferring Expenses, ensure that "Transfer Expense as a Bill" is checked.
4. In the *Product Options* section, ensure that "Inventory SOH Option" is checked.
5. If you will be transferring Costing, ensure that "Include COGS Entries" is checked.
6. In the *Account Segments* section, choose the maximum number of segments an account in your company will have. Ensure that each segment to be a part of your GL Account structure has a type of "Account." (Please note that Classes may be used in certain circumstances.)
7. In the *COGS Segments* section, choose the maximum number of segments a COGS account in your company will have. Ensure that each segment to be a part of your GL Account structure has a type of "Account."

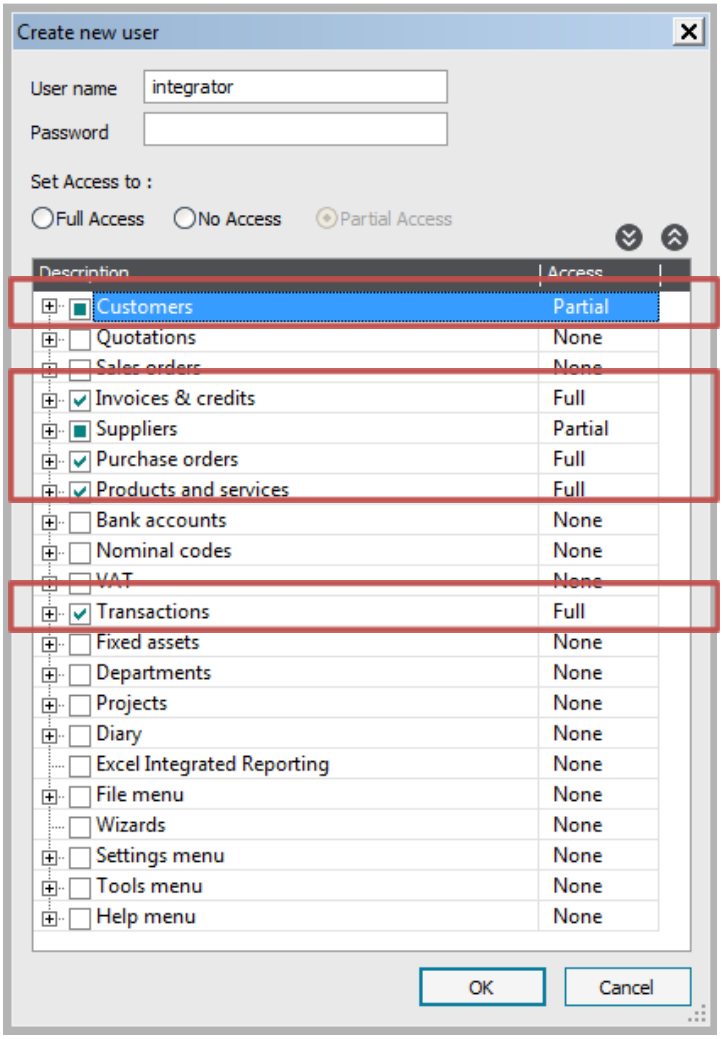
You'll notice that there are a few other options in the Accounting Package that we have not explicitly mentioned, such as "Include Invoices", "Include Expenses" and "Include Procurement Items." Some of these fields only affect the default values of the Accounting Integration screen built into Manage. This integration does not use that screen; so, these options will have no effect on the integration.

Sage 50 Accounts Configuration

Configuration of Sage Login

In order to allow the integration to successfully access Sage 50 Accounts, you will need to configure User Permissions within Sage for the integration user account.

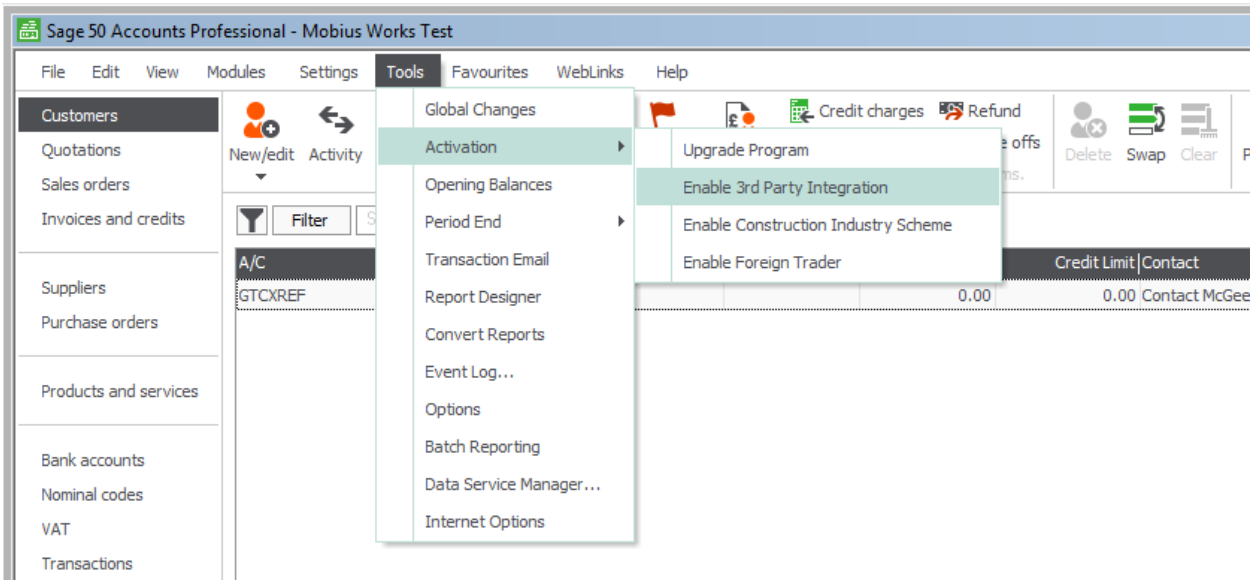
1. User should have Full Access on *Customers*, *Invoices & Credits*, *Suppliers*, *Purchase orders*, *Products and services*, *Bank accounts*, and *Transactions.*



Configuration of Third-Party Activation

If you are running version 24 or higher of Sage, then please skip this section as Sage now automatically registers enables this.

You must also obtain a license from Sage. You can do this by opening Sage 50 Accounts, and accessing the *Tools > Activation > Enable 3rd Party Integration* menu, as shown below.



A screen will pop-up and provide you a Sage phone number that you can call to obtain a 3rd Party Integration license code. Enter the code and save. Please note that this is a user-specific setting; so, if multiple users will be accessing the integration, you will need to perform this activation on each user in Sage.

This code must be obtained and entered into Sage 50 Accounts *before* you can successfully use the integration.

Mapping Corresponding Data

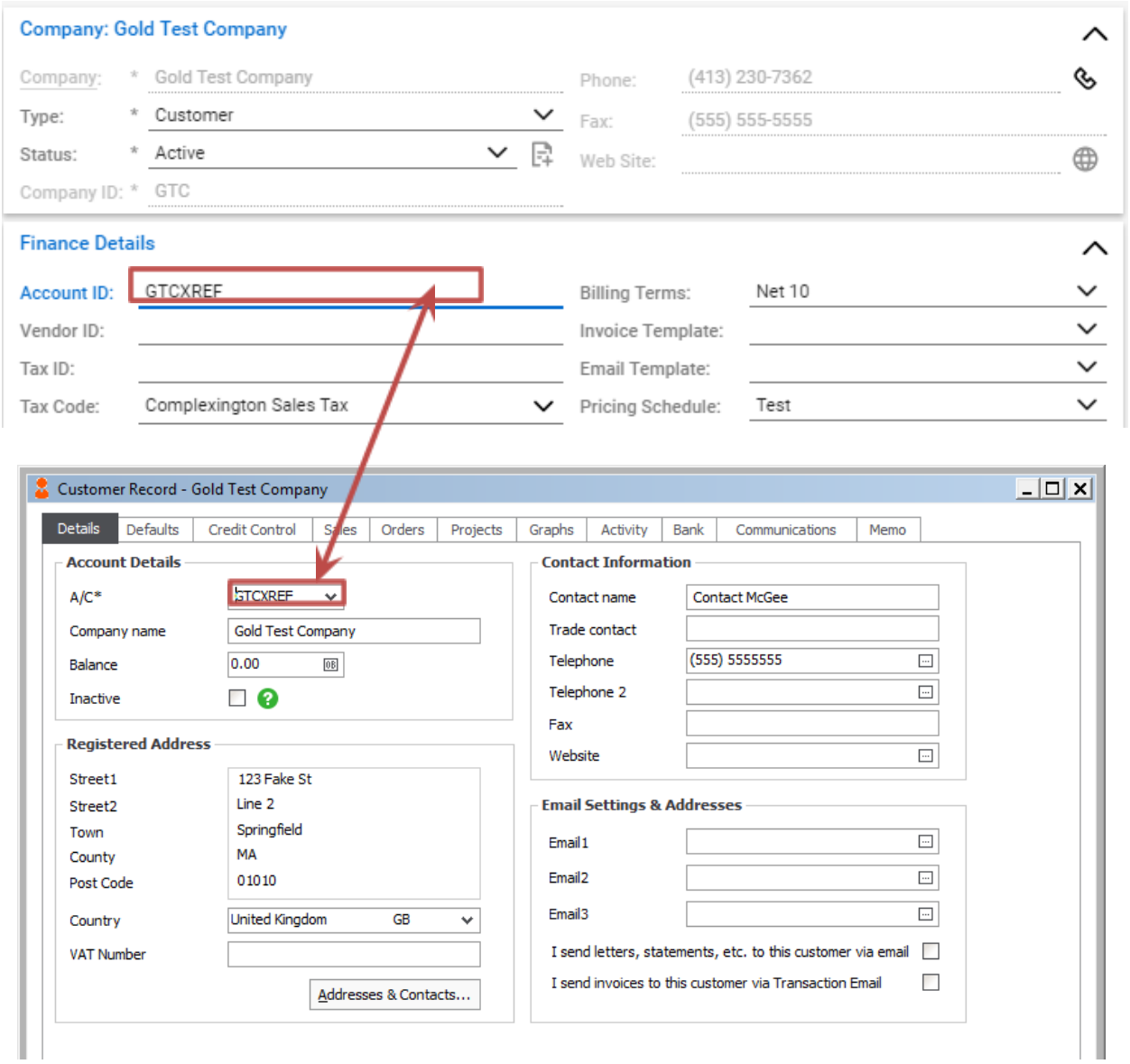
There is data in Manage that will have corresponding data in Sage 50 Accounts. For example, when you create an invoice in Manage for the Company "Acme Inc.", the integration program will need to create an Invoice in Sage 50 Accounts for the Customer "Acme Inc.". In order to know against which Sage 50 Accounts Customer this invoice will be created, Manage needs some way to associate the "Acme Inc." in Manage with the "Acme Inc." in Sage 50 Accounts. This process of associating data is known as *mapping*.

GUIDE TO INTEGRATION IMPLEMENTATION

The following sections will describe what data needs to be mapped. When an improper mapping is found, the integration program will fail before attempting to export any data, giving you the information needed to fix the mapping.

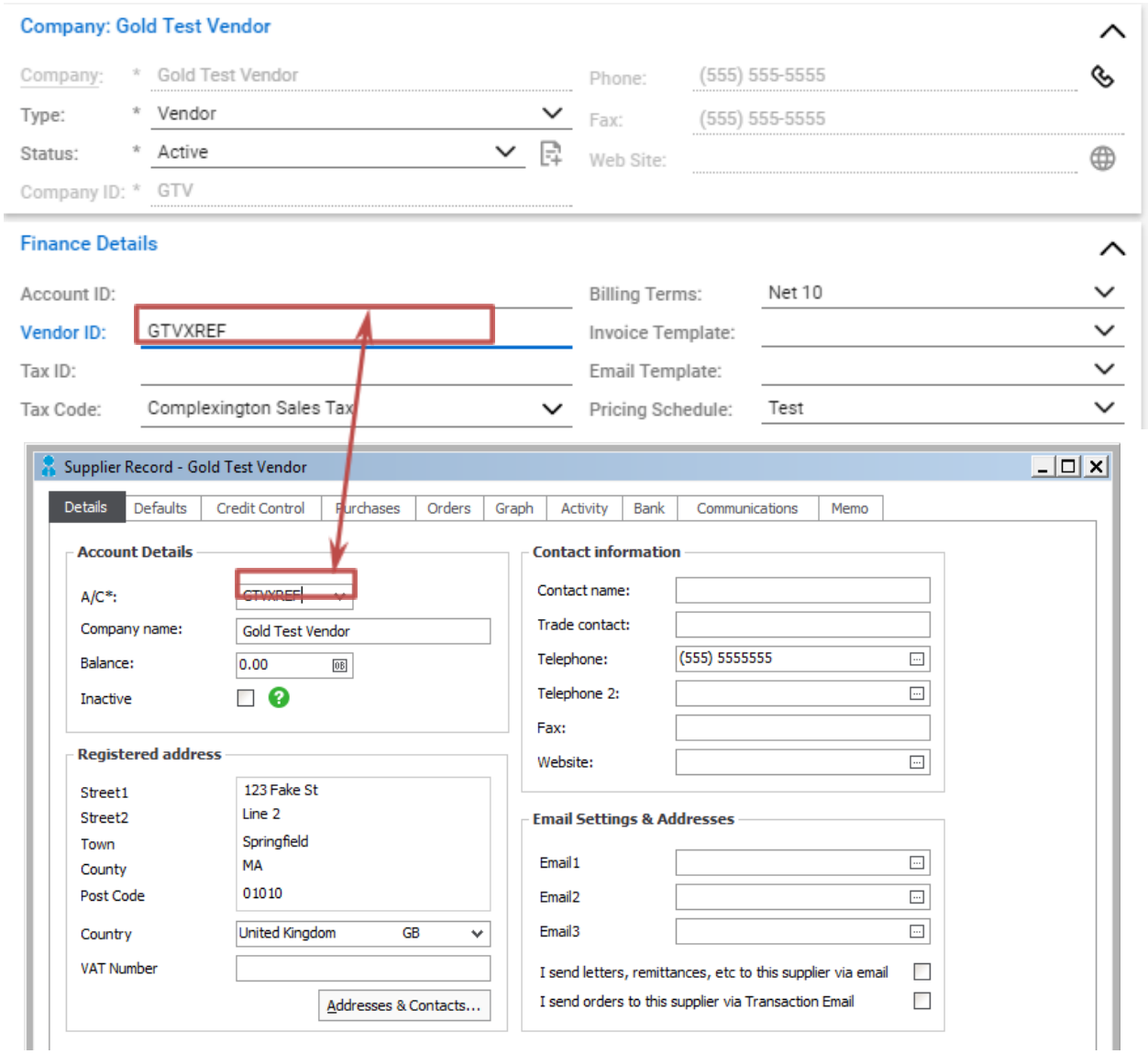
Customers

Companies in Manage are mapped to **Customers** in Sage 50 Accounts. The "Account" field on the Manage *Finance > Company Finance* screen needs to match the "A/C" field on the *Modules > Customers* screen in Sage 50 Accounts. If a Customer in Manage has an invoice to be imported into Sage 50 Accounts and the customer does not exist in Sage 50 Accounts, a new Customer will be created in Sage 50 Accounts automatically.



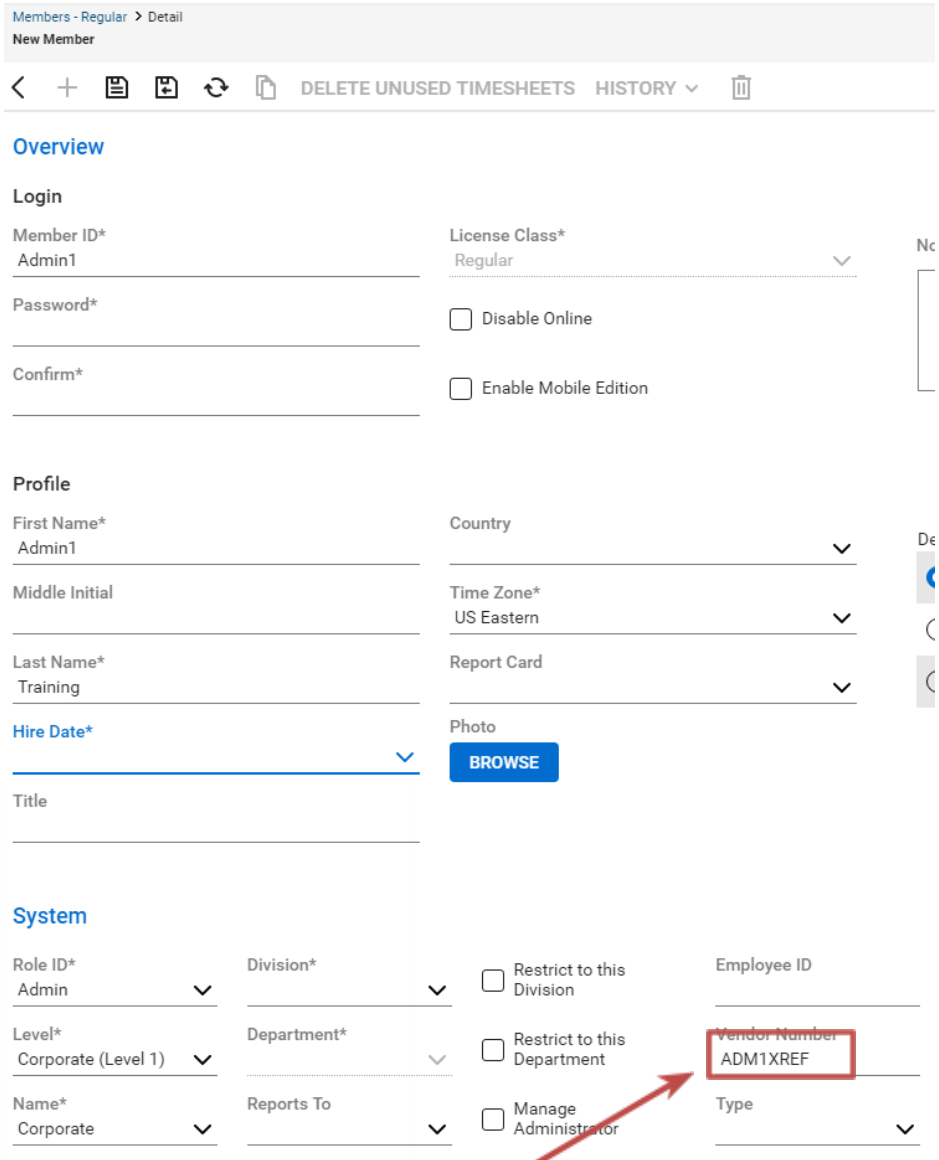
Vendors

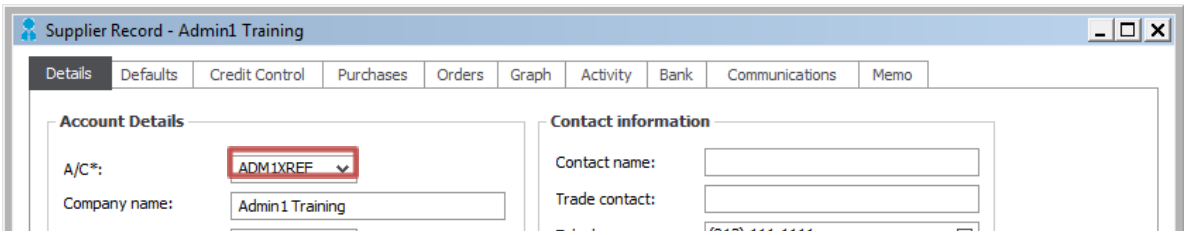
Companies flagged as Vendors in Manage are mapped to **Suppliers** in Sage 50 Accounts. The "Vendor XRef" field on the Manage *Finance > Company Finance* screen needs to match the "A/C" field on the *Modules > Suppliers* screen in Sage 50 Accounts. If a Vendor in Manage has a PO to be imported into Sage 50 Accounts and the Vendor does not exist in Sage 50 Accounts, a new Vendor will be created in Sage 50 Accounts automatically.



Members

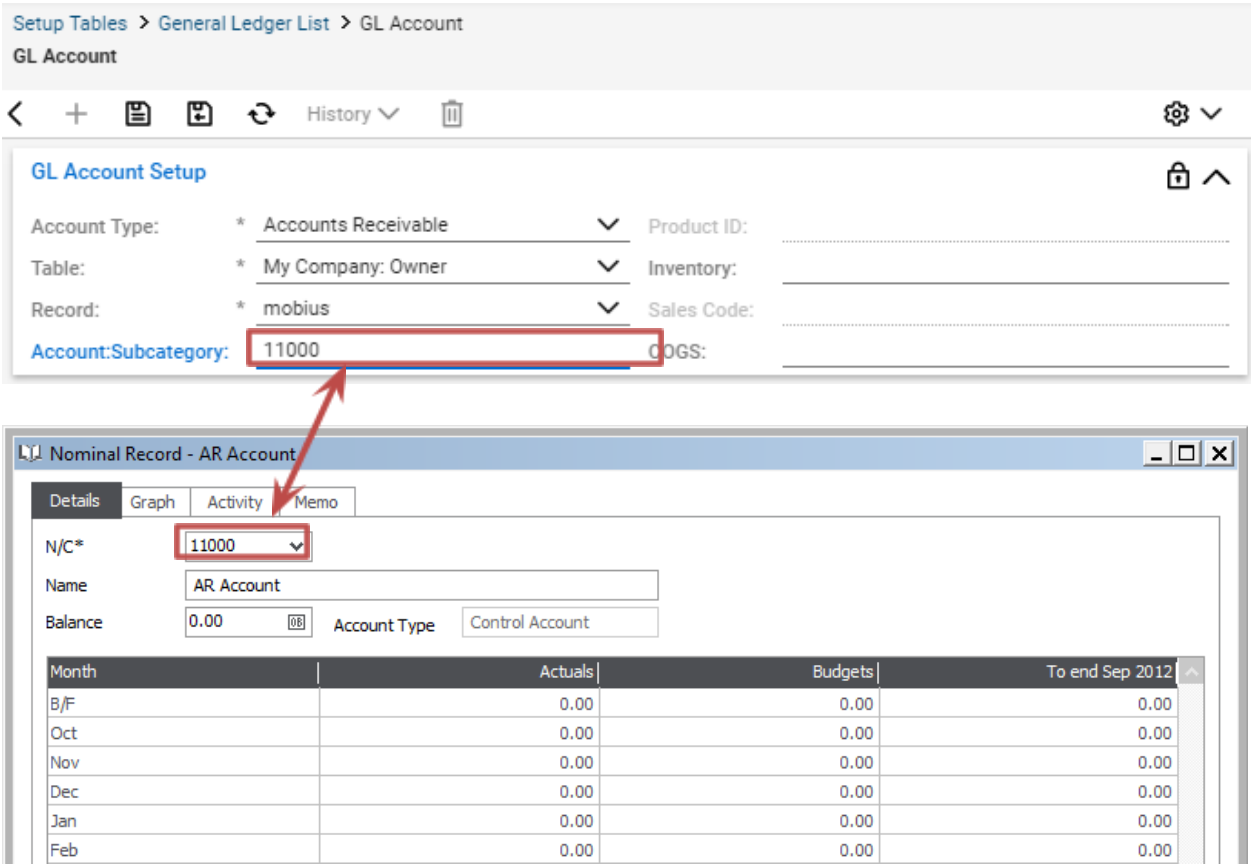
Reimbursable expenses in Manage are created as **Batch Supplier Invoices** in Sage 50 Accounts. Therefore, for each **member** with an expense, a **Supplier** will need to be set up in Sage 50 Accounts that corresponds to the Member. The "Vendor Nbr" field on the Manage *System > Members* screen needs to match the "A/C" field on the *Modules > Suppliers* screen in Sage 50 Accounts.





GL Accounts

The "Account" field on the *System > Setup Tables > GL Accounts* table in Manage must be consistent with the "N/C" field on the *Modules > Nominal Ledger* screen in Sage 50 Accounts. Note that Accounts will not be automatically created in Sage 50 Accounts if they are not found. An error message will be raised when attempting to push transactions.



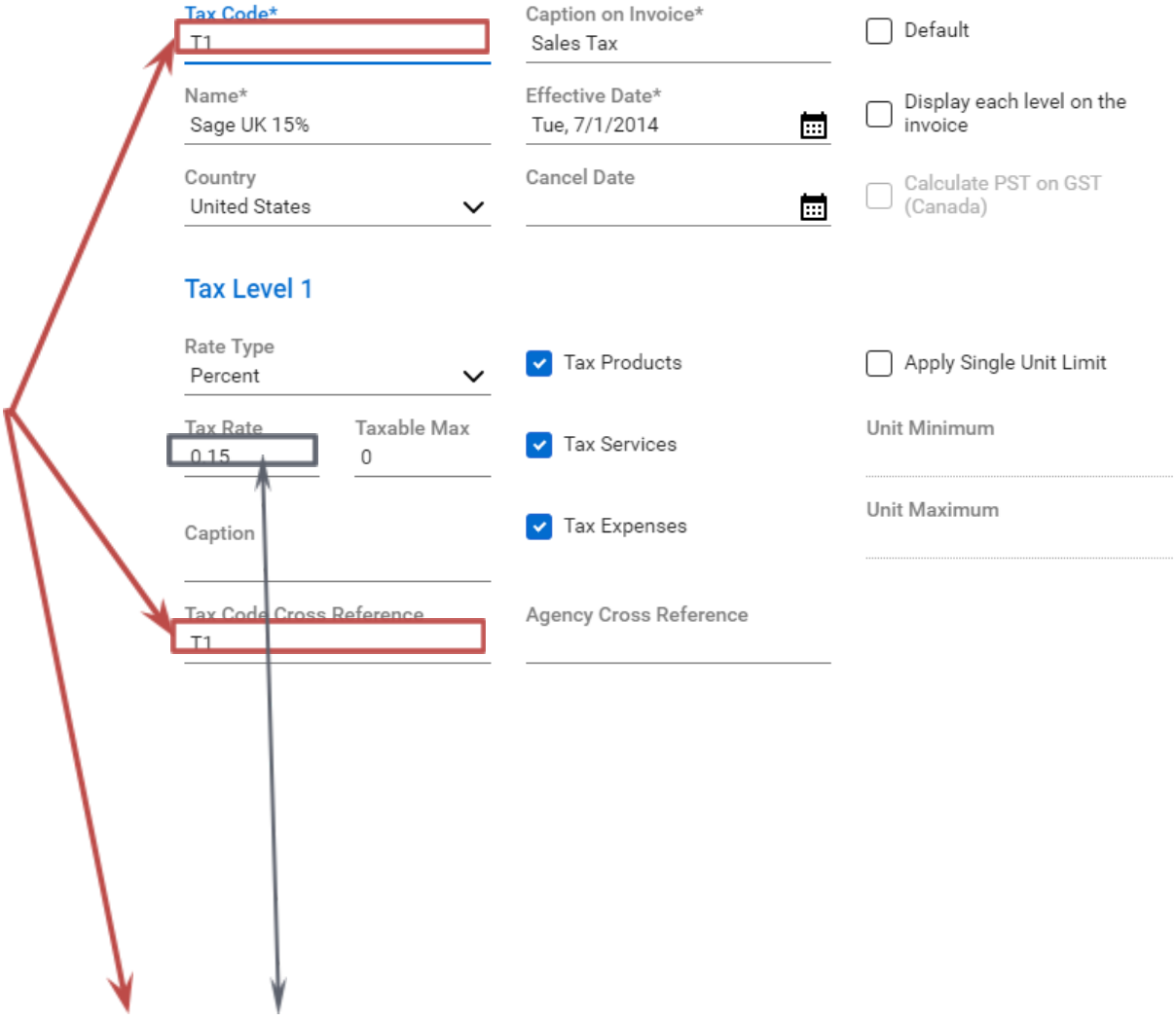
Accounts Receivable and Accounts Payable are the US terms used typically for the Debtors Control Account and Creditors Control Account respectively. Likewise, Sales Tax Payable is typically the Sales Tax Control Account.

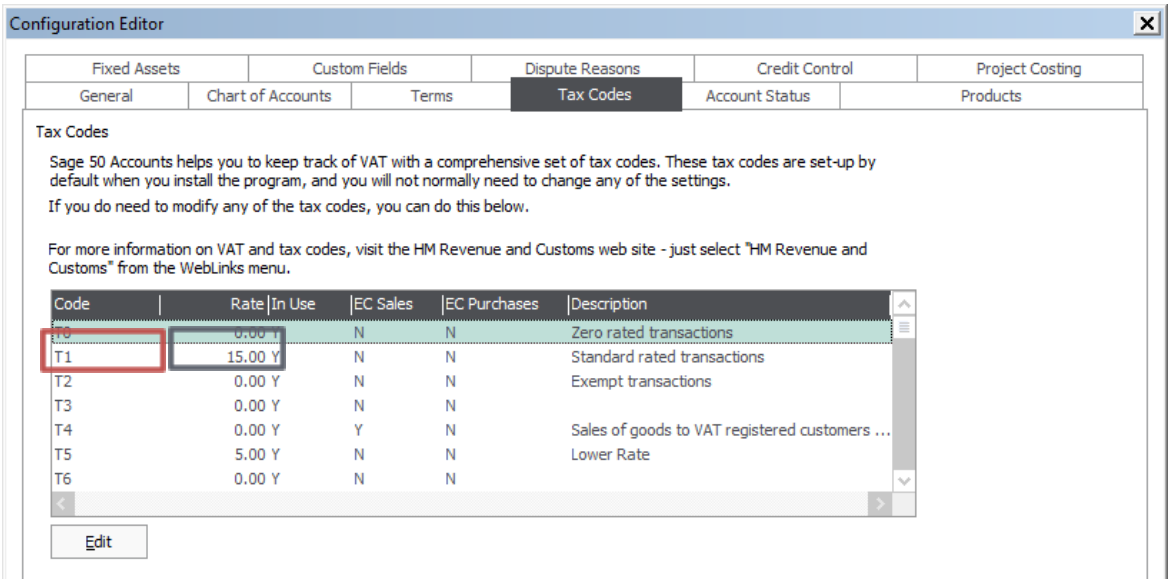
Note: Certain Nominal Codes cannot be used on Transactions. If you receive an error during batch with the message *This nominal code is a control account. To post this transaction, you must enter a valid nominal code that is not a control account,* please review the GL Entries for the transactions posting out of ConnectWise Manage to ensure none of the Sage 50 UK control accounts are in use. To view the list of current control accounts in Sage 50 UK, navigate to *Settings > Control Accounts*. See the Sage 50 documentation on control accounts for more detail.

Tax Codes

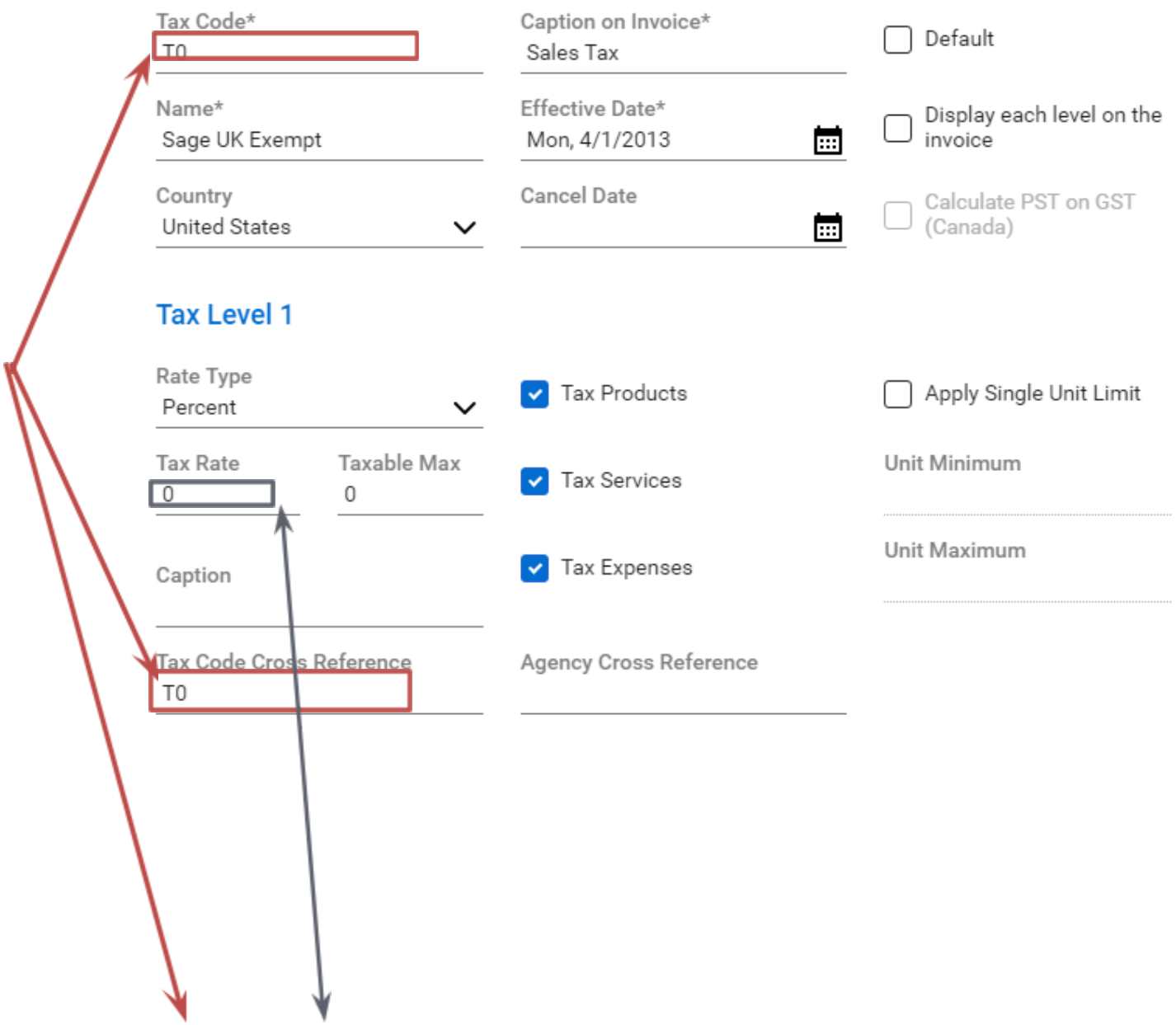
In order to allow for the proper calculation of tax in both Manage and Sage 50 Accounts, you need to map the Tax Code you have set up in Manage to the tax code you have set up in Sage 50 Accounts. Manage allows for multiple levels to be defined for each Tax Code, but you will only use the first level of the Tax Code. **Sage validates that only 1 tax level has a tax code. Multi-level tax is not supported by Sage.**

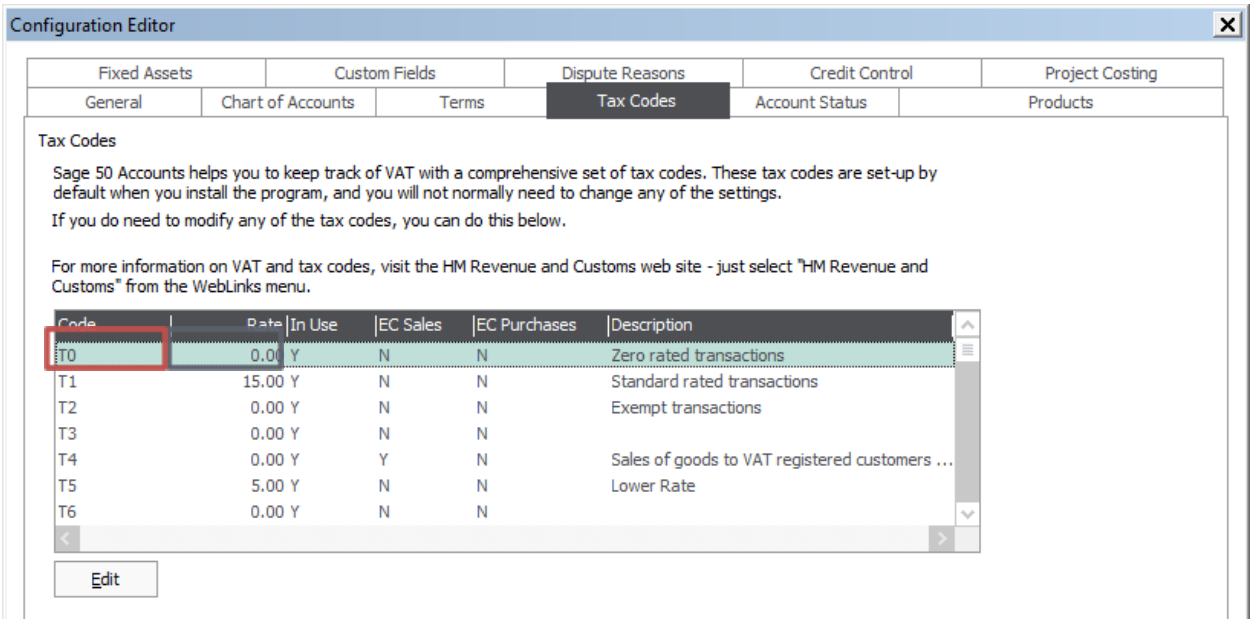
The "Tax Code Xref" field of the *System > Setup Tables > Tax Codes* screen in Manage should be consistent with the "Code" (T0, T1, etc.) in the *Settings >Configuration > Tax Codes* in Sage 50 Accounts.




Configuration Editor
Fixed Assets
Custom Fields
Dispute Reasons
Credit Control
Project Costing
General
Chart of Accounts
Terms
Tax Codes
Account Status
Products
Tax Codes
Sage 50 Accounts helps you to keep track of VAT with a comprehensive set of tax codes. These tax codes are set-up by default when you install the program, and you will not normally need to change any of the settings.
If you do need to modify any of the tax codes, you can do this below.
For more information on VAT and tax codes, visit the HM Revenue and Customs web site - just select "HM Revenue and Customs" from the WebLinks menu.
Code Rate In Use EC Sales EC Purchases Description
T0 0.00 Y N N Zero rated transactions
T1 15.00 Y N N Standard rated transactions
T2 0.00 Y N N Exempt transactions
T3 0.00 Y N N
T4 0.00 Y Y N Sales of goods to VAT registered customers ...
T5 5.00 Y N N Lower Rate
T6 0.00 Y N N
Edit

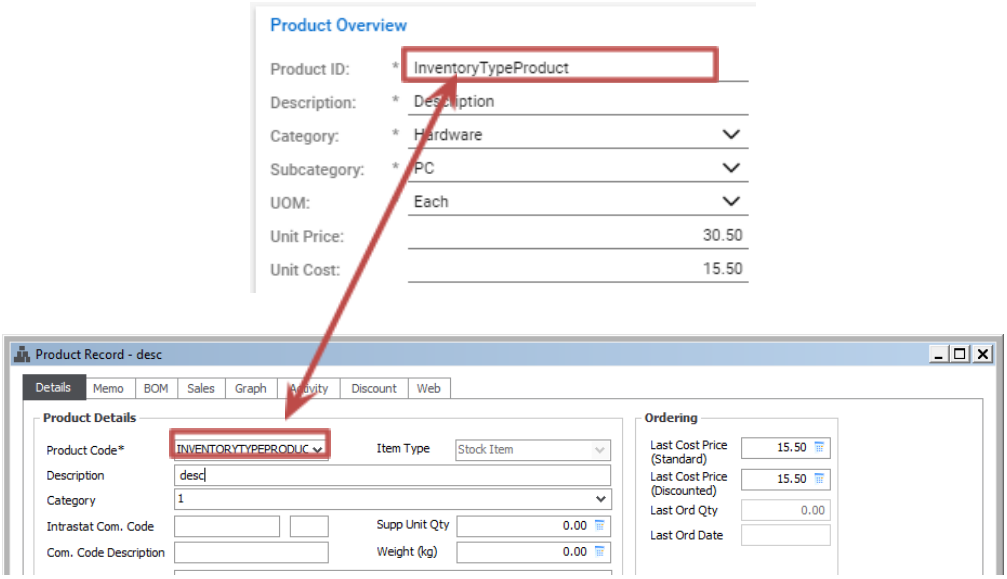
When dealing with "Tax Exempt" tax rates, you will still need to fill the first Tax Code XRef field to match the Tax Group in Sage 50 Accounts. The following is an example of a Tax Exempt setup:




Configuration Editor
Fixed Assets
Custom Fields
Dispute Reasons
Credit Control
Project Costing
General
Chart of Accounts
Terms
Tax Codes
Account Status
Products
Tax Codes
Sage 50 Accounts helps you to keep track of VAT with a comprehensive set of tax codes. These tax codes are set-up by default when you install the program, and you will not normally need to change any of the settings.
If you do need to modify any of the tax codes, you can do this below.
For more information on VAT and tax codes, visit the HM Revenue and Customs web site - just select "HM Revenue and Customs" from the WebLinks menu.
Code Rate In Use EC Sales EC Purchases Description
T0 0.00 Y N N Zero rated transactions
T1 15.00 Y N N Standard rated transactions
T2 0.00 Y N N Exempt transactions
T3 0.00 Y N N
T4 0.00 Y Y N Sales of goods to VAT registered customers ...
T5 5.00 Y N N Lower Rate
T6 0.00 Y N N
Edit

Products

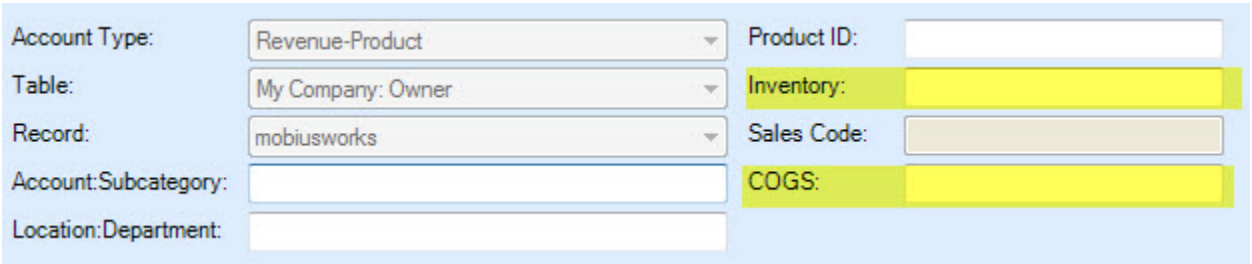
If you have Products in Manage that you keep track of, then the "Product" field on the *Procurement > Product Catalog* screen in Manage must be consistent with the "Product Code" field on the *Modules > Products* screen in Sage 50 Accounts.



If a Product in Manage (on an Invoice or PO) is not found in Sage 50 Accounts, it will be automatically created. To accomplish this proceed with the following steps:

First, to create products, we need a bit more information from ConnectWise; so, the Inventory and COGS Accounts will need to be populated. Here's what you do:

1. Go to Setup Tables > GL Accounts
2. Find all Account Types for Products
3. In each Product account type, please fill in the Inventory and COGS accounts



Once those fields have been updated, then you should be good to go!

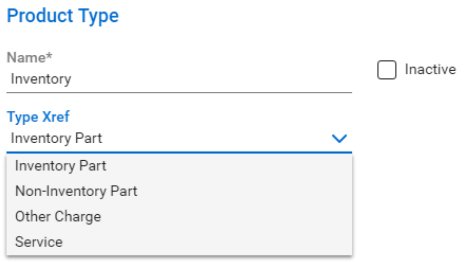
Please note that the integration does not support serialization of products; so, any serialized products in Manage will be created in Sage 50 Accounts as non-serialized.

Product Item Type

There are 4 different Item Types in Sage: Stock Item, Non-Stock Item, Service Item, and Description Only. In Manage, there are 4 different "Type Xref" values from which to choose when defining a Product Type: Inventory Part, Non-Inventory Part, Other Charge, and Service. These XRef values dictate which item type will be created in Sage. The following table illustrates these mappings.

Manage	Sage 50 Accounts
Inventory Part	Stock Item
Non-Inventory Part	Non-Stock
Other Charge	Service Item
Service	Description Only

The "Type Xref" can be set in Manage *System* > *Setup Tables* > *Product Types*.

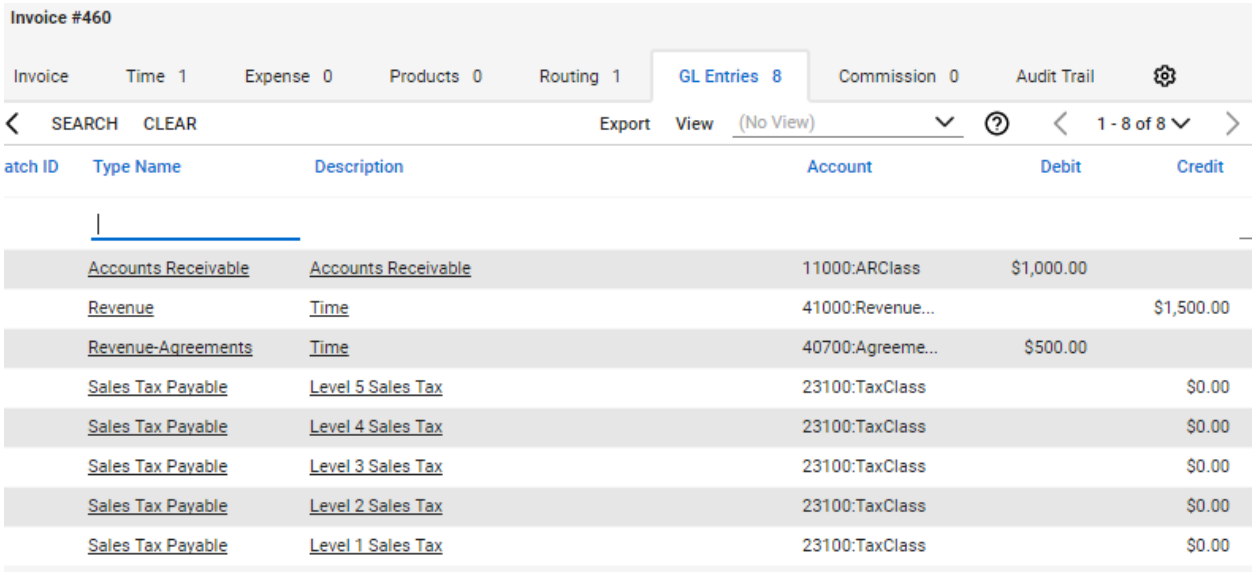


Receivable Invoices

With Split Invoicing Enabled

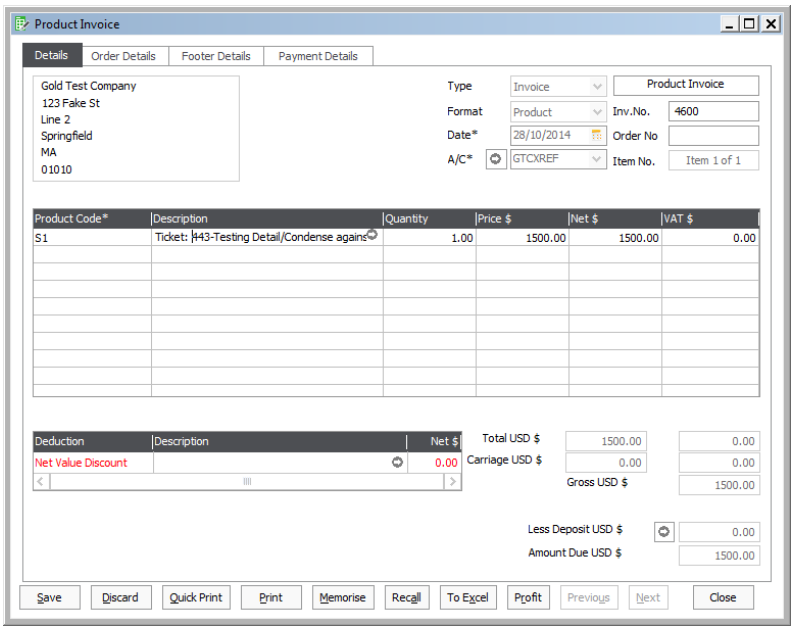
The default option when transferring invoices from Manage to Sage 50 Accounts will use the integration's "Split Invoicing Module". Due to limitations with Sage 50 Accounts, when transferring receivable invoices, the integration will group all positive and negative lines and create two separate invoices in Sage. A "0" will be appended to the invoice number with all positive invoice lines, and a 1 will be appended to the invoice credit memo with all negative lines. This is due to a limitation in Sage 50 Accounts that prevents posting invoices with lines that have negative amounts. As an example, this can happen when creating an invoice that has billable time applied against an agreement. In this situation, the integration will create a credit memo in Sage 50 Accounts for all negative lines, and an invoice containing all the positive lines. If a Manage invoice has an invoice number of 460, an invoice of 4600 and a credit memo of 4601 will be created in Sage 50 Accounts. This ensures that all data coming from Manage posts correctly in Sage 50 Accounts.

Manage Invoice 460 will become Invoice 4600 and Credit Memo 4601 in Sage 50 Accounts.

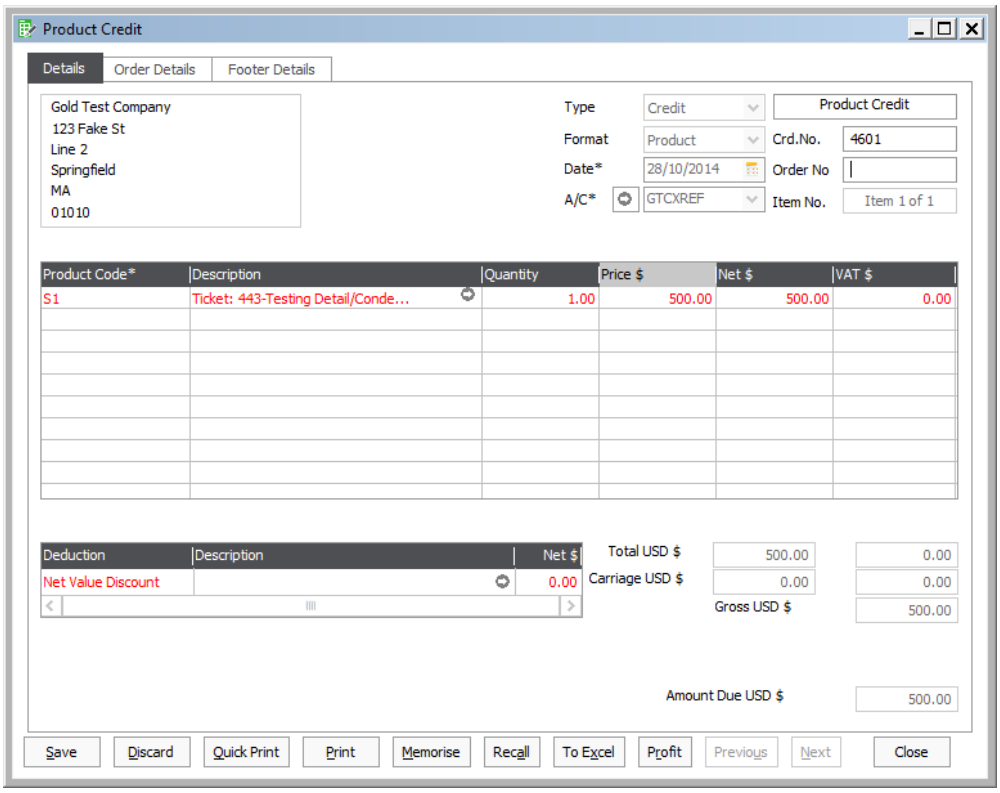


atch ID	Type Name	Description	Account	Debit	Credit
	Accounts Receivable	Accounts Receivable	11000:ARClass	$1,000.00	
	Revenue	Time	41000:Revenue...		$1,500.00
	Revenue-Agreements	Time	40700:Agreeme...	$500.00	
	Sales Tax Payable	Level 5 Sales Tax	23100:TaxClass		$0.00
	Sales Tax Payable	Level 4 Sales Tax	23100:TaxClass		$0.00
	Sales Tax Payable	Level 3 Sales Tax	23100:TaxClass		$0.00
	Sales Tax Payable	Level 2 Sales Tax	23100:TaxClass		$0.00
	Sales Tax Payable	Level 1 Sales Tax	23100:TaxClass		$0.00

Sage 50 Accounts Invoice 4600



Sage 50 Accounts Credit Memo 4601



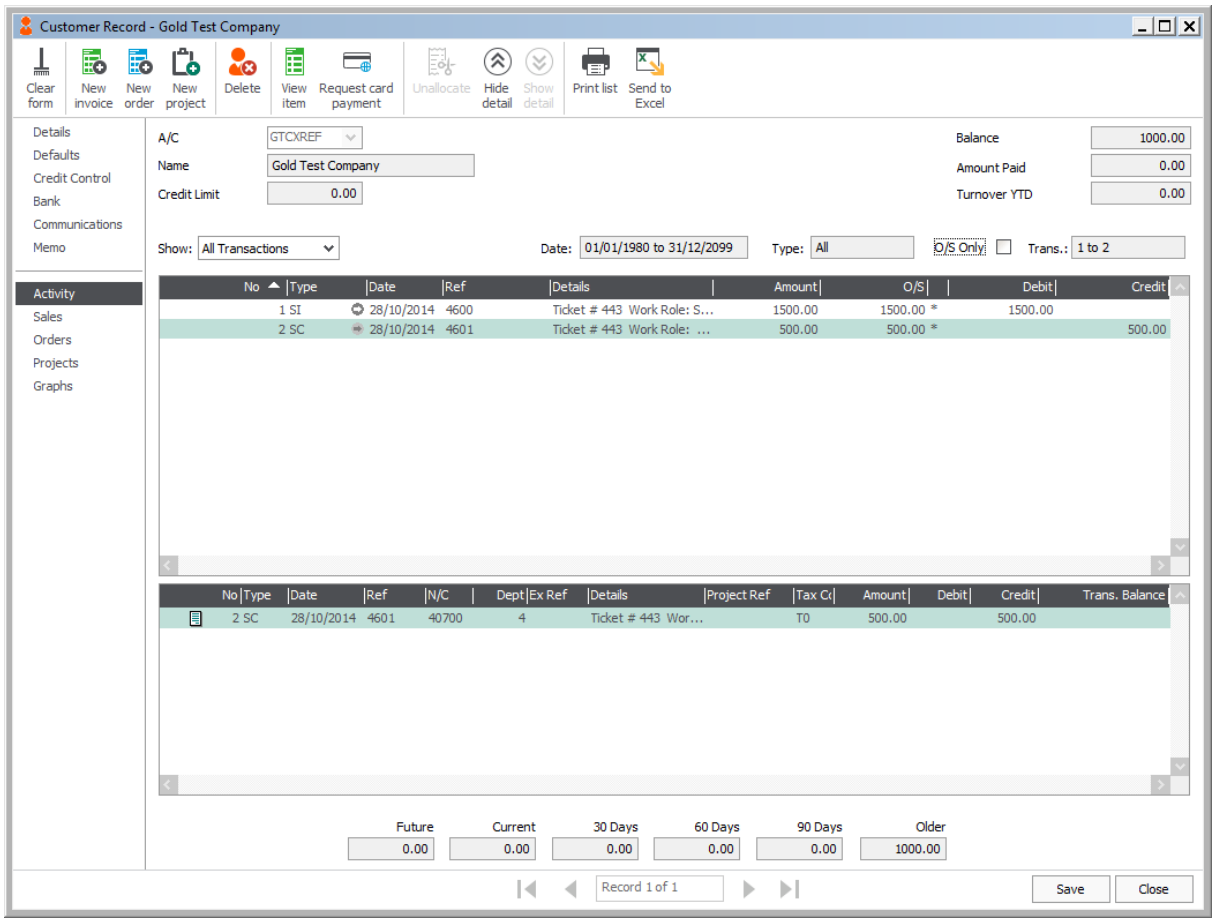
Date: 18/11/2014
Time: 13:18:45

Mobius Works Test
Update Ledgers

Page: 1

Inv	Type	Tran	Date	A/C	N/C	Stock Code	Details	Quantity	Net	Tax	Gross
4600	SI	8	28/10/2014	GTCXREF	41000	S1	Ticket: 443-Testing Detail/Condense against agreement	1.00	1,500.00	0.00	1,500.00
							Total for Invoice 4600		1,500.00	0.00	1,500.00
4601	SC	9	28/10/2014	GTCXREF	40700	S1	Ticket: 443-Testing Detail/Condense against agreement	1.00	-500.00	0.00	-500.00
							Total for Invoice 4601		-500.00	0.00	-500.00
							Grand Total for All:		1,000.00	0.00	1,000.00

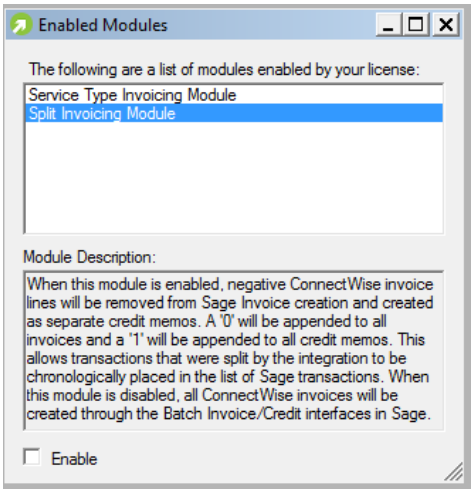
Sage Activity Shows as SI 4600 and SC 4601



The integration will append a “0” to all invoices and a “1” to all generated invoice credit memos such that split invoices will sit next to each other chronologically. It is a limitation of Sage 50 Accounts to not allow creating an invoice and a credit memo with the same invoice number.

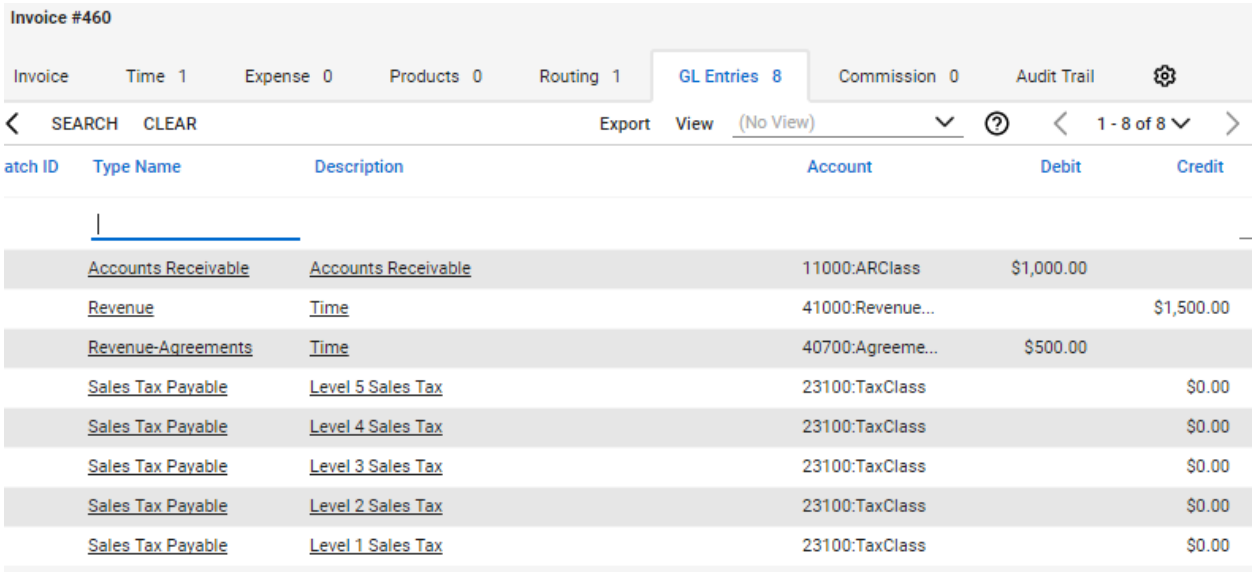
With Split Invoicing Disabled

If your needs require invoice numbers to NOT be altered by the integration during transfer into Sage 50 Accounts, the "Split Invoicing Module" can be disabled from within the integration by navigating to *Options > View Modules > Split Invoicing Module* and uncheck the enable checkbox.



When the Split Invoicing Module is disabled, the integration will use the Customer Batch Invoice/Credit interfaces to Post directly to the GL. This allows the integration to specify the same reference (invoice) number for Manage transactions that would normally be split by the integration. The limitation with this approach is that Sage 50 Accounts will NOT create an invoice that can be viewed from the "Invoice and credits" interface. This option is recommended if you are invoicing out of Manage and need your transferred invoice numbers to not be altered by the integration.

Manage Invoice 460 will transfer as SI and SC 460 (Sales Invoice/Credit)



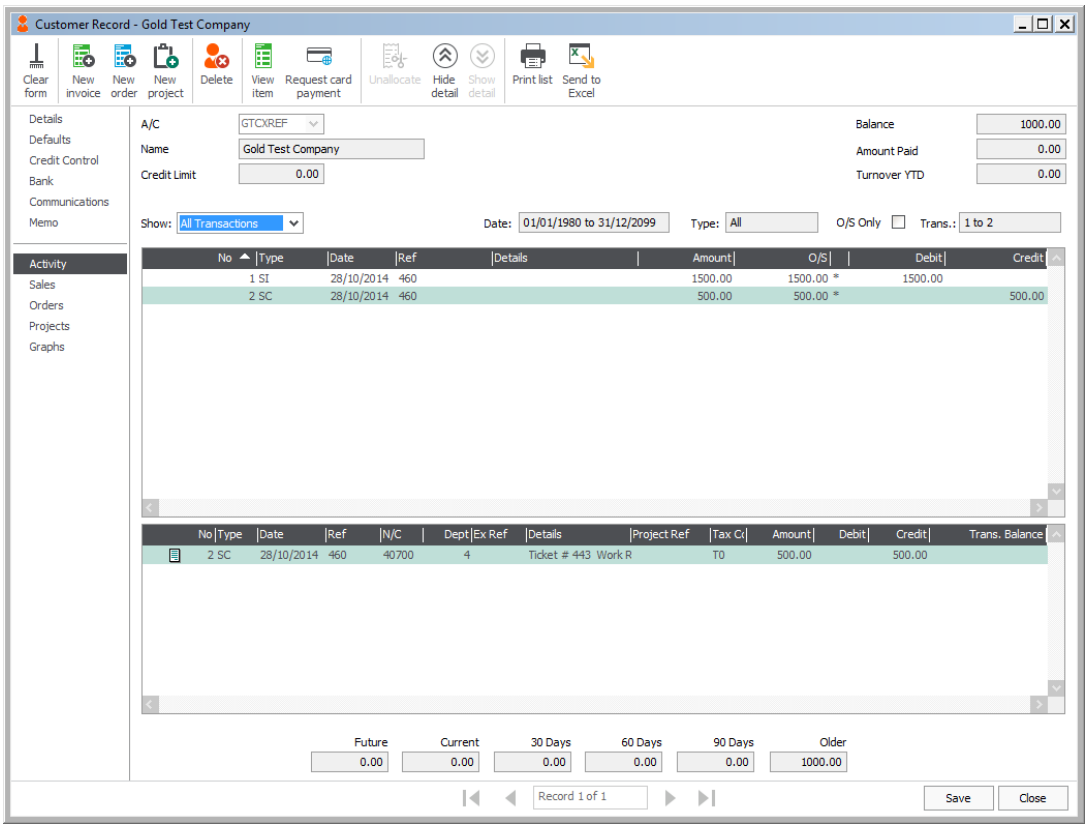
Invoice #460

Invoice | Time 1 | Expense 0 | Products 0 | Routing 1 | GL Entries 8 | Commission 0 | Audit Trail

SEARCH CLEAR Export View (No View) 1 - 8 of 8

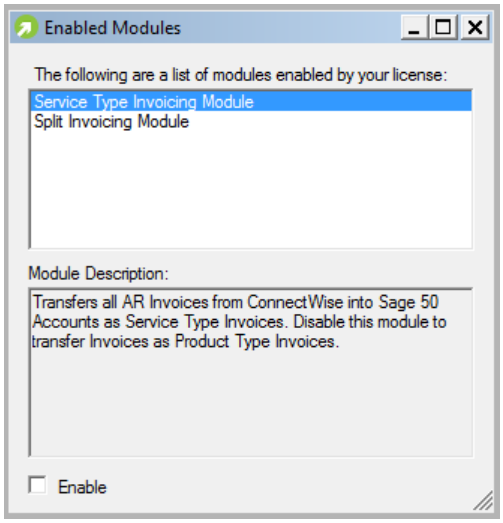
atch ID	Type Name	Description	Account	Debit	Credit
	Accounts Receivable	Accounts Receivable	11000:ARClass	$1,000.00	
	Revenue	Time	41000:Revenue...		$1,500.00
	Revenue-Agreements	Time	40700:Agreeme...	$500.00	
	Sales Tax Payable	Level 5 Sales Tax	23100:TaxClass		$0.00
	Sales Tax Payable	Level 4 Sales Tax	23100:TaxClass		$0.00
	Sales Tax Payable	Level 3 Sales Tax	23100:TaxClass		$0.00
	Sales Tax Payable	Level 2 Sales Tax	23100:TaxClass		$0.00
	Sales Tax Payable	Level 1 Sales Tax	23100:TaxClass		$0.00

Sage Activity shows as SI and SC 460



With Service Type Invoicing Enabled

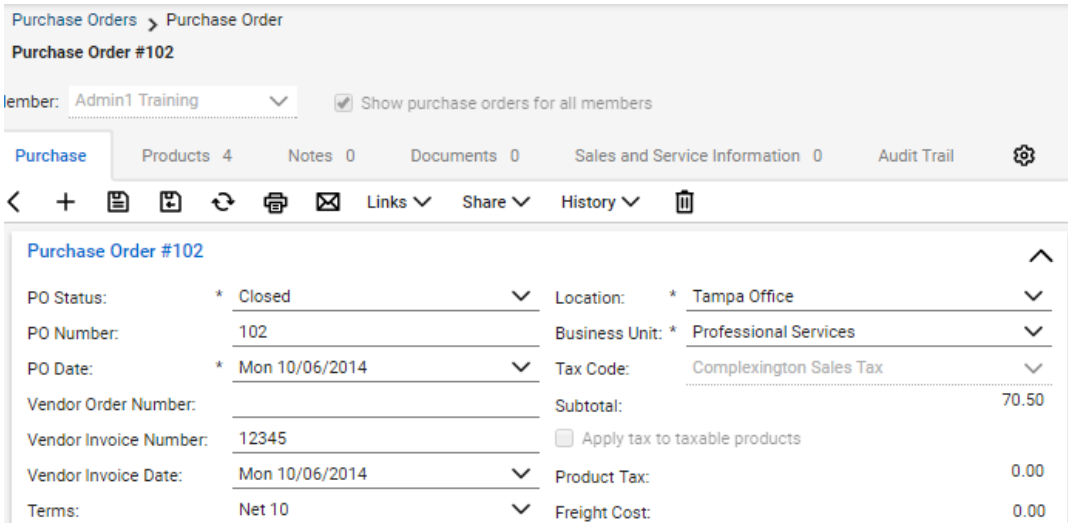
Enable the Service Type Invoicing Module if you'd like to transfer Invoices from Manage into Sage 50 Accounts as Service type invoices. The "Service" invoice format will be used, products will not be referenced, and the Manage GL Account will map to the Sage 50 Accounts Nominal code.


Enabled Modules
The following are a list of modules enabled by your license:
Service Type Invoicing Module
Split Invoicing Module
Module Description:
Transfers all AR Invoices from ConnectWise into Sage 50 Accounts as Service Type Invoices. Disable this module to transfer Invoices as Product Type Invoices.
Enable

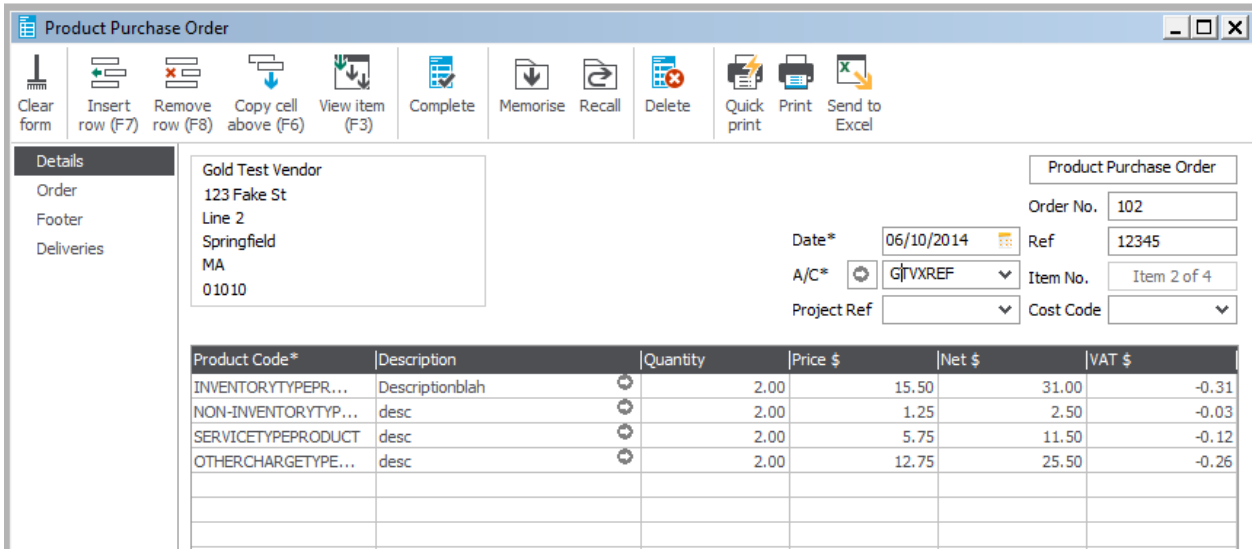
Payable Invoices

When transferring Item Receipts from Manage to Sage 50 Accounts, the Manage "PO Number" will be used as the Sage 50 Accounts "Order No." It is not required to supply a "Vendor Invoice #" when creating Purchase Orders in Manage, nor is it required in Sage 50 Accounts. However, if a vendor invoice number is supplied when creating a Purchase Order in Manage, it will be applied to the "Ref" field in Sage 50 Accounts.

ConnectWise PO #102 with Vendor Invoice #12345

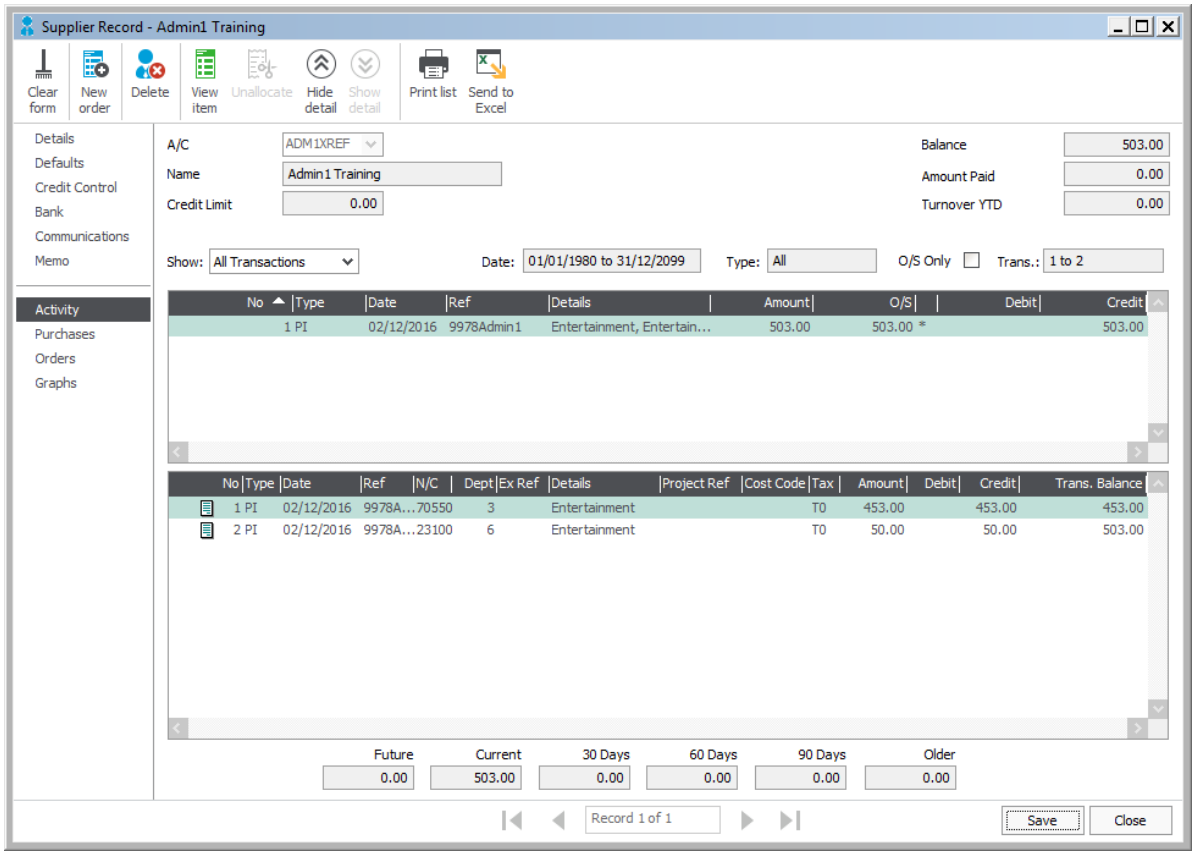


Creates Sage 50 Accounts PO #102 with Ref 12345



Expenses

Expenses in Manage will be mapped to the **Supplier Batch Invoice** interface in Sage 50 Accounts. Each Expense detail will map to a Sage 50 Accounts Nominal Code, including Tax. The example below illustrates an expense of $453 to N/C 70550 with $50 tax to N/C 23100 against Supplier Admin1 Training.



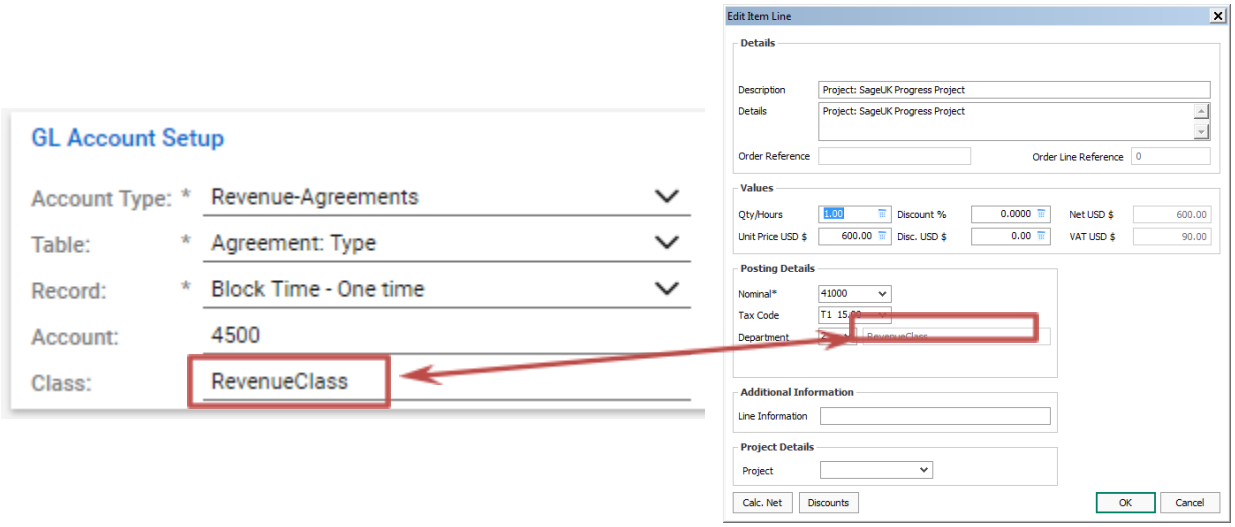
Non-Reimbursable Expenses

Non-billable, non-reimbursable expenses do not transfer with Expense as Bill option. However Sage 50 UK does not support transfer without the Expense as Bill option.

Non reimbursable expenses need to be batched manually in ConnectWise to clear it out of the unposted transaction list.

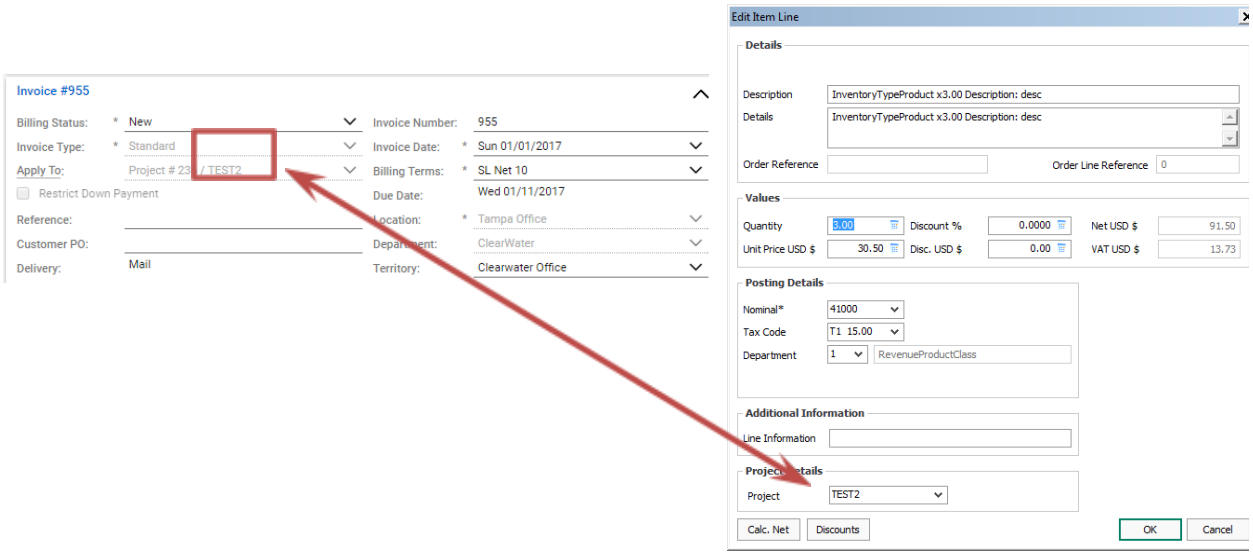
Department Codes

GL Account Classes in Manage can be mapped to **Department Codes** in Sage 50 Accounts if the department code already exists in Sage 50 Accounts. The Manage GL Account mapping to a Sage 50 Accounts Nominal code can be given a class in Manage. This class will map to a Sage 50 Accounts Department Code. In the below case, the "RevenueClass" Manage class value for GL Account 41000 has mapped to the Sage 50 Accounts Department "RevenueClass".



Project Codes

Project Names on Invoices in Manage can be mapped to **Project Codes** in Sage 50 Accounts if the project already exists in Sage 50 Accounts. In the below example, the Service Type invoice line detail maps to Project "TEST2". Manage Project Names must adhere to the character limit of 12 for Sage 50 Accounts Projects.

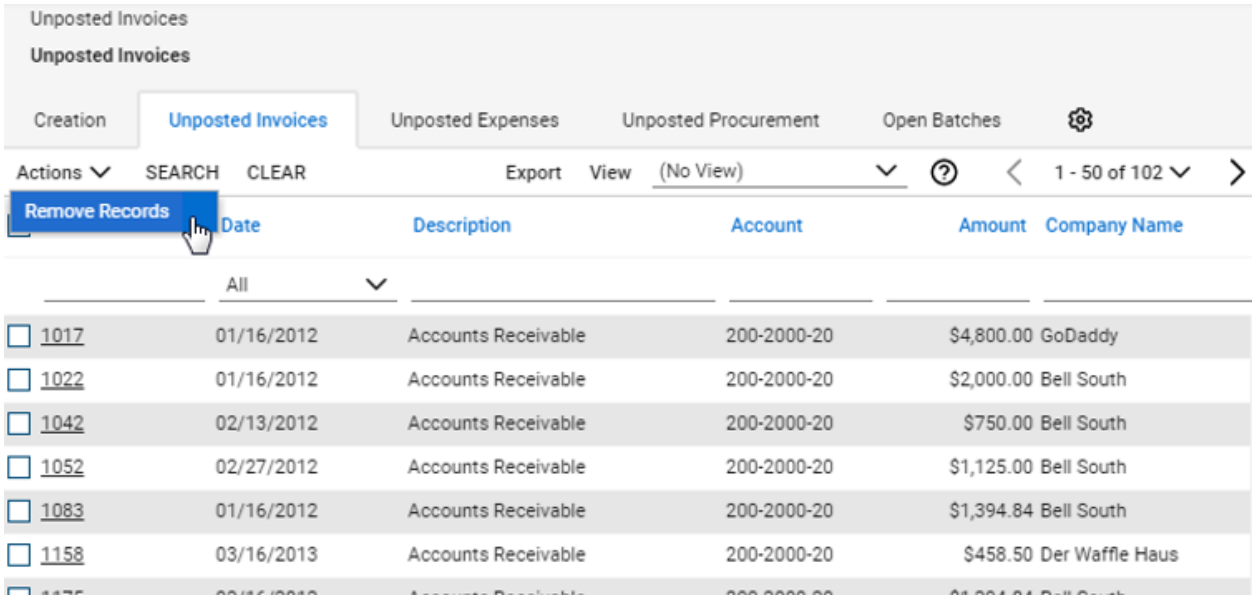

Invoice #955
Billing Status: * New
Invoice Type: * Standard
Apply To: Project # 23 / TEST2
Restrict Down Payment
Reference:
Customer PO:
Delivery: Mail
Invoice Number: 955
Invoice Date: * Sun 01/01/2017
Billing Terms: * SL Net 10
Due Date: Wed 01/11/2017
Location: * Tampa Office
Department: ClearWater
Territory: Clearwater Office
Edit Item Line
Details
Description InventoryTypeProduct x3.00 Description: desc
Details InventoryTypeProduct x3.00 Description: desc
Order Reference
Order Line Reference 0
Values
Quantity 3.00
Discount % 0.0000
Net USD $ 91.50
Unit Price USD $ 30.50
Disc. USD $ 0.00
VAT USD $ 13.73
Posting Details
Nominal* 41000
Tax Code T1 15.00
Department 1 RevenueProductClass
Additional Information
Line Information
Project Details
Project TEST2
Calc. Net
Discounts
OK
Cancel

Clearing Transactions

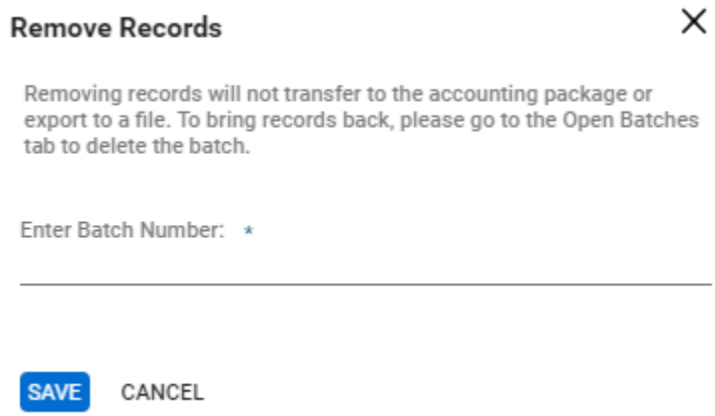
If you do not have any transactions in Manage that you have already exported to an accounting package, you can skip this section.

If you currently have transactions in Manage that you have either manually created in Sage 50 Accounts (or otherwise created in accounting software, and therefore have no need to account for them in Sage 50 Accounts), you will not want the integration application to export those transactions into Sage 50 Accounts again.

To remove unnecessary records from Manage so that the integration does not attempt to export them, navigate to the *Finance > Accounting Interface*. Go to the Unposted tab to remove unnecessary records. Select the transactions, then click “Actions” > “Remove Records”.



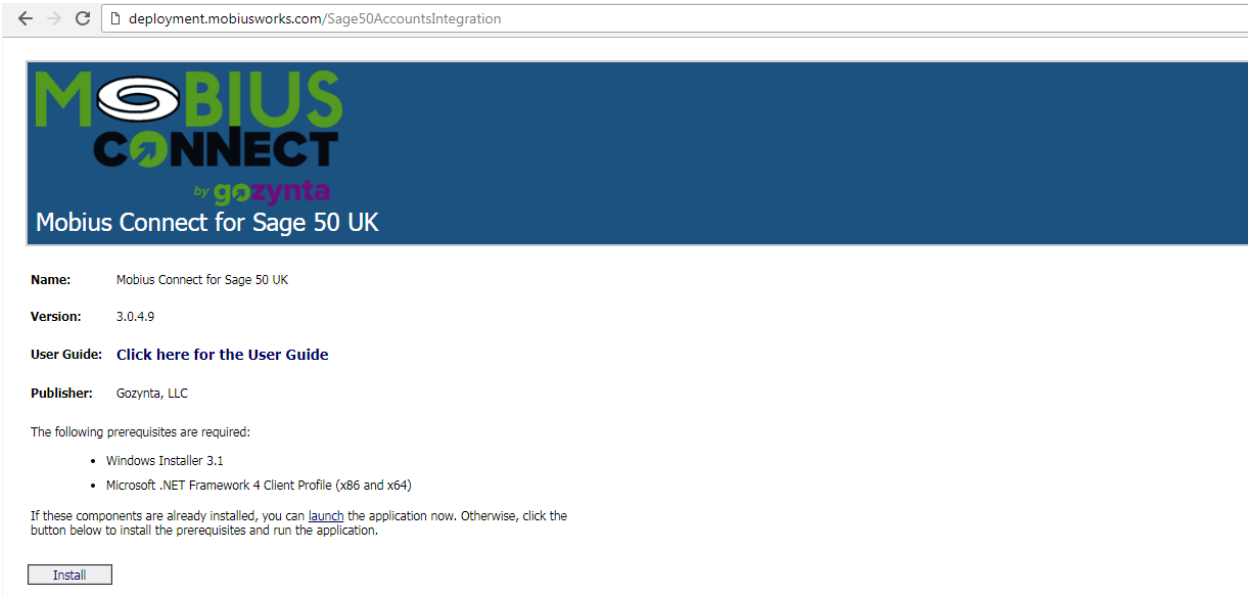
You will receive a pop up to confirm this action. Please enter a Batch Number and click “Save”.


Remove Records
Removing records will not transfer to the accounting package or export to a file. To bring records back, please go to the Open Batches tab to delete the batch.
Enter Batch Number: *
SAVE
CANCEL

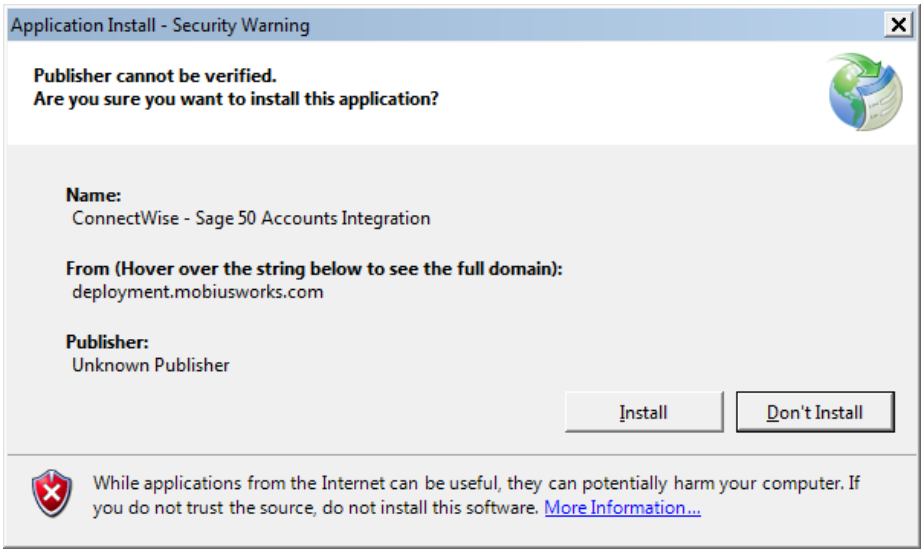
Installation

To install the Mobius Connect for Sage 50 UK Integration, follow the instructions below. Note that the steps and screen shots are from a machine that already had the .NET Framework installed. Also, the browser in the examples is Internet Explorer.

1. Go to the installation page: deployment.mobius-connect.com/Sage50AccountsIntegration.

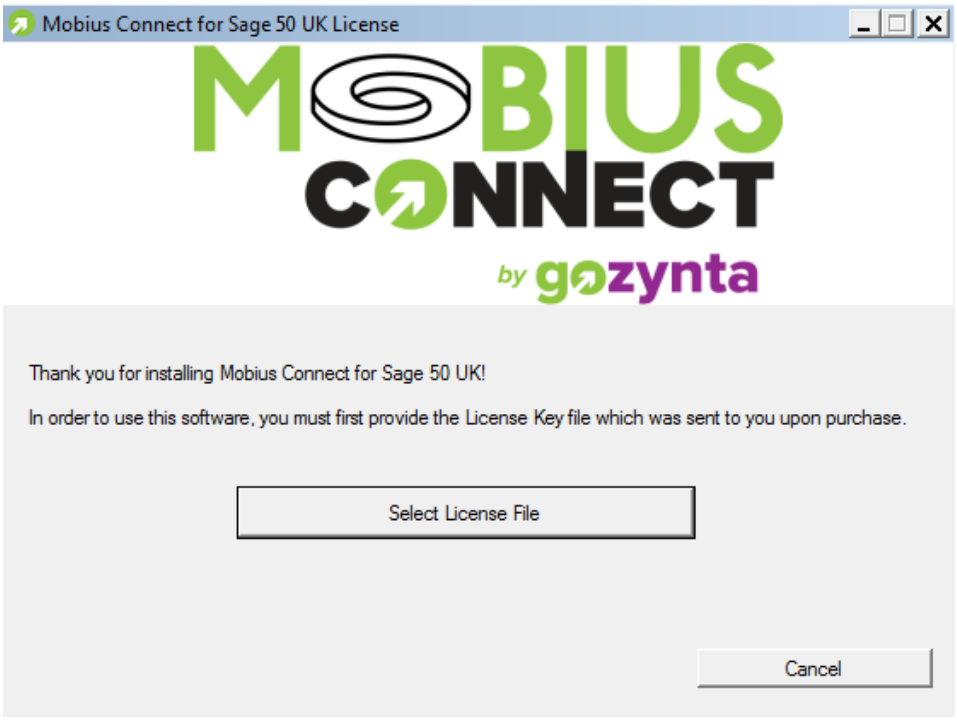


2. Click **Install**.



The installation creates a Mobius Connect for Sage 50 UK Integration desktop icon.

The application will open immediately after installation. You will be required to activate the integration with the license key file. Click “Select License File” to install your license file and activate the integration.

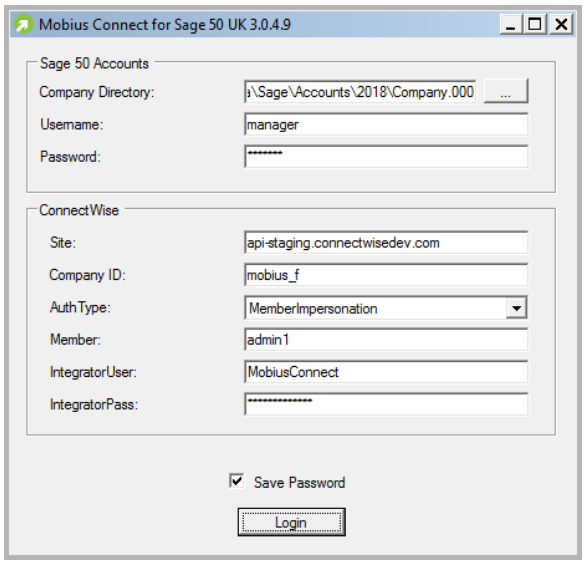


If you do not have a license file, please contact your ConnectWise Account Manager at AccountManager@ConnectWise.com.

Using the Application

Logging In

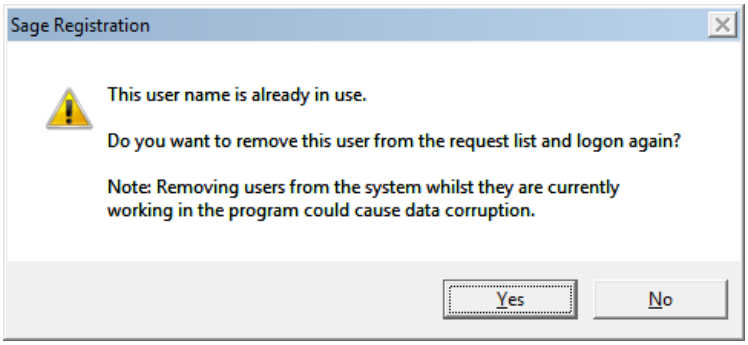
The first time you run the application, you will be prompted for both your Sage 50 Accounts and Manage credentials. They will be retained on the Login screen for your convenience when you run the application the next time.



1. Enter the following Sage 50 Accounts login information in the Login screen:
   - **Company Directory:** This is the path to your company. By default, your company will be stored under "C:\ProgramData\Sage\Accounts\2013". Click the **…** button to bring up a menu to help you choose the correct directory. For example, the directory chosen in the above example is "C:\ProgramData\Sage\Accounts\2013\Company.000". Please note, do not include "ACCDATA" as part of the directory path.
   - **Username & Password:** The login credentials of the user account that you have configured in Sage 50 Accounts. See Sage 50 Accounts Configuration.
2. Enter the following ConnectWise Manage information in the Login screen:
   - **Site:** The domain name of the Manage site. For example, "connectwise.mycompany.com". ***Please note:*** Do not include the "https://" part of the URL.
   - **Company ID:** Your company database ID as assigned by Manage
   - **Auth Type:** Select the method of Authentication setup in ConnectWise Manage Configuration
     - **MemberImpersonation:** If using MemberImpersonation **AuthType**, enter your **Member, Integrator User,** and **Integrator Pass**
     - **APIKey:** If using APIKey **AuthType**, enter your **Public Key** and **Private Key**
3. **Save Password** – Check this box if you would like your Sage 50 Accounts and Manage passwords saved for the next time you run the application.
4. Click **Login**.

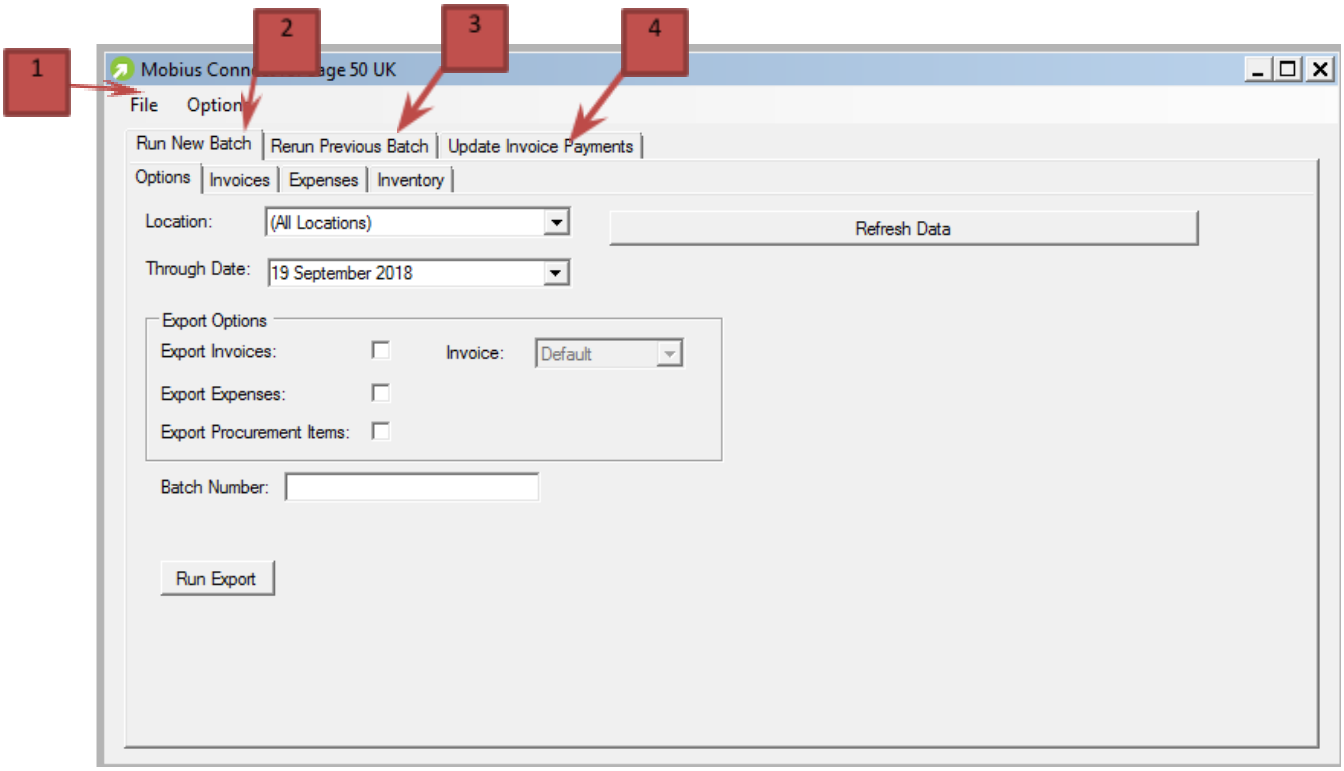
Your passwords will be encrypted using Window's built-in cryptography system. Therefore, the saved password will only be allowed to be used by the currently logged in user on the same machine.

You may see the following if you are still logged into Sage 50 Accounts. You can safely click "Yes" to continue.



The Main Screen

The following is a guide of the various parts of the Main Screen.



1. **File Menu**: The file menu gives you the ability to exit the application, or logout and return to the login form.
2. **Run New Batch**: This tab allows you to select transactions and options needed to run a batch, which will export a list of transactions from Manage and import them into Sage 50 Accounts.
3. **Rerun Previous Batch**: This tab allows you to select a batch that was previously run. This is useful for running a batch that successfully imported to Sage 50 Accounts, but for reasons (such as a backup restore on the Sage 50 Accounts system), needs to be run again.
4. **Update Invoice Payments**: This will look for updated balances on Accounts Receivable invoices in Sage 50 Accounts, and update the corresponding Manage invoice with the amount that has been paid.

Running a New Batch

Setting up the Batch

The following explains how to use the integration application to run a new batch. This operation will export transactions that you select from Manage and import them into Sage 50 Accounts. When the operation finishes, a new "Batch" is created in Manage that remembers the transactions that were part of the batch.

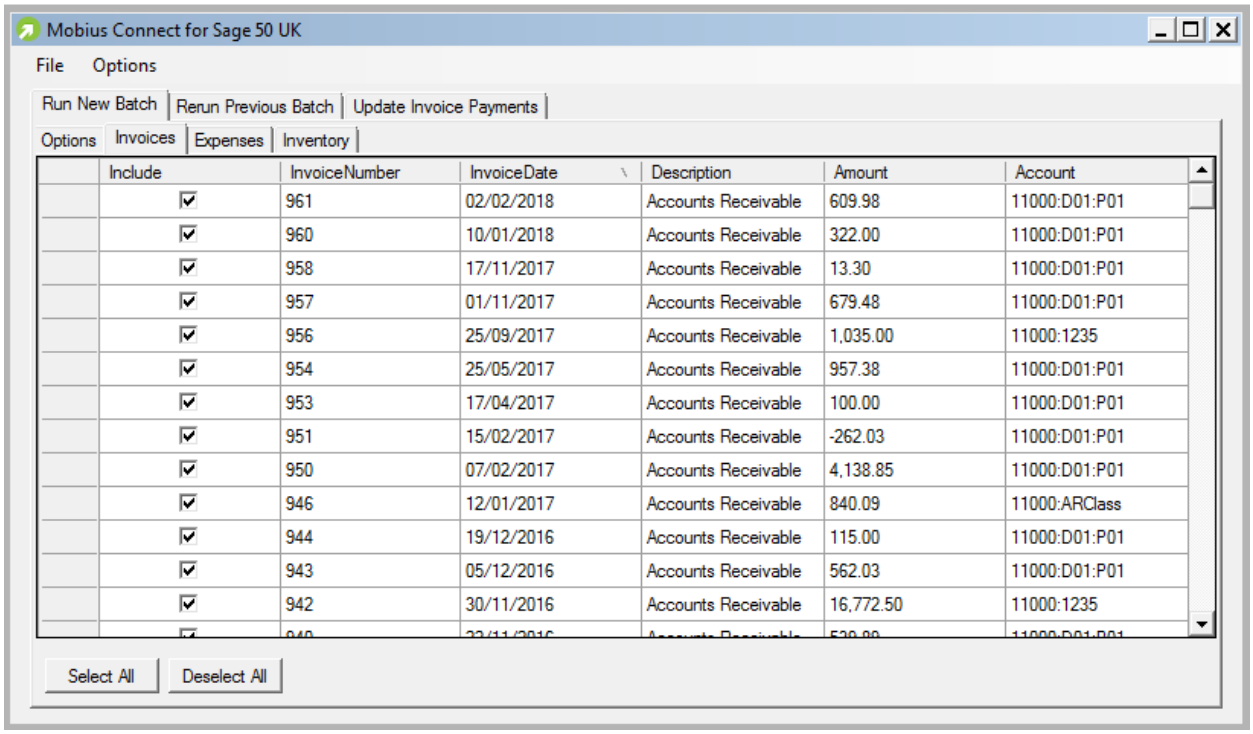
1. **Select Location –** If you are going to import records from a specific office location, choose the location from the dropdown box. To import records from all available locations, leave the field blank. If you have a location that is not present in the combo box, then that location does not have any transactions to export.
2. **Select Through Date –** If you wish to only select transactions that occurred up to a certain date, select that date as the "through date". Transactions that occurred after the "Through Date" will not show as transactions that you can select for the batch.
3. **Select Export Options –** Select the various options that will control the export. These options are described below:
    a. **Export Invoices –** Check this box to have AR Invoices exported as part of the batch. Leaving this box unchecked means that AR Invoices will not be exported as part of the batch.
    b. **Invoice -** This dropdown allows you to select the level of detail that is shown on an invoice line. For example, the invoice line for a Service Ticket in Manage might show in its description "Ticket #1234 – Set up computer for new hire". With "Default" selected, this invoice line will simply say "Service." The "Condensed" option will provide brief details and the "Detailed" option will provide extensive details.
    c. **Export Expenses –** Check this box to have reimbursable exported as part of the batch.
    d. **Export Inventory –** Check this box to have inventory transactions (Item Receipts, Inventory Adjustments, and Inventory Transfers) included as part of the batch.

You may sometimes find that a transaction you expected to be listed is not because of a missed step somewhere along the way (such as an invoice never having been marked as "Closed"). After performing this step, you can press "Refresh Data" in order for that transaction to show up in the list of transactions.

Note that transactions in Manage are set up to use the accounts as they existed at the time the transaction was closed. For example, if the Manage GL Setup Table has 1100 set for Accounts Receivable, then the invoice will be tagged with 1100 when it is closed. If you then change the Accounts Receivable account in the Manage GL Setup Table to 1200, the invoice will STILL use the old account, 1100. To update a closed invoice to use the new account, set the invoice to an "Open" status, save the change, then set it back to a "Closed" status, and save again. This will effectively "reset" the GL accounts against which the invoice is set.

Selecting Specific Invoices

By clicking on the "Invoices" tab, you can explicitly control which invoices you want to include in the batch.

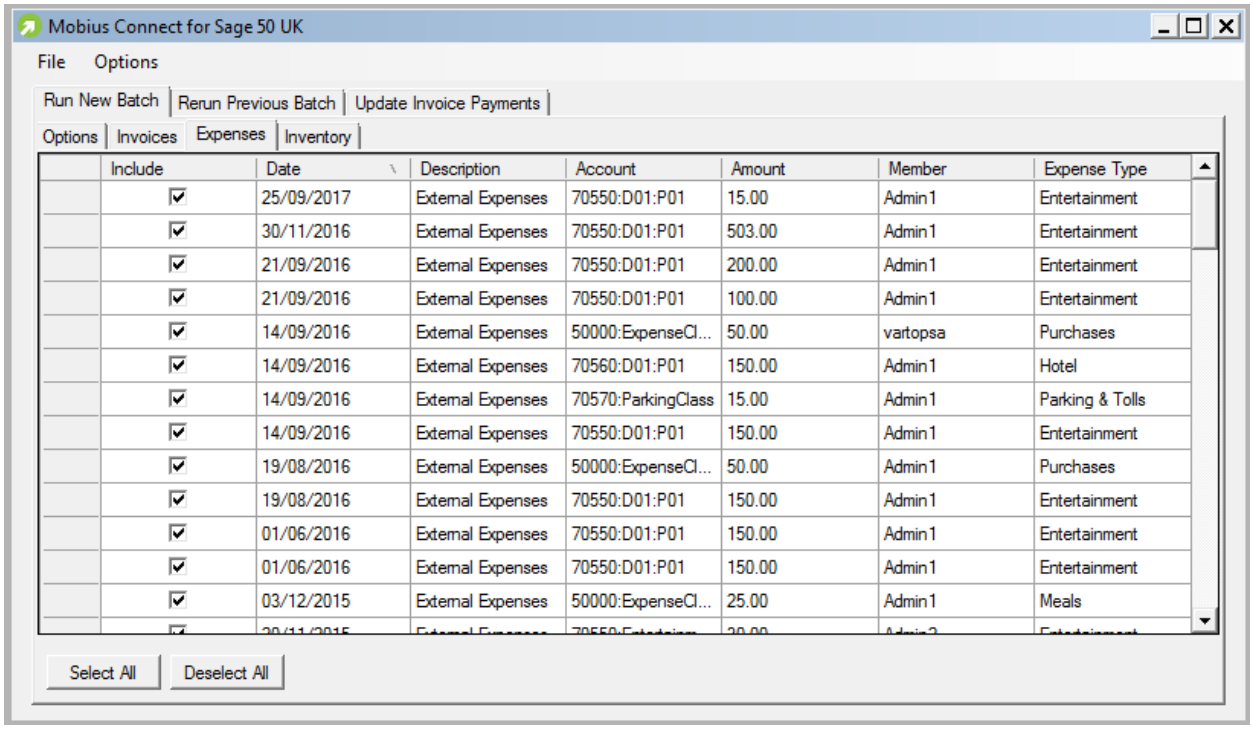


Include	InvoiceNumber	InvoiceDate	Description	Amount	Account
☑	961	02/02/2018	Accounts Receivable	609.98	11000:D01:P01
☑	960	10/01/2018	Accounts Receivable	322.00	11000:D01:P01
☑	958	17/11/2017	Accounts Receivable	13.30	11000:D01:P01
☑	957	01/11/2017	Accounts Receivable	679.48	11000:D01:P01
☑	956	25/09/2017	Accounts Receivable	1,035.00	11000:1235
☑	954	25/05/2017	Accounts Receivable	957.38	11000:D01:P01
☑	953	17/04/2017	Accounts Receivable	100.00	11000:D01:P01
☑	951	15/02/2017	Accounts Receivable	-262.03	11000:D01:P01
☑	950	07/02/2017	Accounts Receivable	4,138.85	11000:D01:P01
☑	946	12/01/2017	Accounts Receivable	840.09	11000:ARClass
☑	944	19/12/2016	Accounts Receivable	115.00	11000:D01:P01
☑	943	05/12/2016	Accounts Receivable	562.03	11000:D01:P01
☑	942	30/11/2016	Accounts Receivable	16,772.50	11000:1235

Checking the checkbox in the "Include" column will cause the transaction to be included in the batch. Conversely, unchecking the checkbox in the "Include" column will cause the transaction to NOT be included in the batch. You may also click the "Select All" or "Deselect All" buttons to check or uncheck all transactions, respectively.

Selecting Specific Expenses

By clicking on the "Expenses" tab, you can explicitly control which reimbursable expenses you want to include in the batch.

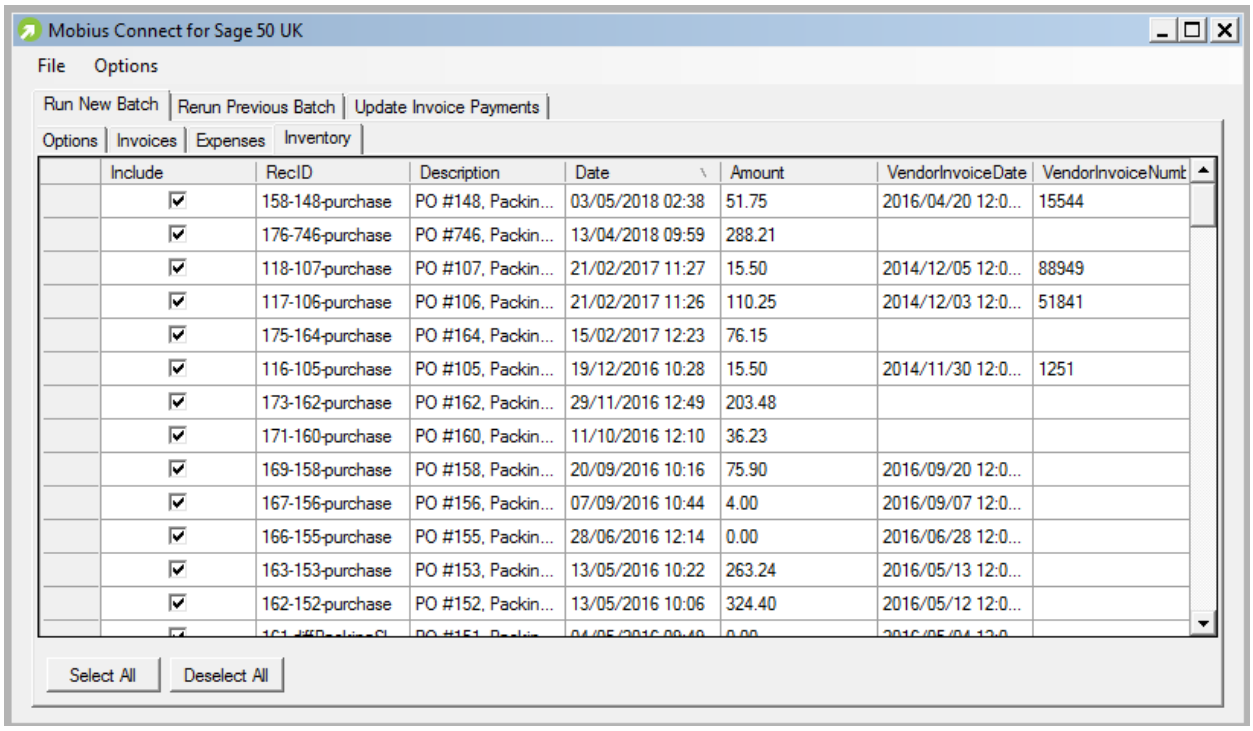


Include	Date	Description	Account	Amount	Member	Expense Type
☑	25/09/2017	External Expenses	70550:D01:P01	15.00	Admin1	Entertainment
☑	30/11/2016	External Expenses	70550:D01:P01	503.00	Admin1	Entertainment
☑	21/09/2016	External Expenses	70550:D01:P01	200.00	Admin1	Entertainment
☑	21/09/2016	External Expenses	70550:D01:P01	100.00	Admin1	Entertainment
☑	14/09/2016	External Expenses	50000:ExpenseCl...	50.00	vartopsa	Purchases
☑	14/09/2016	External Expenses	70560:D01:P01	150.00	Admin1	Hotel
☑	14/09/2016	External Expenses	70570:ParkingClass	15.00	Admin1	Parking & Tolls
☑	14/09/2016	External Expenses	70550:D01:P01	150.00	Admin1	Entertainment
☑	19/08/2016	External Expenses	50000:ExpenseCl...	50.00	Admin1	Purchases
☑	19/08/2016	External Expenses	70550:D01:P01	150.00	Admin1	Entertainment
☑	01/06/2016	External Expenses	70550:D01:P01	150.00	Admin1	Entertainment
☑	01/06/2016	External Expenses	70550:D01:P01	150.00	Admin1	Entertainment
☑	03/12/2015	External Expenses	50000:ExpenseCl...	25.00	Admin1	Meals

Checking the checkbox in the "Include" column will cause the transaction to be included in the batch. Conversely, unchecking the checkbox in the "Include" column will cause the transaction to NOT be included in the batch. You may also click the "Select All" or "Deselect All" buttons to check or uncheck all transactions, respectively.

Selecting Specific Inventory Transactions

By clicking on the "Inventory" tab, you can explicitly control which Item Receipts you want to include in the batch.



Checking the checkbox in the "Include" column will cause the transaction to be included in the batch. Conversely, unchecking the checkbox in the "Include" column will cause the transaction to NOT be included in the batch. You may also click the "Select All" or "Deselect All" buttons to check or uncheck all transactions, respectively.

Select a Batch ID

Once you select the transactions that you want to export in the batch, you must pick a Batch Number.

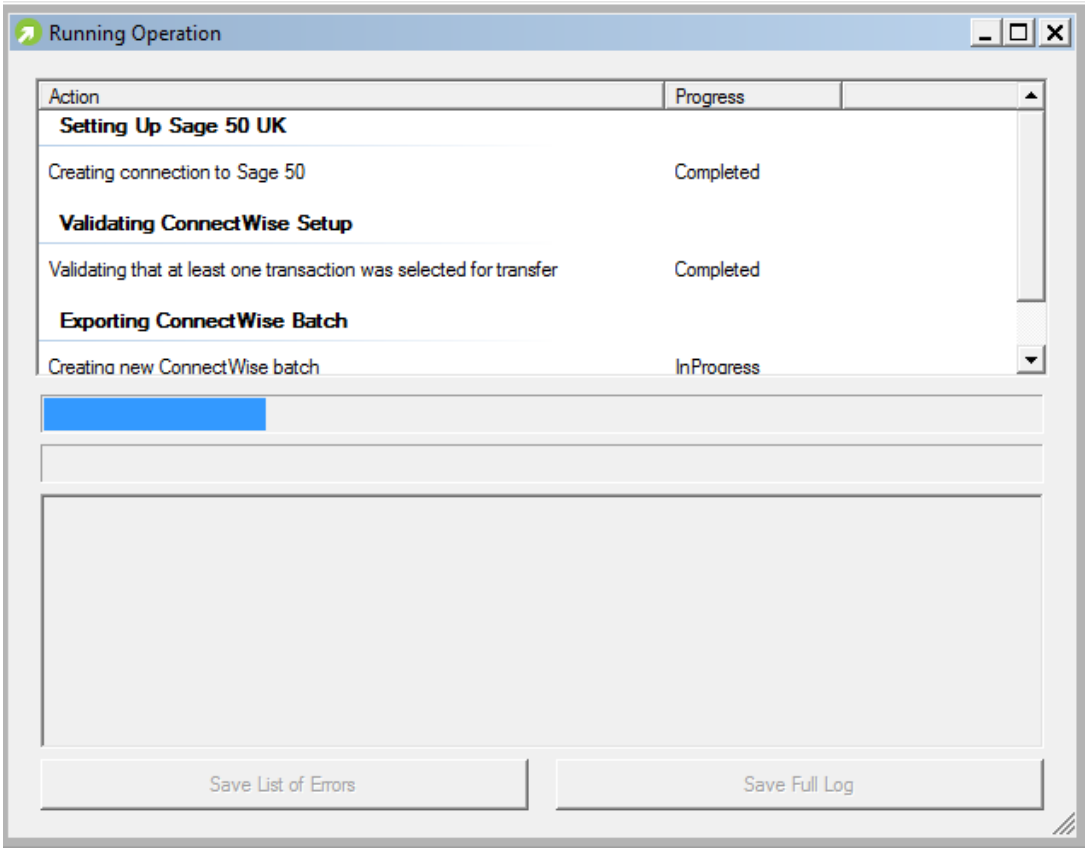
ConnectWise recommends that you use a separate batch for Invoice, Expense, and Inventory transactions. In order to ensure that your batch numbers stay unique and easy to understand, a naming convention is also recommended. A common naming convention might be the date, initials of the person running the batch, and the type of batch being run. For example, if John Doe were to run three batches on January 1st of 2013, he might run the integration three times with the following batch numbers:

- 20130101JD-I (Used for all invoice transactions)
- 20130101JD-E (Used for all reimbursable expense transactions)
- 20130101JD-P (Used for all inventory transactions. "P" stands for "Procurement")

Determine which Batch Number you wish to use and type it into the “Batch Number” field.

Run the Batch

Click “Run Export”. This will start the export process.



Once started, a screen will appear that provides the status of the export process. When the export process completes, you will have a description of the results in the lower part of the screen. At this point, you can save a log of the results:

- Click “Save List of Errors” to create a file that contains the list of errors that occurred. You might have to fix issues with various transactions and then rerun. Having this list of errors is helpful for listing those errors.
- Click “Save Full Log” to create a file that contains much more information on the errors and the cause of those errors. This log is useful if you have a question on a specific error message and would like to send it to a Mobius Works support technician, as it provides us a great deal of information that helps us discover what happened.

When the export finishes, you will be left in one of three states. You should read the text in the output screen to determine the results of your batch. In general, you will experience one of three results:

1. *The batch failed*

In this case, an error occurred before any transactions started to be imported into Sage 50 Accounts. These errors might be as simple as not being able to connect to either Manage or Sage 50 Accounts.

Additionally, this integration performs a number of validation checks before starting to push transactions to Sage 50 Accounts. An example validation is to check to make sure that a Vendor has been mapped successfully and the Vendor ID it was mapped to exists in the Sage 50 Accounts system. If any such validations fail, the batch will fail entirely.

You should fix whatever the error messages indicate and try to run the batch again. Because no transactions were exported, just as if you had never run the batch.

2. *The batch completed successfully*

In this case, the batch was run successfully. All selected transactions were exported to Sage 50 Accounts and no errors occurred. Additionally, Manage was updated with the information of all the transactions, creating a new "Batch" with the Batch ID provided, that stores the list of transactions that were selected. These transactions will no longer show in the integration screen since they are considered to have been transferred to Sage 50 Accounts.

3. *The batch completed, but some transactions contained errors*

In this case, all the validations passed, and at least one transaction was successfully imported into Sage 50 Accounts. However, there were some transactions that failed. In this case, a batch is still created with the transactions that did successfully transfer. Since a batch was created for the successful transactions, another batch will need to be created once the unsuccessful transactions are corrected based on the suggestion(s) in the error message.

For example, assume that John Doe ran batch "20130101JD-I", which pushed 25 successful invoices to Sage 50 Accounts, but failed on three invoices. John should correct the issues described by the error messages, and then create another batch for these last three. This new batch number could be called "20130101JD-I-1"

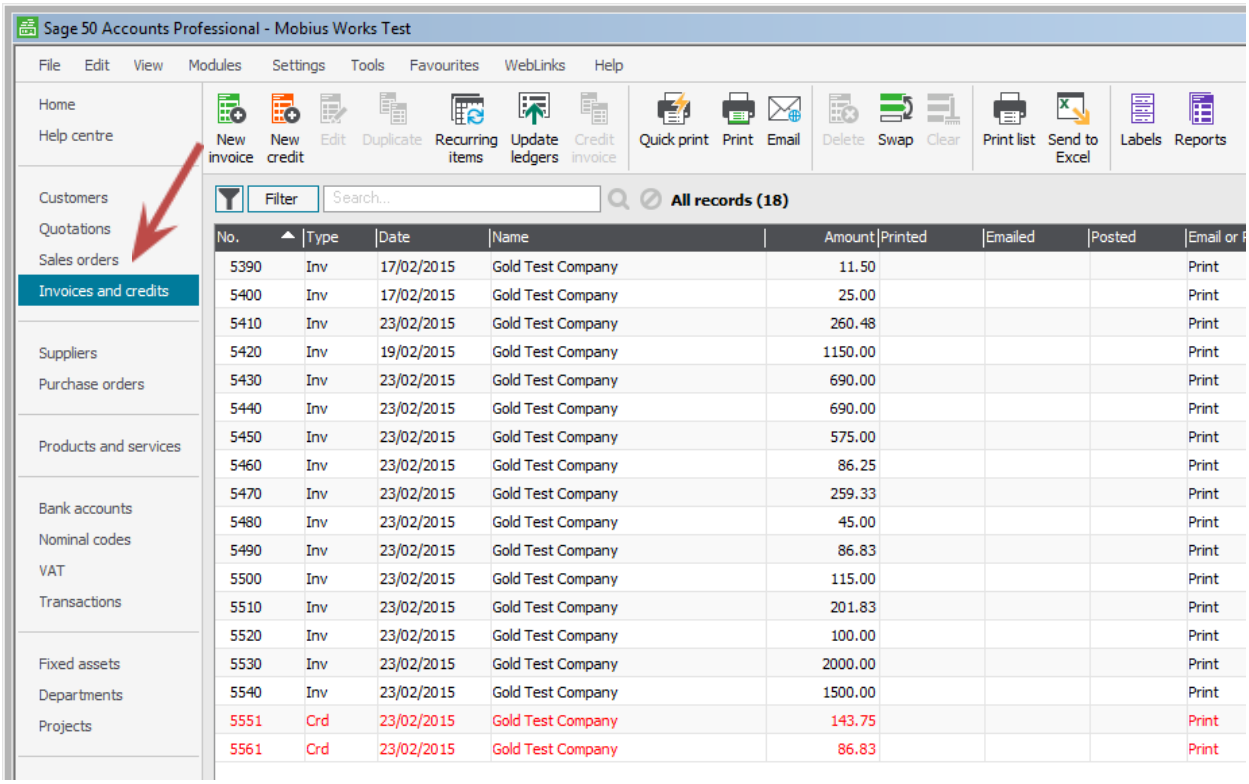
Validating a Batch

Although the integration program itself performs a number of validations (such as checking to make sure that an account specified on a transaction is an account in Sage 50 Accounts), it is a good idea to check some of the data to ensure that things have worked reliably.

Invoices

With Split Invoicing Enabled

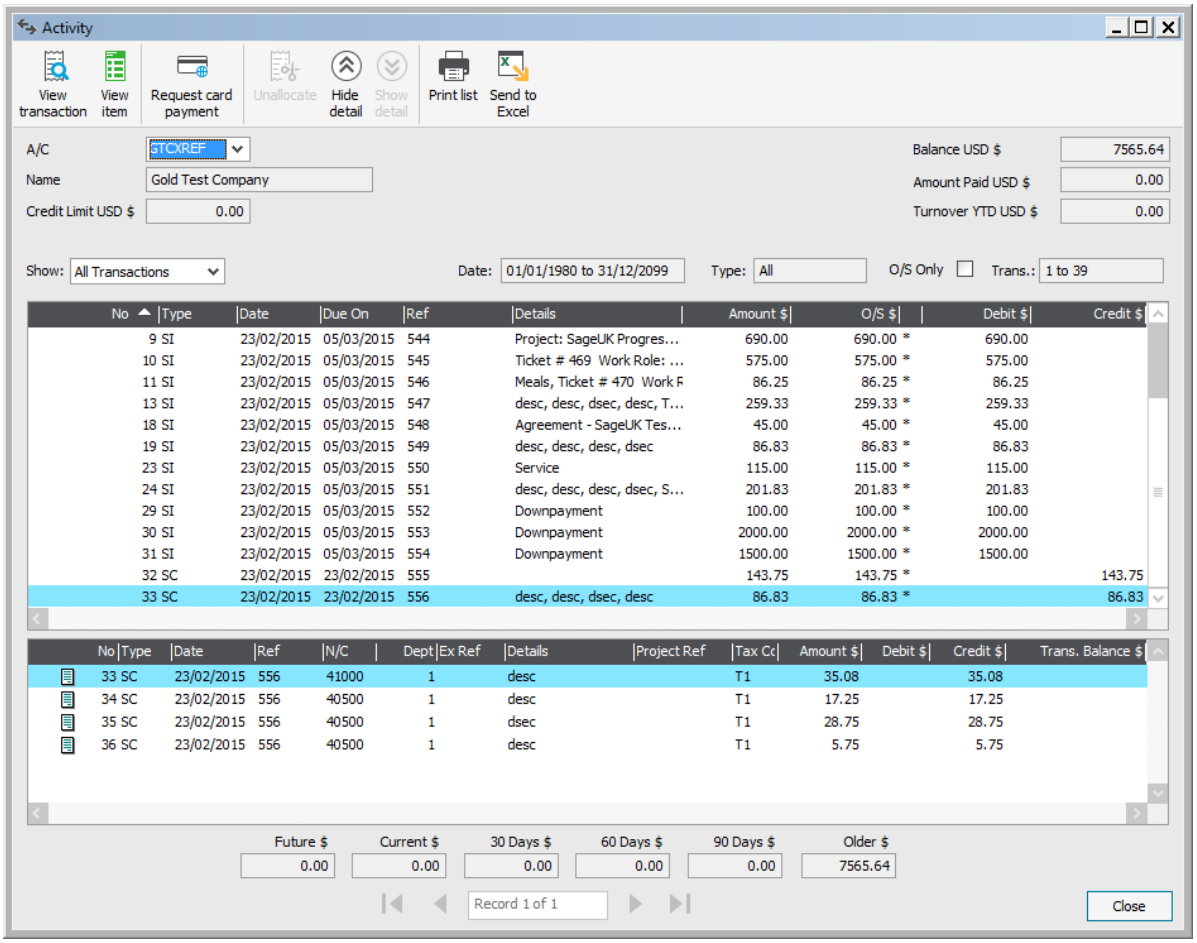
To verify invoices with Split Invoicing, navigate to *Invoices and credits* within Sage:



No.	Type	Date	Name	Amount	Printed	Emailed	Posted	Email or
5390	Inv	17/02/2015	Gold Test Company	11.50				Print
5400	Inv	17/02/2015	Gold Test Company	25.00				Print
5410	Inv	23/02/2015	Gold Test Company	260.48				Print
5420	Inv	19/02/2015	Gold Test Company	1150.00				Print
5430	Inv	23/02/2015	Gold Test Company	690.00				Print
5440	Inv	23/02/2015	Gold Test Company	690.00				Print
5450	Inv	23/02/2015	Gold Test Company	575.00				Print
5460	Inv	23/02/2015	Gold Test Company	86.25				Print
5470	Inv	23/02/2015	Gold Test Company	259.33				Print
5480	Inv	23/02/2015	Gold Test Company	45.00				Print
5490	Inv	23/02/2015	Gold Test Company	86.83				Print
5500	Inv	23/02/2015	Gold Test Company	115.00				Print
5510	Inv	23/02/2015	Gold Test Company	201.83				Print
5520	Inv	23/02/2015	Gold Test Company	100.00				Print
5530	Inv	23/02/2015	Gold Test Company	2000.00				Print
5540	Inv	23/02/2015	Gold Test Company	1500.00				Print
5551	Crd	23/02/2015	Gold Test Company	143.75				Print
5561	Crd	23/02/2015	Gold Test Company	86.83				Print

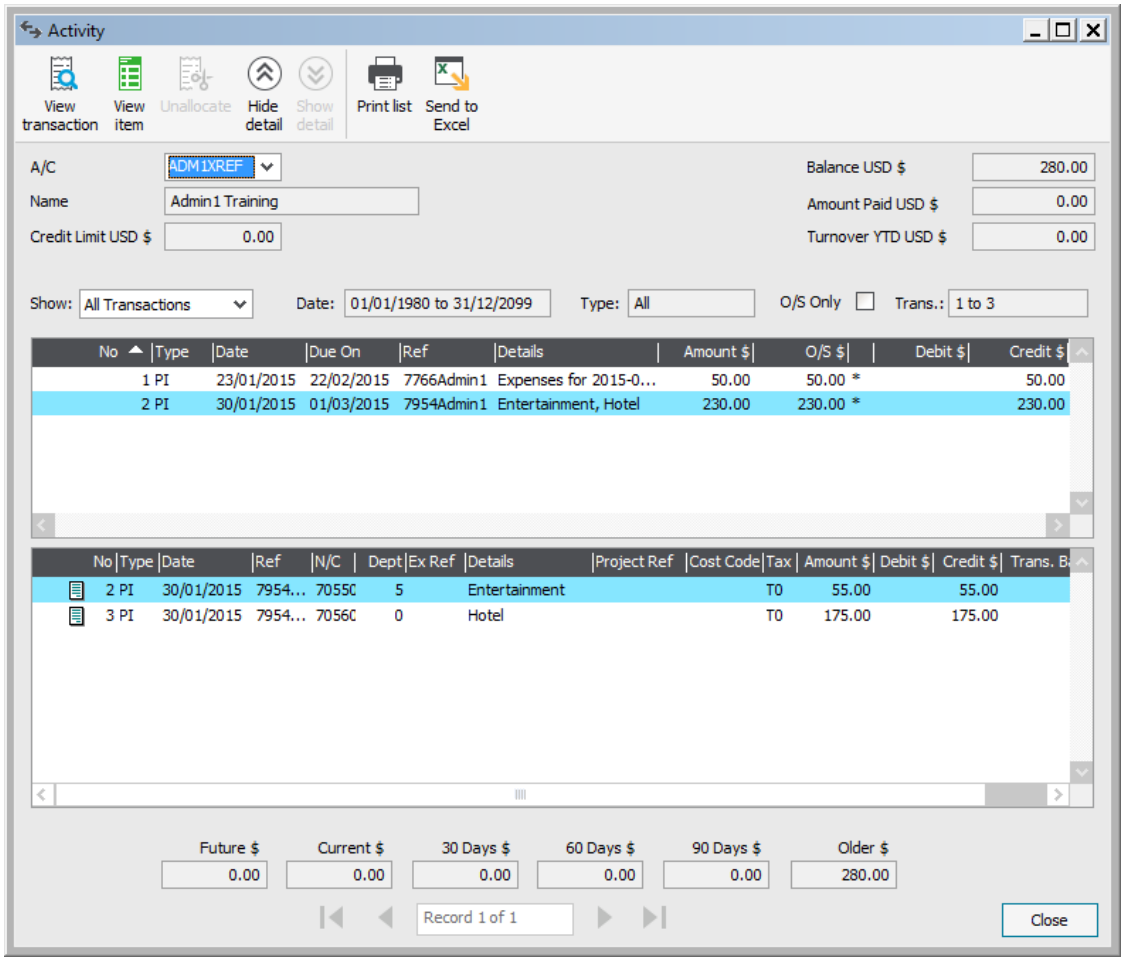
With Split Invoicing Disabled

To verify invoices not using Split Invoicing, navigate to *Customers > Activity* within Sage for Manage Companies or *Suppliers > Activity* within Sage for Manage Vendors:



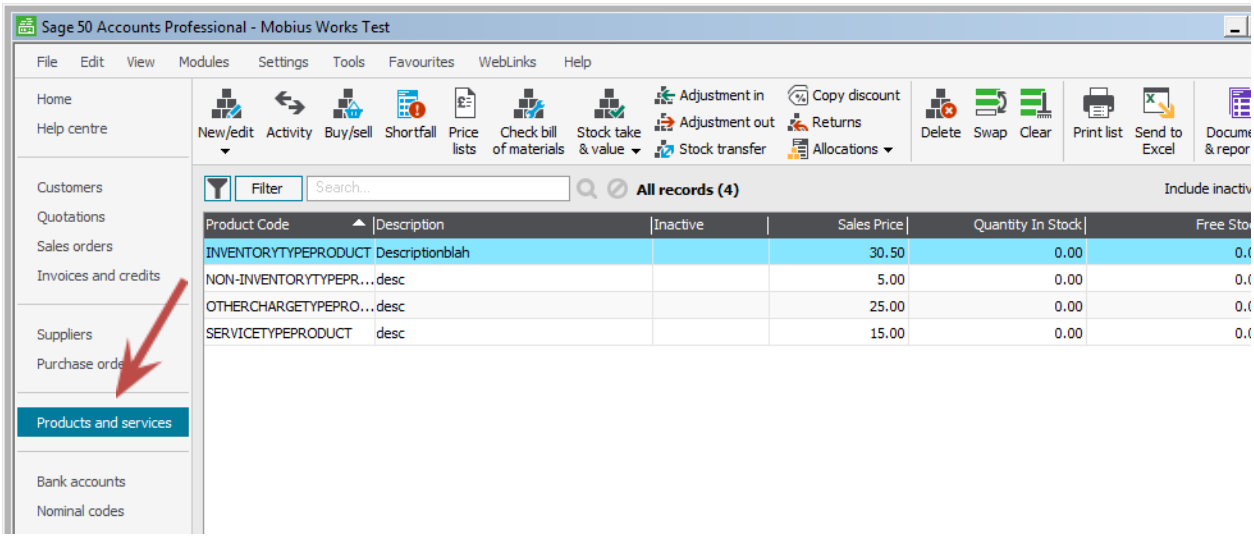
Expenses

To verify expenses, navigate to *Customers* > *Activity* within Sage for Manage Companies or *Suppliers* > *Activity* within Sage for Manage Vendors:



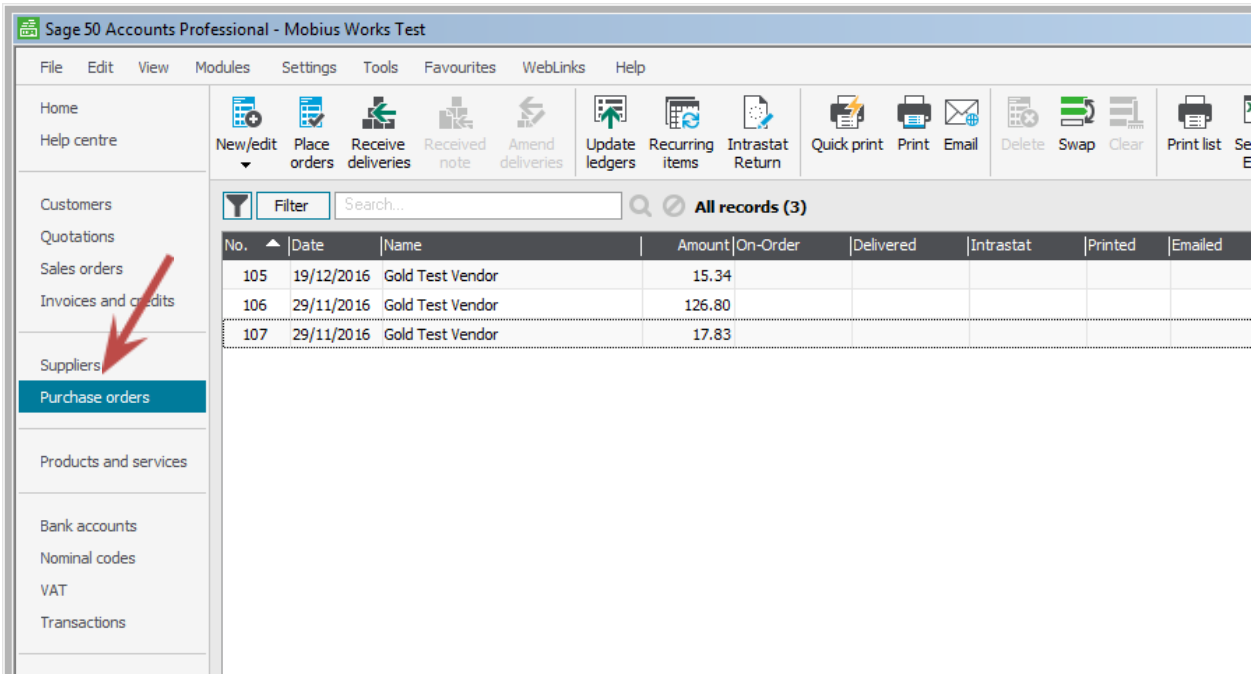
Inventory Transactions

To verify inventory transactions, navigate to *Products and services* within Sage:



Item Receipts

To verify item receipts, navigate to *Purchase orders* within Sage:



GL Entries

Sage 50 Accounts does **NOT** support Product Costing, i.e. the automatic transaction generated by the accounting package to move amounts from *Inventory* to *COGS*. Furthermore, all transactions come over as unposted in the Sage GL. Once they are posted in Sage, then Sage handles posting to the GL the following transactions:

- Purchase (Item Receipt)
  - Accounts Payable *Credit*
  - COGS *Debit*
- Sale (AR Invoice)
  - Revenue *Credit*
  - Accounts Receivable *Debit*

Rerunning an Existing Batch

There might be a rare case where you have previously run a batch, and you wish to run that batch against your Sage 50 Accounts software again. For example, you might have run a batch successfully, only to have the Sage 50 Accounts software require to be restored from a backup, thus losing all of the changes. In this case, you'd want to rerun the batch.

One way to do this would be to use the Accounting Interface screen in Manage to delete the batch, but this means that you would have to carefully select the transactions again, which could be error-prone.

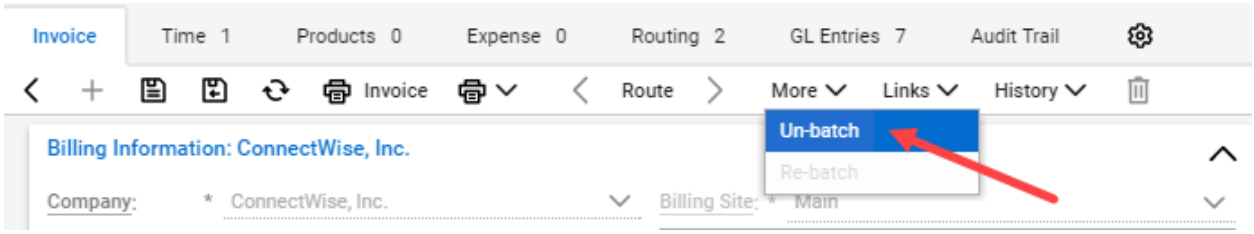
Another possibility is to click the "Rerun Existing Batch" tab in the integration program. In this tab you would type in the Batch ID, then click "Run" rerun the batch. The batch is then rerun against the Sage 50 Accounts database.

WARNING: While this can be useful, this feature can be used to duplicate transactions in the Sage 50 Accounts system. This could occur if the transactions created in the Sage 50 Accounts system as a result of the first run of the batch still exist in the Sage 50 Accounts system when the batch is rerun! *Use caution when rerunning batches!*

Un-posting Transactions

Invoices

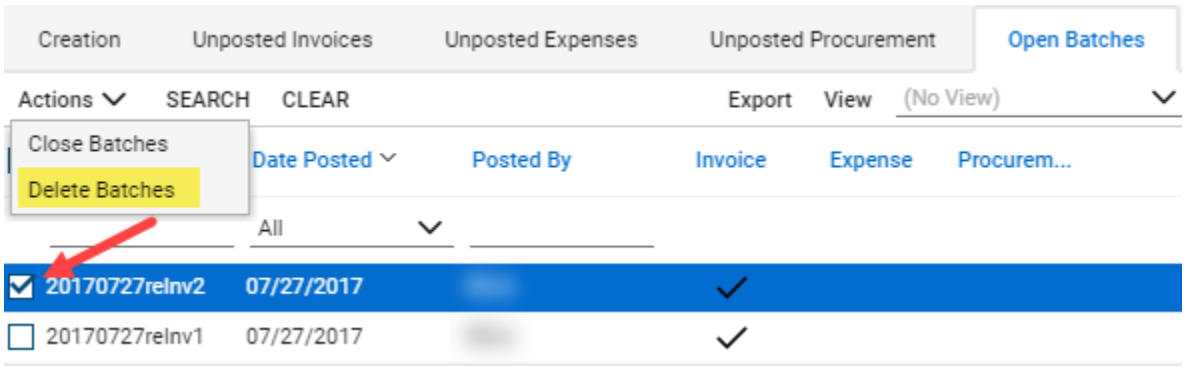
If you feel you've made an error on a particular invoice, you have the ability to un-batch it individually. Go to the Invoice, and click on "More" > "Un-batch".



Click **OK** to the verification message. The invoice will then be un-batched and will return to the unposted Invoices list in the integration, ready to be exported. Please note that this did not delete the invoice from your accounting package. You will need to do that manually.

Batches

If you feel you have made an error and need to restore some of the transactions that have been previously batched from the "Unposted" tabs, you can delete the batch in Manage at *Finance* > *Accounting Interface* > *Open Batches*. Click the checkmark next to the batch, then click "Actions" > "Delete Batches".



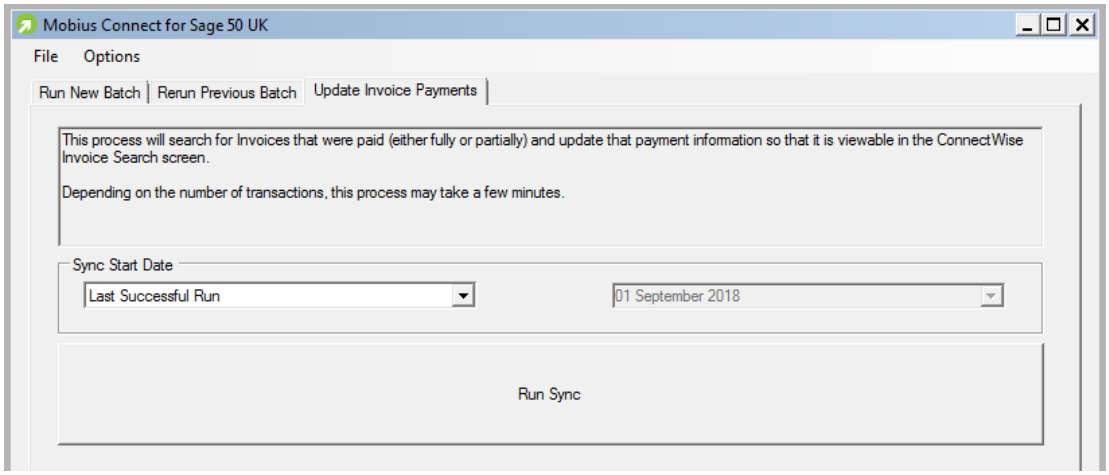
Click **OK** to the verification message. The batch will then be deleted, and the transactions are again listed on the "Unposted" tabs, ready to be exported. Please note that this did not delete the transactions from your accounting package. You will need to do that manually.

If you choose Close instead of Delete, then the transactions will stay posted and you will no longer be able to see the batch. In this case, you will need to contact your ConnectWise Consultant at Consulting@ConnectWise.com to restore it for you if you ever need it again. As a result, it is recommended to never Close a Batch in Manage.

Synchronizing Invoice Payments

Your typical workflow will include creating invoices in Manage, and exporting those invoices to Sage 50 Accounts. However, when you receive payments from customers, you will use Sage 50 Accounts to record that the payment was received. Since it is useful to be able to look at an invoice in Manage and know if that invoice has been paid without needing to access Sage 50 Accounts, the integration program allows you to synchronize payment updates so that Manage shows you what payments have been made to invoices. Use the following steps to accomplish this:

1. At the integration main screen, click on the "Update Invoice Payments" tab.



2. Select the "Start Date". You will have the following options for a Start Date:
   - Last Successful Run: Will synchronize all invoices that were updated with new payment info in Sage 50 Accounts since the last time the current user ran a synchronization on the current computer.
   - Past Week: Will synchronize all invoices that were updated with new payment info in Sage 50 Accounts in the past 7 days.
   - Past Two Weeks: Will synchronize all invoices that were updated with new payment info in Sage 50 Accounts in the past 14 days.
   - Past Month: Will synchronize all invoices that were updated with new payment info in Sage 50 Accounts since the current day in the past month (e.g., if today is the 10th of April, all invoices updated on March 10th and later will be synced).
   - Custom Date: Will synchronize all invoices that were updated with new payment info in Sage 50 Accounts since a date of your choosing up until today.
3. Click "Run Sync".

All invoices that were updated on or after the Start Date will have their payment info updated in Manage. This info includes the total amount that has been paid, and the date that the invoice was paid in full. You can view these results in Manage "Invoice Search" screen, by accessing Finance -> Invoice Search. Each invoice will have a "Paid

Amount" and "Date Paid" field. Note that the "Date Paid" field will only be filled with a date if the invoice was paid in full.

> Unlike transactions, it is perfectly valid to update an invoice even after it has been updated. If an invoice has a $50 payment received on March 1, 2020, and you run the invoice synchronization more than once over that day, the second time will just leave the paid amount in Manage at $50, and no harm will be done. Therefore, if you are unsure of the last date that a synchronization was run, it is better to pick a date far in the past.

Split Invoice Payments

With Split Invoicing Enabled

This functionality only pertains to payments if the Split Invoicing Module is enabled.

If you've imported receivable invoices that contain negative lines using the split invoice option, two invoices will be created in Sage 50 Accounts; a credit memo containing the negative lines, and an invoice containing the positive value lines (see Receivable Invoices). When you receive payments in Sage 50 Accounts, you will have to apply the credit from the credit memo against the invoice it is connected to. Technically it doesn't matter which invoice the credit memo is applied to in Sage, but the difference between these split invoices is the total amount of the invoice in Manage. Using invoice #460 as an example from the Receivable Invoices section, we have invoice #4600 for $1,150 and credit memo #4601 for $1,000. The total on Manage invoice #460 is $150. As far as the integration is concerned, to sync the total payment back to Manage requires receiving the total amount on invoice #4600 for $1,150. Applying the $1,000 from credit memo #4601 against invoice #4600 will bring the amount received to $150.

Customer Support

If you have any questions, please feel free to contact our consulting team at Help@ConnectWise.com or www.ConnectWise.com/chat.

Contact Us

For more information about any of our products or services, please feel free to contact your Account Manager at AccountManager@ConnectWise.com.

Don't have an Account Manager yet? No problem! Please feel free to contact us at http://www.connectwise.com/contact-us.