

GUIDE TO INTEGRATION IMPLEMENTATION

Contents

OVERVIEW	3
Feature Summary	3
CONFIGURATION	4
System Requirements	4
ConnectWise Manage Configuration	4
Configuration of Manage Login	4
Configuration of Integrator Login	5
Configuration of GL Accounts	6
Configuration of the Accounting Package	7
Sage 50 Configuration	8
Configuration of Sage Login	8
Configuration for Auto-Creation	10
Mapping Corresponding Data	11
Customers	12
Vendors	13
Members	14
GL Accounts	15
Tax Codes	16
Products	17
Product Item Type	18
Item Receipts	19
Clearing Transactions	21
Installation	22
USING THE APPLICATION	24
Logging In	24
The Main Screen	26
Running a New Batch	26
Setting up the Batch	26

GUIDE TO INTEGRATION IMPLEMENTATION

Selecting Specific Invoices	28
Selecting Specific Expenses	29
Selecting Specific Inventory Transactions	30
Select a Batch ID	30
Run the Batch	30
Possible Warnings	33
Validating a Batch	34
Invoices	34
Expenses	35
Item Receipts	35
Products	36
Credit Memos	36
GL Entries	37
Rerunning an Existing Batch	38
Un-posting Transactions	39
Invoices	39
Batches	39
Synchronizing Invoice Payments	40
Faster Payment Sync	41
Modules	42
Avalara Tax Module	42
Custom Modules	42
CUSTOMER SUPPORT	43
Contact Us	43

GUIDE TO INTEGRATION IMPLEMENTATION

Overview

The Mobius Connect for Sage 50 US Integration allows you to import your Manage accounting data directly into your Sage 50 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	NA
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
Feature is not available		□

GUIDE TO INTEGRATION IMPLEMENTATION

Configuration

System Requirements

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

- Your Manage software must be setup up 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](#) below.
- Sage 50 software must be installed.
- Your Sage 50 software must be set up with login credentials that have access to write to the Sage 50 system that will be used. Additionally, in order for automatic Customer and Vendor creation to take place, you must configure your default Sales and Revenue accounts within Sage 50. See [Sage 50 Configuration](#) below.
- .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 containing new features and bug fixes 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.

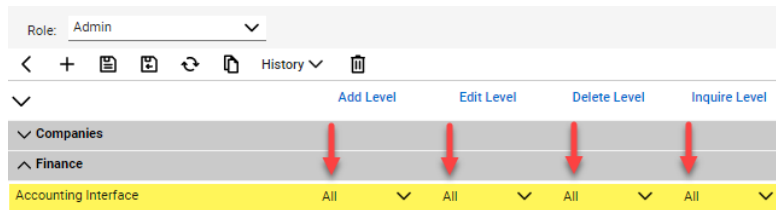
Configuration of Manage Login

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

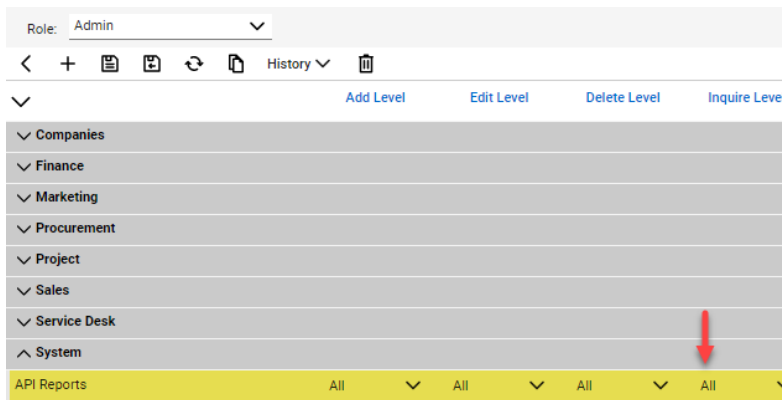
Role ID* Admin ▼	Location* Tampa Office ▼	<input type="checkbox"/> Restrict to this Location	Employee ID _____
Level* Corporate ▼	Business Unit* Professional Services ▼	<input type="checkbox"/> Restrict to this Business Unit	Vendor Number ADM1XREF
Name* Corporate ▼	Reports To Admin1 Training ▼	<input checked="" type="checkbox"/> Manage Administrator	Type ▼

If, instead, you wish to create your own role rather than use the Manage defaults, you need to ensure that the security role is set to "All" for "Add Level", "Edit Level", "Delete Level" and "Inquire Level" for the "GL Interface" setting, as highlighted below.

GUIDE TO INTEGRATION IMPLEMENTATION



Additionally, you need to ensure 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

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.

GUIDE TO INTEGRATION IMPLEMENTATION

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.

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”

Setup Tables > Integrator Login List > Integrator Login

Integrator Login

← + 📄 📄 🗑️

i New integration login

Username: MobiusConnect

Password: ●●●●●●●●

Access Level: All records ▼

Enable Available API(s)

<input type="checkbox"/>	<input type="checkbox"/> Use legacy callback format
<input type="checkbox"/>	Opportunity Conversion API
<input checked="" type="checkbox"/>	Member API
<input type="checkbox"/>	Marketing API
<input type="checkbox"/>	Purchasing API

Callback URL:

☐ Use legacy callback format

GUIDE TO INTEGRATION IMPLEMENTATION

Configuration of GL Accounts

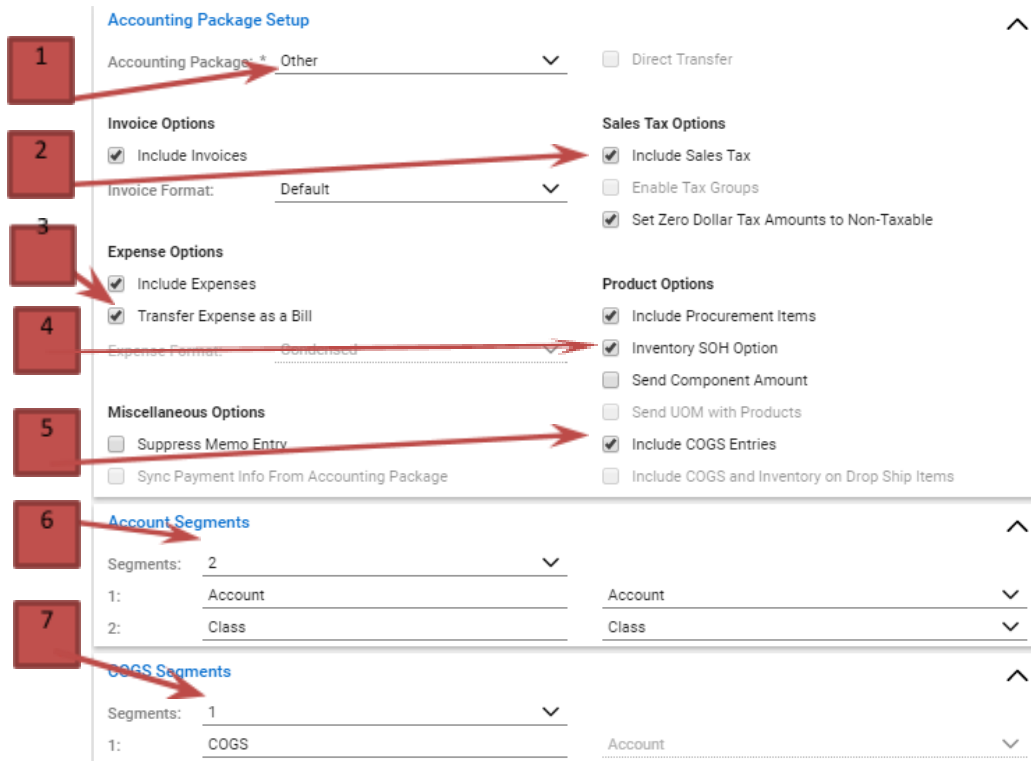
Your company will need to have their GL Accounts properly configured in order for Manage to provide the integration application with the correct information. Because this process is largely specific to your Company, the exact details of this configuration are outside of the scope of this document. Please 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.

GUIDE TO INTEGRATION IMPLEMENTATION

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. It has a number of options, some of which are specific to other accounting software (such as QuickBooks) and are therefore okay to ignore.). You can set up this screen at *System > Setup Tables > Accounting Package* using the following steps:



The screenshot shows the 'Accounting Package Setup' screen with the following configuration options highlighted by numbered steps and red arrows:

- Step 1:** Accounting Package* - Other
- Step 2:** Include Sales Tax (checked)
- Step 3:** Transfer Expense as a Bill (checked)
- Step 4:** Inventory SOH Option (checked)
- Step 5:** Include COGS Entries (checked)
- Step 6:** Account Segments (2 segments: 1: Account, 2: Class)
- Step 7:** COGS Segments (1 segment: 1: COGS)

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."

GUIDE TO INTEGRATION IMPLEMENTATION

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.

GUIDE TO INTEGRATION IMPLEMENTATION

Sage 50 Configuration

Configuration of Sage Login

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

1. Under *Customers & Sales*, the user must have Full Access to the “Maintenance” Tasks Area.

Role Setup - TEST Mobius Works

Role Name:
Role Description:

My Dashboard
Full Access

Customers & Sales
Full Access

Vendors & Purchases
Full Access

Inventory & Services
Full Access

Employees & Payroll
Full Access

Banking & General Ledger
Full Access

Company
Full Access

Customers & Sales Access: Full Access

Task Area	Access Level
Maintenance	Full Access
Customer Information	Full Access
Customer Credit Card Information	Full Access
Customer Beginning Balances	Full Access
Tasks	Full Access
Quotes	Full Access
Sales Orders/Proposals	Full Access
Receive Money	Full Access
Sales/Invoicing	Full Access
Credit Memos	Full Access

Set security for customer-related maintenance functions (Customer Information, Customer Credit Card Information, Customer Beginning Balances).

Save Cancel Help

2. Under *Vendors & Purchases*, the user must have Full Access to the “Maintenance” Tasks Area.



GUIDE TO INTEGRATION IMPLEMENTATION

Role Setup - TEST Mobius Works

Role Name:
RoleDescription:

My Dashboard
Full Access

Customers & Sales
Full Access

Vendors & Purchases
Full Access

Inventory & Services
Full Access

Employees & Payroll
Full Access

Banking & General Ledger
Full Access

Company
Full Access

Vendors & Purchases Access: Full Access

Task Area	Access Level
Maintenance	Full Access
Vendor Information	Full Access
Vendor Beginning Balances	Full Access
Tasks	Full Access
Payments/Write Checks	Full Access
Purchase Orders	Full Access
Purchases/Receive Inventory	Full Access
Vendor Credit Memos	Full Access
Void AP Checks	Full Access
Reports	Full Access

Set security for vendor-related maintenance functions (Vendor Information, Vendor Defaults, and Vendor Beginning Balances).

Save Cancel Help

- Under *Inventory & Services*, the user must have Full Access to the “Maintenance” Tasks Area.

Role Setup - TEST Mobius Works

Role Name:
RoleDescription:

My Dashboard
Full Access

Customers & Sales
Full Access

Vendors & Purchases
Full Access

Inventory & Services
Full Access

Employees & Payroll
Full Access

Banking & General Ledger
Full Access

Company
Full Access

Inventory & Services Access: Full Access

Task Area	Access Level
Maintenance	Full Access
Inventory Item Information	Full Access
Inventory Item Beginning Balances	Full Access
Multiple Item Prices/Qty Discounts	Full Access
Revisions	Full Access
Units/Measures	Full Access
Tasks	Full Access
Inventory Adjustments	Full Access
Work Tickets	Full Access
Reports	Full Access

Set security for inventory-related maintenance functions (such as Maintain Inventory Items, Inventory Beginning Balances, and Inventory Item Defaults).

Save Cancel Help

GUIDE TO INTEGRATION IMPLEMENTATION

4. Under *Banking & General Ledger*, the user must have Full Access to the “Maintenance” Tasks Area.

Role Setup - TEST Mobius Works

Role Name:
Role Description:

My Dashboard
Full Access

Customers & Sales
Full Access

Vendors & Purchases
Full Access

Inventory & Services
Full Access

Employees & Payroll
Full Access

Banking & General Ledger
Full Access

Company
Full Access

Banking & General Ledger Access: Full Access

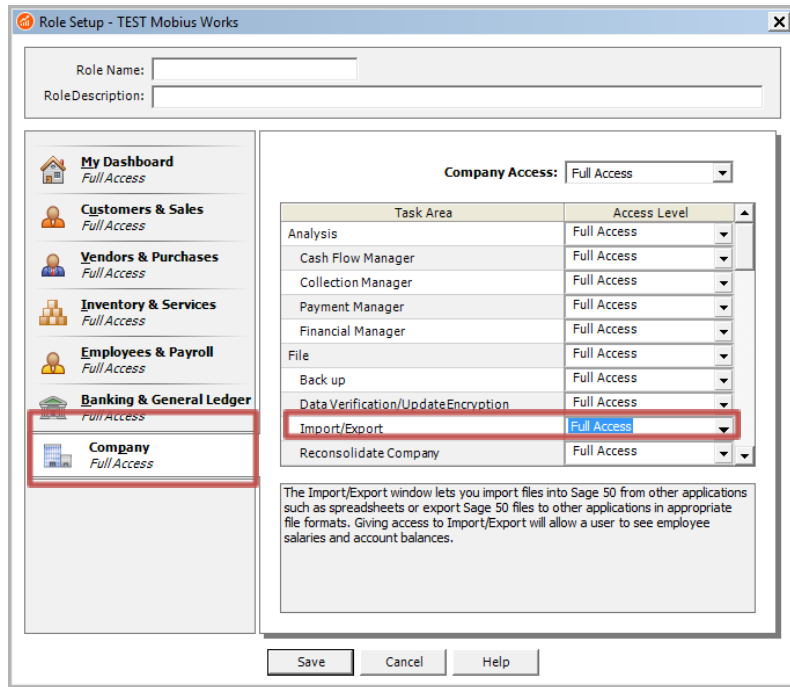
Task Area	Access Level
Maintenance	Full Access
Chart of Accounts	Full Access
Chart of Accounts Beginning Balances	Full Access
Budgets	Full Access
Tasks	Full Access
General Journal Entry	Full Access
Account Reconciliation	Full Access
Reports	Full Access
Master Lists	Full Access
Transaction Lists	Full Access

To set access to all settings in this section, use the drop down box that appears above the detailed settings.

Save Cancel Help

GUIDE TO INTEGRATION IMPLEMENTATION

- Under *Company*, the user must have Full Access to the “Import/Export” Task Area.



Task Area	Access Level
Analysis	Full Access
Cash Flow Manager	Full Access
Collection Manager	Full Access
Payment Manager	Full Access
Financial Manager	Full Access
File	Full Access
Back up	Full Access
Data Verification/UpdateEncryption	Full Access
Import/Export	Full Access
Reconsolidate Company	Full Access

The Import/Export window lets you import files into Sage 50 from other applications such as spreadsheets or export Sage 50 files to other applications in appropriate file formats. Giving access to Import/Export will allow a user to see employee salaries and account balances.

Read/Write access must be set for the user that the integration will use to connect to Sage 50 Canada *before* you can successfully use the integration.

Configuration for Auto-Creation

One feature of the ConnectWise Manage – Sage 50 Integration is that of auto-creating Customers and Vendors. This is commonly the case when trying to push over the invoice of a new Customer when submitting their first invoice, or of a new Vendor when submitting a new reimbursable expense or PO.

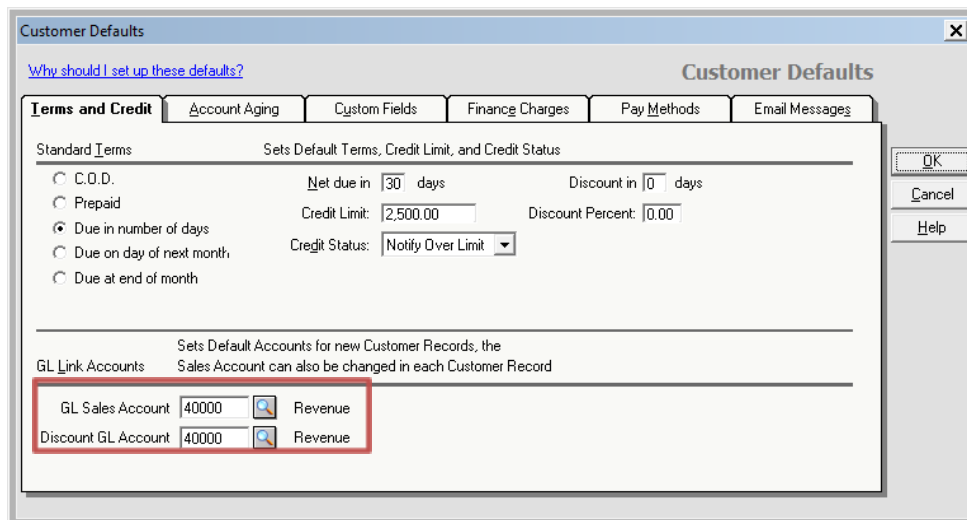
Information from Manage will be used to fill in much of the data for the Customers or Vendors in Sage 50 (e.g., Customer Name and Address). However, for both Customers and Vendors, Sage 50 requires that a default GL revenue account be provided for Customers, and a default GL expense account be provided for vendors.

GUIDE TO INTEGRATION IMPLEMENTATION

Note that these default accounts are not actually used by the integration when determining the Revenue and Expense accounts to use on an Invoice or Item Receipt. That information is determined from your GL Setup Tables. The information is used only when you input an invoice into Sage 50 manually.

So, if you create an Invoice in Sage 50 using the ConnectWise Manage – Sage 50 Integration, the revenue accounts used on the various lines are determined from your GL Setup Table in Manage. However, if you create a new invoice from scratch, then the revenue accounts used on the various lines will default from the “GL Revenue Account” found on the Customer.

Therefore, if you haven’t already, you will need to specify a Company-wide default GL Revenue Account. You can do this in the *Maintain > Default Information > Customers...* menu.



Customer Defaults

[Why should I set up these defaults?](#)

Terms and Credit | Account Aging | Custom Fields | Finance Charges | Pay Methods | Email Messages

Standard Terms Sets Default Terms, Credit Limit, and Credit Status

☐ C.O.D. Net due in 30 days Discount in 0 days
☐ Prepaid Credit Limit: 2,500.00 Discount Percent: 0.00
☒ Due in number of days Credit Status: Notify Over Limit
☐ Due on day of next month
☐ Due at end of month

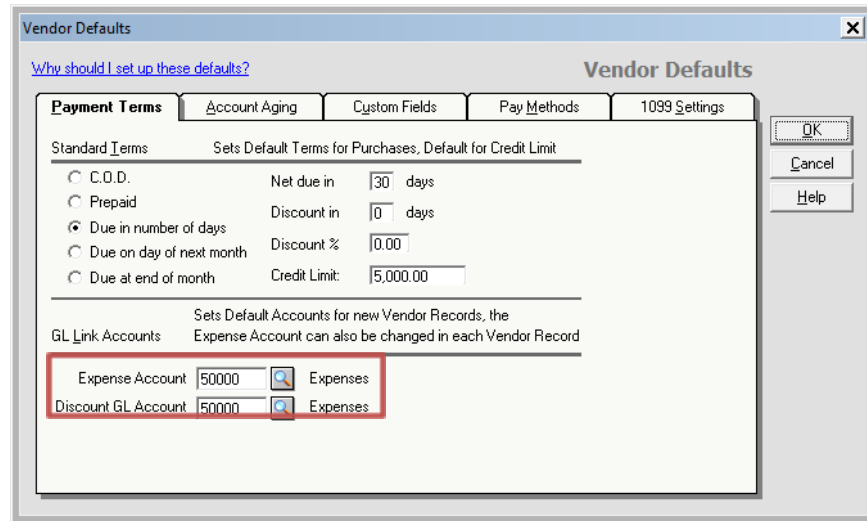
GL Link Accounts Sets Default Accounts for new Customer Records, the Sales Account can also be changed in each Customer Record

GL Sales Account	40000	Revenue
Discount GL Account	40000	Revenue

Buttons: OK, Cancel, Help

Likewise, the Company-wide default GL Expense Account can be set at the *Maintain > Default Information > Vendors...* menu option.

GUIDE TO INTEGRATION IMPLEMENTATION



Vendor Defaults

W/h should I set up these defaults?

Payment Terms | Account Aging | Custom Fields | Pay Methods | 1099 Settings

Standard Terms: Sets Default Terms for Purchases, Default for Credit Limit

☐ C.O.D. Net due in 30 days
☐ Prepaid Discount in 0 days
☒ Due in number of days Discount % 0.00
☐ Due on day of next month Credit Limit 5,000.00
☐ Due at end of month

GL Link Accounts: Sets Default Accounts for new Vendor Records, the Expense Account can also be changed in each Vendor Record

Expense Account 50000 Expenses
Discount GL Account 50000 Expenses

OK Cancel Help

Mapping Corresponding Data

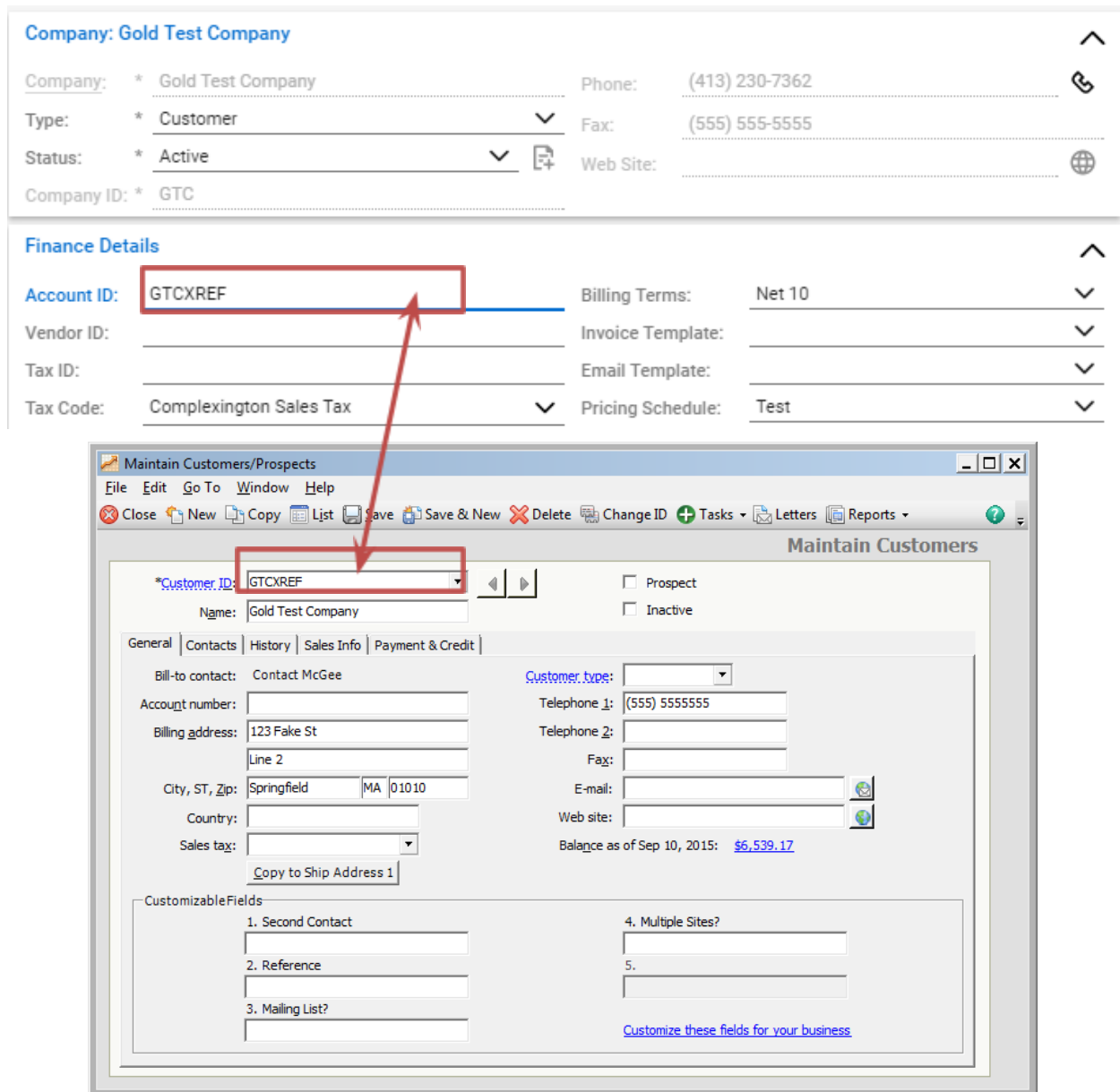
There is data in Manage that will have corresponding data in Sage 50. For example, when you create an invoice in Manage for the Company "Acme Inc.", the integration program will need to create an Invoice in Sage 50 for the Customer "Acme Inc.". In order to know against which Sage 50 Customer this invoice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

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.

GUIDE TO INTEGRATION IMPLEMENTATION

Customers

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



The image shows two screenshots from Sage 50. The top screenshot is the 'Manage' screen for 'Gold Test Company'. It displays fields for Company, Type (Customer), Status (Active), Company ID (GTC), Phone, Fax, and Web Site. The bottom screenshot is the 'Maintain Customers/Prospects' screen. A red box highlights the 'Customer ID' field, which contains 'GTCXREF'. A red arrow points from the 'Account ID' field 'GTCXREF' in the top screenshot to the 'Customer ID' field in the bottom screenshot, illustrating the required match for integration.

Company: Gold Test Company

Company: * Gold Test Company Phone: (413) 230-7362

Type: * Customer Fax: (555) 555-5555

Status: * Active Web Site:

Company ID: * GTC

Finance Details

Account ID: GTCXREF Billing Terms: Net 10

Vendor ID: Invoice Template:

Tax ID: Email Template:

Tax Code: Complexington Sales Tax Pricing Schedule: Test

Maintain Customers/Prospects

*Customer ID: GTCXREF

Name: Gold Test Company

General | Contacts | History | Sales Info | Payment & Credit

Bill-to contact: Contact McGee Customer type:

Account number: Telephone 1: (555) 555555

Billing address: 123 Fake St Telephone 2:

Line 2 Fax:

City, ST, Zip: Springfield MA 01010 E-mail:

Country: Web site:

Sales tax: Balance as of Sep 10, 2015: \$6,539.17

Copy to Ship Address 1

Customizable Fields

1. Second Contact 4. Multiple Sites?

2. Reference 5.

3. Mailing List?

Customize these fields for your business

GUIDE TO INTEGRATION IMPLEMENTATION

GUIDE TO INTEGRATION IMPLEMENTATION

Vendors

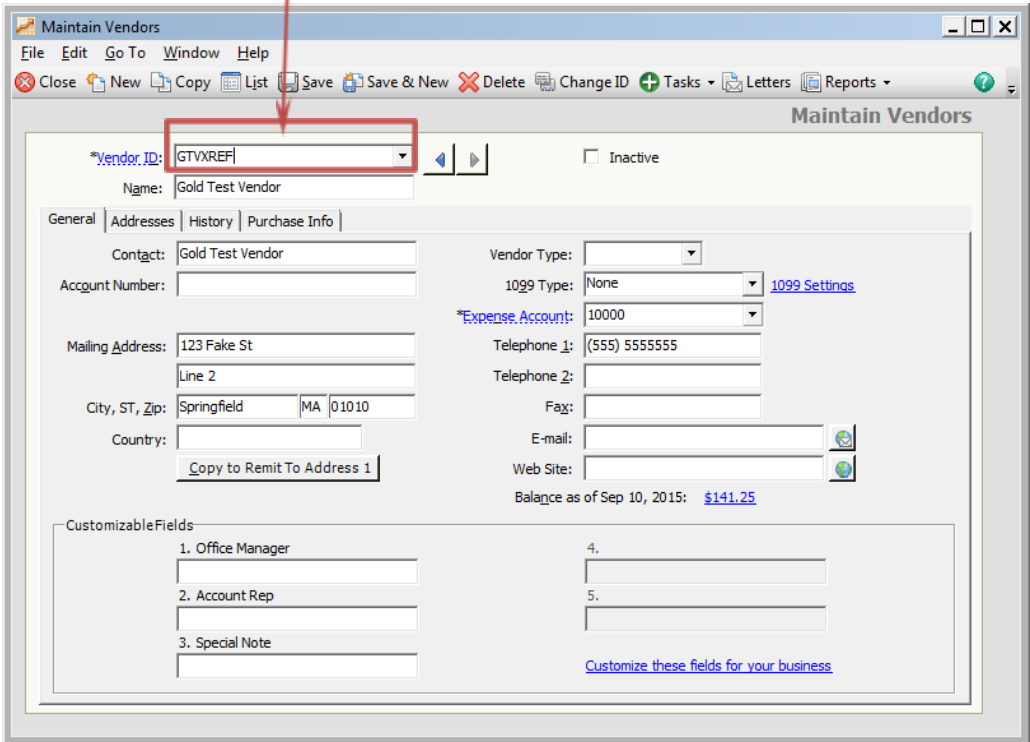
Companies flagged as Vendors in Manage are mapped to Vendors in Sage 50. The “Vendor XRef” field on the Manage *Finance > Company Finance* screen needs to match the “Vendor ID” field on the *Maintain > Vendors* screen in Sage 50. If a Vendor in Manage has a PO to be imported into Sage 50 and the Vendor does not exist in Sage 50, a new Vendor will be created in Sage 50 automatically.

Company: Gold Test Vendor

Company: * Gold Test Vendor	Phone: (555) 555-5555
Type: * Vendor	Fax: (555) 555-5555
Status: * Active	Web Site:
Company ID: * GTV	

Finance Details

Account ID:	Billing Terms: Net 10
Vendor ID: GTVXREF	Invoice Template:
Tax ID:	Email Template:
Tax Code: Complexington Sales Tax	Pricing Schedule: Test



The screenshot shows the Sage 50 'Maintain Vendors' window. The 'Vendor ID' field is highlighted with a red box and contains the value 'GTVXREF'. A red arrow points from this field to the 'Vendor ID' field in the 'Finance Details' section above. The window also shows fields for Name (Gold Test Vendor), Contact, Account Number, Mailing Address (123 Fake St, Springfield, MA 01010), and various other vendor details.

GUIDE TO INTEGRATION IMPLEMENTATION

GUIDE TO INTEGRATION IMPLEMENTATION

Members

Reimbursable expenses in Manage are created as **Purchase Orders** in Sage 50. Therefore, for each member with an expense, a Vendor will need to be set up in Sage 50 that corresponds to the Member. The "Vendor Nbr" field on the Manage *Setup > Members* screen needs to match the "Vendor ID" field on the *Maintain > Vendors* screen in Sage 50.



GUIDE TO INTEGRATION IMPLEMENTATION

Members - Regular > Detail
New Member

< + [Icons] DELETE UNUSED TIMESHEETS HISTORY ▾ [Icon]

Overview

Login

Member ID*
Admin1

License Class*
Regular ▾

Password*

Confirm*

☐ Disable Online

☐ Enable Mobile Edition

Profile

First Name*
Admin1

Middle Initial

Last Name*
Training

Hire Date* ▾

Title

Country ▾

Time Zone*
US Eastern ▾

Report Card ▾

Photo
BROWSE

System

Role ID*
Admin ▾

Division* ▾

Level*
Corporate (Level 1) ▾

Department* ▾

Name*
Corporate ▾

Reports To ▾

☐ Restrict to this Division

☐ Restrict to this Department

☐ Manage Administrator

Employee ID

Vendor Number
ADM1XREF

Type ▾

Maintain Vendors

File Edit Go To Window Help

Close New Copy List Save Save & New Delete Change ID Tasks Letters Reports

*Vendor ID: ADM1XREF

Name: Admin1 Training

General Addresses History Purchase Info

Contact: Admin1 Training

Vendor Type: ▾

Inactive

GUIDE TO INTEGRATION IMPLEMENTATION

GL Accounts

The "Account" field on the *Setup > Setup Tables > GL Accounts* table in Manage must be consistent with the "Account ID" field on the *Maintain > Chart of Accounts* screen in Sage 50. Note that Accounts will not be automatically created in Sage 50 if they are not found. An error message will be raised when attempting to push transactions where an account is not found in Sage 50.

Setup Tables > General Ledger List > GL Account

GL Account

GL Account Setup

Account Type: * Accounts Receivable Product ID: _____

Table: * My Company: Owner Inventory: _____

Record: * mobius Sales Code: _____

Account Subcategory: 11000 COGS: _____

Maintain Chart of Accounts

*Account ID: 11000

Description: Accounts Receivable

*Account Type: Accounts Receivable

Account Beginning Balances

Period History	Debits	Credits	Period Activity	Running Balance
Dec 31, 2014	5,894.02	-230.59	5,663.43	6,539.17
Nov 30, 2014	875.74		875.74	875.74
Oct 31, 2014				
Sep 30, 2014				
Aug 31, 2014				
Jul 31, 2014				
Jun 30, 2014				
May 31, 2014				

Freight

When tracking Freight in Manage, ensure the "Purchase Order Freight" account is set in the GL Setup table:

GUIDE TO INTEGRATION IMPLEMENTATION

GL Account Setup

Account Type: *	Purchase Order Freight	▼
Table: *	My Company: Owner	▼
Record: *	mobius_f	▼
Account:	50000	

If the “Purchase Order Freight” account is not setup correctly in the GL Setup table errors may occur when including Freight on a packing slip.

GUIDE TO INTEGRATION IMPLEMENTATION

Tax Codes

In order to allow for the proper calculation of tax in both Manage and Sage 50, you need to map the Tax Code you have set up in Manage to the tax code you have set up in Sage 50.

The “Tax Code Xref” field of the *Setup > Setup Tables > Tax Codes* screen in Manage should be consistent with the “Sales Tax Code” in the *Maintain > Sales Taxes...* screen in Sage 50. The “Agency Xref” field should be consistent with the “Sales Tax Agency ID” fields.

Please note, tax codes in Manage are done in decimal format. Sage is in percentage format. Example .04 in Manage is 4% in Sage. If you match the numbers exactly from Manage you would end up with .04% in Sage which would not map correctly.

GUIDE TO INTEGRATION IMPLEMENTATION

Tax Code GAFULTON	Caption on Invoice* Sales Tax	<input type="checkbox"/> Default
Name* Fulton County Sales Tax	Effective Date* Sun, 1/1/2012	<input checked="" type="checkbox"/> Display each level on the invoice
Country United States	Cancel Date	<input type="checkbox"/> Calculate PST on GST (Canada)

Tax Level 1

Rate Type Percent	<input checked="" type="checkbox"/> Tax Products	<input type="checkbox"/> Apply Single Unit Limit
Tax Rate 0.04	<input type="checkbox"/> Tax Services	Unit Minimum
Taxable Max 0	<input type="checkbox"/> Tax Expenses	Unit Maximum
Caption Georgia State Sales Tax		

Tax Code Cross Reference GAFULTON	Agency Cross Reference GEORGIA
---	--

Tax Level 2

Rate Type Percent	<input checked="" type="checkbox"/> Tax Products	<input type="checkbox"/> Apply Single Unit Limit
Tax Rate 0.02	<input type="checkbox"/> Tax Services	Unit Minimum
Taxable Max 0	<input type="checkbox"/> Tax Expenses	Unit Maximum
Caption Fulton County Sales Tax		

Tax Code Cross Reference GAFULTON	Agency Cross Reference FULTON
---	---

Tax Level 3

Rate Type Percent	<input checked="" type="checkbox"/> Tax Products	<input type="checkbox"/> Apply Single Unit Limit
Tax Rate 0.01	<input type="checkbox"/> Tax Services	Unit Minimum
Taxable Max 0	<input type="checkbox"/> Tax Expenses	Unit Maximum
Caption Transportation Tax		

Tax Code Cross Reference GAFULTON	Agency Cross Reference MARTA
---	--

Set Up Sales Taxes

% View All Sales Taxes

Select a sales tax in the first table below. The associated sales tax agencies appear in the second table.

Sales Tax Name	Sales Tax ID	Rate
Complexington Sales Tax	COMPLEX	15.00000%
Georgia Fulton	GAFULTON	7.00000%
MA Sales Tax	MA	6.25000%

Sales Tax Agencies for Georgia Fulton Sales Tax

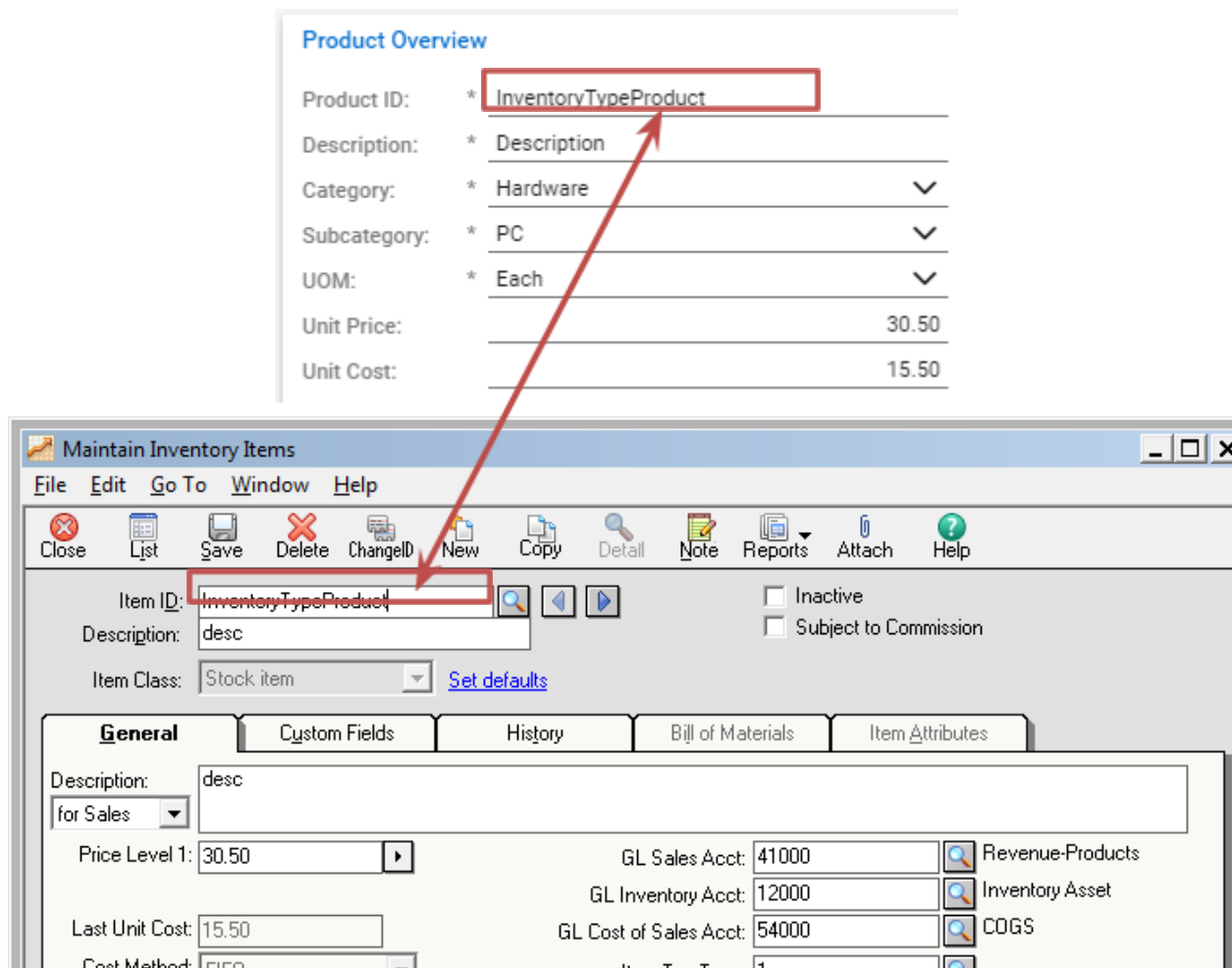
Sales Tax Agency Name	Sales Tax Agency ID	Rate
Georgia State	GEORGIA	4.00000%
Fulton County	FULTON	2.00000%
Transportation Tax	MARTA	1.00000%

[Help](#)

GUIDE TO INTEGRATION IMPLEMENTATION

Products

If you have Products in Manage that you keep track of, then the “Product ID” field on the *Procurement > Product Catalog* screen in Manage must be consistent with the “Item ID” field on the *Maintain > Inventory Items... > Maintain Inventory Items* screen in Sage 50.



Product Overview

Product ID:	* InventoryTypeProduct
Description:	* Description
Category:	* Hardware
Subcategory:	* PC
UOM:	* Each
Unit Price:	30.50
Unit Cost:	15.50

Maintain Inventory Items

File Edit Go To Window Help

Close List Save Delete ChangeID New Copy Detail Note Reports Attach Help

Item ID: InventoryTypeProduct

Description: desc

Item Class: Stock item

☐ Inactive
☐ Subject to Commission

General Custom Fields History Bill of Materials Item Attributes

Description: desc

for Sales

Price Level 1: 30.50

Last Unit Cost: 15.50

Cost Method: FIFO

GL Sales Acct: 41000 Revenue-Products

GL Inventory Acct: 12000 Inventory Asset

GL Cost of Sales Acct: 54000 COGS

If a product in Manage (or an Invoice or PO) is not found in Sage 50, it will be automatically created.

To accomplish this proceed with the following setup:

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

GUIDE TO INTEGRATION IMPLEMENTATION

2. Find all Account Types for Products
3. In each Product account type, please fill in the Inventory and COGS accounts

Account Type:	Revenue-Product	Product ID:	
Table:	My Company: Owner	Inventory:	
Record:	mobiusworks	Sales Code:	
Account Subcategory:		COGS:	
Location: Department:			

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 as non-serialized.

GUIDE TO INTEGRATION IMPLEMENTATION

Product Item Type

There are 4 different Item Types in Sage: Inventory, Non-Stock Item, Description Only, and Service. 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
Inventory Part	Inventory
Non-Inventory Part	Non-Stock
Other Charge	Description Only
Service	Service

The “Type Xref” can be set in Manage *Setup Tables > Product Types*.

Product Type

Name*

Inventory

☐ Inactive

Type Xref

Inventory Part

Inventory Part

Non-Inventory Part

Other Charge

Service

GUIDE TO INTEGRATION IMPLEMENTATION

Sage 50 has 4 Product Types:

1. Inventory
2. Non-Stock
3. Service
4. Description Only

GUIDE TO INTEGRATION IMPLEMENTATION

These types are mapped to Manage Item Types as follows, and will apply the following transactions:

1. Manage **Inventory** > Sage **Inventory**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Inventory *Debit*
 - o Sale (AR Invoice)
 - *Inventory *Credit*
 - *Cost of Sales *Debit*
 - Revenue *Credit*
 - Accounts Receivable *Debit*
2. Manage **Non-Inventory** > Sage **Non-Stock**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Salaries/Wages *Debit*
 - o Sale (AR Invoice)
 - *Salaries/Wages *Credit*
 - *Cost of Sales *Debit*
 - Revenue *Credit*
 - Accounts Receivable *Debit*
3. Manage **Service** > Sage **Service**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Salaries/Wages *Debit*
 - o Sale (AR Invoice)
 - *Salaries/Wages *Credit*
 - *Cost of Sales *Debit*
 - Revenue *Credit*
 - Accounts Receivable *Debit*
4. Manage **Other Charge** (or NULL/Unknown) > Sage **Description Only**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Cost of Sales *Debit*
 - o Sale (AR Invoice)
 - Revenue *Credit*
 - Accounts Receivable *Debit*

**This transaction is handled by the accounting package directly, not the integration.*

How will this affect my Chart of Accounts?

GUIDE TO INTEGRATION IMPLEMENTATION

Here's our detailed answer:

There are four Item Types in Sage that map to four Item Types in CW:

- Sage > CW
 1. Stock > Inventory Part
 2. Non-Stock > Non-Inventory Part
 3. Service > Service
 4. Description > Other Charge

The first 3 types use the Inventory Asset account:

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

The last type does not use the Inventory Asset Account:

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

So, if you would like to hit COGS immediately and skip the Inventory Asset account, i.e. not use products in Sage, then please use the Other Charge Item Type in ConnectWise.

GUIDE TO INTEGRATION IMPLEMENTATION

Item Receipts

Purchase Orders are not created in Sage 50. Instead, when you see a "PO" in the list of exports, you are actually seeing an Item Receipt, i.e. a Packing Slip.

There are currently two recommend ways to use the "Item Receipt" export functionality.

Whether you create the packing slip as an Item Receipt, or create the packing slip as an AP Invoice, the ConnectWise "PO Number" will become the Sage 50 US "Customer Invoice No."

Create the Packing Slip as an AP Invoice

This method should be used when expecting to receive a single invoice for an entire Purchase Order. When the packing slip is pushed to Sage 50 US, it is created as an invoice, complete with the Vendor Invoice Number.

To accomplish this, you would perform the following steps:

1. Create the PO, complete with the items/lines.
2. Receive the items as normal. If you do not yet have your invoice, you should leave the Purchase Order (and the individual lines) as "open" to prevent the Packing Slip from showing up in your list of transactions.

Purchase Order #113			
PO Status:	* Closed	Location:	* Tampa Office
PO Number:	113	Business Unit:	* Professional Services
PO Date:	* Wed 02/11/2015	Tax Code:	Complexington Sales Tax
Vendor Order Number:	1234	Subtotal:	\$15.50
Vendor Invoice Number:	5678	<input type="checkbox"/> Apply tax to taxable products	
Vendor Invoice Date:	Wed 02/11/2015	Product Tax:	\$0.00
Terms:	Net 10	Freight Cost:	0.00 USD

3. When you receive your invoice, you will update the "Vendor Invoice Number" and "Vendor Invoice Date" in the Purchase Order. Then, you can close the Purchase Order (which also closes all of the lines).
4. With the lines closed, the Packing Slip will now show up in your system as the invoice with an invoice number:



GUIDE TO INTEGRATION IMPLEMENTATION

Purchases/Receive Inventory

File Edit Go To Window Help

Close New List Save Copy Delete Row Note Journal Event Layout Reports Attach Help

Vendor ID: STVXREF

Purchase

Remit to: [Gold Test Vendor](#)
123 Fake St
Line 2
Springfield, MA 01010

PAST DUE [Pay now](#)

Ship to:

Name
Address Line 1
Address Line 2
City St Zip
Country

*Invoice date: Feb 11, 2015
*Due date:
Invoice No.: **5678**

☐ Drop ship
☐ Waiting on bill

Customer SO No. Customer invoice No. Terms Ship via A/P account

GUIDE TO INTEGRATION IMPLEMENTATION

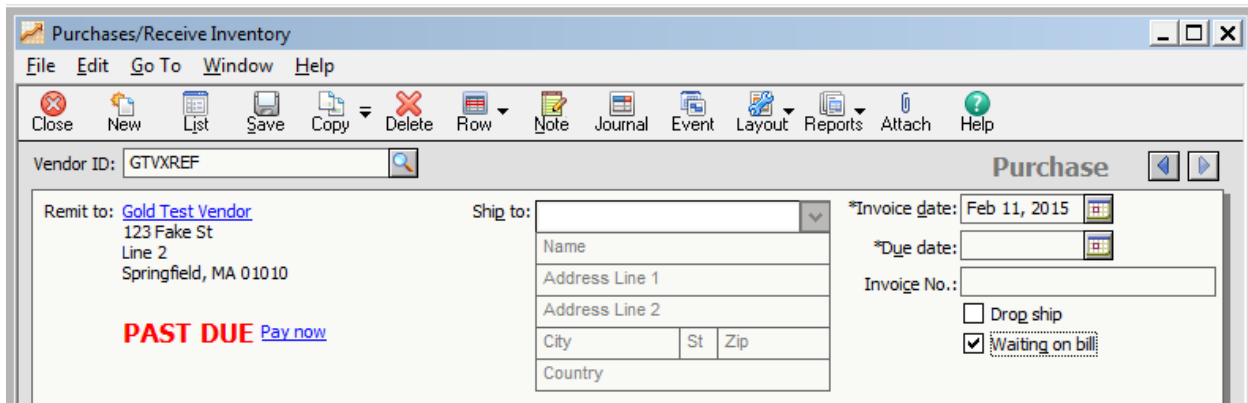
Create the Packing Slip as an Item Receipt

This method should be used when you expect that the PO is going to arrive split across multiple receipts. You might also use it if you get your invoice from the vendor after you receive the items, and want to make sure that the bill is accounted for in Peachtree before you actually get the invoice. In this case, you are typically receiving multiple invoices from the Vendor, and so there isn't one "Invoice Number" that you can put on the PO.

Using this method, the receipts will be created as item receipt in Sage 50. An item receipt is essentially the same as an AP Invoice, except that the invoice number is left off for you to fill in later.

To accomplish this, you would perform the following steps:

- 1.) Create the PO in Manage, complete with the items/lines.
- 2.) Receive the items as normal. If you receive only a partial receipt for any PO line, receive that partial amount and close the line. Manage will give you the option to automatically create a new line with the remaining expected quantity.
- 3.) Do step 2 for all the items you received on the same packing slip. Note that you do NOT need to close the PO itself (only the received lines).
- 4.) Once all of the lines are closed and received, the packing slip will show up to be exported. Note that you have NOT entered an invoice number.
- 5.) Export the packing slip, and an Item Receipt will be created. It will have no Invoice Number, and the "Waiting on Bill" box will be checked:



- 6.) When you eventually receive the invoice from the Vendor, find the item receipt in Sage 50 that the invoice relates to. Fill in the Invoice Number, update the Date with the Invoice Date, and uncheck "Waiting on bill".

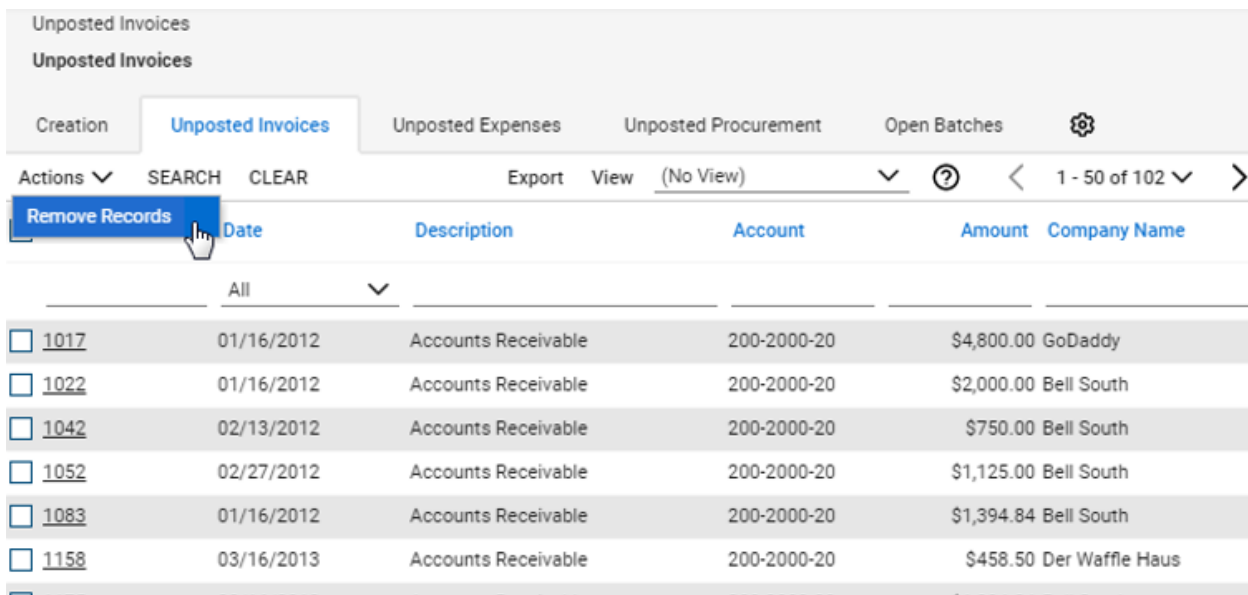
GUIDE TO INTEGRATION IMPLEMENTATION

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 (or otherwise accounted for in some accounting software, and therefore have no need to account for them in Sage 50), you will not want the integration application to export those transactions into Sage 50 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”.



Unposted Invoices					
Unposted Invoices					
Creation	Unposted Invoices	Unposted Expenses	Unposted Procurement	Open Batches	
Actions	SEARCH	CLEAR	Export	View	(No View)
Remove Records	Date	Description	Account	Amount	Company Name
	All				
<input type="checkbox"/> 1017	01/16/2012	Accounts Receivable	200-2000-20	\$4,800.00	GoDaddy
<input type="checkbox"/> 1022	01/16/2012	Accounts Receivable	200-2000-20	\$2,000.00	Bell South
<input type="checkbox"/> 1042	02/13/2012	Accounts Receivable	200-2000-20	\$750.00	Bell South
<input type="checkbox"/> 1052	02/27/2012	Accounts Receivable	200-2000-20	\$1,125.00	Bell South
<input type="checkbox"/> 1083	01/16/2012	Accounts Receivable	200-2000-20	\$1,394.84	Bell South
<input type="checkbox"/> 1158	03/16/2013	Accounts Receivable	200-2000-20	\$458.50	Der Waffle Haus

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

GUIDE TO INTEGRATION IMPLEMENTATION

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

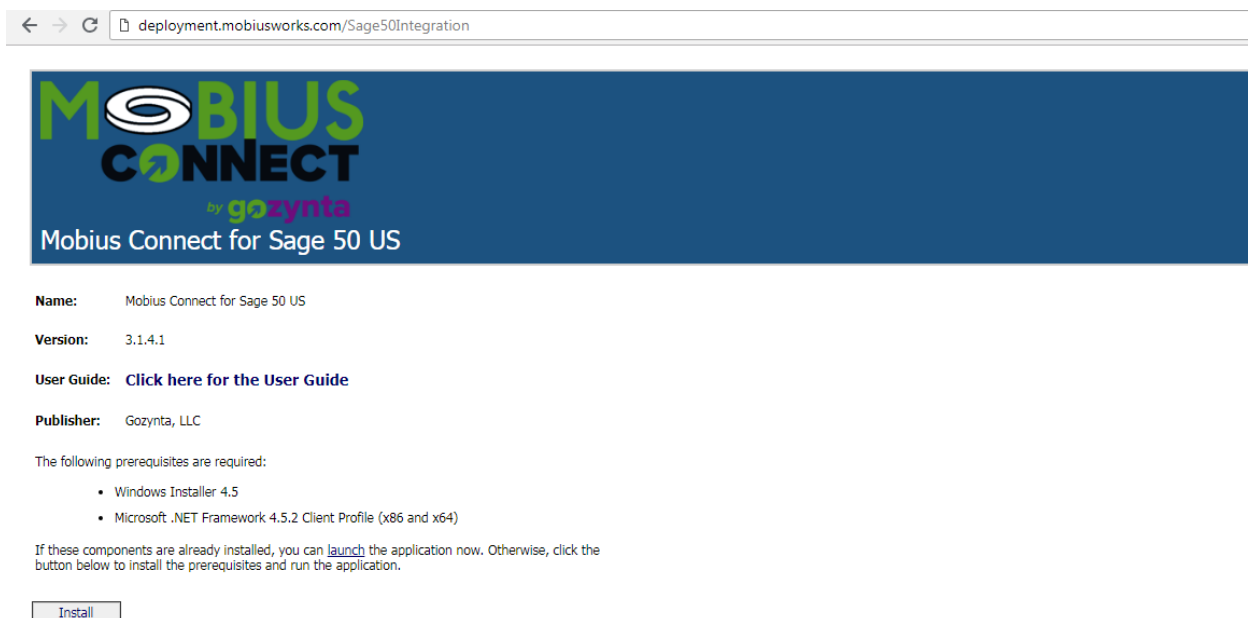
CANCEL

GUIDE TO INTEGRATION IMPLEMENTATION

Installation

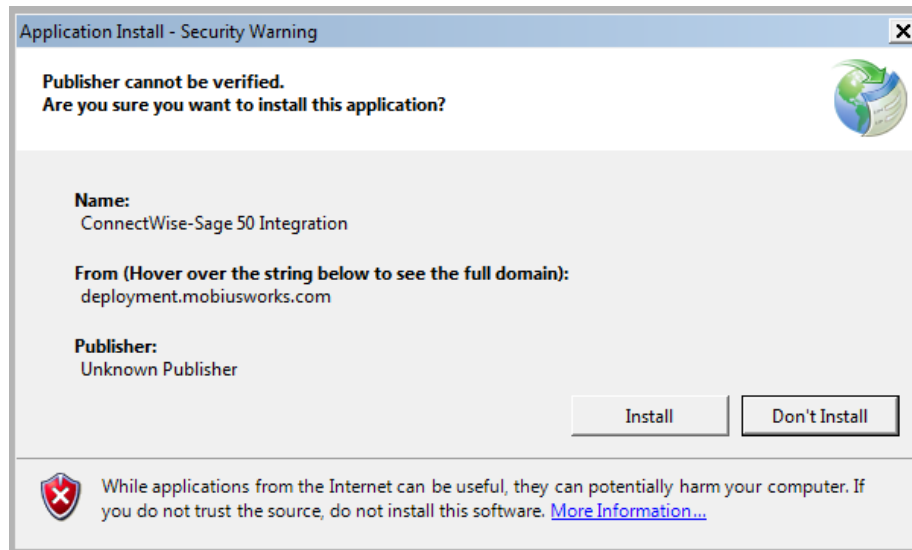
To install the Mobius Connect for Sage 50 Integration, follow the instructions below. Note that the steps and screen shots are from a machine that already had the .NET Framework installed. Also, the browser in the examples is Internet Explorer.

1. Go to the installation page: deployment.mobius-connect.com/Sage50Integration.



2. Click **Install**.

GUIDE TO INTEGRATION IMPLEMENTATION



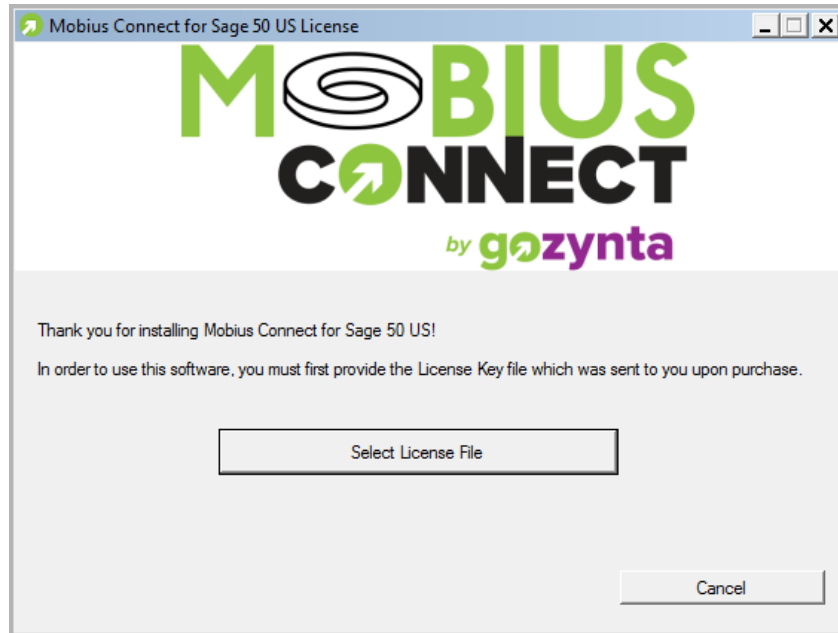
The installation creates a Mobius Connect for Sage 50 Integration desktop icon.



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.



GUIDE TO INTEGRATION IMPLEMENTATION



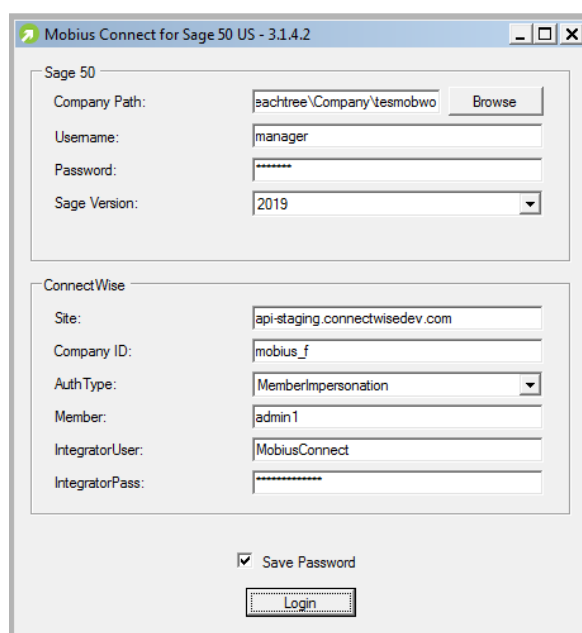
If you do not have a license file, please contact your ConnectWise Account Manager at AccountManager@ConnectWise.com.

GUIDE TO INTEGRATION IMPLEMENTATION

Using the Application

Logging In

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



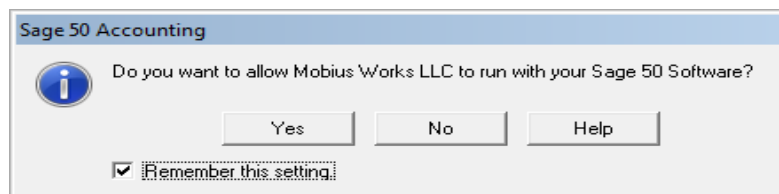
1. Enter the following Sage 50 information in the Login screen:
 - **Company Directory** – This is the path to your company. By default, your company will be stored under “C:\ProgramData\Sage\Accounts\2013”. Click the **Browse** button to bring up a menu to help you choose the correct directory. For example, the directory chosen in the above example is “C:\Sage\Peachtree\Company.000”.
 - **Username & Password:** The login credentials of the user account that you have configured in Sage 50. See [Sage 50 Configuration](#).
 - **Sage Version:** Select the version of Sage installed on your local machine.
2. Enter the following 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 and Manage passwords saved for the next time you run the application.

GUIDE TO INTEGRATION IMPLEMENTATION

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.

The first time you attempt to log into your Sage 50 Company, you may get a message that looks like the following:

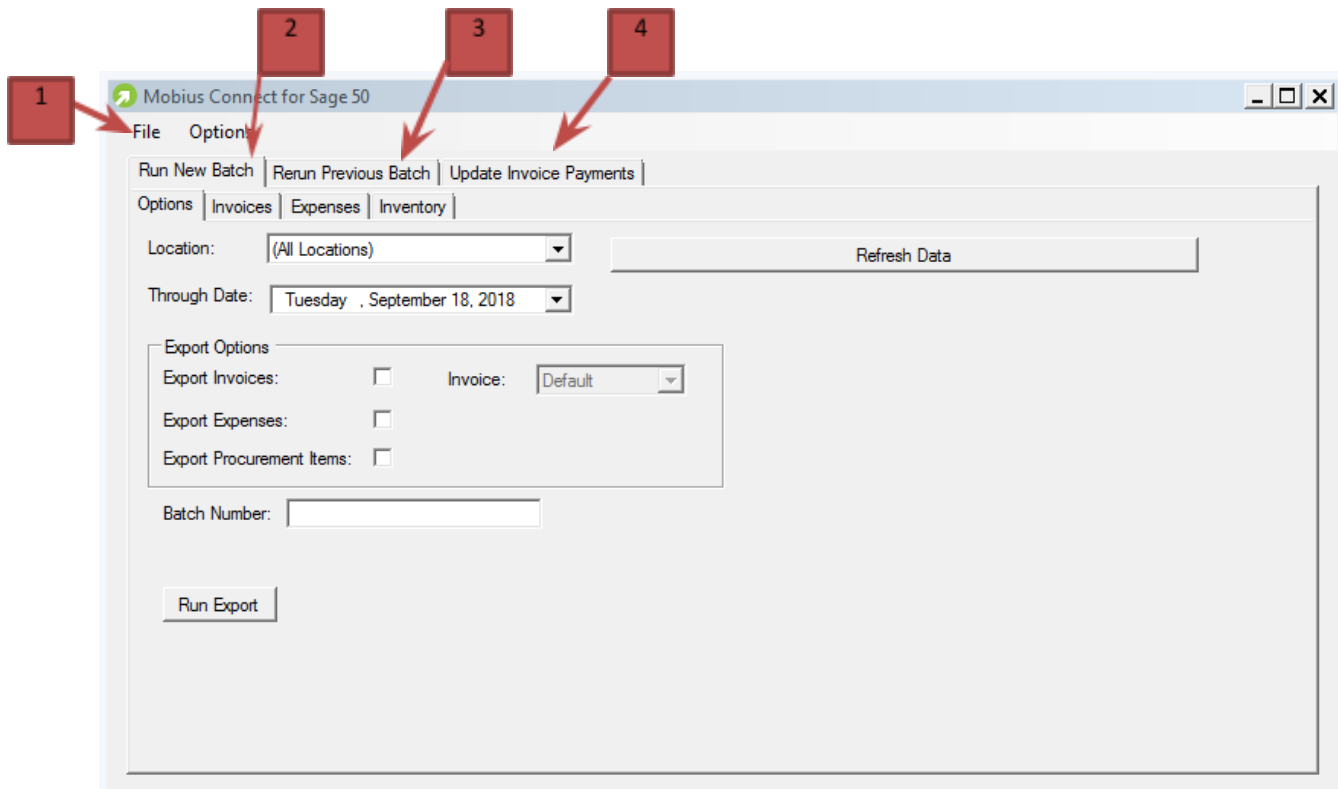


Click "Yes" in order to allow the integration to access your company. You can check "Remember this setting" so that you do not get this message in the future.

GUIDE TO INTEGRATION IMPLEMENTATION

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.
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, but for reasons (such as a backup restore on the Sage 50 system), needs to be run again.
4. **Update Invoice Payments:** This will look for updated balances on Accounts Receivable invoices in Sage 50, and update the corresponding Manage invoice with the amount that has been paid.

GUIDE TO INTEGRATION IMPLEMENTATION

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. 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 (Purchase Orders, Inventory Adjustments, and Inventory Transfers) included as part of the batch.

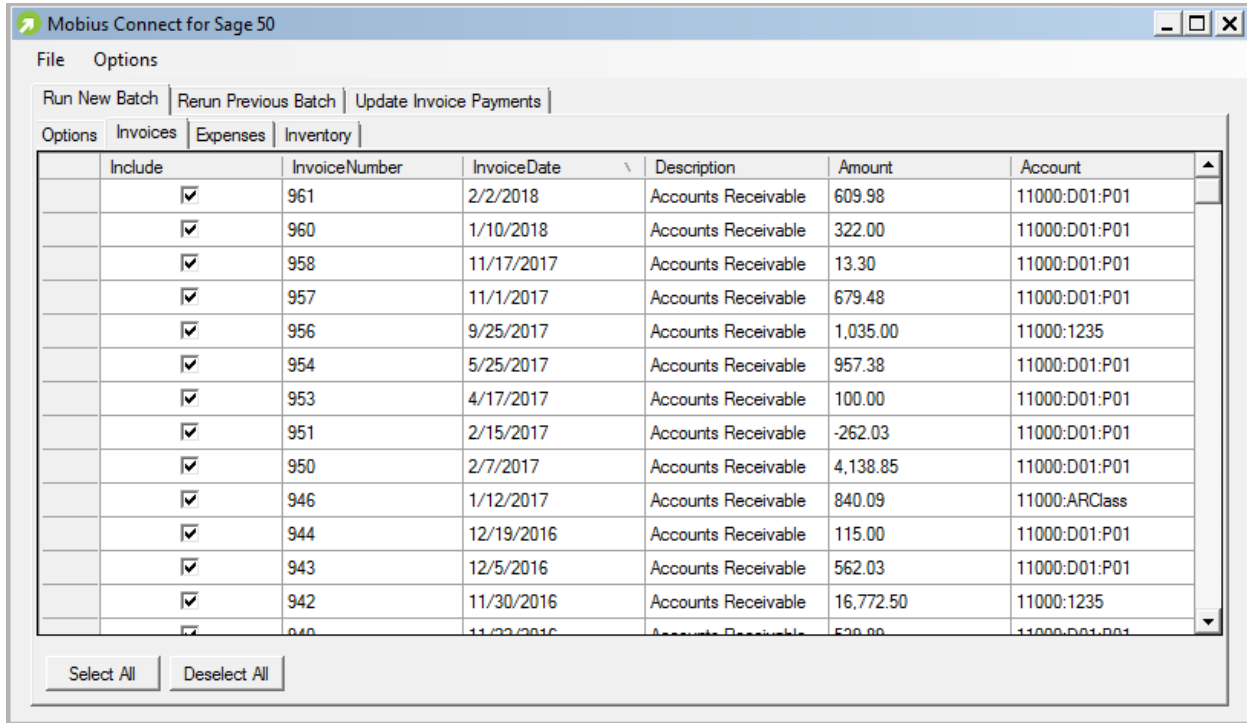
You may sometimes find that a transaction you expected to be listed is not because of some missed step somewhere along the way (such as an invoice never having been marked as “Closed”). After performing this step, you can press “Refresh Data” in order for that transaction to show up in the list of transactions.

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.

GUIDE TO INTEGRATION IMPLEMENTATION

Selecting Specific Invoices

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



The screenshot shows the 'Mobius Connect for Sage 50' application window. The 'Invoices' tab is selected, displaying a table of transactions. The table has columns for 'Include', 'InvoiceNumber', 'InvoiceDate', 'Description', 'Amount', and 'Account'. All 'Include' checkboxes are checked. Below the table are 'Select All' and 'Deselect All' buttons.

Include	InvoiceNumber	InvoiceDate	Description	Amount	Account
<input checked="" type="checkbox"/>	961	2/2/2018	Accounts Receivable	609.98	11000:D01:P01
<input checked="" type="checkbox"/>	960	1/10/2018	Accounts Receivable	322.00	11000:D01:P01
<input checked="" type="checkbox"/>	958	11/17/2017	Accounts Receivable	13.30	11000:D01:P01
<input checked="" type="checkbox"/>	957	11/1/2017	Accounts Receivable	679.48	11000:D01:P01
<input checked="" type="checkbox"/>	956	9/25/2017	Accounts Receivable	1,035.00	11000:1235
<input checked="" type="checkbox"/>	954	5/25/2017	Accounts Receivable	957.38	11000:D01:P01
<input checked="" type="checkbox"/>	953	4/17/2017	Accounts Receivable	100.00	11000:D01:P01
<input checked="" type="checkbox"/>	951	2/15/2017	Accounts Receivable	-262.03	11000:D01:P01
<input checked="" type="checkbox"/>	950	2/7/2017	Accounts Receivable	4,138.85	11000:D01:P01
<input checked="" type="checkbox"/>	946	1/12/2017	Accounts Receivable	840.09	11000:ARClass
<input checked="" type="checkbox"/>	944	12/19/2016	Accounts Receivable	115.00	11000:D01:P01
<input checked="" type="checkbox"/>	943	12/5/2016	Accounts Receivable	562.03	11000:D01:P01
<input checked="" type="checkbox"/>	942	11/30/2016	Accounts Receivable	16,772.50	11000:1235
<input checked="" type="checkbox"/>	940	11/22/2016	Accounts Receivable	530.00	11000:D01:P01

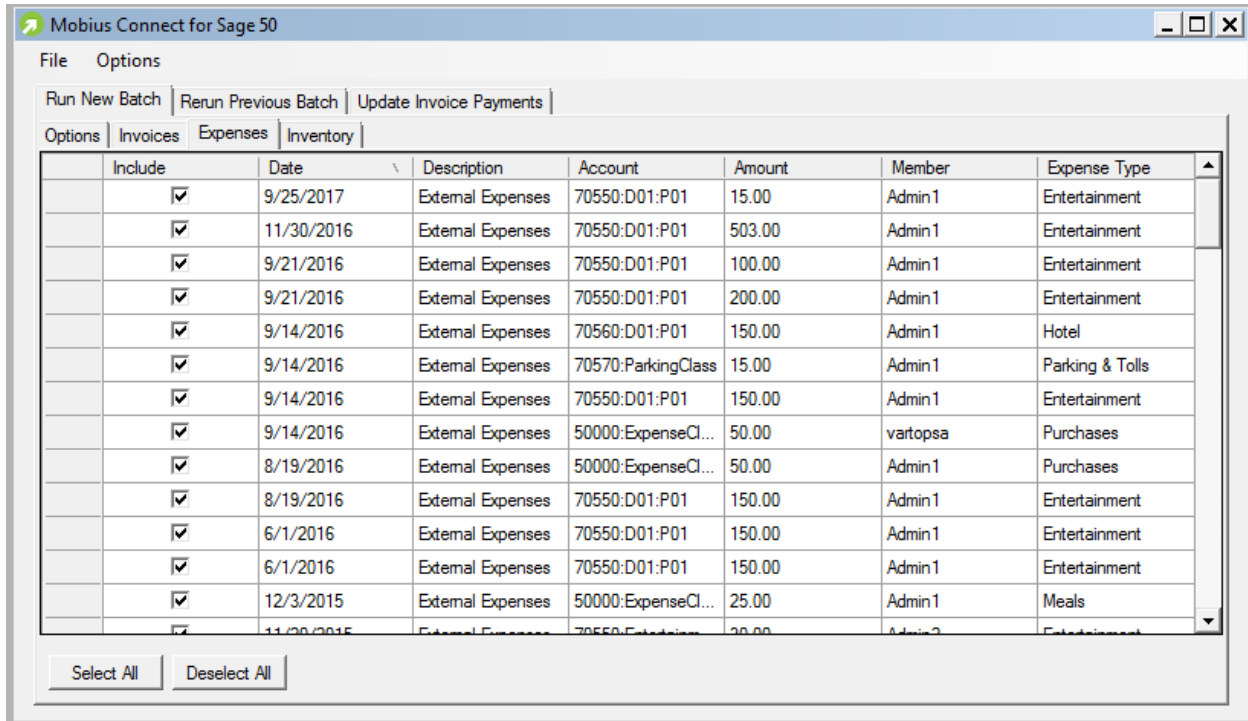
Checking the checkbox in the “Include” column will cause the transaction to be included in the batch. Conversely, unchecking the checkbox in the “Include” column will cause the transaction to NOT be included in the batch. You may also click the “Select All” or “Deselect All” buttons to check or uncheck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



GUIDE TO INTEGRATION IMPLEMENTATION

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
	<input checked="" type="checkbox"/>	9/25/2017	External Expenses	70550:D01:P01	15.00	Admin1	Entertainment
	<input checked="" type="checkbox"/>	11/30/2016	External Expenses	70550:D01:P01	503.00	Admin1	Entertainment
	<input checked="" type="checkbox"/>	9/21/2016	External Expenses	70550:D01:P01	100.00	Admin1	Entertainment
	<input checked="" type="checkbox"/>	9/21/2016	External Expenses	70550:D01:P01	200.00	Admin1	Entertainment
	<input checked="" type="checkbox"/>	9/14/2016	External Expenses	70560:D01:P01	150.00	Admin1	Hotel
	<input checked="" type="checkbox"/>	9/14/2016	External Expenses	70570:ParkingClass	15.00	Admin1	Parking & Tolls
	<input checked="" type="checkbox"/>	9/14/2016	External Expenses	70550:D01:P01	150.00	Admin1	Entertainment
	<input checked="" type="checkbox"/>	9/14/2016	External Expenses	50000:ExpenseCl...	50.00	vartopsa	Purchases
	<input checked="" type="checkbox"/>	8/19/2016	External Expenses	50000:ExpenseCl...	50.00	Admin1	Purchases
	<input checked="" type="checkbox"/>	8/19/2016	External Expenses	70550:D01:P01	150.00	Admin1	Entertainment
	<input checked="" type="checkbox"/>	6/1/2016	External Expenses	70550:D01:P01	150.00	Admin1	Entertainment
	<input checked="" type="checkbox"/>	6/1/2016	External Expenses	70550:D01:P01	150.00	Admin1	Entertainment
	<input checked="" type="checkbox"/>	12/3/2015	External Expenses	50000:ExpenseCl...	25.00	Admin1	Meals
	<input checked="" type="checkbox"/>	11/30/2015	External Expenses	70550:D01:P01	150.00	Admin1	Entertainment

Select All Deselect All

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.

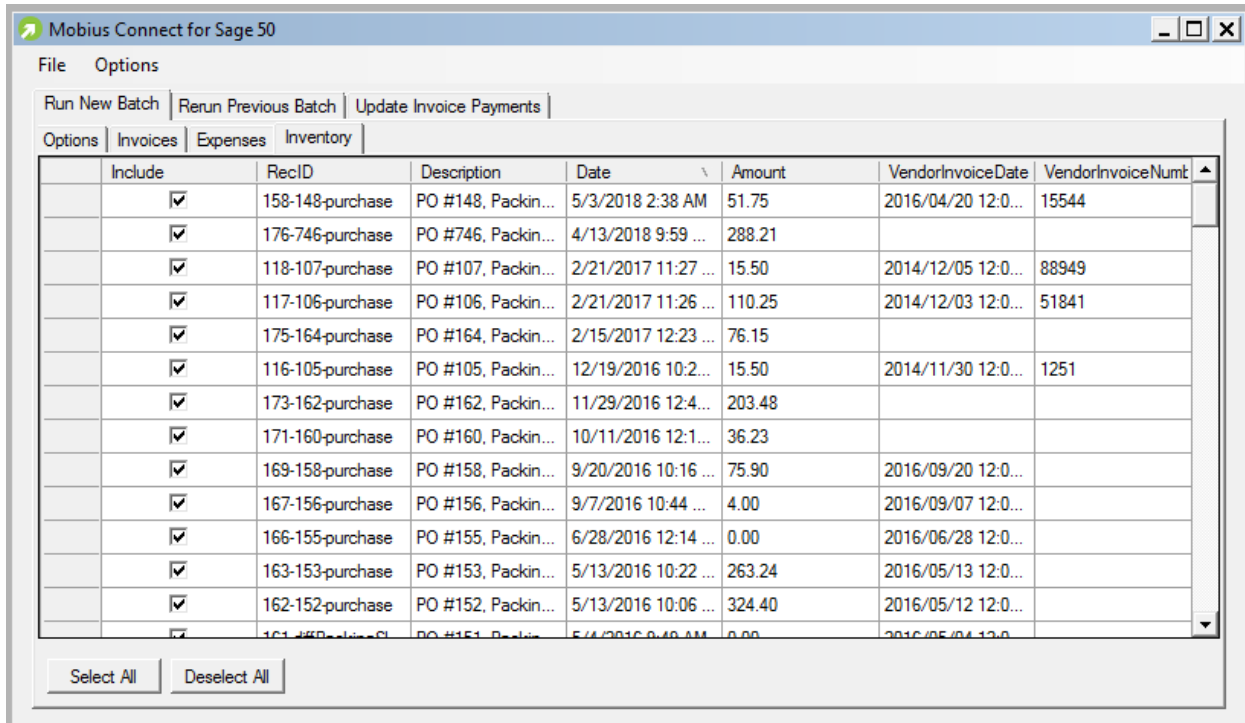
Note: Non-billable, non-reimbursable expenses do not transfer with the Expense as Bill option. However Sage 50 US does not support transfer without the Expense as Bill option.

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

GUIDE TO INTEGRATION IMPLEMENTATION

Selecting Specific Inventory Transactions

By clicking on the “Inventory” tab, you can explicitly control which inventory transactions you want to include in the batch.



The screenshot shows the 'Mobius Connect for Sage 50' application window. The 'Inventory' tab is selected under the 'Options' menu. Below the menu are buttons for 'Run New Batch', 'Rerun Previous Batch', and 'Update Invoice Payments'. The main area displays a table of transactions with columns: Include, RecID, Description, Date, Amount, VendorInvoiceDate, and VendorInvoiceNum. All 'Include' checkboxes are checked. At the bottom are 'Select All' and 'Deselect All' buttons.

Include	RecID	Description	Date	Amount	VendorInvoiceDate	VendorInvoiceNum
<input checked="" type="checkbox"/>	158-148-purchase	PO #148, Packin...	5/3/2018 2:38 AM	51.75	2016/04/20 12:0...	15544
<input checked="" type="checkbox"/>	176-746-purchase	PO #746, Packin...	4/13/2018 9:59 ...	288.21		
<input checked="" type="checkbox"/>	118-107-purchase	PO #107, Packin...	2/21/2017 11:27 ...	15.50	2014/12/05 12:0...	88949
<input checked="" type="checkbox"/>	117-106-purchase	PO #106, Packin...	2/21/2017 11:26 ...	110.25	2014/12/03 12:0...	51841
<input checked="" type="checkbox"/>	175-164-purchase	PO #164, Packin...	2/15/2017 12:23 ...	76.15		
<input checked="" type="checkbox"/>	116-105-purchase	PO #105, Packin...	12/19/2016 10:2...	15.50	2014/11/30 12:0...	1251
<input checked="" type="checkbox"/>	173-162-purchase	PO #162, Packin...	11/29/2016 12:4...	203.48		
<input checked="" type="checkbox"/>	171-160-purchase	PO #160, Packin...	10/11/2016 12:1...	36.23		
<input checked="" type="checkbox"/>	169-158-purchase	PO #158, Packin...	9/20/2016 10:16 ...	75.90	2016/09/20 12:0...	
<input checked="" type="checkbox"/>	167-156-purchase	PO #156, Packin...	9/7/2016 10:44 ...	4.00	2016/09/07 12:0...	
<input checked="" type="checkbox"/>	166-155-purchase	PO #155, Packin...	6/28/2016 12:14 ...	0.00	2016/06/28 12:0...	
<input checked="" type="checkbox"/>	163-153-purchase	PO #153, Packin...	5/13/2016 10:22 ...	263.24	2016/05/13 12:0...	
<input checked="" type="checkbox"/>	162-152-purchase	PO #152, Packin...	5/13/2016 10:06 ...	324.40	2016/05/12 12:0...	
<input checked="" type="checkbox"/>	161-151-purchase	PO #151, Packin...	5/4/2016 9:40 AM	0.00	2016/05/04 12:0...	

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.

Manage 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:

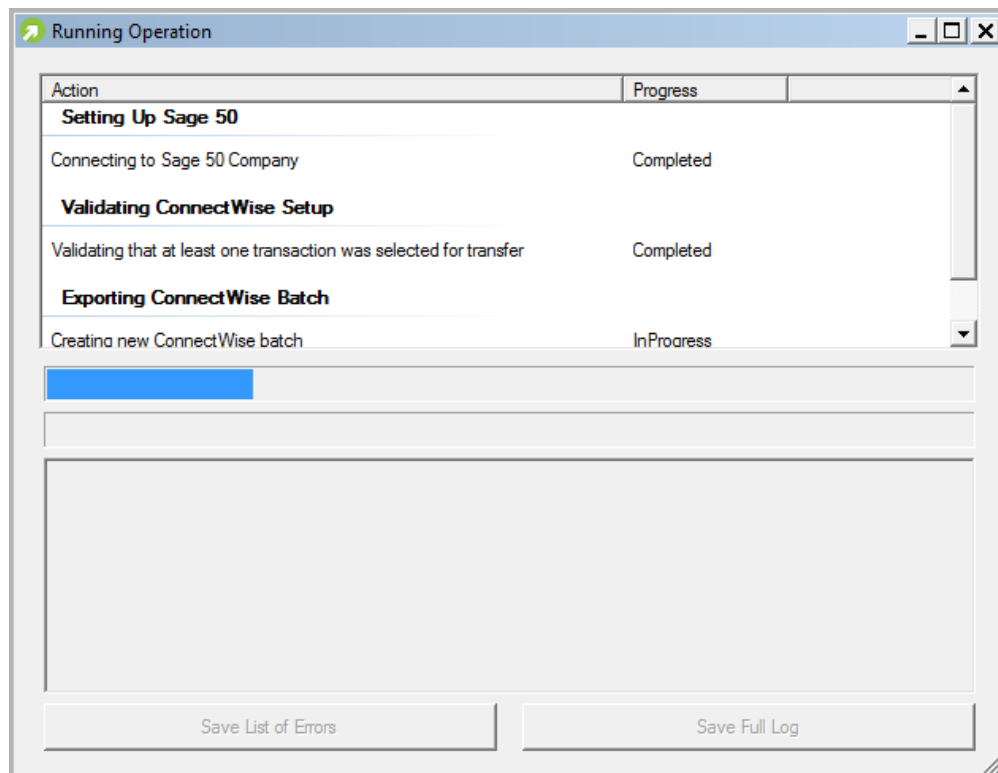
- 20130101JD-I (Used for all invoice transactions)
- 20130101JD-E (Used for all reimbursable expense transactions)
- 20130101JD-P (Used for all inventory transactions. “P” stands for “Procurement”)

GUIDE TO INTEGRATION IMPLEMENTATION

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 Gozynta support technician, as it provides us a great deal of information that helps us discover what happened.

GUIDE TO INTEGRATION IMPLEMENTATION

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. These errors might be as simple as not being able to connect to either Manage or Sage 50.

Additionally, this integration performs a number of validation checks before starting to push transactions to Sage 50. An example validation is to check to make sure that an Account has been mapped successfully and that the Vendor ID it was mapped to exists in the Sage 50 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, you can reuse the Batch ID just as if you had never ran the batch.

2. *The batch completed successfully*

In this case, the batch was run successfully. All selected transactions were exported to Sage 50 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.

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

In this case, all the validation passed, and at least one transaction was successfully imported into Sage 50. 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 suggestions in the error message.

For example, assume that John Doe ran batch “20130101JD-I”, which pushed 25 successful invoices to Sage 50, 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”

GUIDE TO INTEGRATION IMPLEMENTATION

Possible Warnings

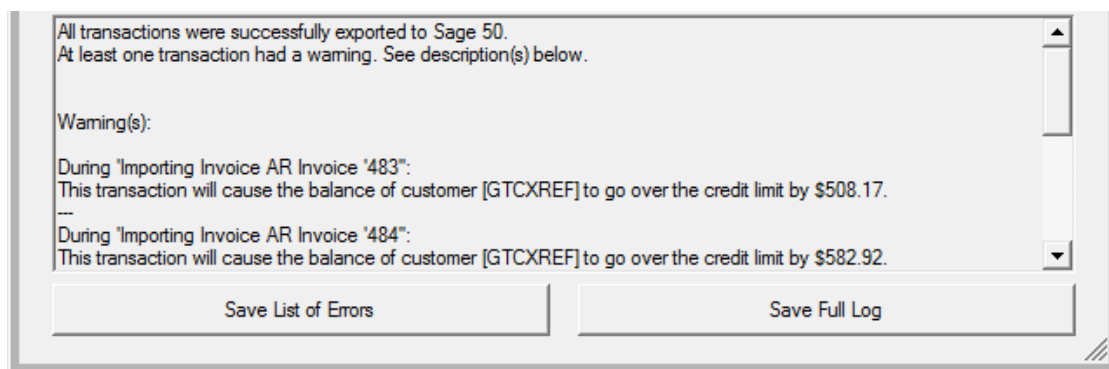
In some cases, you may have a batch that produces a warning notice. This typically means that the batch was successful but Sage 50 provided some additional information that may be helpful. However, you will want to review the errors to ensure that all transactions were in fact successful.

Credit Limits

When Credit Limit Notification is set on a Customer, an invoice that is imported for that Customer will error only when the credit limit causes an error message, and give you a warning otherwise.

The Sage 50 Credit Limit Statuses and their descriptions are listed below:

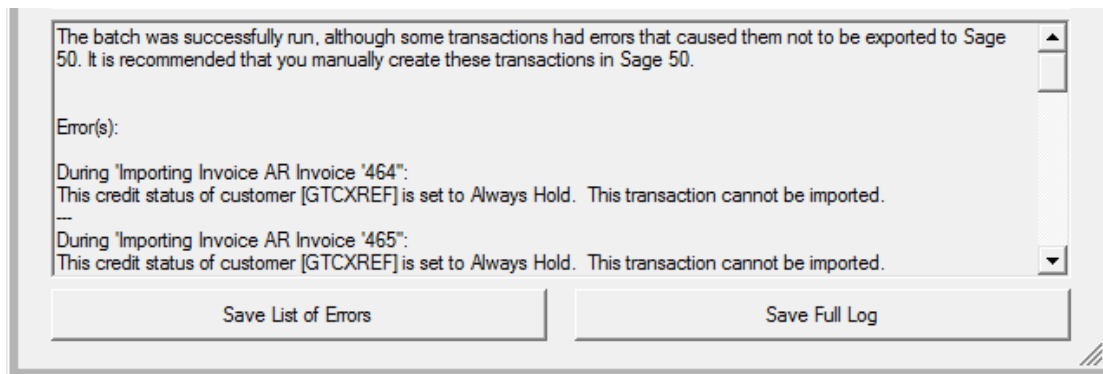
1. **No Credit Limit:** This status will not cause any additional warnings or errors when importing an invoice for a Customer.
2. **Notify Over Limit:** When an invoice is imported for a Customer that results in the Customer going over their credit limit the invoice will import successfully. However, the screen will show a warning to the user.
3. **Always Notify:** This status functions similar to "Notify Over Limit", except the warning will occur for every invoice, regardless of if the user went over their limit.



4. **Hold Over Limit:** If the invoice to be imported would cause the user to go over their limit, then an error will be raised. The invoice will NOT be saved, and would remain in the queue to be imported at a later time.
5. **Always Hold:** This Customer will always have their invoices raise an error when attempting to import. The invoices will NOT be saved, and would remain in the queue to be imported at a later time.



GUIDE TO INTEGRATION IMPLEMENTATION



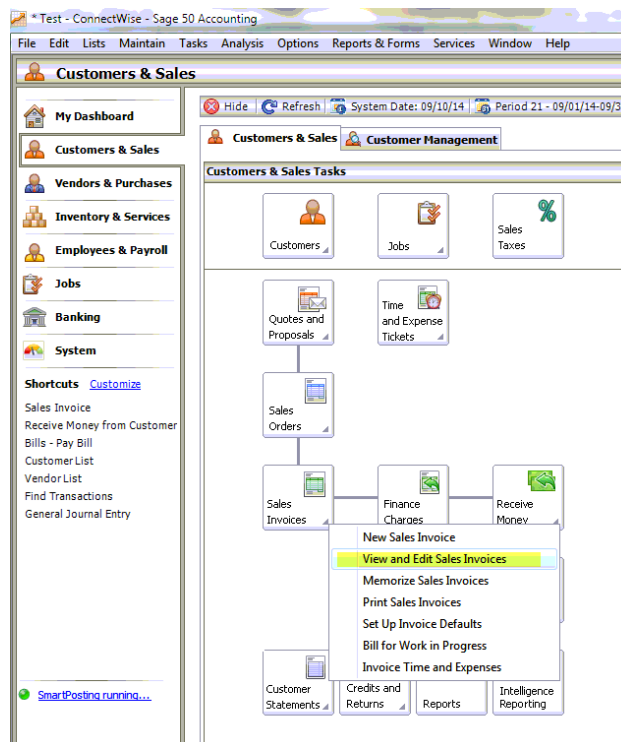
GUIDE TO INTEGRATION IMPLEMENTATION

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), it is a good idea to check some of the data to ensure that things have worked reliably.

Invoices

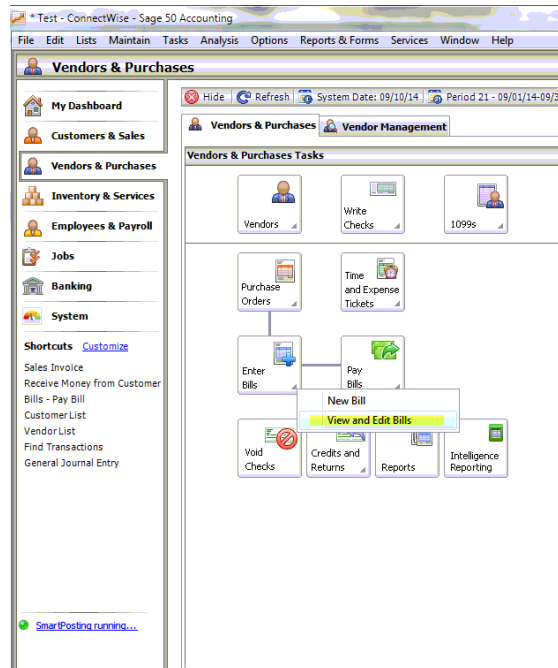
To verify invoices in Sage 50, navigate to *Customer & Sales > Sales Invoices > View and Edit Sales Invoices*:



GUIDE TO INTEGRATION IMPLEMENTATION

Expenses

To verify expenses in Sage 50, navigate to *Vendors & Purchases > Enter Bills > View and Edit Bills*:

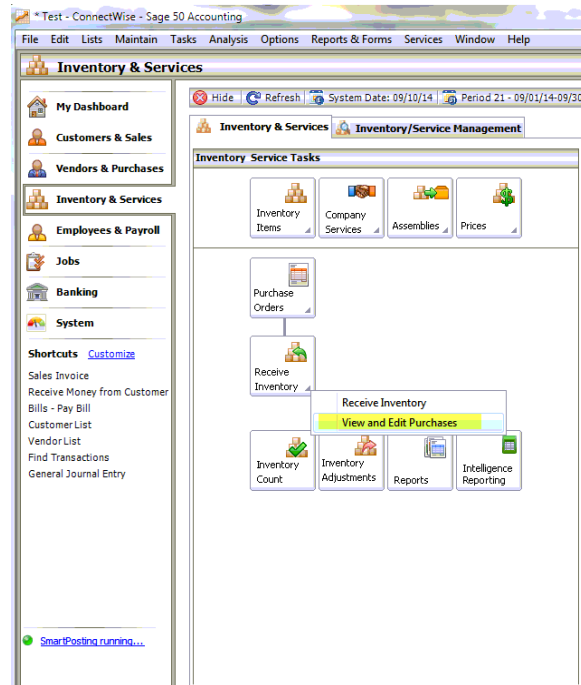


Item Receipts

To verify item receipts in Sage 50, navigate to *Inventory & Services > Receive Inventory > View and Edit Purchases*:



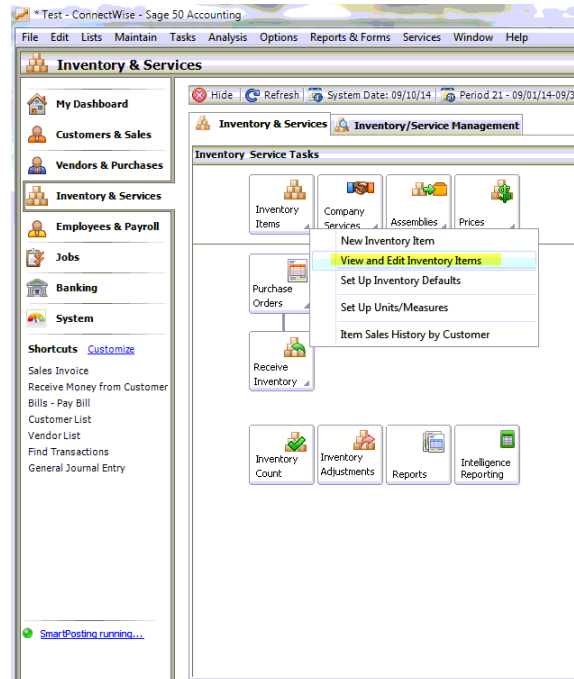
GUIDE TO INTEGRATION IMPLEMENTATION



Products

To verify products in Sage 50, navigate to *Inventory & Services > Inventory Items > View and Edit Inventory Items*:

GUIDE TO INTEGRATION IMPLEMENTATION

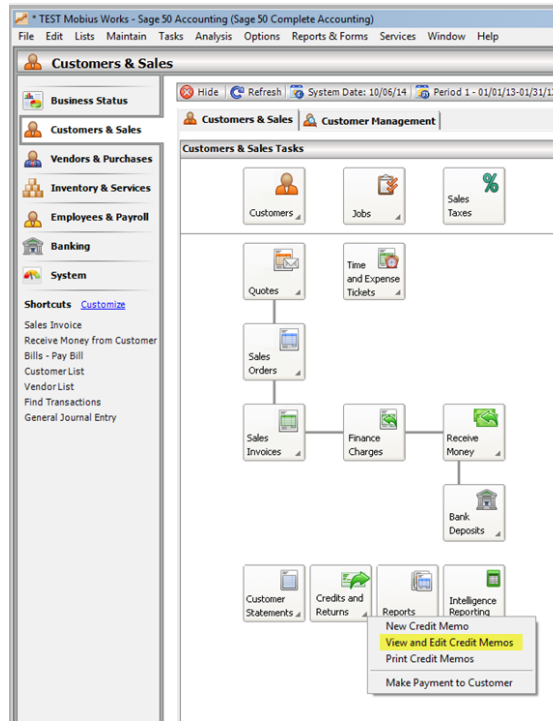


Credit Memos

To verify credits in Sage 50, navigate to *Customer & Sales > Credits and Returns > View and Edit Credit Memos*:



GUIDE TO INTEGRATION IMPLEMENTATION



GUIDE TO INTEGRATION IMPLEMENTATION

GL Entries

Sage 50 has 4 Product Types:

1. Inventory
2. Non-Stock
3. Service
4. Description Only

These types are mapped to Manage Item Types as follows, and will apply the following transactions:

1. Manage **Inventory** > Sage **Inventory**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Inventory *Debit*
 - o Sale (AR Invoice)
 - *Inventory *Credit*
 - *Cost of Sales *Debit*
 - Revenue *Credit*
 - Accounts Receivable *Debit*
2. Manage **Non-Inventory** > Sage **Non-Stock**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Salaries/Wages *Debit*
 - o Sale (AR Invoice)
 - *Salaries/Wages *Credit*
 - *Cost of Sales *Debit*
 - Revenue *Credit*
 - Accounts Receivable *Debit*
3. Manage **Service** > Sage **Service**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Salaries/Wages *Debit*
 - o Sale (AR Invoice)
 - *Salaries/Wages *Credit*

GUIDE TO INTEGRATION IMPLEMENTATION

- *Cost of Sales *Debit*
- Revenue *Credit*
- Accounts Receivable *Debit*
- 4. Manage **Other Charge** (or NULL/Unknown) > Sage **Description Only**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Cost of Sales *Debit*
 - o Sale (AR Invoice)
 - Revenue *Credit*
 - Accounts Receivable *Debit*

**This transaction is handled by the accounting package directly, not the integration.*

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 software again. For example, you might have run a batch successfully, only to have the Sage 50 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 database.

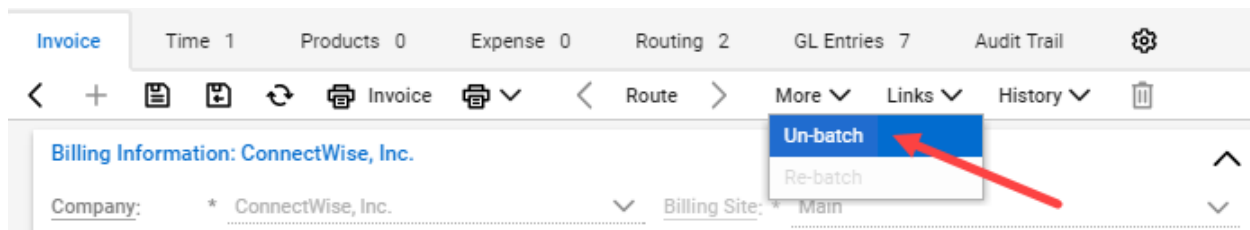
WARNING: While this can be useful, this feature can be used to duplicate transactions in the Sage 50 system. This could occur if the transactions created in the Sage 50 system as a result of the first run of the batch still exist in the Sage 50 system when the batch is rerun! *Use caution when rerunning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

GUIDE TO INTEGRATION IMPLEMENTATION

Un-posting Transactions

Invoices

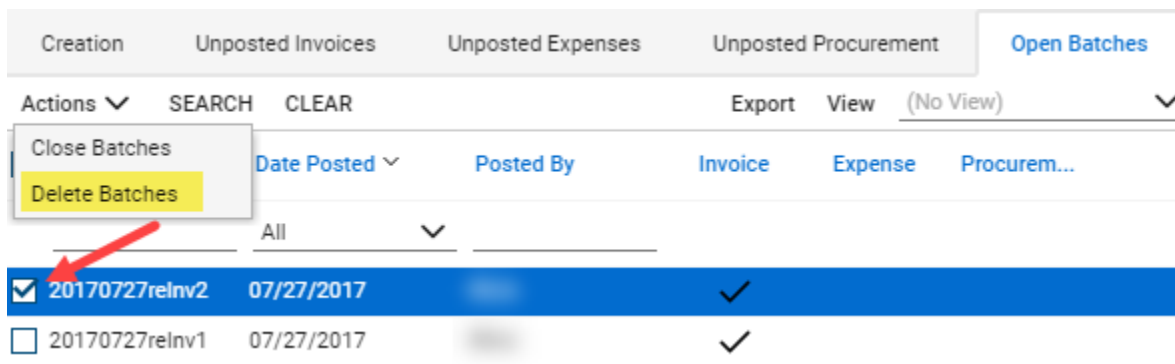
If you feel you've made an error on a particular invoice, you have the ability to un-batch it individually. Go to the Invoice, and click on "More" > "Un-batch".



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.

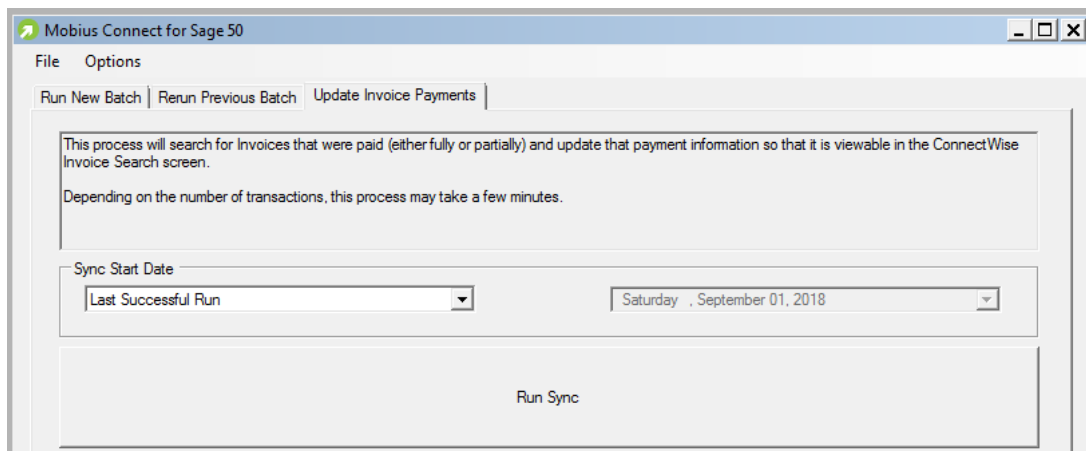
GUIDE TO INTEGRATION IMPLEMENTATION

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. However, when you receive payments from customers, you will use Sage 50 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, 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 form, 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 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 in the past 7 days.
 - **Past Two Weeks:** Will synchronize all invoices that were updated with new payment info in Sage 50 in the past 14 days.
 - **Past Month:** Will synchronize all invoices that were updated with new payment info in Sage 50 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 since a date of your choosing up until today.
3. Click “Run Sync”.

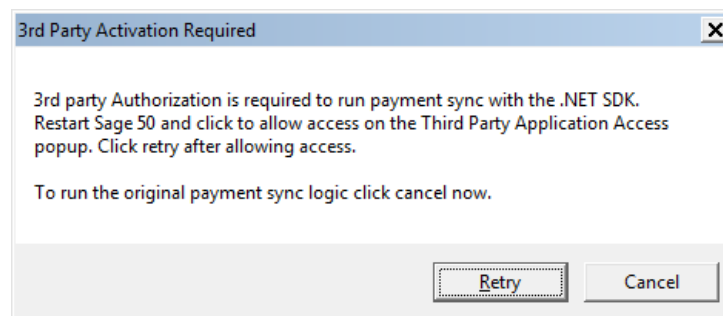
GUIDE TO INTEGRATION IMPLEMENTATION

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.

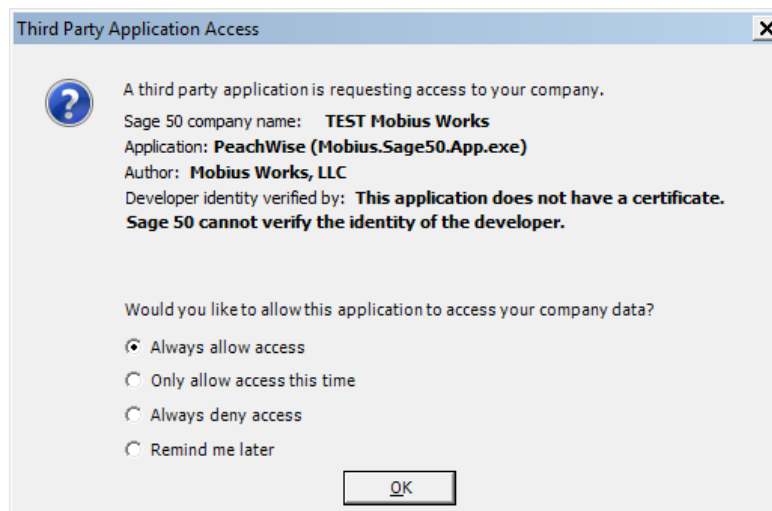
GUIDE TO INTEGRATION IMPLEMENTATION

Faster Payment Sync

By default, the integration will attempt to use the Sage 50 .NET SDK for payment syncing starting with version 3.0.7.4. This requires allowing 3rd party activation in Sage 50. If the integration does not have access via 3rd party activation, the following prompt will be displayed after clicking “Run Sync”:



Follow the instructions to Allow Third Party Application Access, or click cancel to fall back to the original payment sync logic. Upon restarting Sage 50 you should be prompted by a Third Party Application Access popup.



Select Always allow access and click OK. Return to the integration’s “3rd Party Activation Required” popup and click Retry.

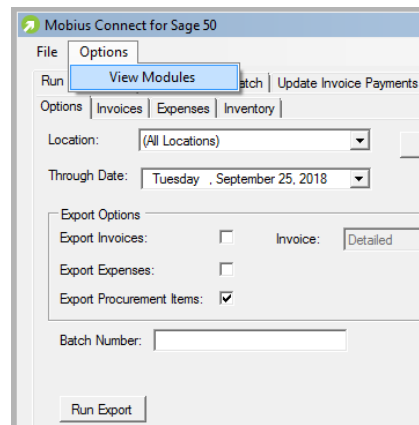
All invoices that were updated on or after the Start Date will have their payment info updated in Manage. This info includes the total amount that has been paid, and the date that the invoice was paid in full. You can view these results in Manage “Invoice Search” screen, by accessing Finance -> Invoice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

GUIDE TO INTEGRATION IMPLEMENTATION

GUIDE TO INTEGRATION IMPLEMENTATION

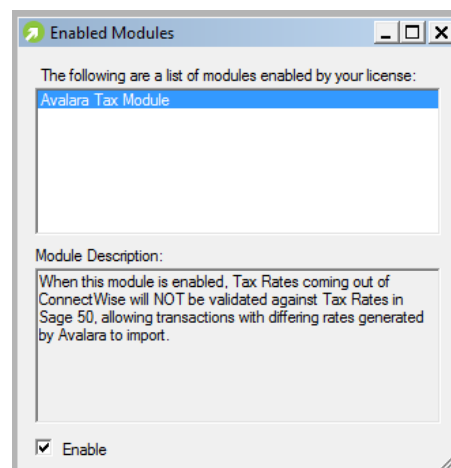
Modules

Modules extend or override default behavior of the integration. Some modules are available out-of-the-box, and some modules are custom built, activated by your installed license. To view a list of modules available, navigate to *Options > View Modules*.



Avalara Tax Module

This module is available out-of-the-box and is disabled by default. If you use the ConnectWise Manage Avalara Tax plugin, the Avalara Tax Module allows importing AR transactions with tax rates adjusted by Avalara. To enable the Avalara Tax Module, navigate to *Options > View Modules*, select the *Avalara Tax Module*, and click *Enable* to enable the module.



GUIDE TO INTEGRATION IMPLEMENTATION

Custom Modules

Certain configurations may call for a more customized solution. In this situation, a module can be developed to meet your needs. Don't hesitate to contact us if you require a custom solution not already available.

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>.