

GUIDE TO INTEGRATION IMPLEMENTATION

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Overview

The Mobius Connect for Sage 300 Integration allows you to import your Manage accounting data directly into your Sage 300 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 is partially implemented		□
Feature is not available		□
Feature will be added in future release		●
Accounting package does not support feature		NA

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Configuration

System Requirements

In order to use the Mobius Connect for Sage 300 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](#).
- Sage 300 must be installed.
- Your Sage 300 software must be set up with login credentials that have access to various parts of the Sage 300 system that will be used. See [Sage 300 Configuration](#).
- The following Sage 300 modules must be licensed and installed:
 - General Ledger Module is required.
 - Accounts Receivable Module is required for Invoice transactions.
 - Accounts Payable Module is required for Expense and Inventory transactions.
 - Inventory Control Module is required for Inventory Adjustments and Inventory Transfers to use true Inventory Adjustments and Inventory Transfers. If not available, these transactions will occur as general journal entries.
- The Sage 300 Workstation and .NET Libraries must be installed on your system.
- .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 Manage Login

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

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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 levels setting is set to "All" for "Add Level", "Edit Level", "Delete Level" and "Inquire Level" on the "Accounting Interface" line, as highlighted below.

Role: Admin				
< + [Icons] History [v] [X]				
	Add Level	Edit Level	Delete Level	Inquire Level
Companies				
Finance				
Accounting Interface	All	All	All	All

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.

Role: Admin				
< + [Icons] History [v] [X]				
	Add Level	Edit Level	Delete Level	Inquire Level
Companies				
Finance				
Marketing				
Procurement				
Project				
Sales				
Service Desk				
System				
API Reports	All	All	All	All

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.

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Members - Regular > Public API Keys > API Keys

Admin1 Training (Admin1)

Details Skills Certification Delegation Accruals API Keys API Logs

← + [Icons] History ▾ [Icon]

✓ 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

← + [Icons] [Icon]

[i] New integration login

Username: MobiusConnect

Password: ●●●●●●●●

Access Level: All records ▾

Enable Available API(s)

<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: [Text Box]

☐ Use legacy callback format

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](#)

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[University](#) before beginning to set up your GL Accounts, or speak with your Manage Consultant at Consulting@ConnectWise.com for more information.

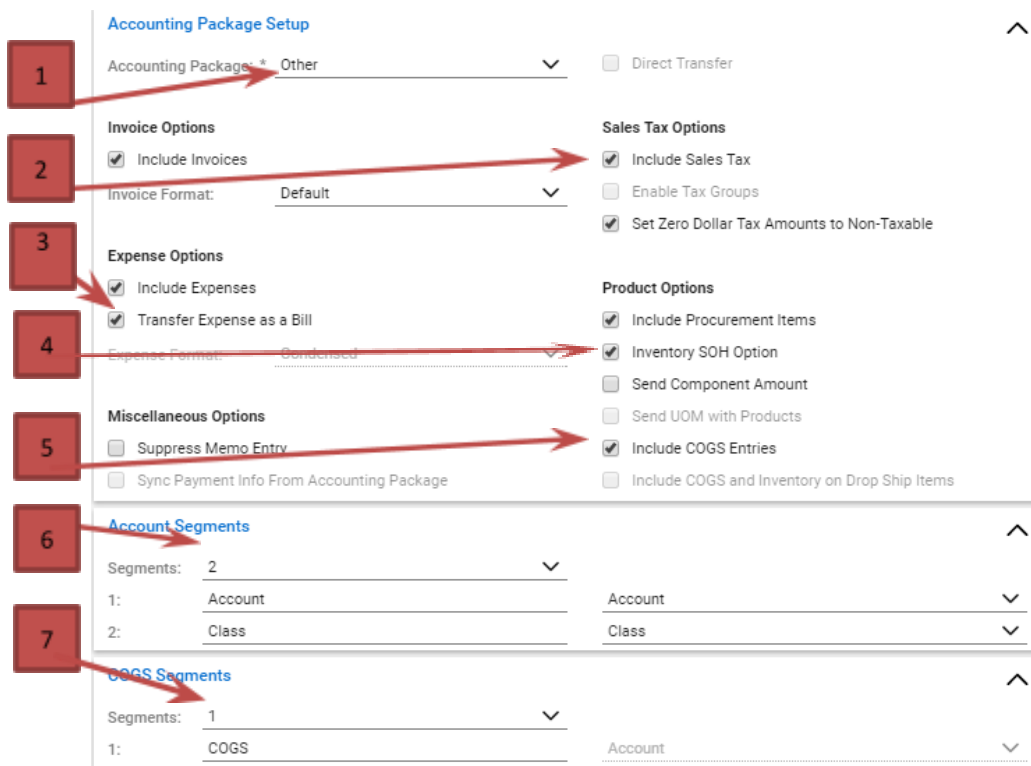
Please note that if you use a **HYPHEN** as the delimiter between multi-segmented GL Accounts in Sage 50 Accounts, you will need to contact Help@ConnectWise.com to change the API export to use a hyphen instead of the default colon.



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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 300. 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:



The screenshot shows the 'Accounting Package Setup' screen. Red boxes with numbers 1 through 7 are placed on the left, with red arrows pointing to specific configuration elements:

- 1** points to the 'Accounting Package' dropdown menu, which is set to 'Other'.
- 2** points to the 'Include Sales Tax' checkbox in the 'Sales Tax Options' section, which is checked.
- 3** points to the 'Transfer Expense as a Bill' checkbox in the 'Expense Options' section, which is checked.
- 4** points to the 'Inventory SOH Option' checkbox in the 'Product Options' section, which is checked.
- 5** points to the 'Include COGS Entries' checkbox in the 'Product Options' section, which is checked.
- 6** points to the 'Account Segments' section, where the number of segments is set to 2.
- 7** points to the 'COGS Segments' section, where the number of segments is set to 1.

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."

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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.

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Sage 300 Configuration

The following configuration must be done on your Sage 300 software before using the integration application.

Configuration of a Sage 300 Login

You will need to provide a Sage 300 Username/Password when using the integration program. This user will be the user that creates the various transactions in Sage 300. In order to allow for these transactions to be created, the user will need to be set up in a security group with certain security privileges. You may create a new user and security group specifically for this integration, or use an existing user, so long as the security group is granted access to at least the following options:

- Accounts Payable
 - Vendor Maintenance
 - Invoice Batch Entry
- Accounts Receivable
 - Customer Maintenance
 - Invoice Entry
- General Ledger
 - Journal Entry

In order to assign these security privileges to a user, you must take the following steps:

1. Create a Security Group with at least the privileges shown above in *Administrative Services > Security Groups*.
2. Assign the user to that security group in *Administrative Services > User Authorizations*.

Please reference your Sage 300 documentation for more information regarding setting up user security.



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Installation of Sage 300 Workstation and .NET Libraries

For the integration application to be able to connect to your Sage 300 server, you must ensure that the Sage 300 Workstation and .NET Libraries are installed and configured to connect to the Sage 300 server. These software packages are both installed onto the Sage 300 server as part of the default Sage 300 server installation.

To run the integration application on a system that is not the server, you must have the Sage 300 Workstation installed on the system. The installation for this software is typically found in the Sage 300 Programs directory as “WSSetup\setup.exe”. Consult your Sage 300 documentation for more information on installing the Sage 300 Workstation software.

After the Sage 300 Workstation is installed, the Sage 300 .NET Libraries must be installed. The installation program for this can be found in the Sage 300 Programs directory as “runtime\smdotnet.exe”.

The Sage 300 workstation is set up to be installed once on a system, and to have the information on how to access the server set up once during the installation. As such, if you have multiple Sage 300 servers (for example, one server for production and another for test), then each workstation will only be able to connect to the server that it was configured with during install. The workstation can indeed connect to the various Companies run under the same server, but only one server.

Because the integration application is built to use the workstation software, the integration application will *also* only be able to run against the server that the workstation was configured to use. Therefore, in order to use the integration application against two separate systems (e.g., a production and test system), the integration application will need to be installed on two separate systems, each system having a workstation installed to point at the two servers. Your license *does* entitle you to install the integration application on multiple workstations if this need arises.

Mapping Corresponding Data

There is data in Manage that will have corresponding data in Sage 300. 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 300 for the Customer “Acme Inc.”. In order to know against which Sage 300 Customer this invoice will be created, Manage needs some way to associate the “Acme Inc.” in Manage with the “Acme Inc.” in Sage 300. 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.

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Customers

Companies in Manage are mapped to **Customers** in Sage 300. The Account field on the Manage *Finance > Company Finance* screen needs to match the Customer Number field on the *Accounts Receivable > A/R Customers > Customers* screen in Sage 300.



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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

SSIC - A/R Customers

File Settings Help

Customer Number * **GTCXREF** * Required

Customer Name Gold Test Company

Address Contact Processing Invoicing Optional Fields Statistics Activity Comments Credit Cards

National Account No.

Group Code * DEFAULT Default

☐ On Hold Last Maintained 04/30/2015 ☐ Inactive

Short Name Gold Test Start Date 04/30/2015 Territory

Address

City Country

State/Prov. Telephone

Zip/Postal Code Fax

E-mail

Web Site

Save Delete Close

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Vendors

Companies flagged as Vendors in Manage are mapped to **Vendors** in Sage 300. The Vendor XRef field on the Manage *Finance > Company Finance* screen needs to match the Vendor Number field on the *Accounts Payable > A/P Vendors > Vendors* screen in Sage 300.



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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

SSIC - A/P Vendors

File Settings Help

Vendor Number * GTVXREF

Vendor Name * Gold Test Vendor

* Required

Address | Contact | Processing | Invoicing | Optional Fields | Statistics | Activity | Comments

Group Code * DEFAULT Default

☐ On Hold Last Maintained 04/30/2015 ☐ Inactive

Short Name Gold Test Start Date 04/30/2015

Legal Name

Address

City Country

State/Prov. Telephone

Zip/Postal Code Fax

E-mail

Web Site

Save Delete Close

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Members

Reimbursable expenses in Manage are created as **AP Invoices** in Sage 300. Therefore, for each member with an expense, a Vendor will need to be set up in Sage 300 that corresponds to the Member. The Vendor Nbr field on the *Manage System > Members* screen needs to match the Vendor Number field on the *Accounts Payable > A/P Vendors > Vendors* screen in Sage 300.



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Members - Regular > Detail
New Member

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

Overview

Login

Member ID* Admin1	License Class* Regular ▾	Nc
Password*	<input type="checkbox"/> Disable Online	
Confirm*	<input type="checkbox"/> Enable Mobile Edition	

Profile

First Name* Admin1	Country ▾	De
Middle Initial	Time Zone* US Eastern ▾	
Last Name* Training	Report Card ▾	

Hire Date* ▾

Photo
[BROWSE]

Title

System

Role ID* Admin ▾	Division* ▾	<input type="checkbox"/> Restrict to this Division	Employee ID
Level* Corporate (Level 1) ▾	Department* ▾	<input type="checkbox"/> Restrict to this Department	Vendor Number ADM1XREF
Name* Corporate ▾	Reports To ▾	<input type="checkbox"/> Manage Administrator	Type ▾

[Red box] → [Red box]



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SSIC - A/P Vendors

File Settings Help

Vendor Number * ADM1XREF

Vendor Name * Admin One

Address | Contact | Processing | Invoicing | Optional Fields | Statistics | Activity | Comments

Group Code * DEFAULT Default

☐ On Hold Last Maintained 03/01/2013 ☐ Inactive

Short Name Admin One Start Date 03/01/2013

GL Accounts

The Account field on the *General Ledger > G/L Accounts > Accounts* screen in Sage 300 must be consistent with the Account Number on the *System > Setup Tables > GL Accounts* table in Manage.

Setup Tables > General Ledger List > GL Account

GL Account

< + [Icons] History [Icon]

GL Account Setup

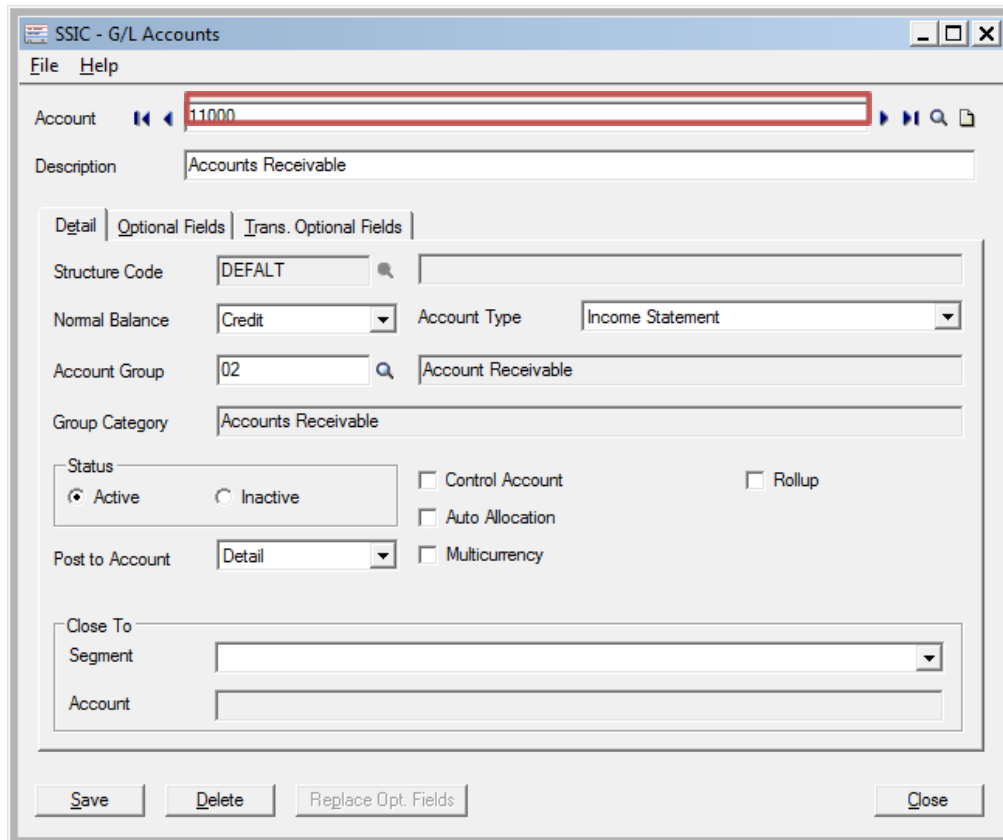
Account Type: * Accounts Receivable Product ID: _____

Table: * My Company: Owner Inventory: _____

Record: * mobius Sales Code: _____

Account:Subcategory: 11000 LOGS: _____

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SSIC - G/L Accounts

File Help

Account: 11000

Description: Accounts Receivable

Detail | Optional Fields | Trans. Optional Fields

Structure Code: DEFAULT

Normal Balance: Credit | Account Type: Income Statement

Account Group: 02 | Account Receivable

Group Category: Accounts Receivable

Status: ☒ Active ☐ Inactive ☐ Control Account ☐ Rollup ☐ Auto Allocation

Post to Account: Detail ☐ Multicurrency

Close To Segment: [Dropdown]

Close To Account: [Dropdown]

Save Delete Replace Opt. Fields Close

The above example shows an example using an account that is a single segment. If you will be using multi-segment accounts in Manage, please be sure to speak with your Manage consultant regarding proper setup, as the mapping may not be as simple.

Tax Codes

Manage has a "Tax Code", and a Tax Code can have multiple "Levels". Similarly, Sage 300 has "Tax Groups", and a Tax Group can have multiple "Tax Authorities". The Manage Tax Code and Levels correspond to the Sage 300 Tax Groups and Tax Authorities, respectively. You will need to ensure that you fill in the Tax Code XRef and Agency XRef for EACH level you use.



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Tax Code*
HST

Name*
Sales Tax

Country
▼

Caption on Invoice*
Sales Tax

Effective Date*
Mon, 1/1/2017

Cancel Date

☐ Default

☒ Display each level on the invoice

☐ Calculate PST on GST (Canada)

Tax Level 1

Rate Type
Percent ▼

Tax Rate
0.1

Taxable Max

☒ Tax Products

☒ Tax Services

☒ Tax Expenses

☐ Apply Single Unit Limit

Unit Minimum

Unit Maximum

Tax Code Cross Reference
HST

Agency Cross Reference
HST

SSIC - Tax Groups

File Help

Tax Group
HST

Transaction Type
Sales

Last Maintained
09/11/2015

Description
HST

Tax Reporting Currency
USD U.S. Dollars

Tax Reporting Rate Type
SP Daily spot rate

Tax Calculation Method
Calculate tax by summary





Tax Authority	Description	Taxable	Surtax	Surtax on Aut...
HST	HST	No	No	

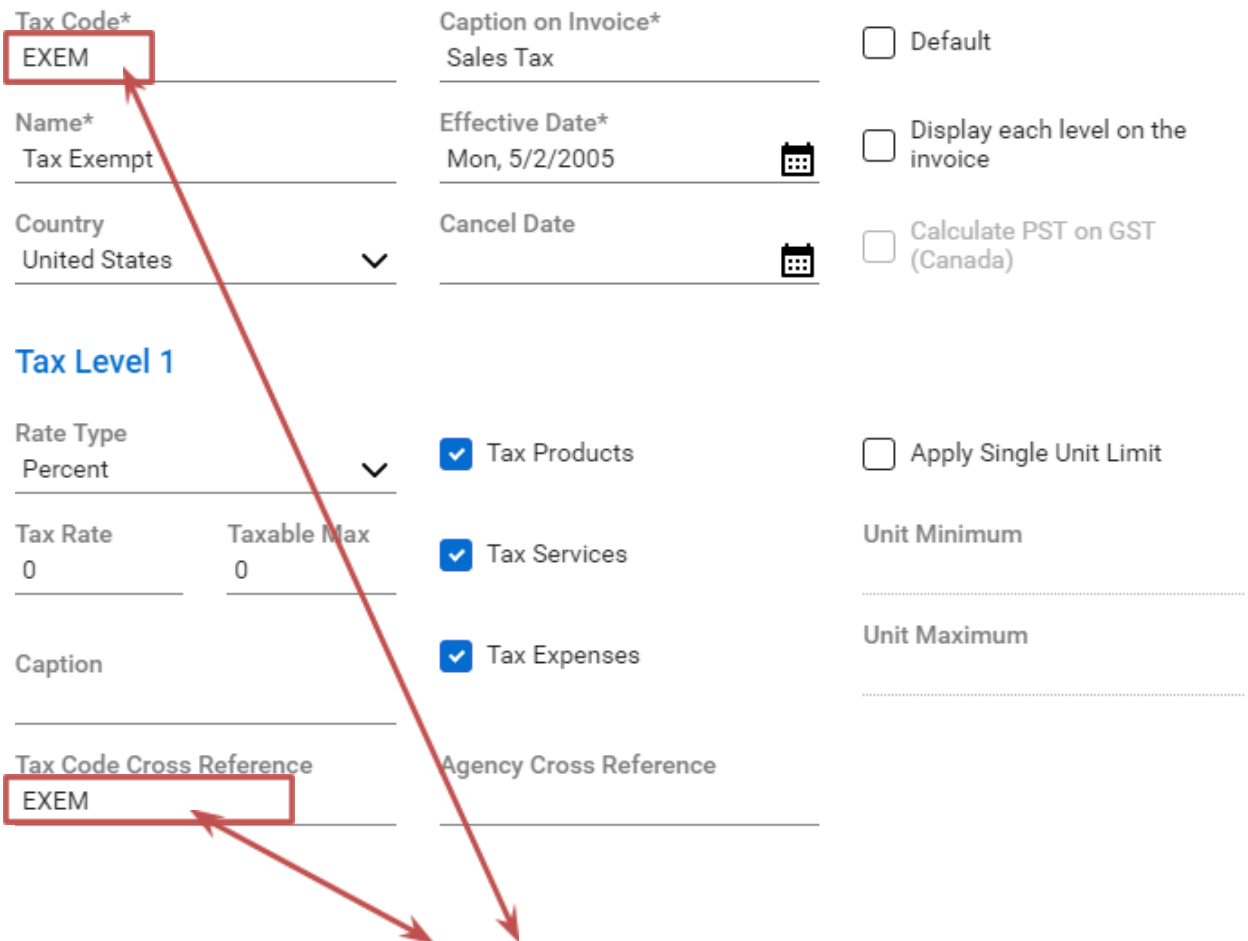
Save Delete Close

The integration application ignores the tax rates defined in Sage 300 and uses the rates that were found in Manage. This is to ensure that a recalculation does not cause transactions to change an amount during transfer.

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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 300, but leave the Tax Agency XRef fields blank. The following is an example of a Tax Exempt setup:

Tax Code* EXEM	Caption on Invoice* Sales Tax	<input type="checkbox"/> Default
Name* Tax Exempt	Effective Date* Mon, 5/2/2005 	<input 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	Taxable Max 0	Unit Minimum
	<input checked="" type="checkbox"/> Tax Services	Unit Maximum
Caption	<input checked="" type="checkbox"/> Tax Expenses	
Tax Code Cross Reference EXEM	Agency Cross Reference	





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SSIC - Tax Groups

File Help

Tax Group: EXEM

Transaction Type: Sales

Last Maintained: 03/01/2013

Description: Tax Exempt

Tax Reporting Currency: USD U.S. Dollars

Tax Reporting Rate Type: SP Daily spot rate

Tax Calculation Method: Calculate tax by summary

Tax Authority	Description	Taxable	Surtax	Surtax on Aut...

Save Delete Close

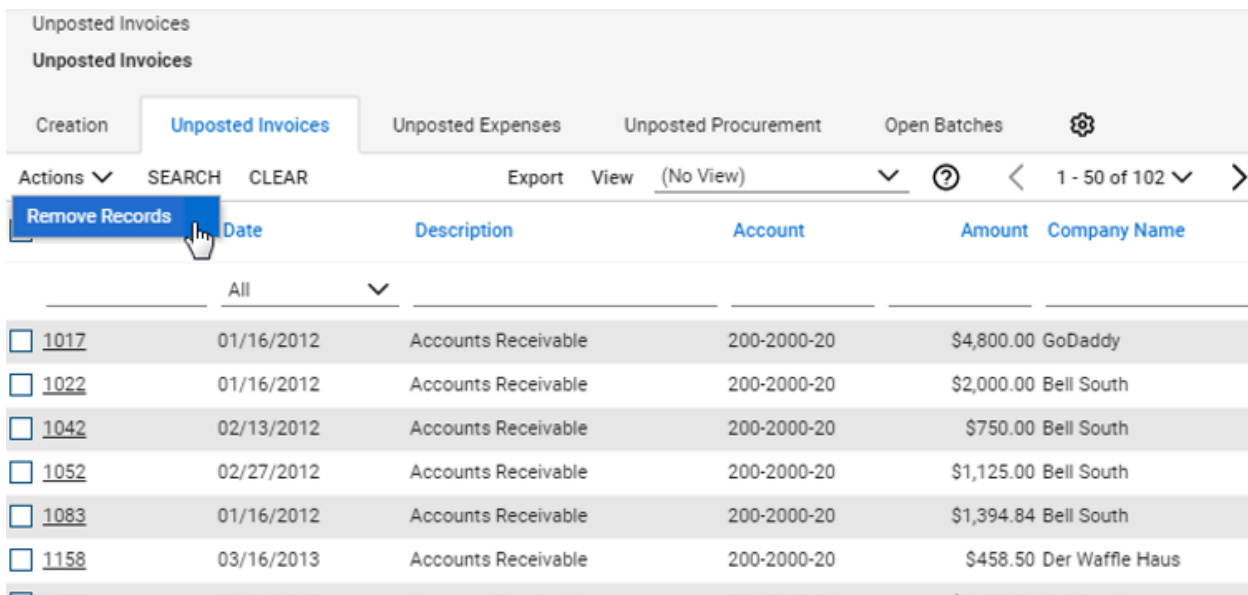
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Clearing Transactions

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 300 (or otherwise created in accounting software, and therefore have no need to account for them in Sage 300), you will not want the integration application to export those transactions into Sage 300 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”.

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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

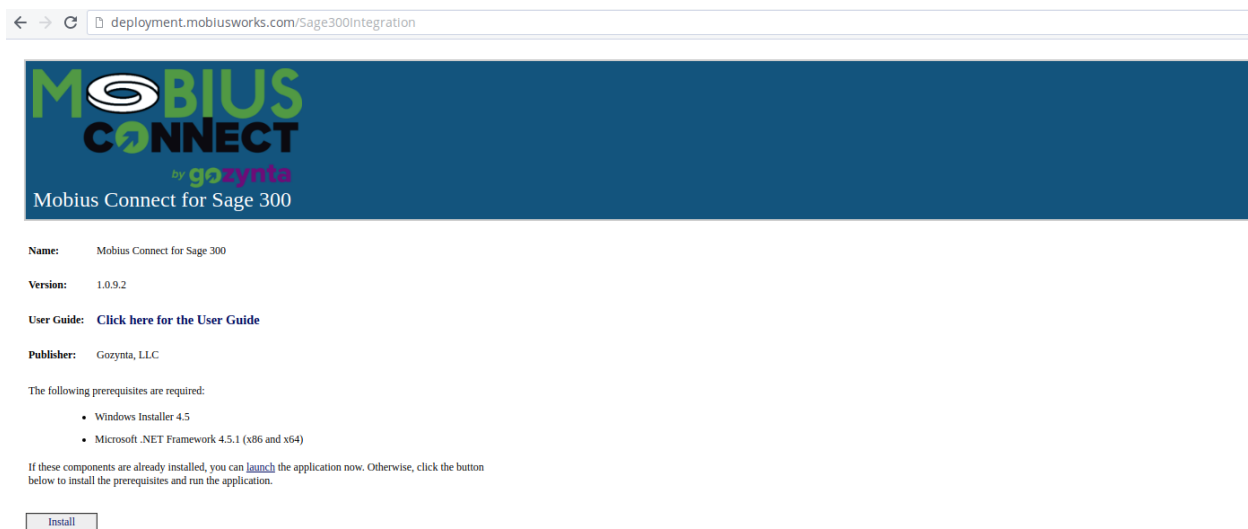
CANCEL

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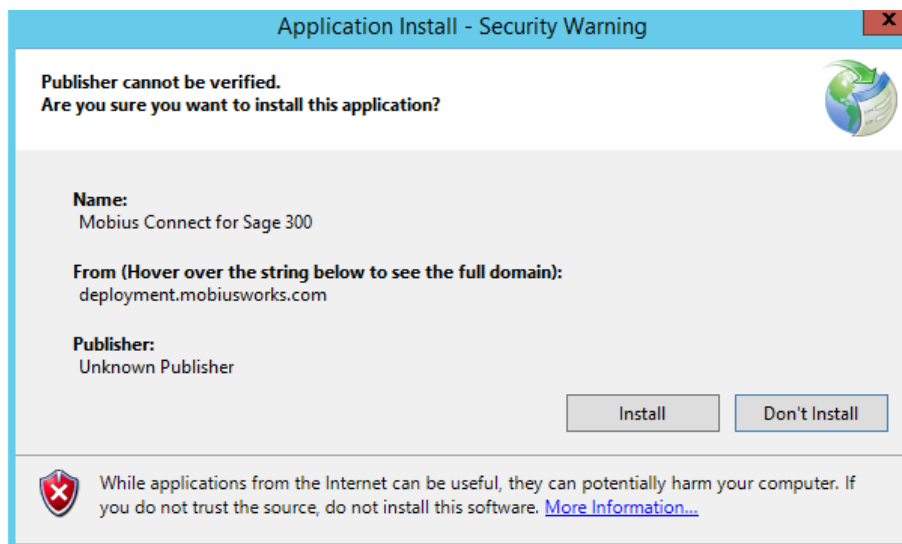
Installation

To install the Mobius Connect for Sage 300 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/Sage300Integration.



2. Click **Install**.



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The installation creates a Mobius Connect for Sage 300 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.



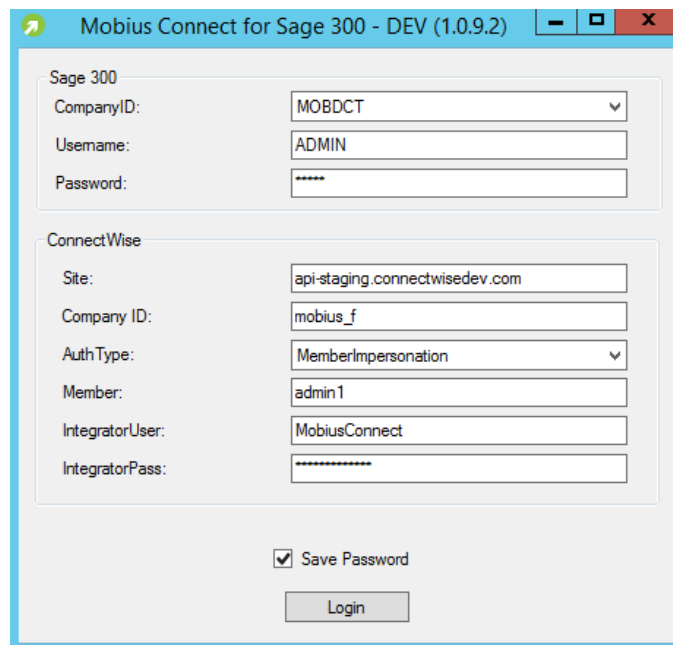
If you do not have a license file, please contact your ConnectWise Account Manager at AccountManager@ConnectWise.com.

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Using the Application

Logging In

The first time you run the application, you will be prompted for both your Sage 300 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 300 information in the Login screen:
 - **CompanyID:** This combo box will fill with a list of possible companies that your Sage 300 system has configured. Select the company you wish to create new transactions into.
 - **Username & Password:** The login credentials of the user account that you configured in the [Sage 300 Configuration](#) section.
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 "http://" or "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**



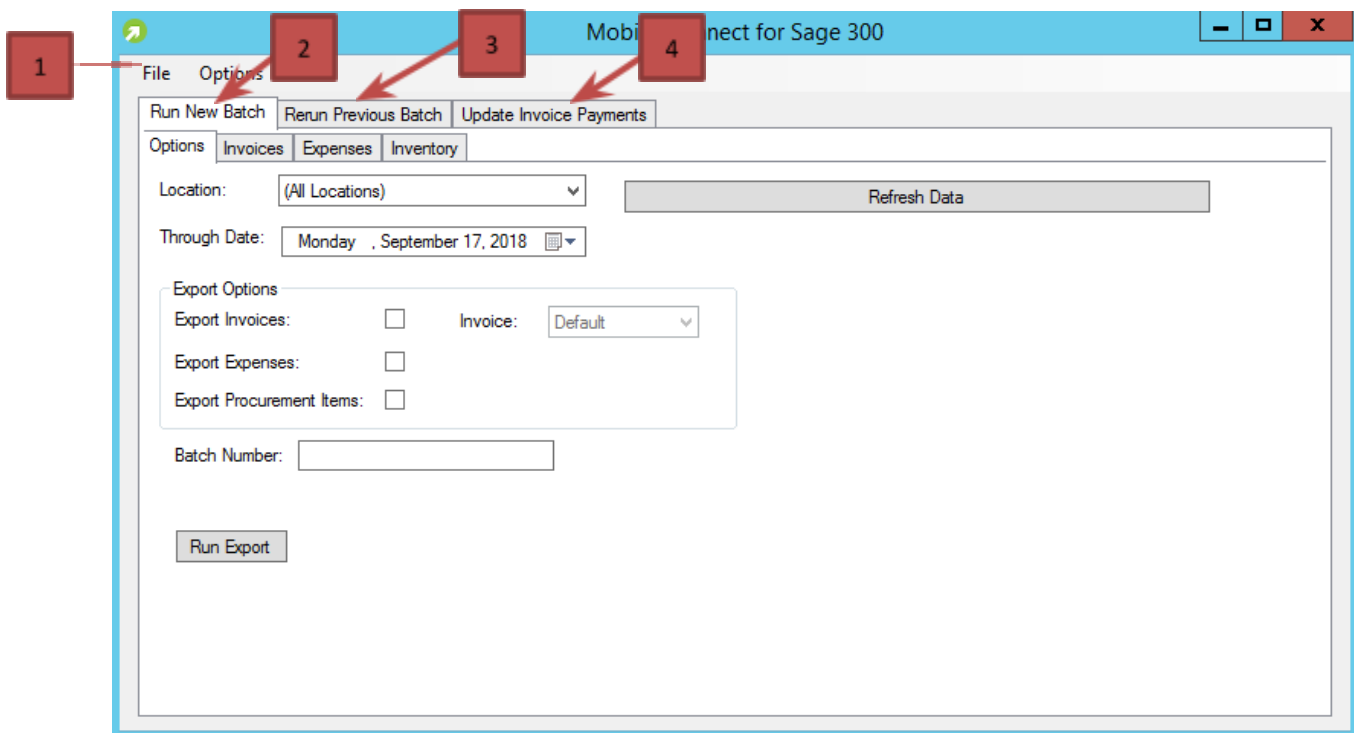
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3. **Save Password** – Check this box if you would like your Sage 300 and Manage passwords saved for the next time you run the application.
4. Click **Login**.

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.

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 Tab:** 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 300.
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 300, but for reasons (such as a backup restore on the Sage 300 system), needs to be run again.

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4. **Update Invoice Payments:** This will look for updated balances on Accounts Receivable invoices in Sage 300, and update the corresponding Manage invoice with the amount that has been paid.

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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 300. 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.

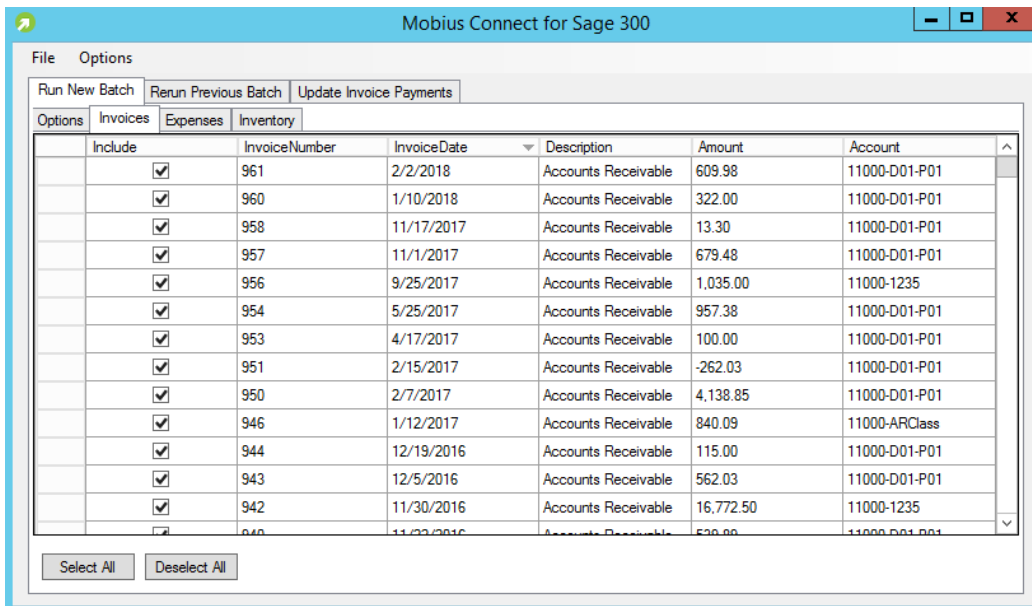
You may sometimes find that a transaction you expected to be listed is not because of some missed step somewhere along the way (such as an invoice never having been marked as “Closed”). After performing this step, you can press “Refresh Data” in order for that transaction to show up in the list of transactions.

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.

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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 300' 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.

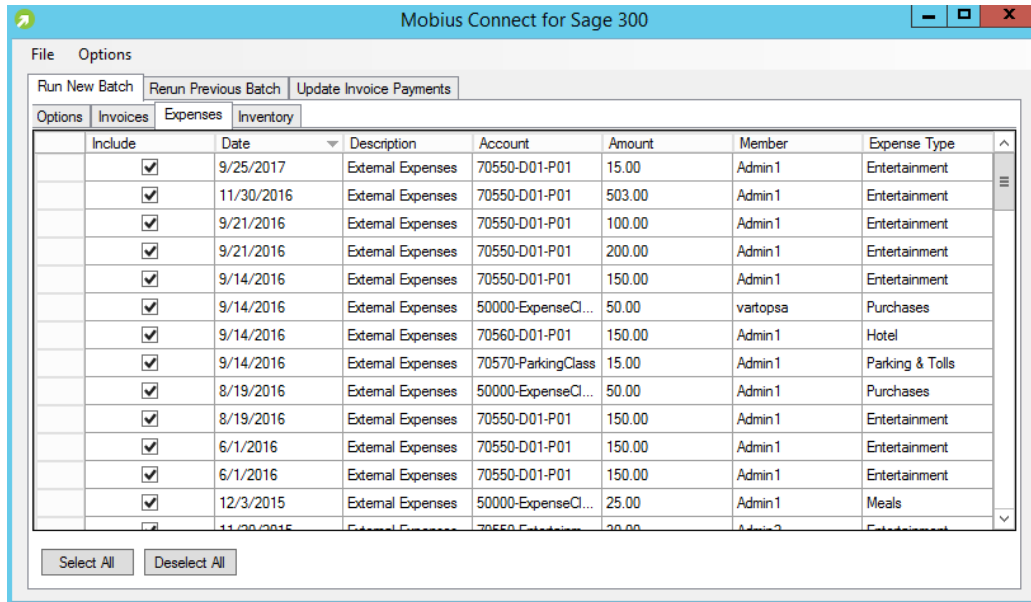
Include	InvoiceNumber	InvoiceDate	Description	Amount	Account
<input checked="" type="checkbox"/>	961	2/2/2018	Accounts Receivable	609.98	11000-D01-P01
<input checked="" type="checkbox"/>	960	1/10/2018	Accounts Receivable	322.00	11000-D01-P01
<input checked="" type="checkbox"/>	958	11/17/2017	Accounts 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	11/23/2016	Accounts Receivable	536.88	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.

Selecting Specific Expenses

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

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The screenshot shows the 'Mobius Connect for Sage 300' application window. It features a menu bar with 'File' and 'Options'. Below the menu bar are buttons for 'Run New Batch', 'Rerun Previous Batch', and 'Update Invoice Payments'. The main area has tabs for 'Options', 'Invoices', 'Expenses', and 'Inventory'. The 'Invoices' tab is active, displaying a table of transactions. The table has columns for 'Include', 'Date', 'Description', 'Account', 'Amount', 'Member', and 'Expense Type'. The 'Include' column contains checkboxes, all of which are checked in the visible rows. At the bottom of the table are 'Select All' and 'Deselect All' buttons.

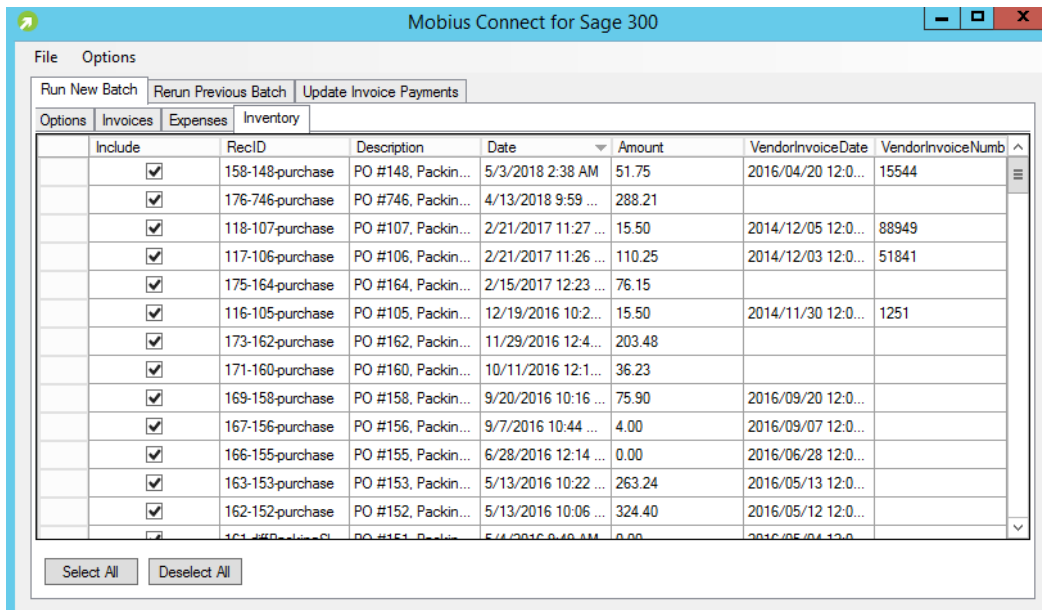
Include	Date	Description	Account	Amount	Member	Expense Type
<input checked="" type="checkbox"/>	9/25/2017	External Expenses	70550-D01-P01	15.00	Admin1	Entertainment
<input checked="" type="checkbox"/>	11/30/2016	External Expenses	70550-D01-P01	503.00	Admin1	Entertainment
<input checked="" type="checkbox"/>	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	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"/>	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"/>	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

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 inventory transactions you want to include in the batch.

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Include	RecID	Description	Date	Amount	VendorInvoiceDate	VendorInvoiceNumb
<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...	

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:

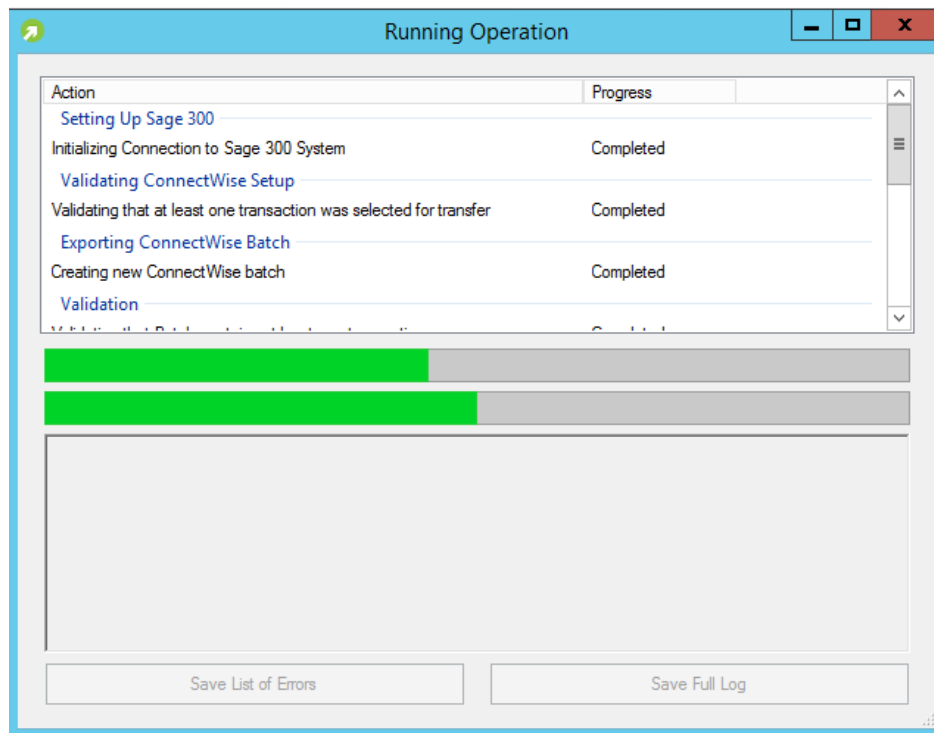
- 20130101JD-I (Used for all invoice transactions)
- 20130101JD-E (Used for all reimbursable expense transactions)
- 20130101JD-P (Used for all inventory transactions. “P” stands for “Procurement”)

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

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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.

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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 300. These errors might be as simple as not being able to connect to either Manage or Sage 300.

Additionally, this integration performs a number of validation checks before starting to push transactions to Sage 300. 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 300 system. If any such validations fail, the batch will fail entirely.

You should fix whatever the error messages say, 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 300 and no errors occurred. Additionally, Manage was updated with the information of all the transactions, creating a new “Batch” with the Batch ID provided, this 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 300.

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 300. 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, you will still need to run another batch for the unsuccessful transaction (once the issues that caused the unsuccessful transactions to fail are fixed, of course).

For example, assume that John Doe ran batch “20130101JD-I”, which pushed 25 successful invoices to Sage 300, 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”

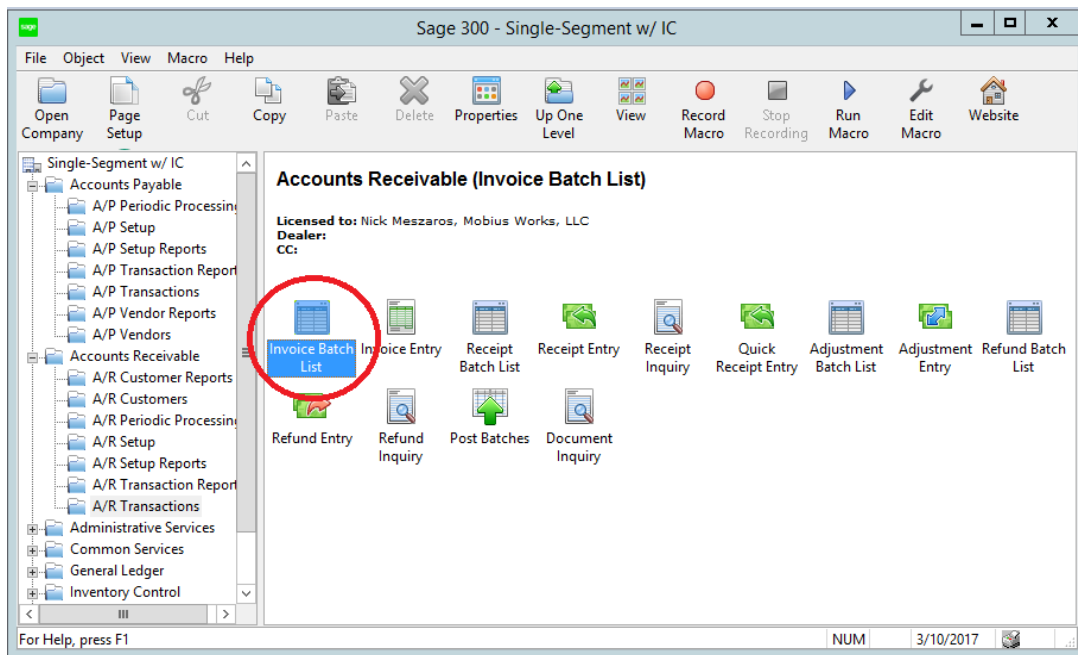
Validating a Batch

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

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Invoices

To verify accounts receivable invoices in Sage 300, navigate to *Accounts Receivable > Invoice Batch List*

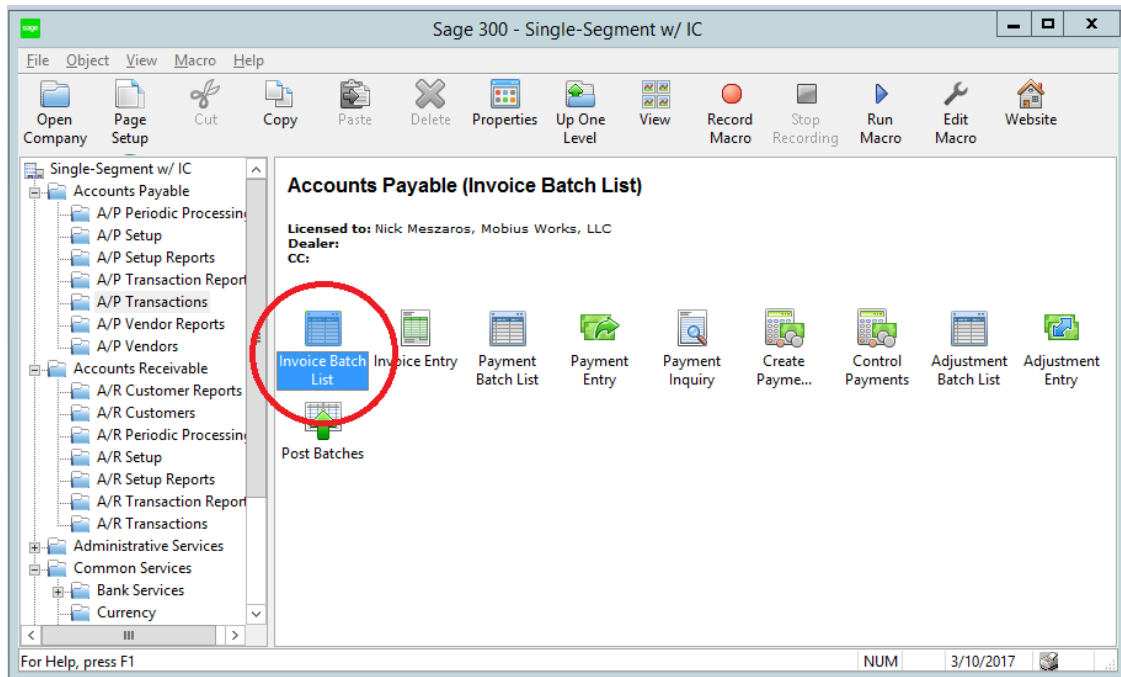


Expenses

To verify expenses as accounts payable invoices in Sage 300, navigate to *Accounts Payable > Invoice Batch List*



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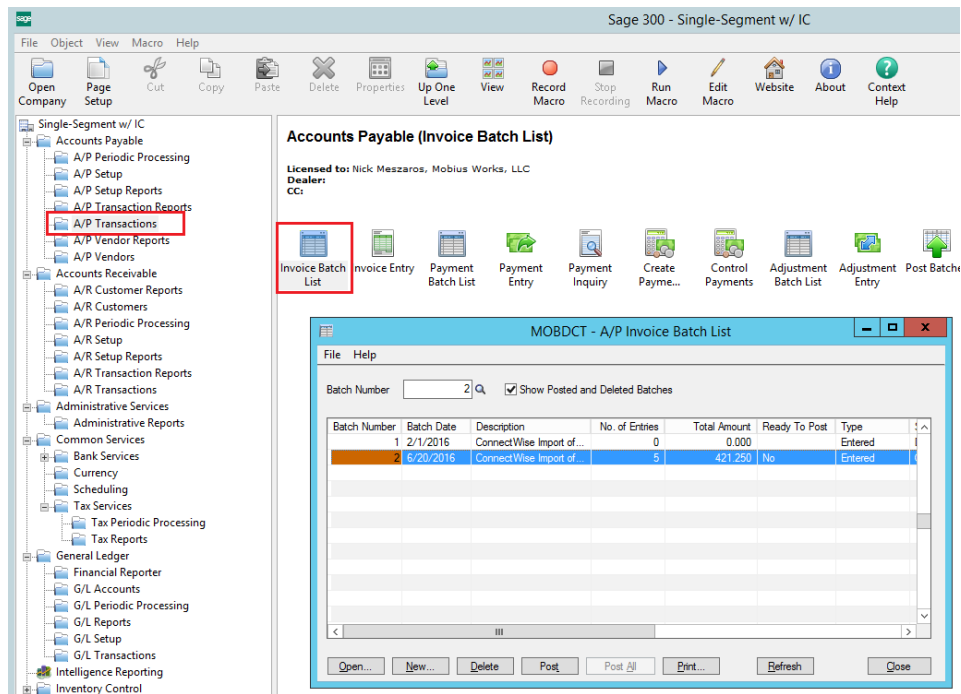


Item Receipt

To verify item receipts as AP Batches in Sage 300, navigate to *Accounts Payable > Invoice Batch List*



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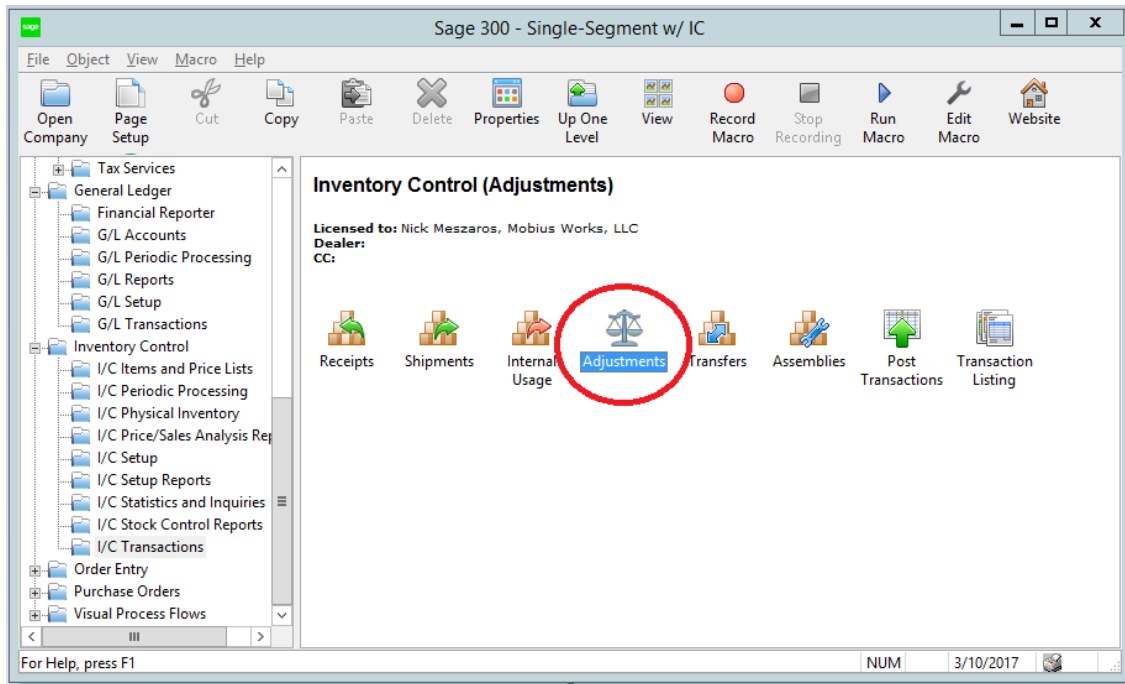


Inventory Adjustment

To verify inventory adjustment in Sage 300, navigate to *Inventory Control > Adjustments*



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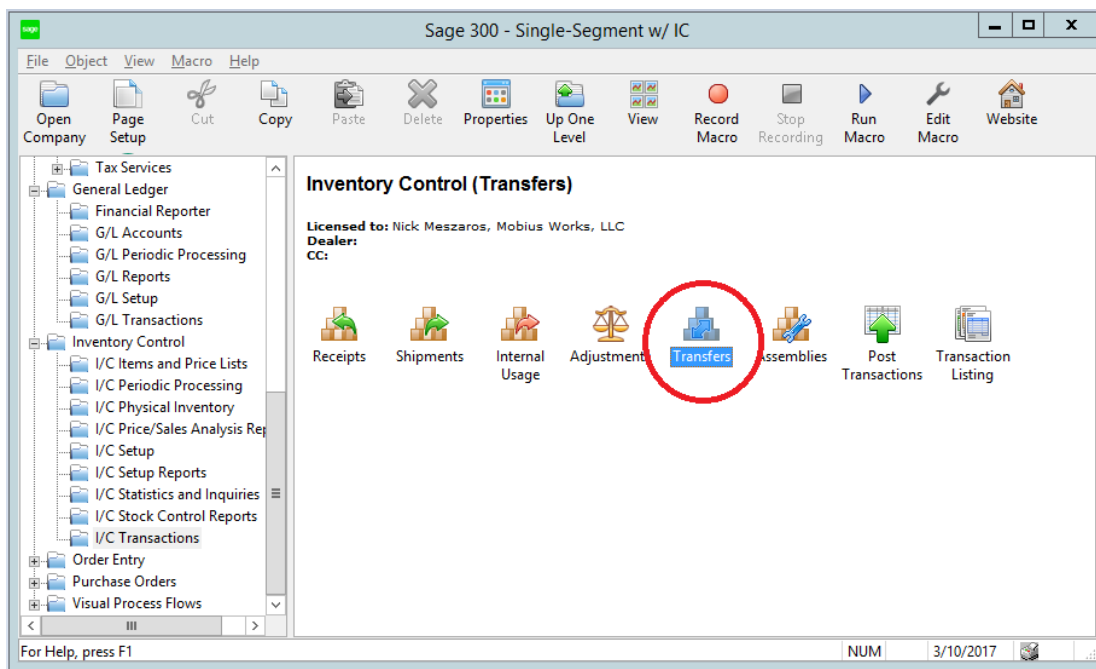


Inventory Transfers

To verify inventory transfers in Sage 300, navigate to *Inventory Control > Transfers*



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GL Entries

Sage 300 does not support products; so, the integration does not map to Product Types. Instead, there are two General Journal Entry types that these transactions will use:

1. Manage **Item Receipts** > Sage **A/P Invoice Entry**
2. Manage **Invoices** > Sage **A/R Invoice Entry**

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

1. Manage **Inventory**
 - o Purchase (Item Receipt)
 - Accounts Payable *Credit*
 - Inventory *Debit*
 - o Sale (AR Invoice)
 - *Inventory *Credit*
 - *COGS *Debit*
 - Revenue *Credit*
 - Accounts Receivable *Debit*
2. Manage **Non-Inventory, Service, Other Charge** (or NULL/Unknown)
 - o Purchase (Item Receipt)

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- Accounts Payable *Credit*
- COGS *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 300 software again. For example, you might have run a batch successfully, only to have the Sage 300 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 300 database.

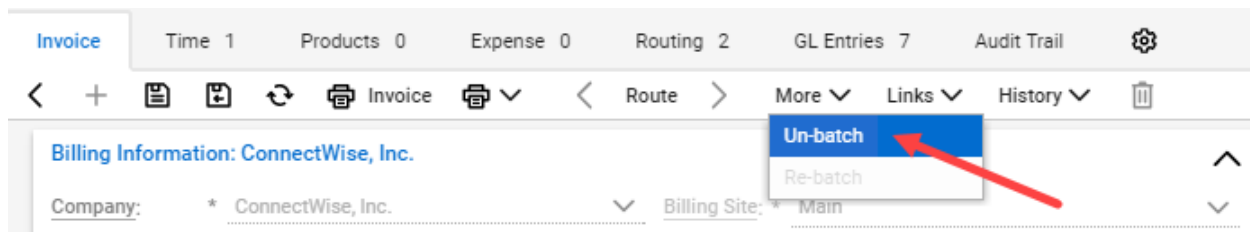
WARNING: While this can be useful, this feature can be used to duplicate transactions in the Sage 300 system. This could occur if the transactions created in the Sage 300 system as a result of the first run of the batch still exist in the Sage 300 system when the batch is rerun! Use caution when rerunning batches!

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Un-posting Transactions

Invoices

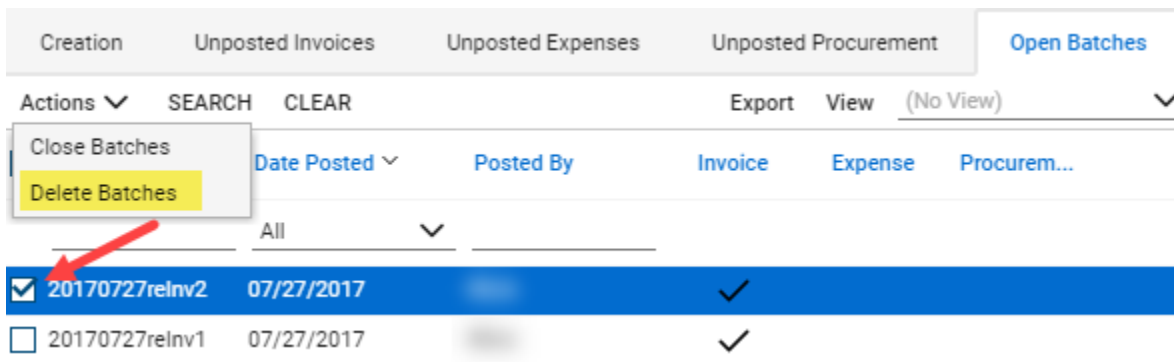
If you feel you've made an error on a particular invoice, you have the ability to un-batch it individually. Go to the Invoice, and click on "More" > "Un-batch".



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.

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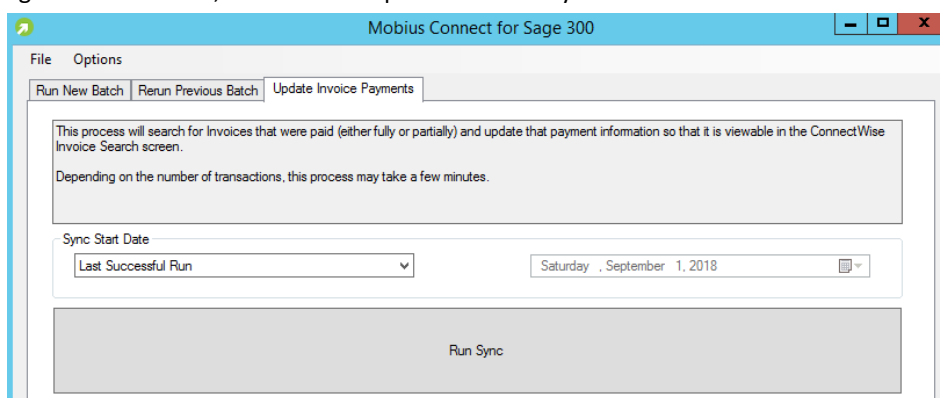
If you choose Close instead of Delete, then the transactions will stay posted and you will no longer be able to see the batch. In this case, you will need to contact your ConnectWise Consultant at Consulting@ConnectWise.com to restore it for you if you ever need it again. As a result, it is recommended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

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Synchronizing Invoice Payments

Your typical workflow will include creating invoices in Manage, and exporting those invoices to Sage 300. However, when you receive payments from customers, you will use Sage 300 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 300, 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 300 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 300 in the past 7 days.
 - **Past Two Weeks:** Will synchronize all invoices that were updated with new payment info in Sage 300 in the past 14 days.
 - **Past Month:** Will synchronize all invoices that were updated with new payment info in Sage 300 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 300 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

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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.

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>.