



## Setting up Sage integration

Qunote will only begin exporting invoices to Sage when you enable Sage integration within the Invoicing settings page in the Admin dashboard.

Before enabling Sage integration, it is important that you follow the steps in this guide to ensure your system is fully prepared and will integrate correctly.

1. Setting up the necessary fields
2. Nominal codes
3. VAT codes
4. Account reference
5. Departments
6. Enabling Sage integration
7. Assigning nominal codes and tax codes to services
8. Adding fee types
9. Exporting from Qunote
10. Importing into Sage
11. Data Export Fields

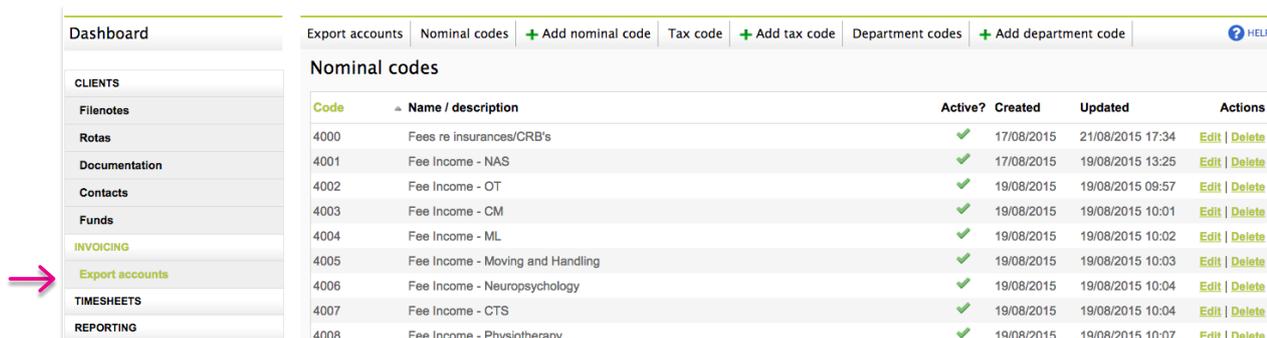
## 1. SETTING UP THE NECESSARY FIELDS

For Qunote to integrate with Sage you must set up the necessary fields in Qunote (Nominal Codes, VAT codes and the Customer Accounts). These need to correspond to your existing settings in Sage so that they are valid when you run the Sage import. Other Data which is imported into Sage is not validated and, although any data could be transferred, care should be taken by users when entering data into Qunote.

The majority of the data tables which need validation are set up in the Admin dashboard as follows:

Go to **Admin dashboard** one of your quicklinks

Under **INVOICING** select **EXPORT ACCOUNTS**



Code	Name / description	Active?	Created	Updated	Actions
4000	Fees re insurances/CRB's	✓	17/08/2015	21/08/2015 17:34	Edit   Delete
4001	Fee Income - NAS	✓	17/08/2015	19/08/2015 13:25	Edit   Delete
4002	Fee Income - OT	✓	19/08/2015	19/08/2015 09:57	Edit   Delete
4003	Fee Income - CM	✓	19/08/2015	19/08/2015 10:01	Edit   Delete
4004	Fee Income - ML	✓	19/08/2015	19/08/2015 10:02	Edit   Delete
4005	Fee Income - Moving and Handling	✓	19/08/2015	19/08/2015 10:03	Edit   Delete
4006	Fee Income - Neuropsychology	✓	19/08/2015	19/08/2015 10:04	Edit   Delete
4007	Fee Income - CTS	✓	19/08/2015	19/08/2015 10:04	Edit   Delete
4008	Fee Income - Physiotherapy	✓	19/08/2015	19/08/2015 10:07	Edit   Delete

## 2. NOMINAL CODES

Nominal codes should match those codes which exist in Sage and which you wish to use as posting accounts for sales invoices. The file that is sent to Sage is validated by Sage so it is important that only nominal codes that exist in Sage are included here. The descriptions of each nominal code are not validated and although it is possible that different descriptions could be used here, we suggest that you keep them consistent with those in Sage.

Go to **Admin dashboard**. Under **INVOICING** select **EXPORT ACCOUNTS**

If you click on **Nominal codes** you will see a list of any Nominal sales codes that have been set up. At the right hand side are options to edit or delete these nominal codes.

To add a new nominal code, click on **+ nominal code** and ensure that as you enter each one you make it active. For ease of use the nominal code suggested, based on the standard Sage nominal protocol (which can be overwritten) is the next in sequence after the last addition.

## 3. VAT CODES

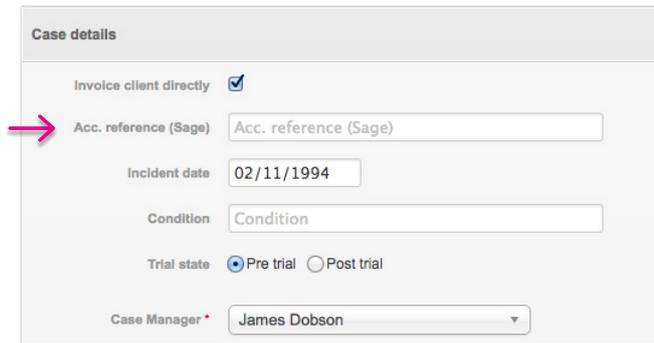
VAT Tax codes should match those codes which exist in Sage and which you wish to use as VAT analysis accounts for sales invoices and the VAT returns produced by Sage. The file which is sent to Sage is validated by Sage so it is important that only VAT tax codes which exist in Sage are included here. We suggest that the descriptions of each VAT tax code are kept consistent.

If you click on **TAX CODES** you will see listed any VAT Tax codes that may have been set up already. At the right hand side are options to edit or delete these nominal codes.

To add a new tax code, click on **+ Tax code** and as you enter each one you make sure it is active. For ease of use the tax code suggested, based on standard Sage codes (which can be overwritten) is the next in sequence after the last addition.

## 4. ACCOUNT REFERENCE

This is the sales ledger account code which Sage uses and must be exactly the same as the code in Sage or the transaction will not be validated when it is imported into Sage. The codes must be verified by the user with the finance function. To enter a code, select a client, click on the **Details** tab, and amend the field that says **Acc. reference Sage**.



## 5. DEPARTMENTS

Departments should be the same as those that are set up in the nominal ledger in Sage. On the **Admin Dashboard** go to **EXPORT ACCOUNTS** and click on to **DEPARTMENT CODES** to view a list of any already set up or +Department codes to add a new department.

Each user is assigned to a Department; to use this feature and transfer the data to Sage it is necessary to go to the **Admin Dashboard**, select **USERS**, add or edit user so you can apply the department under **ACCOUNTING DEPARTMENT**.

Code	Accounting department	Active?	Created	Updated	Actions
0	Default	✓	19/08/2015	20/08/2015 12:26	<a href="#">Edit</a>   <a href="#">Delete</a>
1	Admin	✓	19/08/2015	19/08/2015 13:18	<a href="#">Edit</a>   <a href="#">Delete</a>
2	Case Management (PP)	✓	19/08/2015	19/08/2015 13:18	<a href="#">Edit</a>   <a href="#">Delete</a>
3	Chargeable Expenses	✓	19/08/2015	19/08/2015 13:19	<a href="#">Edit</a>   <a href="#">Delete</a>
4	Rehab Solutions	✓	19/08/2015	19/08/2015 13:19	<a href="#">Edit</a>   <a href="#">Delete</a>
5	HR & Payroll	✓	19/08/2015	19/08/2015 13:18	<a href="#">Edit</a>   <a href="#">Delete</a>
6	IT	✓	19/08/2015	19/08/2015 13:18	<a href="#">Edit</a>   <a href="#">Delete</a>
7	Marketing	✓	19/08/2015	19/08/2015 13:18	<a href="#">Edit</a>   <a href="#">Delete</a>
8	Finance	✓	19/08/2015	19/08/2015 13:18	<a href="#">Edit</a>   <a href="#">Delete</a>
9	Mentoring costs	✓	19/08/2015	19/08/2015 13:18	<a href="#">Edit</a>   <a href="#">Delete</a>
10	Training	✓	19/08/2015	19/08/2015 13:18	<a href="#">Edit</a>   <a href="#">Delete</a>

## 6. ENABLING SAGE INTEGRATION

You are now ready to enable Sage integration. To do this, go to the Admin dashboard and select Invoicing from the side menu. At the bottom of the page, you will see the heading **Sage Accounts Integration**, with an option beneath to **Enable Sage Integration**. Select **Yes** and then click **Save**. Integration is now enabled.

The screenshot shows the 'Invoicing' settings page. The left sidebar contains a menu with 'INVOICING' highlighted. The main content area has tabs for 'Settings', 'Rate groups', '+ Add rate group', 'Services', '+ Add service', 'Regular items', '+ Add regular item', 'Fee types', and '+ Add fee type'. The 'Invoicing' section includes options for 'Itemising invoice', 'Rounding time', 'Client funds', 'Invoice period & numbering', 'Filename setup', and 'Default descriptions & due date'. The 'Default descriptions & due date' section has radio buttons for 'Invoice headings by' (Rate group selected) and 'Display time format' (Mins selected). The 'Invoice description' field contains a template with placeholders like {SERVICES}, {PERIOD\_FROM}, etc. The 'Invoice due' is set to 30 days. The 'Invoice terms' are 'Strictly 30 days from date of invoice'. The 'Tax on expenses' section has 'Apply tax' set to 'No'. The 'Sage accounts integration' section has 'Enable Sage Integration' set to 'Yes', which is circled in red. A red arrow points to the 'Save' button.

## 7. ASSIGNING NOMINAL CODES AND TAX CODES TO SERVICES

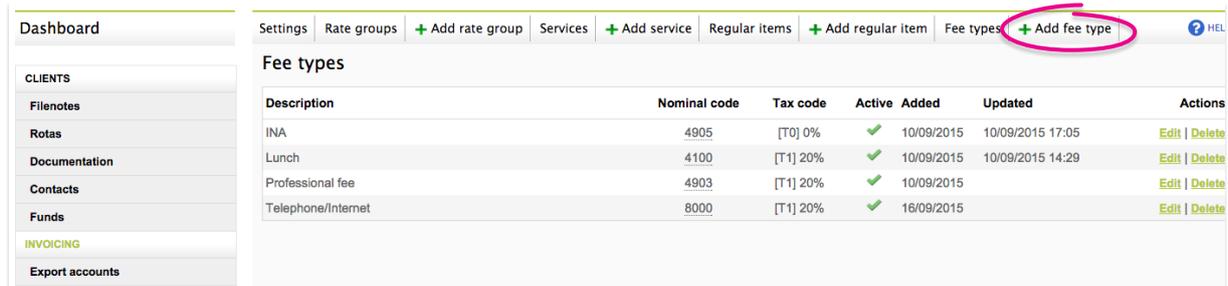
Once Sage integration is enabled, you now need assign the nominal codes and tax codes you have created to services. To do this go the **Invoicing** section of the Admin dashboard. Select the **Services** tab at the top, and the **Edit** button on the line of the service you wish to assign codes to. In the Edit Service page, proceed to choose your nominal codes and tax code from the drop down fields and then click save. Repeat this for each service.

The screenshot shows the 'Edit service' page. The 'Services' tab is circled in red. The 'Service name' is 'Case management'. The 'Time nominal code', 'Travel nominal code', 'Mileage nominal code', and 'Tax code' are all set to 'Please choose'. The 'All privileged' and 'Active' radio buttons are set to 'No'. The 'All privileged' option has a note: 'If this service is chosen mark ALL filenote items as privileged'. At the bottom, there is a note '\* Indicates a required field' and 'Save' and 'Cancel' buttons.

## 8. ADDING FEE TYPES

Currently when invoicing in Qunote you are able to add expense charges in freeform. When using Qunote integrated with Sage, you will need to give invoiced charges a valid VAT and Nominal codes. These freeform charges are now described as Fee types and must come from a predefined table.

To enter a Fee type, in the **Admin Dashboard**, go to **INVOICING** and select + Fee type. Enter the description of the type of additional charge you wish to add and select a nominal code and Tax code from each of the drop down lists. The regular items within Qunote now need to be assigned a Fee type so they have a nominal code and tax code for the Sage export. Once your fee type has been set up, you will then have the option to select this when creating an expense in a filenote.



Dashboard		Settings	Rate groups	+ Add rate group	Services	+ Add service	Regular items	+ Add regular item	Fee types	+ Add fee type	HELP
CLIENTS		Fee types									
Filenotes		Description	Nominal code	Tax code	Active	Added	Updated	Actions			
Rotas		INA	4905	[T0] 0%	✓	10/09/2015	10/09/2015 17:05	Edit	Delete		
Documentation		Lunch	4100	[T1] 20%	✓	10/09/2015	10/09/2015 14:29	Edit	Delete		
Contacts		Professional fee	4903	[T1] 20%	✓	10/09/2015		Edit	Delete		
Funds		Telephone/Internet	8000	[T1] 20%	✓	16/09/2015		Edit	Delete		
INVOICING											
Export accounts											

## 9. EXPORTING FROM QUNOTE

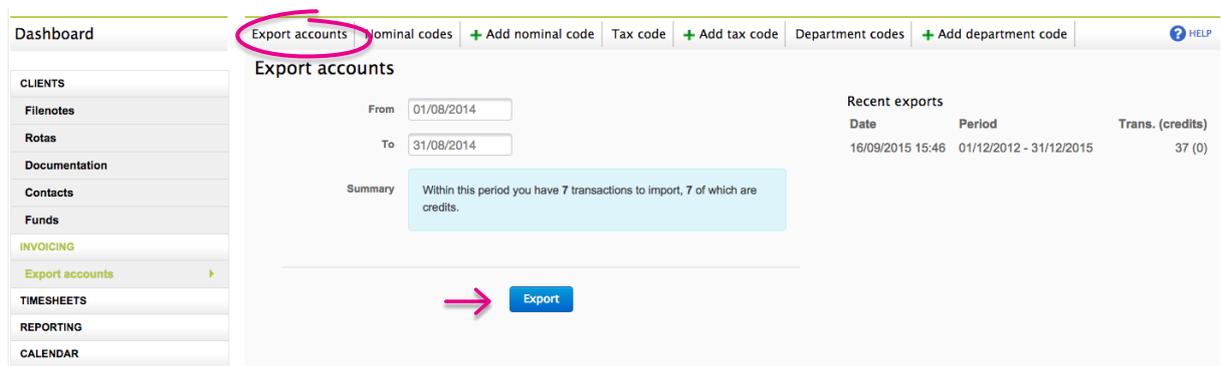
The Accounting Export routine is designed to generate data for Sage and any other accounts systems which will accept data in a Sage type format, Go to **Admin Dashboard** and select the **EXPORT ACCOUNTS** tab.

Export data is only generated by pressing the Export button and running the Export Accounts routine.

You are presented with a pair of dates for the start and end of the period for which you wish to export data. Enter the dates you require. It would be usual to set the "from date" to a date earlier than the beginning of the current accounting period so as to 'sweep up' any invoices raised after the last period end but dated prior to the previous month end. There is no danger of picking up the same invoice twice since as an invoice is exported a flag is set on it to identify that it has already been exported.

Set the 'To date' as the last date up to and including which you want to post invoices to Sage.

Press Export and a file of type ".csv" is generated which will automatically be downloaded to your computer. Ensure you know where your default download folder is on your PC.



Dashboard		Export accounts	Nominal codes	+ Add nominal code	Tax code	+ Add tax code	Department codes	+ Add department code	HELP	
CLIENTS		From	01/08/2014							
Filenotes		To	31/08/2014							
Rotas		Summary	Within this period you have 7 transactions to import, 7 of which are credits.							
Documentation				Recent exports						
Contacts				Date	Period	Trans. (credits)				
Funds				16/09/2015 15:46	01/12/2012 - 31/12/2015	37 (0)				
INVOICING										
Export accounts										
TIMESHEETS										
REPORTING										
CALENDAR										

## 10. IMPORTING INTO SAGE

The next stages are carried out in Sage.

Firstly, ensure that you have a backup of your **Sage Data** in case anything goes wrong.

Secondly ensure there are no other users on your multiuser system.

It is probably worth now checking the gross total of all balances of your **Sage Sales Ledger** and recording the figure.

Go to the main Sage menu and select file import.

Run a backup if you have not already done so, press next, then select audit trail transactions.

Then select the **Comma separated (\*.csv)** option and browse to the location of the downloaded file from Qunote. Tick the box which says first row contains headings.

The first time you do this, you will need to map the Qunote fields to the Sage ledger.

Opposite each Sage Field, in the column marked Imported Field, Choose the Qunote field which corresponds. (E.g. TYPE to Type or NOMINAL ACCOUNT REFERENCE to Nominal A/C Ref) until all fields are mapped. Alternatively you can import a mappings file into your sage directory structure (C:\ProgramData\Sage\Accounts\2014\COMPANY.001\Import Maps\Audit Trail transactions\)

Save the map as Qunote.Map this save having to redo that each time you import the file.

Press next to begin the import routine.

Sage will check each invoice line to ensure that it contains valid data.

Then press close to complete the import routine.

Check the total on the Sales Ledger and record the figure, reconcile to the value of invoiced work from Qunote by running the **Invoice Report**.

## 11. DATA EXPORT FIELDS

Data Export Fields	What it represents	Where it is exported from
Type	Type of Transaction for Sage, will always be SI or SC (Invoice or Credit)	Created by Qunote from the type of transaction.
Account Ref	The Sage Customer Account reference	Found in the Clients files by Qunote, must agree with the Sales Ledger Customer codes in Sage
Nominal Account Ref	The Code for the type of Sale as used by the accounting system	Found in the Nominal Codes Table by Qunote, must agree with the Nominal Ledger Nominal codes in Sage
Sage Department Code	The codes set up in Sage for the departments and used in Sage to analyse costs by area,	Represents the Case Manager who must have a valid Department Code from the Department Codes Table in Qunote, should agree with the Nominal Ledger Nominal codes in Sage
Date	The date of the invoice	The date of the invoice when raised. Equivalent to the VAT Tax Point
Reference	The Invoice number	The invoice number is generated by Qunote (unless manually adjusted)
Details	A description of what each charge on the invoice relates to	Taken by Qunote from each line on the invoice
Net Amount	The VAT exclusive charge for that invoice item	Taken by Qunote from each line on the invoice
Tax Code	The codes set up in Sage for the departments and used in Sage to analyse costs by area	Found in the VAT Table by Qunote, must agree with the VAT Tax codes in Sage
Tax Amount	The VAT element of the charge for that invoice item	
Exchange Rate	Not used	
Extra Ref	Equivalent to Purchase Order number	
User Name	A record in Sage of who generated the transaction	Qunote gives a unique reference prefixed QUNOTE[NNNNNN]
Project Ref	Not used	
Cost Code Ref	Not Used	