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.

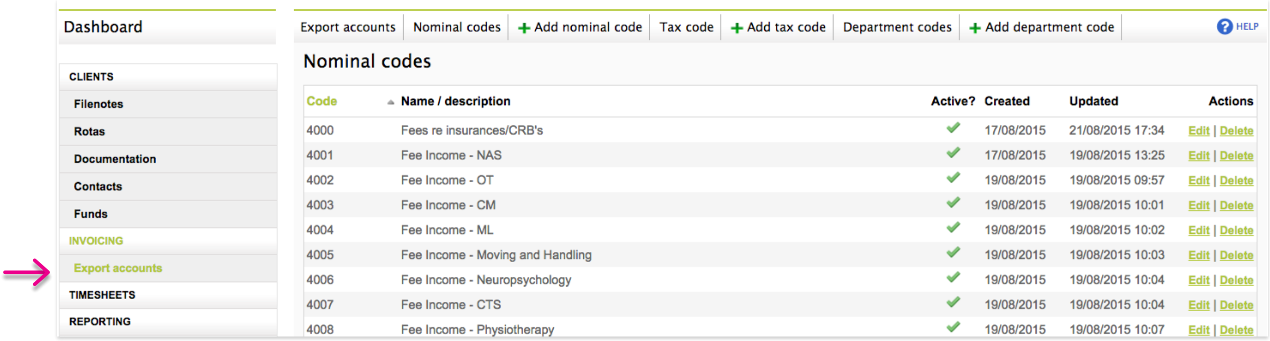
1. SETTING UP THE NECESSARY FIELDS

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 ACOUNTS**



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 ACOUNTS**

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

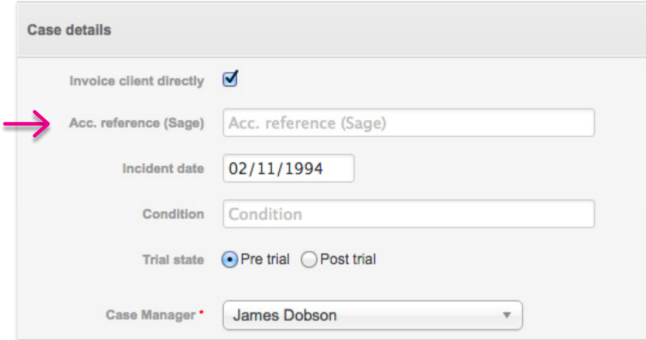
VAT Tax codes should match those codes which exist in Sage and which you wish to use as VAT analysis accounts for sales invoices and the VAT returns produced by Sage. The file which is sent to Sage is validated by Sage so it is important that only VAT tax codes which exist in Sage are included here.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

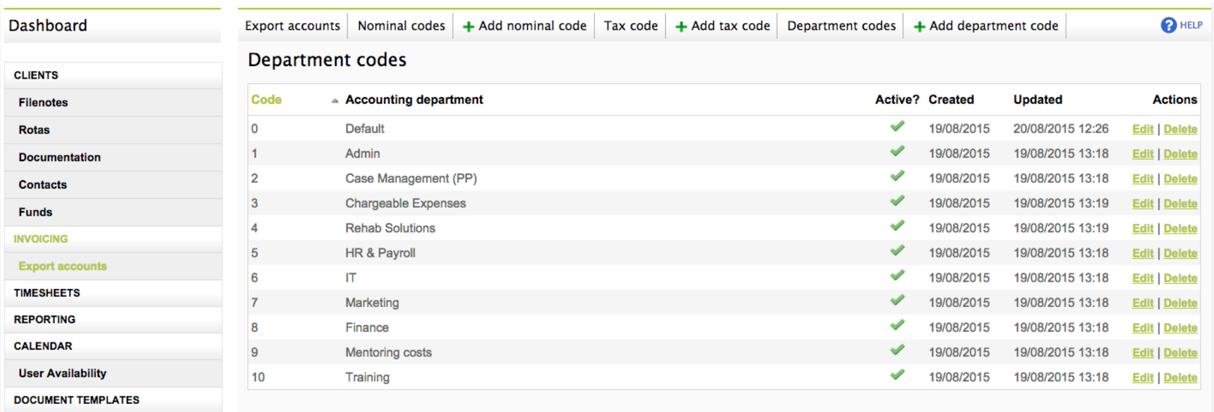
This is the sales ledger account code which Sage uses and must be exactly the same as the code in Sage or the transaction will not be validated when it is imported into Sage. The codes must be verified by the user with the finance function. To enter a code, select a client, click on the **Details** tab,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

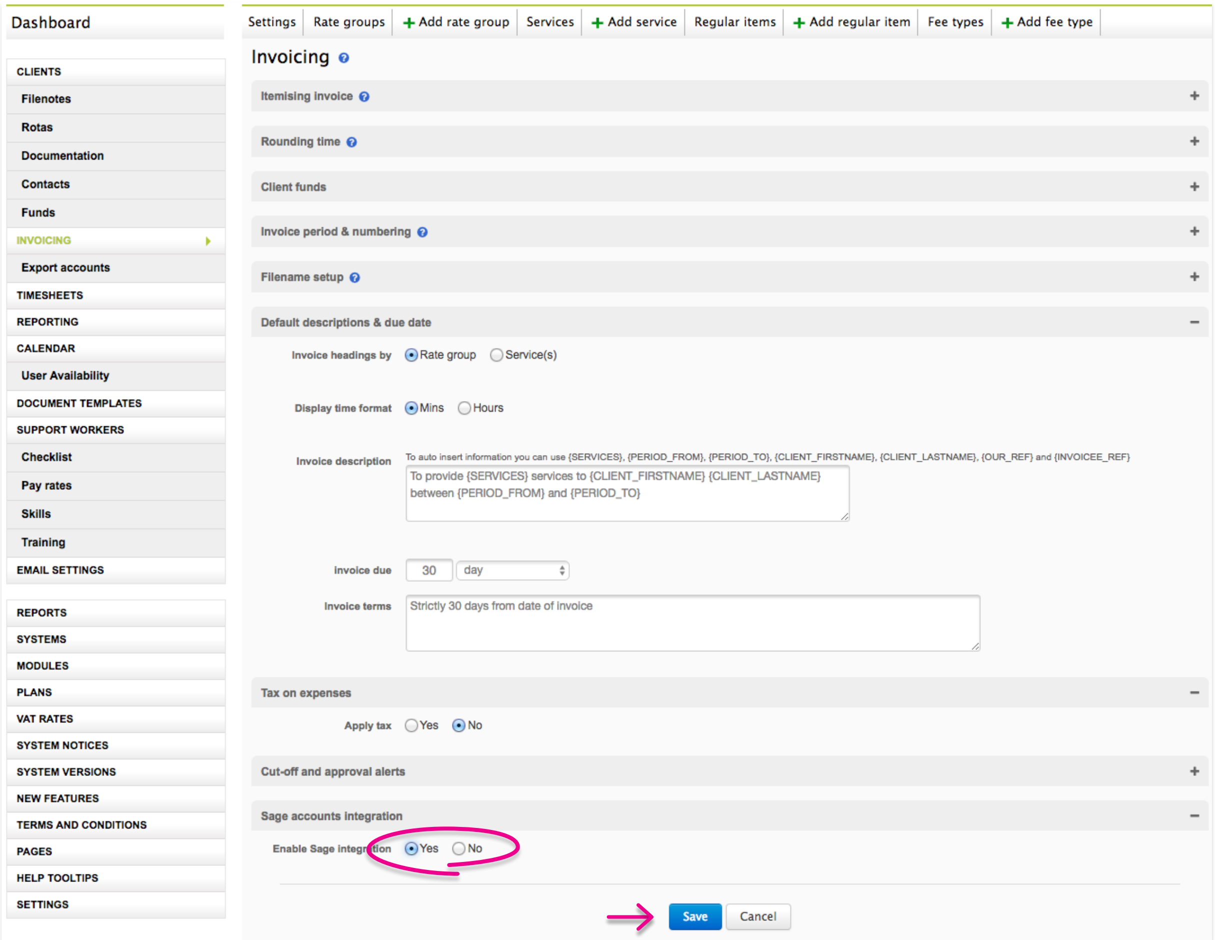
Each user is assigned to a Department; to use this feature and transfer the data to Sage it is necessary to go to the **Admin Dashboard**, select **USERS,** add or edit user so you can apply the department under **ACCOUNTING DEPARTMENT**.



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

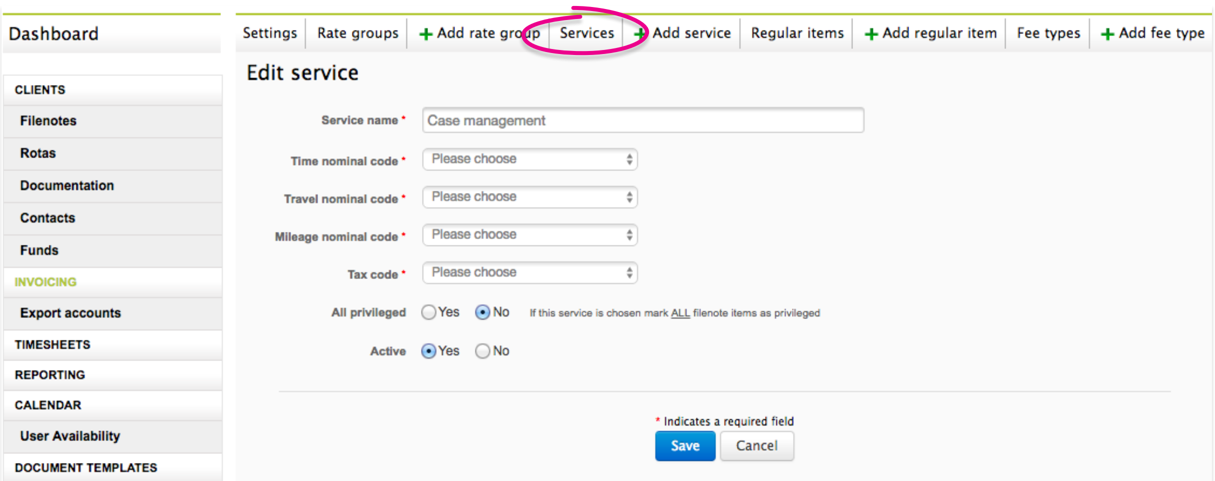
6. ENABLING SAGE INTEGRATION

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.



7. ASSIGNING NOMINAL CODES AND TAX CODES TO SERVICES

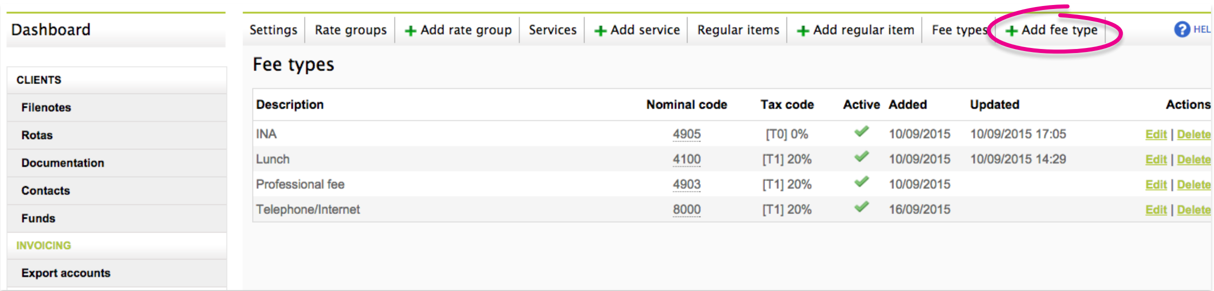
Once Sage integration is enabled, you now need assign the nominal codes and tax codes you have created to services. To do this go the **Invoicing** section of the Admin dashboard. Select the **Services** tab at the top, and the **Edit** button on the line of the service you wish to assign codes to. In 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.



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.



9. EXPORTING FROM QUNOTE

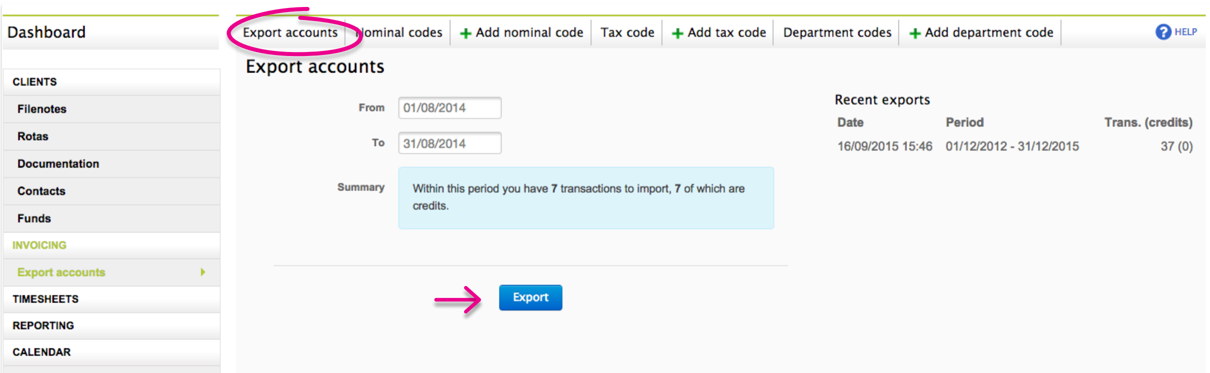
The Accounting Export routine is designed to generate data for Sage and any other accounts systems which will accept data in a Sage type format, Go to **Admin Dashboard** and select the **EXPORT ACCOUNTS** tab.

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.



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[NNNNN]
Project Ref	Not used	
Cost Code Ref	Not Used	