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Excel2Sage

Initial Setup & User Guide v2.0

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Notice to Users

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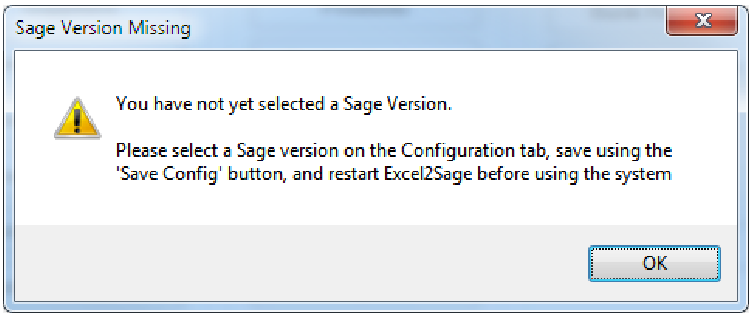
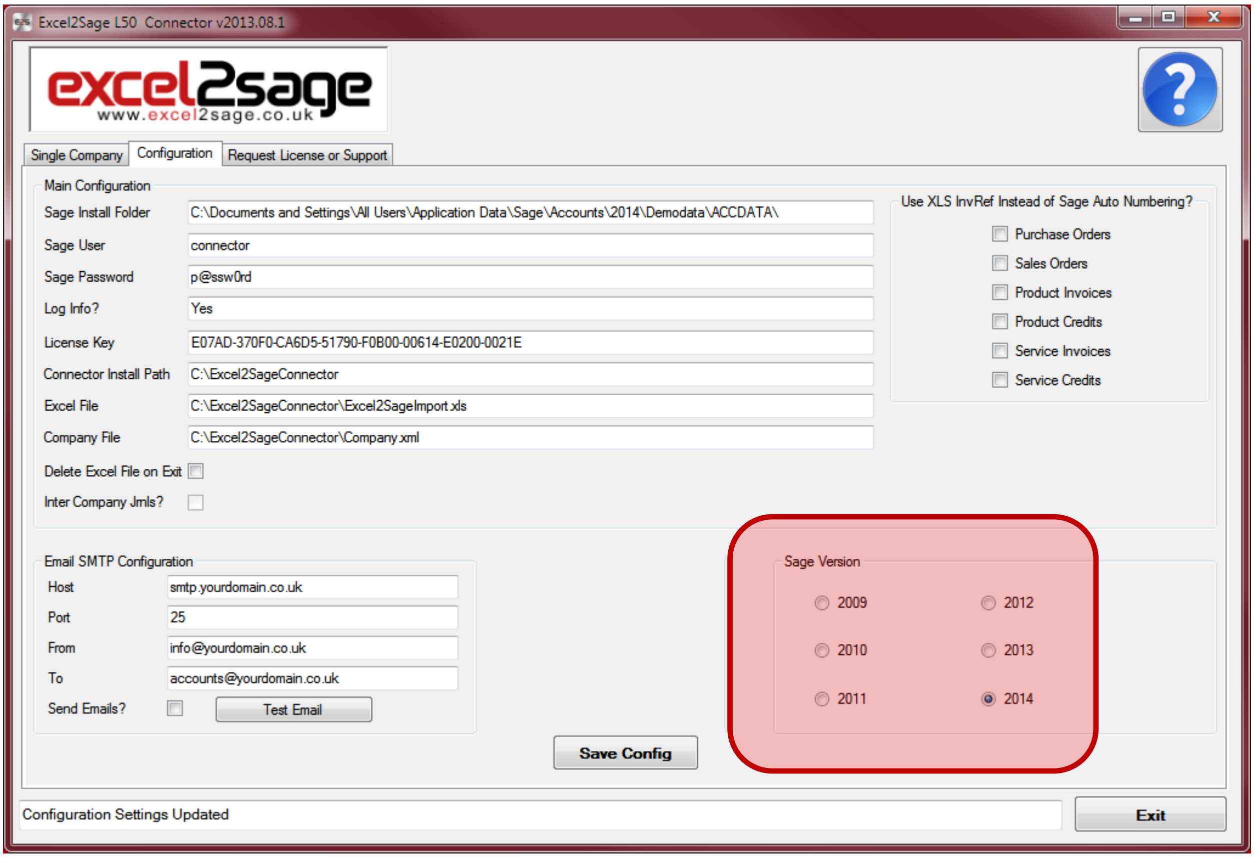
Initial Setup

1. After installing Excel2Sage you will find two shortcuts on the desktop…

   - E2S Connector (Target:\Excel2SageConnector\Connector\Excel2Sage50Connector.exe)
   - E2S Import (Target: \Excel2SageConnector\Excel2SageImport.xls)

2. When opening the E2S Connector for the first time you will be prompted by the following message, stating you need to select the version of Sage you wish to use Excel2Sage with, this can be done within the 'configuration' tab, shown in the second screenshot below.





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Excel2Sage

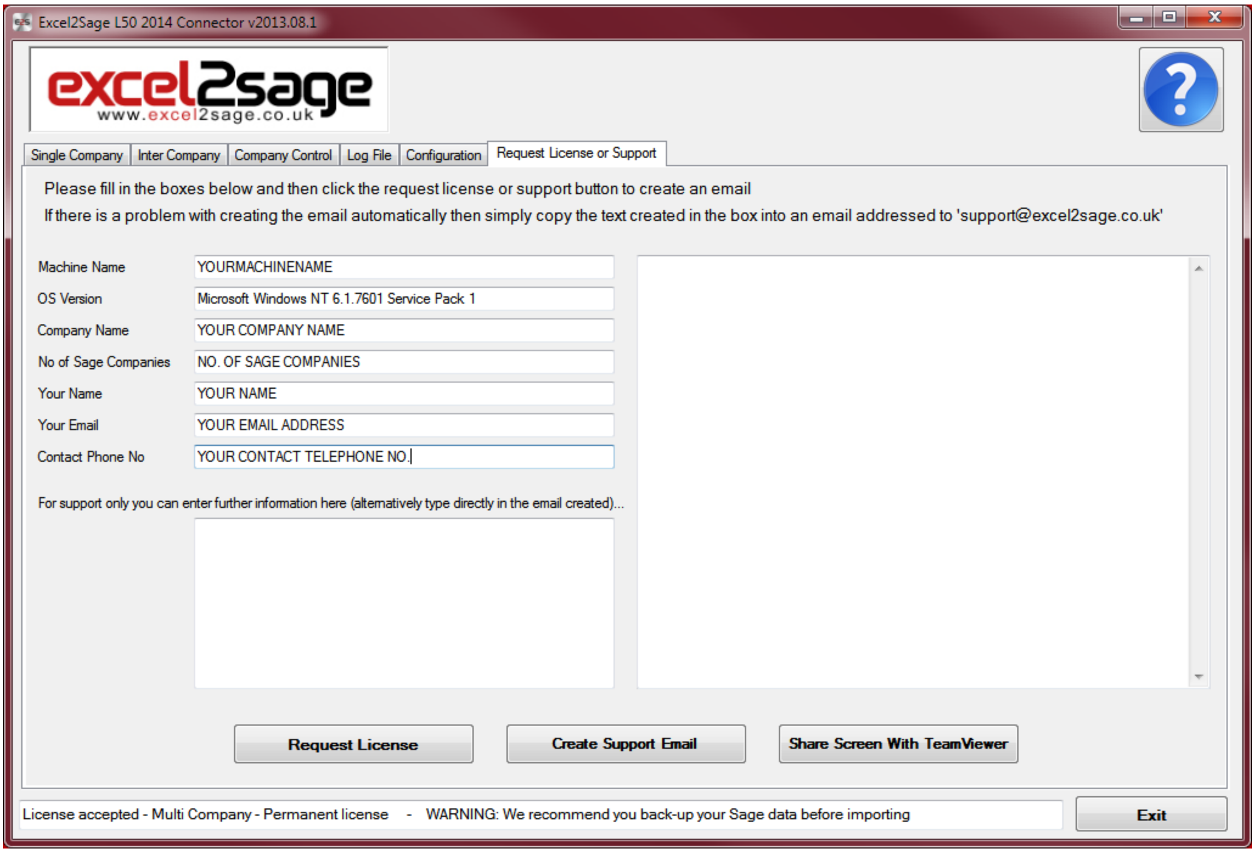
3. Once you've clicked the version of Sage you wish to use Excel2Sage with from the configuration tab, click **Save Config** button followed by the **Exit** button and re-launch the E2S Connector application for the settings to take effect.

4. When you login, at the bottom of the application window it will show whether the license has been accepted and/or how many days of the license remain.

What do I do if my license fails?

- If the license fails, you will need to request a license from the **Request License** tab within the E2S Connector.
- Upon receiving a new license key enter this in the **Configuration** tab in the **License Key** and click **Save Config**.
- Exit the Connector and re-launch the E2S Connector Application.

Request License Tab – Populate Your Details and click **Request Licence**



5. Before clicking **Connect to Sage**

    a. Go to the **Company Control** tab
    b. Click **Read Sage Companies**

        i. This will try and read your registry to identify Sage companies from local installs of Sage and populate the cells with the appropriate information.
        ii. If this doesn't find the companies you require (maybe they're on a network) you can double-click on the fields and manually enter them.

    c. Click **Save All Changes**.

    d. Select your Default Company

        i. Highlight the name of the company you will eventually want to connect to and click the **Select Default Comp** button.
        ii. Once done you'll notice this comment at the bottom of the Connector: *Default Sage Company Information Updated*

6. Then check the following **before** clicking Connect to Sage

    a. Enable **3rd Party Integration** from within Sage50 (Tools\Activation)
    b. Setup a new **Sage User** called: **Connector** with Password: **p@ssw0rd** (NOT case sensitive) from within Sage50 (Settings\Access Rights)

7. Open the E2S Connector and click **Connect to Sage**

    a. This should then light up each of the available import modules.

Please continue to read the following sections "Excel2Sage – How It Works"

How It Works

* Before testing this product you MUST ensure Sage companies have been backed up *

E2S Connector

The Connector application connects Excel to Sage and once connected uses a Sage license.

When the Connector is connected to Sage, it holds a lock over the E2S Import spreadsheet **and** uses a Sage license; therefore it is important to remain disconnected until ready to import.

How can I use Excel2Sage if I only have a Single User Sage License?

- You can change the user that the E2S Connector connects to Sage with from within the **Configuration** tab, the benefit of giving the E2S Connector a unique username, is so the imported transactions can be identified from within Sage.

Each transaction type button is colour coded to a section and correlates to those in the E2S Import Spreadsheet.

Not Connected

Connected

By clicking any of these transaction type buttons, the E2S Connector will attempt to import any data from that corresponding tab within the E2S Import Spreadsheet into whatever Default Company you have selected.

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E2S Import Spreadsheet

The spreadsheet contains a variety of tabs all relating to a specific transaction type; it should be populated with the data you wish to import **without amending column headings**.

The spreadsheet below shows just some of the fields from the **Customers** Import tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	**AccountRef**	**Name**	**Add1**	**Add2**	**Add3**	**Add4**	**Add5**	**ContactName**	**Email**	**Website**	**Telephone**	**Fax**	**Analysis1**	**Analysis2**	**Analysis3**	**Terms**	**Find Nominal Code**	**DefNomCode**
2	REDIT1	Red-IT Customer 1	The Street	The Town	UK	BN2 8WH		Red Customer 1	info@red-it.co.uk	http://www.red-it.co.uk	11111	11112	Analysis10	Analysis11	Analysis12	30 Days	4000 - Sales Type A	4000
3	REDIT2	Red-IT Customer 2	The Street	The Town	UK	BN2 8WH		Red Customer 2	support@excel2sage.co.uk	www.excel2sage.co.uk	11111	11112	Analysis10	Analysis11	Analysis12	30 Days	4400 - Credit Charges (	4400

Customers / SalesInvoices / SalesCredits / SalesOrders / SalesReceipts / SalesPayments / SReceiptsOnAccount / Suppliers / PurchaseInvoices / PurchaseCredits / PurchaseOrders

1. Columns
    a. Red columns are **MANDATORY** fields
    b. Yellow columns are **OPTIONAL** fields
    c. Can be hidden but must not be deleted

2. Lists tab
    a. The far left tab is called LISTS and is used throughout by the drop-down lists.
    b. The data in the **YELLOW** cells must not be amended.
    c. To **update** the **YELLOW** fields shown in the drop-down lists throughout, you can populate the cells to the left of each yellow column.
    d. ODBC can be used to have the data updated and pulled automatically from SAGE

3. Drop-down lists
    a. The drop-down lists throughout the spreadsheet are populated from the LISTS tab and when an option from the drop-down list is selected it will enter the relevant posting code in the adjacent column.
    b. The option has been included to assist with data validation and to help prevent import errors caused by data entry.
    c. The drop-down lists are OPTIONAL, if you know the required code i.e. Customer A/C - **AccountRef,** Nominal Account Code – **NomCode**, etc. you can just enter the appropriate code.

4. Formatting Advice
    a. **InvRef** field
        i. The content of this field can be numeric or alpha-numeric, we recommend using an alpha-numeric reference. This is because MS Excel will attempt to auto-format numeric entries to a number formatted cell, which has been known to cause problems.

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Importing from E2S Spreadsheet

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Customer & Supplier Import

Both Customers & Suppliers can be imported to create new accounts or update existing accounts, there is currently no option to check for existing **AccountRef**'s in Sage prior to importing because of E2S's ability to update existing records.

If an existing **AccountRef** is used, **information will be overwritten** without warning, E2S will assume you want to update the fields on that account.

Products & Project Import

Both of these import types operate in a similar way to Customers & Suppliers in that they are also updatable and opting for an existing **Product** or **Project** code **will overwrite existing data/fields within Sage**.

Transaction Imports & Key Fields

(Also refer to **Mapping** tab within E2S help button)

- Find Account & Find Nominal Code

These are **optional** drop-down fields (taken from the Lists tab, refer to Page 6) used to help correctly populate the **AccountRef** & **NomCode** fields with correct data, they are used for data validation purposes but the LISTS tab must be updated first.

- AccountRef & Nom Code

These will relate to specific sections i.e. Customer/Supplier AccountRef, Sales Invoices, etc.

If you're not using the Find Account / Find Nominal Code (above) you can simply key in the correct **AccountRef** / **NomCode** directly into these fields and delete the contents of its adjacent field Find Account / Find Nominal Code.

- InvRef

This field is used for the sole purpose of being able to define multiple line orders/invoices, etc. Where the InvRef field is the same on two rows, E2S will consider this to be a multiple line order/invoice, etc. Bear in mind that the **AccountRef** MUST also be the same for these rows otherwise the import will not be successful.

If you have any queries on other fields, please contact us at support@excel2sage.co.uk

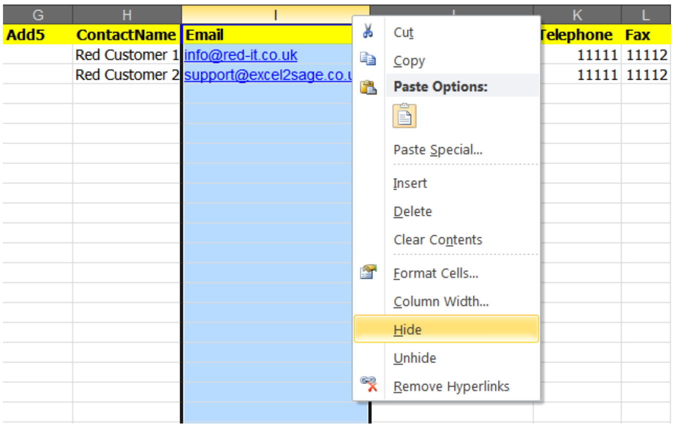
FAQ's

Q. Can I rename or delete some of the columns that I don't need?

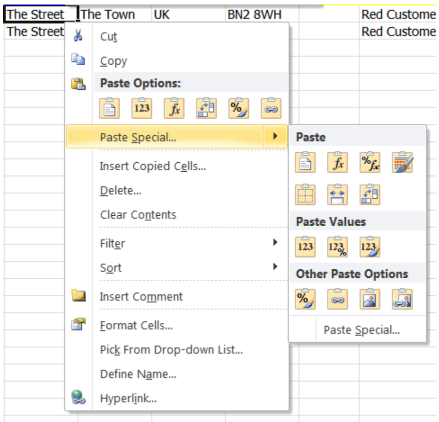
A. No, if you rename any of the columns or remove either columns or tabs from the E2S Spreadsheet your import will fail and you will need to restore the original E2S spreadsheet.

If there are columns you don't wish to use, you can right click the column header and hide the column (**Screenshot 1 below**), this will not cause a problem when importing but if you opt to hide columns, bear this in mind when copying & pasting data into the spreadsheet.

1.



2.



Q. Can I copy and paste data into your E2S Import Spreadsheet?

A. Yes, it is always advisable however when pasting data from another source to paste "values" – This can be done by right clicking and selecting **Paste Special** and then opting for **Values.** (**Screenshot 2 above**)