

# AUTOWORK ONLINE



mamsoftware



## Sage Export Routines

### Introduction

This booklet will take you through the basics of exporting routines to Sage from Autowork Online. If you have any further questions please contact our support team on 01226 352904.

### Key features

- ▶ Setting up Sage
- ▶ Sage Cash Customer Account
- ▶ Sales / Purchase Report
- ▶ Sage Cash Customer Account
- ▶ Sales / Purchase Report
- ▶ Export Customers
- ▶ Sales Transactions

## Setup

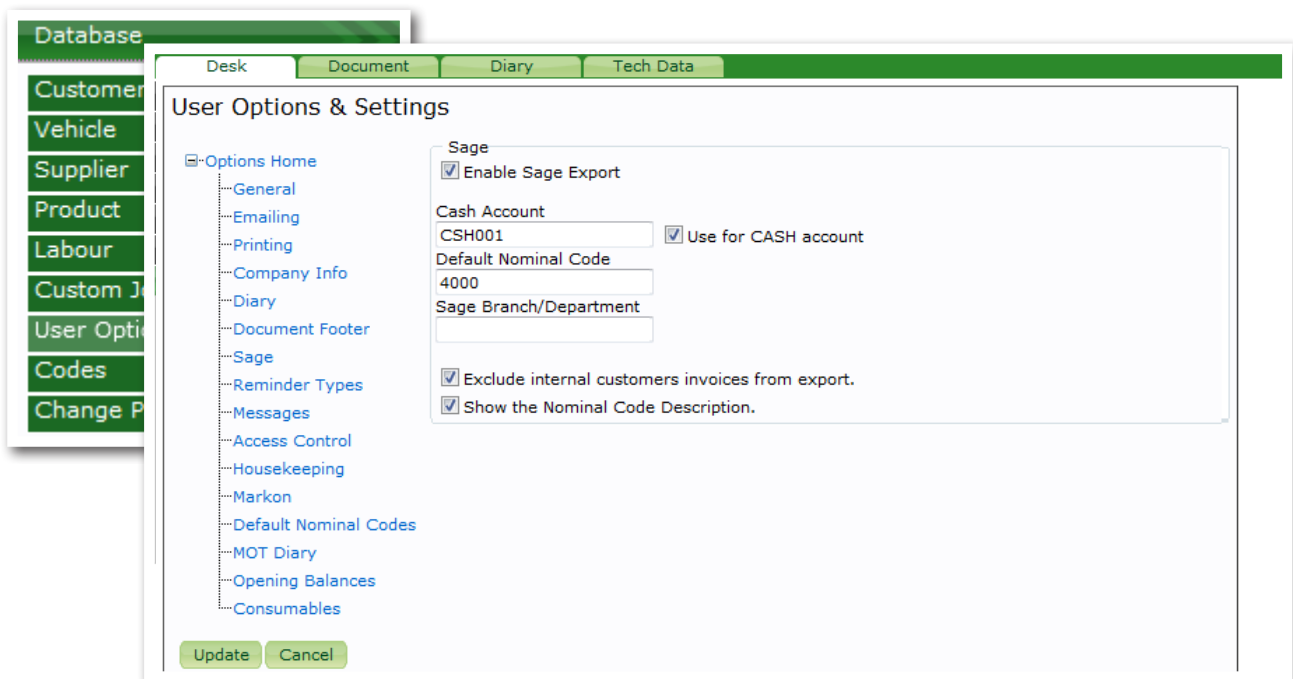
Before a Sage export can be done, Sage needs to be setup in **Database - User Options - Sage**.

If Sage has never been used before, seek advice from the Helpdesk (01226 352904) before starting, as problems might occur. Although Sage is enabled, sales and purchase invoices and credit notes can still be paid off in Autowork Online. They will however, enter Sage as unpaid.

Sage export files will be downloaded from the Autowork Online server to your PC. Create a folder called **Sage Export** on your desktop to hold these files prior to import into Sage.

## Setting up Sage

Before a Sage export can be carried out, Sage export needs to be set up by entering a tick in the **Enable Sage Export** box. Select the **Cash Account** to use for **Cash Accounting** and decide whether to include or exclude internal invoices. Exported transactions can be set to show nominal or job information.



The screenshot shows the 'User Options & Settings' window. On the left is a navigation menu with categories like Customer, Vehicle, Supplier, Product, Labour, Custom J, User Opti, Codes, and Change P. The main window has tabs for Desk, Document, Diary, and Tech Data. The 'Sage' section is expanded, showing the following settings:

- Enable Sage Export
- Cash Account: CSH001  Use for CASH account
- Default Nominal Code: 4000
- Sage Branch/Department: [Empty text box]
- Exclude internal customers invoices from export.
- Show the Nominal Code Description.

At the bottom of the window are 'Update' and 'Cancel' buttons.

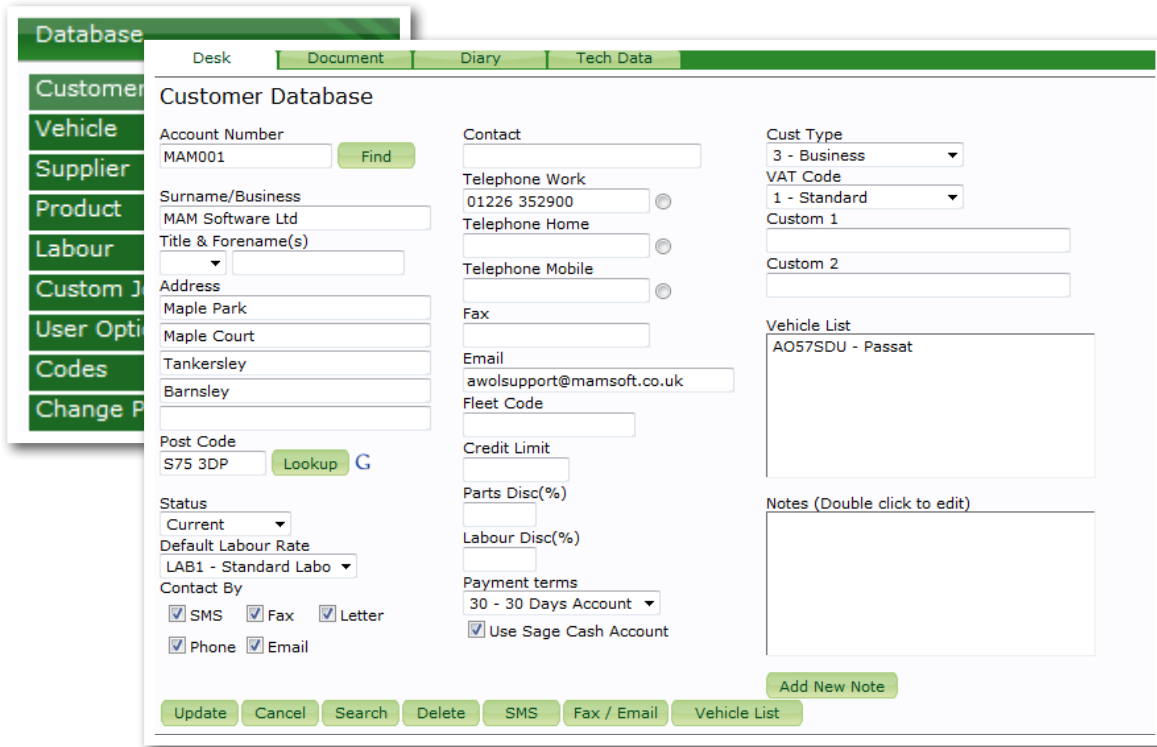
**Update**

Select to save changes to Sage.

## Cash Accounting

### Sage Cash Customer Account

Autowork Online will, by default, export all accounts into Sage.



The screenshot shows the 'Customer Database' form in Autowork Online. The form is divided into several sections:

- Customer Information:** Account Number (MAM001), Surname/Business (MAM Software Ltd), Title & Forename(s), Address (Maple Park, Maple Court, Tankersley, Barnsley), Post Code (S75 3DP).
- Contact Information:** Telephone Work (01226 352900), Telephone Home, Telephone Mobile, Fax, Email (awolsupport@mamsoft.co.uk), Fleet Code.
- Accounting and Settings:** Cust Type (3 - Business), VAT Code (1 - Standard), Custom 1, Custom 2, Vehicle List (AO57SDU - Passat), Notes (Double click to edit), Status (Current), Default Labour Rate (LAB1 - Standard Labo), Contact By (SMS, Fax, Letter, Phone, Email), Payment terms (30 - 30 Days Account), and  Use Sage Cash Account.
- Buttons:** Update, Cancel, Search, Delete, SMS, Fax / Email, Vehicle List, Add New Note.

**Use Sage Cash Account** If Sage Cash Accounting is to be used, any accounts not required to be created in Sage need to be flagged in the Customer creation screen; **Use Sage Cash Account**. All customer account codes flagged will not be created in Sage and instead the transactions will be allocated to the default Cash Account code.

## Sales / Purchase Report

### Sales / Purchase Report

- Export Customers** If the Sage link is activated additional options buttons
- Export Transactions** **Export Customers** and **Export Transactions** will be added to the Sales/Purchase report screen.
- Display** The default date range is set to display; from Today to Today. To view older information, change the From date back and select the **Display** button again.

Ledgers

Sales / Purchase Report

Sales  Invoices & Credits

Purchase  Invoices Only

Credits Only

Date From: 04/05/2011

Date To: 11/05/2011

Account Number:

Document Number:

Listing: 113

Row count: 10

Goods: 8894.06

Paid Status: All

**Display** **Print** **Export Customers** **Export Transactions**

Exported  Non Exported  All Transactions  Select All

Ref	Account	Customer	Date	Goods	VAT	Gross	Status	Paid Date	Export
I 1011051	SCO001	Terry Scott	06/05/2011	89.45	17.89	107.34	Paid	06/05/2011	<input type="checkbox"/>
I 1011052	STR001	Street	06/05/2011	447.98	81.58	529.56	Paid	06/05/2011	<input type="checkbox"/>
I 1011053	NSN001	National Service Network	06/05/2011	55.63	11.13	66.76	Paid	06/05/2011	<input type="checkbox"/>
I 1011054	KEM001	Kempson Autos	06/05/2011	48.60	0.00	48.60	Paid	06/05/2011	<input type="checkbox"/>
I 1011055	SHE003	HARRIET Shewry	06/05/2011	146.69	21.34	168.03	Paid	06/05/2011	<input type="checkbox"/>
I 1011056	HOU002	Richard Hourahane	06/05/2011	312.40	62.49	374.89	Paid	06/05/2011	<input type="checkbox"/>
I 1011057	PRI001	Price	06/05/2011	174.76	26.95	201.71	Paid	07/05/2011	<input type="checkbox"/>
I 1011058	BAR001	Baratova	07/05/2011	40.00	0.00	40.00	Paid	07/05/2011	<input type="checkbox"/>
I 1011059	OSB001	David Osborne	07/05/2011	58.60	0.00	58.60	Paid	07/05/2011	<input type="checkbox"/>
I 1011060	THO001	Alison Thompsom	07/05/2011	262.69	52.53	315.22	Paid	07/05/2011	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ...

## Sales & Purchase Ledger

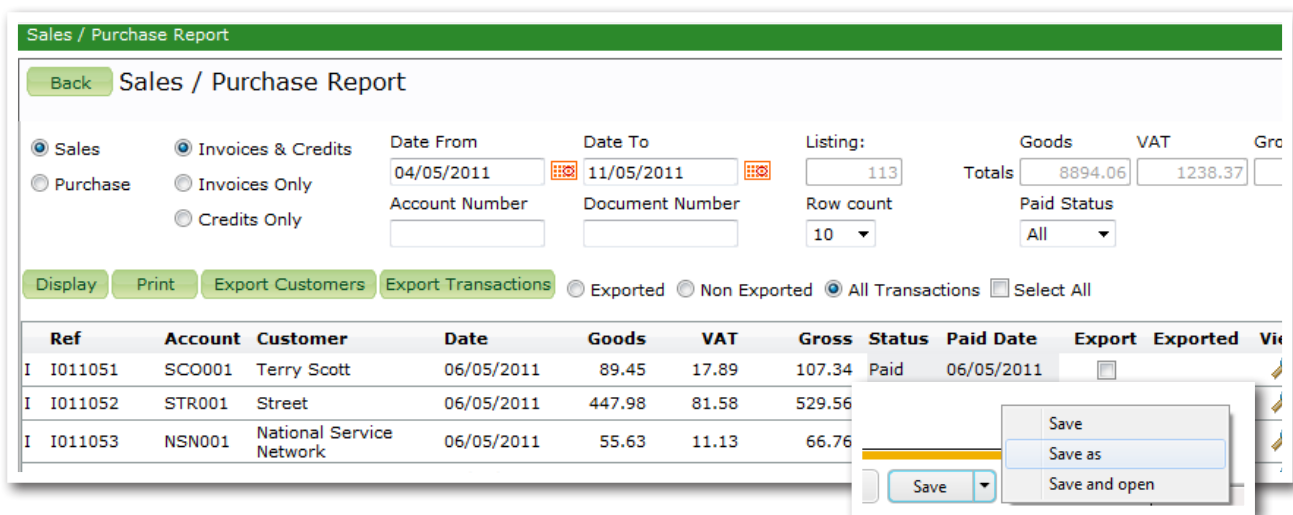
### Export Customers

#### Display

To create the .csv files for Sage import choose the date range to view and select **Display**.

#### Export Customers

First select **Export Customers** to export all the customers for the specified range. This action will create the Sales.csv containing all the customer details to be exported and produce a downloadable file for import. Save this file to your required location.



**Sales / Purchase Report**

Back Sales / Purchase Report

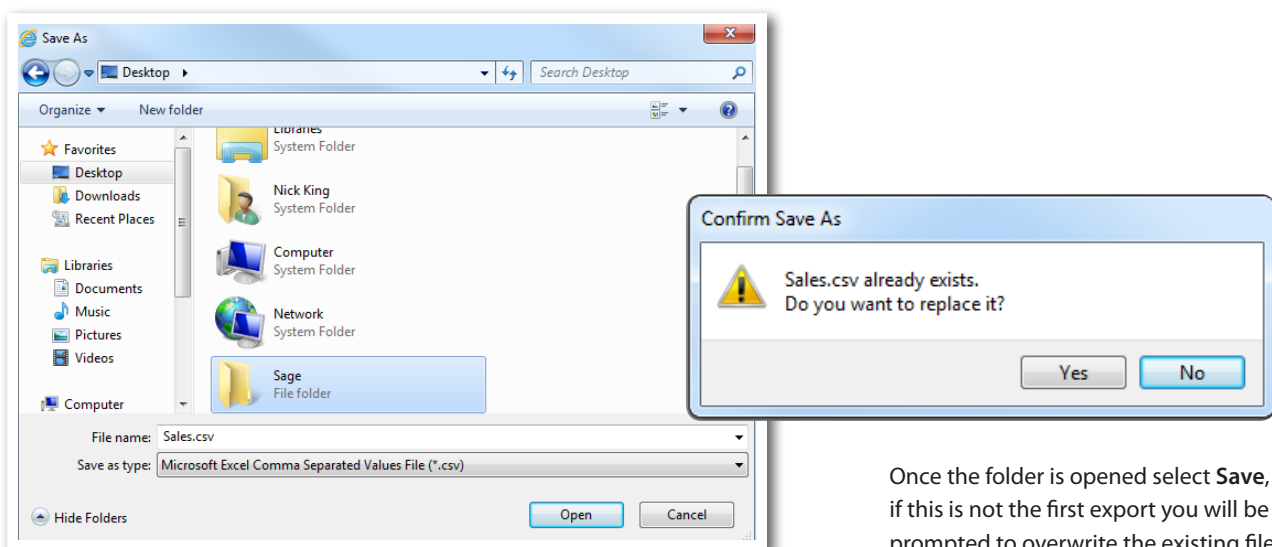
Sales     Invoices & Credits    Date From: 04/05/2011    Date To: 11/05/2011    Listing: 113  
 Purchase     Invoices Only    Account Number:    Document Number:    Row count: 10  
 Credits Only

Totals: Goods 8894.06, VAT 1238.37, Paid Status: All

Display     Print     Export Customers     Export Transactions     Exported     Non Exported     All Transactions     Select All

Ref	Account	Customer	Date	Goods	VAT	Gross	Status	Paid Date	Export	Exported	View
I 1011051	SCO001	Terry Scott	06/05/2011	89.45	17.89	107.34	Paid	06/05/2011	<input type="checkbox"/>		
I 1011052	STR001	Street	06/05/2011	447.98	81.58	529.56					
I 1011053	NSN001	National Service Network	06/05/2011	55.63	11.13	66.76					

If saving to the desktop, select **desktop** - (the required folder) - Open.



**Save As** (Desktop)

File name: Sales.csv  
Save as type: Microsoft Excel Comma Separated Values File (\*.csv)

**Confirm Save As**

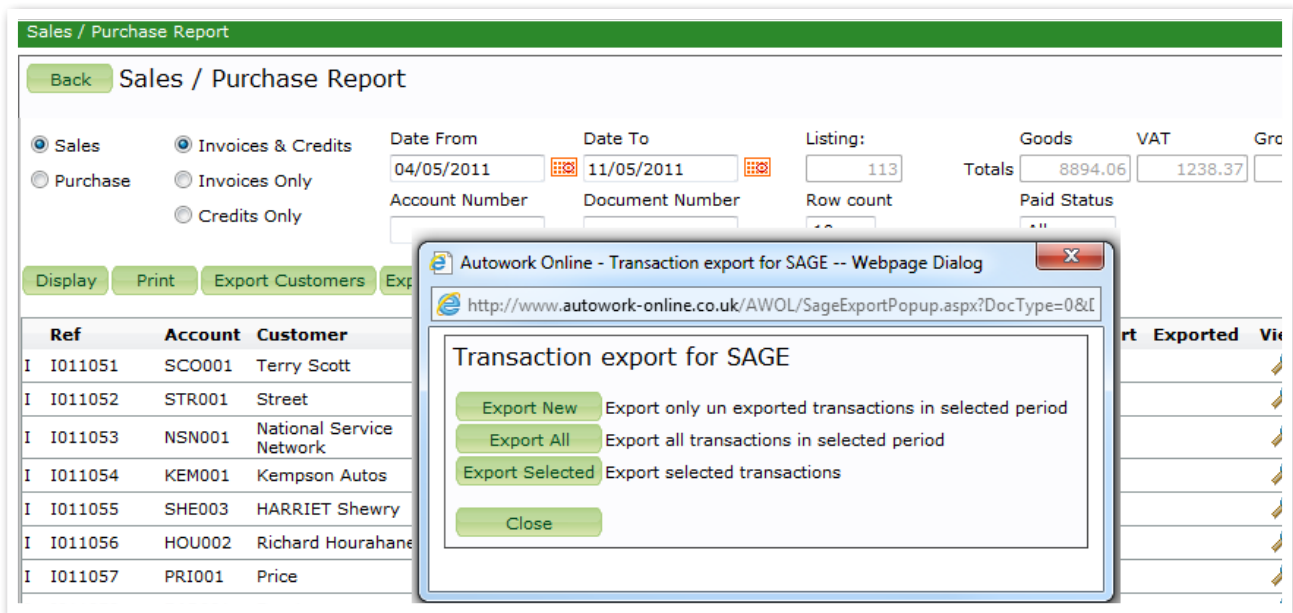
⚠ Sales.csv already exists. Do you want to replace it?

Yes No

Once the folder is opened select **Save**, if this is not the first export you will be prompted to overwrite the existing file.

## Sales Transactions

### Sales Transactions



#### Export Transactions

Once the customers are exported select **Export Transactions** to download the invoice nominal transactions for the exported customers. This step will offer 3 options:

#### Export New

Exports information previously un-exported.

#### Export All

Exports all in range even if exported before.

#### Export Selected

Exports lines that have been manually ticked.

These actions will create the **Sales\_Trans.csv** containing all the nominal details to be exported and produce a downloadable file for import. The exported invoices will be date stamped at this point.

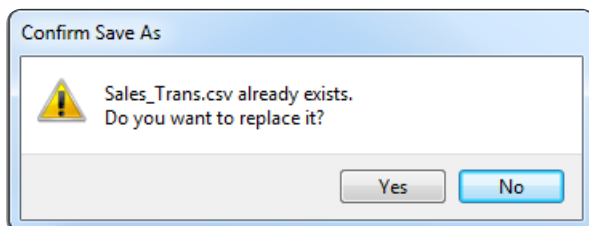
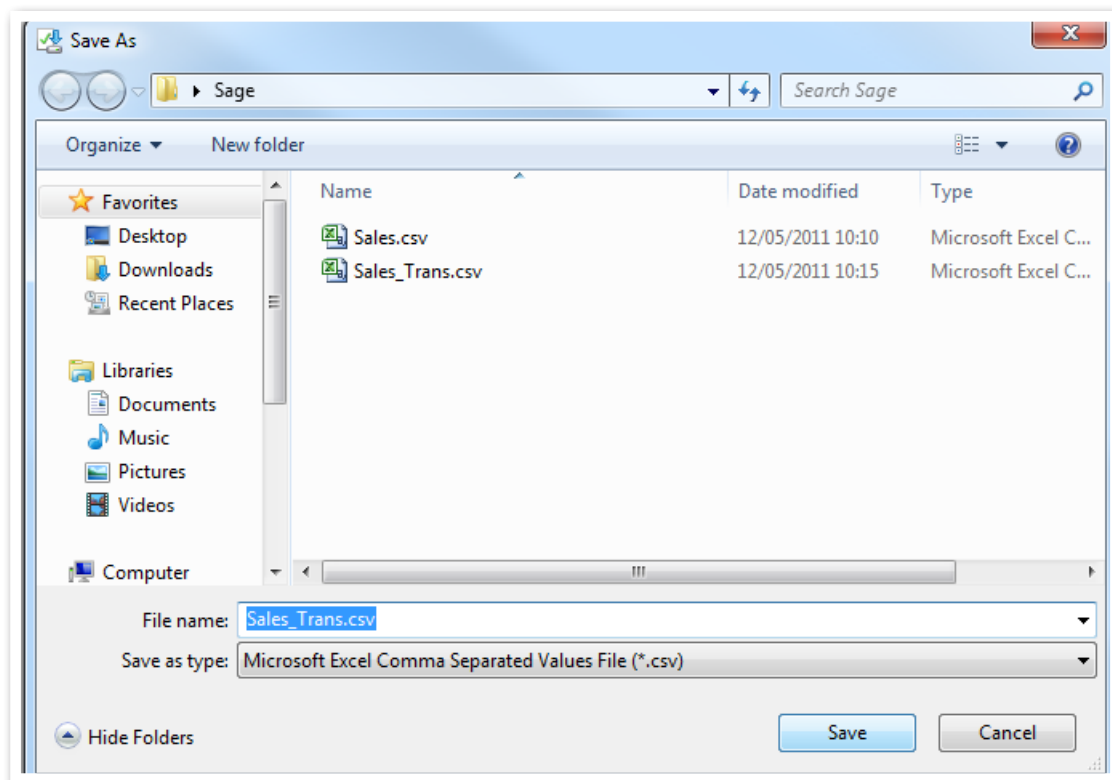
Save this file to your required location.

Ref	Account	Customer	Date	Goods	VAT	Gross	Status	Paid Date	Export	Exported	View
I 1011051	SCO001	Terry Scott	06/05/2011	89.45	17.89	107.34	Paid	06/05/2011	<input type="checkbox"/>	12/05/2011	
I 1011052	STR001	Street	06/05/2011	447.98	81.58	529.56	Paid	06/05/2011	<input type="checkbox"/>	12/05/2011	
I 1011053	NSN001	National Service Network	06/05/2011	55.63	11.13	66.76	Paid	06/05/2011	<input type="checkbox"/>	12/05/2011	
I 1011054	KEM001	Kempson Autos	06/05/2011	48.60	0.00	48.60	Paid	06/05/2011	<input type="checkbox"/>	12/05/2011	
I 1011055	SHE003	HARRIET Shewry	06/05/2011	146.69	21.34	168.03	Paid	06/05/2011	<input type="checkbox"/>	12/05/2011	
I 1011056	HOU002	Richard Hourahane	06/05/2011	312.40	62.49	374.89	Paid	06/05/2011	<input type="checkbox"/>	12/05/2011	
I 1011057	PRI001	Price	06/05/2011	174.76	26.95	201.71	Paid	07/05/2011	<input type="checkbox"/>	12/05/2011	
I 1011058	BAR001	Baratova	07/05/2011	40.00	0.00	40.00	Paid	07/05/2011	<input type="checkbox"/>	12/05/2011	
I 1011059	OSB001	David Osborne	07/05/2011	58.60	0.00	58.60	Paid	07/05/2011	<input type="checkbox"/>	12/05/2011	
I 1011060	THO001	Alison Thompsom	07/05/2011	262.69	52.53	315.22	Paid	07/05/2011	<input type="checkbox"/>	12/05/2011	

## Sales Transactions (cont.)

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If customers have just been exported the save box should open from the last point.



Once the folder is opened select **Save**, if this is not the first export you will be prompted to over write the existing file.

## Sales Transactions (cont.)

**Export Customers**

If Purchase ledger is also being exported change the default view from Sales to Purchase and repeat the steps above using the **Export Customers** button to produce **purchase.csv** and **Export Transactions** to produce **purchase\_trans.csv**.

**Export Transactions**

**Ledgers**

- Sales Ledger
- Purchase Ledger
- Purchase Ledger
- Age Balance
- Sales / Purchase
- Payments
- Customer
- Vat Analysis
- Nominal

**Back Sales / Purchase Report**

Sales  Invoices & Credits

Purchase  Invoices only

Credits only

Date From: 10/05/2011

Date To: 12/05/2011

Account Number:

Document Number:

Listing:

Row Count: 10

Totals: Goods  Vat

Paid Status:

Display
Print
Export Customers
Export Transactions
 Exported
 Non Exported
 All Transactions
 Select All

Ref	Account	Customer	Date	Goods	VAT	Gross	Status	Paid Date	Export	Exp
I 520886	M1	Mill Auto Supplies	11 May 11	130.39	26.08	156.47	Unpaid		<input type="checkbox"/>	
I 12611143880	261	Partco	11 May 11	24.36	4.87	29.23	Unpaid		<input type="checkbox"/>	
I 12611143906	261	Partco	11 May 11	16.55	3.31	19.86	Unpaid		<input type="checkbox"/>	
I 12611143800	261	Partco	10 May 11	13.94	2.79	16.73	Unpaid		<input type="checkbox"/>	
C C261C022558	261	Partco	10 May 11	-28.94	-5.79	-34.73	Unpaid		<input type="checkbox"/>	
I 30241692	M8	Mercedes Benz	10 May 11	80.17	16.02	96.19	Unpaid		<input type="checkbox"/>	
I 30241689	M8	Mercedes Benz	10 May 11	1.43	0.29	1.72	Unpaid		<input type="checkbox"/>	
I 43048986	P3	Parkside (Barnstaple) Ltd	10 May 11	9.09	1.82	10.91	Unpaid		<input type="checkbox"/>	
I 20749129	V1	Vospers	10 May 11	5.60	1.12	6.72	Unpaid		<input type="checkbox"/>	
I 12611143722	261	Partco	10 May 11	2.69	0.54	3.23	Unpaid		<input type="checkbox"/>	

1 2 3 4

Once all export routines have completed minimise Autowork Online and enter Sage to carry out the import.

This document was correct at time of going to print. However, MAM Software operates a policy of continuous product development. MAM therefore reserves the right to change specifications of the items featured in this publication at any time and without notice. For the latest product information, please call 01226 352900

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