Sage (UK) Limited Copyright Statement

Sage 50 Accounts Client Manager

The Client Manager is an accountant tool designed to exchange accounting data with business users working with Sage 50 Accounts.

It is the accountant's side of Accountant Link, developed for both business users and accountants to exchange data.

This guide is aimed at accountants. It provides an overview of Accountant Link followed by detailed instruction on how to use Client Manager.

In this chapter:

Accountant Link

The majority of Sage 50 Accounts users are small to medium-sized companies, who use the software to manage their day-to-day accounts. Most of these users, however, retain the services of an external accountant to assist at times such as the end of a financial year, or to help when they need to produce legal documents such as the VAT Return.

Sage 50 Accounts and Sage 50 Client Manager incorporate the Accountant Link feature, which permits companies and accountants to exchange data more quickly, securely and cost-effectively.

This provides the accountant with the opportunity to make the necessary amendments to the data, while their client continues to process accounts in Sage 50 Accounts.

The accountant can then send any adjustments back to their client for them to apply to their data. Accountant Link includes a built-in mechanism that logs the changes the user makes to their data while the accountant processes the accounts, keeping both users informed of any significant changes that might affect the reconciliation of the adjustments.

Important Note: For both Bank and VAT Reconciliation, both the accountant and the client must be using the same version of Sage 50 Accounts. For example, both parties must be using Sage 50 Accounts 2010 or both parties must be using Sage 50 Accounts 2011.

Accountant Link guides both the company and the accountant through the relevant stages of the process.

To correspond with the two sides of the process, Accountant Link exists in two forms:

- The company side, present in the Sage 50 Accounts package, enables the business user to export data, send it to their accountant, record material changes and import the accountant's adjustments.

    Accountant Link contains the functions you need to exchange data with your accountant.

- The accountant side, available in the Client Manager variant of Sage 50 Accounts, allows the accountant to import the user's data, record adjustments, export the adjustments to file and send it back to their client, ready for the user to apply the changes.

    If you are an accountant using Sage 50 Client Manager, Accountant Link guides you through the processes you need to exchange data with your clients. For more information, see *Using Accountant Link with Sage 50 Client Manager* on page 4.

Using Accountant Link with Sage 50 Client Manager

In order to check and finalise a client's data, or to assist with processing, for example at year end, you often need to visit the client's business personally to obtain the data files, or alternatively ask the client to send a backup copy to you.

Working on a backup of your client's data may mean that they have to stop processing in Sage 50 Accounts until you return the amended data to them. This can cause considerable disruption to their business, as the client may be unable to process any accounts data for weeks at a time. In addition, exchanging data using backup is not ideal, as there is the risk of the files becoming lost or damaged.

Sage 50 Accountant Link feature provides you with the ability to exchange data with your clients more quickly and securely, and lessens the restrictions on your clients by allowing them to continue processing, while you work on your copy of their data. Accountant Link can reduce the need for personal visits to your clients, saving you time and potentially reducing your costs.

When you need to work on the accounts data, your client uses Accountant Link to export it to a compressed, password-protected file and email it to you. Accountant Link in Sage 50 Client Manager enables you to import this file, and then records the adjustments you make to the data, together with any explanatory text you enter.

As your client continues to process, their copy of Sage 50 Accounts keeps a record of any changes that might affect the reconciliation of your adjustments. At any time, you can ask your client to print a copy of the material changes record and send it to you. When you complete your adjustments, use Accountant Link to export the data to a file and send it back to your client, ready for them to apply your adjustments.

Accountant Link consists of two sections. Each section guides you through a specific part of the Accountant Link process. The two sections are:

- **Import Accounts Data From A File**

  Use this section of Accountant Link to import the data file that your client sends to you for adjustment. At this stage, Sage 50 Client Manager starts to record the adjustments you make to the data.

- **Export Adjustments and Narratives To A File**

  This section of Accountant Link appears, when you choose to export your adjustments to a file that is subsequently forwarded to your client. Use this section to guide you through the process of exporting your adjustments to a secure, password-protected file. At this stage, Sage 50 Client Manager stops recording the adjustments you make to the data.

  To find out how to use the Export Adjustments and Narratives To A File section of the wizard, see *Exporting adjustments and narratives to file* on page 10. For more information about adjustments, see *Recording adjustments* on page 7.

Note: Before you begin using Accountant Link, you should set up your Accountant Link defaults. See your Sage 50 Accounts Help system for details about this.

## Importing a client's accounts data from a file

When your clients send data to you for amendment or finalisation, you must import it into Sage 50 Client Manager before you can start to make the necessary adjustments. The Import section of Accountant Link guides you through the Import process.

When you import accounts data from a file, Sage 50 Client Manager begins to record adjustments that you make to the data. For more information, see *Recording adjustments* on page 7.

To import your client's accounts data
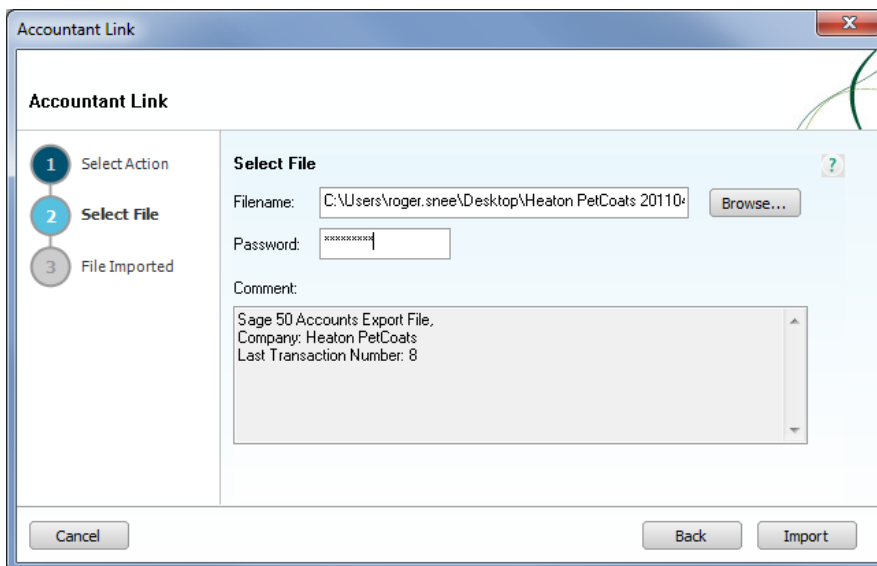
1. From Company > Tasks pane, select Accountant Link.

    The Select Action window of Accountant Link appears.
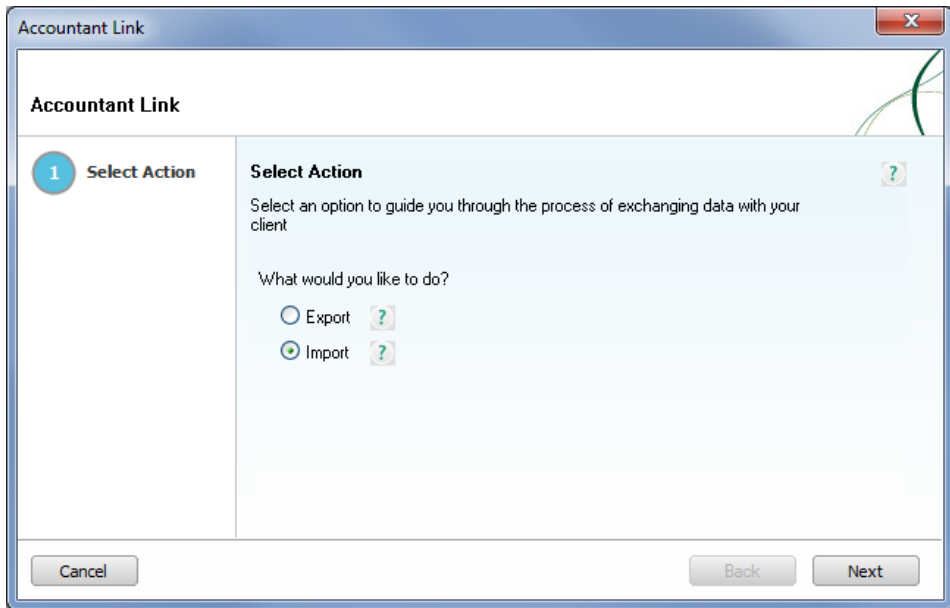
2. Select the Import option and click Next.

    The Choose file window appears.

3. In the Import box, enter the location and name of the accounts file you want to import. Alternatively, to find the file you require, click Browse.

4. Enter the password associated with the file, then to proceed, click Next.

   ▪ If you are using a single company installation of Sage 50 Client Manager, Accountant Link displays the following message:

     This is a single company version of Sage 50 Accounts. Importing a dataset will overwrite the existing company dataset. Do you still wish to proceed to overwrite the company dataset?

     To confirm that you want to proceed with the import, click OK.

     Alternatively, to cancel the import, for example if you want to return to the Sage 50 Client Manager desktop and back up the current data, click Cancel, then to exit to the desktop, click Cancel on the wizard.

   ▪ If you have previously imported this company's data, but have not yet exported your adjustments and narratives to file to send to your client, Sage 50 Client Manager displays a confirmation message advising you that if you import the data again, you will lose any adjustments you have made so far.
     If you are sure that you want to import the data again, click Yes to proceed. Sage 50 Client Manager clears the adjustments record and continues with the import.
     Alternatively, click No to cancel. Sage 50 Client Manager cancels the import process

and returns you to the wizard. To exit Accountant Link return to the desktop, click Cancel.

When the import is complete, the File imported window appears.
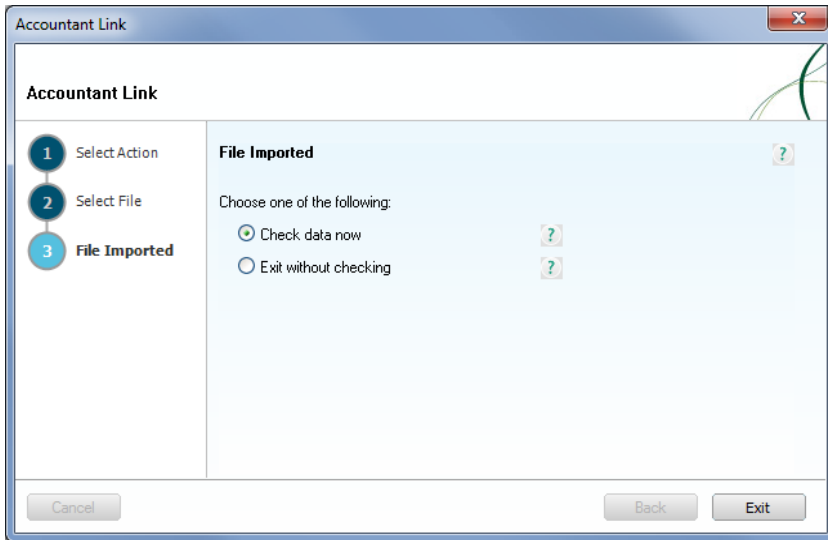
From this window, select whether or not to check the imported data file.

5. To check the data for errors, select the Check data now option, then click Finish.

The File Maintenance window appears and the Check Data procedure begins. If no errors are found, the Check Complete window appears indicating this. If there are problems, the File Maintenance Problems Report window appears. If any errors are found, it is recommended that you follow the Fix procedure before proceeding. For more information about Fixing data errors, please refer to your F1 help file or product user guide.

Once your Check Data is complete and you close your File Maintenance windows, Accountant Link closes and the Sage 50 Client Manager desktop appears.

You are now ready to start recording adjustments on the imported data. Refer to the following section for more information.

Recording adjustments

After you import your client's data, Accountant Link allows you to make adjustments to the accounts. You can also enter text that indicates to your client that they many need to apply certain changes manually, or to explain why you have made an alteration.

Adjustments fall into two main groups:

Adjustments, which Sage 50 Accounts applies to your client's data automatically.

Narratives, which are changes that the user must apply manually.

For example, if you post or reverse a journal entry, Sage 50 Client Manager records the change as an adjustment that your client can apply to their data automatically. If you process a financial year end, this appears as a narrative that your client must replicate manually.

When you successfully import a file containing your client's accounts data, Sage 50 Client Manager generates a new file to record your adjustments and narratives. During the time between importing the file and exporting your adjustments and narratives, Sage 50 Client Manager uses this file to record the changes you make to the data.
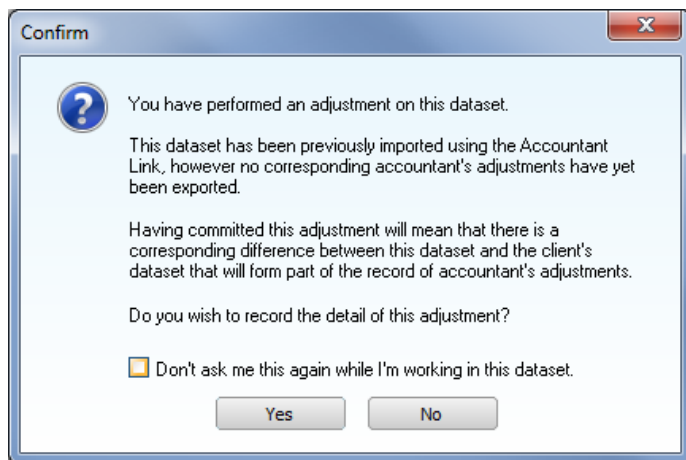
To show that it is recording adjustments, Sage 50 Accounts displays Recording in the status bar:

| User: MANAGER Station: SAGE008969_2900 | Recording | | 03/05/2011 | January 2011 | 8 |

Before you export your amendments, you can view and print the adjustments and narratives record at any time. See *To view the comments and adjustments record* on page 9.

Posting an adjustment

When you try to save an adjustment, Sage 50 Client Manager displays a confirmation message:

Confirm

You have performed an adjustment on this dataset.

This dataset has been previously imported using the Accountant Link, however no corresponding accountant's adjustments have yet been exported.

Having committed this adjustment will mean that there is a corresponding difference between this dataset and the client's dataset that will form part of the record of accountant's adjustments.

Do you wish to record the detail of this adjustment?

☐ Don't ask me this again while I'm working in this dataset.

[Yes] [No]

If you want to commit all adjustments to this set of data and do not want the prompt to appear each time, select the Don't ask me this again while I'm working in this dataset check box, then to save the adjustment, click Yes. Every time you make an adjustment to this set of data, Sage 50 Client Manager records the change automatically without prompting you.

Alternatively, to cancel without recording the adjustment, click No.

The Comments and adjustments record

Sage 50 Client Manager stores all your adjustments and narratives in a file, allowing you to view a record of the changes at any time.

The Comments tab allows you to enter explanatory comments about the adjustments you make to the data, which you or your client can print for reference.

The Adjustments tab displays a summary of the adjustments and narratives you make in your client's data following the import. If you want to add comments to individual adjustments, use the Adjustment Details section of the Adjustments tab:

Again, you can print this list if you require.

To view the comments and adjustments record

1. From the menu bar, click View and select Comments and Adjustments.

    The Comments and Adjustments window appears, open at the Comments tab.

2. To add comments to the Comments and Adjustments record, click into the text box on the Comments tab and type the information you require.

3. To view a summary of your adjustments and narratives, click the Adjustments tab.

4.   To print the Comments or Adjustments information, click Print List at the bottom of the relevant tab.

5.   To exit from the Comments and Adjustments window, click Close.

      The Sage 50 Accounts desktop appears.

Exporting adjustments and narratives to file

When you have completed your adjustments and you are satisfied with the accounts, you need to export the amended data to file so that you can send it back to your client.

Exporting data using Accountant Link produces a compressed file to which you can apply your own password for added security, and send to your client by email. This means that your client can receive your adjustments electronically, and import and apply the changes at a time that is convenient to their business.
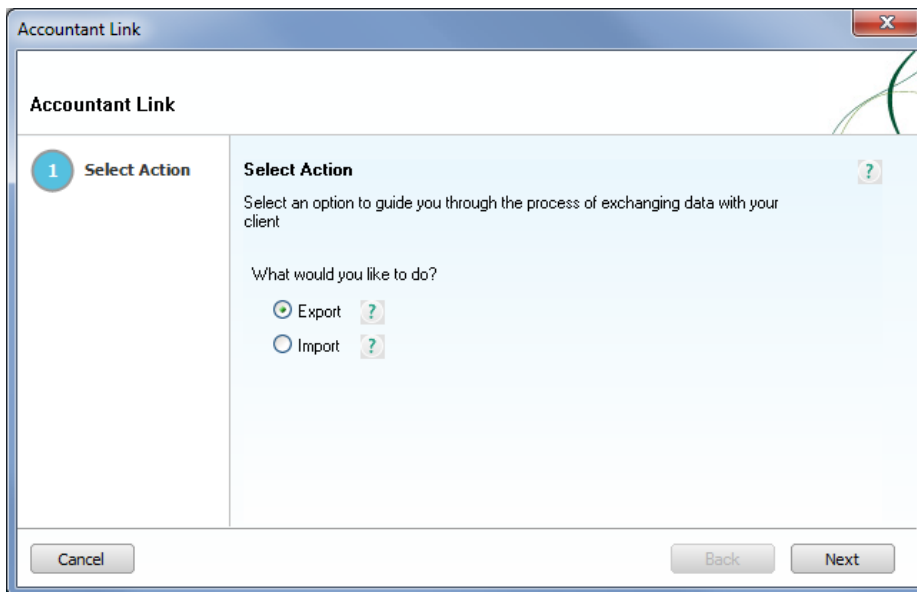
Accountant Link connects the export and send procedures together, providing a logical way of performing the two related tasks.

When you export your adjustments and narratives to file, Sage 50 Client Manager stops recording adjustments and reverts to standard behaviour.
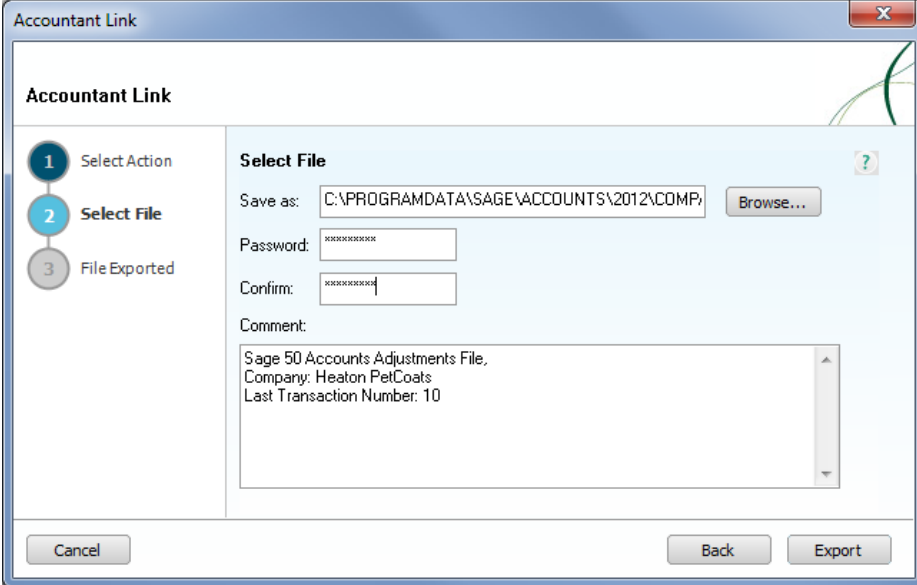
To export your adjustments and narratives to file and send to your client

1.   From Company > Tasks pane, select Accountant Link.

      The Select Action window of Accountant Link appears.

2. Select the Export option, then click Next.

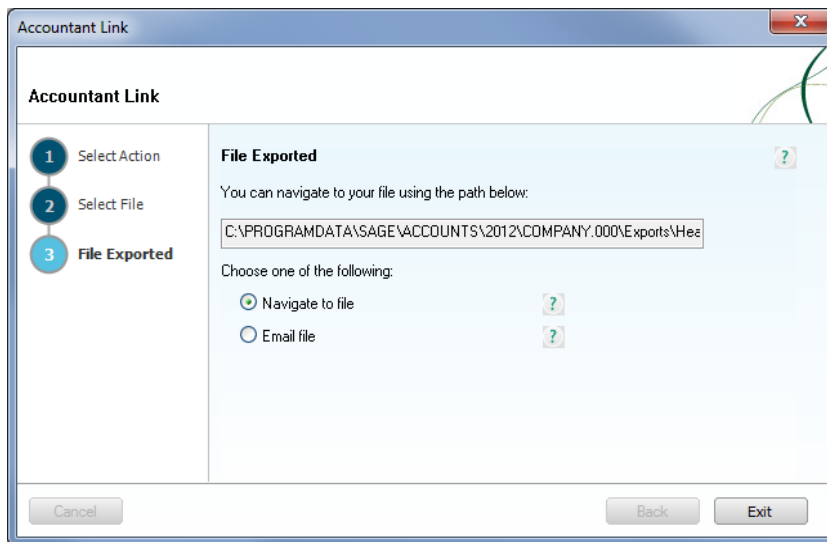   The Export file window appears.

3. Enter the file name, password and comment you want to use for the export file.

    Note: Your password must contain at least eight characters.

4. To proceed, click Export.

    A progress bar appears, followed by The File exported window.

From this window, you can choose to navigate to the file, using Windows Explorer, or send your exported adjustments file to your client by email.

5.   To email your exported adjustments file to your client now, select the Email file option, then click Finish.

If you have more than one profile set up in Microsoft® Outlook, the Choose Profile window appears. Select the Microsoft® Outlook profile you want to use and click OK.

A Microsoft® Outlook email message appears, automatically displaying the company's email address as it appears in Company Preferences. Sage 50 Accounts inserts the export file into the message as an attachment, and sets the subject of the message to Sage Adjustments and Narratives Export.

6.   Make any amendments you require to the email message, then click Send.

Accountant Link closes and the Sage 50 Accounts desktop appears.

You have successfully exported your adjustments and narratives and sent the exported file to your client as an email attachment.