Sage 50 Accounts Client Manager

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Contents

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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.

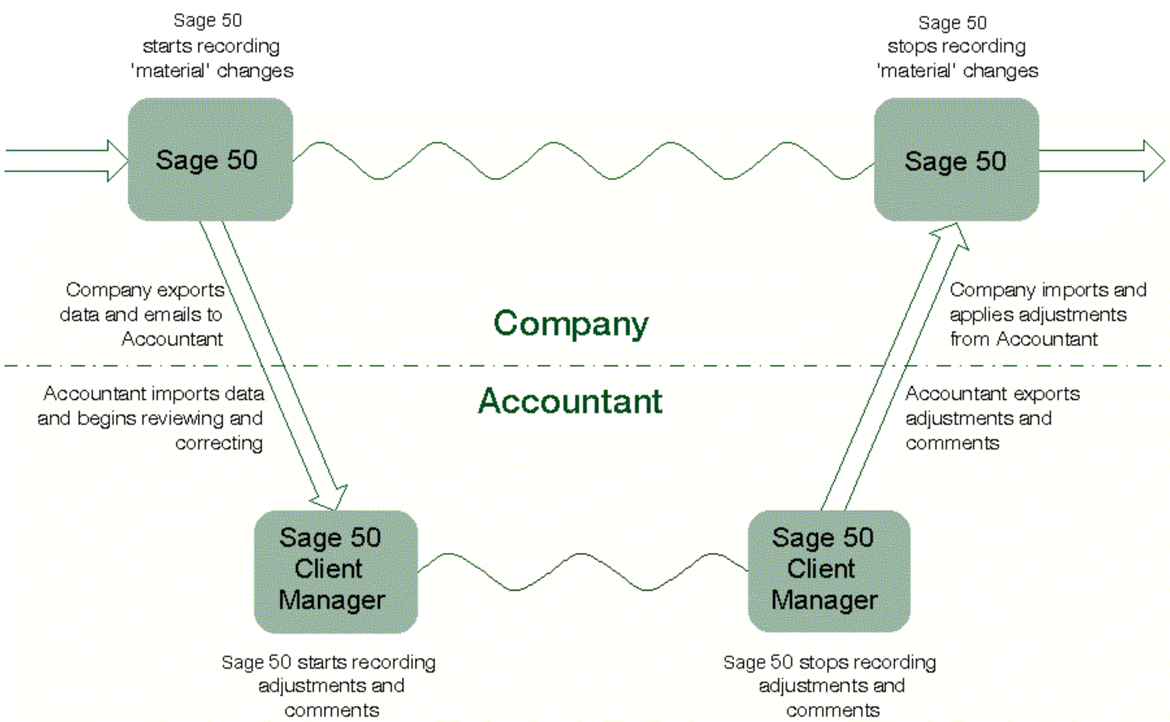
Background to Accountant Link

The majority of people who use Accounts are small to medium-sized companies, using the software to manage their day-to-day accounts. However, most 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.

Accountant Link is designed for companies and accountants to exchange data quickly, securely and cost-effectively, and enables the accountant to make the necessary amendments to the data while their client continues to process in their own copy of the software.

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 made to their data, while the accountant processes the accounts, keeping both sides informed of any significant changes that might affect the reconciliation of the adjustments.

Accountant Link takes the form of a wizard, which guides both the company and the accountant through the process.



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

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

- The company side, present in the your Sage Accounts software.
- The accountant side, available in Sage Accounts Client Manager software.

For Bank and VAT Reconciliation, both the accountant and the client must be using the same version of Sage Accounts. For example, both parties must be using Sage Accounts 2012 or both parties must be using Sage Accounts 2013.

Accountant Link with Client Manager

Using Accountant Link removes the need to visit a client's business to obtain the data files, or the need to work on a backup copy of their data.

You can

- Exchange data with your clients quickly and securely.

  Your client can continue processing their accounts while you work on a copy of their data. This can reduce the need for personal visits to your clients, saving you time and costs.

- Import your client's data and record adjustments to their account with explanatory text.
- Bring your client's data up-to-date with the material changes they have made, while you have been working on their data.

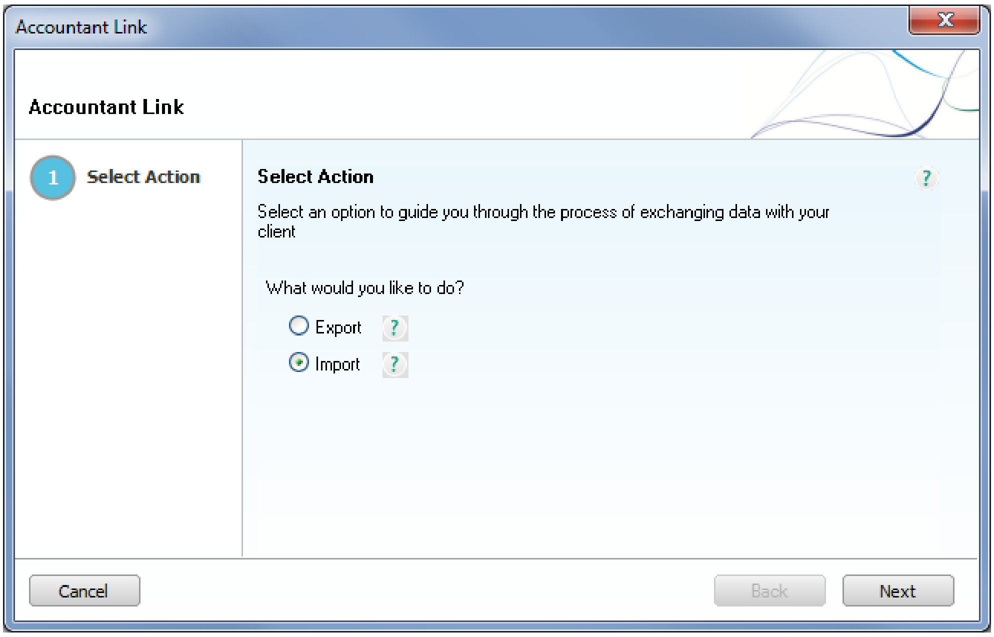
  Such changes are sent by your client in the form of .dta files. Apply the changes by adding the files to the client's ACCDATA folder. At that point you can view details of the changes in the Client Material Changes window. From the View menu, choose View Clients Changes.

- Export your client's adjusted data to file in order to return it to your client. The file is encrypted and is assigned a password for added security.
- Email the exported data to your client. The exported data is compressed, reducing its size so it can be sent by email.

Importing your client's accounts data

1. First, open the client's company dataset.
2. Choose Company > Accountant Link.

   The Accountant Link wizard opens.



The process is broken down into small tasks, each captured on its own page. Work through each page clicking Next to move forwards and Back to return to a previous page.

Full details on how to use the wizard are detailed later in this document. See, *The Accountant Link wizard on page 10*.

Adjustments and narratives

When you successfully import a file containing your client's accounts data, your software generates a new file to record the changes you made to the data.

To show it is recording adjustments, your software displays Recording in the status bar:

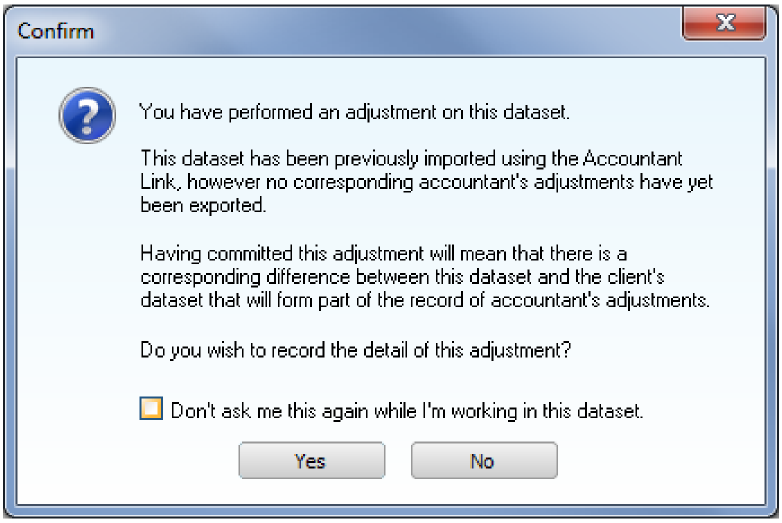
You can

- Add adjustments - the software applies these to your client's data automatically.
- Add narratives - these are changes that your client must apply manually.

  For example, if you post or reverse a journal entry, Sage 50 Accounts 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.
- View and print the adjustments and narratives.

Recording an adjustment

When you save an adjustment, your software displays a confirmation message:



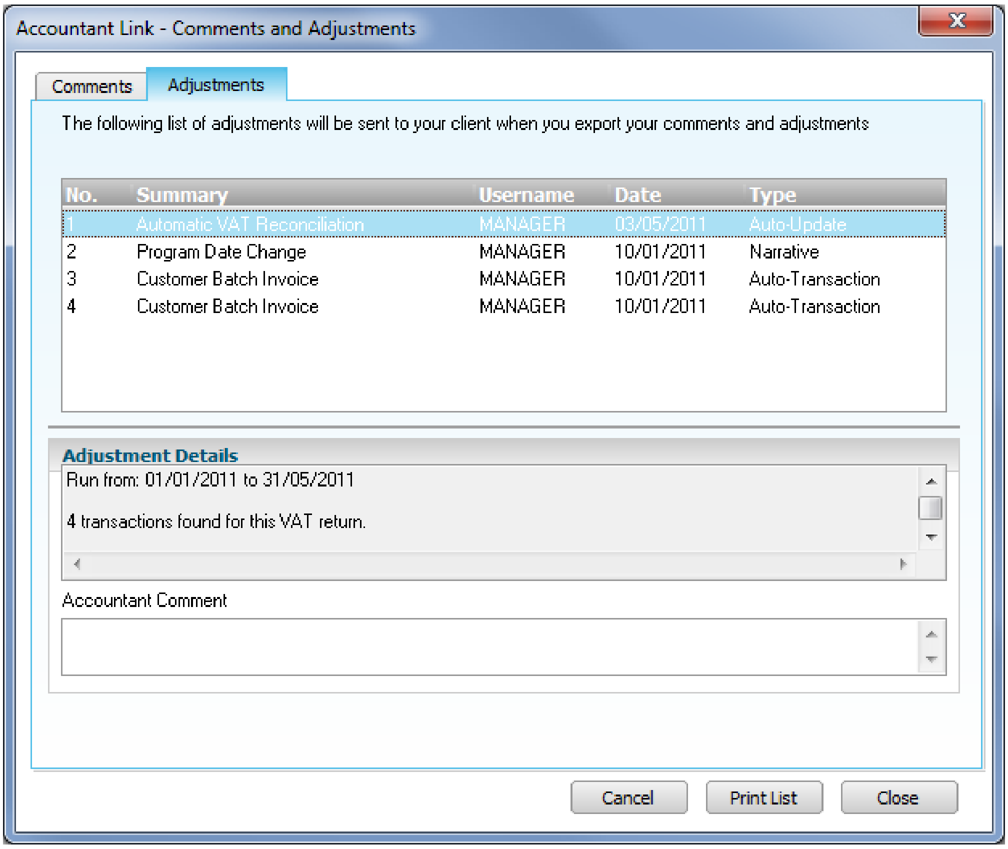
If you want to commit all adjustments to this set of data and do not want the prompt to appear each time, select the Don't ask me this again while I'm working in this dataset check box, then to save the adjustment, click Yes. Every time you make an adjustment to this set of data, Sage 50 Client Manager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

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

Recording narratives and viewing adjustments

1. From the View menu, choose Comments and Adjustments.

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



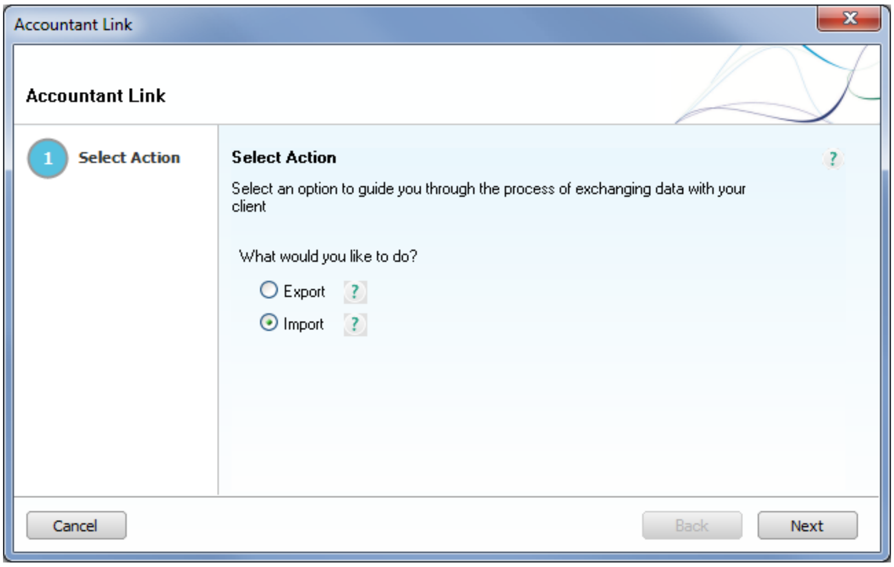
2. To add comments, click the text box on the Comments tab and type the information you to pass on to your client.

   To add comments to individual adjustments, use the Adjustment Details section of the Adjustments tab.

The Accountant Link wizard

Importing your clients data

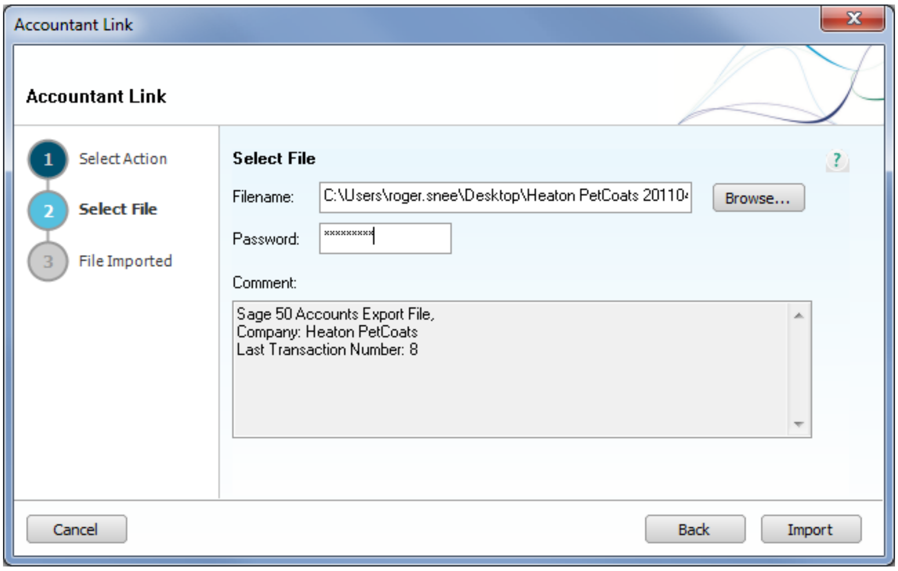
Select Action



1. Choose the Import option.

   This adds your client’s company data to your software. Your software records any adjustments or comments you want to make to your client’s accounts. This is then exported and sent to your client.

Select File



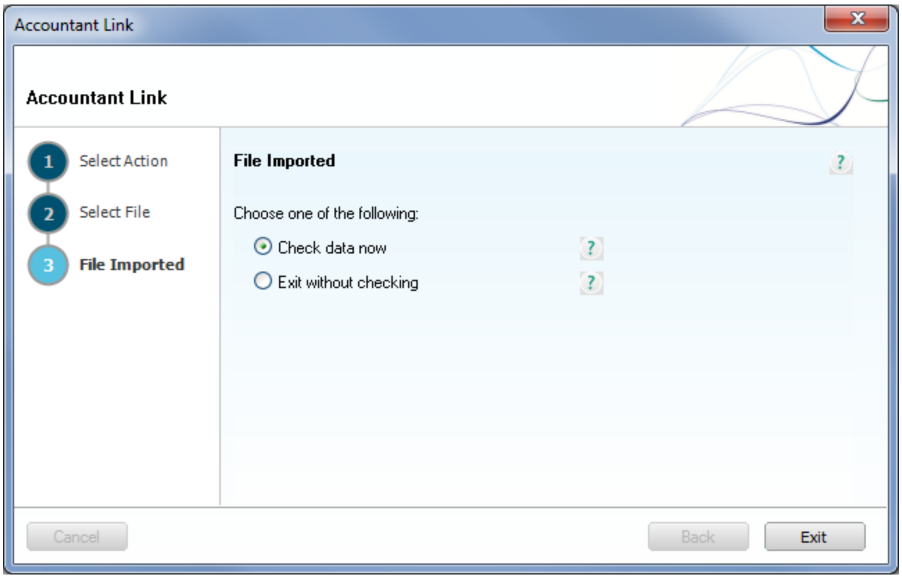
1. Enter the name and location of the file you want to import (.sae).

   Alternatively, click Browse to locate the file.

2. Enter the file password provided by your client.

   Note: 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, your software displays a confirmation message advising you that if you import the data again, you lose any adjustments you have made so far.

File Imported



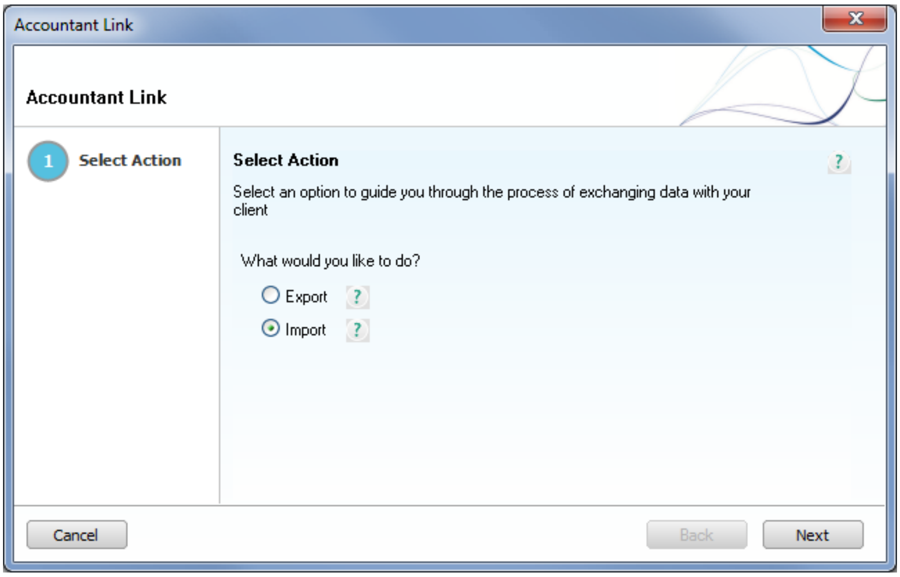
1. Choose what you want to do with the imported file:
   - Check data now.

     Select this option if you want to check your client’s data file for issues as it is imported to your software. A report is generated detailing any issues found.
   - Exit without checking.

     Select this option if you don’t want to identify issues with your client’s data, as the data is imported into your computer. You may prefer this option if you are dealing with a large data file which would take a long time to import.
2. Click Finish to complete the import.

Exporting your clients data

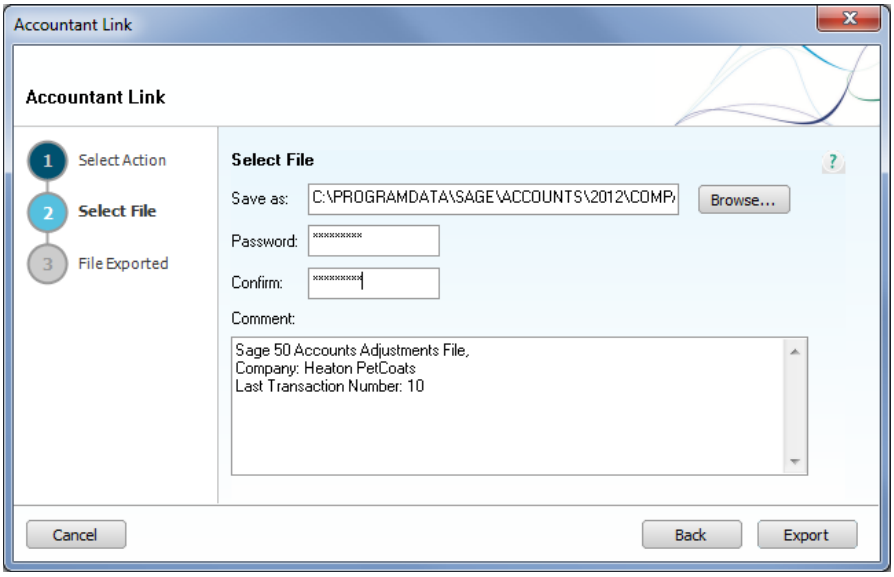
Select Action



1. Choose the Export option.

   This creates a file containing your adjustments and comments for your client. Once exported, the recording of changes to your client's accounts ends. This unlocks the client's accounts held on your computer ready to receive files in the future.

Select File



1. Select the directory you want to use to export the file.

   Note: Your software suggests the Exports folder within your software directory, and assigns a file name of <your company name><date><time>.saa. You don't need to change this default location.

If your software is installed in the default directory C:\Documents and Settings\All Users\Application Data\Sage\Accounts\2013, and you create an export file for the company Stationery & Computer Mart UK on 10th August 2013 at 11.19. The Save As box displays the path:

Windows XP

C:\Documents and Settings\All Users\Application Data\Sage\Accounts\2013\Company.000\Exports\Stationery & Computer Mart UK 201308101119.saa

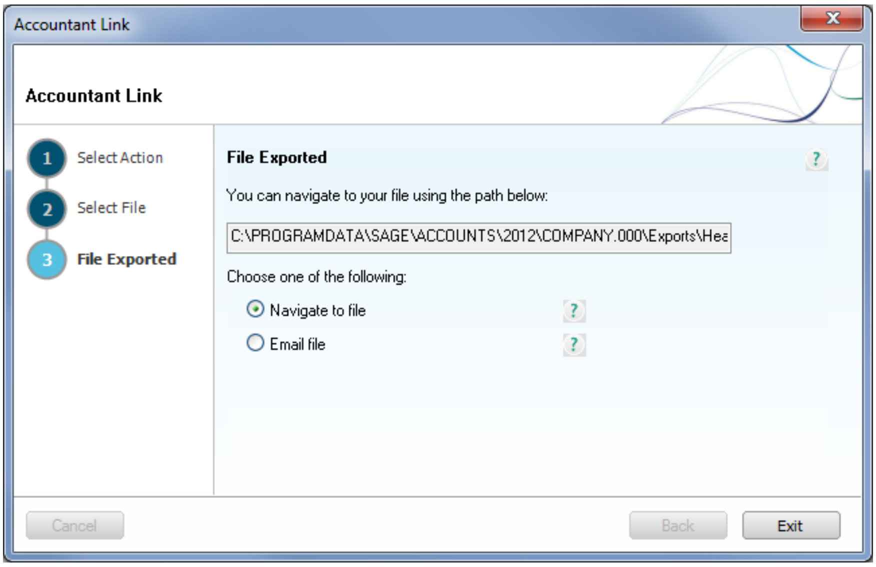
Windows Vista, Windows 7

C:\ProgramData\Sage\Accounts\2013\Company.000\Exports\Stationery & Computer Mart UK 201308101119.saa

2. Enter a password to protect the file. It must contain at least eight characters.
3. Enter any comment to the file that will help your client.

   Some comments are already included for you, such as the number of the last transaction on the audit trail.

File Exported



1. Choose what you want to do with the exported file:
   - Navigate to file.

     The export creates an .saa file, and assigns a file name of <company name><date><time>.saa

     This option opens the folder containing your exported data and saves you time browsing folders to locate the file.

- Email file (provided you are using Microsoft ® Outlook)

  The export creates an .saa file, and assigns a file name of <company name><date><time>.saa

  If you are using Microsoft® Outlook, this option generates an email which is ready to send to your client when you choose.

  This export file is attached to the email, and the email subject box is completed with the company name set in your client's data.

2. Click Finish to complete the export.

Index