



# Client Manager Guide

# Sage (UK) Limited Copyright Statement

© Sage (UK) Limited, 2007. All rights reserved

If this documentation includes advice or information relating to any matter other than using Sage software, such advice or information is provided for information purposes only. While Sage takes responsible steps to ensure the accuracy and completeness of such information, it can only be general in nature. You should therefore take appropriate steps to ensure it is correct and relevant to your circumstances. You should also consider taking professional advice when appropriate, for example to ensure that the results obtained from using the software comply with statutory requirements.

No part of this documentation may be copied, photocopied, reproduced, translated, microfilmed, or otherwise duplicated on any medium without prior written consent of Sage (UK) Limited, publisher of this work.

Use of the software described in this documentation is subject to Sage (UK) Limited's Licence Agreement enclosed with, or displayed by, that software.

Sage, the Sage logo, and other Sage logos and brands are either registered trademarks or trademarks of Sage (UK) Limited, or its holding company, The Sage Group PLC. All other marks are trademarks or registered trademarks of their respective owners.

**Sage (UK) Limited**  
North Park  
Newcastle upon Tyne NE13 9AA  
Issue date: 07/06/2007  
Pbn No:13459

# Sage 50 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.....	2
Importing your client's accounts data from a file.....	5
Recording adjustments .....	7
Posting an adjustment .....	7
Exporting your adjustments and narratives to file.....	9

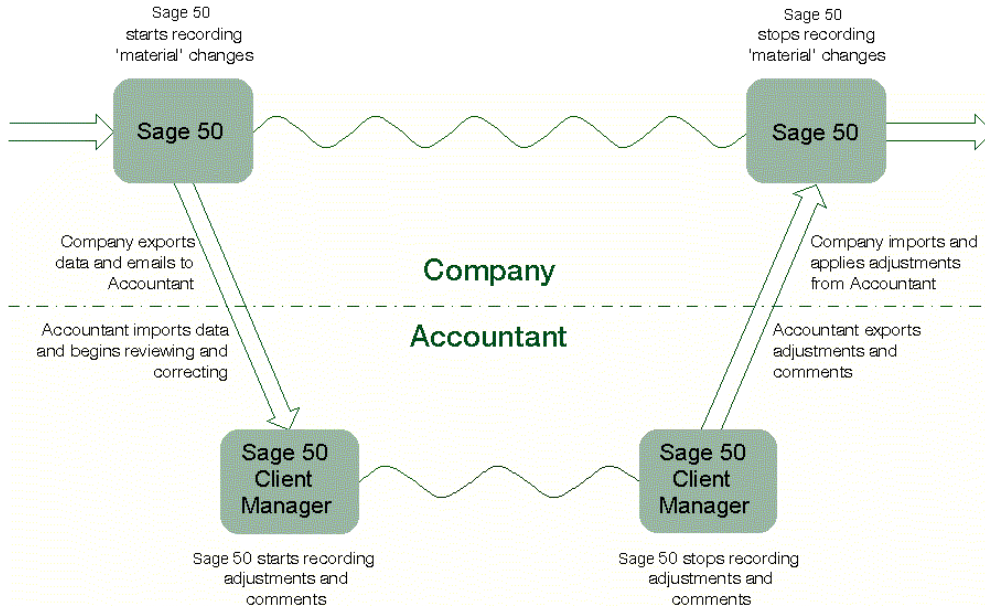
## Accountant Link

The majority of Sage 50 Client Manager users are small to medium-sized companies, who use the program 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.

Even if both the accountant and the company are using Sage 50 Client Manager, the process of exchanging and amending data can be difficult and time-consuming. Using Sage 50 Client Manager version 10 (and earlier versions), the user needs to back up their data to send to the accountant, and may then be unable to process within Sage 50 Client Manager for weeks, or perhaps months, until the accountant returns the finalised data. Alternatively, the accountant must visit their client in person to carry out the required tasks. Both of these options can be costly and inconvenient, particularly to the users whose business may be adversely affected when they cannot use Sage 50 Client Manager.

Sage 50 Client Manager now incorporates the Accountant Link feature, which permits companies and accountants to exchange data more 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 Sage 50 Client Manager. 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.

Accountant Link takes the form of a wizard, which guides both the company and the accountant through the relevant stages of the process. The diagram on the facing page illustrates the different stages of the Accountant Link, and shows that there are two distinct parts to the process; the company side and the accountant side:



To correspond with the two sides of the process, the Accountant Link Wizard 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.

The wizard contains the functions you need to exchange data with your accountant.

#### Help

For information about using Accountant Link, type 'accountants link' in the online Help index.

- 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, the wizard 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 via backup is not ideal as there is the risk of the files becoming lost or damaged.

Sage 50 Accountant Link feature enables you 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 e-mail 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.

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

- **Exchange Data With Your Clients**

This is the first section of the Accountant Link Wizard, and it appears when you open the wizard from the menu bar (Modules > Wizards > Accountant Link). This screen allows you to choose whether you want to import your client's data from a file, or export your adjustments and comments to send to your client.

- **Import Accounts Data From A File**

Use this section of the Accountant Link Wizard 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 the Accountant Link Wizard appears when you choose to export your adjustments to a file from the 'Exchange Data With Your Clients' screen. 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.

The 'Export Adjustments and Narratives To A File' section of the wizard also enables you to send your exported adjustments file to your client.

To find out how to use the 'Export Adjustments and Narratives To A File' section of the wizard, see *Exporting your adjustments and narratives to file* on page 9. 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 your 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 Accounts Data From A File' section of the Accountant Link Wizard 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 the menu bar, select Modules > Wizards.
2. From the Wizards menu, select Accountant Link.

The 'Exchange Data With Your Clients' section of the Accountant Link Wizard appears, displaying the 'What Would You Like To Do?' screen.



3. Select the 'Import accounts data from a file from my client' option and click Next.  
The 'Import Accounts Data From A File' section of the wizard appears, displaying the 'Select File to Import' screen.

Accountant Link Wizard - Import Adjustments and Narratives from a File.

### Select File to Import

Import : C:\Program Files\Sage\Accounts\Exports\Stationery & Computer Mart UK 20050726141

File Comment :

Sage Accounts Adjustments File,  
Company: Stationery & Computer Mart UK  
Last Transaction Number: 1242

Password :  (min 8 characters)

Click the Import button to import the adjustments and narratives file or Cancel to stop now.

4. In the 'Import' box, type the location and name of the accounts file you want to import. Alternatively, click Browse to find the file you require.
5. Enter the password associated with the file and click Import to proceed.
  - If you are using a single company installation of Sage 50 Client Manager, the wizard 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, and click Cancel on the wizard to exit to the desktop.
  - 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. Click Cancel to exit the wizard and return to the desktop.

When the import is complete, the Accountant Link Wizard 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 may 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, and 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.

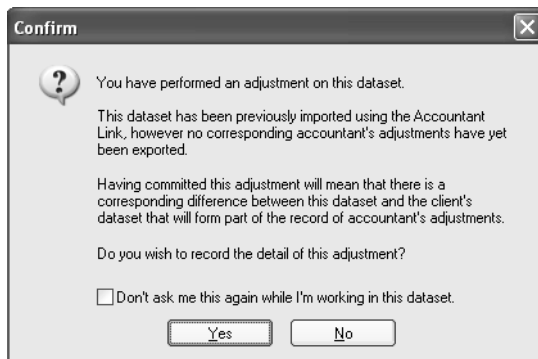
When you successfully import a file containing your client's accounts data, Sage 50 Client Manager generates a new file to record your adjustments and narratives. During the time between importing the file and exporting your adjustments and narratives, Sage 50 Client Manager uses this file to record 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: MANAGER_WINDOW\$XP	Recording	09/07/2004	January 2004	1161
---	-----------	------------	--------------	------

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:



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 and click Yes to save the adjustment. 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:

**Accountant Link - Comments and Adjustments**

Comments Adjustments

The following list of adjustments will be sent to your client when you export your comments and adjustments

No.	Summary	Username	Date	Type
1	Program Date Change	MANAGER	31/12/2004	Narrative
2	Create Customer: NEW/CUST	MANAGER	31/12/2004	Narrative
3	Customer Batch Invoice	MANAGER	31/12/2004	Auto-Transaction
4	Customer Receipt	MANAGER	31/12/2004	Narrative
5	Nominal Ledger Journals	MANAGER	31/12/2004	Nominal Journal
6	Month End	MANAGER	31/12/2004	Narrative
7	Year End	MANAGER	31/12/2004	Narrative

Adjustment Details

Program Date changed to: 31/12/2004

Accountant Comment

Cancel Print List Close

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 your 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 e-mail. 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.

The Accountant Link Wizard 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 the menu bar, select Modules > Wizards.
2. From the Wizards menu, select Accountant Link.  
The 'Exchange Data With Your Clients' section of the Accountant Link Wizard appears, displaying the 'What Would You Like To Do?' screen.
3. Select the 'Export adjustments and narratives to a file for my client' option and click Next to continue.  
The 'Export Adjustments and Narratives To A File' section of the wizard appears, displaying the 'Create Export File' screen.

**Accountant Link Wizard - Export Accounts Data to a File.**

**Create Export File**

Save as :

Password :  Passwords must have a minimum of eight characters.

Confirm :  You should also note passwords separately for later reference.

Save file with this comment :

Click the Export button to export the accounts data to the selected file or Cancel to stop now.

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

**Note:** Your password must contain at least eight characters.

5. To proceed, click Export.

The Exporting to File window appears, displaying the progress of the export process. When the process is complete, the 'Adjustments and Narratives Exported Successfully' screen appears.

**Accountant Link Wizard - Export Adjustments and Narratives to a File**

**Create Export File**

The adjustments and narratives were exported to file successfully.

If you would like to send the exported adjustments and narratives to a client, you can continue to use this wizard to help you to do this.

Would you like to send exported adjustments and narratives to a client as an e-mail attachment now?

Click the Next button to proceed with this or Finish to stop now.

From this screen of the wizard, you can continue to the next stage of the Accountant Link process and send your exported adjustments file to your client by e-mail.

6. To e-mail your exported adjustments file to your client now, click Next.

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 e-mail message appears, automatically displaying the company's e-mail 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".

7. Make any amendments you require to the e-mail message and click Send.

The Accountant Link Wizard 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 e-mail attachment.

