



Transaction e-Mail

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Sage 50 Accounts Transaction e-Mail

This guide explains the steps you need to follow in order to set up Transaction e-Mail ready for use.

We'll then take you through the Transaction e-Mail process, which you can use to send and receive paperless invoices and orders.

Note: You must have Microsoft® Outlook (version 98 or later) installed on your computer to be able to use Transaction e-Mail. This feature is not compatible with Outlook 97 or Outlook Express.

Contents:

Preparing to Use Transaction e-Mail.....	2
Transaction e-Mail Activation.....	3
Configuring Transaction e-Mail	3
Using Transaction e-Mail.....	13
Processing Incoming Orders and Invoices in Transaction e-Mail	13
Matching in Transaction e-Mail.....	16
The Maintain Matchings Option.....	23
Statistics.....	23
Help with Transaction e-Mail	24

Preparing to Use Transaction e-Mail

Before you use Transaction e-Mail, there are a number of steps you must complete in your Sage 50 Accounts Transaction e-Mail program:

1. Make sure that every customer you will be dealing with via Transaction e-Mail has a nominal code on their customer record.

Note: Sage 50 Accounts Transaction e-Mail automatically gives each customer a default nominal code, so you won't need to check every one. If you do not use the default nominal codes but set up each customer nominal code manually, you should check that each customer record has a nominal code.

For more information, see the Sage 50 Accounts Transaction e-Mail online help.

2. Check that all customers that you deal with have e-mail addresses set up on their customer records.
3. Make sure that every supplier you will be dealing with via Transaction e-Mail has a nominal code on their supplier record.

Note: Sage 50 Accounts Transaction e-Mail automatically gives each supplier a default nominal code, so you won't need to check every one. If you do not use the default nominal codes but set up each supplier nominal code manually, you should check that each supplier record has a nominal code.

For more information, see the Sage 50 Accounts Transaction e-Mail online help.

4. Check that these suppliers have e-mail addresses set up on their supplier records.
5. Check that all of your product records have a nominal code.

Note: Sage 50 Accounts Transaction e-Mail automatically gives each product a default nominal code, so you won't need to check every one. If you do not use the default nominal codes but set up each product's nominal code manually, you should check that each product record has a nominal code.

For more information, see the Sage 50 Accounts Transaction e-Mail online help.

6. Set up the default carriage nominal codes (for delivery or postage costs for your goods) for your invoices, sales orders and purchase orders (where applicable).

Help

For more information, type 'Defaults' in the Index tab on your Sage 50 Accounts Transaction e-Mail Help system, select 'Invoice' and double-click 'Invoice and Order

Transaction e-Mail Activation

When you open Transaction e-Mail for the first time, you will be prompted to enter your Serial Number and Activation Key.

When you first activate Transaction e-Mail, you can use it for a trial period of 30 days. If you want to continue to use the feature after those 30 days, you must contact Customer Care to receive a full activation key, free of charge.

Contact Customer Care on 0845 111 66 66 (UK mainland), 0845 245 0280 (Northern Ireland) or 01 642 0800 (Republic of Ireland).

Note: To access Transaction e-Mail, select Tools > Transaction e-Mail.

Configuring Transaction e-Mail

Transaction e-Mail uses information from your PC (detecting the settings from your Microsoft® Outlook program) and from your Sage 50 Accounts Transaction e-Mail program so that you can use your Transaction e-Mail system straight away.

This information allows your Transaction e-Mail system to:

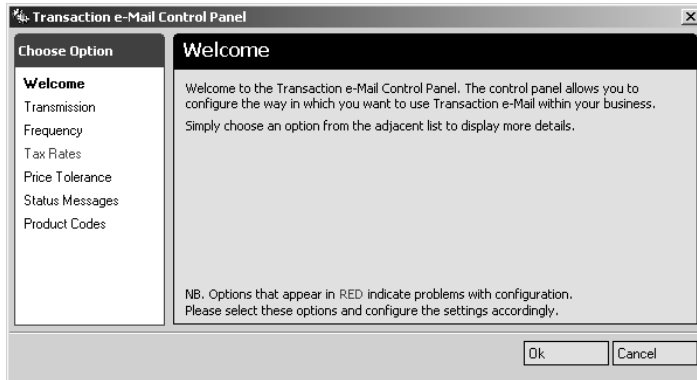
- Link with your Microsoft® Outlook program and configure the transmission settings for your transactions.
- Recognise the VAT rates that your Sage 50 Accounts Transaction e-Mail system uses.
- Handle product price differences between your records and any invoices or orders you receive.
- Use status messages in your Transaction e-Mail system.
- Recognise product codes that your Sage 50 Accounts Transaction e-Mail system uses.

While you should be able to use your Transaction e-Mail system immediately, you can change these settings if necessary. Use the following set of instructions if you want to do this.

To change the Transaction e-Mail settings

1. From the main Transaction e-Mail window, choose Tools from the menu bar and then select Options.

The Welcome to Transaction e-Mail Control Panel appears.



To change any of the Transaction e-Mail settings, select an option from the list in the left-hand panel.

Note: When you first run Transaction e-Mail, the system attempts to link to your Microsoft® Outlook program automatically. If the link is unsuccessful, follow the steps in the online Help system to configure your Transaction e-Mail system. From the Welcome screen of the Transaction e-Mail Control Panel window, press F1 to launch the Help, then click the 'Configuring Outlook' link in the 'Your Next Step...' section near the bottom of the page for details.

To set up your transmission methods

Sage Transaction e-Mail can import messages downloaded from a web shop or online marketplace and export messages to a folder, ready to be uploaded to a web shop or online marketplace. By default, Sage 50 Accounts Transaction e-Mail downloads online orders to the folder C:\Program Files\Sage\Accounts\Accdata\Tmail\Import (assuming your program is installed into the default directory). However, you can change this if you require.

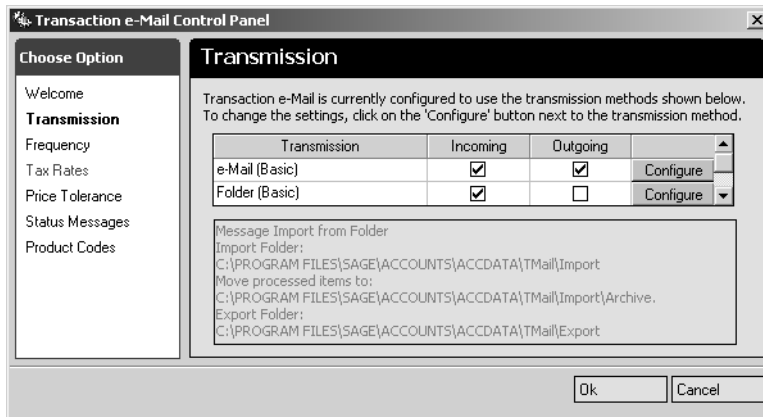
When Transaction e-Mail has successfully downloaded messages from the Import folder, it automatically moves them to the archive, located in the folder C:\Program Files\Sage\Accounts\Accdata\Tmail\Import\Archive. You can change this folder if you require, or specify that Transaction e-Mail deletes the processed messages instead of archiving them.

To configure Outlook for use with Transaction e-Mail, or to change the Import, Export and Archive folders, or to specify how Transaction e-Mail handles processed messages, click Transmission. Follow the instructions in the Outlook Configuration Assistant or the Import/Export Folder Configuration Assistant.

Note: When you run Transaction e-Mail for the first time, the system attempts to link to your Microsoft® Outlook program automatically. If the link is unsuccessful, follow the steps in the online Help system to configure your Transaction e-Mail system. From the Welcome screen of the Transaction e-Mail Control Panel window, press F1 to launch the Help, then click the 'Configuring Outlook' link in the 'Your Next Step...' section near the bottom of the page for details.

1. From the Transaction e-Mail Control Panel window, click Transmission.

The Transmission window appears.



The window displays the transmission methods currently in use for your incoming and outgoing messages and allows you to configure your Outlook settings and your import and export folder options.

2. To change your Outlook settings, click Configure on the 'e-Mail (Basic)' line of the Transmission table.

The Outlook Configuration Assistant appears.

For details on using the Outlook Configuration Assistant to set up Outlook, refer to the Sage 50 Accounts Transaction e-Mail Help system, as described earlier in this section.

3. To change the default import, export or archive folder, click Configure on the 'Folder (Basic)' line of the Transmission table.

The Import/Export Folder Configuration Assistant appears.

4. To continue, click Next.

5. To select or amend the folder Transaction e-Mail collects incoming messages from, click Change. Select the folder you want to use and click OK, then click Next to continue.

6. Specify what you want Transaction e-Mail to do with messages after reading them. By default, Transaction e-Mail moves the original message to the Archive folder after reading it. To change the folder, click Change and specify the folder you want to use.

Alternatively, if you want to delete the original message after processing, select the 'Delete the original message from the Import folder' option.

7. To continue, click Next.

8. To select or amend the folder Transaction e-Mail sends outgoing messages to, click Change. Select the folder you want to use and click OK, then click Next to continue.

9. To complete the Import/Export Folder Configuration Assistant, click Finish.

10. To continue entering or amending your Transaction e-Mail settings, click Frequency. Alternatively, to proceed to the main Transaction e-Mail window, click OK.

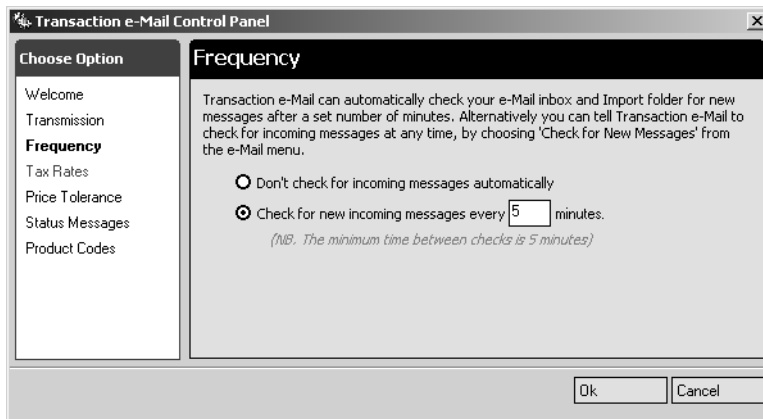
If at any time you want to re-configure your settings, click Tools on the Transaction e-Mail menu bar, and select Options.

To enter your frequency settings

You can configure Transaction e-Mail so that it checks your Outlook inbox and import folders periodically for new messages, or, if you prefer, you can set it so that it does not automatically check for new messages.

1. From the Transaction e-Mail Control Panel window, click Frequency.

The Frequency window appears.



2. If you want Transaction e-Mail to check your Inbox and import folder for new messages automatically, select the 'Check for new incoming messages every xx minutes' option. Enter the time you want to leave between checks, in minutes, in the box provided.

Note: The minimum time between checks is 5 minutes.

Alternatively, if you do not want Transaction e-Mail to check for new messages automatically, select the 'Don't check for incoming messages automatically' option.

3. To continue entering or amending your Transaction e-Mail settings, click Tax Rates. Alternatively, to proceed to the main Transaction e-Mail window, click OK.

If at any time you want to re-configure your settings, click Tools on the Transaction e-Mail menu bar, and select Options.

To set up your tax rates

Transaction e-Mail uses the default tax codes in Sage 50 Accounts Transaction e-Mail. When you receive an invoice (or order), your Transaction e-Mail system attempts to match the tax codes on the transaction with those listed in the Transaction e-Mail system.

If you receive a transaction with an unknown tax rate, you will be prompted to match this tax code to an existing tax code listed in the Transaction e-Mail system.

If you choose to match the tax code when prompted, the Configure Tax Rate Types window appears. Select the appropriate tax code from the list to match to the tax code on the invoice or order.

If at any time you want to re-configure your Transaction e-Mail settings, click on Tools and then Options from within the Transaction e-Mail window to open the Transaction e-Mail Control Panel.

1. From the Transaction e-Mail Control Panel window, click Tax Rates.

The Tax Rates window appears.

The screenshot shows the 'Transaction e-Mail Control Panel' window. On the left is a 'Choose Option' sidebar with links: Welcome, Transmission, Frequency, **Tax Rates**, Price Tolerance, Status Messages, and Product Codes. The main area is titled 'Tax Rates' and contains a text box explaining that users must define the type of tax rates in their accounting system. Below this is a table with columns: Rate, Used, EC Sale, EC Purch, Description, and Rate Type. The table lists six tax codes (T0 to T6) with their respective rates and descriptions. Each 'Rate Type' cell has a dropdown arrow. At the bottom right are 'Ok' and 'Cancel' buttons.

Rate	Used	EC Sale	EC Purch	Description	Rate Type	
T0	0.00	Yes	No	No	Zero rated transactions	Zero
T1	17.50	Yes	No	No	Standard rated transaction	Standard
T2	0.00	Yes	No	No	Exempt transactions	Exempt
T3	0.00	Yes	No	No		Exempt
T4	0.00	Yes	Yes	No	Sales to VAT registered cu	Exempt
T5	5.00	Yes	No	No	Lower Rate	Lower
T6	0.00	Yes	No	No		Exempt

2. Work your way down the list of tax codes (T0, T1 and so on) matching these codes to the appropriate tax rate, by using the Rate Type drop-down box. You should try to match at least one of each of the following Rate Types to the equivalent Sage 50 Accounts Transaction e-Mail tax code:

Standard	This is equivalent to the default tax code T1.
Zero	This is equivalent to the default tax code T0.
Exempt	This is equivalent to the default tax code T2.
Lower	If you have set up a lower tax code than the 17.5% standard (for example, for use with fuel purchases), match it up with this. This is equivalent to the default tax code T5.
Higher	If you have set up a higher tax code than the 17.5% standard, match it up with this.
O/S Scope (outside of scope)	This is matched with any tax codes that are not covered by other codes, (if you are in doubt, just assign this code to a Sage 50 Accounts Transaction e-Mail tax code that you do not use, for example, T9).

3. To continue entering or amending your Transaction e-Mail settings, click Price Tolerance. Alternatively, to proceed to the main Transaction e-Mail window, click OK.

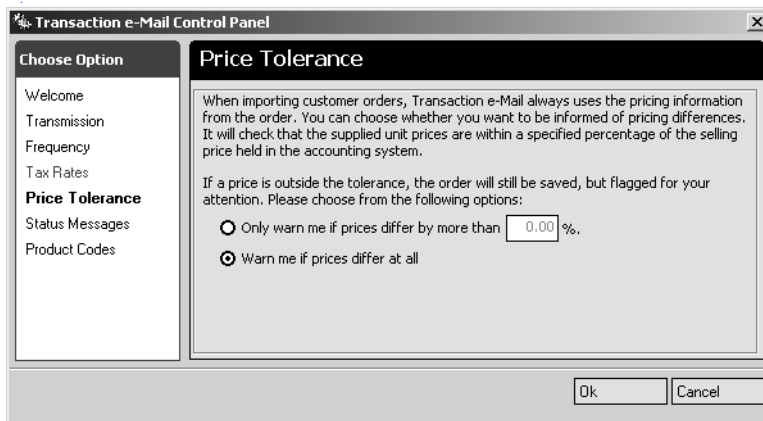
If at any time you want to re-configure your settings, click Tools on the Transaction e-Mail menu bar, and select Options.

To set up the price tolerance

By default, if there is a difference between the price on the customer order and the order price on the product in Sage 50 Accounts Transaction e-Mail, you will receive a warning when you try to process the transaction. You will still be able to complete the order, but you will get the message 'Price Warning'.

If you want some leeway so that you do not get this message every time an order has a slightly different price, you can set up a pricing tolerance level. You can set a percentage amount that the price can differ by, before the warning message appears.

1. After choosing the Price Tolerance option from the left side of the Transaction e-Mail Control panel, the following screen appears:



2. Select one of the options on the Price Tolerance screen. If you select the first option, you must specify the percentage difference by entering a figure in the box.
3. To continue entering or amending your Transaction e-Mail settings, click Status Messages. Alternatively, to proceed to the main Transaction e-Mail window, click OK.

If at any time you want to re-configure your Transaction e-Mail settings, click Tools on the Transaction e-Mail menu bar, and select Options.

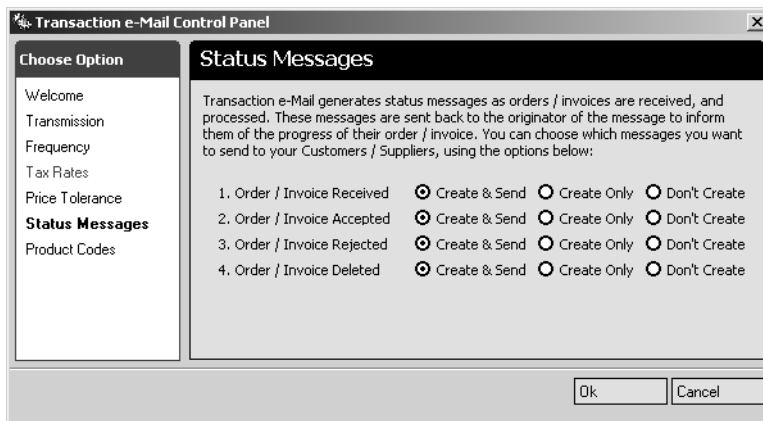
To set up status messages

When your Transaction e-Mail system is processing the orders and invoices it receives, it can also create and send messages back to the customers and suppliers who have sent you the transaction e-mails depending on your Status Message settings. These messages let your customers and suppliers keep track of their transactions.

By default, you will receive an e-mail confirmation message whenever a customer (or supplier) receives, accepts, rejects or deletes an order or invoice. To change these settings, open the Tools menu and then select Options.

Note: Transaction e-Mail uses the e-mail address from the original Outlook message to send a Status Message back to the customer or supplier. For messages downloaded from the Import folder, no original e-mail address exists. If a downloaded message contains the customer's e-mail address (for an order) or the supplier's e-mail address (for an invoice), Transaction e-Mail uses this to send the Status Message. If no e-mail address exists on the downloaded message, Transaction e-Mail does not send a Status Message. When you send an invoice generated from a downloaded order, the Status Message uses the customer's default e-mail address as usual.

1. To view the message options, click Status Messages on the main Transaction e-Mail Control Panel window. The Status Messages window appears.

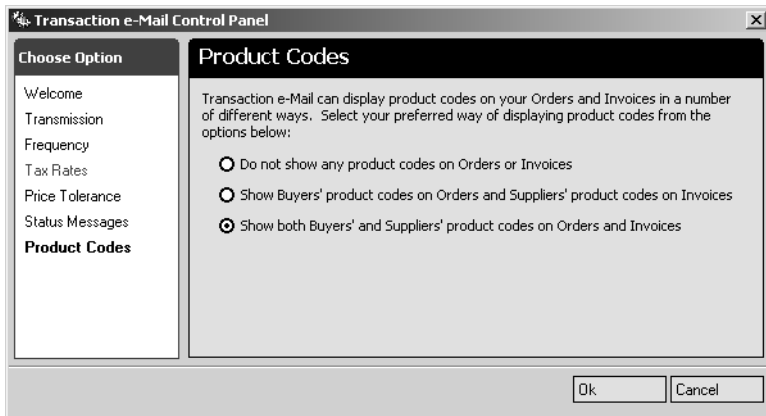


From this window, you can choose if you want to send these status messages automatically, if you want Transaction e-Mail to hold these messages (so that you can send them yourself) or if you don't want these messages created at all.

2. For each type of message, select the 'Create & Send' option to send the message automatically, choose 'Create Only' to hold the generated message in Transaction e-Mail until you decide to send them, or choose 'Don't Create' to stop the messages being produced.
3. When you have finished, click Product Codes to continue to configure your Transaction e-Mail system. Alternatively, to proceed to the main transaction e-Mail window, click OK.

To set up product codes

Product codes on your invoices (and orders) are displayed in your Transaction e-Mail system depending on the option you select in the Product Codes area of the Transaction e-Mail Control Panel.



There are three options:

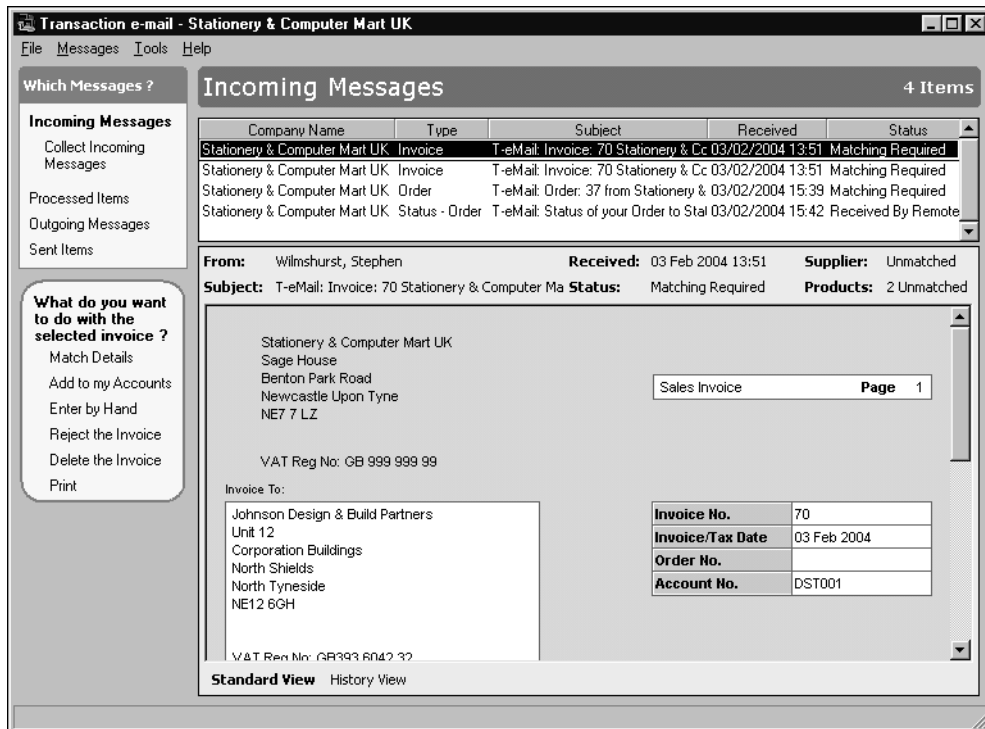
- 'Do not show any product codes on orders or invoices'
- 'Show Buyers' product codes on orders and suppliers' product codes on invoices'
- 'Show both Buyers' and Suppliers' product codes on orders and invoices'

Select the way that you want to display your product codes and then click OK to confirm your choice.

You have now configured your Transaction e-Mail system.

Using Transaction e-Mail

You can use Transaction e-Mail to send and receive invoices and orders via e-mail. You can send purchase orders and product or service invoices to a customer or supplier, via your Microsoft® Outlook e-mail system. You can also import messages from a web shop or online marketplace, and export messages to a folder ready to be uploaded to a web shop or online marketplace. Transaction e-Mail then automatically updates your Sage 50 Accounts Transaction e-Mail records with the invoices and orders that you receive.



Note: Orders are only available to users with the Sage 50 Accounts Professional version.

Read the following sections for more information on how to set up and use the Transaction e-Mail feature.

Processing Incoming Orders and Invoices in Transaction e-Mail

The way you accept and process your orders and invoices depends on the version of the Sage Accounts program that you and your customers and suppliers use. For more information about the Transaction e-Mail process between different versions of Sage programs, please refer to the help system that accompanies your Sage 50 Accounts Transaction e-Mail program.

When you start Transaction e-Mail, the system checks for any messages that have been received. If it detects that a sales order or purchase invoice has arrived, Transaction e-Mail automatically imports it and displays the details in the Incoming Messages area of the system.

If the details of an order or invoice are not known to Transaction e-Mail, the status of the imported order or invoice is set to 'Matching Required'. See *Matching in Transaction e-Mail* on page 16 for more instructions about the matching process.

If the order or invoice details are recognised, the status of the imported message is set to 'Pending Acceptance'. From here, you can then select the transaction and add it to your Sage 50 Accounts Transaction e-Mail accounts.

To add an order in Transaction e-Mail to Sage 50 Accounts Transaction e-Mail

1. Click Incoming Messages in the top left-hand pane in Transaction e-Mail, then click 'Collect Incoming Messages'.

Transaction e-Mail automatically checks the details on the incoming order with the details on your Sage 50 Accounts Transaction e-Mail program. This process is known as 'Matching'.

- If the details on the order match the details in your accounts, Transaction e-Mail sets its status to 'Pending Acceptance'. Proceed to step 2.
- If the details on the order do not match the details in your accounts, Transaction e-Mail sets its status to 'Matching Required'. You must match the transaction details before you can add the order to your accounts. When you have matched the order details correctly, Transaction e-Mail sets the transaction status to 'Pending Acceptance' and you can proceed to step 2.

For more information about the Matching process, see *Matching in Transaction e-Mail* on page 16.

2. From the Incoming Messages folder, select the matched transaction you want to add to your accounts.
3. Select the 'Add to my Accounts' option from the list in the bottom left-hand pane.

Transaction e-Mail adds the order to your accounts. The order is imported into Sage 50 Accounts Transaction e-Mail as an invoice. The status of the order in Transaction e-Mail changes to 'Accepted' and the order moves into the Processed Items folder.

From the Processed Items folder in Transaction e-Mail, you can print the order by selecting the Print option.

You can now process the sales order in Sage 50 Accounts Transaction e-Mail. For more information about Sales Order Processing, refer to your Sage 50 Accounts Transaction e-Mail online help.

To add a purchase invoice in Transaction e-Mail to Sage 50 Accounts Transaction e-Mail

1. Click Incoming Messages in the top left-hand pane in Transaction e-Mail, then click 'Collect Incoming Messages'.

Transaction e-Mail automatically checks the details on the incoming invoice with the details in your Sage 50 Accounts Transaction e-Mail program. This process is known as 'Matching'.

- If the details on the invoice match the details in your accounts, Transaction e-Mail sets its status to 'Pending Acceptance'. Proceed to step 2 to continue adding the invoice to your accounts.
- If the details on the invoice do not match the details in your accounts, Transaction e-Mail sets its status to 'Matching Required'. You must match the transaction details before you can add the invoice to your accounts. When you have matched the invoice details correctly, Transaction e-Mail sets the transaction status to 'Pending Acceptance' and you can proceed to step 2.

For more information about the matching process, see *Matching in Transaction e-Mail* on page 16.

2. From the Incoming Messages folder, select the matched transaction you want to add to your accounts.
3. Select the 'Add to my Accounts' option from the list in the bottom left-hand pane.

Accounts and Accounts Plus users: Transaction e-Mail adds the purchase invoice to your accounts. The status of the selected invoice changes to 'Accepted' and the invoice moves to the Processed Items folder.

You have now added the invoice to your accounts. This completes the process and you do not need to follow steps 4 and 5.

Accounts Professional users: If Transaction e-Mail cannot find a match for the selected invoice, for example if the original purchase order no longer exists in Sage 50, a warning message appears.

Proceed to steps 4 and 5 to continue adding the invoice to your accounts.

4. Click OK to accept the warning message.
The Choose Related Purchase Order window appears, listing all of the incomplete purchase orders in Sage 50.
5. From the Choose Related Purchase Order window, select the order that corresponds with the invoice, and click Select.
 - If the purchase order and invoice match exactly (that is, the prices are the same on the invoice and the order, and the products are listed in the same order on both), Transaction e-Mail adds the invoice to your accounts.

The status of the selected invoice changes to 'Accepted' and the invoice moves to the Processed Items folder.

- If the purchase order and invoice do not match, a warning message appears. If this happens, click OK to accept the message and re-match the invoice to the order with the correct details.

If this is not possible (for example, if the purchase order no longer exists in your accounts), or if you want to add the purchase invoice directly to a supplier account without linking it to a purchase order, click No Order on the Choose Related Purchase Order window.

Alternatively, to enter your own invoice number for the transaction and add it to your accounts without linking it to a purchase order, click Cancel on the Choose Related Purchase Order window and select 'Enter by Hand' from the bottom left-hand pane.

In each case, the status of the selected invoice changes to 'Accepted' and the invoice moves to the Processed Items folder.

You have now added the invoice to your accounts. This completes the process.

Matching in Transaction e-Mail

Matching is the process where the details in the Transaction e-Mail system are matched with the details in your Sage 50 Accounts Transaction e-Mail program.

It is unlikely that your customer, supplier and product details will match the equivalent details sent to you from your suppliers and customers. For example, you may buy bolts from a supplier that have a code on your Sage 50 Accounts Transaction e-Mail program BOLT001, whereas the supplier that you buy the bolts from may have the same bolts listed on their system with a product code of BOLTS1.

Once your Transaction e-Mail system receives an order or invoice, the details are checked to see if they match the details in your Sage 50 Accounts Transaction e-Mail program. If any of the details are not held in your Sage 50 Accounts Transaction e-Mail program, the details cannot be matched automatically, and the transaction will be listed in your Transaction e-Mail system with a status of 'Matching Required'. You must check through the transaction, manually matching any details that are not already matched.

The manual matching process allows you to link these records together, so the next time you receive an invoice from the supplier for your order of bolts, Transaction e-Mail will know that the code on the invoice relates to the code on your Sage 50 Accounts Transaction e-Mail system, even though they are different.

When you first use your Transaction e-Mail system, you may have to manually create these associations. However, once you have been running Transaction e-Mail for a few months, the matching process for the majority of times will be automatic.

If you are setting up your accounting system for the first time, the matching process will be made easier if you contact the customers and suppliers who also use the Transaction e-Mail system and agree to use the same reference codes.

To use the manual matching facility for customer orders

If the automatic matching process fails on a customer order, the transaction details will be listed in the Incoming Messages folder with a status of 'Matching Required'.

1. From the Incoming Messages folder, highlight the transaction.
2. Click Match Details.

Transaction e-Mail takes information from the transaction and compares the message to the information in your Sage 50 Accounts Transaction e-Mail program. The Transaction e-Mail system attempts to find an exact match.

The Match Customer Order Details window appears. This window displays all of the transaction details, split into two sections; 'Choose Customer' and 'Choose Products'.

1. Choose Customer

To ensure that this order is added to the correct customer within your accounting system, please select the Account Code that matches this customer, then proceed to '2. Choose Products'.

A/C: Choose Customer

Name:

Address:

[View Details](#)

These details have been supplied with the order.

Stationery & Computer Mart UK
Sage House
Benton Park Road
Newcastle Upon Tyne
NE7 7 LZ

[View Details](#)

2. Choose Products

Each product on the incoming order must be matched with a product code in your accounting system. The order lines are shown below, click 'Choose Product' to assign a product code to the line, or 'Change Product' to alter the current product code.

Line	Sage Code	Option	Description	Quantity	Unit Price	Total
1		Choose Product	A4 Ledger Book - 5 Column	40.00	4.50	162.00

Please choose a Customer, in section 1. Choose Customer

Order Total:

The 'Choose Customer' section displays the customer details from the order. If there is no match in place, you must select a customer manually from your Sage 50 Accounts Transaction e-Mail system.

3. In the 'Choose Customer' section of the window, select an account in the 'A/C' box using the drop-down button, or by manually entering a code that you know exists in your Sage 50 Accounts Transaction e-Mail system.

The 'Choose Products' section displays all of the products on the order, line by line. Each product record that does not have a 'match' in your Sage 50 Accounts Transaction e-Mail program will have the text 'Choose Product' alongside it. If there is an existing match, the 'Choose Product' changes to 'Check Product'. You must choose a match between the products on the order and the products in your Sage 50 Accounts Transaction e-Mail system to complete the order process. Each individual product listed in the 'Choose Products' area of the window must have a link to an equivalent product in your Sage 50 Accounts Transaction e-Mail program.

4. Click 'Choose Product' in the bottom half of the window, for every product that is not matched.

The Match Order Line window appears.

Match Order Line 1

Product Details from Customer Order Line 1 of 1

The details below have been extracted from the order:

Letter Trays - 3 pack (Grey)	Quantity: 30.00	Unit Price: 5.20
------------------------------	-----------------	------------------

VAT: Standard Rate Customer Product Code: TRAY003

Size & Colour		Product Dimensions		Pack Size & Quantity
Size:	Length:	Width:	Volume:	Pack Size:
Colour:	Height:	Depth:	Weight:	Amount: 30

Product Details from Accounting System

Choose a product from your accounting system that matches the product displayed above, or choose a Nominal Code only

Product Code	Quantity	Unit Price
Description	Line Total	
Category	Unit of Sale	
Item Type	Weight	Free Stock

Ok Previous Line Next Line Cancel

5. Select the Sage 50 Accounts Transaction e-Mail product code that you want to match to the product in your Transaction e-Mail system, by selecting a code in the 'Product Code' box.
6. To save the link and return to the 'Match Order Line' window, click OK.

If Transaction e-Mail detects that the price on the product you have matched is outside of the pricing tolerance level that you set when you first configured your Transaction e-Mail system, then the Unit Price of the product appears in red (if the order price is less than the sales price) or in green (if the order price is more than the sales price). Select the unit price

to display the 'View Price Tolerance Information' window and see more information about the price difference:

For more information about configuring your Price Tolerance settings, see *To set up the price tolerance* on page 10.

7. If more than one product on the order requires matching, repeat steps 4 to 6 until every product on the order is matched.
8. To confirm the customer and product matchings, click Save.

The main Transaction e-Mail window appears. The status of the order now appears as 'Pending Acceptance', or as 'Price Warning' if any of the products on the order showed a price that was outside of your pricing tolerance level.

Note: If a product's unit price is outside your pricing tolerance level and the order consequently shows a status of 'Price Warning', you can still add the order to your accounts. However, when you select Add to Accounts, a warning message appears:

You can still add the order to your accounts by clicking OK; if you want to make any changes to the prices on the order, you can do so in Sage 50 Accounts Transaction e-Mail once you have added the transaction to your accounts. Alternatively, click Cancel to return to the Incoming Messages folder if you want to re-check the pricing difference information.

You have now completed the matching process.

To use the manual matching facility for supplier invoices

If the automatic matching process fails on a supplier invoice, the transaction details will be listed in the Incoming Messages folder with a status of 'Matching Required'.

1. From the Incoming Messages folder, highlight the transaction.
2. Click Match Details.

Transaction e-Mail takes information from the transaction and compares the message to the information in your Sage 50 Accounts Transaction e-Mail program. The Transaction e-Mail system attempts to find an exact match.

The Match Supplier Invoice Details window appears. This window displays all of the transaction details, split into three sections; 'Choose Supplier', 'Choose Matching Option' and 'Match Invoice Lines'.

Match Supplier Invoice Details

1. Choose Supplier

To ensure that this invoice is added to the correct supplier within your accounting system, please select the Account Code that matches this supplier, then proceed to '3. Match Invoice Lines'.

A/C: Choose Supplier

Name:

Address:

[View Details](#)

These details have been supplied with the invoice.

Stationery & Computer Mart UK
Sage House
Benton Park Road
Newcastle Upon Tyne
NE7 7 LZ

[View Details](#)

2. Choose Matching Option

Choose one of the following options for Matching this Invoice.

☐ Match ALL Invoices from this Supplier to Nominal Account:

☐ Match this Invoice only to the following Nominal Account:

☒ Match each line on this Invoice to a different Nominal Account or Product within your accounting system.

3. Match Invoice Lines

Each invoice line must be matched with a product or nominal account in your accounting system. The lines are shown below, click 'Match Line' to assign a product and/or nominal code to the line, or 'Check Line' to choose an alternatives.

Line	Product Code	Nominal	Option	Description	Quantity	Unit Price	Total
1			Match Line	20gb Hard Drive	1.00	67.50	65.81
2			Match Line	MTH3000 Motherboard	1.00	63.00	61.43
3			Match Line	17" Monitor	1.00	126.00	122.85

Please choose a Supplier, in section 1. Choose Supplier

Invoice Total: 250.09

The 'Choose Supplier' section displays the supplier details from the order. If there is no match in place, you must select a supplier manually from your Sage 50 Accounts Transaction e-Mail system.

3. In the 'Choose Supplier' section of the window, select an account in the 'A/C' box by clicking the drop-down button, or by manually entering a code that you know exists in your Sage 50 Accounts Transaction e-Mail system.

The 'Choose Matching Option' section is where you select the way that you use the matching option for this invoice.

4. Select one of the three Matching Options;
 - Choose 'Match ALL Invoices from this Supplier to Nominal Account', to match all invoices from the supplier to a single nominal account. In the future, all invoices from this supplier will be posted to this nominal account. After selecting the option, use the drop-down list to select the nominal account where all invoices will be posted.
 - Choose 'Match this Invoice only to the following Nominal Account', to match this invoice to a specific nominal account. After selecting the option, use the drop-down list to select the nominal account where this invoice will be posted.
 - By default, the third option - 'Match each line on this Invoice to a different Nominal Account or Product within your accounting system' - is selected. This option allows you to select a separate nominal account for each product on the invoice. You can change the nominal account details in the 'Match Invoice Line' section of the window.

Finally, you must match the product details on the invoice with the product details in your Sage 50 Accounts Transaction e-Mail data. You can do this in the 'Match Invoice Lines' area of the window.

The 'Match Invoice Lines' section displays all of the products on the order line by line. Each product record that does not have a 'match' in your Sage 50 Accounts Transaction e-Mail program will have the text 'Match Line' alongside it. If there is an existing match, there will be no text in the left side of the 'Choose Products' area. You must choose a match between the products on the order and the products in your Sage 50 Accounts Transaction e-Mail system to complete the order process.

5. Click Match Line in the bottom half of the window, for every product that is not mapped.

The Product details from Supplier Invoice window appears:

Match Invoice Line 1 Line 1 of 3

Product details from Supplier Invoice

The details below have been extracted from the invoice:

20gb Hard Drive Quantity 1.00 Unit Price £67.50

VAT: Standard Rate Customer Product Code: HAR002

Size & Colour **Product Dimensions** **Pack Size & Quantity**

Size: Length: Width: Volume: Pack Size:

Colour: Height: Depth: Weight: Amount: 1

Product details from Accounting System

Choose a product from your accounting system that matches the product displayed above, or choose a Nominal Code only

Product Code HAR002 Quantity 1.00 Cost Price £1.00

Description 20gb Hard Drive Line Total £1.00

Category 10 Computer Hardware Unit of Sale Each

Item Type Stock Item Weight 0.00 Tax Code T1 17.50

Nominal details from Accounting System

Please choose a nominal code to post the details of this invoice line against.

Nominal Code 5000 Name Materials Purchased Line Value £5.81

OK Previous Line Next Line Cancel

Each individual product listed in the 'Choose Products' area of the window must have a link to an equivalent product in your Sage 50 Accounts Transaction e-Mail program.

6. Select the Sage 50 Accounts Transaction e-Mail product code that you want to match to the product in your Transaction e-Mail system, by selecting a code in the 'Product Code' box.
7. To save the link and return to the 'Match Invoice Line' window, click OK.
8. Once all of the supplier and product details have been matched, click Save to confirm the matching.

The main Transaction e-Mail window appears.

You have now completed the matching process.

Processing Outgoing Orders and Invoices in Transaction e-Mail

Details are provided in the Sage 50 Accounts Transaction e-Mail Help system.

The Maintain Matchings Option

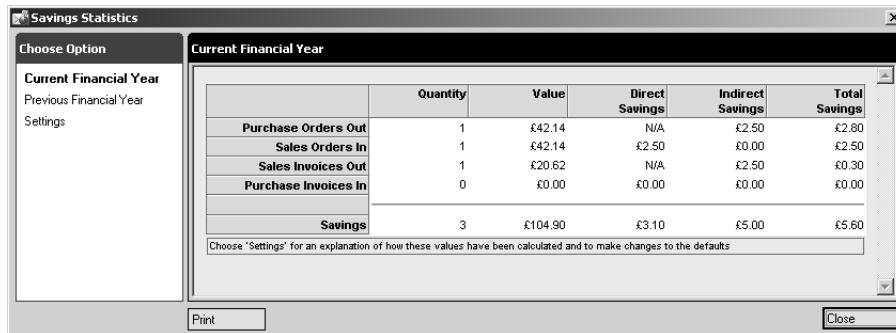
The Maintain Matchings option allows you to edit or remove any matches that you had set up when you processed previous orders and invoices.

You can access the Maintain Matchings options from the Tools menu on the main Transaction e-Mail window.

For more information about the Maintain Matchings option, please refer to the Sage 50 Accounts Transaction e-Mail online Help.

Statistics

The Statistics option, accessed from the Tools menu, uses default values for the average cost of processing a single invoice or order and calculates the savings Transaction e-Mail brings to your business. The Statistics window displays a breakdown of the savings in the form of a table:



Savings Statistics

Choose Option

- Current Financial Year**
- Previous Financial Year
- Settings

Current Financial Year

	Quantity	Value	Direct Savings	Indirect Savings	Total Savings
Purchase Orders Out	1	£42.14	N/A	£2.50	£2.80
Sales Orders In	1	£42.14	£2.50	£0.00	£2.50
Sales Invoices Out	1	£20.62	N/A	£2.50	£0.30
Purchase Invoices In	0	£0.00	£0.00	£0.00	£0.00
Savings	3	£104.90	£3.10	£5.00	£5.60

Choose "Settings" for an explanation of how these values have been calculated and to make changes to the defaults

Print Close

The table shows the number of invoices or orders processed in Transaction e-Mail for the financial year to date, together with their total value and the associated direct and indirect savings. To view or change the individual direct and indirect cost values used in these calculations, click Settings.

Click Previous Financial Year to view the savings you made last year.

When you run your Year End in Sage 50 Accounts Transaction e-Mail, you can transfer the Current Financial Year values into the Previous Financial Year table using the Year End button.

Help with Transaction e-Mail

If at any point you need help with Transaction e-Mail, you should consult the Sage 50 Accounts Transaction e-Mail Help system. The Help system has a comprehensive list of topics and also contains a large section of Frequently Asked Questions.

