

Sage accounting interface

Invoices may be generated within the *RentalPoint* environment, they may be printed in either standard or custom formats and if required the invoice record may be transferred to the Sage accounting system. This will save typing the details of each invoice and customer account into the Sage accounting system.

In order to transfer the invoice record, an account must exist in Sage with a matching customer code, therefore *RentalPoint* also transfers customer records.

The transfer may be done at any time, each day, week or month.

To achieve the transfer, Sage includes an import facility and *RentalPoint* includes an export facility, *RentalPoint* first generates the export files, these files are then imported into the Sage import program.

If a booking is invoiced for the second time by *RentalPoint* a warning will appear on the screen saying that the booking has already been invoiced, if the operator proceeds to invoice the booking again then a credit will be raised for the old amount and another invoice number will be generated for the new transaction. Therefore credits need to be transferred to Sage.

There is an option in the Setup - Operational of *RentalPoint* to restrict bookings from being modified once invoiced if required, Obviously if bookings are modified after they are initially invoiced then –

1. The original invoice needs to be credited out (ie a credit is generated for the original invoice).

2. Another invoice raised with a new invoice number

You can complete this process (steps 1 and 2), simply by printing the invoice in *RentalPoint*.

Setting up the RentalPoint options

Before printing any invoices for transfer, the correct options within RentalPoint need to be turned on.

On the "setup" menu, the last option will say "parameters", select this option and select "Accounts", scroll down to "export parameters" and click it. Select the export to "Sage Accountant" option.

Then check the "Sage line 50" checkbox, assuming you have a recent copy of Sage.

Type in the name of the folder that you wish to use to hold the export files, whenever you do the export from RentalPoint and import to Sage. Type in the name of the file to hold the invoices, credits and customer details.

Please see the screen shot below.

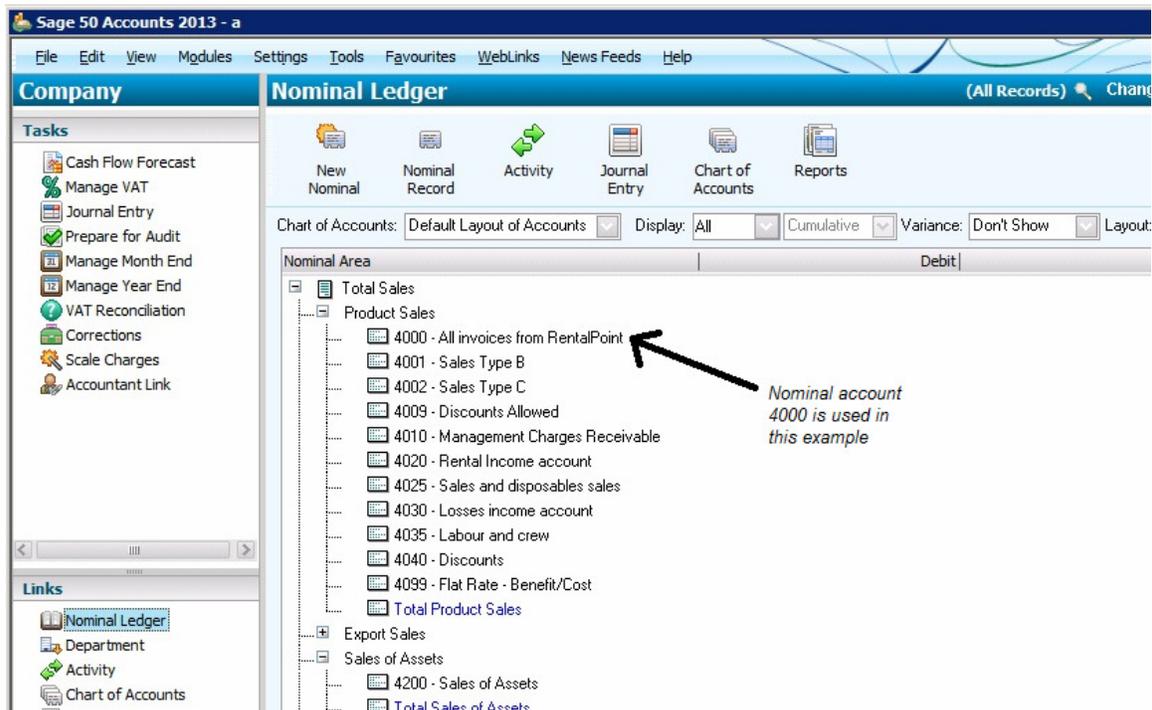
The screenshot shows the "Setup Account Export" dialog box. The "Package by Location" is set to "Off". The "Accounting Package" is set to "Sage Accountant". The "Parameters for Sage Accountant" section is active, with "Export to Sage Line 50" checked. The "Sage Accountant Export Path" is "d:\temp\sage". The "Export Filenames" section shows "Credits Filename" as "credits", "Invoices Filename" as "invoices", and "Customer Filename" as "cust". The "Nominal Account Reference" is "4000", "Department Code" is "0", and "Tax Code" is "T1". The "Income Breakdown Level" is set to "None". The "Save Parameters" and "Close" buttons are at the bottom right.

A separate file name must be used for invoices, credits and customer records, do not specify an existing file name as it will be overwritten.

Income Breakdown level

There are 3 levels supported, 1. None, 2. Income accounts and 3.+Rental fees

1. None; means that all invoice amounts invoiced in RentalPoint will be lumped into the same account, for example, total hire, crew charges, freight, sales of disposables etc. This account may have to be created in Sage accounts – nominal ledger first.



In the example above, account number 4000 is used. All invoice amounts imported from RentalPoint will go into this account.

Nominal account

Type in the account number of the sales account to be used in Sage to hold all invoices from RentalPoint.

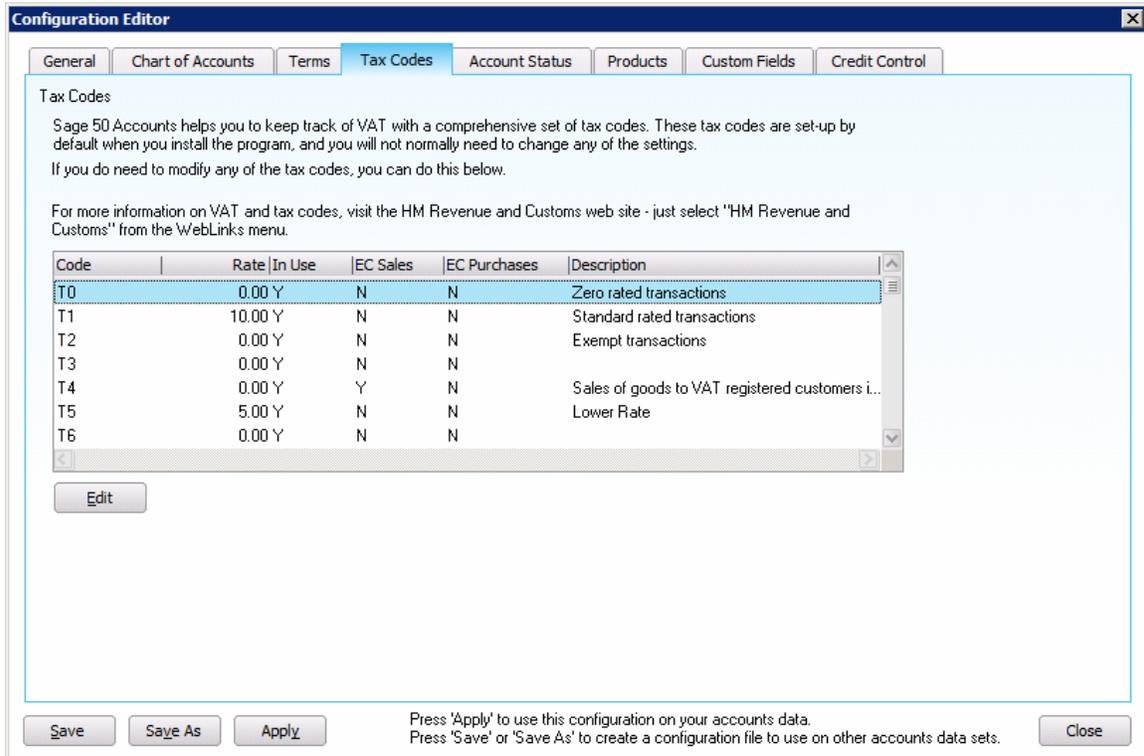
Department Code

This is usually 0.

Tax Code

This is usually T1, however this may vary in Sage, to check that this is correct in Sage, in Sage go to the “settings” menu, then select the first option which

should be “configuration”, then select the “tax codes” tab. Please see screen shot below.

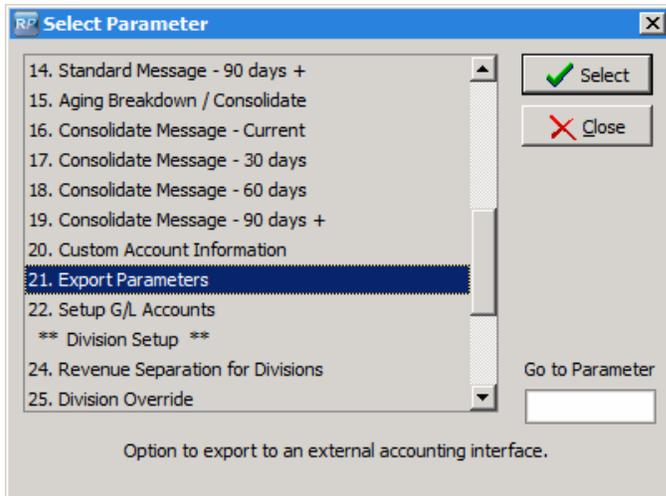


In this set up, the tax code T1 usual code used. In this example it is set to 10%, you may need to set this to the current VAT rate before using.

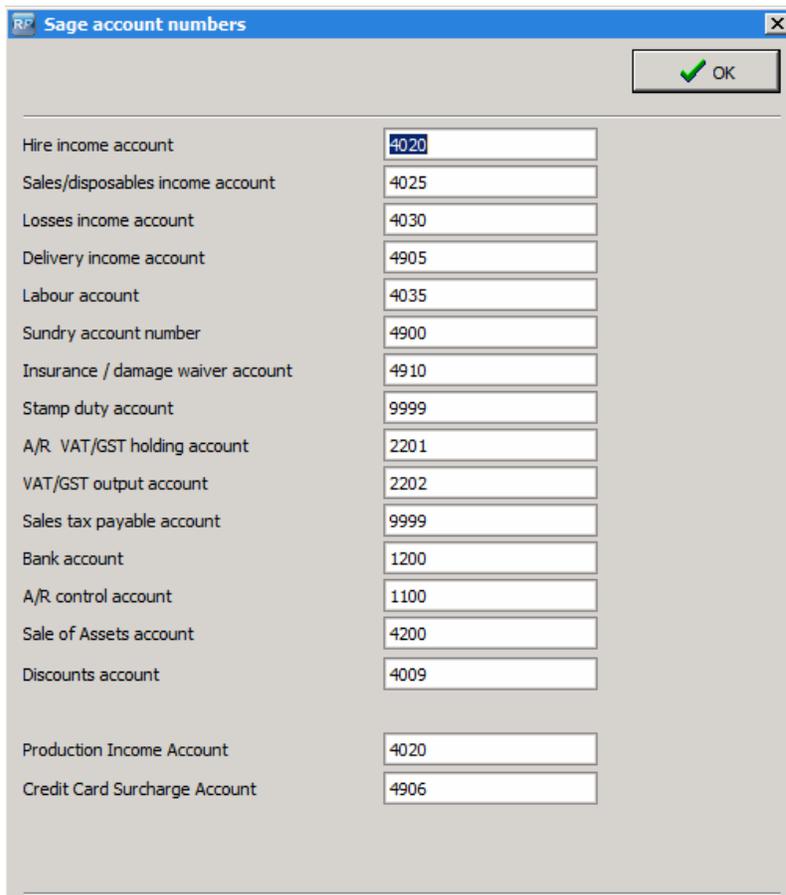
2.Income accounts; this level of breakdown of accounts, means that income will be split into separate accounts when imported into Sage. For example; rental income, Sales of disposables, Sales of Assets (rental equipment), sundries, crew, freight etc.

These accounts must exist first in Sage before they can be imported to, they must be sales account types in Sage, they cannot be liability accounts etc.

To enter these account numbers in RentalPoint, from the “accounts” parameters, select the next option called “Setup G/L accounts”. See the screen shot below.



In the screen shot below is the list of accounts that must be created or used in Sage and then entered in this window.



Not all of these accounts need be created and used, for example; if you do not charge a credit card surcharge then this account may be left blank or to catch any errors, you may enter a suspense account number in this field.

Same goes for "stamp duty" and "Sales tax payable", these are a redundant fields and are not used any more.

VAT holding and VAT output account; these are also a redundant fields.

Now all that needs to be done is turn off the accounts in the RentalPoint system, take the "Accounts receivable in use" option on the accounts setup menu and answer "N" for No :-

```

+-----Setup procedure-----+
|
|                                     +-----Select parameter-----+
|                                     |-----Accounts setup-----|
|                                     |Accounts receivable in use   |
|                                     |Standard statement message  |
|                                     |Export to ...                |
|                                     |Invoice filename to export to |
|                                     |Credits filename to export to|
|                                     |Customer filename to export to|
|                                     +-----+
|                                     |
|-----+

```

Set accounts receivable in use to "No".

Now that the accounts is turned off within RentalPoint customers accounts will not be updated when an invoice is printed, but an invoice transaction record will be generated for exporting to Sage.

If the accounts is turned ON within RentalPoint then each payment would have to be double entered - once in Sage and once in RentalPoint, that also applies to the transaction options on the account menu of RentalPoint :-

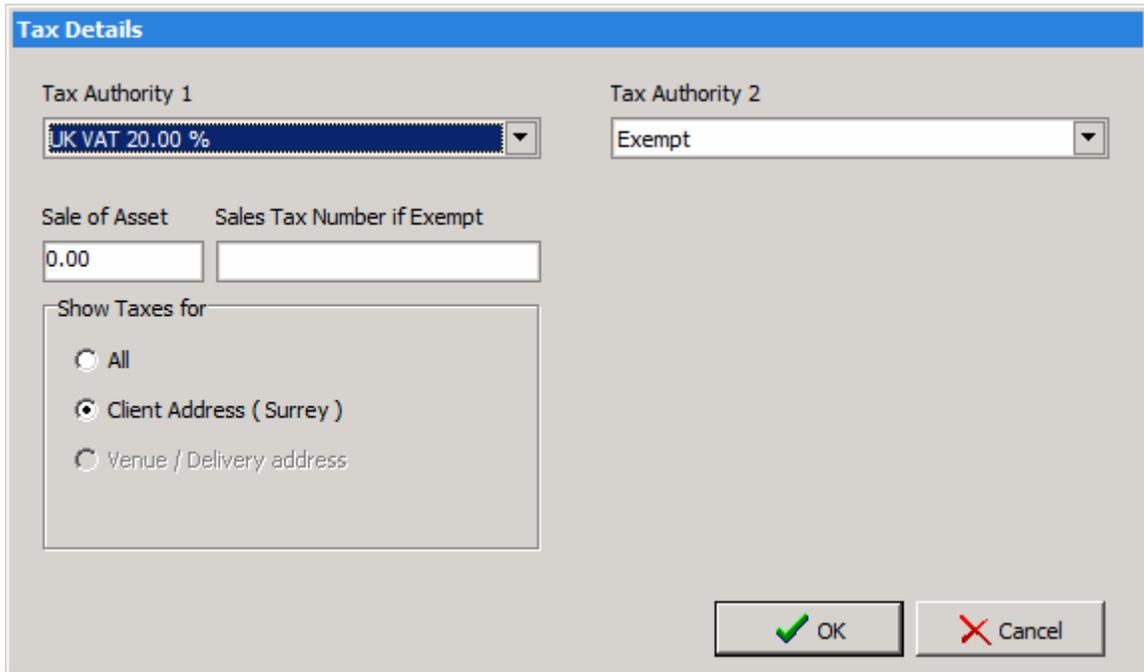
```

Bookings   Shortages   Accounts
|-----+
| Customers |
| - Transaction entry - |
| Account payment | <- These transactions do
| cRedit a customer | <- not generate sage export records.
|----- Printing -----|
| aged trial balance |

```

Invoicing in RentalPoint

Always select the VAT tax in the “Tax Authority 1” field in RentalPoint, please do not ever use the Tax Authority 2 field as this will not export correctly to Sage.



The screenshot shows a dialog box titled "Tax Details" with a blue header bar. It contains the following fields and controls:

- Tax Authority 1:** A dropdown menu with "UK VAT 20.00 %" selected.
- Tax Authority 2:** A dropdown menu with "Exempt" selected.
- Sale of Asset:** A text input field containing "0.00".
- Sales Tax Number if Exempt:** An empty text input field.
- Show Taxes for:** A group box containing three radio button options:
 - All
 - Client Address (Surrey)
 - Venue / Delivery address
- Buttons:** "OK" (with a green checkmark icon) and "Cancel" (with a red X icon) buttons at the bottom right.

The above window can be found in the Enquiry/booking window, by clicking the button at the bottom of the “equipment tab”.

Exporting RentalPoint accounts

At regular intervals the transactions need to be transferred to Sage, this is a two part operation:-

1. Export the transactions
2. Import the transactions into Sage

This is very simple, the only way to loose transactions is to export the transactions twice in a row without importing them, or if the transaction files are lost after exporting.

Transactions may only be exported once, so the operator should never try and export a second time.

To use the export option, select the "Export accounts" option on the "Others" menu After confirming that account exporting is what is really required, the files will be exported to the filenames specified in the setup, on the way the program may note on the screen that there are no Credits.

Once the files have been exported, a report will be printed of all the transactions, this report is printed after exporting is complete so if the computer is turned off at this point do not export the files a second time.

The report will detail each Invoice, credit and Customer record exported, it is not mandatory that the credits be imported to Sage as this may done manually from the print out, next time the accounts are exported the credits file will be overwritten.

Importing transactions to Sage

Immediately after the transactions have been exported from RentalPoint, they must be imported into Sage.

This is a three part exercise :-

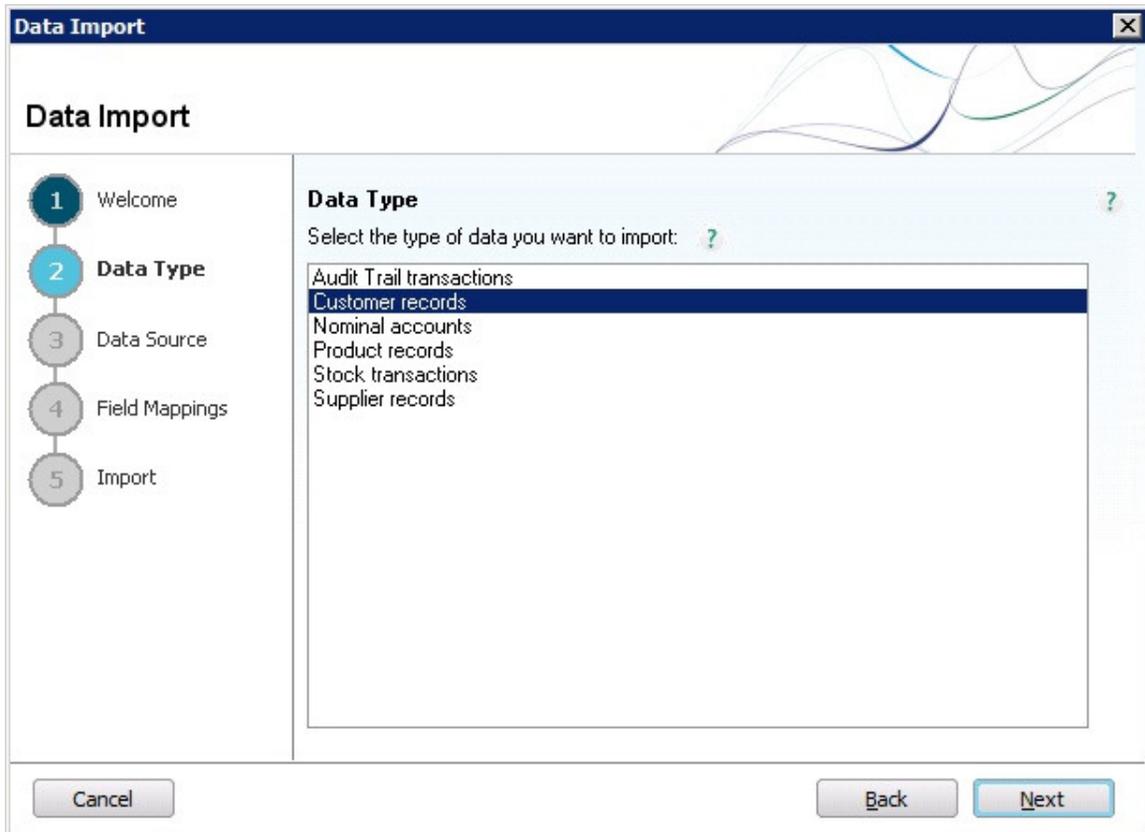
1. Load customer records
2. Load invoice records
3. Load credit records

RentalPoint will generate a customer record for each invoice record, whether they are a new customer or not, if the record already exists in Sage then it is updated, this means updating the name, address, phone number, fax number and contact from RentalPoint, so a change of address must be done first in RentalPoint as the address in RentalPoint will overwrite the address in Sage eventually.

If a matching customer code does not exist in Sage then it will be created. Invoices cannot be imported without first creating a customer record for each customer.

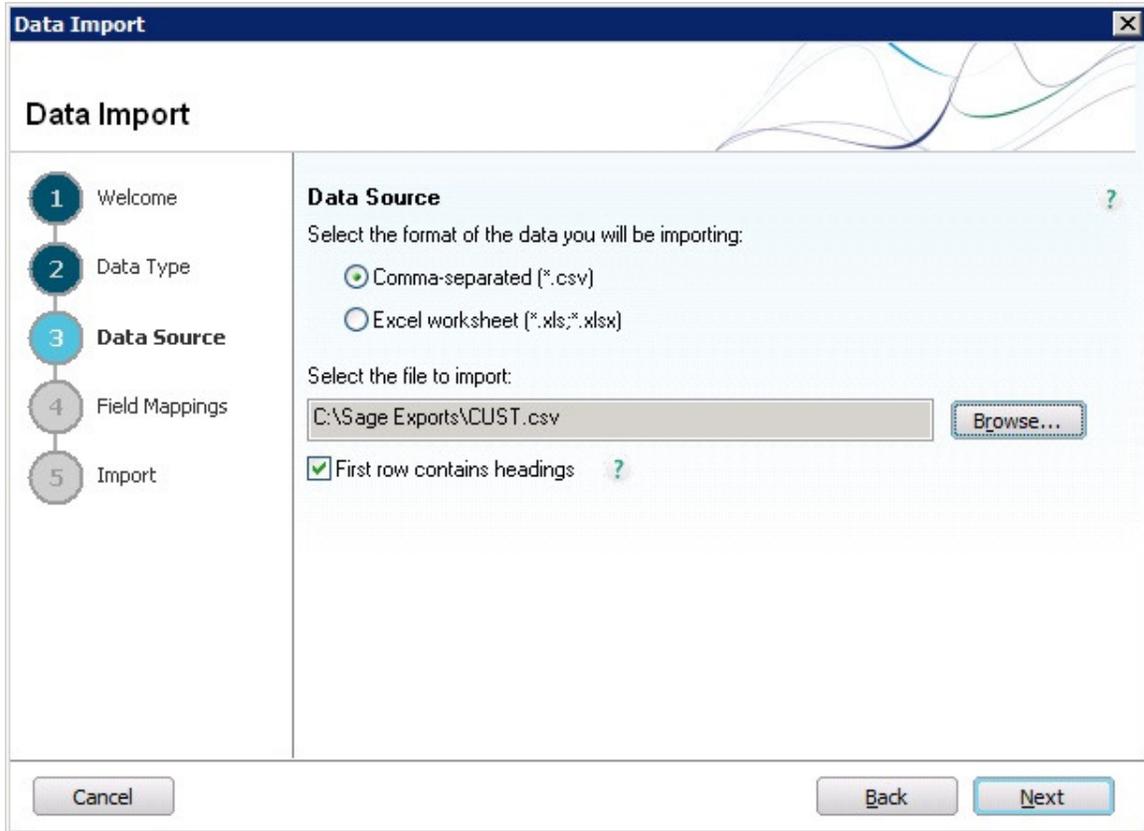
To import customer records -

1. From the "file" menu in Sage, select "import".
2. Select the "Customer records" option as shown below.



Then click the "next" button.

Select the file to import, this is the file name that you set up in the RentalPoint setup and it can be found in the folder you set up in the same window, please see below.

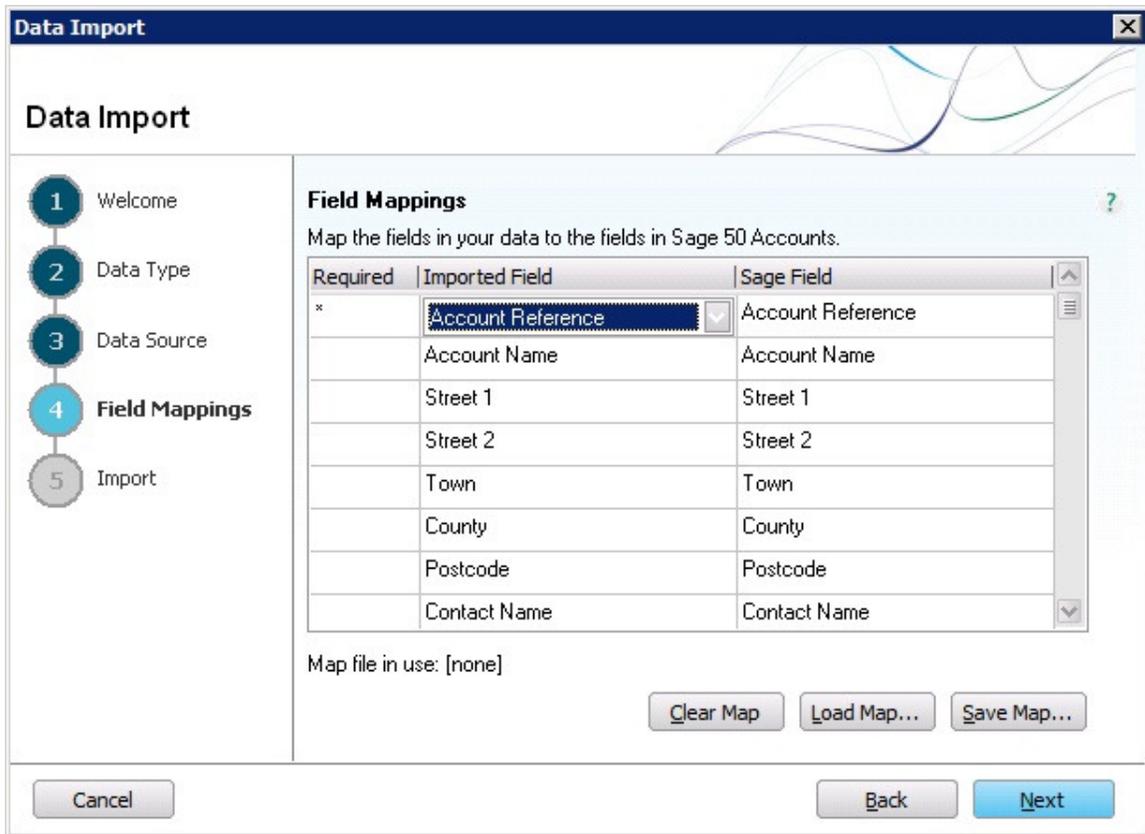


The file type is “Comma-separated” (*.csv) and the first row does contain headings.

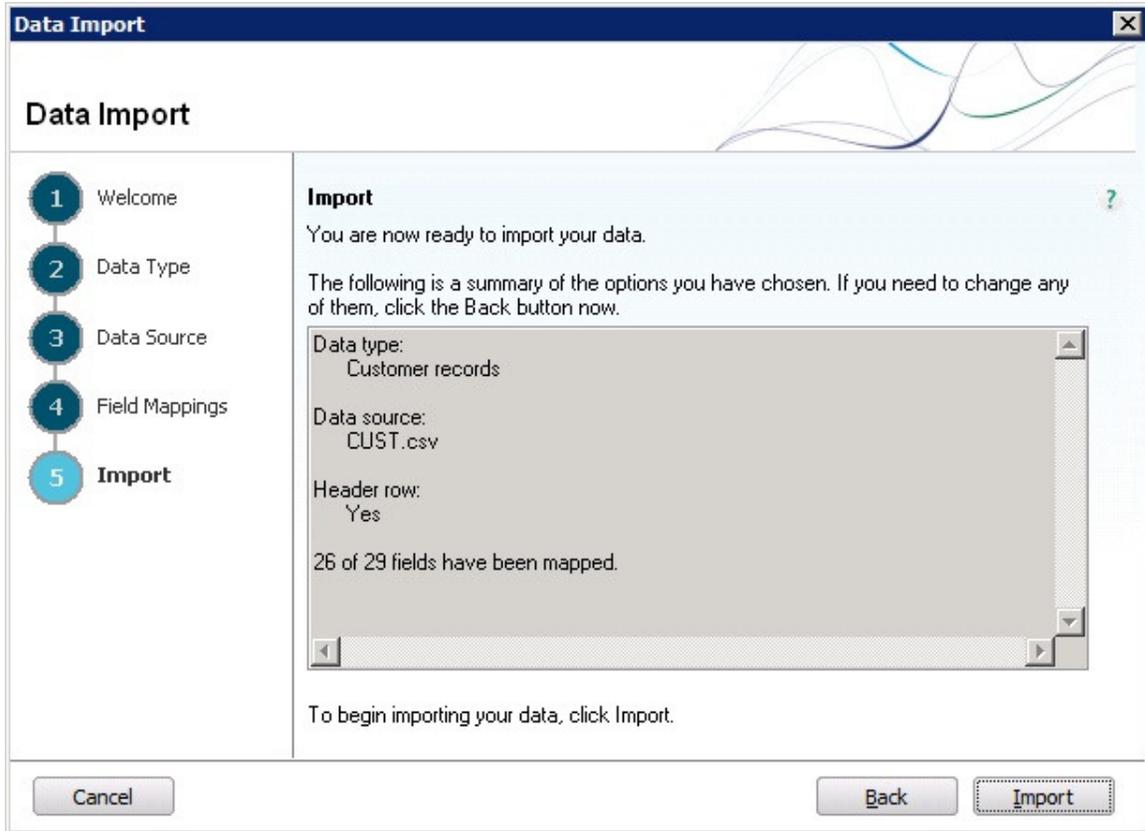
Then click the “next” button.

In the next window (see screen shot below), the fields/columns in the import file that was created by RentalPoint is matched with the Sage Fields, the names of the fields should match, however if they do not then click the drop down in the “imported fields” and find the matching field. Not all fields are matched, the matching fields stop when the list gets to the “settlement discount”.

Click the “next button”.

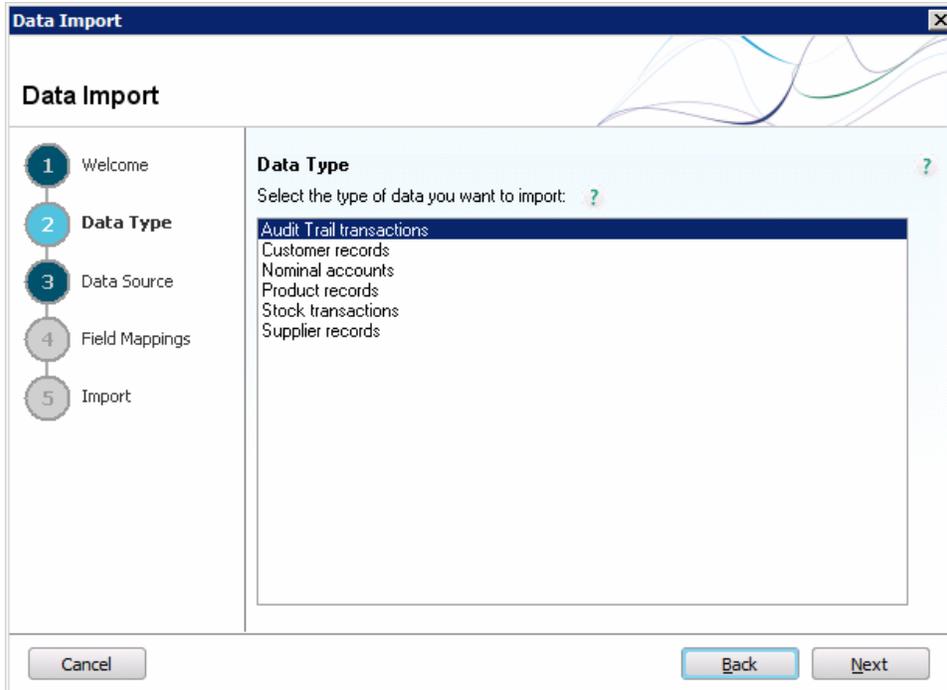


Sage will confirm the import before proceeding, click “next”, please see the screen shot below.



After importing, sage will list each record imported, or if there is an error it will be listed, check the printout against the RentalPoint export printout, they should match.

Now import the invoice transactions, select the “Audit trail” option on the import window as below:-



Now type in or select the invoice filename specified in the RentalPoint setup, if sage does not accept the filename then it does not exist or is in the wrong folder.

Follow the same procedure as the customer import, carefully match up the fields imported with the Sage accounts, they should have the same name, but if they do not then scroll down and select the correct matching account.

Select output to printer and sage will then print all the transactions imported, compare this with the RentalPoint export printout.

Credits

It is important that all credits generated by RentalPoint be imported, complete this task after importing the customers and invoices.

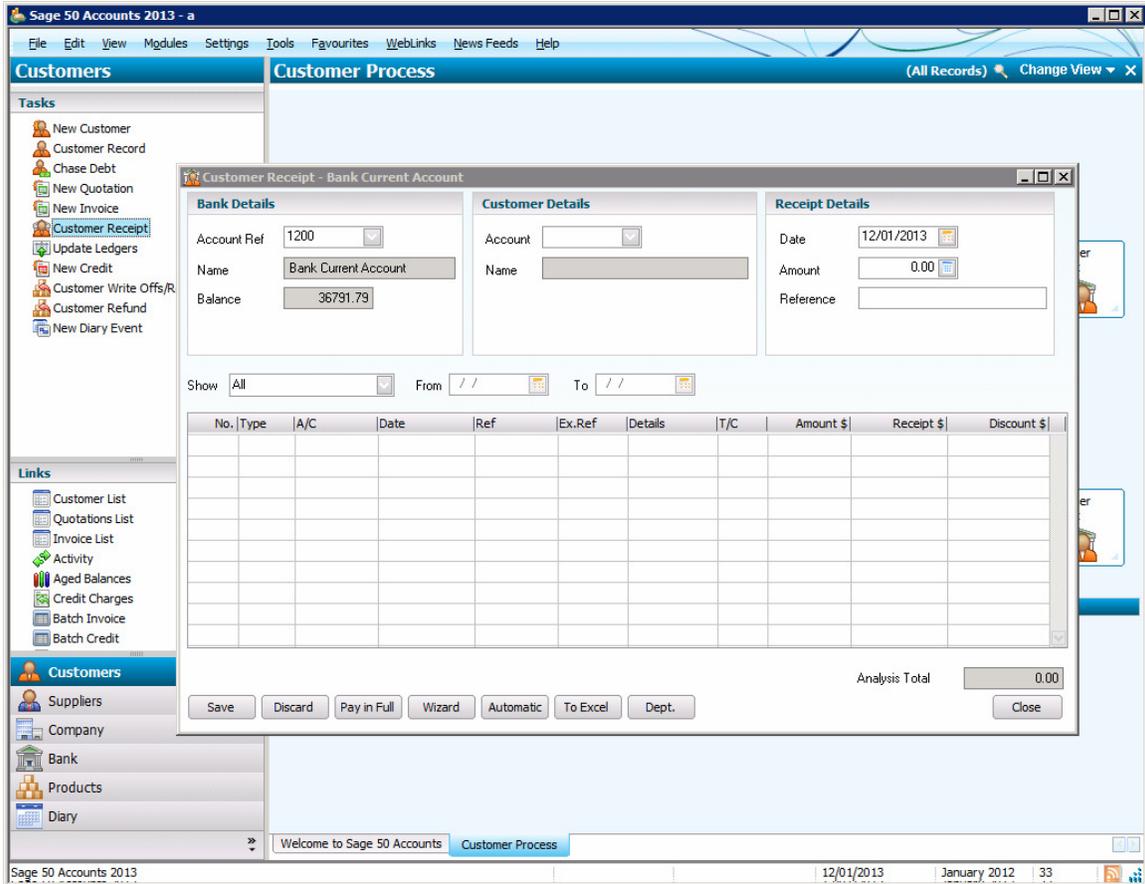
To import credits, select the import option and select the “Audit trail transactions” option. Select the “credits” filename and follow the same procedure as for the invoices.

RentalPoint generates credits whenever an invoice is invoiced for a second time, assuming invoices stages are not being used. If you do not import credits then you may end up having more than one invoice in Sage for the same booking, therefore doubling or tripling the amount that Sage shows that the customer owes.

Entering Payments

Now that the invoices have been exported from RentalPoint and imported into Sage, once a payment arrives from a customer, the payment will have to be entered into Sage.

Do this by going to the Sage “Customers” module and selecting “Customer receipt”, see the screen shot below.



Below is a screen shot showing a typical payment entry in Sage line 50.

Import sage account balances

This option loads the account balances from sage accounting into the RentalPoint debtors file.

This option should be run each day to ensure the RentalPoint balances are correct.

Any balances in the RentalPoint files before the update are overwritten with the sage balances.

Any balance in the RentalPoint files before the update is zeroed.

The sage report generator is used to generate a report of the aged details, which is sent to file ("Report.001"), this program then reads in this file and updates all the files.

The fields in report.001 must be laid out as follows :-

Field	Position	Max length
Customer code	1	6
Current	70	11
30 days	82	11
60 days	94	11
90 days	106	11
older	118	11