



Sage 50 EDI User Guide

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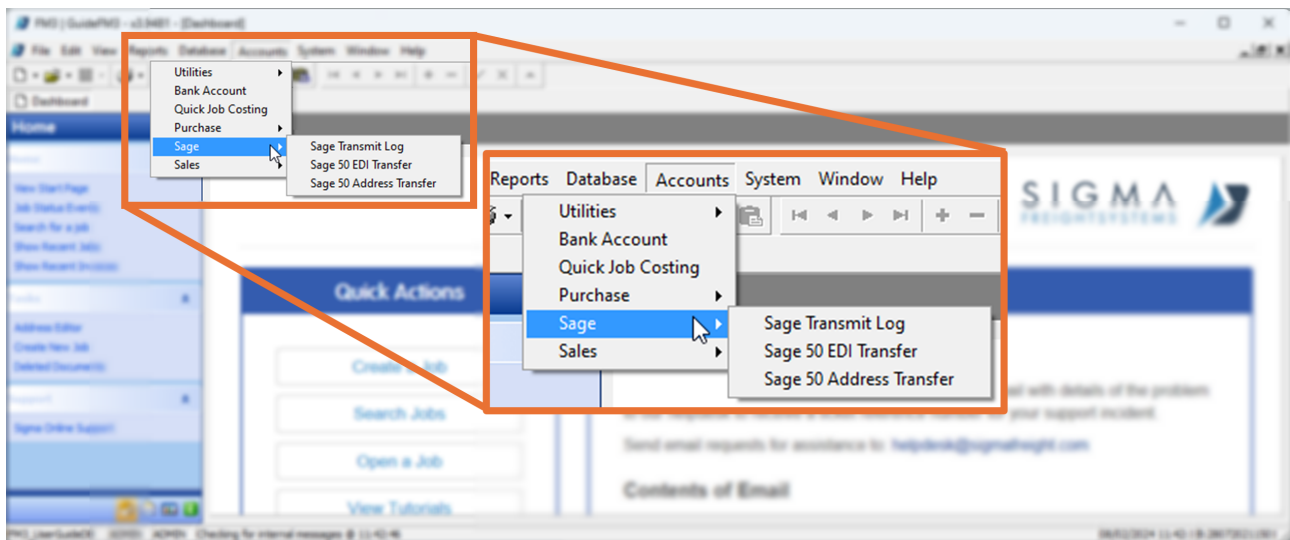
SAGE50 EDI

The Sage50 EDI service allows FM3 and Sage 50 to automatically send data to one another.

Depending on your company processes for on-boarding new customers and suppliers the interface allows you to send newly created addresses directly into Sage so the information is only entered once. If your process is to enter the address directly into Sage then the interface will synchronise the addresses capturing any edits and updating the address in the opposite database.

The service also allows the transfer of sales and purchase invoice batches directly into Sage. As part of the synchronisation process a balance and credit limit is posted back into FM3 against the customer address. This gives operational staff a working value when creating new jobs.

Once set up, there will be a 'Sage' section within the 'Accounts' tab/menu in the main toolbar.



ADDRESS TRANSFER

Within FM3, addresses can be synchronised with Sage50, this will be done from the 'Sage50 Address Transfer' page.

There are two grids in use during the address transfer process, the **top (Address Search) grid** which shows the addresses that meet the search criteria, and the **bottom (Queue) grid** displaying addresses selected to be sent to Sage50.

By default, the **upper grid** will only display Supplier or Client addresses - as these are the only types Sage accepts - but these filters can be altered to show specific addresses.

One filter which could come in handy is the '**Date**' filter using the created date. With this, weekly updates could be sent over to Sage50 by simply changing the dates.

The screenshot shows the 'Sage 50 Address Transfer' window. The top grid is titled 'Sage 50 Address Transfer' and contains a search bar with 'Search For' and 'Search In' (set to 'FM Code'). The 'Type' dropdown is set to '{All}'. The 'From' date is '01/05/2022' and the 'To' date is '31/07/2023'. The 'Top' dropdown is set to '500'. The 'Order By' dropdown is set to 'FM Code'. The grid displays a list of addresses with columns: FM Code, Company Name, Address Line 1, Address Line 2, Town, County, Post Code, Telephone, Email, Account No, Purchase Account, Credit Limit, Balance, Is Client, Is Supplier, On Hold, and Pay Terms. The bottom grid is empty and has buttons for 'Send', 'Send All', 'Remove', and 'Remove All'.

FM Code	Company Name	Address Line 1	Address Line 2	Town	County	Post Code	Telephone	Email	Account No	Purchase Account	Credit Limit	Balance	Is Client	Is Supplier	On Hold	Pay Terms
0001													N	Y	N	
CUPPB	Cuppbord Glob4 Privet Drive			Little Whinging	Surrey	HP2 001	02001111697	general@cuppb0	02589632	03698523			Y	Y	N	
DCBAT	Wayne Enterpris 1966 Bat Lane			Gotham	New Jersey	BA7 M4N	01966073039	batman@wayne					Y	N	N	
FTLTD	Fellowship Trans 12 Shire Retail Park			Middle Earth		ME2 003	0123456789	support@fellowis	10122001	29071954			N	Y	N	
NABOO	Naboo Logistics 197 Wookie Street			Space	Tatooine	SW1 999	01999071620	naboo@logistics	3216549	3216549			Y	N	N	
STARK	Stark Enterprise 20 Queen Street			Queens	New York	M4R V3L	02008050258	help@stark.com	9876543	9876543			Y	Y	N	
SWANC	Swann Customs 184 South Street			Forks	Washington	TW2 008	02008120335	support@swann	59595959	59595959			Y	Y	N	IMM

Sage 50 Transfer Page

To move addresses from the top to the bottom grid click the '**Select**' button after choosing individual addresses to move (as below) or the '**Select All**' button if all addresses shown need to be transferred.

The screenshot shows the 'Sage 50 Address Transfer' window. The top grid is titled 'Sage 50 Address Transfer' and contains a search bar with 'Search For' and 'Search In' (set to 'FM Code'). The 'Type' dropdown is set to '{All}'. The 'From' date is '01/05/2022' and the 'To' date is '31/07/2023'. The 'Top' dropdown is set to '500'. The 'Order By' dropdown is set to 'FM Code'. The grid displays a list of addresses with columns: FM Code, Company Name, Address Line 1, Address Line 2, Town, County, Post Code, Telephone, Email, Account No, Purchase Account, Credit Limit, Balance, Is Client, Is Supplier, On Hold, and Pay Terms. The bottom grid is empty and has buttons for 'Send', 'Send All', 'Remove', and 'Remove All'. The 'Select' button is highlighted with a mouse cursor.

FM Code	Company Name	Address Line 1	Address Line 2	Town	County	Post Code	Telephone	Email	Account No	Purchase Account	Credit Limit	Balance	Is Client	Is Supplier	On Hold	Pay Terms
0001													N	Y	N	
CUPPB	Cuppbord Glob4 Privet Drive			Little Whinging	Surrey	HP2 001	02001111697	general@cuppb0	02589632	03698523			Y	Y	N	
DCBAT	Wayne Enterpris 1966 Bat Lane			Gotham	New Jersey	BA7 M4N	01966073039	batman@wayne					Y	N	N	
FTLTD	Fellowship Trans 12 Shire Retail Park			Middle Earth		ME2 003	0123456789	support@fellowis	10122001	29071954			N	Y	N	
NABOO	Naboo Logistics 197 Wookie Street			Space	Tatooine	SW1 999	01999071620	naboo@logistics	3216549	3216549			Y	N	N	
STARK	Stark Enterprise 20 Queen Street			Queens	New York	M4R V3L	02008050258	help@stark.com	9876543	9876543			Y	Y	N	

Before Any Addresses Are Selected To Transfer

Search For: Search In: [FM Code] Type: [All] From: [01/05/2022] To: [31/07/2023] Top: [500] Order By: [FM Code] Desc [Select] [Select All]

FM Code	Company Name	Address Line 1	Address Line 2	Town	County	Post Code	Telephone	Email	Account No	Purchase Account	Credit Limit
0001											
CUPPB	Cuppbboard Glob	4 Privet Drive		Little Whinging	Surrey	HP2 001	02001111697	general@cuppbco	02589632	03698523	
DCBAT	Wayne Enterpris	1966 Bat Lane		Gotham	New Jersey	BA7 M4N	01966073039	batman@wayne			
FTLTD	Fellowship Trans	12 Shire Retail Park		Middle Earth		ME2 003	0123456789	support@fellows	10122001	29071954	
STARK	Stark Enterprise	20 Queen Street		Queens	New York	M4R V3L	02008050258	help@stark.com	9876543	9876543	
SWANC	Swann Customs	184 South Street		Forks	Washington	TW2 008	02008120335	support@swann	59595959	59595959	

Send Send All Remove Remove All

FM Code	Company Name	Address Line 1	Address Line 2	Town	County	Post Code	Email	Telephone	Account No	Purchase Account	Credit Limit	Balance
NABOO	Naboo Logistics	197 Wookiee Stre		Space	Tatooine	SW1 999	naboo@logistics	01999071620	3216549	3216549		

One Address Selected To Transfer

Search For: Search In: [FM Code] Type: [All] From: [01/05/2022] To: [31/07/2023] Top: [500] Order By: [FM Code] Desc [Select] [Select All]

FM Code	Company Name	Address Line 1	Address Line 2	Town	County	Post Code	Telephone	Email	Account No	Purchase Account	Credit Limit
0001											
CUPPB	Cuppbboard Glob	4 Privet Drive		Little Whinging	Surrey	HP2 001	02001111697	general@cuppbco	02589632	03698523	
DCBAT	Wayne Enterpris	1966 Bat Lane		Gotham	New Jersey	BA7 M4N	01966073039	batman@wayne			
FTLTD	Fellowship Trans	12 Shire Retail Park		Middle Earth		ME2 003	0123456789	support@fellows	10122001	29071954	
SWANC	Swann Customs	184 South Street		Forks	Washington	TW2 008	02008120335	support@swann	59595959	59595959	

Send Send All Remove Remove All

FM Code	Company Name	Address Line 1	Address Line 2	Town	County	Post Code	Email	Telephone	Account No	Purchase Account	Credit Limit	Balance
NABOO	Naboo Logistics	197 Wookiee Stre		Space	Tatooine	SW1 999	naboo@logistics	01999071620	3216549	3216549		
STARK	Stark Enterprise	20 Queen Street		Queens	New York	M4R V3L	help@stark.com	02008050258	9876543	9876543		

Two Addresses Selected To Transfer

Once all addresses (that you wish to send) have been selected and are shown in the **Queue grid**, there are two options - **Send** and **Remove**. These buttons are found between the **Search** and **Queue** grids on the right side. Both have two variations, single or all, which will either send/remove individually selected addresses or all at once.

Search For: Search In: [FM Code] Type: [All] From: [01/05/2022] To: [31/07/2023] Top: [500] Order By: [FM Code] Desc [Select] [Select All]

FM Code	Company Name	Address Line 1	Address Line 2	Town	County	Post Code	Telephone	Email	Account No	Purchase Account	Credit Limit
0001											
CUPPB	Cuppbboard Glob	4 Privet Drive		Little Whinging	Surrey	HP2 001	02001111697	general@cuppbco	02589632	03698523	
DCBAT	Wayne Enterpris	1966 Bat Lane		Gotham	New Jersey	BA7 M4N	01966073039	batman@wayne			
FTLTD	Fellowship Trans	12 Shire Retail Park		Middle Earth		ME2 003	0123456789	support@fellows	10122001	29071954	
SWANC	Swann Customs	184 South Street		Forks	Washington	TW2 008	02008120335	support@swann	59595959	59595959	

Send Send All Remove Remove All

FM Code	Company Name	Address Line 1	Address Line 2	Town	County	Post Code	Email	Telephone	Account No	Purchase Account	Credit Limit	Balance
NABOO	Naboo Logistics	197 Wookiee Stre		Space	Tatooine	SW1 999	naboo@logistics	01999071620	3216549	3216549		
STARK	Stark Enterprise	20 Queen Street		Queens	New York	M4R V3L	help@stark.com	02008050258	9876543	9876543		

Send will create a send request for the module to detect. From there, the module will create a new address in Sage, with the same type (e.g. a client address in FM3 will create a client address in Sage).

Whereas the **Remove** button will send the address back to the **top Search grid** (but will only show depending on the filters applied).

To check these addresses have been sent through, you can check the Transmit Log. If they have been sent the status will be 'Sage Sync' and details of the selected line will show on the right.

Freight Manager v3 - x3.9466 - [Sage Transmit Log]

File Edit View Reports Tools Database Accounts System Window Help

Dashboard Sage Transmit Log

Search For: Search In: Order By: Top Desc Refresh

Reference	Type	Status	Last Transmit
WOOLCOOL	Address	SageSync	22/12/2022 13:53:30
PLANE2SE	Address	SageSync	22/12/2022 13:53:29
ORIONAIR	Address	SageSync	22/12/2022 13:53:28
LATTERDA	Address	SageSync	22/12/2022 13:53:27
INO002	Address	SageSync	22/12/2022 13:53:26
FLOWTECH	Address	SageSync	22/12/2022 13:53:24
ELEVVIEW	Address	SageSync	22/12/2022 13:53:21
UCH2	Address	SageSync	22/12/2022 11:20:34
NEWBEE	Address	SageSync	22/12/2022 11:20:30
GLO002	Address	SageSync	22/12/2022 10:49:49
DAYGARD	Address	SageSync	22/12/2022 10:49:48
AMID001	Address	SageSync	22/12/2022 10:49:47
WAL003	Address	SageSync	22/12/2022 10:49:46
FREEDOMF	Address	SageSync	22/12/2022 10:49:43
SKYWAYS	Address	SageSync	21/12/2022 17:00:20
SEABRIDG	Address	SageSync	21/12/2022 17:00:19
KINGFU	Address	SageSync	21/12/2022 17:00:17
BURLOG	Address	SageSync	21/12/2022 17:00:16
COS001	Address	SageSync	21/12/2022 17:00:15
VERTEX1	Address	SageSync	21/12/2022 15:28:42
UNIROAD	Address	SageSync	21/12/2022 15:28:42
UCHLOGMA	Address	SageSync	21/12/2022 15:28:41
TRANSAV	Address	SageSync	21/12/2022 15:28:40

Type	Date	Subject
Journal	22/12/2022 13:53:30	Syncing with Sage
Journal	21/12/2022 15:28:20	Syncing with Sage
Journal	11/04/2021 02:00:59	Syncing with Sage
Journal	08/04/2021 17:29:15	Syncing with Sage
Journal	07/04/2021 17:04:58	Syncing with Sage
Journal	06/04/2021 11:11:30	Syncing with Sage
Journal	04/04/2021 02:00:59	Syncing with Sage
Journal	31/03/2021 17:37:44	Syncing with Sage
Journal	30/03/2021 15:09:20	Syncing with Sage
Journal	29/03/2021 19:33:07	Syncing with Sage
Journal	29/03/2021 14:23:23	Syncing with Sage
Journal	29/03/2021 10:15:48	Syncing with Sage
Journal	25/03/2021 17:31:12	Syncing with Sage
Journal	22/03/2021 18:03:45	Syncing with Sage
Journal	22/03/2021 10:18:30	Syncing with Sage
Journal	18/03/2021 01:01:09	Syncing with Sage
Journal	15/03/2021 10:18:44	Syncing with Sage

Balance has changed from

EDI TRANSFER

This transfer page is similar to the usual FM3 transfer page.

1 - Select the batch to transfer

Look at the **available batches** to transfer, use the **filters** to find the batch needed and select it.

Batch Listing Page

2 - Check the Details tab

Check the batch **details** within the **Details Tab**.

Information such as invoice type, client, date and monetary breakdowns (amount, home amount VAT etc) are shown within this **details grid**.

Details Tab

3 - Transfer Preview Tab

The preview tab will provide **additional information** to check, notably the Nominal and Sage Type fields, once these are checked and confirmed the batch can be sent.

Dashboard		Sage 50 EDI Transfer										
Batch Listing		Transfer Preview										
SageType	Nominal	fmType	Invoice#	Client	Date	Approved	Account#	FileRef	SageVatCode	TotalHome	TotalVat	FolioNo
SC	40084	Credit Note	CRE000001	SWANC	13/12/2023 00:00:01		59595959	AE000009	T0	15.00	0.00	
SI	4000	Invoice	INV000005	SWANC	01/08/2022 00:00:01		59595959	AE000007	T0	69.77	0.00	
SI	40068	Invoice	INV000005	SWANC	01/08/2022 00:00:01		59595959	AE000007	T0	81.40	0.00	
SI	40068	Invoice	INV000006	SWANC	30/01/2023 00:00:01		59595959	RF0002-23	T0	5.00	0.00	
SI	40084	Invoice	INV000006	SWANC	30/01/2023 00:00:01		59595959	RF0002-23	T0	6.00	0.00	
SI	40068	Invoice	INV000007	SWANC	08/11/2023 00:00:01		59595959	RF0001-23	T0	5.00	0.00	
SI	40084	Invoice	INV000007	SWANC	08/11/2023 00:00:01		59595959	RF0001-23	T0	5.00	0.00	
SI		Invoice	INV000008	CUPPB	04/01/2024 00:00:01		02589632	RE000013	T0	7.00	0.00	

Close Batch
Send to Sage
Close

Transfer Preview Page

4 - Sending a batch

Once all details are confirmed, a batch can be sent to Sage by clicking the **'Send to Sage' button** located towards the bottom of the page. This will close a batch if not already closed. You are also able to do this with the **'Close Batch' button** found next to **'Send to Sage'**.

TRANSMIT LOG

This is a high-level view of everything sent to Sage50 and will be helpful when checking if something has been sent through. It may help to pinpoint where/why it could be stuck and figure out the next steps.

The screenshot shows the 'Sage Transmit Log' window. It has a search bar at the top with 'Search For' and 'Search In' (set to 'Reference'). The 'Order By' is 'Last Transmit' and 'Top' is '100'. There is a 'Refresh' button. The main area contains two tables. The left table has columns: Reference, Type, Status, Last Transmit. The right table has columns: Type, Date, Subject. The left table contains two entries: PUR00000 (Batch, NEW, 26/07/2023 14:50:22) and SLS00000 (Batch, NEW, 26/07/2023 14:50:04). The right table contains one entry: Transmit (26/07/2023 14:50:22, NEW). There is a 'Close' button at the bottom right.

Reference	Type	Status	Last Transmit
PUR00000	Batch	NEW	26/07/2023 14:50:22
SLS00000	Batch	NEW	26/07/2023 14:50:04

Type	Date	Subject
Transmit	26/07/2023 14:50:22	NEW

Example Transmit Log With 2 Entries

Once items are sent, their status can be checked in the Transmit Log, both addresses and Invoice batches will show in the log.

The screenshot shows the 'Freight Manager v3 - x3.9466 - [Sage Transmit Log]' window. It has a menu bar (File, Edit, View, Reports, Tools, Database, Accounts, System, Window, Help) and a toolbar. The main area contains two tables. The left table has columns: Reference, Type, Status, Last Transmit. The right table has columns: Type, Date, Subject. The left table contains many entries, including WOOLCOOL, PLANEZE, ORIONAIR, LATTERDA, INX002, FLOWTECH, BLEVIEW, JCH2, NEWBEE, GLO002, DAYGARD, AMI001, WAL003, FREEDOMF, SKYWAYS, SEABRIDG, KINGFU, EUROLOG, COS001, VERTEX1, UNIROAD, UCHLOGMA, and TRANSAV. The right table contains many entries, including Journal, and a summary row: Balance has changed from [redacted]. There is a 'Refresh' button at the top right.

Reference	Type	Status	Last Transmit
WOOLCOOL	Address	SageSync	22/12/2022 13:53:30
PLANEZE	Address	SageSync	22/12/2022 13:53:29
ORIONAIR	Address	SageSync	22/12/2022 13:53:28
LATTERDA	Address	SageSync	22/12/2022 13:53:27
INX002	Address	SageSync	22/12/2022 13:53:26
FLOWTECH	Address	SageSync	22/12/2022 13:53:24
BLEVIEW	Address	SageSync	22/12/2022 13:53:21
JCH2	Address	SageSync	22/12/2022 11:20:34
NEWBEE	Address	SageSync	22/12/2022 11:20:30
GLO002	Address	SageSync	22/12/2022 10:49:49
DAYGARD	Address	SageSync	22/12/2022 10:49:48
AMI001	Address	SageSync	22/12/2022 10:49:47
WAL003	Address	SageSync	22/12/2022 10:49:46
FREEDOMF	Address	SageSync	22/12/2022 10:49:43
SKYWAYS	Address	SageSync	21/12/2022 17:00:20
SEABRIDG	Address	SageSync	21/12/2022 17:00:19
KINGFU	Address	SageSync	21/12/2022 17:00:17
EUROLOG	Address	SageSync	21/12/2022 17:00:16
COS001	Address	SageSync	21/12/2022 17:00:15
VERTEX1	Address	SageSync	21/12/2022 15:28:42
UNIROAD	Address	SageSync	21/12/2022 15:28:42
UCHLOGMA	Address	SageSync	21/12/2022 15:28:41
TRANSAV	Address	SageSync	21/12/2022 15:28:40

Type	Date	Subject
Journal	22/12/2022 13:53:30	Syncing with Sage
Journal	21/12/2022 15:28:20	Syncing with Sage
Journal	11/04/2021 02:00:59	Syncing with Sage
Journal	08/04/2021 17:29:15	Syncing with Sage
Journal	07/04/2021 17:04:58	Syncing with Sage
Journal	06/04/2021 11:11:30	Syncing with Sage
Journal	04/04/2021 02:00:59	Syncing with Sage
Journal	31/03/2021 17:37:44	Syncing with Sage
Journal	30/03/2021 15:09:20	Syncing with Sage
Journal	29/03/2021 19:33:07	Syncing with Sage
Journal	29/03/2021 14:23:23	Syncing with Sage
Journal	29/03/2021 10:15:48	Syncing with Sage
Journal	25/03/2021 17:31:12	Syncing with Sage
Journal	22/03/2021 18:03:45	Syncing with Sage
Journal	22/03/2021 10:18:30	Syncing with Sage
Journal	18/03/2021 01:01:09	Syncing with Sage
Journal	15/03/2021 10:18:44	Syncing with Sage
Balance has changed from [redacted]		

Additional Help

If you need additional guidance, please contact us via email or telephone.

Tel: +44 (0) 330 223 5813

Email: helpdesk@sigmafreight.com

Website: <https://www.sigmafreight.com/support/>