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# Sage 50 Upload Instructions

The following instructions detail the process you will need to go through to download reports from Sage 50 for your accountant/Advisor.

# Download Reports from Sage 50

The reports required are (1) Nominal Codes (one report), (2) Nominal Activity (three reports) and (3) Trial Balance (one report).

### Nominal Codes File

1. Select 'Nominal Codes' from the menu on the left-hand side of the screen

Suppliers
Purchase orders
Products and services
Bank accounts
Nominal codes
VAT
Transactions

2. Select 'Expand all' from the menu bar across the top of the page



3. Ensure the desired 'Layout of Accounts' is selected, 'Include Inactive' box is ticked, and the 'Analyser' button is checked. Then select 'Send to Excel' from the menu bar across the top of the page

Home Help centre	New	Edit	: Wizard	Pigg Duplicate	← <del>→</del> Activity	Journal entry	Journal	Prepayments	Accruals	<u>     </u> Budgets	Chart of accounts	Trial balance	Profit &	Balance sheet	(D) Ratio	Comparative profit & loss	Variances	Prior year	D <b>G</b> Delete	Expand al	Collapse	Print list	Send to Excel	Reports
Add-Ons	Defa	ult Lay	out of Aci	counts 🗸	Display:	All		*	Cumulativ	e 🗸 Var	lance: Don't	Show	~								Inde	ude inactiv	e 🗹 (	)List @Analyser ()Graph

4. Save the file as 'Company Name – Nominal Codes.xls'

## Sage 50 Download Instructions

Last updated: 9<sup>th</sup> November 2022

#### Nominal Activity

1. Select 'Reports' from the menu bar across the top of the page



2. Select 'Nominal Activity' from the menu on the left-hand side of the screen and then select the 'Data to Excel' icon within the 'Nominal Activity – Excluding No Transactions' report

	Nomin	al code reports	- • ×
New Edit Delete Preview Eri	int Export Report Data Email Filters All	•	
Favourites Balance sheet Day books	Nominal activity Use these reports to view the activity for each nominal code.		
My nominal code reports	Name	Description A Last Run	Filename
Nominal activity	Nominal Activity - Excluding No Transactions	Lists all nominal codes, and every transaction, but excludes those codes with no transaction activity.	🕽 🛃 🏊 🏹 😓
Profit and loss	Mominal Activity	Lists all nominal codes, and every transaction, including those codes with no transaction activity.	NOMACT
iriai baiance			

- When presented with the Criteria Values selection box, select the dates for the earliest of the last 3 years in the 'Transaction Date' section. If the most recent reporting month is December 2019, the dates selected should be from 01/01/2017 to 31/12/2017.
- 4. Ensure the 'Inc B/Fwd Tran' box IS NOT checked and click 'OK'

			Nominal code repo	orts	
New Edit Delete Preview E	hint Expgrt Rep to E	sort Data Email	Filters All *		
Favourites Balance sheet Day books	Nominal ac Use these i	Criteria Value	eria for Nominal Activity - Exclud	ing No Transactions	
My nominal code reports	Name				. ▲ Last Run Filename
Nominal budgets	🚖 Nominal /	Nominal Code	Between (inclusive)	▼ and 99999999 ▼	
Profit and loss	🔺 Nominal /	Transaction Date Transaction No	Between (inclusive) Between (inclusive) 1	✓ and 31/12/2017 ✓	NOMACT
That balance		Inc B/Fwd Tran			
		Preview a sample report	t for a specified number of records or transa	ctions (0 for all) 0	
		Help		OK Cancel	

- 5. Save the file as "Company Name' Transactions 'end year'.xls'
- 6. Repeat steps 1 to 5 above for the following dates ensuring the 'Inc B/Fwd Tran' box IS NOT checked and click 'OK'.
  - a. 01/01/2018 to 31/12/2018
  - b. 01/01/2019 to 31/12/2019
- 7. If you are unsure which dates to use, please refer to the table in appendix 1

### Sage 50 Download Instructions

Last updated: 9<sup>th</sup> November 2022

#### **Trial Balance**

1. Select 'Reports' from the menu bar across the top of the page



2. Select 'Trial Balance' from the menu on the left-hand side of the screen and then select the 'Report to Excel' icon within the 'Transactional Trial Balance' report

	Nominal	ode reports	- • • ×
New Edit Delete Pre	view Print Expgrt Report Data to Excel	2	
Favourites Balance sheet Day books	Trial balance Use these reports to view all nominal codes, and the debit and credit balance	es of each code.	
My nominal code rej	Name	Description A Las	t Run F <u>ilename</u>
Nominal activity Nominal budgets	Transactional Trial Balance	Can be run for a specific date range by reading the transactional values from the audit trail.	r 🕹 🖪 🖬 🖬 🖓
Profit and loss Trial balance	reriod Trial Balance	Can only be run for whole months as it uses the nominal record values, as displayed in the details tab of the nominal record.	тв

3. When presented with the Criteria Values selection box, the transaction date should be between 01/01/1980 (default value) and the day before your first Nominal Activity download. As our first transaction date was 01/01/2017 in our example, the transaction dates for the Transactional Trial Balance should be 01/01/1980 to 31/12/2016.

			Nominal cod	e reports		- <b>-</b> ×
New Edit Delete Pre	view <u>Brint</u> Exp <u>ort</u> Re	port Data Email	Filters All	*		
Favourites Balance sheet Day books	<b>Trial balance</b> Use these reports to vie	w all nominal codes, and	I the debit and credit balances	of each code.		
My nominal code rej	Name			Description	🔺 Last Run	Filename
Nominal activity Nominal budgets	🔺 Transactional Trial Bala	nce		Can be run for a specific date range by n transactional values from the audit trail.	eading the	X X X
Profit and loss Trial balance	🚖 Period Trial Balance		Criteria for Transacti	Can only be run for whole months as it us onal Trial Balance	ses the nominal	ТВ
		Criteria Values	S ise for the criteria in this repo	rt		
		Transaction Date	Between (inclusive) 💌 01/0	1/1980 • and 31/12/2016		
		Transaction No	Between (inclusive) 💌 1	and 99999999		
		Department	Between (inclusive) 💌 0	🗢 and 999	÷	
		Preview a sample report	t for a specified number of records	or transactions (0 for all)		
		Help		ОК	Cancel	

- 4. Save the file as 'Company Name Trial Balance.xls'
- 5. If you are unsure which dates to use, please refer to the table in appendix 1

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### Check the files are correct

- Open each of the files you have downloaded from Sage 50 and check they are correct. Examples of correct files can be found <u>here</u> with an example file on each tab.
  - a. Nominal Balances
    - i. Each and every nominal should be shown here. If you are only seeing nominal categories, it is likely that 'Expand All' was not selected <u>here</u>.
  - b. Transactions
    - The title shown in cell A1 should be 'Nominal Activity Excluding No Transactions'. If it is just 'Nominal Activity' then it is likely the wrong option has been selected <u>here</u>.
    - ii. Check that each file only has one years' worth of transactions covering the desired period.
  - c. Trial Balance
    - i. This should look like the example given above. If it doesn't it is possible 'Data to Excel' was selected instead of 'Report to Excel' <u>here</u>.
    - ii. Check that the 'Tran Date To' is the day before the first date on the earliest transaction file.

Reporting Month	1st Nominal Activity	2nd Nominal	3rd Nominal	Transactional
	Report	Activity Report	Activity Report	Trial Balance
December 2022	01/01/2020 to	01/01/2021 to	01/01/2022 to	01/01/1980 to
	31/12/2020	31/12/2021	31/12/2022	31/12/2019
January 2023	01/02/2020 to	01/02/2021 to	01/02/2022 to	01/01/1980 to
	31/01/2021	31/01/2022	31/01/2023	31/01/2020
February 2023	01/03/2020 to	01/03/2021 to	01/03/2022 to	01/01/1980 to
-	28/02/2021	28/02/2022	28/02/2023	29/02/2020
March 2023	01/04/2020 to	01/04/2021 to	01/04/2022 to	01/01/1980 to
	31/03/2021	31/03/2022	31/03/2023	31/03/2020
April 2023	01/05/2020 to	01/05/2021 to	01/05/2022 to	01/01/1980 to
	30/04/2021	30/04/2022	30/04/2023	30/04/2020
May 2023	01/06/2020 to	01/06/2021 to	01/06/2022 to	01/01/1980 to
	31/05/2021	31/05/2022	31/05/2023	31/05/2020
June 2023	01/07/2020 to	01/07/2021 to	01/07/2022 to	01/01/1980 to
	30/06/2021	30/06/2022	30/06/2023	30/06/2020
July 2023	01/08/2020 to	01/08/2021 to	01/08/2022 to	01/01/1980 to
	31/07/2021	31/07/2022	31/07/2023	31/07/2020
August 2023	01/09/2020 to	01/09/2021 to	01/09/2022 to	01/01/1980 to
	31/08/2021	31/08/2022	31/08/2023	31/08/2020
September 2023	01/10/2020 to	01/10/2021 to	01/10/2022 to	01/01/1980 to
	30/09/2021	30/09/2022	30/09/2023	30/09/2020
October 2023	01/11/2020 to	01/11/2021 to	01/11/2022 to	01/01/1980 to
	31/10/2021	31/10/2022	31/10/2023	31/10/2020
November 2023	01/12/2020 to	01/12/2021 to	01/12/2022 to	01/01/1980 to
	30/11/2021	30/11/2022	30/11/2023	30/11/2020
December 2023	01/01/2021 to	01/01/2022 to	01/01/2023 to	01/01/1980 to
	31/12/2021	31/12/2022	31/12/2023	31/12/2020

### Appendix 1 - Reporting Dates