

Setting up connections in Finance Manager to import online sales data into Sage Accounts



The following checklist has been designed to assist users to configure Sage Accounts and install Finance Manager in preparation to creating connection(s) to, and importing data from, online sales platforms. The following needs to be addressed:

Sage

1. A compatible version of Sage Accounts has been installed and fully configured. Finance Manager is compatible with all iterations of **Sage Instant Accounts v15** onwards and all iterations of **Sage 50 Accounts v12** onwards.
2. If you use **Sage 50 Accounts 2008** you must download and apply the "[V2008 - Sage 50 Accounts 2008 SDO HotFix](#)". **Failure to do this may result in your data being corrupted**
3. Sage Accounts has been enabled to **connect to a third party application**. This can be achieved within Sage Accounts by clicking on **Tools – Activation – Enable 3rd Party Integration**. This will take you to a screen with a full set of instructions of how to gain the required enable keys (SDO Keys) from Sage.



4. An **additional user** has been **created** in Sage, for use by Finance Manager. To do this, in Sage, firstly select, **Settings – Company Preferences – Parameters** and ensure the **Access Rights** button has been checked and select **OK**. Then select **Settings – Access Rights**. Create a new user. Tradebox recommend that if you are connecting to eBay call the username “ebay”, if connecting to Amazon, call the username “Amazon”, etc. This will not count against your Sage user allocation.
5. Finance Manager can create **Individual Customers Records** in Sage for each buyer. Alternatively, sales can be reported against **Generic Customer Records** in Sage, by connection (sales platform). If you wish to use Generic Customer Records then these must be set up in Sage, in advance.
6. A **Sales Nominal** structure has been created to report sales against. An overview of how to do this is available by clicking [here](#).
7. **Expense Nominal Codes** have been created to report fees against, such as eBay fees, Amazon Fees, PayPal fees.
8. **Bank Accounts** have been created in Sage Accounts to receive sales receipts from your online sales. Finance Manager can automatically create a sales receipt for each online order in a nominated bank account. Sales receipts can be filtered into different bank accounts based upon payment method. For example, all PayPal sales receipts can be automatically created in a PayPal bank account, all Amazon sales receipts can be automatically created in an Amazon bank account etc.
9. If you wish to gain **stock control**, **Product Records** need to have been created in Sage. An overview of how to do this is available by clicking [here](#).

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Considerations

If you do wish to gain stock control then each online item needs to be **mapped** to a **Sage Stock Code**. This can be done by mapping either the:

- a. **Online SKU** to the **Sage Stock Code** (e.g. **ABC123 = ABC123**)
- b. **Online Description/Title** to the **Sage Stock Code** (e.g. **Dell Studio 1737 Laptop = ABC123**)

eBay uses a **Custom Label Field (CLF)** to incorporate the online SKU. Ideally, the CLF needs to be populated with the Sage Stock Code within the listing tool inventory. The most popular listing tools are Selling Manager Pro (SMP) and Turbo Lister (TL). Copying the Sage Stock Code into the CLF within the listing tool inventory ensures that the Sage Stock Code is always buried into the listing every time it is listed. Active listings that have already been populated can have the CLF filled in by both SMP and TL. If you have already created a connection to eBay in Tradebox Finance Manager you can select, **Tools – Edit eBay Listing SKU's** to add the Sage Stock Code into the CLF. Populating the CLF with the Sage Stock Code is the recommended way to map your eBay sales to Sage.

Installing Finance Manager

10. Finance Manager needs to be installed on the same pc the **Sage application** is installed on. This shouldn't be confused with where the **Sage data** is located. Finance Manager should be installed on the client pc. It will work out where the Sage data is located by reading the applicable Sage files. Click [here](#) to find out more information about networking Finance Manager.
11. Download Finance Manager by clicking [here](#), and allow the **Tradeboxsetup.exe** to run.
12. As a default, this will install the latest build of the Tradebox Finance Manager software into **C:\Program Files\Tradebox\Tradebox Finance Manager**. If you are an existing user of Tradebox Finance Manager, ensure the latest build is installed in the current location of your existing installation (this location is held under **Help** and **About** in Finance Manager).

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13. When the installation wizard has finished click on: **Start – Programs – Tradebox – Tradebox Finance Manager** to run the application.
14. If prompted to do so, activate Tradebox by entering the serial numbers and activation keys issued. If you are evaluating Tradebox Finance Manager the trial keys are as follows:

Serial Number:	TBTRIAL
Activation Key:	195EF8A2

[Creating connections to online Sales Channels](#)

Having successfully installed Finance Manager, configured Sage Accounts and carried out the appropriate steps to receive data from the relevant sales platforms, you are now ready to set up connections to your online sales platforms. This can be done by selecting the **New Sales Channel** option in the left hand menu of Finance Manager and following the Installation Wizard.

A full set of instructions, for each specific online platform Tradebox Finance Manager connects with, can be accessed from within the software by selecting **Help – Sales Channel Setup Guides**.

Support is available from the helpdesk on normal working days; Monday to Friday 9am – 3pm. You can contact the helpdesk by telephone on (0191) 280 4279 or by email on support@tradebox.uk.com.

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