



Tradebox Station Manager

Tradebox Station Manager is a cost effective accountancy plug-in solution for **BP Connect Franchisees** wishing to streamline administration by rapidly importing station sales data into Sage 50 Accounts software. Designed as middleware, Station Manager acts as an automated bookkeeping tool, providing users the ability to:

- Rapidly import sales information from the GSS system
- Rapidly enter data in Sage 50 Accounts as summary bank entries or summary invoices.
- Configure sales data by site, GSS category/department, method of payment or individual item.
- Categorise and allocate sales data into Sage nominal codes, departments and into banks as bank transactions or invoices.
- Allocate correct Tax code to sales
- Account for VAT

Station Manager is compatible with Sage 50 Accounts, Accounts Plus and Accounts Professional, versions 12 onwards. A new version of Tradebox Station Manager will be released as required to address compatibility of all future versions of Sage 50 Accounts.

Costs

Tradebox Station Manager is a desk top application which is free to obtain but requires subscription to a mandatory annually recurring licence to use. Subscription to Tradebox Station Manager costs £199 + VAT per annum. This subscription is payable in advance of using the software and recurs every 12 months.

Tradebox Station Manager is delivered electronically via a download from the Tradebox website, <http://www.tradebox.uk.com/products/station-manager>.

Station Manager can be dispatched in a hard copy format on CD if requested for a nominal fee of £25.

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Support

All pre and post-sales support is available from Tradebox Limited, the authors of Station Manager. Subscription to Station Manager includes access to helpdesk support which is available on working days between 9am and 3pm. The support team can be contacted on (0191) 280 4025 or on support@tradebox.uk.com. Further details on support can be found at the end of this document.

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Pre-install instructions

Before you get started you will need to ensure that:

1. your copy of Sage 50 is a compatible edition (version 12 onwards)
2. your copy of Sage 50 is **enabled to connect to a third party application**. This can be achieved within Sage 50 Accounts by clicking on **Tools – Activation – Enable 3rd Party Integration**. This will take you to a screen in Sage 50 with a full set of instructions of how to gain the required enable keys from Sage.
3. IMPORTANT: 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**
4. You have created 3 folders on your computer to hold the GSS data. To avoid confusion and to assist with support, Tradebox would recommend the folders are named as follows:
 - **GSS IN:** This is the location into which the GSS files should be downloaded. Files need to be present
 - **GSS OUT:** Upon completion of importing the data into Sage, old GSS files will be moved to this folder.
 - **MI Reports:** Station Manager provides the ability to automatically or manually create detailed Excel reports of the data from the GSS files. These Excel files will be created in this location.
5. Daily transaction reports (GSS files) are recorded over 2 files which are both required to successfully import your sales data in to Sage 50. These files are known as P and C files and are identical apart from the **P** and **C** indicators:
 - **DailyTrans_11999999_P.000666**
 - **DailyTrans_11999999_C.000666**

Note that the middle section of the file name (11999999) is the site identifier and will be unique to each individual site. The final section of the file name (000666) is the daily batch number and will be unique to an individual day.

Both sets of files, for all daily transactions, need to be saved into the **GSS IN** folder prior to setting up Station Manager and importing the sales data. It is possible that you may not get both on the same day (P files can arrive before C files).

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If this occurs you must ensure that you wait until both matching P and C files have been copied into the GSS IN folder before you attempt to process them. It is also possible that you may receive 2 additional files, a PY and a CY file. These are control files used by the GSS system and are not required for processing.

Installing Station Manager

Station Manager has to be installed on the same client computer that Sage 50 is installed on. If you are satisfied this is the case:

1. Download Station Manager from <http://www.tradebox.uk.com/products/station-manager>.
2. When the zipped folder has downloaded, unzip and **extract files** to a location on your pc.
3. Run the **Install.exe** file by double clicking on it. You will be presented with the following screen:

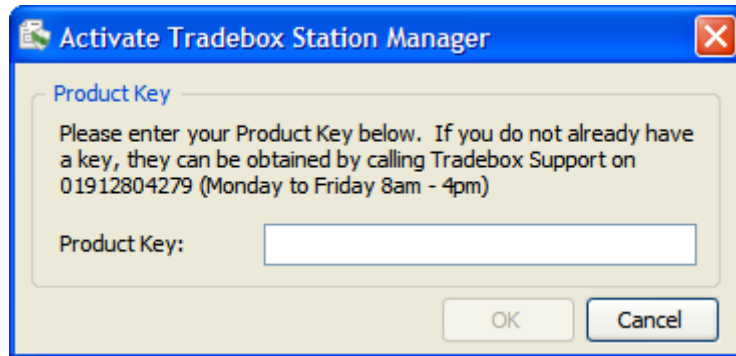


Station Manager will examine your pc to ascertain which components need to be installed. Any components that are already installed will not be made available on the above screen. All components that need to be installed will appear in the list on the above screen. These **MUST** be installed the order they appear.

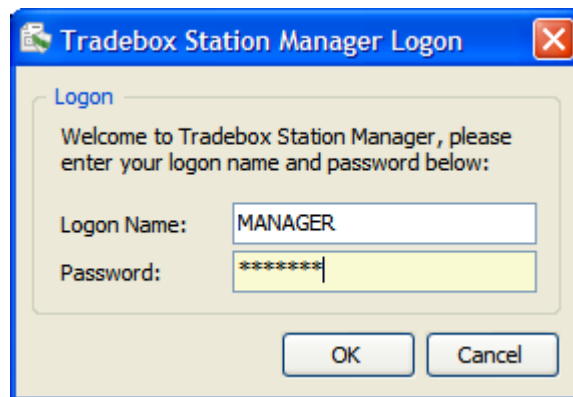
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4. When the installation wizard has finished click on: **Start – Programs – Tradebox – Station Manager**.
5. Next, activate Station Manager by entering the Product Key issued by Tradebox.



6. Following activation Station Manager will ask for a log on and password. The default logon name is **MANAGER**. The default password is **letmein**. Enter these and select OK.



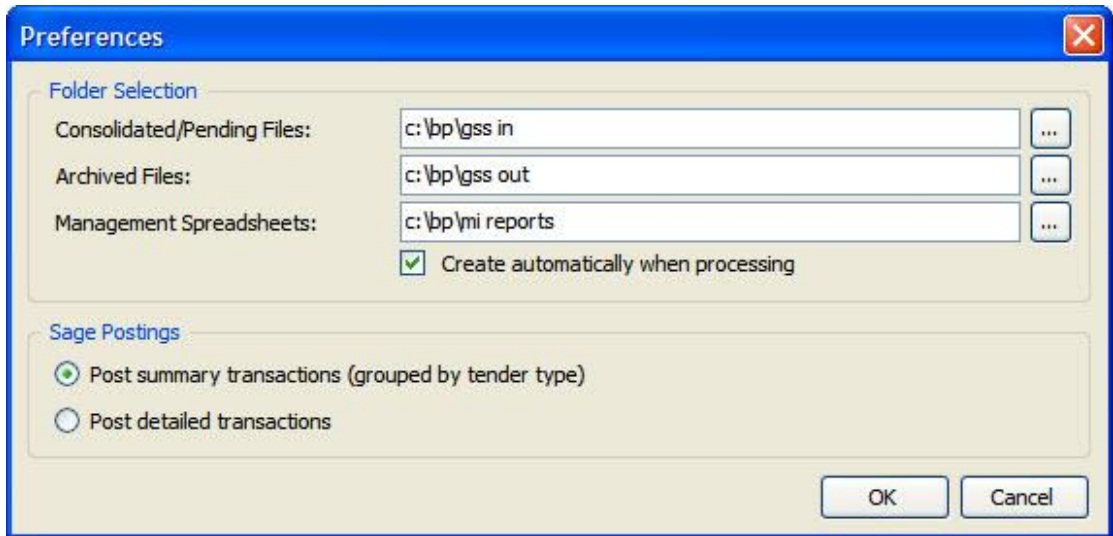
Setting up Station Manager for the first time

Following successful login, you will be presented with a large blank screen, incorporating a tool bar with several buttons in the top left hand corner. The first option that needs to be selected is **Preferences**.

Preferences



Selecting **Preferences** generates the following screen and allows the user to point Station Manager at the established folders that hold the GSS files and management spreadsheets. The **Preferences screen** also allows users to select settings to automatically create the management spreadsheets and decide on whether to create summary or detailed transactions in Sage 50 Accounts.

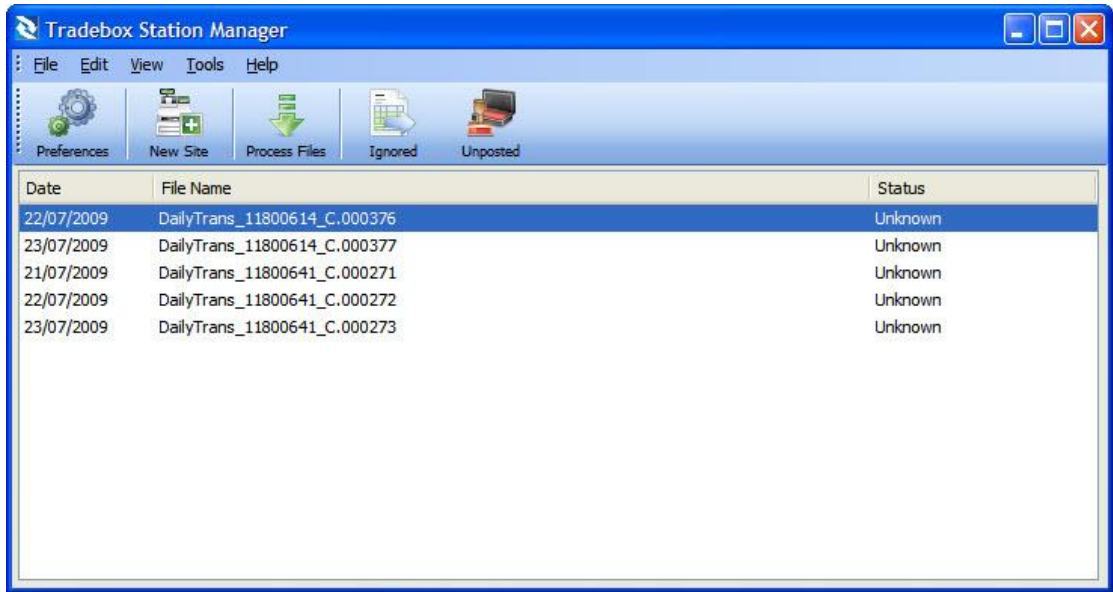




Detailed transactions will group all postings to Sage by Item code. This option will generate a great deal of information in Sage 50 and may make some accountancy procedures, such as bank reconciliation, more time consuming. As an alternative, users can opt to use summary postings which will group all transactions by the method of payment (visa, maestro, overdrive, BP card). Methods of payment can in turn be grouped together (cash, debit/credit, fuel cards) to reduce the number of entries.

Station Manager provides the ability to save this detailed breakdown of stock sales as a spread sheet for your management information whilst still retaining the convenience of using summary postings.

After selecting OK, the previously blank screen will contain a list of daily transactions to be imported into Sage 50 Accounts.



Daily transactions are represented in the list by individual C files. Each C file provides information within the title of which station it relates to:

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DailyTrans_11999999_C.000666

DailyTrans_11999999_C.000667

DailyTrans_11888888_C.000271

DailyTrans_11888888_C.000272

DailyTrans_11888888_C.000273

If you are not sure which site code corresponds to which actual site this information can be obtained from BP. You will also see that each file listed has a status. This tells you information about the file itself and also whether Station Manager has ever encountered this site before or not.

- File Missing – this means that a C file is present but no corresponding P file can be found. This file can not be processed until it's P file arrives.
- Unknown – this means both files are present and Station Manager has never been configured for this site, it is essentially a new site.
- OK – this means both file are present and the site as previously been configured, this site only needs to be processed.

Prior to importing these files, details and criteria need to be established for each station within the list on how the sales information should be created in Sage. To do this, click on [New Site](#).

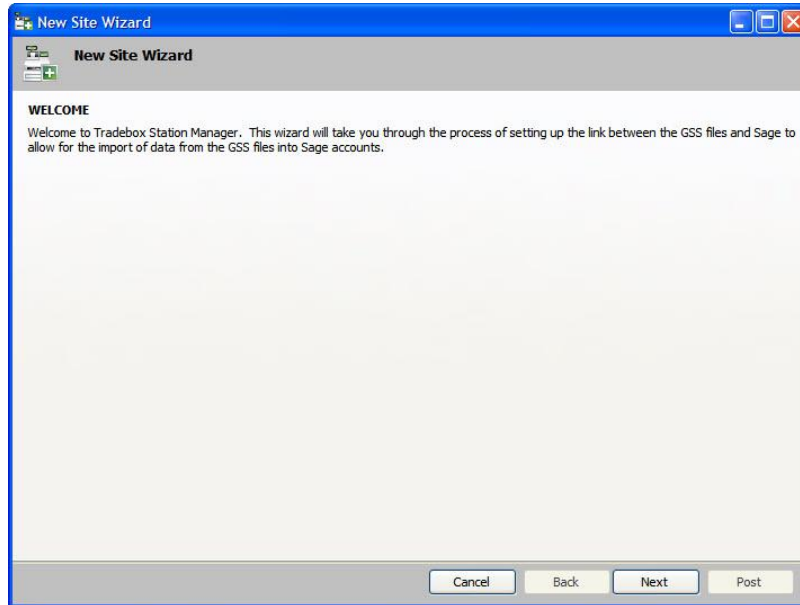


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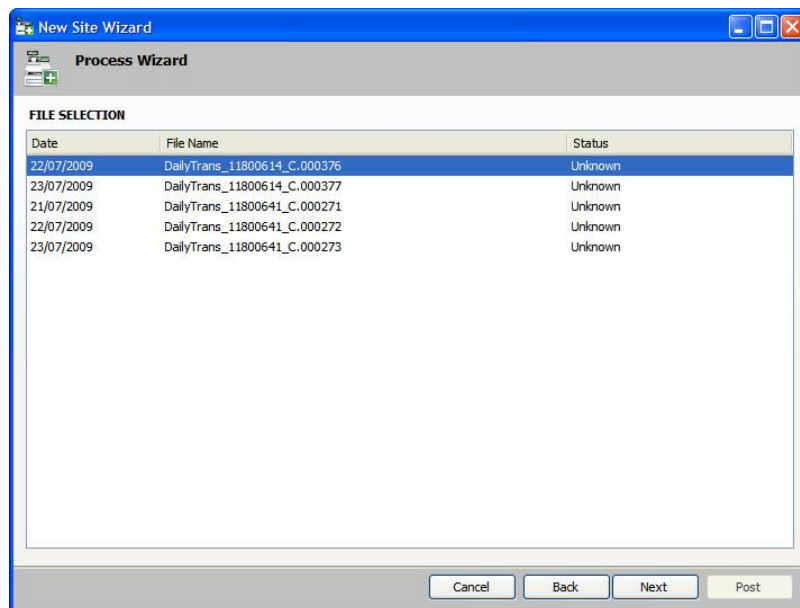


New Site Wizard

Following selection of New Site, the [Welcome](#) page of a wizard will be generated to assist you through the set up of the criteria for a chosen station.



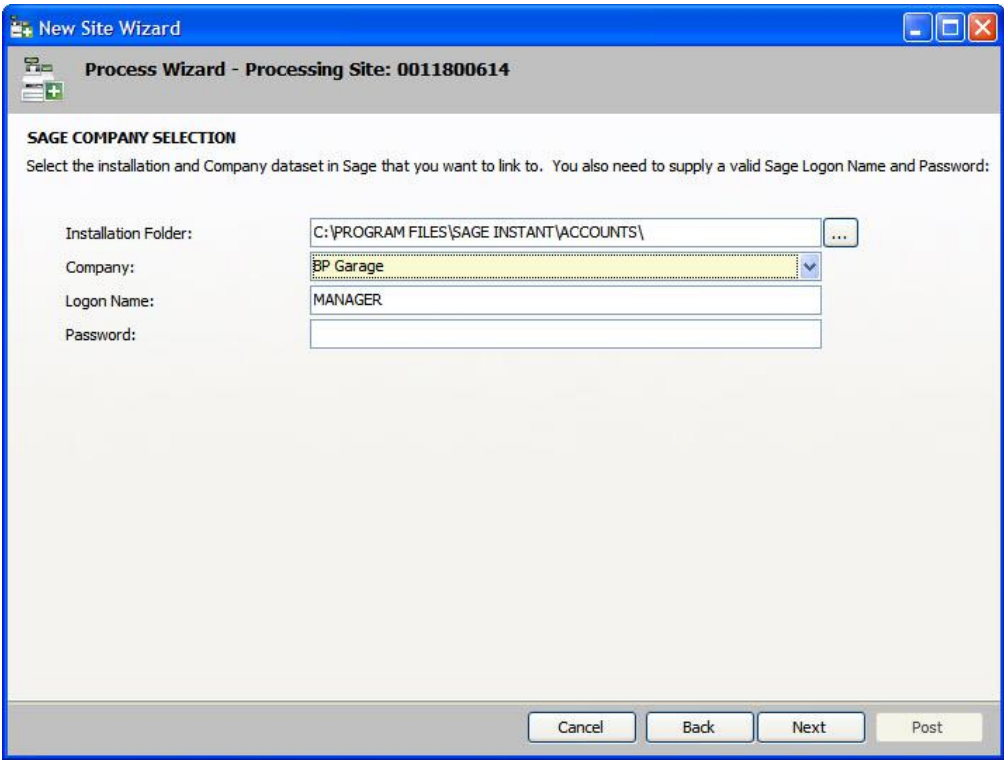
Upon choosing Choose [Next](#) the [Process](#) screen will present the user with a selection of C files. Select a file relating to an individual station and select [Next](#).



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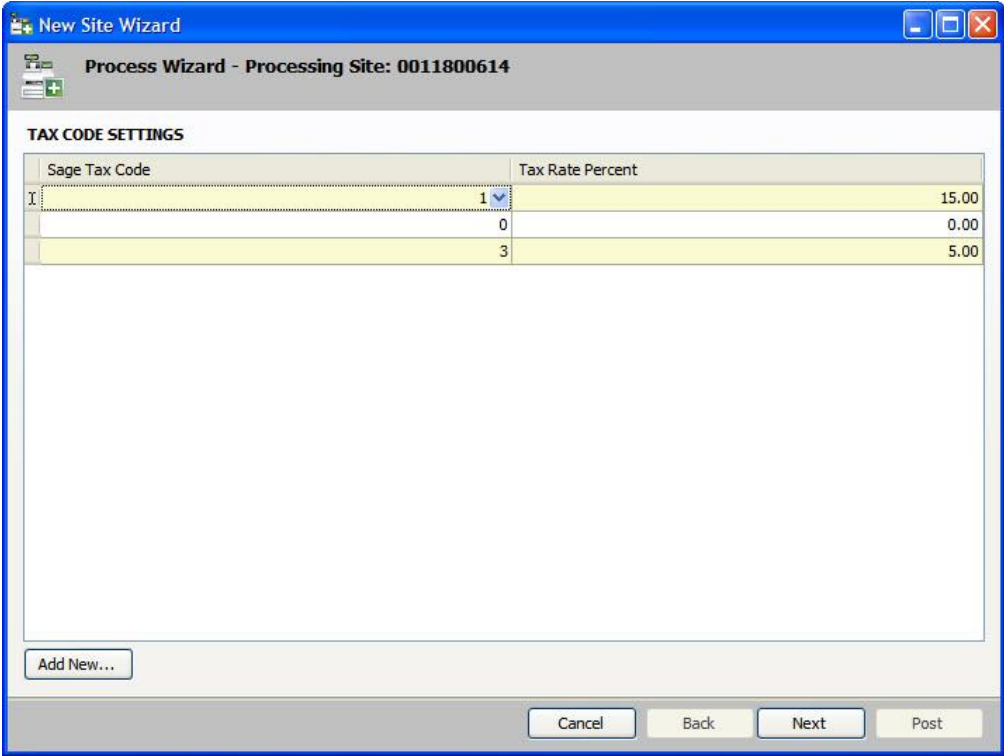
The **Sage Company Selection** screen allows the user to establish the company dataset within Sage 50 that they want to import their sales data into.



Upon completion, select **Next**.



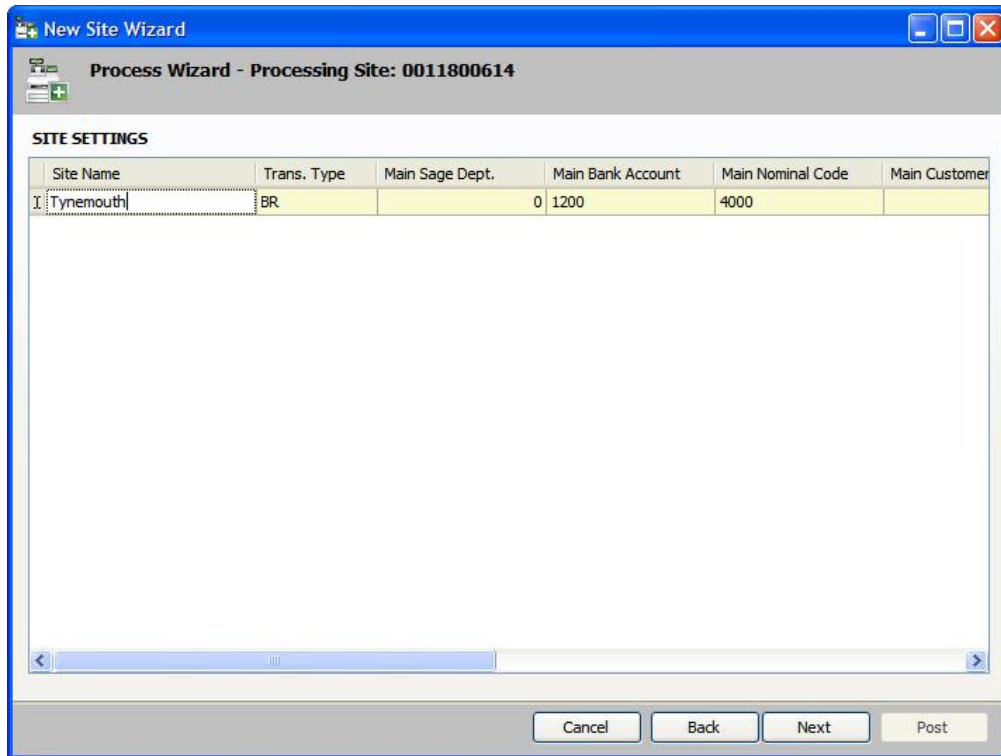
The next screen is the **Tax Code Settings** screen which allows the user to establish the Sage Tax Codes they wish to have available to allocate their sales against. These default to T1, T0 and T3. Additional tax codes can be added by selecting **Add New**.



When complete, select **Next**.



The next page is the **Site Settings** screen. This allows users to establish global settings for an individual station. Users can move along the settings screen with the aid of a horizontal scroll bar. All settings chosen will cascade down to subsequent levels that can be amended.



The following settings can be established in the **Site Settings** screen:

- **Site Name:** Free text box enabling a name to be given to the station.
- **Trans Type:** Allows the user to establish the type of entries they wish to create in Sage. These can be Bank Payments (BP), Bank Receipts (BR) or Service Invoices (SI). This option defaults to Bank receipts.
- **Main Sage Dept:** The main Sage department for this site. Users with single company Sage but who operate multiple sites can use the department feature in Sage to separate sales by station.



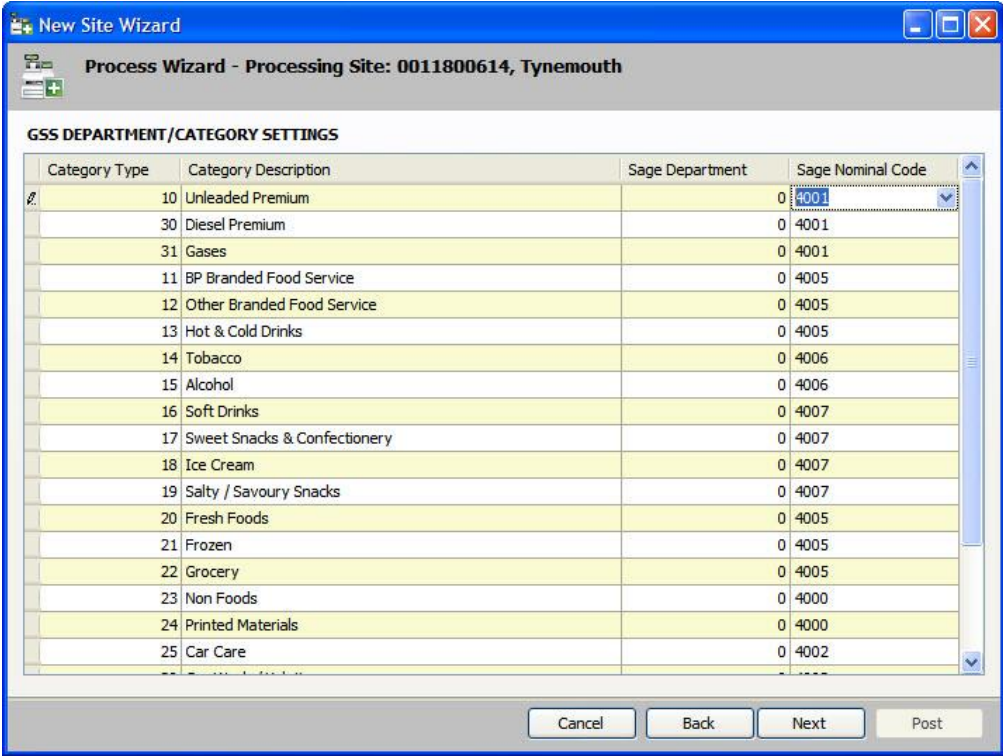
- **Main Bank Account:** Establishes a global bank account for the site. This option will cascade down but can be altered at a lower level.
- **Main Nominal Code:** Establishes a global nominal code for sales for the site. This option will cascade down but can be altered at a lower level.
- **Main Customer Account:** Allows users to select an existing customer from Sage as the global customer record for the site. This is useful for those users wishing to create Service Invoices.
- **Variance Bank:** Allows users to specify bank account within Sage to allocate variance between the P and C files. (See note *A)
- **Variance Nominal Code:** Allows users to specify a nominal code within Sage to allocate variance between the P and C files. (see note *A)
- **In/Out Nominal Code:** Pay In and Pay Out transactions nominal code
- **In/Out Tax Code:** Pay In and Pay Out transactions tax code.
- **Purchase Nominal:** Establishes nominal code in Sage to allocate fuel purchases against.

Note *A The C file will always contain the correct monetary values for the site for that day but it does not contain the detailed information relating to how those sales transpired. The P file contains this detailed information but by its nature, as a pending file, it may not always contain every transaction for the day. So in very rare instances the value of sales for a day may not agree between both files. In these circumstances Station Manager will always use the values from the C file for it's posting but since it will not know how this discrepant amount was paid for or what was brought it will post the difference as a Variance posting to the codes specified here. This should make accounting for variances more obvious and should they occur easier to handle.

When the [Site Settings](#) screen is complete, select [Next](#).



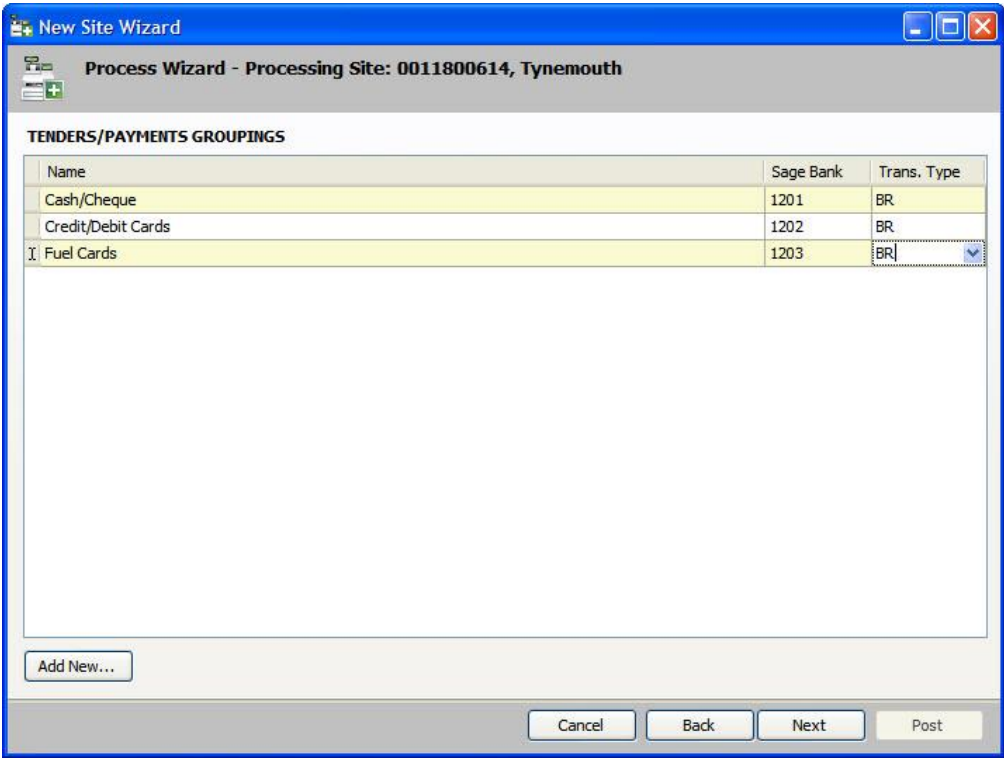
The next page is the **Department/Category Settings** screen. This allows users to establish both nominal codes and/or departments against sales categories, as specified in the GSS files.



When complete select **Next**.



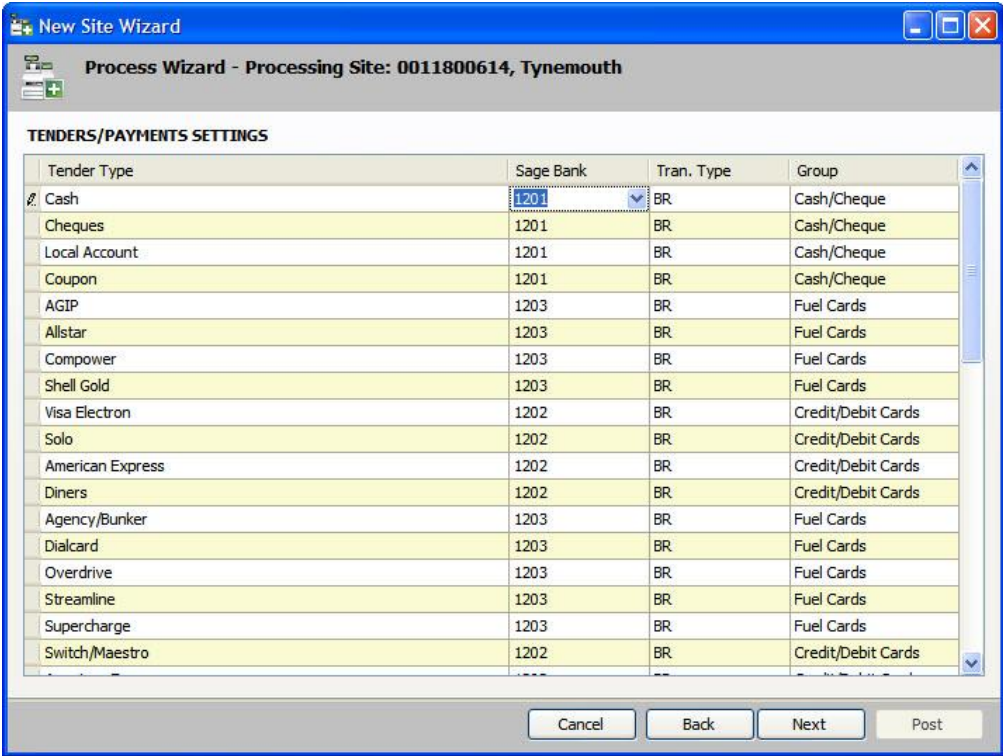
The next page is the **Tender/Payments Groupings** screen. This allows users to establish categories to group **Method of Payments** by. New groups are created by selecting the Add New button at the bottom of the screen. Each group can be allocated against a bank and given a transaction type. These groups will form the highest level of summary posting into Sage when Summary Postings has been selected. For example were you to create a group called 'Credit Cards' and later assign all debit and credit card payment types to that group then all payments received from those types of card would be merged together into that group and any payment types not included in the group would be kept separate.



When complete, select **Next**.



The next Page is the **Tenders/Payments Settings** screen. This allows the user to allocate Method of Payments against the previously established groups and bank accounts in Sage.



When complete, select **Next**.



The next Page is the **Unposted Items** screen. This is the final screen in the wizard and allows the user to review the allocation of sales and also amend these at an item level before posting to Sage. The grid is fully configurable so users can drag and sort columns and decide their order. All items sales are grouped by the established Tender/Payments groupings. These can be expanded or collapsed.

Status	GSS Dept	Description	Qty	Net	VAT	Tax Code	Sage Nom.	Sage Bank	Trans. Type	Cust A/C	Sage Dept.	Weight	Site No
Tender Type: Cash/Cheque				5,973.56	804.67								
Tender Type: Credit/Debit Cards				4,468.26	648.03								
Tender Type: Fuel Cards													
▲		Car Care	1	28.69	4.30		1 4004	1203	BR	GARAGE		0	0.00 00118006
▲		Diesel Premium	15	791.49	118.70		1 4001	1203	BR	GARAGE		0	0.00 00118006
▲		Diesel Premium	14	650.60	97.58		1 4001	1203	BR	GARAGE		0	0.00 00118006
▲		Diesel Premium	1	55.48	8.32		1 4001	1203	BR	GARAGE		0	0.00 00118006
▲		Diesel Premium	1	47.46	7.12		1 4001	1203	BR	GARAGE		0	0.00 00118006
▲		Diesel Premium	5	266.48	39.96		1 4001	1203	BR	GARAGE		0	0.00 00118006
▲		Diesel Premium	1	26.67	4.00		1 4001	1203	BR	GARAGE		0	0.00 00118006
▲		Unleaded Premium	2	58.59	8.78		1 4001	1203	BR	GARAGE		0	0.00 00118006
▲		Unleaded Premium	2	149.85	22.48		1 4001	1203	BR	GARAGE		0	0.00 00118006
▲		Unleaded Premium	6	149.85	22.47		1 4001	1203	BR	GARAGE		0	0.00 00118006
▲		Unleaded Premium	1	26.99	4.05		1 4001	1203	BR	GARAGE		0	0.00 00118006
				2,252.15	337.76								
Tender Type: Pay In/Out													
▲	N/A	Pay In Drive off Repaid	1	20.03	0.00		1 4000	1200	BR	GARAGE		0	0.00 00118006
▲	N/A	Pay In Miscellaneous Income	1	19.60	0.00		1 4000	1200	BR	GARAGE		0	0.00 00118006
▲	N/A	Pay Out Lottery Prize	8	38.00	0.00		1 4000	1200	BP	GARAGE		0	0.00 00118006
				77.63	0.00								
Tender Type: Wet Purchase													
▲		Wet Purchase	3,800	0.00	0.00		1 5000	1200	BP	N/A		0	3,800.00 00118006
▲		Wet Purchase	18,000	0.00	0.00		1 5000	1200	BP	N/A		0	18,000.00 00118006
▲		Wet Purchase	14,500	0.00	0.00		1 5000	1200	BP	N/A		0	14,500.00 00118006
				0.00	0.00								
				12,771.60	1,790.46								

The first column in the grid is a flag which provides a quick visual check as to the integrity of the data collected for each transaction. A **green flag** indicates that everything is complete and the transaction should post to Sage with no problems. A **red flag** indicates that there is an issue with the transaction and it will not be updated to Sage. This can be because the item has been put on hold (as with Wet Purchases) and is not intended to post to Sage. It may also be because Station Manager has identified an issue with the transaction that requires manual intervention by the user. A common example is where Station Manager has been unable to determine and allocate a tax code for the transaction.

Upon completion of the wizard and when all transactions with a red flag have been addressed, select **Post**.

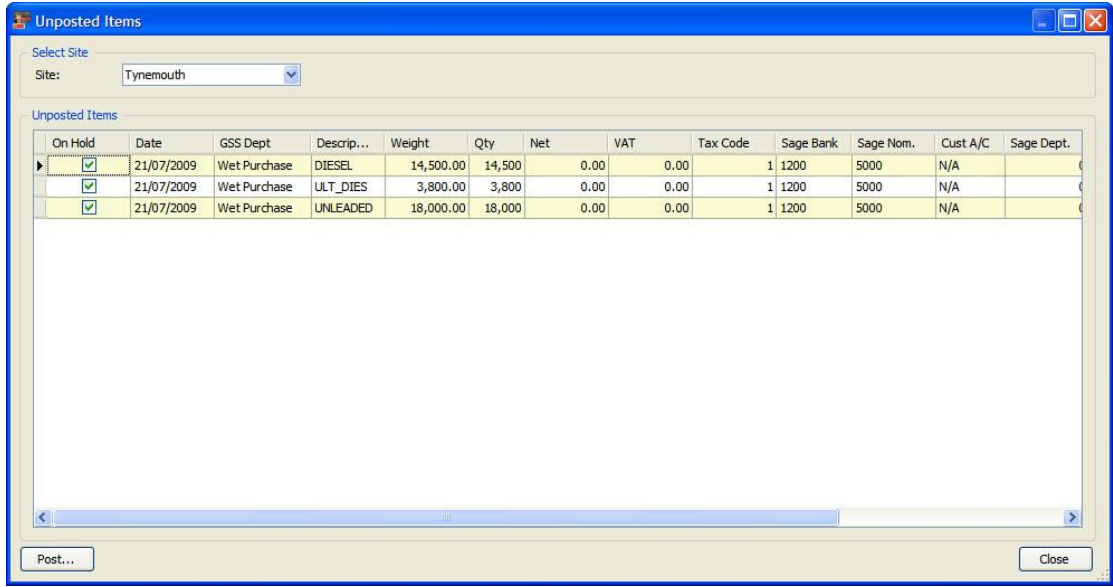




Unposted Items

Following the posting of all transactions, not on hold, to Sage, Station Manager will generate an **Unposted Items** screen. This provides the user with a final opportunity to review all transactions still on hold and determine what needs to be done to correct them. By default Wet Purchases When all outstanding issues have been dealt with the user can pass these amended transactions to Sage by selecting the **Post** button.

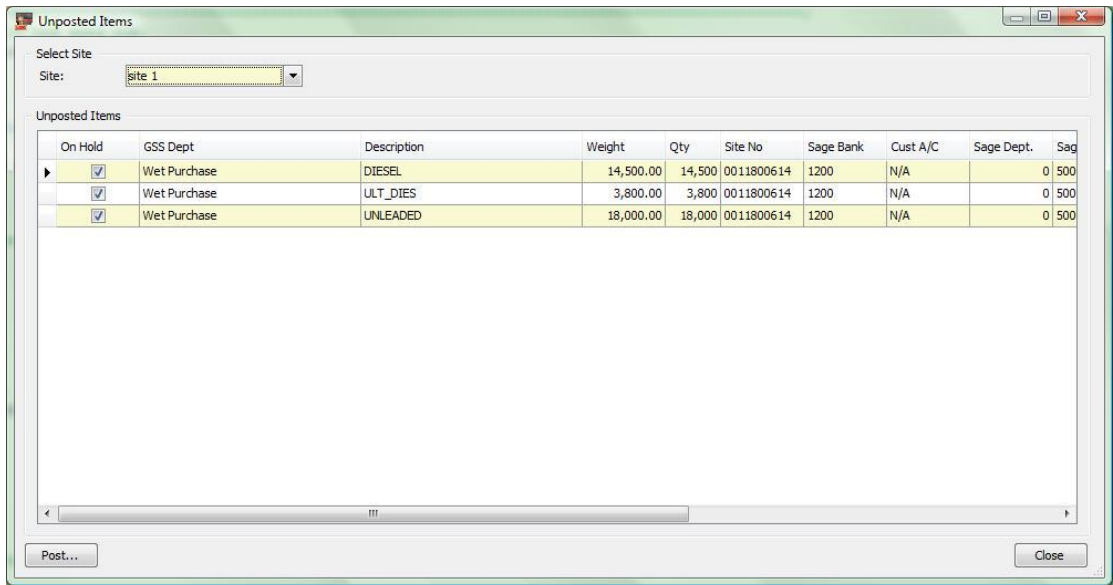
All wet purchases are placed on hold as a default. This is discussed below.





On Hold Transactions

All wet purchases are, by default, placed On Hold. This is because they do not have net or tax values when received in the GSS files. Transactions should stay on hold until the user receives a BP invoice, at which time they can add the missing values to each line, take them off hold and post them to Sage.



Users may also choose to put any item on hold in the summary screen prior to posting. All on hold transactions for a particular site will be returned and added to the summary screen whenever a file for that site is processed. This allows the user to deal with them as part of the daily processing for that site.

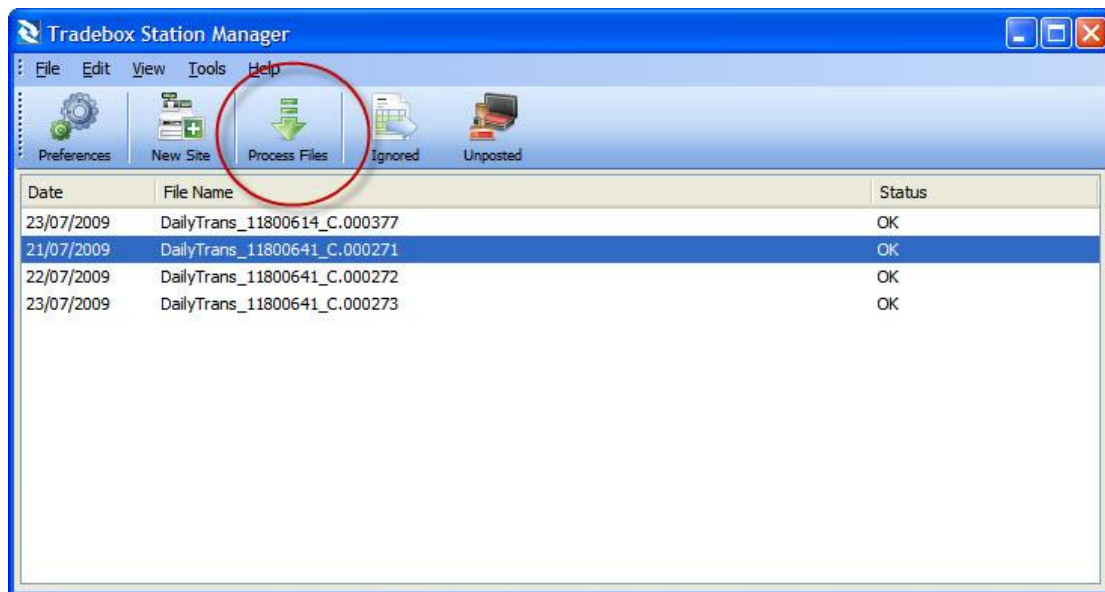
Alternatively, users can update and post On Hold transactions directly, without the need to process another site file. To do this, select the **Un Posted** button from the main toolbar.



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Dealing with an Existing Site

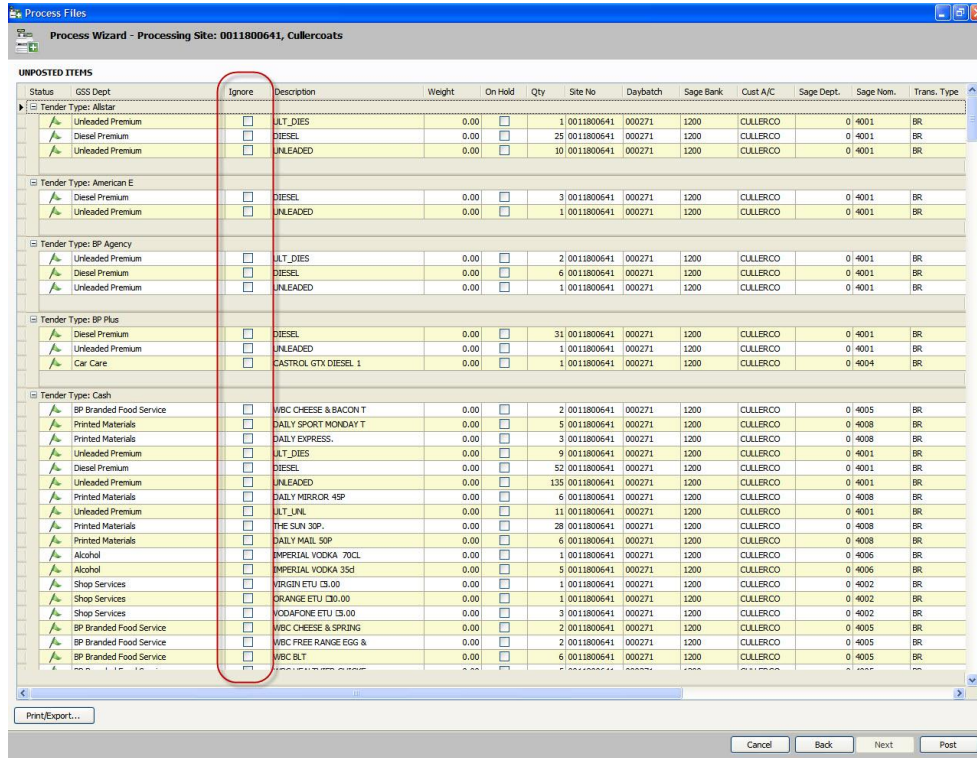
Once an individual site has been configured in Station Manager all of the daily transaction files for that site are allocated a status of OK. This means that there is no need to use the wizard to process any future files for this site. Simply select the file and click on the Process Files button on the toolbar.





Ignored Items

On the summary screen there is an option to mark transactions as ignored.



This is much like the on hold option except the item will **not** be returned to the summary screen when another file for that site is processed. Instead the item will remain in the **Ignore list** until the user decides to deal with it. Items in the ignore list can be accessed via the **Ignored button** on the toolbar.



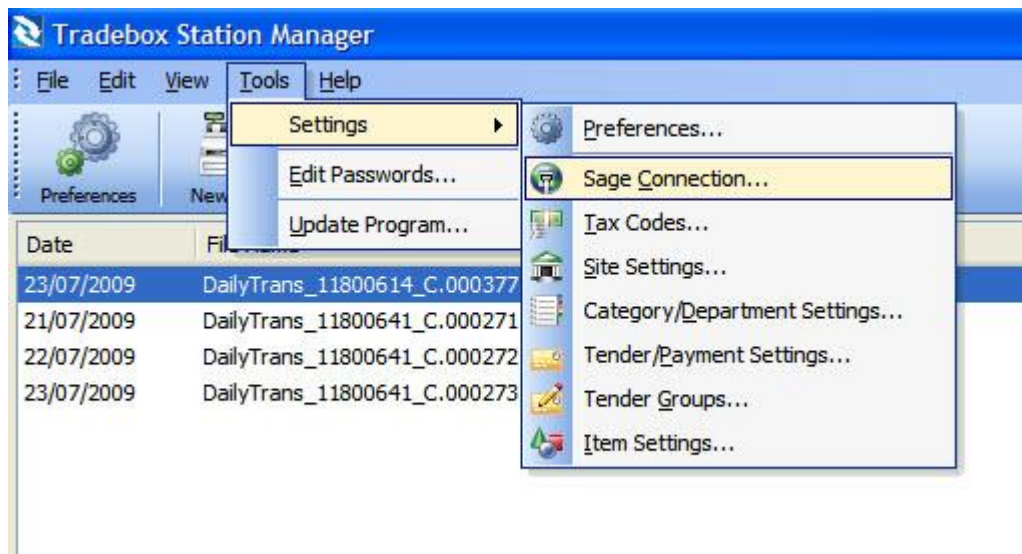
All items taken off ignore will be moved to On Hold. These can then be posted to Sage as previously discussed.

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Post Setup Configuration Changes

All of the setup options that the new site wizard takes you through can be accessed for an existing site from the menu option **Tools->Settings**.



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Support Model

Type of Support	Description	Price/Package
Software upgrades & updates	Bug fixes, updates, annual releases and upgrades	Included in annual licence
Telephone support for Station Manager only*1	Telephone support available between 9am and 3pm on normal working days	Included in annual licence
Email support for Station Manager only*1	Email support available between 9am and 3pm on normal working days	Included in annual licence
Onsite Installation of Station Manager	Available via third party	As published on Tradebox website
Accounts/Sage Support	Available via third party	As published on Tradebox website
Onsite accounts Sage/Station Manager support.	Available via third party	As published on Tradebox website

*1: Support for Station Manager covers all aspects of installing, configuring and using Station Manager. Any queries regarding networking, Sage accounts or accountancy in general is not covered by Tradebox support.

Technical help in using Tradebox Station Manager is available from the Tradebox helpdesk, via telephone on **0191 280 4025** or via email by contacting support@tradebox.uk.com, from 9am. to 3pm. on normal working days in England. To access this support, users of the software must have registered at the payment stage.

Service Level Agreement

Issue Severity	Example	Response time	Restoration or work around	Resolution	Resolution Time
Critical	General Protection Fault or software crash making system inoperable.	Within 4 working hours		Software fix	Within 5 working days
Medium	Software functionality not operating within specification but customer can still continue to operate.	Within 4 working hours		Work around or software fix	Within 10 working days
Low	Cosmetic problems. Does not affect operation of software.	Within 4 working hours		Work around or software fix	With next minor release
Wish list	Desired feature user would like to see but not within specification.	Within 4 working hours		Change of software	With next major release.

NB: The severity of all issues will be decided by Tradebox upon receipt of issue. Upon receipt of a reported issue customers will be issued a unique support number.

A new version of Tradebox Station Manager will be released annually to address compatibility of all new versions of Sage 50 Accounts.

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Compatible software and operating systems

- Tradebox Station Manager is compatible with all iterations of Sage 50, versions 12, 2007, 2008, 2009 and 2010. Station Manager will also be compatible with all future versions of Sage 50 released by Sage (UK) Ltd.
- Compatible with legal and registered copies of Windows XP Pro 32 bit Service Pack 2 or above.
- Compatible with legal and registered copies of Windows Vista 32 bit (not Home edition)
- Compatible with legal and registered copies of Windows 7 32 bit

Station Manager is not compatible with 64 bit operating systems.

Recommended Hardware

- An IBM®-compatible computer with a 2GHz (or equivalent) processor
- At least 1GB RAM
- At least 600MB of free disk space after Microsoft® Windows has been installed
- Network users only: 1Gbps network with Microsoft Windows networking

Minimum Hardware

- An IBM-compatible computer with a 1GHz (or equivalent) processor
- 512MB RAM
- 400MB of free disk space after Microsoft Windows has been installed
- Network users only: 100Mbps network with Microsoft Windows networking

Performance will be improved with higher specification computers and networks.

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