



## Importing PayPal activity into Sage Accounts

Tradebox Cash Manager is a trouble-free and affordable solution designed to download credit and debits transactions directly from PayPal and duplicate these entries in a nominated bank account within Sage accountancy solutions.



Cash Manager will **NOT** create customers, invoices or enable stock control in Sage. For this level of functionality take a look at [Tradebox Finance Manager](#).

Cash Manager automatically calculates VAT liability and creates entries in Sage for:

- Payments received
- PayPal fees
- Customer refunds
- Refunded PayPal fees.

### Contact Details.

For more information on Tradebox Finance Manager, or to arrange an online demo of the software, contact a member of our sales team by phone on 0191 280 4279 or by email on [sales@tradebox.uk.com](mailto:sales@tradebox.uk.com). Alternatively, visit the Tradebox site, [www.tradebox.uk.com](http://www.tradebox.uk.com).

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## Getting Started.

### Sage

1. Install and configure Sage Instant or Sage 50 Accounts on your pc. Cash Manager is compatible with **Sage Instant Accounts version 16, 17 & 18** and **Sage 50 Accounts version 16, 17 & 18**.
2. Enable Sage Accounts **to connect to a third party application**. This can be achieved within Sage Accounts by clicking on **Tools – Activation – Enable 3<sup>rd</sup> Party Integration**. This will take you to a screen with a full set of instructions of how to gain the required enable keys from Sage.
3. Establish sales nominal codes within Sage to allocate your PayPal sales against. It may help to speak to your Accountant or Sage support before doing this.
4. Establish expense nominal codes within Sage to allocate your PayPal fees against. It may help to speak to your Accountant or Sage support before doing this
5. **Take a back up of Sage**. This will allow you to revert your Sage Accounts back to their original state if required.



### Download Tradebox Cash Manager

6. To download Cash Manager
  - a. For Sage Instant Accounts v16 (2010) or Sage 50 Accounts v16 (2010) click [here](#).
  - b. For Sage Instant Accounts v17 (2011) or Sage 50 Accounts v17 (2011) click [here](#).
  - c. For Sage Instant Accounts v18 (2012) or Sage 50 Accounts v18 (2012) click [here](#).
7. Allow the programme to run and follow the installation wizard
8. When the installation wizard has finished click on: **Start – Programs – Tradebox – Tradebox Cash Manager**
9. Activate Cash Manager by entering your product key. For the trial version this is:  
**TRIAL3686F123B24**

### PayPal Data

10. Cash Manager will prompt you to enter a Login Name, Password and Signature. These are **NOT** your standard PayPal logon details but **API credentials**. To obtain your API credentials:
  - a. Log into your PayPal account as normal.
  - b. Select **Profile**
  - c. Select **Request API Credentials**.
  - d. Select **Option 2, View API Signature**
  - e. Copy and paste these details into the relevant boxes in Cash Manager.
11. Follow the Account Setup Wizard to establish and configure a link to import your transactional activity from PayPal into Sage.

A step by step user guide can be accessed from within Cash Manager within the Help menu.

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