

# **PayPal Integration Guide**



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## **PayPal Integration Overview**

Integration with PayPal is achieved via the PayPal API requiring a connection to be created in Tradebox to each PayPal account you wish to import transactions from. Integration with PayPal places the user in control, allowing any, or all, of the following transactions to be downloaded from PayPal into Sage Accounts:

- Sales
- ➤ Fees
- Purchases
- > Refunds

All **sales** transactions downloaded from PayPal are created as unposted Service Invoices (SI) in Sage and are allocated against a single generic customer account. Upon posting (or updating) the invoices, individual Sales Receipts (SR) can be automatically created in the nominated Sage bank paying off each invoice.

**Purchases** and **refunds** are automatically posted to the nominated Sage bank, as Bank Payments (BP).

PayPal **fees** are trapped in Tradebox and presented within the Fees grid. These can be selected and posted into the nominated Sage bank as a single summary Bank Payment (BP) or as individual Bank Payments.

Settings can be applied to Tradebox to prevent all transactions downloaded being automatically sent to Sage without the user's authorisation.

As a payment gateway the sales data passed to PayPal is subject to the configuration of the website or marketplace the sale originates on. This often leads to missing or partial sales data, such as buyer details, product details, shipping details etc. If you wish to have comprehensive sales invoices or require stock control in Sage Accounts we would highly recommend using Tradebox to download your sales data <u>directly</u> from your website or marketplace. The PayPal integration in Tradebox could still be used to download PayPal fees, purchases and refunds. If you are looking to simply account for your PayPal integration.

Tradebox records all transactions downloaded and cross references these against new transactions to prevent duplication in Sage. Once a PayPal transaction has been downloaded into Tradebox it will not be downloaded a second time.

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## Sage Accounts Setup

- Install and configure Sage Instant or Sage 50 Accounts on your PC. Tradebox Finance Manager is compatible with Sage Instant Accounts version 15 onwards and Sage 50 Accounts version 12 onwards.
- IMPORTANT: If you use <u>Sage 50 Accounts 2008</u>, you MUST download and install the <u>Sage SDO Hotfix</u> prior to using Tradebox
- Enable Sage Accounts 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 from Sage.
- Create an additional user in Sage Accounts specifically for Tradebox to prevent logon issues. This does not require a multi user Sage licence as the username Tradebox utilises does not count against your Sage user allocation. This can be done in Sage by logging in as MANAGER and selecting Settings – Access Rights.

#### Sage setup checklist

Action	Verify
Compatible version of Sage installed and registered	
3rd party integration activated in Sage Accounts	
Set up Sage user specifically for Tradebox	
Nominal codes created for sales	
Nominal codes created for fees and purchases	
Departments created, if required	
Generic PayPal customer account created	
PayPal Bank Account set up	



## **Obtaining API credentials from PayPal**

When setting up a PayPal connection in Tradebox 3 pieces of information are required from the PayPal site. These are the PayPal:

- API Username
- API Password
- API Signature

To retrieve this information:

- 1. Log into PayPal
- 2. Select **Profile** from the **My Account** menu.
- 3. Select Request API credentials from the Account Information list.
- Under Option 1 PayPal API, choose the "Set up PayPal API credentials and permissions" link.
- 5. Under Option 2, choose the "View API Signature" link.

This will present the user's API username, password and signature which can be copied directly into the Tradebox software during the setup wizard.

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Tradebox Finance Manager V5.5

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## Installing Tradebox Finance Manager

Tradebox Finance Manager can be downloaded from the <u>Tradebox website</u> by clicking on the **Download** button at the top of the web page.

실 TRADE <b>BOX</b>	FEATURES	MARKETPLACES	PRICING	SUPPORT	MY ACCOUNT DOWNLOAD
--------------------	----------	--------------	---------	---------	---------------------

This will generate the download page:

W	hether you wish to evaluat	te Tradebox for the first time, install on a new PC or simply upgrade your existing
	versi	on, fill out the form and we will email you the instructions.
	First Name: *	Edwar
	Last Name: *	
	Company:	
	Email Address: *	

Simply fill out the form and select **Download** button at the bottom of the form. Tradebox will send you an automated email (to the email provided in the form) with a full set of download and installation instructions.



## Creating a connection to PayPal in Tradebox

- 1. In Finance Manager, select **New Sales Channel** from the **Configuration** menu, select **PayPal** from the drop down menu and click on **OK**.
- 2. This will generate the **Sales Channel Setup Wizard** which is designed to guide the user through all of the configuration settings.
- 3. The first screen is the **Introduction** page. Read and then acknowledge the notice then select **Next**.
- 4. The second screen is entitled PayPal Account and enables the user to specify:
  - a. The Account Name for the connection. This is simply a label and can be called anything the user wishes. Every connection to an online marketplace in Tradebox Finance Manager must be unique. Generally, for PayPal websites, the website URL is used.

Sales Channel Setup Wizard				
✓ Introduction	PayPal Account			
PayPal Account	Setup your PayPal account	defaults.		
Company Selection	PayPal Account Selection			
Account Selection	Enter the name of the PayP	al account you v	vant to setup below.	
Transaction Types	Account Name:	PayPal Acc	count	
Synchronisation	API Connection Details			
Finish	API Logon Name:	Paypal AP	I Username	
	API Password:	PayPal AP	I Password	
	API Signature:	PayPal AP	l Signature	
	Sale Currency			
	· · · · · · · · · · · · · · · · · · ·			
	Currency:	Pounds St	-	•
		Post tr	ransactions in this currency	
	Download			
	Receipts:	$\checkmark$	Payments:	$\checkmark$
	Fees:	$\checkmark$	Ignore eBay Transactions:	<b>V</b>
	Choose Next to continue			
	Cance		Back Next	<u>F</u> inish

- b. PayPal API Username, PayPal API Password and PayPal API Signature.
- c. Sales Currency of transactions to download

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- d. The type of transactions to download
  - i. Receipts (or sales)
  - ii. Payments (or purchases
  - iii. Fees
- e. Whether to ignore transactions that have originated on eBay
- 5. Click Next.

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The third screen in the wizard is entitled **Company Selection** and enables the user to decide which company in Sage they wish to pass their sales into.

Sales Channel Setup Wizard		
<ul> <li>✓ Introduction</li> <li>✓ PayPal Account</li> </ul>	Company Selection Select the Sage company you w	
Company Selection	Company and Logon If you have more than one con	npany dataset in Sage, select a company below:
Transaction Types Synchronisation	Company: Logon	Practice Data
Finish	To enable Tradebox to connect and Password below. Logon Name:	t to Sage automatically, enter a valid Sage Logon Name tradebox
	Password:	
	Choose Next to continue	
	Cancel	Back Next Einish

- From the **Company** field select the Sage Company you wish to pass your sales data into. Please note that Tradebox enables you to pass data into the Sage Demo and Practice companies.
- Provide an existing Sage username in the Logon Name field for Tradebox to use. Please note that providing Tradebox with the MANAGER username often leads to logon conflicts. Tradebox highly recommends creating an additional user in Sage specifically for Tradebox's use. This will not count against your Sage user licence.
- 9. Click on Next.

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10. The fourth screen in the wizard is entitled **Account Selection** and enables the user to choose how to pass receipts, payments and fee transactions into Sage.

Sales Channel Setup Wizard						
1	A second Calls at an					
✓ Introduction	Account Selection	Account Selection				
PayPal Account	Select the Sage accounts you	wish to use for data processing.				
✓ Company Selection	Receipts					
Account Selection	Select the Customer accoun to be posted to:	t, Nominal Account and Bank Account you want your receipts				
Transaction Types	Customer Account:	PAYPAL - PayPal Account				
Synchronisation	Bank Account: 1210 - PayPal					
Finish	Nominal Account:	4004 - Web Sales 🗸				
	Payments	Payments				
	Select the bank account and Bank Payments (BP):	Select the bank account and nominal account you want payments to be posted to as Bank Payments (BP):				
	Bank Account:	1210 - PayPal 🗸				
	Nominal Account:	5002 - Miscellaneous Purchases 🗸				
	Fees: Select the bank account and	nominal account you want fees to be posted to:				
	Bank Account:	1210 - PayPal 👻				
	Nominal Account:	7908 - PayPal Charges 🗸 🗸				
	Choose Next to continue					
	Cancel	Back Next Einish				

- 11. Under the **Receipts** section choose
  - An existing generic Customer Account in Sage to allocate invoices to, or, select the create button and Tradebox will create a generic customer account in Sage called PAYPAL.
  - b. An existing **bank** in Sage to post Sales Receipts (SR) to
  - c. An existing sales nominal code to report sales to
- 12. Under the Payments section choose
  - a. An existing bank in Sage to post Bank Payments (BP) to
  - b. An existing purchase nominal code to report purchases to
- 13. Under the Fees section choose
  - a. An existing bank in Sage to post Bank Payments (BP) to
  - b. An existing **expense nominal** code to report fees to
- 14. Click on Next.

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The fifth screen in the wizard is entitled Transaction Types.

Because of the limited sales information that can be downloaded from PayPal the only type of invoice available is a Service Invoice.

Sales Channel Setup Wizard	
Sales Channel Setup Wizard ✓ Introduction ✓ PayPal Account ✓ Company Selection ✓ Account Selection Transaction Types Synchronisation Finish	Transaction Types         Select the transaction type you wish to use for data processing.         Due to the nature of the data that is available from PayPal, Tradebox can only create Service Invoices in Sage.
	Choose Next to continue Cance <u>I Back N</u> ext <u>Finish</u>

- 15. The VAT calculations grid enables Tradebox to establish rules on calculating VAT on overseas sales. By default UK and EU sales are set to the Sage T1 tax code and Rest of World Sales (ROW) are set to T0. The tax rates for these codes are picked up directly from Sage.
- 16. Click on Next.



The sixth screen in the wizard is entitled **Synchronisation** and enables the user to choose when to import transactions. The user has 4 **Synchronisation** options:

- a. Manual every time they select the Synchronise button
- b. Every day at a specified time
- c. Every hour
- d. On loading Tradebox

Where an automated synchronisation method is chosen, the Tradebox program needs to be closed and re-opened for the setting to take effect.

The synchronisation method is a global setting so will apply to all connections. This option may appear 'greyed out' if another connection already exists. A manual synchronise can always be ran even if an automated option has been chosen.

Sales Channel Setup Wizard	
<ul> <li>✓ Introduction</li> <li>✓ PayPal Account</li> <li>✓ Company Selection</li> <li>✓ Account Selection</li> <li>✓ Transaction Types</li> <li>Synchronisation</li> </ul>	Synchronisation         Select when you want to synchronise with PayPal.         You can synchronise with PayPal as often or as little as you like. Note for the options other than Manual, this program must be running.         Image: Control of the option option of the option op
Finish	<ul> <li>Every hour</li> <li>On loading Tradebox</li> </ul>
	Cance <u>I</u> Back <u>N</u> ext <u>Finish</u>

The final screen in the wizard is entitled **Finish**. Simply click on the Finish button to complete the wizard.

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## Applying and refining additional settings

### **Sales Channel List**

Upon completion of the **Sales Channel Setup Wizard**, a connection to PayPal will be established in the **Sales Channel List**. This is the working screen of the software and contains an overview of every marketplace/website a connection has been created for. To access the Sales Channel List, select the **Sales Channels** option from the **Information** menu.

radebox Finance Manager 2013								
usiness 🎗			Sale	s Channel List				Support   Log Ou
Support	Туре	ID	Currency	Orders	Pending	Turnover	Status	Last Sync
Dashboard	Amazon UK						NO	
News	Amazon US	Amazon.com	USD	٥	٥	0.00	NO	26/10/2012 12:02:
Messages (New)	ChannelAdvisor	channeladvisor	GBP	1,126	0	22,004.05	NO	25/10/2012 16:46:
perations 🛠	Magento	Magento	GBP	717	0	71,784.58	NO	23/10/2012 10:18
Download	eBay	Sagedeveloper	GBP	4,000	۰	33,937-55	NO	23/10/2012 10:13:
Error Corrections	EKM	www.tradebox.uk.com	GBP	344	1	4,292.73	NO	29/10/2012 10:58
Post To Sage				511				
Upload								
Picking List								
Packing List								
Labels								
Amazon Shipping								
Manual Order Entry								
formation 🌣								
Sales Channels								
Orders								
Customers								
Fees								
Logs								
Search								
Last Download								
onfiguration 🏾 🛠								
New Sales Channel								
Sales Channel Record								
Settings								
Licence								
Licence								
	Switch Status	Delete Renew Au	thorisation	Thange Sage Company	Delete	Queue File		

The command buttons at the bottom of the Sales Channel List affect the connection selected in the list at the time of selection.

Double clicking on the connection in the Sales Channel List opens the **Sales Channel Record** which contains all of the settings and configuration for that specific connection.

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## **Sales Channel Details**

🔯 Sales Channel Record - Channel	Details			
Options 🛠	Sales Channel Details Sales Channel ID:	PayPal Account	Change Channel	ID
Sage Installation Posting Accounts Transaction Postings Selling Fees Payment Mapping	When Downloading Download Receipts Download Payments: Ignore eBayTransactions:	V V V	Post Customer Receipts: Exclude from Synchronisation: Treat All Sales as Pending:	
	PayPal Connection Details Username: Password: Signature:	username ******* signature		
	Synchronisation Date	30/12/1899		
			Save & Close Save	Close

The **Change Channel ID** button allows the user to rename the connection. Simply click on this button and enter a new name. All sales channel names must be unique.

Treat all Sales as Pending places all transactions imported from PayPal directly into the **Pending Folder**. This ensures that no entries are posted to Sage unless the user marks them as OK. To access the Pending folder, select **Imported Sales** from the left hand menu. In the dialog box generated choose the connection from the **Sales Channel** drop down menu, choose a **Sales Type** of **Pending** and select **OK**. This will generate a list of orders that have been given a status of pending. Mark each sale individually, or use the **Select All** button and then choose **Mark as OK** to remove the pending status. These sales will be passed into Sage when the next synchronisation is run or the **Post to Sage** option is chosen from the left hand menu.

**Exclude from Synchronisation** suspends the connection and excludes it from the synchronisation process. The status of each connection is displayed in the **Sales Channel List**.

When all settings have been established in this screen, select Save.

# Sage Certified Solution Sage 50 Accounts

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## **Sage Installation**

🁌 Sales Channel Record - Sage Insta	Illation		. • •
Options	Installation and Company	Selection	
Sales Channel Details	Installation Folder:	c:\program files\sage\accounts\	
Sage Installation	Company:	Practice Data	
Posting Accounts	Data Folder:	c:\programdata\sage\accounts\zo13\practice\accdata\	
Transaction Postings			
Selling Fees	Connection		
Payment Mapping	Logon Name:	tradebox	

The Sage Installation screen shows the user which Sage Company Tradebox is pointing to and where the PayPal transactions will be created. This screen also shows the Sage username that has been provided by the user to enable Tradebox to log into Sage. Tradebox highly recommend creating a unique Sage username specifically for Tradebox. Providing Tradebox with the Sage 'Manager' username, often leads to login conflicts.

These details can be changed by selecting the **Change Sage Company** button.

# **Sage Certified Solution**



## **Posting Accounts**

les Channel Record - Postin	g Accounts		
tions 🖈	Receipts		
Sales Channel Details	Default Customer:	PAYPAL - PayPal Account	•
Sage Installation	Sales Nominal:	4004 - Web Sales	▼
Posting Accounts			
Transaction Postings	- Purchases		
Selling Fees	Nominal Account:	5002 - Miscellaneous Purchases	
Payment Mapping	Bank Account:	1210 - PayPal	
			Save Clo

Default Customer chosen to post invoices against

Sales Nominal Code chosen to repost sales against

Purchase Nominal Code chosen to repost sales against

Bank Account chosen to post purchases to

# **Sage Certified Solution**



## **Transaction Postings**

ales Channel Record - Trans	-			
ptions 🛠	Transactions			
Sales Channel Details	Post Sales as:	Service Invoice		·
Sage Installation	Product Mapping Basis:	SKU		~
Posting Accounts	Department:	Web		•
Transaction Postings	Invoice/Order Date:	Transaction Created	i Date	•
Selling Fees	Default Courier:	Royal Mail		•
Payment Mapping		,		
	VAT Postings			
		Sales		
	UK Sales:	T1 - 20.00%	•	
	EU Sales:	T1 - 20.00%	•	
	Rest of World Sales:	To - 0.00%	•	
	<ul> <li>Currency Posting</li> </ul>			
	Sale Currency:	GBP	Post in Sale Currency:	Yes
				Save Close

The Transaction Postings screen enables a number of additional settings to be applied, as follows:

**Department:** allows the user to allocate sales income to an established department in Sage.

**Invoice/Order date:** This is the date used on the Sage invoice. By default this set to the date the transaction occurred.

**Default Courier:** allows an existing default courier from Sage to be added to the order details on the Sage invoice

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## **Selling Fees**

💖 Sales Channel Record - Listing Fees			
Options 🛠	Fees		
Sales Channel Details	Download:		
Sage Installation	Nominal Account:	7908 - PayPal Charges	•
Posting Accounts	Bank Account:	1210 - PayPal	-
Transaction Postings	Tax Code:	Tg - 0.00%	
Selling Fees	Department:	eBay	▼
Payment Mapping	•		
	Fee Postings		
	Post as Individual Transactions:		
			Save Close
Fees Nominal Code:	chocon to report f	oos against	
rees nominal code:	chosen to report for	ees ayamsi	
Bank Account:	chosen to post fee	es to	
Tax Code:	used against the f	ees imported	

**Department:** allows the user to allocate fees expenditure to an established department in Sage.

**Post as Individual Transactions:** allows the user to decide whether to post fees into Sage as separate entries or summary entries.



## **Optimising Tradebox and Sage Accounts for reporting**

Before importing transactions from PayPal there are a couple of final tweaks that will be greatly beneficial for reporting purposes.

### **Tradebox Settings**

In Tradebox select the **Settings** option from the **Configuration** menu which will generate the Settings Screen. This is split into multiple tabs.

#### **Downloads Tab**

If you wish to download sales manually (i.e. on demand), tick the 'Always prompt for days/date to download from' tick box. Every time a download is ran, Tradebox will always prompt the user to provide the number of days to go back.

If you wish to download automatically, choose the **Interval** option and from the dropdown list choose the download interval; every 30 minutes, 1 hour, 2 hours, 4 hours, 8 hours or 12 hours.

#### Sage Field Mapping Tab

This section shows which data is reported onto the Sage customer account record and the Sage invoice/order. For the invoice/order settings the following mappings are recommended:

- Order ID = Cust\_Order\_Number
- Order Taken By = Sales Channel Name

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### Sage Invoice/Order List

The invoice/sales order list in Sage can be configured to provide useful 'at a glance' data by including certain columns. Right click on the column headers to reveal all of the available columns. Tradebox recommend including the following additional columns:

- A/C
- Customer Order No
- Order Taken By

Based upon the changes suggested in the Tradebox settings, the invoice list could look as follows:

Invoicing													(All Record	ds) 🔍 🗙
<b>(</b>		A	4					S						
New/Edit Invoice	Recurring Items	Quick Print	Print	Email	Update Ledgers	Labels	Reports	Tradebox						
Quick Search:				Quick Sea	arch Clea	ar -								
No.	▼  Type	Date		Name					Amount Printed	Posted	A/C	Customer Order No	Order Taken By	A
1	Srv	29/0	1/2013	Sales	Tradebox.UI	k.Com			720.00	Yes	PAYPAL	4×S95799486194230	PayPal	
2	Srv	29/0	1/2013	John N	1cewan				72.00	Yes	PAYPAL	52203964V/Y829064G	PayPal	
3	Srv	30/0	1/2013	James	Willis				720.00	Yes	PAYPAL	4JJ73339SR4614605	PayPal	
4	Srv	30/0	1/2013	Sales	Tradebox.UI	k.Com			576.00	Yes	PAYPAL	9W830436UA467661X	PayPal	
5	Srv	31/0	1/2013	Sales	Tradebox.UI	k.Com			288.00	Yes	PAYPAL	9AB17226E15926305	PayPal	
6	Srv	31/0	1/2013	Mark \	√alder				720.00	Yes	PAYPAL	6R982418MG985994C	PayPal	
7	Srv	31/0	1/2013	Sales	Tradebox.UI	k.Com			288.00	Yes	PAYPAL	1NR46133H57598047	PayPal	
8	Srv	0170	2/2013	Sales	⊇Tradebox.UI	k.Com			576.00	Yes	PAYPAL	7BV75800T88745131	PayPal	

Where Tradebox has created the invoice, the user will be able to quickly ascertain:

- That the invoice was generated from a PayPal download
- The PayPal transaction number
- Which Sage Customer Account the invoice relates to
- Who the invoice is for
- The date of the order
- Whether it has been printed and/or updated

# Sage Certified Solution



### **Downloading Transactions from PayPal**

To download transactions from PayPal select the **Download** option from the **Operations** menu. The first time a download is ran the following dialog box will appear:

Synchronisation	
Synchronisation Date Range	
Enter the date (or number of days	s) you want to go back to to download transactions from:
Date From:	09/10/2012   IO days ago
Number of Days:	10
Date To:	19/10/2012 💌
	Apply to All Sales Channels
	OK Cancel

Either enter the number of day's worth of transactions in the 2<sup>nd</sup> box or enter a **Date From** and a **Date To**. Then select OK. Tradebox will only download transactions that have NOT previously been downloaded.

For all subsequent downloads, Tradebox will go back to the date/time of the last download. If you would like to always be prompted for the number of days to go back, select – **Settings** and in the **Download tab** tick the 'Always prompt for days/date to synchronise from'.

Running a synchronisation takes place in the **Operations Log** which will show a script of the download procedure, detailing how many transactions have been downloaded and how many invoices/orders have been created in Sage. If Tradebox encounters any issues during the download or posting to Sage. It will generate the following message:

#### There may have been errors during the synchronisation for Sales Channel: XXXXXXX

#### Check the Error Log for details

Alongside the Operations Log are the **Process Log** and the **Error Log**. Click onto the Error Log to see details of each issue Tradebox has encountered. Generally errors are generated because of mapping issues.

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### **Payments**

To view a list of payments imported into Tradebox click on the **Orders/Payments** option under the **Information** menu. This will generate the '**Imported Orders Criteria**' dialog box, with options to choose:

- Orders from all connections, or, orders from a specified connection
- The type of order you wish to see; Posted to Sage, Unposted or Pending.

radebox Finance Manager 20	13								- 6
siness 🏾 🛠	<u>^</u>				Pend	ling Orders			Support   Log
Support	Select	t Sales Channel ID 🔥	Billing Name	Sale Date	Order Status	Payment Method	Transaction Status	Oty. 🗵 Stock Code	Title
Dashboard	🔲 Orde								
News	E	www.tradebox.uk.com	Kirill Kondrashin	18/10/2012	Processing	PayPal Express Checkout	SUCCESS : 8F622393MX6786	1 B0081-0021-0007	iPhone 5 skin - Rossi v
Messages (New)	- Orde	r ID: 12278/181012/89							
verations 🔹	E	www.tradebox.uk.com	Pascal Redpath	18/10/2012	Processing	PayPal Express Checkout	SUCCESS : 3CU47081FY91314	2 Hoo26-0076-0016	iPhone 4/45 Case - Pla
perations 🛠	- Orde	r ID: 12279/181012/03							
Download		www.tradebox.uk.com	Stephen Johnson	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:007202	1 B0037-0042-0008	Kindle Keyboard skir
Error Corrections	- Orde	r ID: 12280/181012/90							
Post To Sage		www.tradebox.uk.com	Jonathan Gell	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:831426	1 B0037-0026-0003	Kindle Keyboard skir
Upload	- Orde	r ID: 12281/181012/03							
Picking List	E	www.tradebox.uk.com	Biljana Lekic-Parker	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:018146	1 80026-0028-0010	iPhone 4/4S skins - S
Packing List	E E	www.tradebox.uk.com	Biljana Lekic-Parker	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:018146	1 B0026-0028-0008	iPhone 4/4S skins - S
Labels	- Orde	r ID: 12282/181012/31							
Amazon Shipping		www.tradebox.uk.com	Christine Longham	18/10/2012	Processing	PayPal Express Checkout	SUCCESS : 75724285M313920	1 80026-0058-0004	iPhone 4/4S skins - H
Manual Order Entry		r ID: 12283/181012/95							
ormation 🗇	F	www.tradebox.uk.com	Edson Bispo Dos Santos	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:029640	1 80079-0058-0015	Samsung Galaxy S II
ormation ×		www.tradebox.uk.com	Edson Bispo Dos Santos	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:029640	1 80079-0058-0016	Samsung Galaxy S II
Sales Channels		-	Edson Bispo Dos Santos	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:029640		Samsung Galaxy S II
Orders		r ID: 12284/181012/21	Eason bispo Das Sentas	16/10/2012	Processing	Secure trading	50CCE55 : A01H CODE:029640	1 B0079-0034-0035	Samsung Galaxy S II
Customers	_ Orde	www.tradebox.uk.com	Gordon Maker	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:067307	1 80040-0067-0002	iPod Touch (Gen 4) (
Fees		r ID: 12285/181012/31	Goroon Meker	10/10/2012	Processing	Secure reading	SUCCESS : AUTH CODE:05/30/	1 80040-0087-0002	IPod Touch (den 4) s
Logs	_		Gordon Maker	18/10/2012					
Search	E		Gordon Maker	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:059253	1 80040-0067-0006	iPod Touch (Gen 4) s
Last Download		r ID: 12286/181012/05							
n			Gordon Maker	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:011106	1 B0066-0021-0013	Blackberry Curve 93
ifiguration 🛠	_	r ID: 12289/181012/13							
New Sales Channel			Gordon Maker	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:012203	1 B0023-0034-0004	Blackberry Bold 970
Sales Channel Record		r ID: 12290/181012/15							
Settings			William Smart	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:006355	1 B0029-0023-0002	HTC HD2 skins - Rav
Licence	- Orde	r ID: 12291/181012/04							
		www.tradebox.uk.com	Ji Su Oh	18/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:018765	1 B0074-0067-0023	iPad 3 skins - Police B
alysis 🛛 🗧	- Orde	r ID: 12294/191012/35							
intenance 🛠		www.tradebox.uk.com	Stephen Johnson	19/10/2012	Processing	Secure Trading	SUCCESS : AUTH CODE:006077	1 B0003-0067-0023	iPhone 3 skins - Polic
Backup	- Orde	r ID: 12295/191012/03							
Export Data		www.tradebox.uk.com	Jinesh Bhatt	19/10/2012	Processing	PayPal Express Checkout	SUCCESS : 9JL 21861G15727724	1 Hoo81-0067-0025	iPhone 5 Case - The D
Relocate Database		www.tradeboy.uk.com	linech Rhatt	40/10/2012	Procession	PauPal Evorace Charlout	SUCCESSION SUBSIGUESSES	1 H0036-0067-0006	iPhone x/x5 Cace . A
Rebuild Data								28	
Rebuild Sales Figures	٠			III					
Archive Order History	26 item	lines displayed							
Export File Formats	0	hange Status Select	All Swap Clear	Refresh Order	Statuses				

The imported orders chosen in the dialog box are presented in a configurable grid. Columns can be added, removed and sorted into the order required by the user. To move the columns, simply click on the column headers and drag the column into the required position. To add or remove columns, right click on the column headers and from the drop down menu choose the **Select Columns** option. Data in the grids can be sorted in ascending or descending order by clicking on the column headers. Hovering the mouse above the columns will reveal a filter control  $\square$ . Clicking on the control allows the user to filter the grid by data in the column, for example showing all sales between 2 dates.

**Sage Certified Solution** 



## **Menu Options**

Business	
Support	Contains serial number, version number, licence type, expiry date, Tradebox contact details, installation path, data path, logs path, videos, guides, send/receive database function, remote support link and repair & compact utility.
Dashboard	Link to dashboard overview of sales processed by Tradebox
News	Indicates new Tradebox news when <b>emboldened</b> . Clicks through to news page on Tradebox website
Messages	Indicates new message from Tradebox when emboldened and red. Clicks through to message page on Tradebox website
Operations	
Download	Runs the download function to connect to online sales platform and import new sales before automatically posting to Sage Accounts. Sales Channel must be turned on (status of YES) in the Sales Channel List for download to occur.
Error Corrections	Loads Error Corrections grid, where sales that cannot be automatically posted to Sage (usually because of mapping issues) can be manually corrected and then posted to Sage.
Post to Sage	Runs the function to send any unposted sales in the Tradebox database to Sage without connecting to the online sales platform first. If there are any errors at the end of the Post to Sage routine, an alert will be displayed in the Operations Log. Full details of each issue encountered during the Post to Sage will be displayed in the Error Log.
Upload	Runs the Upload function to pass Sage 'free' stock quantities back to the inventory on the selected sales platform.



Picking List	Generates a Picking List of products and quantities for the criteria provided in the dialog box.
Packing List	Generates a Packing List for each individual order containing SKU's, quantities, delivery information etc.
Labels	Generates Avery Standard label sheets (either 3 x 7 or 2 x 7) of delivery addresses
Amazon Shipping	Generates the Amazon Shipping confirmation grid from where Amazon orders can be marked as despatched and this information passed back to the Amazon marketplace.
Manual Order Entry	Opens the Manual Order Entry form, if a manual entry sales channel has been established in the Sales Channel List.
Information	
Sales Channels	Opens the Sales Channel List which contains an overview of each sales channel established in the software. Double clicking on a sales channel opens the configuration settings for that sales channel and allows the configuration to be amended as required.
Orders	Opens a list of orders downloaded or imported into the Tradebox database. Users can choose to see all orders or orders from a specified sales channel.
Customers	Opens a list of customers.
Fees	Accesses the list of fees imported from specific marketplaces, such as eBay and Amazon.
Logs	Opens the Process and error logs for each day



Search	Generates a search utility.
Last Download	Opens the Operations log for the last download. From here the user can also access the Process and error log for the last download.
Configuration	
New Sales Channel	Click on New Sales Channel to generate the Sales Channel Setup Wizard to create a new sales channel in Tradebox
Sales Channel Record	Opens the configuration settings for the Sales Channel selected in the Sales Channel List.
Settings	Opens the generic settings for the application which include download options, dashboard options, exchange rates, address/labels, countries table, Sage field mapping and the feedback screen.
Licence	Accesses the Programme Activation screen to enter serial numbers and activation keys to activate, renew or upgrade the software licence.
Analysis	
Reports	Access the reports section
Sales Channels	Provides analysis graph comparing sales channels in Tradebox by turnover or units sold in the last 12 months. By default all products sold are included but graph can be refined to compare specific products by sales channels.
Units	Provides a Calendar 3 year graph overview of units sold across all sales channels. Can be refined to drill down to units from a specified sales channel.



Turnover	Provides a Calendar 3 year graph overview of turnover across all sales channels. Can be refined to drill down to turnover from a specified sales channel.
Products	Provides a Calendar 12 month graph illustrating the performance of a specified product. Performance can be changed between units, turnover and average selling price.
Products (All)	Provides a Calendar 12 month grid of all units sold. The grid can include all sales channels or a single specified sales channel. Product performance can be presented as units or turnover.
Countries	Provides an 'all time' graph of countries sold to. Graph can display all countries or be grouped into UK, EU and rest of World Sales. By default sales from all sales channels are included, albeit this can be refined to present country sales from a specific sales channel.
Sales v Fees	Presents a line graph illustrating a Calendar year of sales against fees. Only applicable for Amazon and eBay where fees are downloaded.
Fees	Presents a graph of fees, broken down into specific types. Only applicable for Amazon and eBay where fees are downloaded.
Time of Day	Provides and 'all time' graph of the time of day sales are made from eBay only.
Day of Week	Provides and 'all time' graph of the day of the week sales are made from all sales channels. This graph can be configured for time frames, sales channels and swapped between units and turnover.
Day of Month	Provides and 'all time' graph of the day of the month sales are made from all sales channels. This graph can be configured for time frames, sales channels and swapped between units and turnover.



Amazon Margins	Exports Amazon sales and fees data into an Excel spread sheet, comparing income against fees for each products sold
eBay Margins	Exports eBay sales and fees data into an Excel spread sheet, comparing income against fees for each products sold
Maintenance	
Backup	Enables the Tradebox data to be backed up. Includes options to automate the back up on closing the programme.
Export Data	Where an Export File Format has been created (see below) this function exports the data from a given date range into the existing template which can then be saved.
Relocate Database	Allows the user to export the Tradebox database off the client PC to a shared network drive. Also enables users to point additional installations of Tradebox at the existing database on a shared network drive.
Rebuild Data	Allows users to rebuild data in the Tradebox database. This can be for all channels or for specified channels. Data that can be rebuilt (deleted) includes sales information as well as mappings.
Rebuild Sales Figures	All the data in the Tradebox database to be rebuilt and all analysis and reporting to be recreated.
Archive Order History	Allows Tradebox data, older than 30 days, to be archived to improve performance.
Export File Formats	Allows users to create an export template of specified fields in a given order into a csv or excel spread sheet. Once the template is created and saved, the chosen data is exported using the Export Data option (see above).



Clear Order History	Deletes data from the Tradebox database prior to a given date.
Reset Sage Postings	Allows invoices to be recreated in Sage a second time by resetting the internal sage invoice number in Tradebox prior to a given date or invoice number. Once rebuilt, Tradebox can repost the invoices into Sage.
Restore	Restores previous backups.
Security	Allows a password to be added to the program or an existing password to be deleted or changed.