Contents

Version History

Version	Changed By	Date	Description
1.0	TS	10/01/21	Initial Document
1.1	TS	19/4/22	Extra columns & Expressions (3.9 & 3.10) Layout changes (4)
1.2	TS	03/05/23	Premium features noted (contents and 1.3) New features for April 2023 release – Notes (7), additional extra fields (3.9).

1 Overview

This document gives a guide to using the **AccountsMate** application with Sage 50.

1.1 Introduction

AccountsMate for Sage 50 allows users to create views of the most common data from their Sage 50 companies to suit tasks that they are doing (e.g. view customer debt details when chasing payment).

1.2 Summary of Features

A summary of the **AccountsMate** features are listed below.

1. Enquiry into Sage 50 main data (e.g. customer, supplier, products, transactions).

2. Can be installed on a computer with no Sage 50 client installed and requires no extra Sage 50 licences.

3. Supports remote users (e.g. over a VPN).

4. Overview screen gives quick view of the company debtors, creditors and products and allows drill down to account details and balance transactions.

5. Primary Enquiry screens show all primary entity information (e.g. customer, supplier and product) including related information (e.g. communications) and allows drilling to other functions (e.g. click to view all details, drill to transactions, email, etc.)

6. Secondary Enquiry screens show transactions of primary entities (e.g. customer invoices, credits, payments, etc.).

7. Enquiry screens can be customised to
   a. Add, remove & move fields.
   b. Sort
   c. Filter
   d. Total
   e. Group

8. Customised screens can be saved as layouts for future use.

9. Viewed data can be Exported or Previewed using a document designer.

10. Data Analysis functions summarise transactions across period and data elements (e.g. sales by customer and product over year and month). The Date Analysis screens can be customised and saved as layouts similar to the other enquiry screens.

11. Other features

    a. Select from multiple companies (Top Menu – Home)
    b. Start Sage 50 (Top Menu – Home)

c. Configure roles, menu and look (Top Menu – Configuration)
d. Get Help with application details, activity, remote support (Top Menu – Help)
e. View connection details i.e. company, plan, status & user (Bottom Status Bar)
f. View and send notifications (Bottom Status Bar – Envelope Icon)

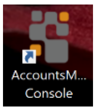
1.3 Premium Features

Some features are only available in Premium editions, this depends on the support subscription you have (i.e. Premium or Standard). The main features available in premium only are:

- All Data Analysis Enquiries.
- Nominal Budgets Enquires.
- Previewing data in grids/data analysis.
- Adding Expressions/Extra fields.
- Layout Authorisation.
- Notes.

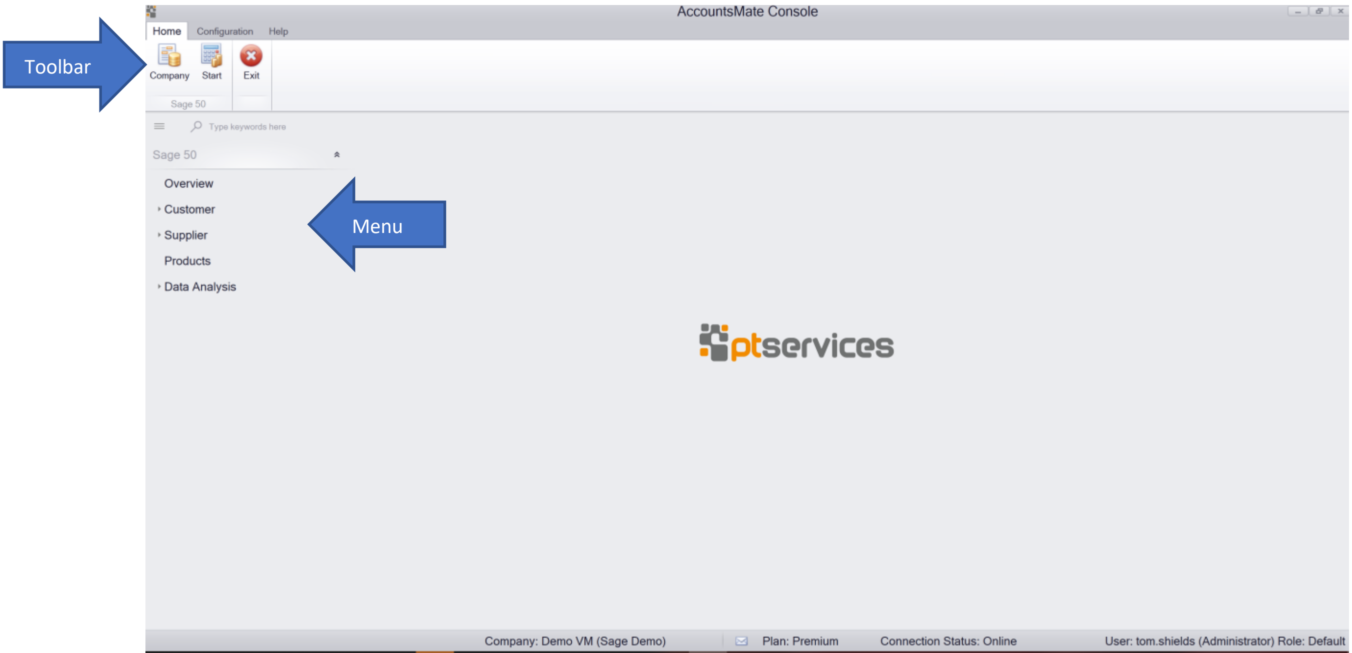
2 Navigation

AccountsMate is started by clicking its icon on the computer desktop.

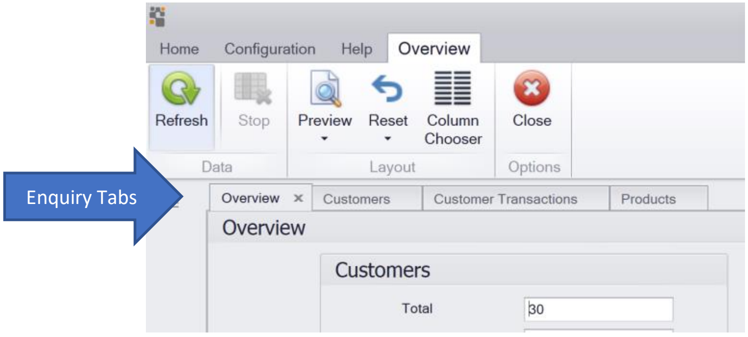


There is no need to log in as **AccountsMate** will take the user from the current Windows user.

AccountsMate starts with a **Home Screen** which presents a **Toolbar** of actions at the top and a **Menu** on the left side of the areas that can be enquired into.



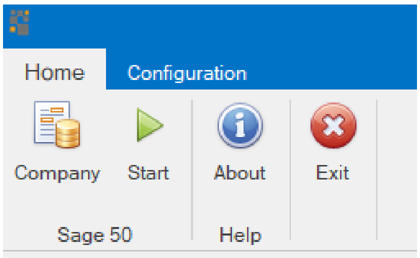
Each enquiry opened will create its own new tab that can be kept open and revisited or closed as required.



2.1 Home Screen

The **Home Screen** presents a **Tool Bar** at the top and a **Menu** down the left-hand side and the user begins navigating the system from these.

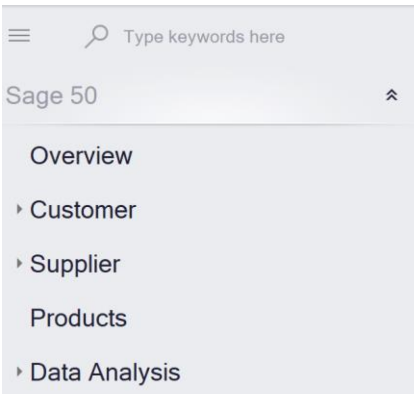
Top Tool Bar



The **Tool Bar** contains the following action buttons:

- **Company -** change currently connected company from Sage 50.
- **Start -** start the Sage 50 application (if it is installed on the computer).
- **About –** displays the **AccounstMate** application installation details.
- **Exit -** exit the **AccounstMate** application.

Menu



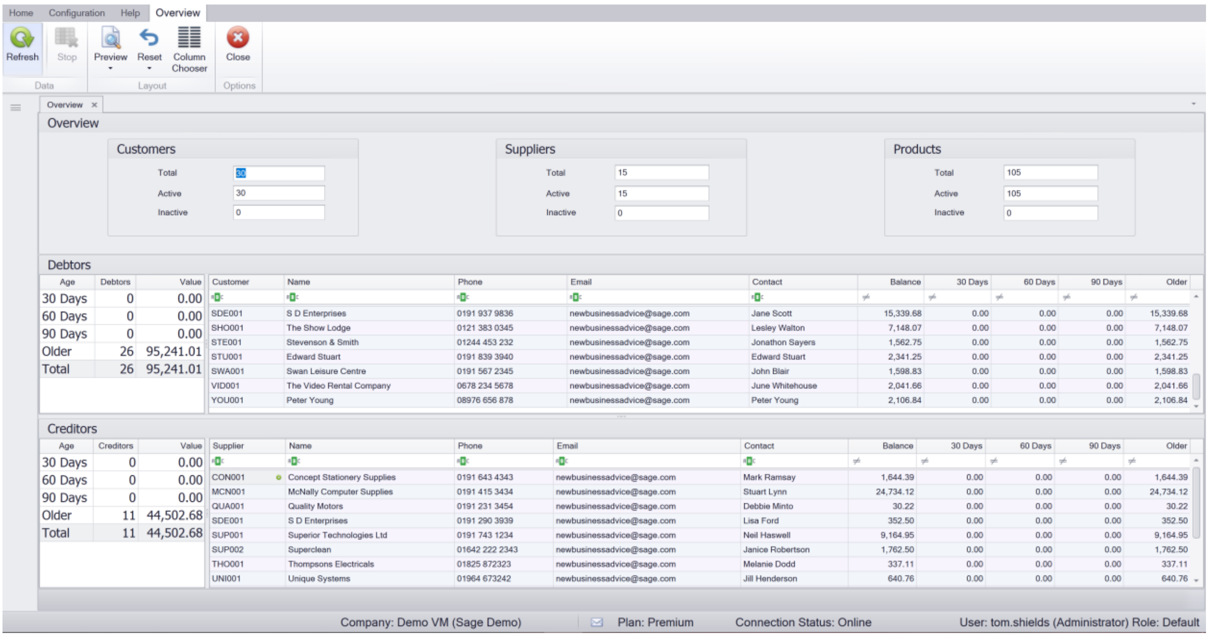
Choose the data area to query from the **Menu** options below:

- **Overview -** shows Customer, Supplier & Product totals and aged Debtors & Creditors.
- **Customers –** query Customer details and transactions.

- **Suppliers -** query Supplier details and transactions.
- **Products –** query Product and stock details
- **Data Analysis –** analyse & summarise sales and purchase transactional data.

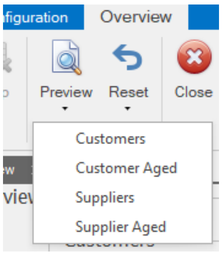
2.2 Overview

The **Overview** enquiry shows total counts of active and inactive customers, suppliers and products as well as an aged debtors and creditors position.

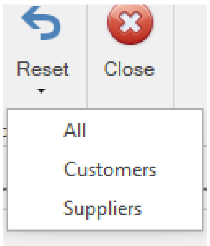


The **Top Toolbar** of the **Overview** contains the following actions:

- **Refresh –** load/refresh the data in the **Overview** from the Sage 50 source data.
- **Stop -** stops the refresh process.
- **Preview -** preview the **Overview** grid data ready for printing or export.
- **Reset -** reset the column layout of the Overview data grid.
- **Close -** close the **Overview** screen.
- **Preview -** preview the **Overview** grid data ready for printing or export.



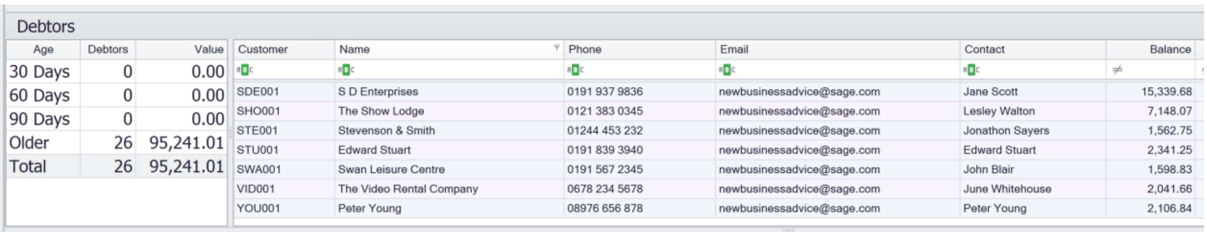
  - **Customers** - preview only the Customer data grid in document form.
  - **Customer Aged** - preview only the Customer aged data grid in document form.
  - **Suppliers** - preview only the Supplier data grid in document form.
  - **Supplier Aged** - preview only the Supplier aged data grid in document form.
- **Reset -** reset the column layout of the **Overview** data grid.



- **All** - reset the column layout on all grids.
- **Customers** - reset the column layout on Customer grid only.
- **Suppliers** - reset the column layout on Supplier grid only.

2.2.1 Debtors / Creditors Data Grids

The **Debtors/Creditor Grids** shows a summary of the aged values on the left panel and the list of accounts that make up this summary in the right panel.



Debtors

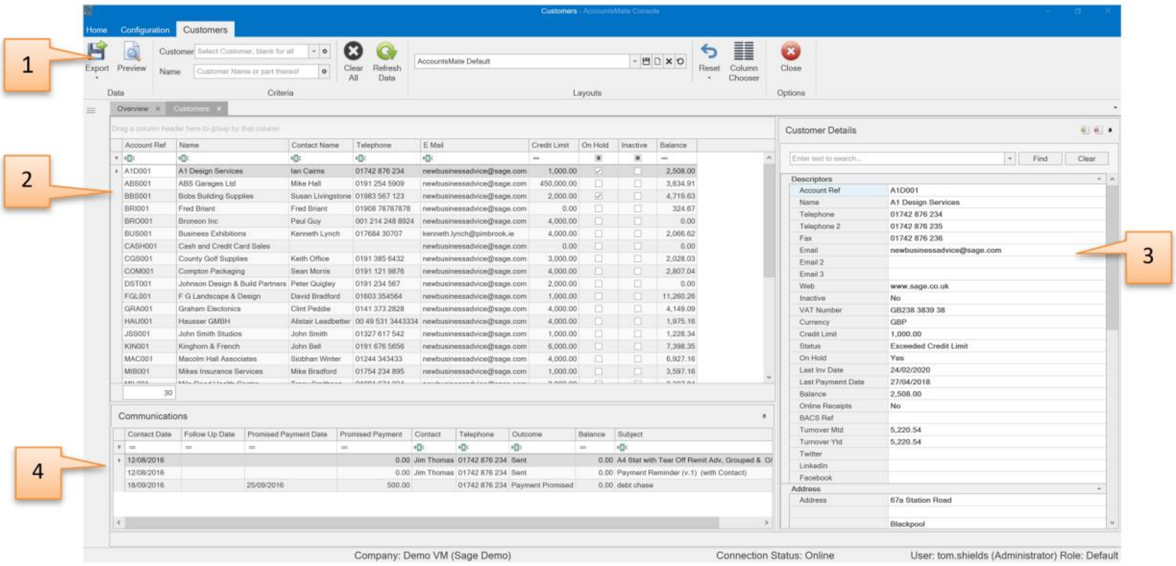
Age	Debtors	Value
30 Days	0	0.00
60 Days	0	0.00
90 Days	0	0.00
Older	26	95,241.01
Total	26	95,241.01

Customer	Name	Phone	Email	Contact	Balance
SDE001	S D Enterprises	0191 937 9836	newbusinessadvice@sage.com	Jane Scott	15,339.68
SHO001	The Show Lodge	0121 383 0345	newbusinessadvice@sage.com	Lesley Walton	7,148.07
STE001	Stevenson & Smith	01244 453 232	newbusinessadvice@sage.com	Jonathon Sayers	1,562.75
STU001	Edward Stuart	0191 839 3940	newbusinessadvice@sage.com	Edward Stuart	2,341.25
SWA001	Swan Leisure Centre	0191 567 2345	newbusinessadvice@sage.com	John Blair	1,598.83
VID001	The Video Rental Company	0678 234 5678	newbusinessadvice@sage.com	June Whitehouse	2,041.66
YOU001	Peter Young	08976 656 878	newbusinessadvice@sage.com	Peter Young	2,106.84

Click on a summary aged value in the left panel to show the list of accounts in the right panel for that aged value.

2.3 Primary Enquiry Functions - Customers / Suppliers / Products

A **Primary Enquiry** looks at data from a main entity in Sage 50 e.g. Customers, Suppliers or Products. These enquiry screens are designed with a consistent layout containing the following parts.



2.3.1 The Toolbar

The **Top Toolbar** contains actions that can be performed on the data.

- **Criteria** – optionally enter criteria to extract the data and
  - **Refresh –** load/refresh the data in the data grid from Sage 50 source.
  - **Clear –** clear criteria entered.
- **Export -** provides various formats via which the grid data can be exported e.g. CSV, PDF, etc.
- **Preview -** preview the data grid content into documents ready to print or export.
- **Layouts -** shows the current data view layout and provides a drop down list of others.
- **Column Chooser -** allows additional data columns to be added to the data grid.
- **Close -** close the Customer/Supplier screen.

Note: The data must be loaded initially by using the **Refresh** button (optional criteria can be entered).

2.3.2 The Main Data Grid

The **Main Data Grid** lists the data from the primary entity being queried (e.g. customers, suppliers or products).

Account Ref	Name	Contact Name	Telephone	E Mail	Credit Limit	On Hold	Inactive	Balance
A1D001	A1 Design Services	Ian Cairns	01742 876 234	newbusinessadvice@sage.c	1,000.00	✓	☐	2,508.00
ABS001	ABS Garages Ltd	Mike Hall	0191 254 5909	newbusinessadvice@sage.com	450,000.00	☐	☐	3,634.91
BBS001	Bobs Building Supplies	Susan Livingstone	01983 567 123	newbusinessadvice@sage.com	2,000.00	✓	☐	4,719.63
BRI001	Fred Briant	Fred Briant	01908 78787878	newbusinessadvice@sage.com	0.00	☐	☐	324.67
BRO001	Bronson Inc	Paul Guy	001 214 248 8924	newbusinessadvice@sage.com	4,000.00	☐	☐	0.00
BUS001	Business Exhibitions	Kenneth Lynch	017684 30707	kenneth.lynch@pimbrook.ie	4,000.00	☐	☐	2,066.62
CASH001	Cash and Credit Card Sales			newbusinessadvice@sage.com	0.00	☐	☐	0.00
CGS001	County Golf Supplies	Keith Office	0191 385 6432	newbusinessadvice@sage.com	3,000.00	☐	☐	2,028.03

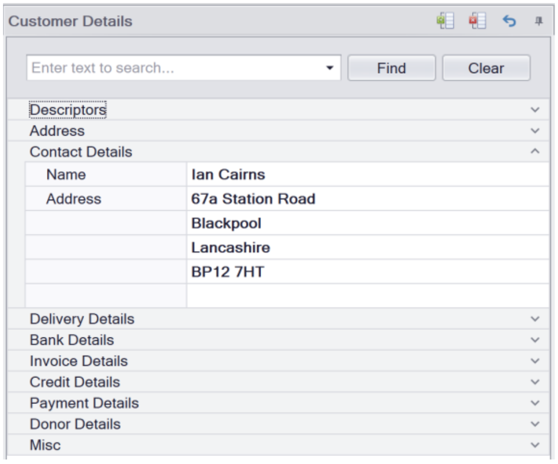
The **Main Data Grid** allows the following functions to be performed on the data.

- Customising columns
  - Add columns (see Adding Data Columns – Column Chooser)
  - Removed columns (see Removing Data Columns)
  - Moved columns (see Moving Data Columns)
- Sort data (see Sorting Data)
- Filter data (see Filtering Data)
- Finding data (see Finding Data)
- Totalling data (see Totalling – Data Grid Columns.)
- Grouping data (see Grouping)
- Drill actions - some columns show a green "Drill" button when they are clicked into 3,634.91.

  Clicking on this button will perform the following actions depending on the column data i.e.
  - Drill into the data (e.g. from a balance, drill to show transactions)
  - Emailing from email addresses.
  - Phone dialling from telephone numbers.
  - Browse to a URL.

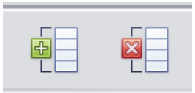
2.3.3 The Property Sheet

The **Property Sheet** on the right-hand side of the **Main Data Grid**, shows all the data columns available from the data entity being enquired on.



The **Property Sheet** has the following features:

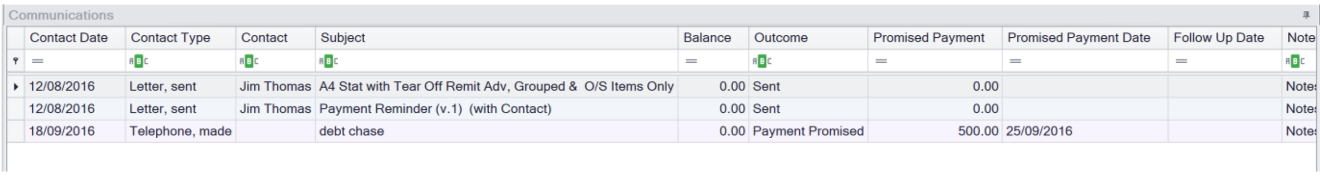
- Data is specific to the record currently selected in the **Main Data Grid**.
- The data fields are organised into groups.
- These groups can be expanded and collapsed by either double-clicking the group header or clicking the group buttons at the top of the **Property Sheet**.



- The **Search** option helps to find specific data fields.

2.3.4 The Related Data Grid

A **Related Data Grid** may be shown at the bottom of the enquiry screen to show data related to the primary entity. In the customer example above, this shows communication data related to the currently selected record in the **Main Data Grid**.

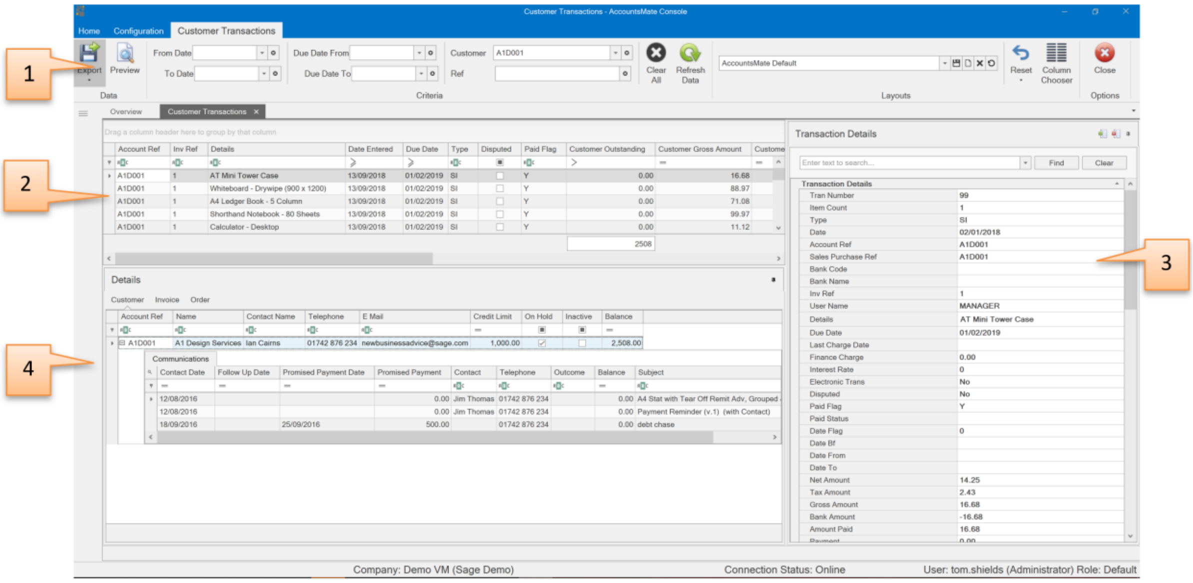


Most of the features of the **Main Data Grid** are supported in this **Related Data Grid** (i.e. column configuration, filter, sort, etc.). Also, when you click on a record in the **Related Data Grid** all of its data is shown in the **Property Sheet** on the right-hand side.

2.4 Secondary Enquiry Functions (e.g. Customer & Supplier Transactions)

The information shown in a **Secondary Enquiry** is data related to a primary entity (e.g. a customer transactions). These types of enquires are driven by selecting a record from a primary entity (i.e. a customer or supplier) and drilling into it to show the secondary related data (i.e. transactions like invoices, orders, etc.).

Secondary Enquiries follow a similar design to the Primary Enquiries with the same 4 areas outlined as below.



However, **Secondary Enquiries** will usually have multiple tabs of additional information in the 4th area – the Related Data Grid. The examples below show Account, Invoice and Order details of the transaction selected in the Main Data Grid:

- Account and communication details of the customer of the selected transaction.

Details

Customer | Invoice | Order

Account Ref	Name	Contact Name	Telephone	E Mail	Credit Limit	On Hold	Inactive	Balance
SDE001	S D Enterprises	Jane Scott	0191 937 9836	newbusinessadvice@sage.com	5,000.00			15,339.68

Communications

Contact Date	Contact Type	Contact	Subject	Balance	Outcome	Promised Payment	Promised Payment Date	Follow Up Date	N
12/08/2016		Jane Scott	A4 Stat with Tear Off Remit Adv, Grouped & O/S Items Only	5,939.68		0.00			N
12/08/2016		Jane Scott	Payment Reminder (v.1) (with Contact)	5,939.68		0.00			N

- Invoice details of the transaction selected.

Details

Customer | Invoice | Order

Invoice Or Credit	Invoice Number	Invoice Type	Invoice Date	Taken By	Order Number	Notes 1	Notes 2	Notes 3
Invoice	67	Product Invoice (from SOP)	27/04/2017		26			

Invoice Lines

Stock Code	Description	Quantity	Unit Of Sale	Unit Price	Gross Amount
MEM002	DIMM 64mb 100Mhz	6	Each	52.2	368.01
MEM004	SIMM 16mb 100Mhz	6	Each	27	190.35
MOTH003	MTH3000 Motherboard	2	Each	63	148.05
PAPER005	Lasercopy Paper - Standard Grade	40	1 Ream	2.2	103.4
PAPER007	Coloured Paper - Pastel Green	10	1 Ream	3.42	40.19

- Order Details of that same transaction (if it exits)

Details

Customer | Invoice | Order

Order Number	Order Date	Cust Order Number	Del Name	Despatch Status	Del Address 1	Del Address 2	Del Address 3	Del Addres...	Del Addres...
26	21/04/2017		S D Enterprises	Complete	6 Portland Way	St Michael Estate	Heaton	Tyne & Wear	NE5 3TR

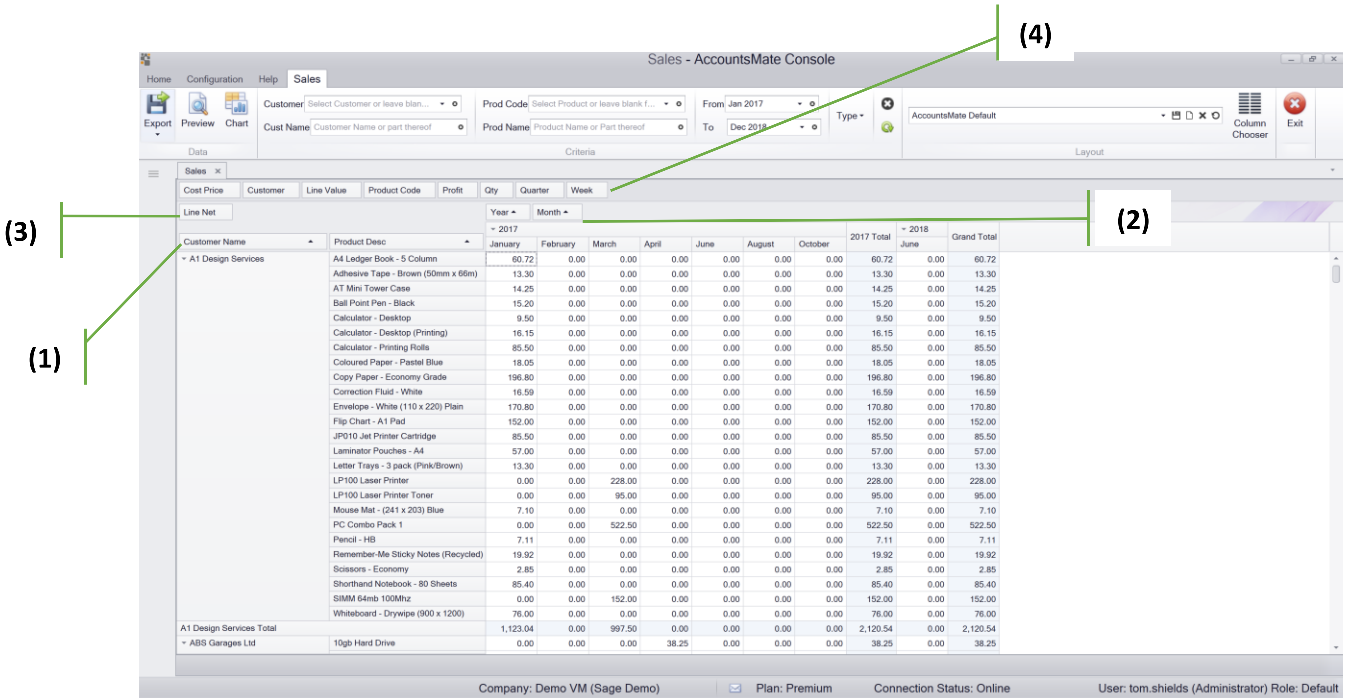
Order Lines

Stock Code	Description	Qty Order	Qty Allocated	Qty Delivered	Qty Despatch	Delivery Date
MOTH003	MTH3000 Motherboard	2	0	2	0	27/04/2007
PEN006	Pencil - Chinagraph Black	2	0	2	0	27/04/2007
MEM002	DIMM 64mb 100Mhz	6	0	6	0	27/04/2007
MEM004	SIMM 16mb 100Mhz	6	0	6	0	27/04/2007
PAPER007	Coloured Paper - Pastel Green	10	0	10	0	27/04/2007

2.5 Data Analysis Enquiries *(premium feature)*

The **Data Analysis** is an advanced feature that allows sales and purchase transactions to be summarised and analysed using **Pivot Grids**. A **Pivot Grid** presents data over two directions (row and column) supporting analysis across a number of dimensions.

As an example, the **Data Analysis Enquiry** below shows sales value by customer and product (rows) across years and months (columns).



Many of the same features available on the Primary and Secondary functions outlined in the previous sections are also available in these **Data Analysis** enquiries, e.g.

- Data load/refresh with optional criteria. (Note: As this works with transactions it is advisable to include criteria by date to limit the amount of data extracted).
- Column adding, removing and moving.
- Filtering, sorting totalling and grouping.
- Export and preview.

However, there are some differences i.e.

1. How the **Pivot Grids** work when adding columns to an enquiry. This is done by dragging the required columns to the area they are needed (as indicated in the screen shot above) i.e.
   (1) Row Area
   (2) Column Area
   (3) Value Area
   (4) Quick Selection Area

2. Charts can be produced from the analysed data by using the **Chart Button** in the **Toolbar Data** section.

3 Customising Data Views

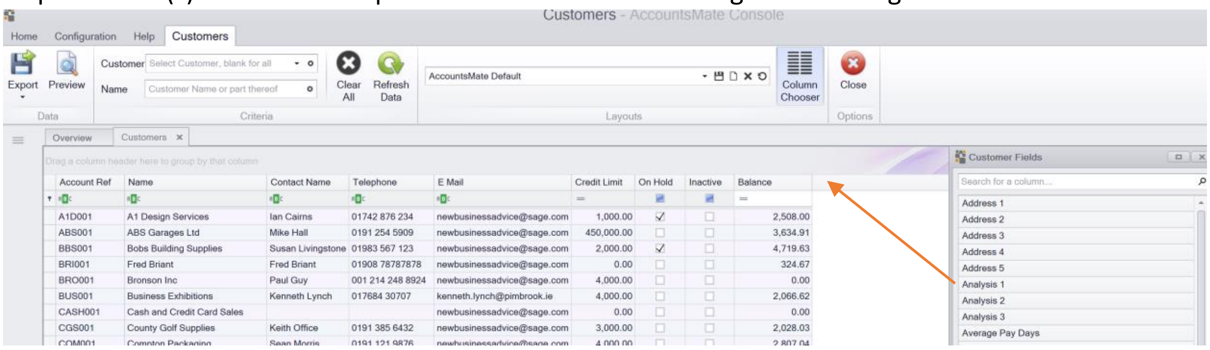
How the data is presented in **AccountsMate** can be customised by the user to suit what they want to for the task they are carrying out. The following sections outline the types of customisation that can be performed.

3.1 Adding Data Columns

There are normally many more data fields available to an enquiry than are shown on the Main Data Grid (the Property Sheet shows all data fields available). To add new columns to a grid,

1. Select the **Column Chooser** in the Toolbar (see below)

2. Select the field required from the list (the search option can be used to quicky find a field by name). Double click the required field(s) to add them to beginning of the grid OR drag the required field(s) to the desired position in the column heading area of the grid.



3.2 Removing Data Columns

Data columns can be removed from a grid by either:

a. Clicking on the data column header and dragging the selected column off the grid header.

OR

b. Right clicking on the data column header and then selecting **Hide This Column** from the drop-down menu.

3.3 Moving Data Columns

Data columns can be moved by clicking on the data column header and dragging the selected column to the preferred position in the data grid.

3.4 Sorting Data

The data in a grid on an enquiry screen can be sorted by any of the columns. This is done by either:

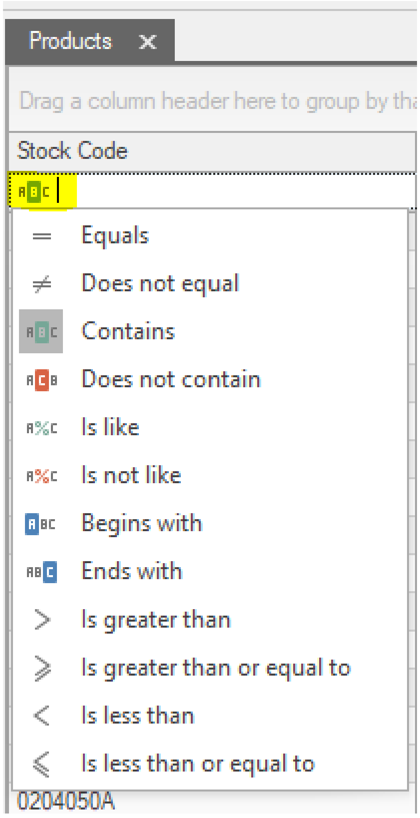
a. Clicking on the column heading, each time you click the header it will toggle the sort mode on the column between ascending and descending.

OR

b. Right clicking the column heading and choose the **Sort** option from the menu.

3.5 Filtering Data

Any column can be used to filter the data in a grid by clicking into the **Filter Area** under the column heading and entering the value to filter by. The filter type is preselected depending on the type of data in the column (e.g. contains for text, equals for number). This filter type can be changed by clicking the icon in the **Filter Area** as highlighted below.



The user can select the filter type they require from the options presented (as above).

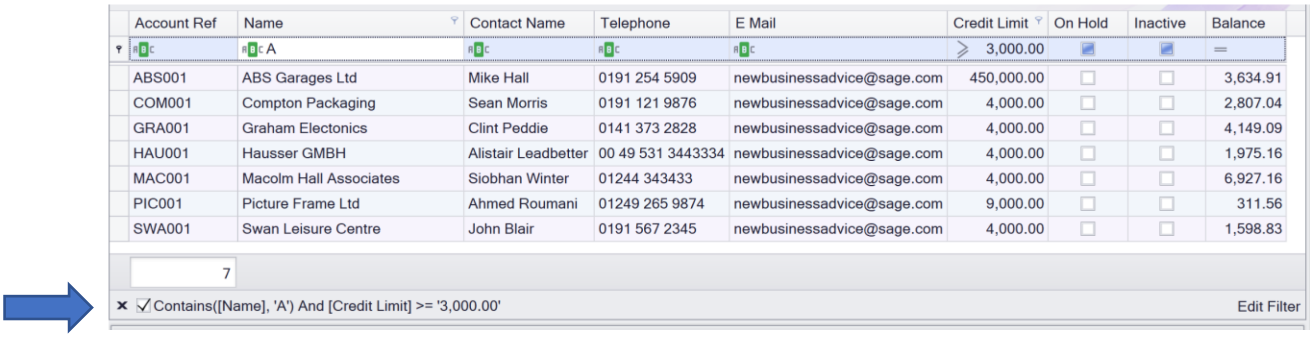
Multiple columns can be used to filter the data.

To remove a filter either:

a. Clear it from the column filter area

OR

b. Click the **X** in the filter display at the bottom of the grid, see below



Account Ref	Name	Contact Name	Telephone	E Mail	Credit Limit	On Hold	Inactive	Balance
	A				3,000.00			
ABS001	ABS Garages Ltd	Mike Hall	0191 254 5909	newbusinessadvice@sage.com	450,000.00			3,634.91
COM001	Compton Packaging	Sean Morris	0191 121 9876	newbusinessadvice@sage.com	4,000.00			2,807.04
GRA001	Graham Electonics	Clint Peddie	0141 373 2828	newbusinessadvice@sage.com	4,000.00			4,149.09
HAU001	Hausser GMBH	Alistair Leadbetter	00 49 531 3443334	newbusinessadvice@sage.com	4,000.00			1,975.16
MAC001	Macolm Hall Associates	Siobhan Winter	01244 343433	newbusinessadvice@sage.com	4,000.00			6,927.16
PIC001	Picture Frame Ltd	Ahmed Roumani	01249 265 9874	newbusinessadvice@sage.com	9,000.00			311.56
SWA001	Swan Leisure Centre	John Blair	0191 567 2345	newbusinessadvice@sage.com	4,000.00			1,598.83

7

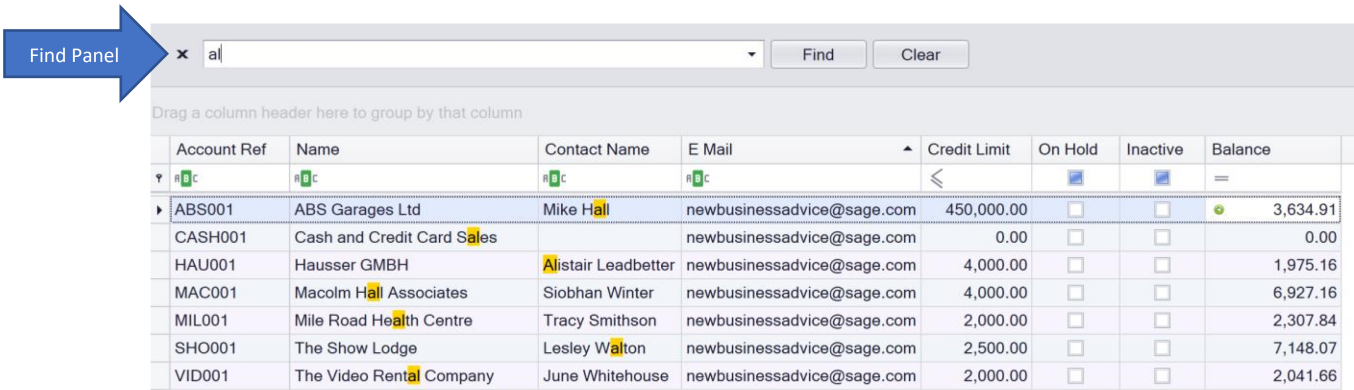
× Contains([Name], 'A') And [Credit Limit] >= '3,000.00' Edit Filter

Notes:

1. Clicking X will remove the filter totally, unticking it turns it off but leaves the filter there so it can be turned back on).
2. Click **Edit Filter** to open a filter editor window to help with advanced filtering.

3.6 Finding Data

The **Find Panel** can be used to search all of the data in a grid. To bring up the **Find Panel** right click on the grids column headers and choose **Show Find Panel** from the menu**.** This will show the **Find Panel** at the top of the grid, see below.



Account Ref	Name	Contact Name	E Mail	Credit Limit	On Hold	Inactive	Balance
ABS001	ABS Garages Ltd	Mike Hall	newbusinessadvice@sage.com	450,000.00			3,634.91
CASH001	Cash and Credit Card Sales		newbusinessadvice@sage.com	0.00			0.00
HAU001	Hausser GMBH	Alistair Leadbetter	newbusinessadvice@sage.com	4,000.00			1,975.16
MAC001	Macolm Hall Associates	Siobhan Winter	newbusinessadvice@sage.com	4,000.00			6,927.16
MIL001	Mile Road Health Centre	Tracy Smithson	newbusinessadvice@sage.com	2,000.00			2,307.84
SHO001	The Show Lodge	Lesley Walton	newbusinessadvice@sage.com	2,500.00			7,148.07
VID001	The Video Rental Company	June Whitehouse	newbusinessadvice@sage.com	2,000.00			2,041.66

Enter the search text required, **AccountsMate** will return all records in the grid where a match is found on the data in any of the columns and will highlight these matches, as shown in the above example.

To clear the find, click **Clear** in the **Find Panel**.

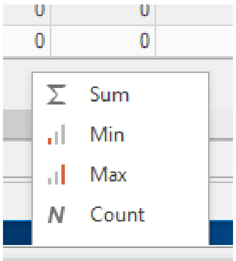
To hide the **Find Panel** click the **X** in the panel.

3.7 Totalling.

Columns in a data grid can be totalled by right clicking into the area at the bottom of the column, as indicated below.

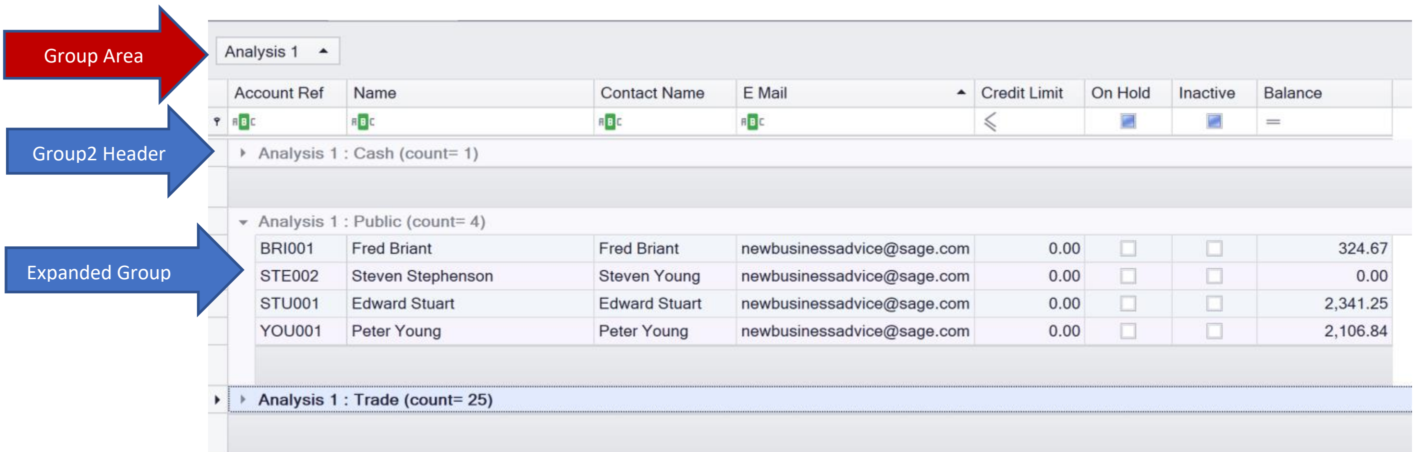
KIN001	Kinghorn & French	John Bell	0191 676 5656	newbusinessadvice@sage.com	6,000.00			7,398.35
MAC001	Macolm Hall Associates	Siobhan Winter	01244 343433	newbusinessadvice@sage.com	4,000.00			6,927.16
MIB001	Mikes Insurance Services	Mike Bradford	01754 234 895	newbusinessadvice@sage.com	1,000.00			3,597.16
30								SUM=95,241.01

A number of total options will be presented (see below) and the user can select the one they require for the column.



3.8 Grouping

Data can also be grouped in a data grid as shown below:



The above example has grouped the customers by analysis code 1 (in this case account type). The group headers (indicated) show the value of the group (i.e. cash, public and trade) and the count of records in each. The group can be expanded or collapsed by clicking on the arrow beside the group header.

To group data, either

a. Drag the field you want to group by to the **Group Area** (indicated by the red arrow in the above example). A field can be dragged from the grid column headers or from the **Column Chooser.**

OR

b. Right click the column header and select **Group by This Column** from the menu**.**

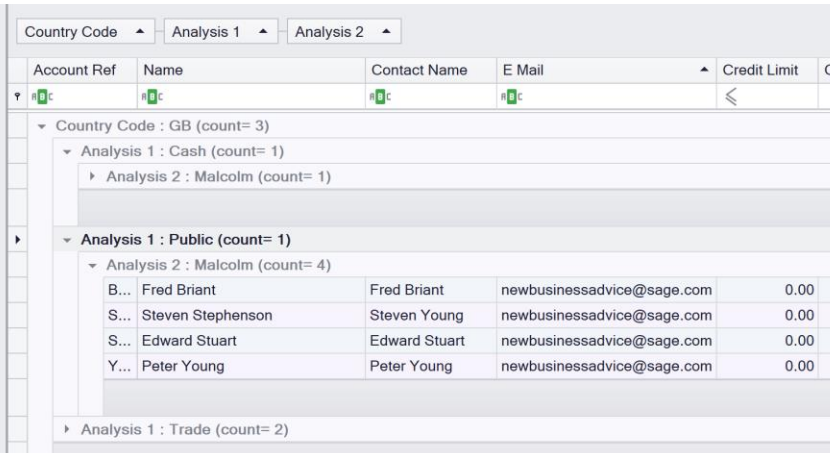
To remove the grouping, either.

a. Drag the grouped field out of the **Group Area.**

OR

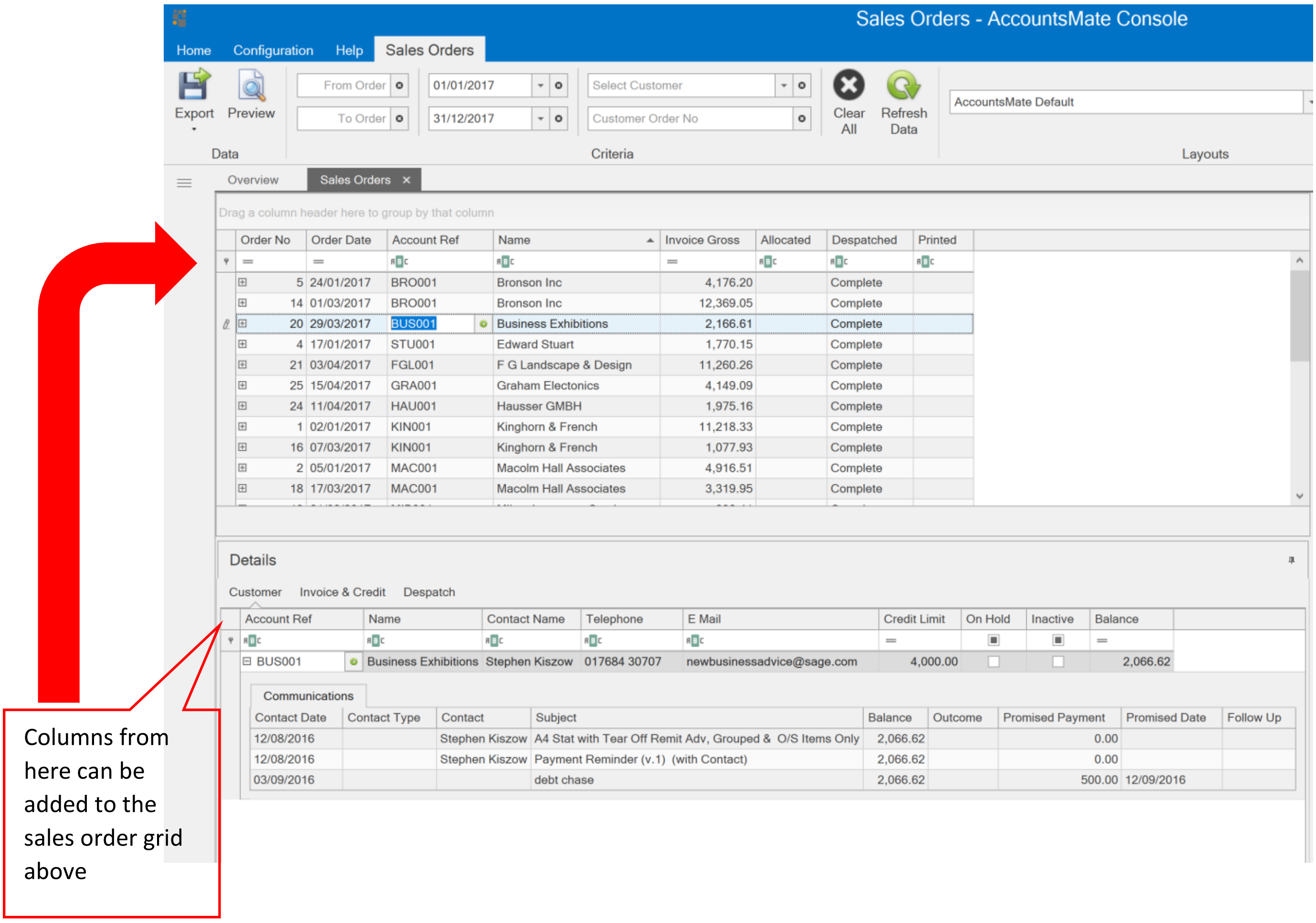
b. Right click the group field in the **Group Area** and choose **Ungroup.**

Data can be grouped by a number of fields to give multiple layers of grouping, see example below which groups by 3 fields (Country, Analysis 1 and Analysis 2).



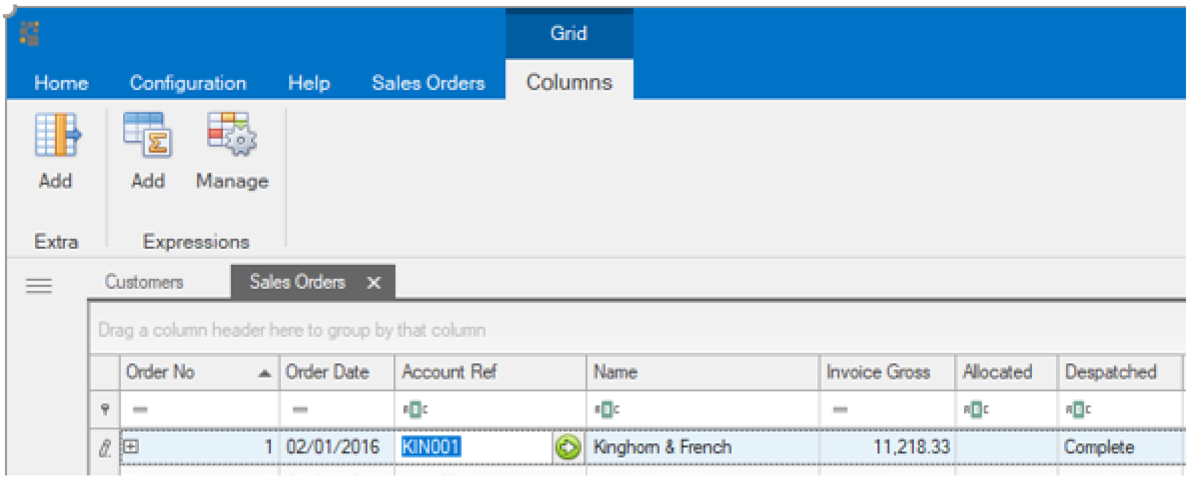
3.9 Adding Extra Columns *(premium feature)*

Extra columns are defined as columns in the main grid that has associated data in a detail grid. An example of this would be in the Customer Sales Order enquiry where the main grid displaying the sales order details can have extra customer columns added to it from the customer details grid. This allows users to produce enquiry lists with more related information (e.g. a sales order list with customer detail like address, email, phone, balance, etc.).

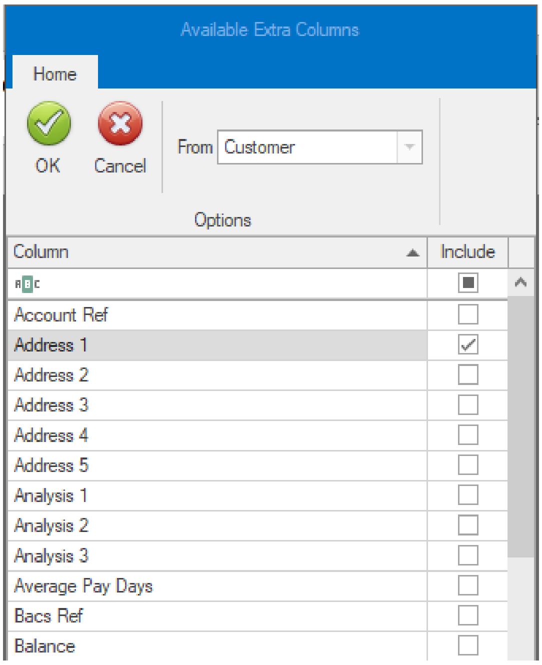


3.9.1.1 To add an Extra Column

- click into a row on the grid you want to add the column to (e.g. a sales order row)
- click on the "Columns" tab to show the following screen.



- Click on the "Add Extra" button (if available see note below), the following screen will appear, showing the fields available to add.

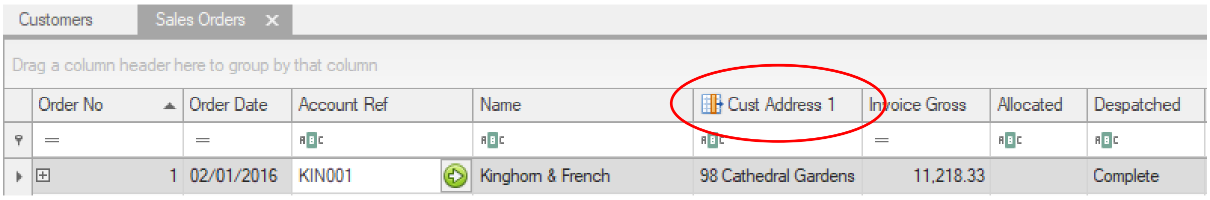


- select the from where the related columns will come from (e.g. Customer above).
- select which columns to display by selecting the check box in the Include column.
- the "From" drop down list allows the selection of different master data that can be applied.

By default, each column is added to the end of the grid and its name is preceded by a 4-digit code that indicates where it came from for easy identification.

In the above example the Customer Address 1 will be added to main grid once the OK button has been selected.

Therefore, the above would generate a column as detailed below



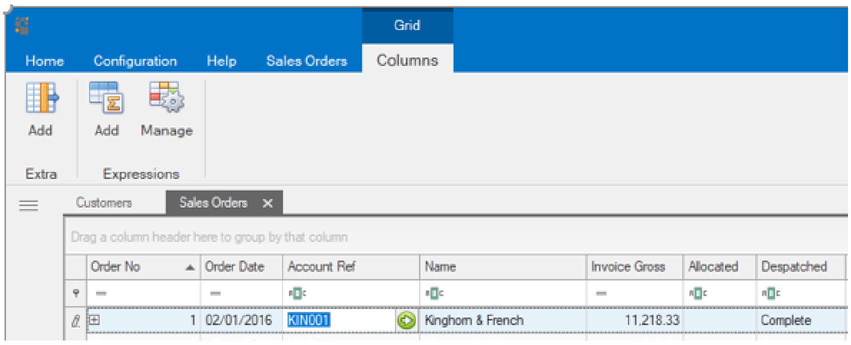
NOTE: *Not all grids support Extra Columns as the data must have a one-to-one relationship between the main and detail grid (e.g. sales orders only have one customer so this is supported. However, invoice data cannot be displayed as there could be more than one invoice per order.).*

3.10 Adding Expression Columns *(premium feature)*

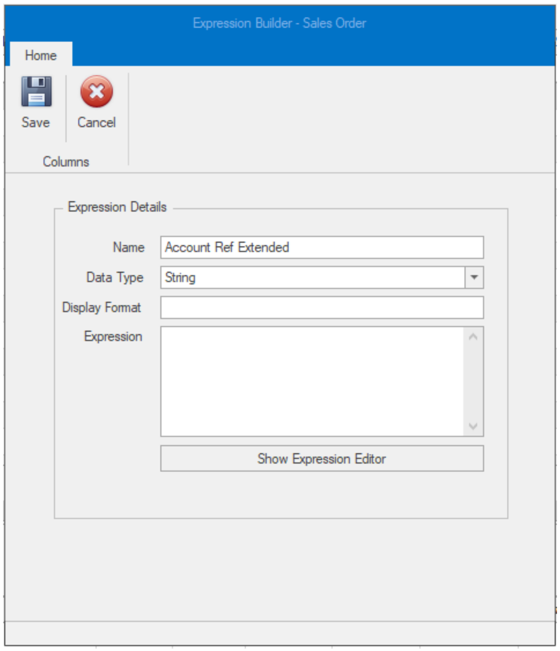
Expression columns are defined as columns that are made up of an expression based on other columns via the expression builder. An example could be a new customer column that concatenates the Account Ref to the Account Name.

3.10.1 Add A New Expression Column

Select the "Columns" tab as in 3.9 to show the following

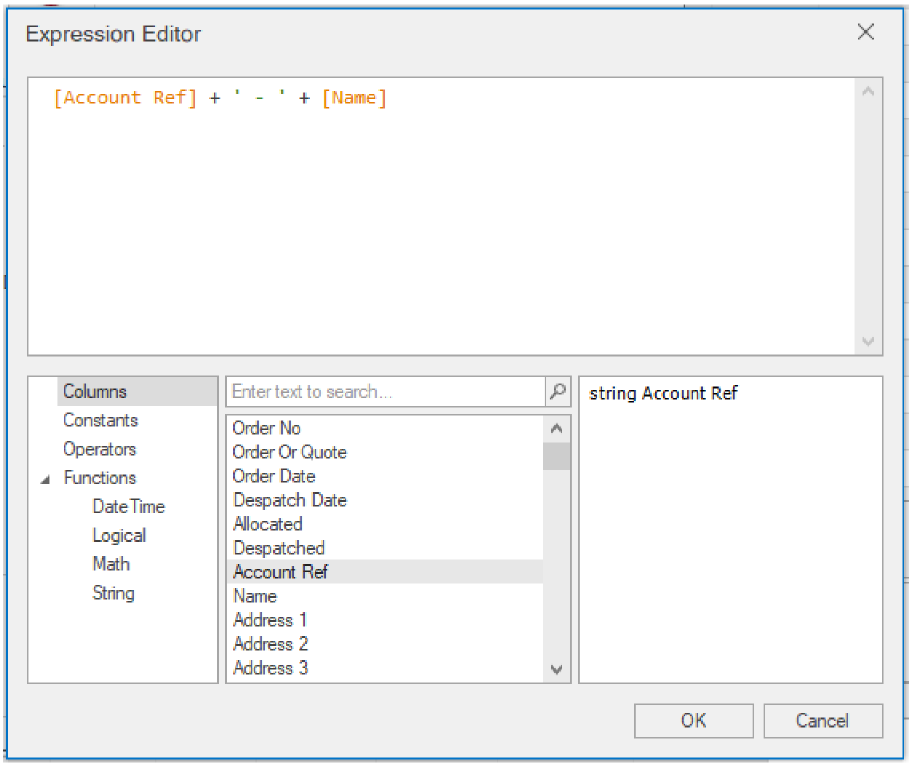


Select the "Add – Expression" toolbar to start the "Expression Builder", see below.



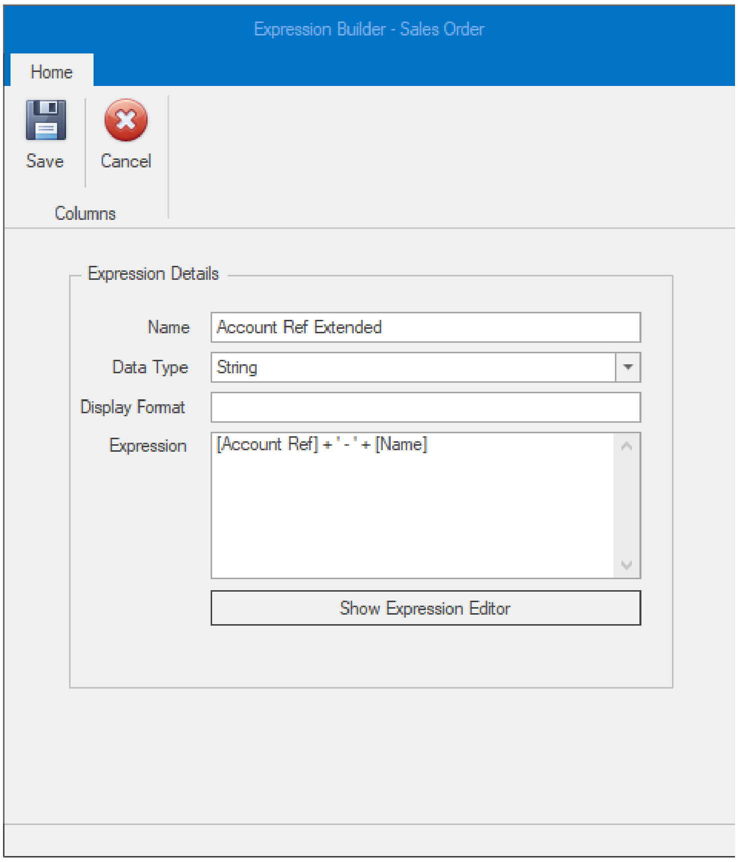
Enter the column name, data type and format. These are important to display the correct result of the expression.

Click the “Show Expression Editor” to generate the expression as below.

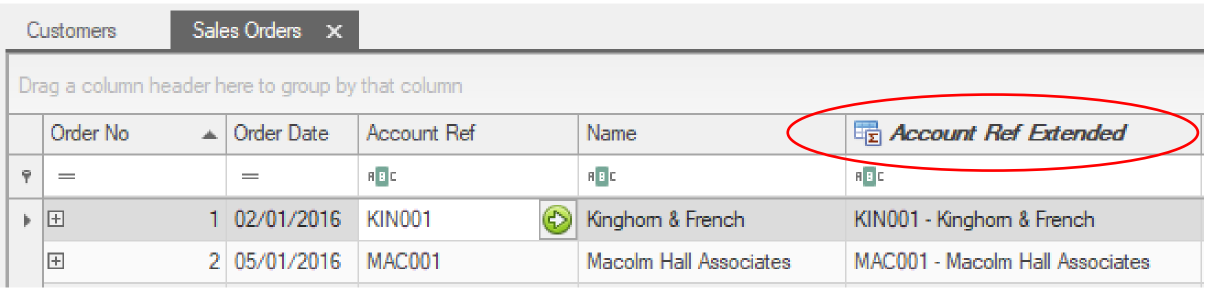


- The top area indicates the current expression
- The bottom left indicates what type of entities can be added
- The bottom middle indicates what entity can be added
- The bottom right gives some formatting help of the entity selected

- The above example has created an expression that concatenate the account reference with the name separated by a hyphen
- Selecting OK will return to the column definition screen below and populates the expression details.

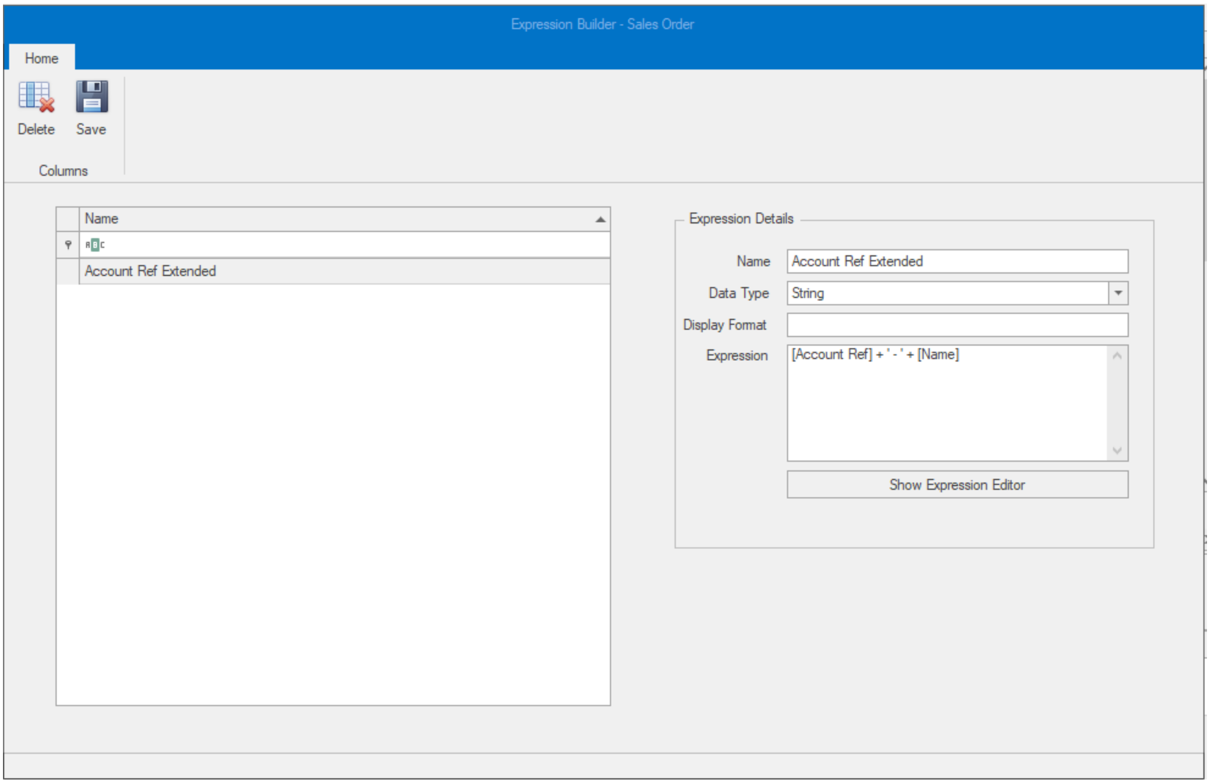


Selecting Save will add the column to the end of the grid. The column name is in bold and preceded by  for easy identification, as seen below.



3.10.2 Manage Existing Expression Columns

Existing expression columns can be amended or deleted via the ”Manage” button. Once selected the following screen is displayed



This allows the user to select the expression column and amend its details or remove it from the grid.

4 Layouts – Saving a Customised View

4.1 Overview

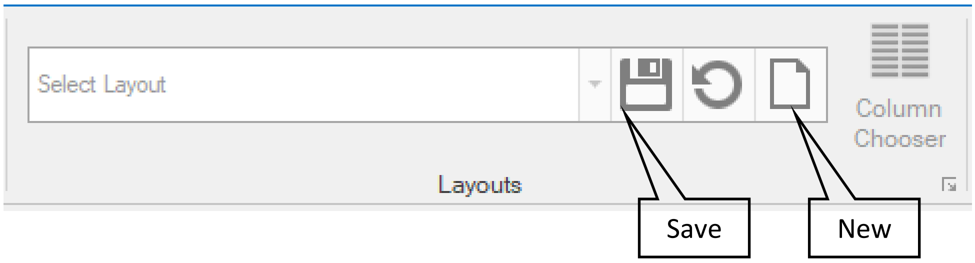
A view of any data enquiry can be customised as described in Customising Data Views above. This specific view can be saved and recalled and applied to the same enquiry at any time in the future to show the same columns, sorting, filtering, totals, etc.

Layouts fall within 4 categories

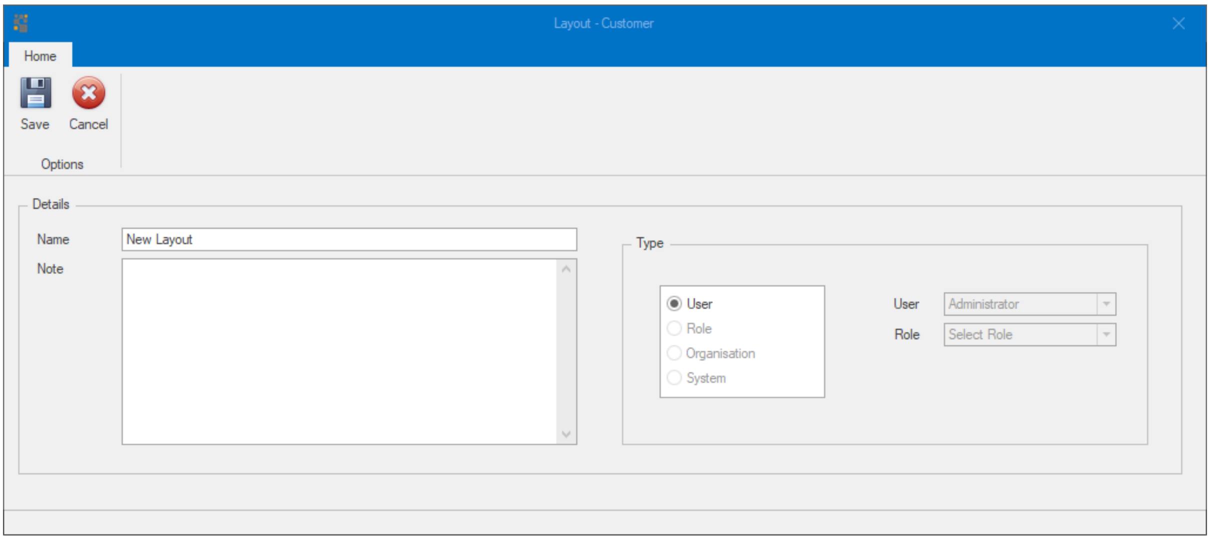
- User – A layout created by a user will be available only to that user. User layouts will work in the same way as layouts created in previous versions.
- Role – If a layout is assigned to a role category, then all users within that role can use it. All users within that role can also change that layout.
- Organisation – A layout assigned to the organisation category allows that layout to be used by all users within that organisation but can only be changed by an organisation administrator
- System – A layout assigned to the system category indicates that all users within all organisations can use the layout but only application administrators, Pimbrook can amend it

4.2 Creating a new Layout

Each form within AccountsMate that facilitates layout maintenance will have a layout page on the ribbon bar as per below



Once data has been populated in the grid and the layout has been amended as required, selecting the new layout button displays the layout details form



The new layout can be assigned a name, a note and a category type.

The types available will depend on whether the user is an Organisation Administrator. If they are not, then only the User category is available. If the user is assigned to a role then the Role type will also be available.

If the user is an Organisation Administrator, then the following types will be available.

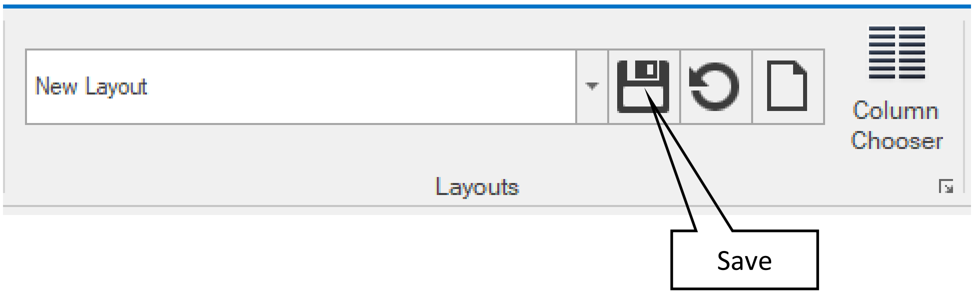
- Users Category – All Users
- Role Category – All Roles
- Organisation – This organisation

If the user is a System Administrator, then the above types as per the Organisation Administrator wil be available and also the System category

Select Save to continue.

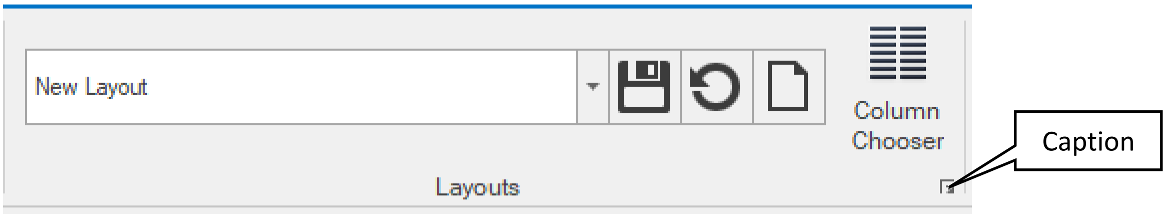
4.3 Changing a Layouts Data View

Further changes to the Data View of a layout (i.e .grid columns, filtering, sorting, etc.) can be made and saved by selecting the layout save button.

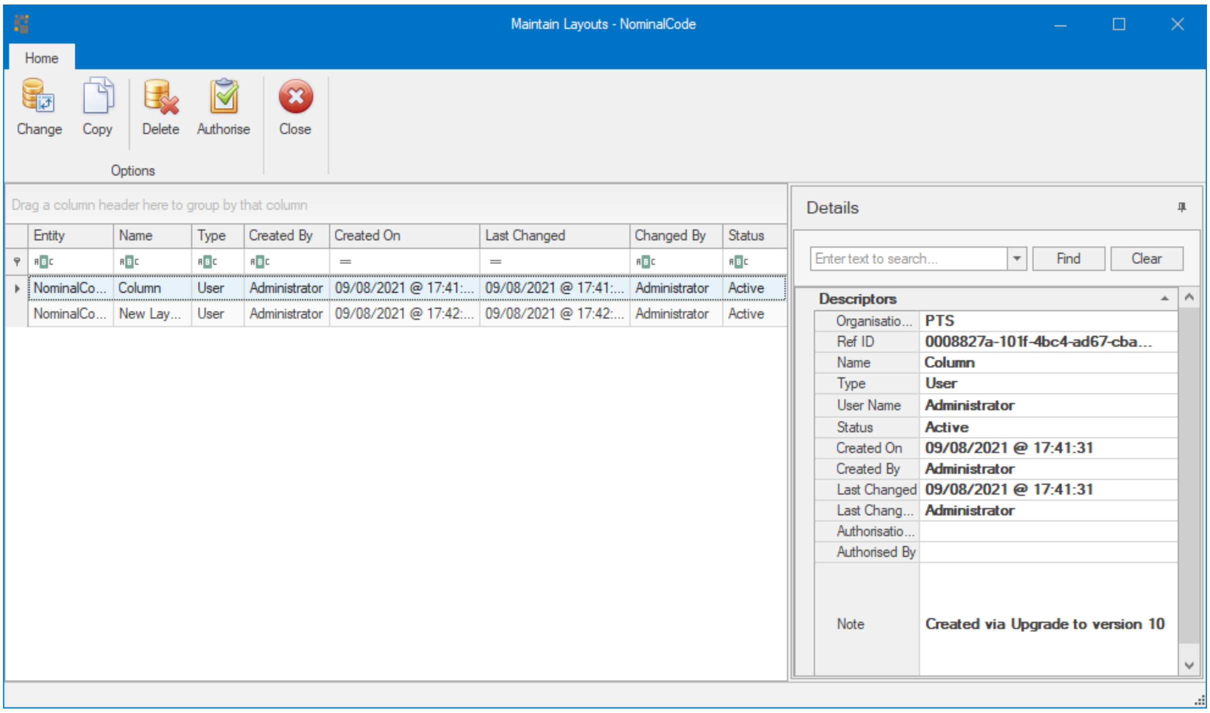


4.4 Amend a Layouts Details

To make changes the layout details e.g., name, first select layout caption button.



Once selected the existing layouts are displayed in the layout maintenance form

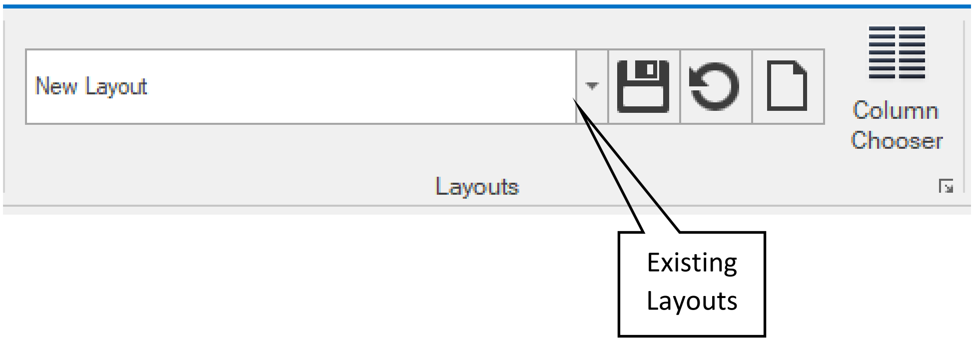


By selecting the required layout and then selecting the Change button, the Layout details form is shown as detailed previously, from which the user can amend as required and save.

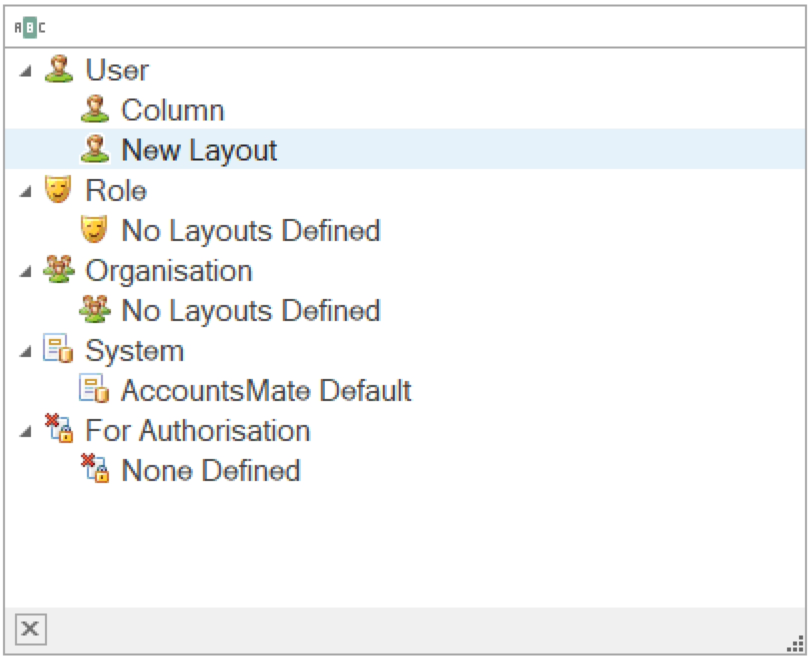
To copy or delete a layout use the Copy or Delete buttons.

4.5 Selecting Existing Layouts

To select a new layout of the data view, click the Existing Layouts selection box on the Layouts toolbar of an enquiry screen.



Once selected a list of existing layouts is displayed for selection



They are grouped into the 4 categories User, Role, Organisation and System.

The extra ‘For Authorisation’ group will be explained later under the Authorisation heading.

4.6 Authorisation Layouts *(premium feature)*

As part of creation of new layouts, an Authorisation step has been introduced.

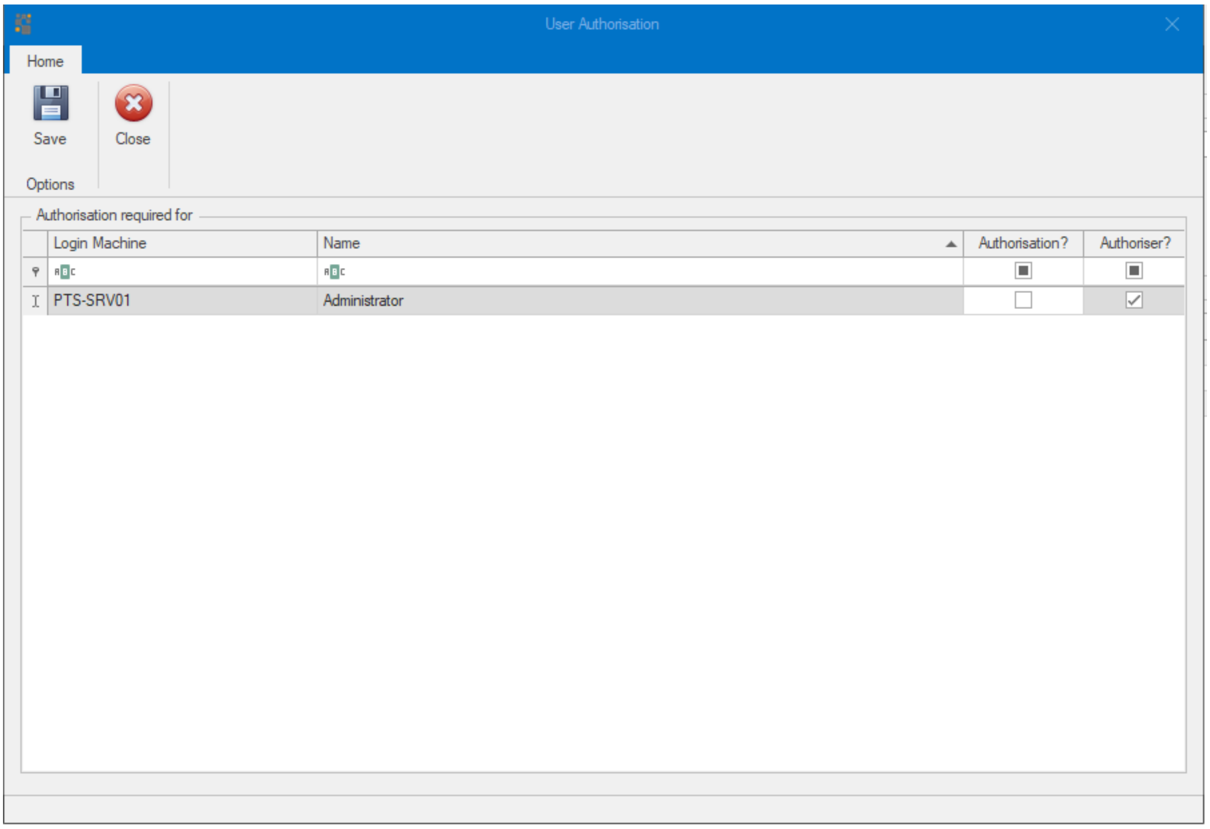
Authorisation will allow any layout created by a user where the layout is assigned a Role or Organisation category to be reviewed by an Authoriser before it can be used by users.

4.6.1 Switch On/Off

Authorisation can be switched on or off at the Organisation level via a new System Settings parameter as detailed below. This new parameter is off by default and can only be changed by an Organisation Administrator.

4.6.2 Users

Users can now be set as requiring authorisation or as an authoriser via User Maintenance => Authorisation. Once selected the authorisation screen is displayed, see below. Note if a user is set as an authoriser no new layouts will require authorisation even if authorisation is switched on.



Each user can then be set as requiring authorisation or as an authoriser.

4.6.3 First Time Setup

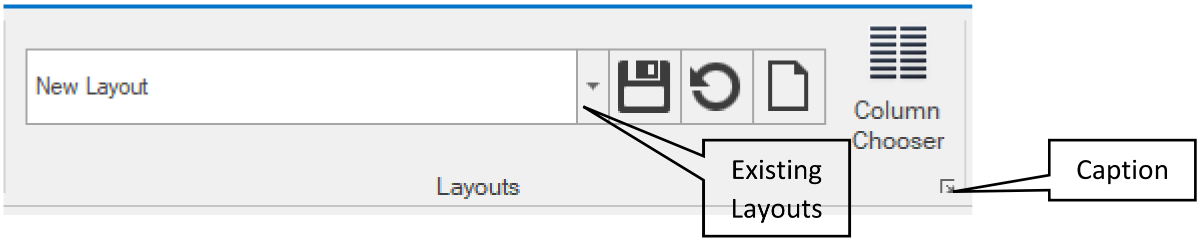
To setup for the first time, set each user in the organisation and then switch on authorisation via system parameter.

4.6.4 Layout Authorisation

The layout authorisation process is for an authoriser to review the layout and once it has been confirmed as ok, to mark it as authorised at which point it becomes available to the required users.

4.6.5 Review Layout

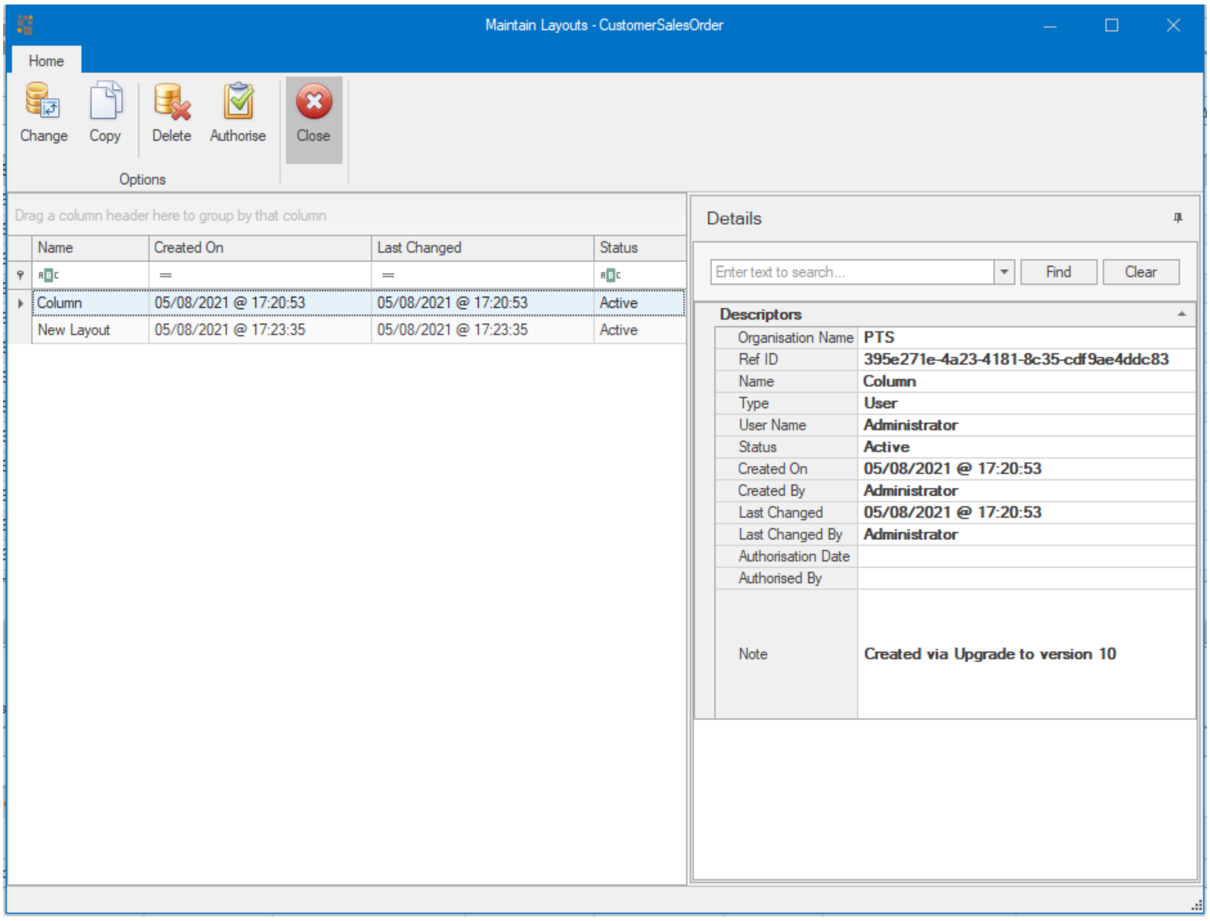
To review a layout from each enquiry first display some data and then from the layout group, select existing layouts and then select the required layout from the “For Authorisation” category group



This will load the layout into the grid for review. Required changes can be made and saved at this point, as normal.

4.6.6 Authorise Layout (Entity)

To authorise a layout, select the caption button which will display the layouts maintenance form for this entity e.g., Customer Sales Order.



Highlight the required layout which should have a status of "RequiresAuthorisation" and select the Authorise button.

4.6.7 Authorise Layout (All)

Once reviewed, layouts can be Authorised via the main menu => Configuration => Sage50 => Layouts

This will display the Layout maintenance form again but for all entities. The required layout can be selected and Authorised via the authorise button. Care needs to be taken as the layout name may be there more than once but for different entities.

When authorisation has taken place the new layout will only become available once the user has logged out/in to AccountsMate.

4.7 Notifications

During the layout creation/amend processing, notifications are sent to users for information purposes as detailed below.

4.7.1 For Authorisation

If a layout goes for authorisation a notification is sent to all authorisers indicating that a layout requires authorisation.

4.7.2 Authorised

Once a layout has been authorised a notification is sent to the applicable users indicating that a layout is now available

4.7.3 Changed

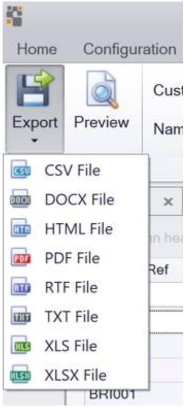
If a layout is amended a notification is sent to all applicable users indicating that a change has been made to a layout they use

5 Exporting Data

Data viewed in **AccountsMate** can be exported in the follow ways.

5.1 Export Button from an Enquiry Toolbar

The **Export Button** in the top Toolbar of an enquiry allows a user to export the data in the Main Data Grid.



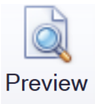
Clicking the buttom gives a list of export formats supported and the user can select which one they wish to use.

When a format is selected, **AccountsMate** will export the data as shown in the main data grid to that format and open the default program to show the data.

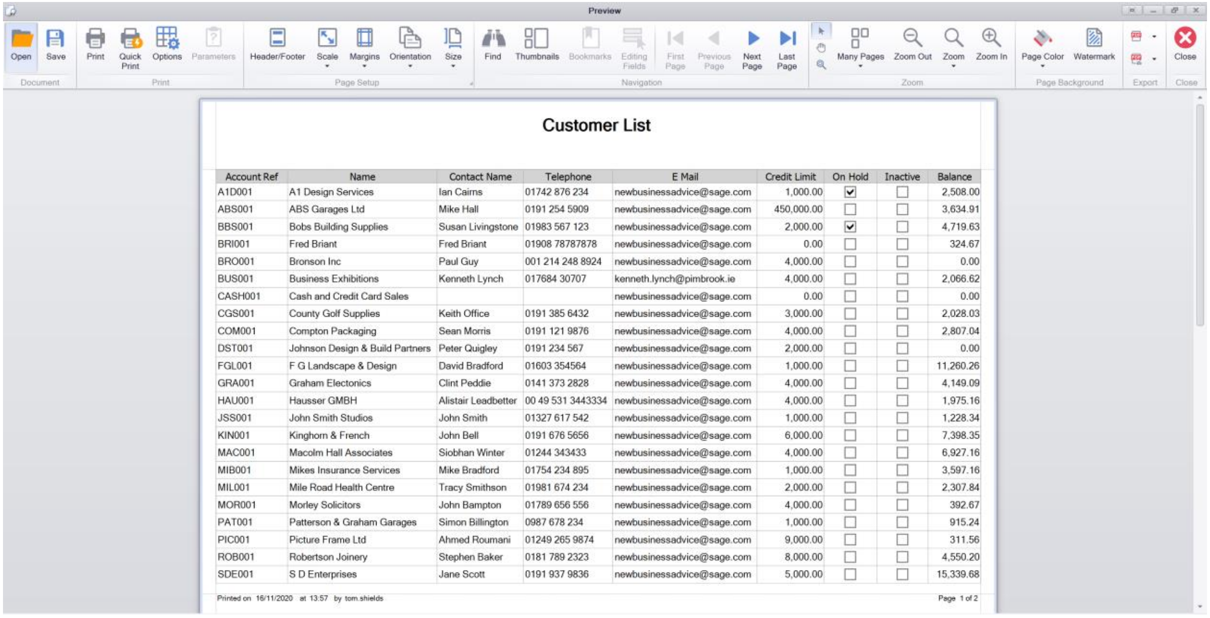
e.g.
- Notepad for CSV
- Word for DOCX
- Adobe for PDF
- Excel for XLS
- Etc.

5.2 Preview Button from an Enquiry Toolbar (*premium feature)*

The **Preview Button** on an enquiry toolbar can be used to export data on the Main Data Grid to **AccountsMate** built-in **Document Designer.**



The **Document Designer** allows a user to create simple documents with the viewed data**.**



Customer List

Account Ref	Name	Contact Name	Telephone	E Mail	Credit Limit	On Hold	Inactive	Balance
A1D001	A1 Design Services	Ian Cairns	01742 876 234	newbusinessadvice@sage.com	1,000.00	☑	☐	2,508.00
ABS001	ABS Garages Ltd	Mike Hall	0191 254 5909	newbusinessadvice@sage.com	450,000.00	☐	☐	3,634.91
BBS001	Bobs Building Supplies	Susan Livingstone	01983 567 123	newbusinessadvice@sage.com	2,000.00	☑	☐	4,719.63
BRI001	Fred Briant	Fred Briant	01908 78787878	newbusinessadvice@sage.com	0.00	☐	☐	324.67
BRO001	Bronson Inc	Paul Guy	001 214 248 8924	newbusinessadvice@sage.com	4,000.00	☐	☐	0.00
BUS001	Business Exhibitions	Kenneth Lynch	017684 30707	kenneth.lynch@pimbrook.ie	4,000.00	☐	☐	2,066.62
CASH001	Cash and Credit Card Sales			newbusinessadvice@sage.com	0.00	☐	☐	0.00
CGS001	County Golf Supplies	Keith Office	0191 385 6432	newbusinessadvice@sage.com	3,000.00	☐	☐	2,028.03
COM001	Compton Packaging	Sean Morris	0191 121 9876	newbusinessadvice@sage.com	4,000.00	☐	☐	2,807.04
DST001	Johnson Design & Build Partners	Peter Quigley	0191 234 567	newbusinessadvice@sage.com	2,000.00	☐	☐	0.00
FGL001	F G Landscape & Design	David Bradford	01603 354564	newbusinessadvice@sage.com	1,000.00	☐	☐	11,260.26
GRA001	Graham Electonics	Clint Peddie	0141 373 2828	newbusinessadvice@sage.com	4,000.00	☐	☐	4,149.09
HAU001	Hausser GMBH	Alistair Leadbetter	00 49 531 3443334	newbusinessadvice@sage.com	4,000.00	☐	☐	1,975.16
JSS001	John Smith Studios	John Smith	01327 617 542	newbusinessadvice@sage.com	1,000.00	☐	☐	1,228.34
KIN001	Kinghorn & French	John Bell	0191 676 5656	newbusinessadvice@sage.com	6,000.00	☐	☐	7,398.35
MAC001	Macolm Hall Associates	Siobhan Winter	01244 343433	newbusinessadvice@sage.com	4,000.00	☐	☐	6,927.16
MIB001	Mikes Insurance Services	Mike Bradford	01754 234 895	newbusinessadvice@sage.com	1,000.00	☐	☐	3,597.16
MIL001	Mile Road Health Centre	Tracy Smithson	01981 674 234	newbusinessadvice@sage.com	2,000.00	☐	☐	2,307.84
MOR001	Morley Solicitors	John Bampton	01789 656 556	newbusinessadvice@sage.com	4,000.00	☐	☐	392.67
PAT001	Patterson & Graham Garages	Simon Billington	0987 678 234	newbusinessadvice@sage.com	1,000.00	☐	☐	915.24
PIC001	Picture Frame Ltd	Ahmed Roumani	01249 265 9874	newbusinessadvice@sage.com	9,000.00	☐	☐	311.56
ROB001	Robertson Joinery	Stephen Baker	0181 789 2323	newbusinessadvice@sage.com	8,000.00	☐	☐	4,550.20
SDE001	S D Enterprises	Jane Scott	0191 937 9836	newbusinessadvice@sage.com	5,000.00	☐	☐	15,339.68

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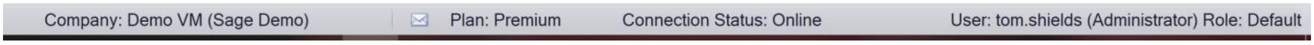
The user can change page settings, add headings and footers, preview, print and export the document.

6 Application Status

The **AccountsMate** current application status is shown in the **Status Bar** at the bottom of the screen.



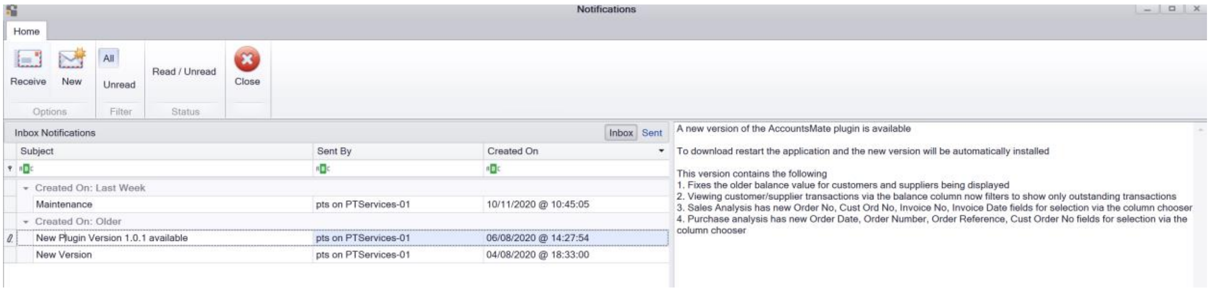
6.1 Status Bar Information

The following information is shown on the **Status Bar**:

- **Company** – the current connected Sage 50 company
- **Notifications** – The envelope icon will show the number of unread notification messages available for the user. Clicking this will bring the user into the **Notification** area (see Notifications below).
- **Plan** – the active **AccountsMate** plan, this effects the features that are available.
- **Connection Status** – the state of connectivity to the **AccountsMate Cloud Service.**
- **User**: the logged in user, this is taken from Windows.
- **Role**: the role attached to the user; this controls access to **AccountsMate** features.

6.2 Notifications

The **Notification** area is entered by clicking the **Notifications icon** **in the Status Bar.** The **Notification Area** shows all notification messages sent to the user. These notifications can be messages sent from other **AccountsMate** users in the organisation or software and service updates and information from the **AccountsMate** provider (i.e. Pimbrook/PTS).

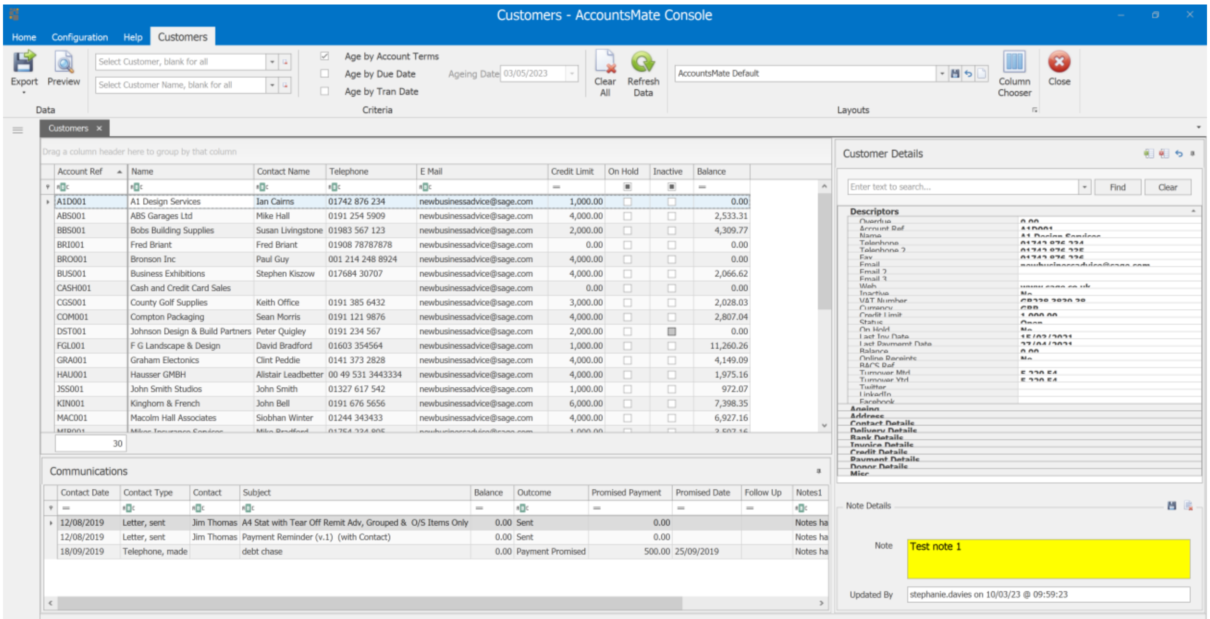


In the **Notification Area,** a user can

1. Receive and read messages.
2. Create new messages and send to other users in the organisation.
3. Mark messages as read/unread.

7 Notes *(premium feature)*

Notes can be entered against entities (i.e. customers, suppliers, products and transactions such as orders, invoices, etc.). These allow users to store information about an entity that they are working with (e.g. extra details about a customer or a product or a note about a specific order or invoice). If the note is entered it will be highlighted as shown below and the user and time it was created will be displayed.



These notes are also available in the **Column Chooser** so they can be added to the views main grid which allows them to be used in sorts, filtering and exports.

These notes are only available in **AccountsMate** and are not seen in Sage 50. This is to maintain the integrity of the Sage 50 data and the read only access of **AccountsMate.**