



Sage Export v10.0.016

Introduction:

The Sage export routine has had a major update in Touch v10.0.016. It is now much easier to set up and older legacy settings have been removed. The current settings have been re-worded to make it easier to understand what each setting does. The previous ERP settings have all been renamed to Sage to make it more logical.

In addition, we have made fundamental changes to the Sage Sales Transaction and the Sage Journal Sales Transaction export files. Both exports are required for the Sage sales exports.

Sage Sales Transaction Export:

Will now exports each individual line for every transaction, this new method resolves the issue if multiple tax rate have been used in the same transaction. Each export line will now hold the correct nominal code, the correct tax rate and a default tender bank account code.

Sage Journal Sales Transaction Export:

The new method exports a default bank account code against each line in the Sage Sales Transaction Export. The reason for exporting a default bank account code is to handle split payments with multiple tenders as each line the Sage Sales Transaction export file needs to balance.

The new method will now export tender information in the Sage Journal Sales Transaction, to credit the default bank account code and debit the actual tenders used.

Licence:

Touch needs to be licenced for the Sage module.

Back Office Sage Settings:

The screen below shows the updated back office settings for the Sage export. Notice there is a dash after the word Sage, to filter out the Sage settings you can search for SAGE –

The screenshot shows the 'Settings' window with a sidebar on the left containing buttons for 'All', 'System', 'Sales Viewer', 'Sales', 'Receipt Printer', 'Remote Printer', and 'Accounts'. The main area is titled 'Local (modified settings shown in blue)' and contains a table of settings. Below the table is a search bar with the text 'SAGE -' and a 'Search' button. At the bottom right are 'Save' and 'Exit' buttons.

Option	Setting
Section : System Settings	
Sage - Default Bank Account Code Used if Tender Not Set	1200
Sage - Default Bank Account for Initial Sales Posting	1231
Sage - Default Nominal Code Used if Department Not Set	4000
Sage - Enable Link?	YES
Sage - Export Customer Data	NO
Sage - Export Sales Journal Data	YES
Sage - Export Sales Transaction Data	YES
Sage - Export Stock Data	NO
Sage - Export Stock Transaction Data	NO
Sage - Export Terminal Number	1
Sage - Export Type	Daily
Sage - Last Export Date	20/04/2020
Sage - Start Date for Exports	25/03/2020
Sage - Start of Week Day	Sunday



Sage - Default Bank Account Used if Tender Not Set – To export a default bank account code for any tenders that do not have the bank account code set

Note: All tenders should have the bank account code set

Sage - Default Bank Account for Initial Sales Posting – Default tender code used for the Sales Transaction Export

Note: this is a critical setting and the bank account code used for initial posting needs to be set up in Sage

Sage - Default Nominal Code Used if Department Not Set – To export a default bank account code for any tenders that do not have the bank account code set

Note: All Departments should have the Sage Nominal Code set

Sage – Enable Link – Set to YES to enable the Sage Export

Note: must be licenced for Sage

Sage – Export Customer Data – Optional to enable the exporting customer data

Sage – Export Sales Journal Data – To enable the Sales Journal export set to YES

Sage – Export Sales Transaction Data – To enable the Sales Transaction export set to YES

Sage – Export Stock Data – Optional to enable the exporting Stock data

Sage – Export Stock Transaction Data – Optional to enable the exporting Stock Transaction data

Sage – Export Terminal Number – Set the terminal number for the terminal that does the Sage export typically the master

Note: very import setting will not export if not set

Sage – Export Type – 3 options Daily, Weekly or Continuous,

Daily populates new export files daily

Weekly will export to the same files for the week and create new files as a new week starts

Continuous keeps exporting to the same files until they are removed and will automatically create new files if not there

Sage – Last Export Date – Info only and will update each time the Sage export runs on EOD

Sage – Start Date for Exports – Info only and will update the first time the Sage export runs

Sage – Start of Week Day – This is for the weekly export type with options for Sunday or Monday as the first day of the week

Tender Bank Account Codes:

Each tender should have a Bank Account Code set up on Sage and the Sage Bank Account code needs to be set against each tender as shown below.

Define Tenders

Tenders

Tender Title: **CASH**

Control Values	Options	X/Z Reports	Cash in Drawer	Colours
Low Amount Lock	£ 0.00			
High Amount Lock	£ 5,000.00			
Change Limit	£ 100.00			
Manager Limit	£ 0.00			
Bank Account: 1235				

Allowed Terminals **Save** **Abort**

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File Edit View Modules Settings Tools Favourites WebLinks Help

Home Help centre Add-Ons

Customers Quotations Sales orders Invoices and credits

Suppliers Purchase orders

Products and services

Bank accounts

Nominal codes VAT Transactions

Fixed assets Departments Projects

Diary

New/edit Activity Bank feeds Reconcile Bank transfer Payments Customer receipt Bank receipt Supplier refund Recurring items Cash register Deposit cash Cash flow Download receipts Delete Clear Print list Send to Excel Statements Cheques Reports

Include inactive ☒

A/C	Name	Inactive	Balance
1200	Bank Current Account		0.00
1210	Bank Deposit Account		0.00
1220	Building Society Account		0.00
1230	Petty Cash		0.00
1231	Epos Default Tender		0.00
1235	Cash		0.00
1236	Cheque		0.00
1237	Credit Card		0.00
1238	Debit Card		0.00
1240	Company Credit Card		0.00
1250	Credit Card Receipts		0.00

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Department Sage Nominal Codes:

The Sage Department and Sage Nominal Code as shown below will only appear on the department screen if licenced for Sage. The Sage Nominal codes should be set for every department. The Sage department can also be set but this is optional but if set will export in column D on the Sales Transaction Export.

Department Details

Product Departments Edit by Grid

Department Code: 0101 ☒ Default Department

Description: Draught Beer ☐ Skoop Department ☐ Hidden for Skoop

Group: Drink Add

Lalo Amount: 0.00

Halo Amount: 0.00

Max. Discount (%): 0.00

Loyalty Points: 0 per Pounds

Text Colour: X Back Colour: X

Questions: X X X

Age Restriction: 0

End of Day Reporting: ☐ Grouping - Normal Sales ☐ Grouping - Commission Sales

Label Descriptions

☐ Price Indicated Barcode Products

Prefix Length: 0 Price Indicator Length: 0

ISSN Length: 0

Comments **Delete** **Save** **Abort**

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Customers Quotations Sales orders Invoices and credits

Suppliers Purchase orders

Products and services

Bank accounts

Nominal codes

VAT Transactions

Fixed assets Departments Projects

Diary

Default Layout of Accounts Display: All Cumulative Variance Don't Show Include inactive ☒ List ☒ Analyser ☐ Graph

Nominal Area

Total Sales

Product Sales

- 4000 - Sales Type A
- 4001 - Sales Type B
- 4002 - Drink
- 4003 - Food
- 4004 - Misc
- 4009 - Discounts Allowed
- 4010 - Management Charges Receivable
- 4099 - Flat Rate - Benefit/Cost
- Total Product Sales**
- Export Sales
- Sales of Assets
- Credit Charges (Late Payments)
- Other Sales
- Total Sales**
- Total Purchases**
- Total Direct Expenses**
- Total Overheads**
- Total Taxation**
- Total Fixed Assets**
- Total Current Assets**
- Total Current Liabilities**
- Total Long Term Liabilities**

8.33 8.33

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Paid In/ Paid Out/ Payout:

The Sage Sales Transaction Export also includes Paid in / Paid out and Payout transactions.

The tax rates for these can be set in back office on the setting shown below. This should be set to a zero-rate tax code.

If the PI/PO Default is not ticked T0 will be exported in the Sage Sales Transaction Export for these transactions.

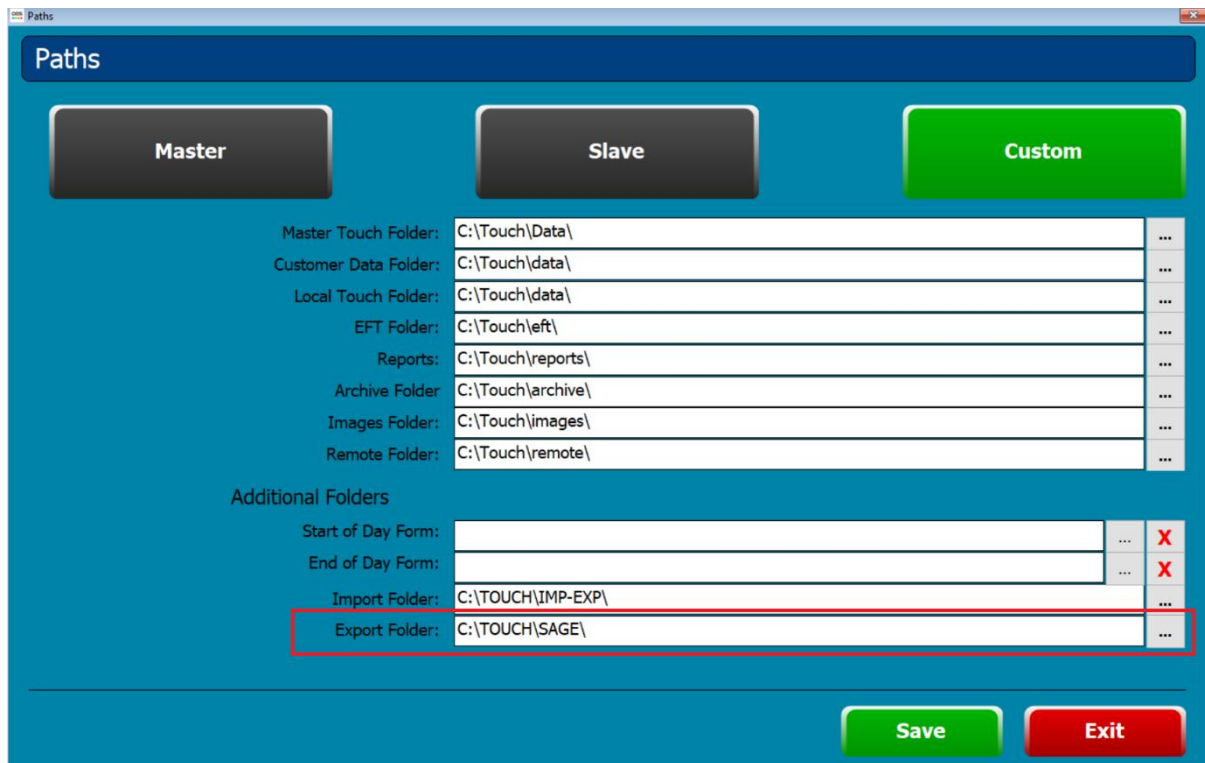
	Description	Rate	Default	PI/PO Default
1	STANDARD	20.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	ZERO	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	SERVICE	0.0000	<input type="checkbox"/>	<input type="checkbox"/>
4	EXEMPT	0.0000	<input type="checkbox"/>	<input type="checkbox"/>
5		0.0000	<input type="checkbox"/>	<input type="checkbox"/>
6		0.0000	<input type="checkbox"/>	<input type="checkbox"/>
7		0.0000	<input type="checkbox"/>	<input type="checkbox"/>
8		0.0000	<input type="checkbox"/>	<input type="checkbox"/>
9		0.0000	<input type="checkbox"/>	<input type="checkbox"/>

A customer should be set up in Sage as below for each of these transaction types using the codes shown below, OR for Payout, PI for Paid In and PO for Paid Out

A/C	Name	Inactive	Balance	Credit Limit	Contact	Telephone	Email Or Print
OR	Payout		0.00	0.00			Print
PI	Paid In		0.00	0.00			Print
PO	Paid Out		0.00	0.00			Print

Sage Export Path:

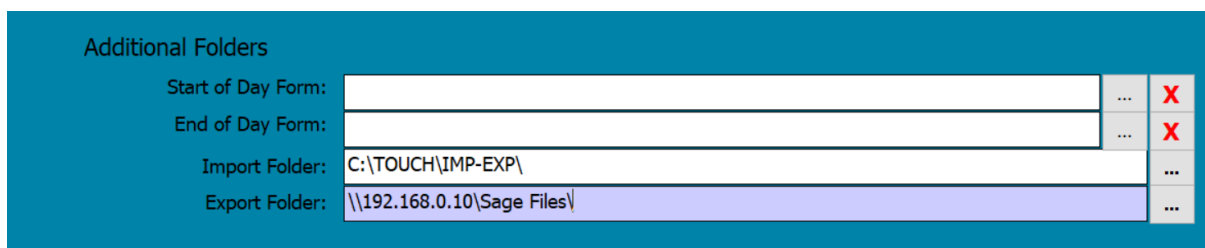
The Sage Export files will be populated in the Export folder set in the path settings as shown below



Field	Value	Action
Master Touch Folder:	C:\Touch\Data\	...
Customer Data Folder:	C:\Touch\data\	...
Local Touch Folder:	C:\Touch\data\	...
EFT Folder:	C:\Touch\eft\	...
Reports:	C:\Touch\reports\	...
Archive Folder:	C:\Touch\archive\	...
Images Folder:	C:\Touch\images\	...
Remote Folder:	C:\Touch\remote\	...
Additional Folders		
Start of Day Form:		... X
End of Day Form:		... X
Import Folder:	C:\TOUCH\IMP-EXP\	...
Export Folder:	C:\TOUCH\SAGE\	...

Buttons: Save, Exit

The Export folder can be set to a different PC if required by configuring as shown below



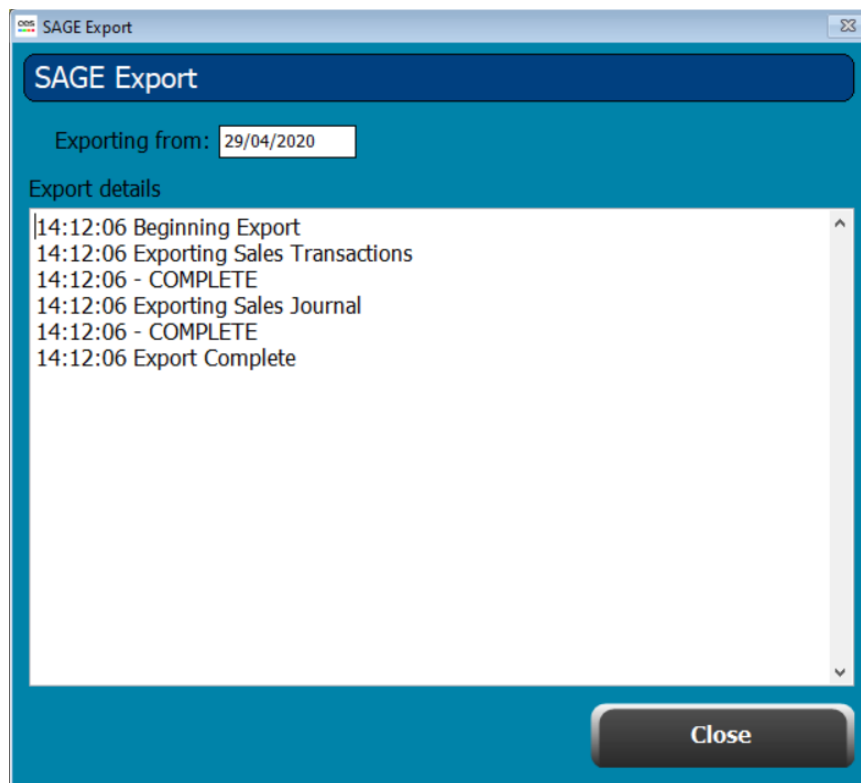
Field	Value	Action
Start of Day Form:		... X
End of Day Form:		... X
Import Folder:	C:\TOUCH\IMP-EXP\	...
Export Folder:	\\192.168.0.10\Sage Files\	...

Running the Sage Export:

The Sage Export runs when the End of Day is done on the terminal configured in the **Sage – Export Terminal Number** setting typically the master terminal.

The Export routine picks up the data from the master archive data so for sites with multiple terminals the EOD should be run last on the terminal that does the Sage export to ensure the data for all tills gets exported.

The Sage Export screen below will open on the terminal configured to run the Sage Export immediately after running the EOD. The Sage Exports files will then be found in the Export folder.





Example Sales Transaction Export:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CR	1231	4003	0	24/04/2020	1466	EPOS SALE	41.67	T1	8.33	1	B001 T01	ADMIN
2	CP	1231	4003	0	24/04/2020	1467	EPOS REFUND	41.67	T1	8.33	1	B001 T01	ADMIN
3	SP	OR	1231	0	24/04/2020	1468	EPOS PAYOUT	200	T2	0	1	B001 T01	ADMIN
4	SA	PI	1235	0	24/04/2020	1469	EPOS PAID IN	200	T2	0	1	B001 T01	ADMIN
5	SP	PO	1235	0	24/04/2020	1470	EPOS PAID OUT	5	T2	0	1	B001 T01	ADMIN

A = Record Type

B = Bank Account Code for CR & CP Records, Account Reference for SP & SA records

C = Dept Nominal Code for CR & CP Records, Bank Account Code for SP & SA records

D = Sage Department Code

E = Transaction Date

F = Transaction Ref (Touch Transaction number)

G = Details

H = Net Amount

I = Tax code

J = Tax Amount

K = Exchange Rate (default value of 1)

L = Extra Reference (Branch and Till numbers in format Bxxx Txx or Customer number if a customer is used)

M = Till Operator Name