



LOADMASTER ENTERPRISE

Creating the Sage Posting file

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LOADMASTER - CREATING THE SAGE POSTING FILE

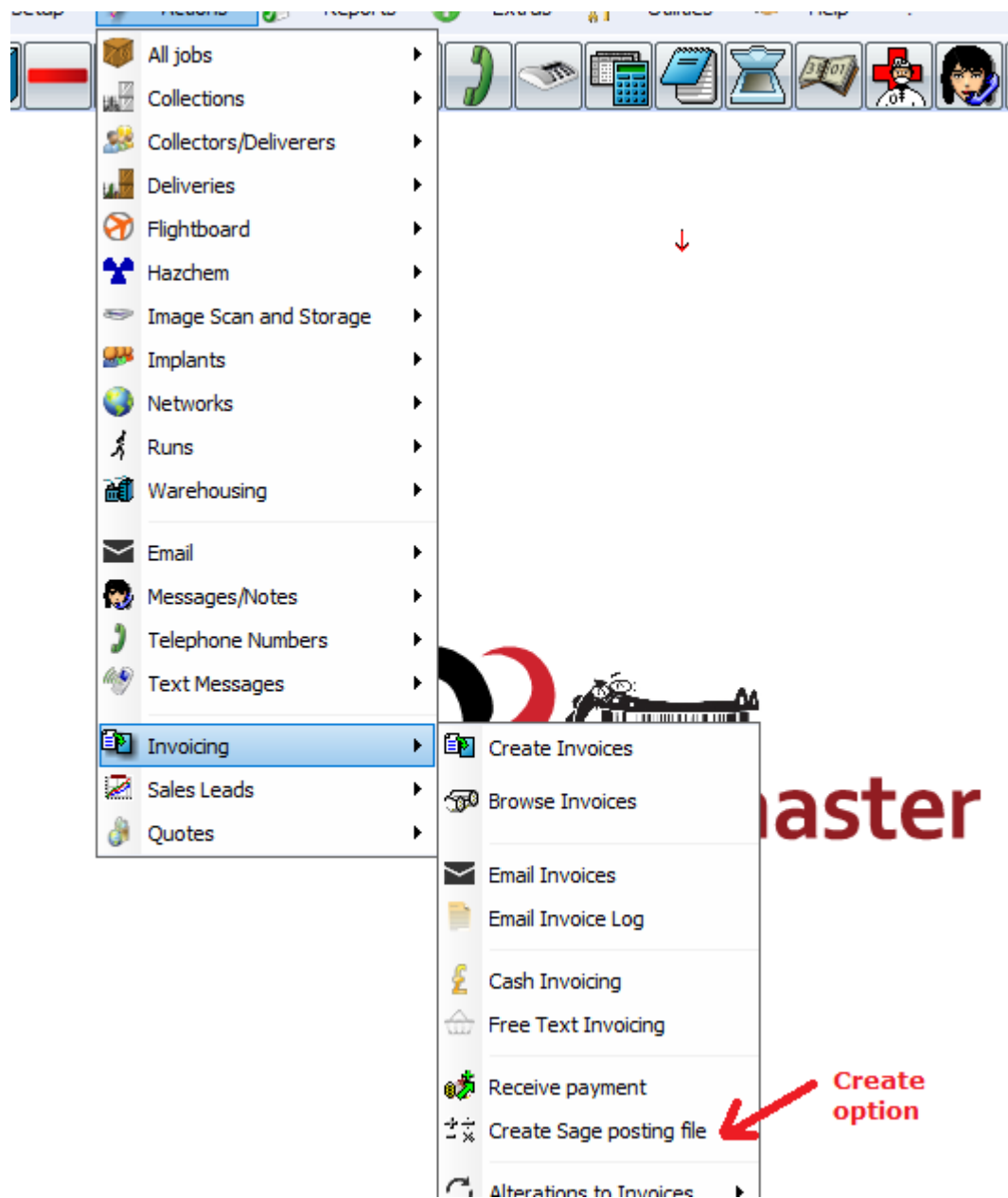
Loadmaster will create a suitable file to import into Sage. This file is called TRANS.CSV

You must set a value in Local Parameters to tell Loadmaster where to create the file.

The screenshot shows the 'Local Parameters' dialog box with the following settings:

- Manifest Printer: Microsoft Print to PDF
- Label Printer: Microsoft XPS Document Writer
- Sage directory: C:\Temp\ (highlighted with a red arrow and text: "This is where it will place the TRANS.CSV file")
- Communication timeout: 0
- Local directories:
 - Images directory: [empty]
 - Export directory: C:\Temp
 - Import directory: [empty]
 - Mobile Out Dir: [empty]
 - Mobile Import Dir: [empty]
- Vista, 7, 8 & 10 Mapped Drive: H: Drive [Drive icon] Mapped URL: \\perseus\share
- Data Directory: H:\DEPOT101\

To create the TRANS.CSV file you take the Create Sage Posting file option from Actions/Invoicing menus.



This will bring up a window with various options.

Loadmaster will try to work out the FROM and TO invoices itself and will suggest the values. You can override these settings. It will omit those which have already exported unless you tick the box that says 'include those already exported'. This is the standard setting.

You have an option to export by a created date range if you want and to include credits in the file.

As Loadmaster works in two currencies at the same time you can export the second currency in either the original currency or the converted value.

IT IS SUGGESTED THAT YOU BACKUP SAGE BEFORE YOU IMPORT. THIS SAVES TIME IF YOU SUDDENLY REALISE THAT YOU WANTED TO ALTER SOMETHING BEFORE POSTING.

The standard import is used in Sage. If the file will not import then read the message that Sage produces, commonly you may use an account in Loadmaster that is not known to Sage. In this case, just add it and import again.

Sage will not import a file unless it is correct.

