



# **Actinic Link User Guide**

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**Part 1:  
Actinic Link  
for Sage Line 50**

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**Part 2:  
Actinic Link  
for QuickBooks**





# **Part 1: Actinic Link for Sage Line 50**

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# Introduction

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## Overview

This guide will explain how to connect your copy of Sage Line 50 with Actinic using Actinic Link. This will enable the transfer of products, sections and customer details from Sage to your web site, and for the transfer of downloaded order information from Actinic to Sage Line 50.

This guide assumes you are already familiar with Sage Line 50. If you require more detailed assistance with Actinic then please look at the detailed User Guide available within Actinic by going to 'Help | Help Topics...' (or by pressing F1 on your keyboard).

## Compatibility

Actinic Link will work with the 'Accountant', 'Accountant Plus', and 'Financial Controller' versions of Sage Line 50. Actinic Link supports transfer of Stock, Invoices, Sales orders, and customer transactions but you will need the appropriate version of Sage Line 50 to use these features.

Please note that although this guide will refer to 'Actinic' throughout, Actinic Link for Sage Line 50 is compatible with Actinic Business and Actinic Developer.

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# Installation

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**Before you begin:** Actinic Link MUST be installed onto the same PC as Actinic. However, this can be a separate machine to the one Sage Line 50 is installed on, as long as Actinic Link can have access to the Sage data directory over a network connection.

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To install Actinic Link for Sage Line 50, place the Actinic Link CD in your CD ROM drive. If it does not auto-start, you can run the application by double-clicking on 'setup.exe'.

This will then start the setup wizard. A successful installation can be achieved by accepting all the defaults. The default installation directory is 'C:\Program Files\Actinic Link\Sage Line 50\'.

The installation will create a program group in your Start Menu called 'Actinic Link for Sage Line 50' with the following entries:

- **Actinic to Sage Line 50** – for transferring order details into Sage.
- **Sage Line 50 to Actinic** – for transferring Sage details into Actinic.



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## Before You Begin: Checking your Sage Settings

There are a few things you need to check in your copy of Sage before starting to transfer product and customer information into Actinic using Actinic Link.

### Creating a Logon In Sage

You can create a user in Sage as follows:

1. Go to 'Settings | Company Preferences' and check 'Access Rights' and press OK.
2. Go to 'Settings | Access Rights' and press the 'New' button. Enter a Logon Name and Password and then press 'Save'.

The username and password defined here is used to connect Actinic Link to your Sage data.

There are a few things you will need to check in your Sage Line 50 application in order to make sure orders are transferred smoothly from Actinic.

### Generic 'Retail' Customer

Actinic Link can create a new Sage customer for every order you receive from customers who are not already in your Sage database. This is set within the 'Customers' tab (below). Alternatively you can assign all these 'unregistered' orders to a generic customer within Sage called something like 'Internet Shopper'. You then specify this customer within the 'Transaction Types' tab.

### 'Carriage' Line for Batch Invoices

If you are doing direct batch invoice transfer, then you will need to create a new product within Sage called, for example, 'Shipping' that will account for the carriage charge in the audit trail for each order.

### 'Item VAT Amendable'

If either (a) custom tax is used in Actinic or (b) Actinic uses pro-rata shipping on mixed tax goods, then you will need to go to 'Company Preferences | Parameters' in Sage Line 50 and check where it says 'Item VAT Amendable'. In this mode, Sage

allows the imported tax value to be different to that mechanically computed using its tax code. Otherwise, Sage will override the non-standard tax value that came in with the order with what it thinks should be there based on its system of Tax Codes.

## Actinic Link Icon

Depending on which operating system and version of Sage you are using, there may be an Actinic Link icon added to your Sage toolbar:



If present, you can use this to activate the transfer of products and customers from Sage Line 50 to Actinic once your profile has been set up (see below). If not then you will need to use 'Sage Line 50 to Actinic' from the Start Menu.

## 'Web' fields

Version 7 (or higher) of Sage Line 50 includes a 'Web' tab for each product where you can enter data that will only be used in your online store. This includes a 'Description' field for the product name, a 'Details' field for a longer description, and also an 'Image' field. If you are using these web fields, ensure the 'Publish to Web' checkbox is ticked in order for the product to be transferred to Actinic.

Actinic Link can use the 'Custom Fields' in the 'Web' tab to create a hierarchy of sections in the online store. The three 'Category' fields (A, B and C) are used to generate a section tree in Actinic up to three sections in depth. Enter the name of a top-level section in the 'Category A' field. You can then optionally enter the name of a subsection within that in the 'Category B' field, and then a further sub-section layer within the 'Category C' field.

## 'Price' Fields

Please note that although Sage can support price display up to 1/1000 of a penny, Actinic Link will round up prices to the nearest penny in order to be compatible with Actinic.

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# Before You Begin: Checking your Actinic Settings

## Product References

First of all, you need to ensure Actinic will accept the product codes that come from Sage. The key thing with regards to this is to ensure Actinic is not putting any restrictions on with regards to reference length. To prevent this, go to 'View | Business Settings | Options' and uncheck where it says 'Auto Generate Product References'. You can then enter a value of '20' in to the 'Product Reference Character Count' field.

## Tax

The only other things you need to check in Actinic before the initial set up of Actinic Link are your tax rates, as you will need to refer to these when setting up Actinic Link. To review your settings, go to 'View | Business Settings | Tax'.

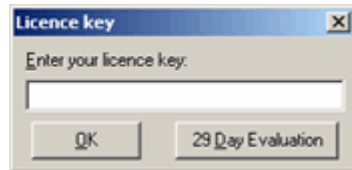
If you are using Actinic for the first time, you will find that the UK version of Actinic starts with VAT set up correctly and it may well be that you do not need to change anything.

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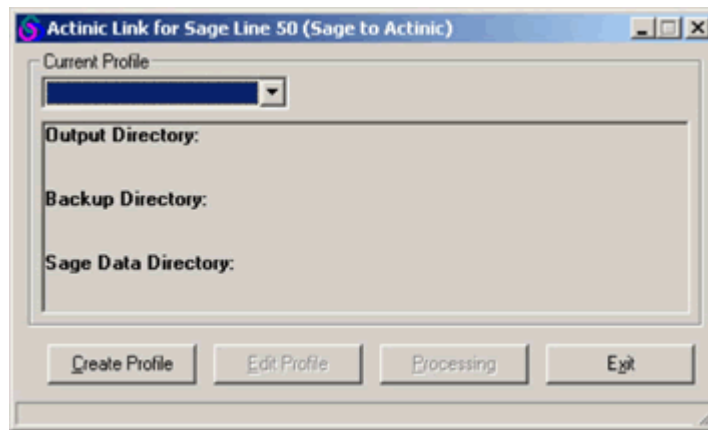
## Starting Actinic Link For The First Time

To start Actinic Link for the first time, go to 'Start | Programs | Actinic Link for Sage Line 50 | Sage Line 50 to Actinic'.

You will see the following screen:



Enter the license key you were supplied on the inside of the CD case or else press the 'Evaluation' button to begin your 30 day evaluation. The following screen will appear:



Click 'Create Profile' to begin. You will see the 'General' tab. For instructions, see "The 'General' Tab" on page 10.

### What is a Profile?

A 'profile' is a range of settings that control how your data is translated from one application format to another. A profile will have the same name as the Actinic 'site' that it is set up to work with. If you just have one license of Actinic on your PC, then the site name will be 'Site1' and this will be the name of your Actinic Link profile.

## Your Profile Directory

When you have set up your profile, a new directory will be created on your PC under the Actinic Link installation directory (normally 'C:\Program Files\Actinic Link\Sage Line 50\') called 'DataFiles'. Within this folder, you will find a folder called 'Site1' (or whatever the name of your profile is). This is your 'profile directory' and will be frequently referred to in this guide.

## Sage SDO Registration

When you first start using Actinic Link, the following dialog will appear requesting you to enter your 'SDO' ('Sage Data Objects') registration details. This serial number and activation key is obtainable only from Sage.



### Contact Details:

Telephone: 0845 1116666 (Great Britain),

0845 2450280 (Northern Ireland),

01 6420863 (Republic of Ireland)

E-Mail: [registration@sage.com](mailto:registration@sage.com)

When you call Sage to request a serial number and activation key, you will be required to give your Sage Account/Serial Number, your company name and the 'Actinic' company name. You must have a current, registered copy of Sage Line 50 to be entitled receive a serial number and activation key.

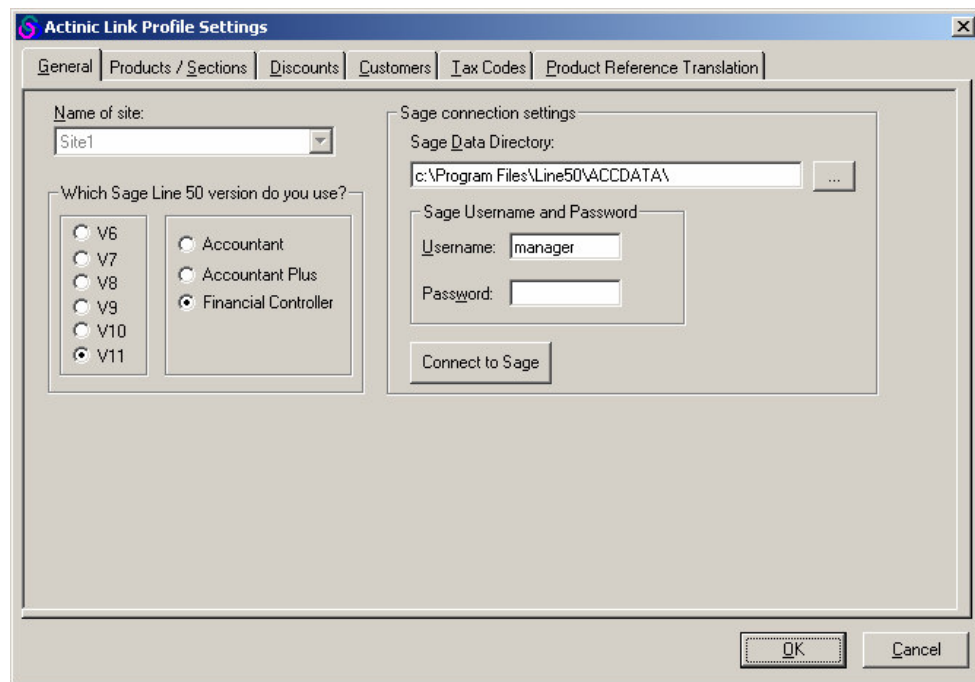
Please note that you will not be able to get an SDO Serial Number or Activation Key if you are evaluating Sage Line 50.



# From Sage Line 50 Into Actinic

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## The 'General' Tab



This is the 'General' tab where you provide Actinic Link with essential information about your Sage Line 50 and your Actinic installations. The primary use for this is to allow Actinic Link to connect to your Sage database.

## Profile Name

The first job is to select the Actinic site that you want to link with. This will become the 'Profile Name' for the Actinic Link profile. Select the name from the 'Name of Site' field. Ensure you select the correct version of Actinic (e.g. 'v6', 'v7' etc.) if you have more than one installed.

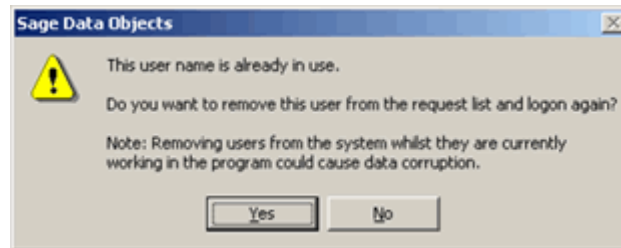
## Sage Details

You then enter the details about your Sage Line 50 installation as follows:

Field	Meaning
Which Sage Line 50 version do you use?	Select version 6, 7, 8, 9 or 10 and select which Sage Line 50 product you use ('Accountant', 'Accountant Plus' or 'Financial Controller').
Sage Data Directory	The default directory for this is 'C:\Program Files\Line50\ACCDATA' but you will need to check your particular installation.
Sage Username and Password	Enter your logon details in the fields provided.

Click the 'Connect to Sage' button to verify the connection.

The following dialog will appear when Actinic Link connects to Sage Line 50 using a username and password that is already logged into Sage.



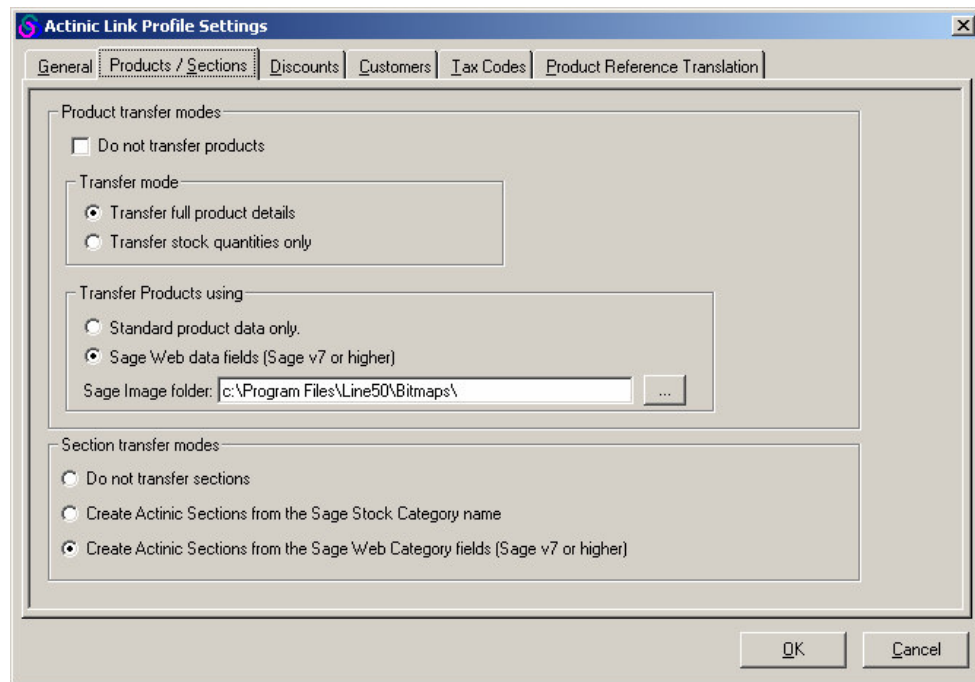
Press 'Yes' on this dialogue to continue. Provided that there are no other current users using this username and password no data will be lost.



Click the 'Products/Sections' tab to continue. For details on this, see "The 'Products/Sections' Tab" on page 13.

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## The 'Products/Sections' Tab



This is the area where you define how your product information within Sage Line 50 will be transferred into Actinic.

The first thing you have to do is to decide whether you want to transfer products or not. If not, then simply select the 'Do not transfer products' checkbox and move to the 'Discounts' tab.

If you do want to transfer products, then you need to set the options as explained below:

Field	Meaning
<b>Transfer Mode:</b>	
Transfer full product details	Select this option to transfer full product details into Actinic.
Transfer stock quantities only	You would select this option if you wanted to update the stock levels of existing products in Actinic.

<b>Transfer Products Using:</b>	
Standard product data only	If you have not used any of the 'Web' fields in Sage, then select this option. It will mean that your standard 'Product Code', 'Description', 'Price' and 'In Stock' fields are transferred from Sage into Actinic.
Sage Web data fields	Select this option if you are using version 7 (or higher) of Sage Line 50, and are using the fields within the 'Web' tab of each product. Actinic will use the 'Description' field in the 'Web' tab in preference to the standard product 'Description' field.
Sage Image Folder	If you have images specified for your products within the 'Web' tab then you can specify the folder they are all stored in here.  This folder will be referred to within the 'Image' field in your Actinic products.

## Creating Sections In Actinic

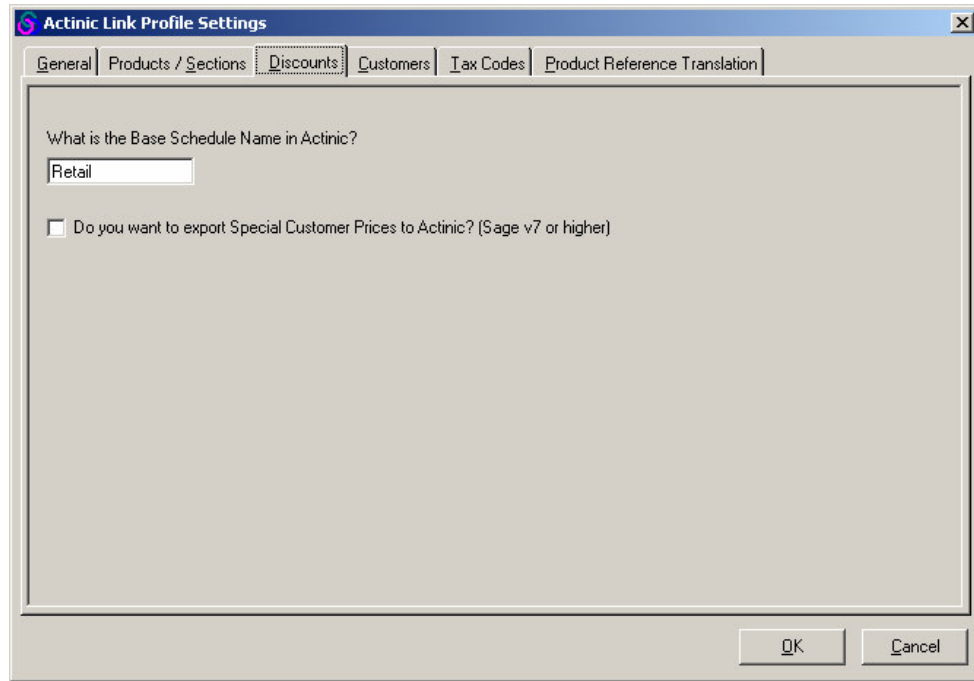
You can also choose to create a section hierarchy in Actinic, based on your settings in Sage. The settings for these are explained below:

Field	Meaning
Do not transfer sections	Select this option if you do not have a 'Product Category' system in Sage that you wish to transfer to your online store.  Once imported, all your products will appear in one long list in Actinic and you will need to create a range of sections in Actinic to organise your products into.
Create Actinic Sections from the Sage Stock Category name	Select this option if you wish your Product Categories in Sage to become Sections within Actinic. This will create a store structure with all your product sections at the same level in the online store.
Create Actinic Sections from the Sage Web Category fields	Select this option if you are using the 'Category' fields within the 'Web' tab of your products as the sections within Actinic. This has the advantage of being able to create a hierarchy of sections and subsections within Actinic. See "Before You Begin: Checking your Sage Settings" on page 3 for more information on this.

Click the 'Discounts' tab to continue. For details on this, see "The 'Discounts' Tab" on page 16.

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## The 'Discounts' Tab



This tab is used to ensure that your discounting structures within Sage are accurately transferred into Actinic.

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**Note:** In v6, levels of discount within Actinic are called 'Price Schedules' and are set up within 'View | Price Schedules'. In v7, they are called 'Customer Groups' and are set up within 'View | Customer Groups' and 'View | Discounts and Surcharges Settings | Customer Pricing'. Within this manual, the term 'Customer Group' will be used and all references will be to v7.

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The options within this tab are explained below:

Field	Meaning
What is the Base Schedule Name in Actinic?	This will normally be 'Retail' unless you have renamed it in 'View   Customer Groups' ('View   Price Schedules') in Actinic.

Do you want to export Special Customer Prices to Actinic?	Ensure this box is checked if you are using 'Special Customer Prices' in Sage Line 50.
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## How are Sage Prices transferred to Actinic?

There are four types of special pricing system supported by Actinic Link:

- **Good Customer Discount** – a percentage discount on all orders placed by that customer.
- **Price List** – a set of prices, individually specified per product.
- **Quantity-based tables** – a table of discounts based on the quantity of a particular product ordered. Up to five tables (called A, B, C, D or E) can be defined for each product.
- **Special customer pricing** – a special price for a specific customer for a product.

All of the above will be transferred into Actinic intact, and customers will be joined into the customer groups as necessary. But as Actinic is structured very differently from Sage Line 50 in this area they may not appear quite as you might expect. Below is an attempt to describe how Sage special prices are turned into Actinic customer groups.

Discount	Method of Transfer
Good Customer Discount Only	A new customer group is created in 'View   Customer Groups' called 'X% Discount' (where 'X' is the value of the discount).  All prices will be automatically generated within the 'Product   Prices' tab.
Price List Only	A new customer groups will be created with the same name as the price list (from here on referred to as 'PRICELIST').  Prices within this price list will be individually specified (not generated) within the 'Product   Prices' tab.
Quantity-based Table Only	A new customer group will be created called 'Qty N' (where 'N' is the letter of the quantity-based discount table in Sage).  Prices within this price list, and the corresponding quantity-breaks, will be individually specified (not generated) within

	the 'Product   Prices' tab.
Special Customer Prices	<p>If any product has special customer prices, then a new customer group will be created within Actinic with the same name as the A/C of the customer in Sage. Only the relevant customer will be joined to this new customer group.</p> <p>All the prices paid by this customer will be individually defined within the 'Product   Prices' tab.</p>

Any of the above can be used in combination within Sage. Each combination present in your Sage database will result in a new customer group being created in Actinic.

The values of the products within these customer groups will be individually specified within the 'Product | Prices' tab.

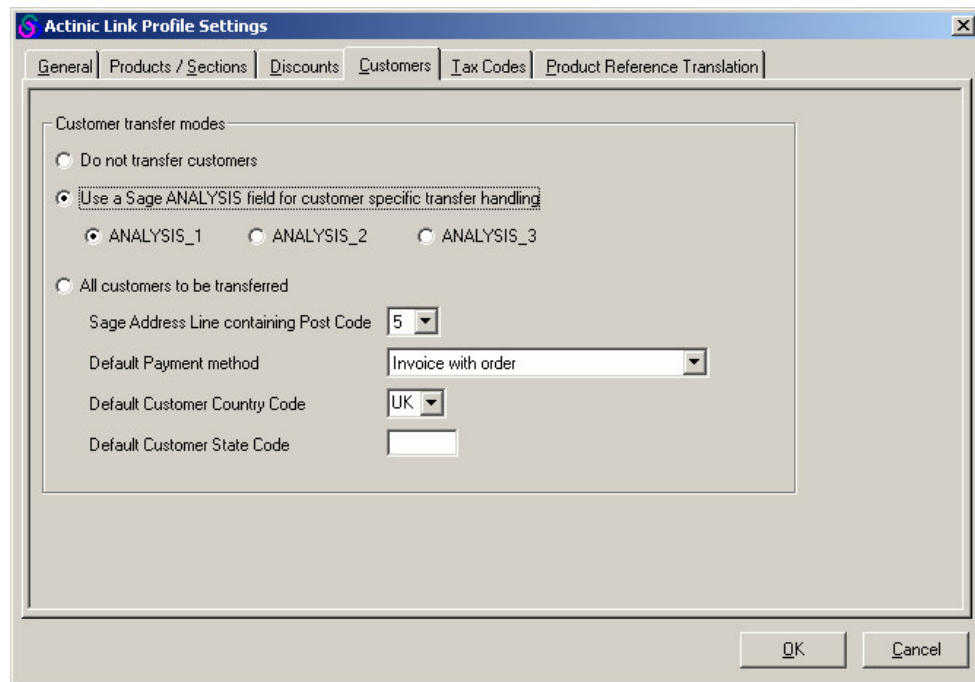
The effects of combinations are detailed in the table below:

<b>Good Customer Discount?</b>	<b>Quantity-based Table?</b>	<b>Price List?</b>	<b>Actinic Group Name</b>
Yes	Yes	No	'Qty N   X% Discount'
Yes	No	Yes	'PRICELIST   X% Discount'
No	Yes	Yes	'PRICELIST   Qty N'
Yes	Yes	Yes	'PRICELIST   Qty N   X% Discount'

Click the 'Customers' tab to continue. For details on this, see "The 'Customers' Tab" on page 19.

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## The 'Customers' Tab



This tab is used to set up how your customers will be transferred to Actinic. It will ensure that Actinic has all the information it needs to create the customer successfully.

The first task is to specify whether or not you want any customer data to go into Actinic. If not, then select 'Do not transfer customer' and move on to the 'Tax Codes' tab.

If you do want your Sage customers transferred into Actinic, then the relevant settings are explained below:

### Transferring Selected Customers

If you just want to transfer a selection of customers, then select the box labeled 'Use a Sage ANALYSIS field for customer specific transfer handling'.

The ANALYSIS fields within the 'Defaults' tab of a customer in Sage can be used to define which customers are to be transferred, and which ones are to be left. Into these fields you can enter a code that is picked up and acted upon by Actinic Link.

Within Sage, each customer has three Analysis fields. You can use whichever analysis field you prefer for the Actinic Link code (either 1, 2 or 3) but every customer must use the SAME analysis field for this purpose. This analysis field cannot be used for anything else.

The code you enter into the analysis field will always start with a 'Y' or 'N' to indicate whether the customer is to be transferred or not. If you enter a 'Y', you then have to supply additional information that is required by Actinic, but not automatically supplied by Sage.

The extra code is in the format **APCCSSSS**

Value	Explanation
A	A number from 1 to 5, indicating which Sage address line contains the post code (this is usually address line 5)
P	A number from 0 to 5, indicating which Actinic Payment method you want this customer to use: 0 = credit card 1 = cash on delivery 2 = check on delivery 3 = invoice with order 4 = invoice and payment before order 5 = send credit card details independently
CC	The two character country code. You can find this by going to 'Advanced   Locations' in Actinic, and then highlight a county and click 'Edit'.
SSSS	State code up to 5 characters corresponding to the state/province this customer will be ordering from (optional). You can find this by going to 'Advanced   Locations' in Actinic, and then highlight a state/province and click 'Edit'.

Example codes are below:

Code	Explanation
N	Do not transfer this customer.
Y53UK	Use this customer, they are in the UK and will be paying by 'Invoice with



	Order'. Also, their postal code is in address line 5.
Y50USCA	A Californian customer, paying by credit card. Also, their postal code is in address line 5.

## Transferring All Customers

If you want to transfer all your customers from Sage Line 50 into Actinic, then select the box labeled 'All customers to be transferred'. You will then need to set a few default options (listed below) for all your customers in order for them to be transferred to Actinic correctly:

Field	Meaning
Sage Address Line containing Post Code	This is normally address line '5' but your copy of Sage may be set up differently.
Default Payment Method	This is the default payment method that all your customers will use to pay for orders at the online store. This can be changed within Actinic once the customer has been transferred.
Default Customer Country Code	Actinic needs to know what country every customer is ordering from. As this information is not in Sage, it will need to be set here, and then changed (if necessary) once the information has been imported.
Default Customer State Code (optional)	As above, but for states/provinces within a country. Again, this can be changed once the customer is transferred into Actinic.

## Different Delivery Location to Invoice Location

If you have a customer delivery address in Sage at a different location to the customer invoice address, a location code for the delivery address can be entered into Sage. This is entered in a similar format to the code that can be entered into one of the ANALYSIS fields (See above).

At the end of the 'Description' field in the 'Delivery Address' dialogue in Sage, you can append a location code of the format:

~ CCSS~

Where 'CC' is the two-character country code and 'SS' is the two-character state code.

This will cause the delivery address to import into Actinic with this location. The 'Description' field is only used by Sage for internal naming and so won't alter anything in your Sage setup.

For example in Sage you could specify that your delivery address is in California, United States:

Delivery Address	
Description	My warehouse ~USCA~
Address	
Name	Fred Brown
Street1	4 Oakfield Drive
Street2	Melkton Road
Town	California
County	United States
Post Code	
Contact Details	
Telephone	01908 88887878
Fax	
E-mail	FredB@brownweb.com
Contact	Fred Brown

Click the 'Tax Codes' tab to continue. For details on this, see "The 'Tax Codes' Tab" on page 23.

## The 'Tax Codes' Tab

This tab is used to ensure your tax codes in Sage Line 50 match up to your tax rates in Actinic.

The fields within the tab are explained below:

Field	Meaning
Actinic Tax Configuration	Select the type of tax calculation you are using in Actinic. This is set in 'View   Business Settings   Tax'.
How many taxes are configured? <i>Only visible if 'Simple' tax has been selected.</i>	State whether you are using one tax or two taxes in Actinic. The grid within this tab will change depending on how you state you are calculating tax.

## Advanced Tax

The screenshot shows the 'Actinic Link Profile Settings' dialog box with the 'Tax Codes' tab selected. The 'Actinic Tax Configuration' section has three radio buttons: 'Actinic uses no taxes', 'Actinic uses simple tax', and 'Actinic uses advanced tax', with the last one selected. Below this is a table with two columns: 'Sage Tax Code' and 'Actinic Tax Rate'.

Sage Tax Code	Actinic Tax Rate
T00	Zero-Rated
T1 17.5	Taxable
T20	Exempt
*	

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Choose a Sage tax code from the drop-down list in the 'Sage Tax Code' column, and then match it to the correct Actinic tax status within the 'Actinic Tax Rate' column ('Taxable', 'Zero-Rated' or 'Exempt').

To delete a row from the grid, highlight a row (by clicking on the grey box at the left of it) and then press the 'Delete' key on your keyboard.

The default settings in Sage Line 50 are as follows:

Sage Tax Code	Description	Actinic Equivalent
T0	Product incurs VAT charge of 0% (e.g. books)	Zero-Rated
T1	Product incurs UK VAT	Taxable
T2	Product exempt from VAT	Exempt

## Simple Tax with One Tax

The screenshot shows the 'Actinic Link Profile Settings' dialog box with the 'Tax Codes' tab selected. The 'Actinic Tax Configuration' section has three radio buttons: 'Actinic uses no taxes', 'Actinic uses simple tax' (selected), and 'Actinic uses advanced tax'. The 'How many taxes are configured?' section has two radio buttons: 'One' (selected) and 'Two'. Below this is a table with two columns: 'Sage Tax Code' and 'Actinic Tax Rate'. The table contains three rows: T0 0 (Zero-Rated), T1 17.5 (Taxable), and T2 0 (Exempt). There is a small grey box to the left of the T2 0 row, and a '\*' symbol at the bottom left of the table area. The 'OK' and 'Cancel' buttons are at the bottom right.

Sage Tax Code	Actinic Tax Rate
T0 0	Zero-Rated
T1 17.5	Taxable
T2 0	Exempt

Choose a Sage tax code from the drop-down list in the 'Sage Tax Code' column, and then match it to the correct Actinic tax status within the 'Actinic Tax Rate' column ('Taxable', 'Zero-Rated' or 'Exempt').

To delete a row from the grid, highlight a row (by clicking on the grey box at the left of it) and then press the 'Delete' key on your keyboard.




The default settings in Sage Line 50 are as follows:

Sage Tax Code	Description	Actinic Equivalent
T0	Product incurs VAT charge of 0% (e.g. books)	Zero-Rated
T1	Product incurs UK VAT	Taxable
T2	Product exempt from VAT	Exempt

## Simple Tax with Two Taxes

Choose a Sage tax code from the drop-down list in the 'Sage Tax Code' column, and then match it to the appropriate combination of Actinic tax statuses within the 'Actinic Tax Rate' columns.

For instance, if Sage Tax Code 'T3' corresponded to a product being zero-rated in Tax 1 but taxable in Tax 2, then you would make an entry like the following:

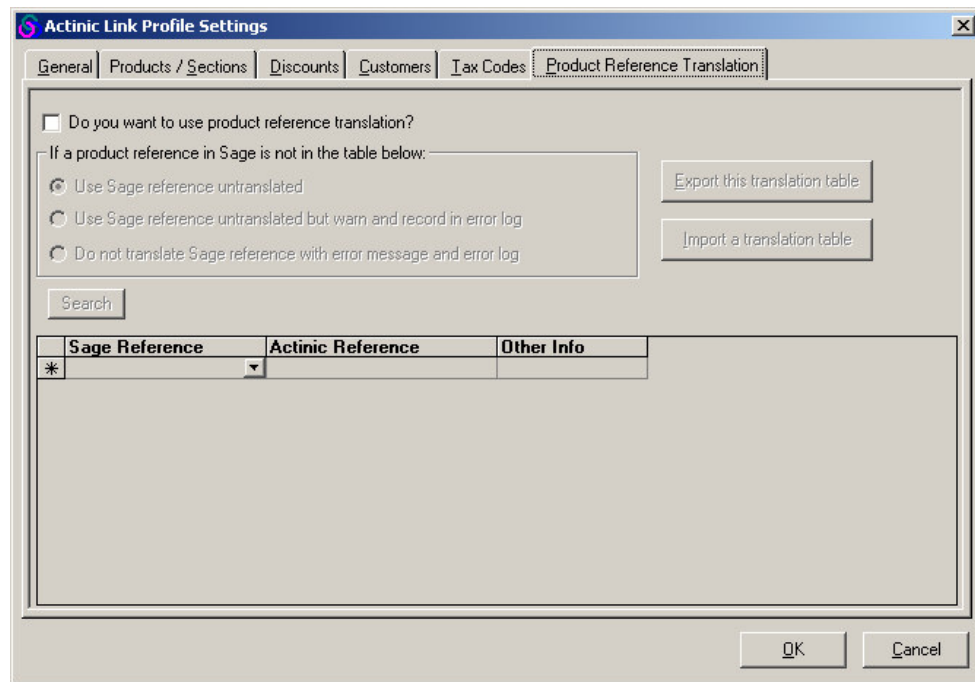
	Sage Tax Code	Actinic Tax 1 Rate	Actinic Tax 2 Rate
	T3 0	Zero-Rated	Taxable 
			

To delete a row from the grid, highlight a row (by clicking on the grey box at the left of it) and then press the 'Delete' key on your keyboard.

Click on the 'Product Reference Translation' tab to continue. For details on this, see "The 'Product Reference Translation' Tab" on page 27.

---

## The 'Product Reference Translation' Tab



If there are differences in your product reference codes between Sage Line 50 and Actinic, this tab can be used to map one to the other. It is simpler to try and keep your product references the same between both applications, but it is not always possible. For example, Sage Line 50 allows produce codes up to 30 characters in length, but Actinic has a limit of 20 characters.

To enable product reference translation, select the box labeled 'Do you want to use product reference translation?'.

---

Note that product reference translation feature is disabled if you turn on 'Allow duplicates' in Actinic to Sage mode. See the section on The 'Product Reference Translation' Tab in the next chapter for further details.

---

The grid within this tab is used to map one product reference onto another. You would use it as follows:

1. Enter the product code from Sage Line 50 into the 'Sage Reference' column.
2. Enter an alternative product reference for Actinic into the 'Actinic Reference' column.
3. The third column, headed 'Other Info' is where you can put an optional note about the product, to make it easier to refer to it later on.

To delete a row from the grid, highlight a row (by clicking on the grey box at the left of it) and then press the 'Delete' key on your keyboard.

You then need to set up how Actinic Link will handle any exceptions - i.e. product codes that are not in the table. These options are explained below:

Field	Meaning
Use Sage reference untranslated	If most of your Sage references are OK to go straight into Actinic, and you only have a few of them in the translation table, then you will just want to import the product references untranslated.
Use Sage reference untranslated but warn and record in error log	If, however, you are translating all your references, and Actinic Link encounters one it cannot find in the table, then you may want to import the product (leaving the reference number intact) and create an error.
Do not translate product with error message and error log	Alternatively, you may simply not import the product at all and create an error log. In this case only the products entered into the table will be transferred into Actinic. Those products not transferred will be recorded in the log file.

The remaining buttons within this area are explained below:

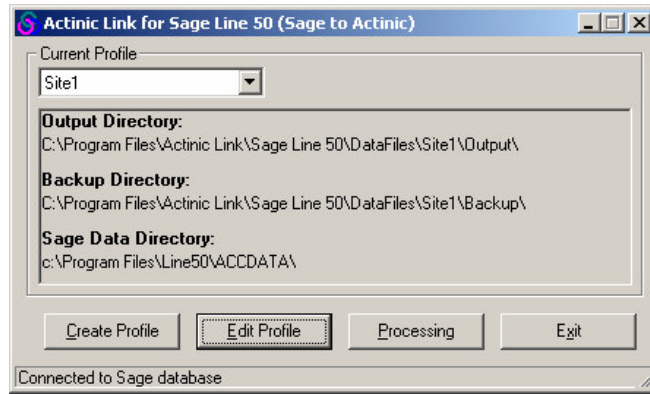
Field	Meaning
'Search' button	Searches the translation table for specific words/phrases/references. When searching, you can use an asterisk '*' as a wildcard symbol to represent any string value.
'Export this translation table' button	Allows you to export the translation table as a spreadsheet file (in *.CSV format). This will allow you to maintain the data in an alternative application such as Microsoft Excel.
'Import a translation table' button	Allows you to import a translation table from a spreadsheet file. Before importing the file, you will be asked whether you want to keep the existing data that is in your current table, or else completely replace the current data with the new data.

Click 'OK' to complete your profile.

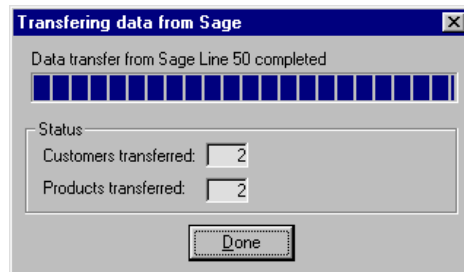
---

## Completing Your Profile and Running Actinic Link

Once you have set up your profile, the main Actinic Link screen will look like the following:



You can now click 'Processing' to generate an import file to take into Actinic.



If you receive any errors, you will be given an error log and you will need to go back into Actinic Link and adjust your profile settings to correct the problem. You may also be required to check your data in Sage.

---

**Note:** You can also trigger the transfer by clicking the 'Actinic Link' button within the Sage Line 50 toolbar.

---

The Actinic import file will be created within the 'Output' folder within your profile directory. It can be imported from here into Actinic. See "Importing into Actinic" on page 31 for more information on this.

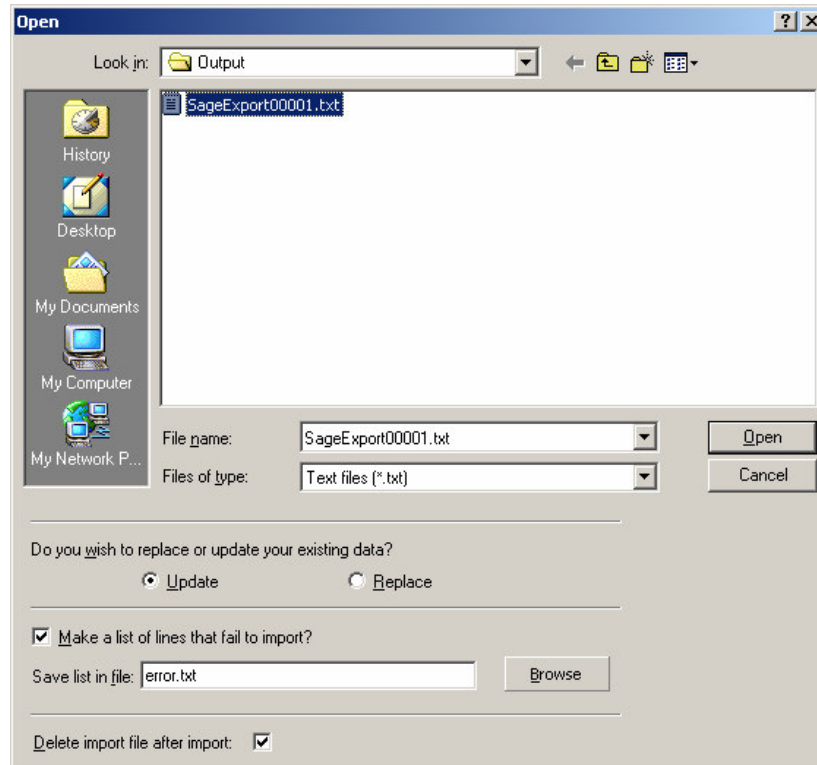


---

# Importing into Actinic

## Actinic v6 and v7

Within Actinic, go to 'File | Import Sage Line 50 Data...'



Select the file you wish to import. This will be a file called SageExportnnnnn.txt (where 'nnnnn' is a five-digit number) within the 'Output' folder within your profile directory.

---

**Note:** Sage Import Files are single files that contain all the product, section, customer and pricing data for your online store. Each time you run Actinic Link it increases the five-digit number at the end of the file name. For example, the first file is called SageExport00001.txt, the next one is called SageExport000002.txt and so on.

---

Field	Meaning
Do you wish to replace or update your existing data?	Select 'Replace' for the initial setup of your store. For subsequent updates, you will need to change this to 'Update'.
Make a list of lines that fail to import?	It is a good idea to do this as there may be errors that Actinic Link was unable to detect.
Delete import file after import?	Once the data has been imported successfully, you can choose to delete the import file.

When you are ready, click 'Open' to start the import. Your new data will now be visible within Actinic.

## Actinic v5

Within Actinic, go to 'File | Import...'. On the first screen, select 'Hierarchical Import' and click 'Next'. You will see the following screen.

The fields in this tab are explained below:

Field	Meaning
-------	---------

File Name	Enter here the file you wish to import. This will be a file called SageExportnnnnn.txt (where 'nnnnn' is a five-digit number) within the 'Output' folder within your profile directory. Click 'Browse' to select the file.
Do you wish to replace or update your existing data?	Select 'Replace' for the initial setup of your store. For subsequent updates, you will need to change this to 'Update'.
What type of file do you want to import?	Select 'Text – tab delimited'.
What character set was used to create the file?	Select 'ANSI (Windows)'.

Click 'Next' and then keep on clicking 'Next' through all the 'Mapping' screens.

If necessary you can deselect any information fields that you do not want to import into Actinic by finding the appropriate mapping screen, highlighting a field name from the central column and pressing 'Delete' on your keyboard.

You can also re-assign Sage data fields to alternative Actinic fields by dragging and dropping field names up and down within the central column of a mapping screen.

Before you complete the import, you will be asked whether you want to 'Make a list of lines that fail to import'. It is a good idea to do this as there may be errors that Actinic Link was unable to detect.

Click 'Finish' to complete the import. Your new data will now be visible within Actinic.

---

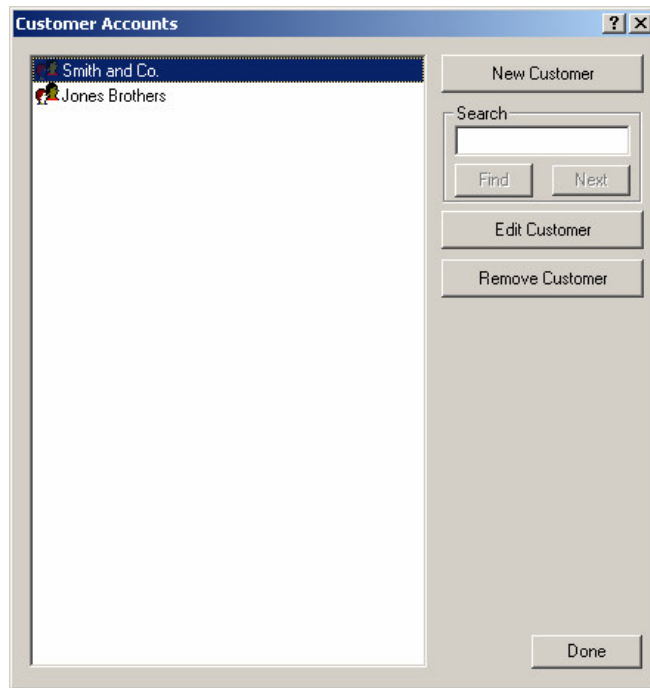
# Adjustments to Make Before Uploading

## Creating Buyers

### Required

After your customers have been imported into Actinic, you will need to create at least one 'Buyer' for each customer before the customer account details will be uploaded to the website. Buyers are simply people that log into the store with usernames and passwords in order to access their specific details online.

In order to create a buyer, go to 'View | Customer Accounts'.



Highlight a customer and click 'Edit Customer'. Then switch to the 'Buyers' tab.

**Enter New Customer Details** [?] [X]

Account Name: Sage Customer

Account | Addresses | Buyers

sales@actinic.co.uk

Login: \* sales@actinic.co.uk Status: Active

Password: \* [ ]  Send Email Confirmation of Orders

Confirm: \* [ ]  Maximum Order Value £0.00

Salutation: [ ]

Name: \* Chris Dicken Telephone: \* 0845 129 4800

Title: [ ] Fax: [ ]

Email: \* sales@actinic.co.uk

Invoice Address: Main Address

Only Allow This Address  
 Allow Selection but Default to This Address  
 Allow User to Select or Enter New Address

Delivery Address: Main Address

Only Allow This Address  
 Allow Selection but Default to This Address  
 Allow User to Select or Enter New Address

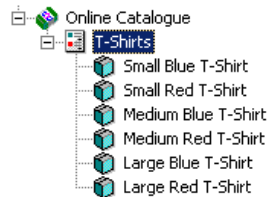
For more information on any of the fields in this screen, click the '?' in the title bar of the window and then click in any field.

---

# Organising Products In Actinic

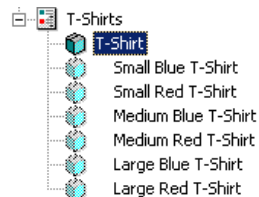
## Creating Product Options From Sage Products

It may be that you use Sage to track the stock levels for different options for a product. For example, you may sell a t-shirt in Sage in three sizes (small, medium, large) and two colours (red, blue) and so you have a product record in Sage for each possible combination of choices:



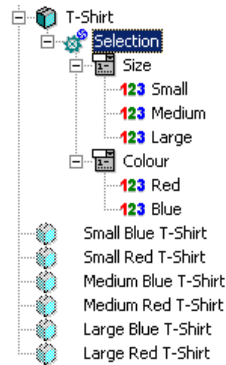
It is possible to import these products into Actinic and then create a single t-shirt product in Actinic with selectable options for the different sizes and colours - but then you can still track the inventory levels in Sage for the different options purchased. Here's how (with instructions based on the above example):

1. After importing the 'option' products into Actinic, go into each of them and select 'Hide on Web Site' in the 'General' tab. This will stop them appearing as separate products online.
2. Then above the hidden products create a new product called (for example) 'T-Shirt'. Set the price of this item as the same as the default price for your options.



3. Now right click on your new product and select 'New Component'. Give it a name of 'Selection'.
4. Now right click on 'Selection' and select 'New Attribute'. Call it 'Size'. Change 'Select Using' to 'Drop Down List'. Also, change 'Separator' to 'New Line'.

5. Now right click on 'Size' and create three choices - 'Small', 'Medium' and 'Large'.
6. Next, right click on 'Selection' again and create a second attribute called 'Colour'. Again, select 'Drop-Down List' under 'Select Using'.
7. Create two choices within this attribute called 'Red' and 'Blue'.



You are now going to associate each combination of choices with its equivalent hidden product.

8. Go to the 'Selection' component and switch to the 'Permutations' tab.
9. Click 'Fill List' to list all the possible combination of choices.
10. Go into the 'Product' field for each row and from the drop-down select the equivalent hidden product for that row.
11. Also select 'Name from Associated Product' and change the 'Pricing' field to read 'Associated Product Prices'.

Size	Colour	Valid	Pricing	Price	Product
Small	Red	<input checked="" type="checkbox"/>	Associated Product ...	£0.00	Small Red T-Shirt (sred)
Small	Blue	<input checked="" type="checkbox"/>	Associated Product ...	£0.00	Small Blue T-Shirt (sblue)
Medium	Red	<input checked="" type="checkbox"/>	Associated Product ...	£0.00	Medium Red T-Shirt (mred)
Medium	Blue	<input checked="" type="checkbox"/>	Associated Product ...	£0.00	Medium Blue T-Shirt (mblue)

12. After you have done this, switch to the 'General' tab and select 'Component as Separate Order Line'. Click 'Apply'.
13. Finally, switch back to the main 'T-Shirt' product and change the 'Pricing Model' field (in the 'General' tab) to 'Sum of Component Prices'. Also ensure 'No Order Line for Main Product' is selected.

Now, when a customer selects a particular set of options online, the correct equivalent hidden product will be added to the cart, downloaded with the order, and passed back into Sage.

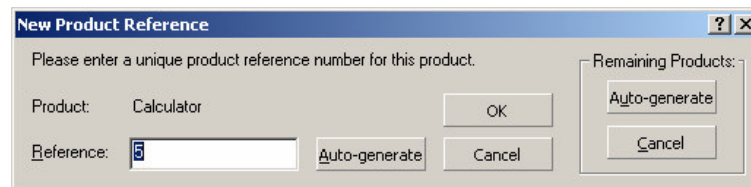
## Mapping One Sage Product To Several Actinic Products

In v7, once you have imported a product into Actinic, you can right-click on it and select 'New Product Duplicate'. You can then drag and drop this duplicate to another part of the store. Repeat this for each duplicate you need to create.

Whenever a customer purchases one of these duplicates online, it is the original product that will appear in the order, and that will eventually be transferred back into Sage Line 50 via Actinic Link.

If you are using v6 or v5 then the process is a little more complex:

1. Copy and paste the imported product to a second location within your store. If you see the following dialogue:



2. You will need to supply an alternative product reference (unless you are automatically generating product references). Enter a new product reference and click 'OK'. This new product is now a 'slave' product.
3. Go into this 'slave' product and go to the 'Stock' tab. Un-tick where it says 'Stock Monitoring'.
4. Do a right-click on this new product and select 'New Component'.
5. Enter a name of 'Associated Product' and press [Enter] on your keyboard.
6. Double-click on the component and click on the 'Associated Product' field. Select your original 'master' product from the drop-down list.
7. Also select 'Name from Associated Product' and 'Price from Associated Product'.
8. Select 'Component as Separate Order Line' and click 'OK'.



9. Go into the 'slave' product and switch to the 'Components' tab. Set the pricing model to 'Sum of Components Prices' and select 'No Order Line for Main Product'.

Now, whenever one of your customers orders this 'slave' product it will appear within the shopping cart with the same details as the original 'master' product. When you download an order for this item and transfer it to Sage Line 50, the stock levels of the 'master' product will be decreased.

## **Arranging Your Products Into Sections**

It is possible to build a hierarchy of sections and subsections from your settings within Sage (see "The 'Products/Sections' Tab" on page 13 for more on this). However, you can simply select 'Do Not Transfer Sections' in Actinic Link for Sage, and then just arrange your products into sections and sub-sections once they are imported into Actinic.

---

# Updating Your Actinic Store

## Updating Stock Levels

In order to update Actinic with changes to stock levels, do the following:

1. Start Actinic Link (Sage to Actinic) by going to 'Start | Programs | Actinic Link for Sage Line 50 | Sage Line 50 to Actinic'.
2. Choose the profile you want to edit and click 'Edit Profile'.
3. Within the 'Products/Sections' tab select 'Transfer stock quantities only'.
4. Within the 'Customers' tab, select 'Do not transfer customers'.
5. Click 'OK' and then click 'Processing' to create the import file.
6. Now run the Sage Import in Actinic to import the data. When importing the file into Actinic, ensure that you select 'Update' rather than 'Replace'.

Your stock quantities will now be updated.

## Updating Product Details

If you have created new products in Sage that you wish to be transferred to your store, then you will need to use the following settings:

1. Start Actinic Link (Sage to Actinic) by going to 'Start | Programs | Actinic Link for Sage Line 50 | Sage Line 50 to Actinic'.
2. Choose the profile you want to edit and click 'Edit Profile'.
3. Within the 'Products/Sections' tab leave the settings as the same as you used when initially setting up the store). However, if you are just updating products, and not adding any new ones, then you may wish to select 'Do not transfer sections' as this will ensure your section structure in Actinic is left intact.
4. Within the 'Customers' tab, select 'Do not transfer customers'.
5. Click 'OK' and then click 'Processing' to create the import file.

Now run the Sage Import in Actinic to import the data. When importing the file into Actinic, ensure that you select 'Update' rather than 'Replace'.

All your existing products will now be updated, and new products will be added. Note that any changes you have made to your product details and section details in Actinic will be overwritten with the new data. However, any choices, attributes or components you have created will be left intact.



# From Actinic into Sage Line 50

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## Methods of Order Transfer

Actinic Link supports the transfer of order information from Actinic via four methods:

### **Invoice/Sales Order Creation**

All orders, both invoices and sales orders, are transferred into Sage Line 50 for processing. Sage will then create an invoice or a sales order as necessary. This method is only supported by the 'Financial Controller' version of Sage Line 50.

### **Invoice Creation**

Orders ready to be invoiced are transferred directly into Sage Line 50 for invoicing. Any sales orders will need to be processed in Actinic before the order details can be transferred into Sage Line 50. This method is supported by 'Financial Controller' and 'Accountant Plus'.

### **Direct Batch Invoice Creation**

Information about orders can be transferred directly into Sage Line 50 as a batch invoice. This information will show up as part of a customer's audit trail. The audit trail will include information about the order lines (the items ordered by the customer). This method is supported by all versions of Sage.

## **Batch Invoice Creation via CSV Import (Unlinked Mode)**

Order information is imported into Sage Line 50 via a CSV import file. This information will show up on a customer's audit trail in Sage. CSV import does not include any information about order lines, so you will only see a total order value without an item-by-item breakdown. This method is supported by all versions of Sage.

---

## Setting Up Order Exports in Actinic

Go to 'View | Business Settings | Order Processing' (in v5/6 it is the 'Ordering' tab), and select 'Enable Export to Files'.

The Actinic order export files must be created in the 'Source' directory found within the Actinic Link profile directory. To set this, click the 'Browse' button for each of the five exported files and specify the correct path in the Actinic Link directory, within the 'Source' folder. Assuming that Actinic Link is installed in 'C:\Program Files\Actinic Link\Sage Line 50' the correct file locations are shown below:

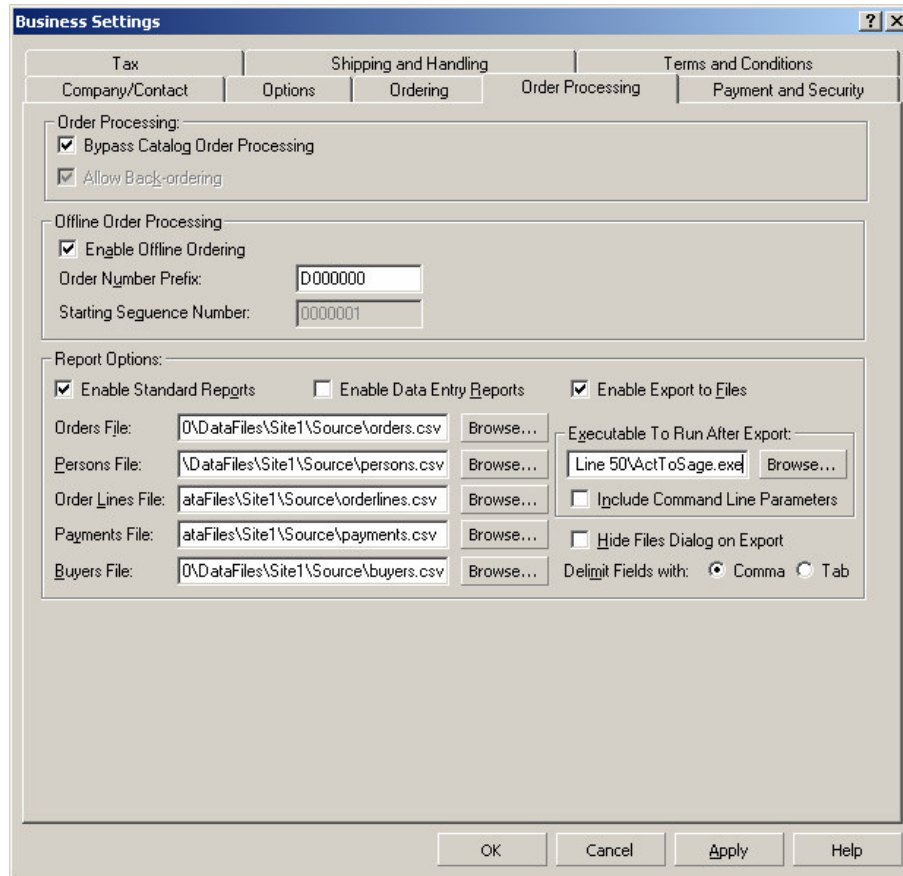
Export File	Location
Orders File	C:\Program Files\Actinic Link\Sage Line 50\Datafiles\[Profile Name]\Source\orders.csv
Persons File	C:\Program Files\Actinic Link\Sage Line 50\Datafiles\[Profile Name]\Source\persons.csv
Order Lines File	C:\Program Files\Actinic Link\Sage Line 50\Datafiles\[Profile Name]\Source\orderlines.csv
Payments File	C:\Program Files\Actinic Link\Sage Line 50\Datafiles\[Profile Name]\Source\payments.csv
Buyers File	C:\Program Files\Actinic Link\Sage Line 50\Datafiles\[Profile Name]\Source\buyers.csv

Within the 'Executable to run after export' field, enter the name of the 'Actinic to Sage Line 50' application. This will normally be:

C:\Program Files\Actinic Link\Sage Line 50\ActToSage.exe

If you are using more than one Actinic Site then the name of the site should be appended, for example:

"C:\Program Files\Actinic Link\Sage Line 50\ActToSage.exe" Site2



## Bypass Catalog Order Processing

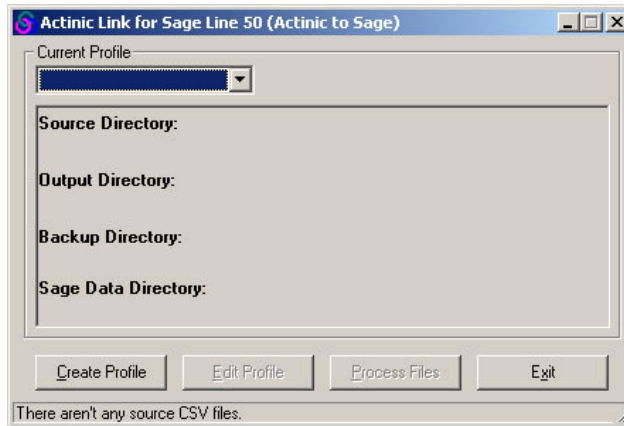
It is up to you whether you transfer order details immediately from Actinic into Sage Line 50 (as soon as the order is downloaded) or whether you do some processing in Actinic before transfer. If you want to transfer information immediately, then you would need to check the box marked 'Bypass Catalog Order Processing' in 'View | Business Settings | Order Processing'. This way, all orders will be automatically moved from the 'Pending' list to the 'Completed' list after you carry out the export.



---

## Setting Up Actinic Link

On the Windows Start Menu, go to 'Programs | Actinic Link for Sage Line 50 | Actinic to Sage Line 50'



Click 'Create Profile' to begin setting how Actinic orders will be transferred to your Sage Line 50 application. For details on this, see "The 'General' Tab" on page 48.

---

If you just double-click on 'ActToSage.exe' from Windows Explorer, it will try and carry out a translation without allowing you to edit the profile first. In order to start Actinic Link with the full user interface, either use the Start Menu shortcut or go to 'Start | Run' and enter the following (assuming you have installed Actinic Link in the default location) :

**C:\Program Files\Actinic Link\Sage Line 50\ActToSage.exe /ui**

---

## The 'General' Tab

This tab is almost identical to the 'General' tab that you have set up already in Chapter 2. If you want to set up a profile for the same site you set up in the previous chapter, then select the same site name in the 'Name of Site' drop-down.

If you do select the same site as the profile you set up in "The 'General' Tab" on page 10, most of the settings here will be automatically populated with the settings you provided before.

The new settings are detailed below:

Field	Meaning
Run unlinked from Sage	Select this box if you don't want Actinic Link to automatically add data to the Sage database. Instead, Actinic Link will create a 'Batch CSV' file for you to import into Sage Line 50.  If you select this box, then you will not need to specify any of the 'Sage Connection Settings' on this tab.

	<p>The rest of the tabs may look different depending on whether you have this box checked or not. If you have it unchecked, Actinic Link will be running in 'Linked Mode'. If you have it checked, it will be running in 'Unlinked Mode'. This guide will make the distinction as it becomes necessary.</p>
Use Sage Product Descriptions	<p>When an invoice/sales order is created in Sage, do you want it to use the product details provided with the order, or the product details already in your Sage database?</p> <p>You only need to worry about this if you want to do invoice or sales order creation in Sage (not batch invoice creation).</p>
Use Next Available Invoice/Order Number from Sage	<p>Select this option if you want to number your invoices/sales orders sequentially within Sage.</p> <p>If you have this box ticked, before transferring order details Actinic Link will ask Sage what the next available invoice number or sales order number is. It will use this number for the new invoice/sales order that it creates in Sage when transferring orders.</p>
Use Sage Customer Name, Address and Telephone	<p>If you are running in Linked mode, then you have the choice of whether the invoice created will use the customer details already in your Sage database, or whether it will use the name and address information that was provided with the order online.</p> <p>You only need to worry about this if you want to do invoice or sales order creation in Sage (not batch invoice creation).</p>
Customer Contact Details from	<p>When the invoice/sales order is created in Sage, you can choose whether certain fields come from the Actinic order invoice details or delivery details:</p> <p><b>Invoice Address</b></p> <p>Sage Customer Tel. No. = Invoice Phone Number Sage Customer Contact = Invoice Name</p> <p><b>Delivery Address</b></p> <p>Sage Customer Tel. No. = Delivery Phone Number Sage Customer Contact = Delivery Name</p>
One digit prefix for ecommerce orders (invoice numbers)	<p>You can prefix all invoice numbers (for invoices) or order numbers (for sales orders) that come from Actinic Link with a one-digit prefix for easy reference once the order details have been transferred into Sage.</p>
Transfer credit card details	<p>Check this box if you want to transfer credit card details</p>

	into 'Notes' field of Sage.
Put Actinic Order Number in Customer Order No	Check this box if you want to transfer Actinic order number into Sage 'Customer Order No.' field
Include Contact Name in Company Addresses	If the option is on, then invoice address is headed "Invoice Company (FAO Invoice Name)" and the delivery address is headed "Delivery Company (FAO Delivery Name)"

## Invoice and Sales Order Numbers

If you do not have 'Use Next Available Invoice/Order Number from Sage' ticked then the Actinic order number is used when creating invoices and sales orders within Sage Line 50:

If you are creating an invoice, the last seven digits of the Actinic order number (prefixed with the single digit as explained above) are used as the invoice number. The first seven digits of the Actinic order number are used as the order number.

If you are creating a sales order, the last seven digits of the Actinic order number (prefixed with the single digit as explained above) are used as the order number. The first seven digits of the Actinic order number are used as the invoice number.

Click the 'Carriage/Global Codes' tab to continue. For details on this, see "The 'Carriage/Global Codes' Tab" on page 51.

## The 'Carriage/Global Codes' Tab

The fields within this tab are described below:

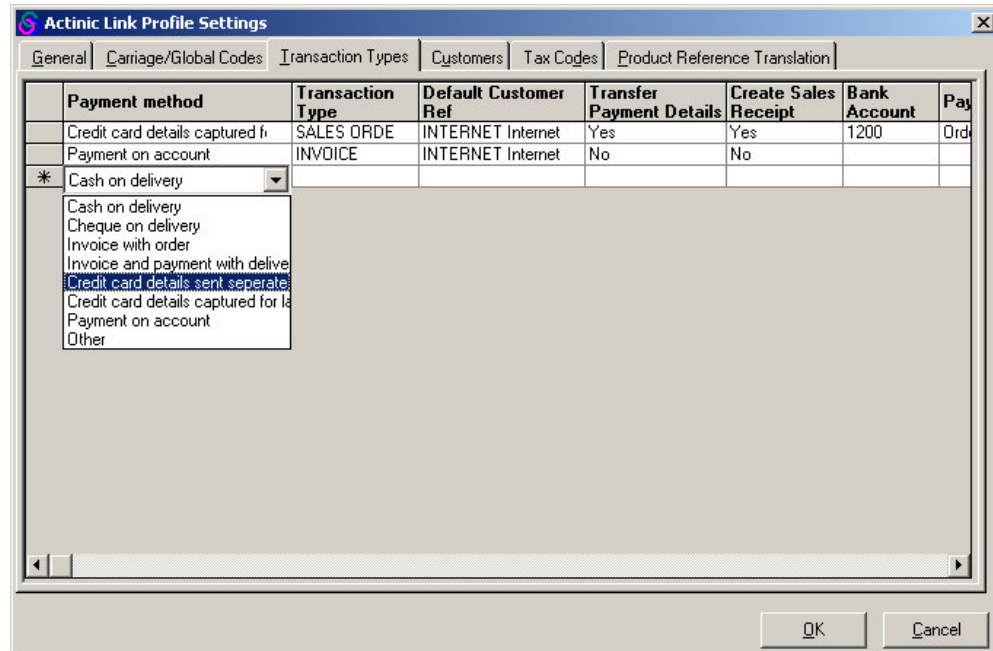
Field	Meaning
Nominal Code for Carriage	From your list of Nominal Codes in Sage, select the one that will apply to the Carriage item in the order.
Select Sage Product to use for Batch Invoice Carriage Line	If you are doing direct batch invoice creation, then you need to choose a product from your Sage product list to represent the carriage line. Choose the appropriate product from the drop-down list (which will be automatically populated by all the products from your Sage database).  You will only be able to choose a product if you are running in linked mode.
Do you want to use different taxes on Shipping and Handling?	In most cases the taxes setup in Actinic for shipping and for handling (in 'Business Settings   Shipping and Handling') will be the same. However if you use tax treatments that are different on shipping than on handling then select this box.

	You will then need to select a Sage tax code to use for carriage when the order is transferred into Sage. This is necessary because Sage only supports one tax for carriage.
Transfer Global N/C Transfer Tax Code Transfer Global Dept.	You may need to transfer 'Global' data into the 'Footer Details' section of Sage invoices or sales orders. Use the appropriate checkbox to enable transferring data.  If the transfer is enabled you have the option to select 'Use Sage Customer Default Value' or 'Use Fixed Value'. This will transfer the value of the corresponding Sage 'Customer Defaults...' field or a fixed value selected from the dropdown list respectively.  Note that transferring global codes is not available when Actinic Link is running in 'Unlinked mode'.

Click the 'Transaction Types' tab to continue. For details on this, see "The 'Transaction Types' Tab" on page 53.

# The 'Transaction Types' Tab

## Linked Mode



In this tab, you need to list all the different methods that people can pay by in your Actinic store, and then specify how these different sorts of orders are to be transferred into Sage Line 50.

To add a new row to the grid, simply select a new Actinic payment method from the blank row at the bottom. To delete a row from the grid, highlight a row (by clicking on the grey box at the left of it) and then press the 'Delete' key on your keyboard.

The fields within this grid are defined below:

Field	Meaning
Payment method	Choose the Actinic payment method that you wish to set up from the drop-down list. These are taken from your options in 'Business Settings   Payment and Security'.

Transaction type	Choose the way that orders taken by the specified payment method are to be created within Sage Line 50. The options within the drop down list are listed in the table underneath this one.
Default Customer Ref <i>This is only used if you have chosen to not create new customers within Sage This is set in the 'Customers' tab - see "The 'Customers' Tab" on page 58.</i>	If you are not creating new customers within Sage from the orders that are coming in, then you will need raise all the sales orders from these 'unregistered' customers against a 'generic' customer within Sage. Select the 'generic' customer to use within this drop-down list.  You may need to create a new customer for this purpose within Sage Line 50.
Transfer Payment	If you set this to 'Yes' then the Authorisation Code (from Actinic) together with the value of the order, and the Bank Account reference (see next field) will be included in the invoice/sales order raised by Sage.
Create Sales Receipt	If 'Transaction Type' is set to 'SALES ORDER' and 'Transfer Payment' is set to 'Yes', then you are given an option to create a sales receipt within Sage for this order.  It will automatically create a sales receipt for each valid payment in the order.
Bank Account	If you have chosen to transfer payment details for this payment method, then you must select the Sage Bank Account to allocate the payment to.
Payment Ref	If you are creating sales receipts for orders taken with the current payment method, you must select a value to go into the INV_REF field of the sales receipts in Sage.  You are given a choice from the following:  Order Number (last 7 characters) - the unique order number generated by Actinic.  CC Auth Code (either first 8 or last 8 characters) - the authorisation code from the bank for the credit card transaction.  PSP Provider Ref (either first 8 or last 8 characters) – the reference code from the payment service provider (if you are using one for your Actinic store).



Transaction type	Explanation	Sage Version
INVOICE	Orders taken via this payment method will be created as invoices within Sage Line 50	Financial Controller Accountant Plus
SALES ORDER	Orders taken via this payment method will be created as sales orders within Sage Line 50	Financial Controller
BATCHINV	Orders taken via this payment method will be created as batch invoices within Sage Line 50	All versions
BATCHINVCSV	Orders taken via this payment method will be created as batch invoices within a CSV file, for import into Sage Line 50	All versions

---

**Notes on Transferring Payments from Actinic:**

Sometimes you might have more than one payment for an order listed in the 'Progress and Payments' tab in Actinic. If you are creating a Sales Order in Sage Line 50 then all these payments will be transferred across. However, if you are creating an Invoice then only the first payment in the list will be transferred.

Also, if you have made a partial payment on an order in Actinic, and you transfer that order to Sage, then any additional payments you make will not be transferred automatically by Actinic Link. You will need to manually update the payment details for the order in Sage Line 50.

---

## Unlinked Mode

Payment method	Transaction type	Default Customer ref	Nominal code	Department number
Credit card details ca	BATCHINVCSV	INTERNET	4000	0
* WorldPay				

When running unlinked from Sage, this tab is used for you to list all the different methods that people can pay by in your Actinic store, and then manually specify how these different sorts of orders should be treated by Sage Line 50.

To add a new row to the grid, select an Actinic payment method from the blank row at the bottom. To delete a row from the grid, highlight a row (by clicking on the grey box at the left of it) and then press the 'Delete' key on your keyboard.

The fields within this tab are explained below:

Field	Meaning
Payment method	Choose the Actinic payment method that you wish to set up from the drop-down list. These are taken from your options in 'Business Settings   Payment and Security'.
Transaction type	You can only choose 'BATCHINVCSV' from the list.
Default Customer Ref	Enter the Sage reference for the default (generic) customer you want to assign all orders from unknown (unregistered) customers.  You may need to create a new customer for this purpose

	within Sage Line 50.
Nominal Code	Enter the four-digit Sage Nominal Code to be used for orders taken via the specified payment method.
Department Number	Enter the department number you wish to use for all orders taken within this payment method. If you enter a '0' then it will not be assigned to a department.

Click the 'Customers' tab to continue.

## The 'Customers' Tab

Actinic Link Profile Settings

General | Carriage/Global Codes | Transaction Types | **Customers** | Tax Codes | Product Reference Translation

Create New Sage Customers from Registered Customer Orders ?  Include Salutation

Create New Sage Customers from Unregistered Customer Orders ?

Sage Address Line used for Post Code: 5

Sage Account Reference Naming Scheme			
Position	Source	Character No	Default Character
1	Surname	1	X
2	Surname	2	X
3	Surname	3	X
4	Surname	4	X
5	Sequence Number		
6	Not Required		
7	Not Required		
8	Not Required		

OK Cancel

The 'Customers' tab is used to set up how customers are created within Sage as you transfer order details from Actinic to Sage Line 50.

**If you do not select any option here:** then when an order is transferred from Actinic to Sage where the 'External Reference' field of the customer account in Actinic matches the 'A/C' field in Sage, then the invoice will be raised against the existing Sage customer. If, however, an order is transferred that Sage has no reference for then it will normally be assigned to a default 'Internet Shopper' customer as described in "The 'Transaction Types' Tab" on page 53.

You can override this default action by using the settings here. The fields within this tab are explained below:

Field	Meaning
Create New Sage Customers From Registered Customer	With this box selected, Actinic Link will create new Sage customers for any orders that:

Orders?	<p>1) Have come from registered customers in Actinic.  2) Have no corresponding customer record in Sage.</p> <p>Actinic Link will use the 'External Reference' field within the customer account in Actinic as the 'A/C' value for the Sage customer record. If the order has no 'External Reference' field, Actinic Link will treat the order as if it is from an unregistered customer.</p>
Create New Sage Customers From Unregistered Customer Orders?	<p>With this box selected, Actinic Link will create a new customer account in Sage for each order transferred that has come from an unregistered customer. For the 'A/C' field in Sage, Actinic Link will build a value based on the settings in the 'Sage Account Reference Naming Scheme' table. See below for details.</p> <p><b>Please note:</b> Actinic Link will search the 'Name', 'Post Code' and 'Email' fields in Sage to search for a matching customer record. It will only create a new customer if this search fails to turn up anything.</p>
Sage Address Line used for Post Code	Use this box to tell Actinic Link the address line in Sage that is used for the post code. This will default to line 5.
Include Salutation	Use this box to allow inclusion of salutation (e.g. Mr, Mrs etc) in the contact name.

## Sage Account Reference Naming Scheme

This is used to build a scheme for the 'A/C' field values for the new customers that are being created in Sage. It works by taking specific characters from different elements of the customer details (e.g. name, post code etc) and then arranges them in the correct format to create an account reference. The fields within this table work as follows:

Field	Meaning
Position	Row '1' is for the first character in the account reference, row '2' for the second character etc. etc.
Source	<p>Which element of the Sage customer details provides the value for this character? You can choose any element of the name and address, or alternatively choose a fixed character or a sequential number.</p> <p>Select 'Not Required' if you don't need to define any further</p>

	characters for the A/C code.
Character No	Which specific character from the name/address element should be used in the reference? Enter '1' for the first character, '2' for the second character etc. etc.
Default Character	If a value is not available from the Sage name/address details, what should Actinic Link insert instead? This is compulsory for every position that is taken from an element of the Actinic order.

### Examples:

Let's say you wanted the Sage account reference to use the first four characters from the customer's surname, followed by a sequential number. For instance, an order from John Smith would become SMIT1, and then an order from Alison Smith would become SMIT2. To do this, set up the 'Customers' tab as follows:

Sage Account Reference Naming Scheme			
Position	Source	Character No	Default Character
1	Surname	1	X
2	Surname	2	X
3	Surname	3	X
4	Surname	4	X
5	Sequence Number		
6	Not Required		
7	Not Required		
8	Not Required		

Alternatively, if you wanted to use the first five characters of the 'Name' field (which could be the company name) followed by an underscore '\_' and then the first two characters of the post code, then you would set it up as follows:

Sage Account Reference Naming Scheme			
Position	Source	Character No	Default Character
1	Name	1	X
2	Name	2	X
3	Name	3	X
4	Name	4	X
5	Name	5	X
6	Fixed Character		-
7	Post Code	1	X
8	Post Code	2	X

When you are ready to continue, go to the 'Tax Codes' tab. For details on this, see "The 'Tax Codes' Tab" on page 57.

---

## The 'Tax Codes' Tab

### Linked Mode

This tab is used to ensure that tax codes used within orders from Actinic will always match up to your tax codes in Sage Line 50. The fields within the tab are explained below:

Field	Meaning
Actinic Tax Configuration	Select the type of tax calculation you are using in Actinic. This is set in 'View   Business Settings   Tax'.
How many taxes are configured? <i>Only shown when 'Simple Tax' is selected.</i>	State whether you are using one or two taxes in Actinic.
Default Sage Line 50 Tax Code (for BATCHINVCSV) <i>At the bottom of the tab.</i>	When transferring orders with the batch invoice via CSV import method, you need to state a default tax code to use for each order.

The grid within this tab will change depending on how you state you are calculating tax.

## Advanced Tax

Actinic Link Profile Settings

General | Carriage/Global Codes | Transaction Types | Customers | Tax Codes | Product Reference Translation

Actinic Tax Configuration

Actinic uses no taxes  
 Actinic uses simple tax  
 Actinic uses advanced tax

Actinic Tax 1 Name	Tax 1 Rate	Actinic Tax 2 Name	Tax 2 Rate	Sage Tax Code
VAT	17.5%			T1 17.5
VAT	Zero-Rated			T0 0
VAT	Exempt			T2 0
VAT	Pro-Rata			T1 17.5
*				

Default Sage Line 50 Tax Code (for BATCHINVC5V)

T1

OK Cancel

If you are using 'advanced' tax in Actinic, then in the grid here you will need to specify every possible combination of taxes that is possible to achieve in Actinic. In other words, each row in the grid contains the tax settings for one of your 'Tax Zones' in Actinic. You then must select the corresponding Sage tax code that matches the Actinic tax scenario.

To add a new row to the grid, select an Actinic tax status from the blank row at the bottom. To delete a row from the grid, highlight a row (by clicking on the grey box at the left of it) and then press the 'Delete' key on your keyboard.

---

Fortunately, in the UK there is generally only one tax (VAT) so you can set up this tab as shown above, and ignore the 'Tax 2' fields.

---

The fields within this grid are described below:

Field	Description
Actinic Tax 1 Name	Type the name of a 'Tax 1' value from the 'Name' field in 'Business Settings   Tax'.
Tax 1 Rate	Either select a tax status from the drop-down (e.g. 'Exempt',



	'Zero Rated') or else type a tax rate into the field (e.g. '17.5').
Actinic Tax 2 Name	If the tax zone you are setting up has a second tax, then enter the name of it here. Otherwise, just leave it blank.
Tax 2 Rate	Leave this blank if your tax zone does not have a second tax. If it does, then do the same as you did in the 'Tax 1 Rate' field.
Sage Tax Code	Once you have set up the Actinic tax columns correctly, you will then need to select an equivalent Sage tax code from the 'Sage Tax Code' column.

The default settings in Sage Line 50 are as follows:

<b>Actinic Tax Status</b>	<b>Description</b>	<b>Equivalent Sage Tax Code</b>
Zero-Rated	Product incurs VAT charge of 0% (e.g. books)	T0
17.5%	Product incurs UK VAT	T1
Exempt	Product exempt from VAT	T2
Pro Rata	Used for shipping charges - tax is charged on shipping in proportion to the relative value of taxable vs. non-taxable goods in the cart.	None. Use T1.

## Simple Tax with One Tax

**Actinic Link Profile Settings**

General | Carriage/Global Codes | Transaction Types | Customers | **Tax Codes** | Product Reference Translation

Actinic Tax Configuration

Actinic uses no taxes  
 Actinic uses simple tax  
 Actinic uses advanced tax

How many taxes are configured?

One  
 Two

Actinic Tax Rate	Sage Tax Code
▶ Taxable	T1 17.5
Zero-Rated	T0 0
Exempt	T2 0
Pro-Rata	T1 17.5
*	

Default Sage Line 50 Tax Code (for BATCHINVC5V)

T1

OK Cancel

Choose an Actinic tax rate from the drop-down list in the 'Actinic Tax Rate' column ('Taxable', 'Zero-Rated', 'Exempt' or 'Pro-Rata'), and then match it to the correct Sage tax code within the 'Sage Tax Code' column.

To delete a row from the grid, highlight a row (by clicking on the grey box at the left of it) and then press the 'Delete' key on your keyboard.



The default settings in Sage Line 50 are as follows:

Actinic Tax Status	Description	Equivalent Sage Tax Code
Zero-Rated	Product incurs VAT charge of 0% (e.g. books)	T0
Taxable	Product incurs UK VAT	T1
Exempt	Product exempt from VAT	T2
Pro Rata	Used for shipping charges - tax is charged on shipping in proportion to the relative value of taxable vs. non-taxable goods in the cart.	None. Use T1.

## Simple Tax with Two Taxes

Specify a combination of Actinic tax rates from the 'Actinic Tax 1 Rate' and 'Actinic Tax 2 Rate' columns and then select the corresponding Sage tax code from the 'Sage Tax Code' column.

For instance, if a product being taxable in Tax 1, but zero-rated in Tax 2 corresponded to Sage tax code 'T1' then make an entry like the following:

	Actinic Tax 1 Rate	Actinic Tax 2 Rate	Sage Tax Code
	Taxable	Zero-Rated	T1 17.5
			

To delete a row from the grid, highlight a row (by clicking on the grey box at the left of it) and then press the 'Delete' key on your keyboard.

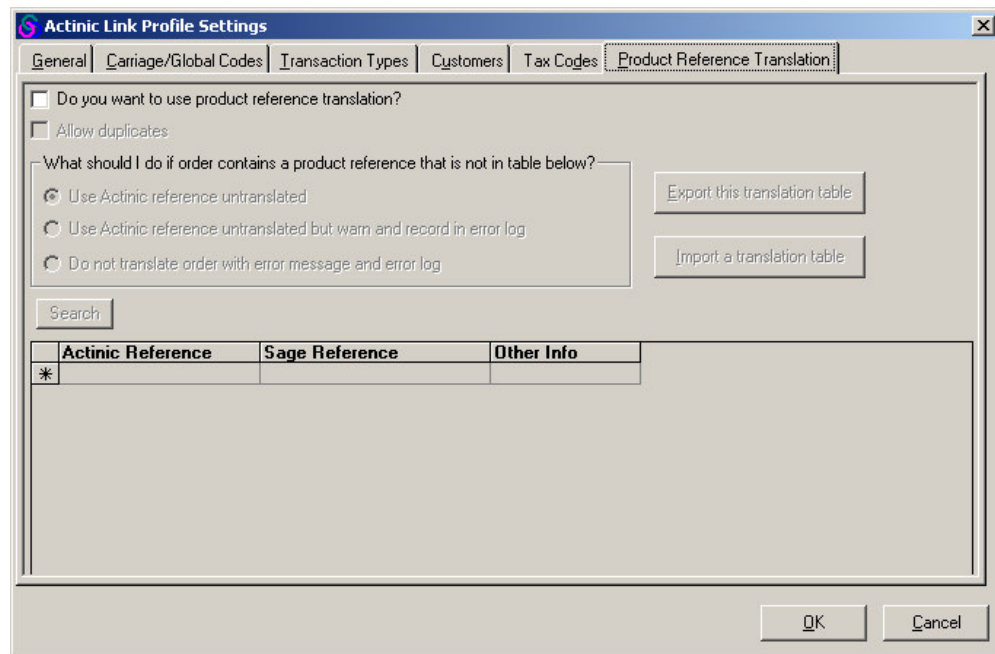
## Unlinked Mode

In unlinked mode, you are only able to set the Default Sage Line 50 Tax Code value to use.

Click the 'Product Reference Translation' tab to continue. For details on this, see "The 'Product Reference Translation' Tab" on page 62.

---

## The 'Product Reference Translation' Tab



This is similar to the 'Product Reference Translation' tab from "The 'Product Reference Translation' Tab" on page 27, and will contain many of the settings that you set up there. Please see "The 'Product Reference Translation' Tab" on page 27 for more information on this tab.

### Allow duplicates

Check this box if you need to allow many Actinic product references to point to one Sage reference. Please note that turning on this feature will disable product reference translation in Sage To Actinic mode. You will get the following notification:



You can then map the Actinic product references to the relevant Sage product reference within the grid.

Click 'OK' to complete the setup of your profile.

---

## Running Actinic Link

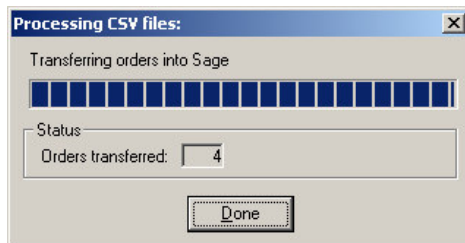
Rather than being run from the Start Menu, the 'Actinic to Sage' component of Actinic Link for Sage Line 50 will normally be run after an export from Actinic.

To export orders you have downloaded, click on the 'Orders' tab in Actinic. There are two approaches to exporting orders from Actinic:

- **Export Immediately** - This is when you want to do no processing in Actinic and instead transfer orders straight away into Sage. To do this, you need to have selected 'Bypass Catalog Order Processing' in 'Business Settings | Order Processing'.
  - To carry out the export you simply need to go to 'Reports | Outstanding Exports...' as soon as you retrieve the latest orders.
- **Export Selectively** - This is when you may want to do some work in Actinic before transferring to Sage.
  - When you are ready to export, highlight the orders you want to export and then go to 'Reports | Report Selection | Export | Export Orders' (or right-click and select 'ReExport To Files').

Actinic Link will automatically run and translate the files after you carry out an export.

Please note that when the interface is run from within Actinic, the Actinic Link for Sage Line 50 screen will not appear. Instead, a progress bar will appear, showing the progress of the translation. Once the translation is complete, click 'Done'.



Depending on what order transfer method you are using, the orders will either be transferred directly into your Sage Line 50 database, or else an import file will be created within your 'Output' directory within your profile directory. See "The Batch CSV Sage Import File" on page 66 for more information on this.

---

**Note:** If you have 'Bypass Catalog Order Processing' checked, then when you exported for the first time, the orders you exported will have moved into the 'Completed' tab within the Orders area in Actinic. In order to re-run the export, you will need to switch to this tab, highlight the orders (using 'Shift+Click' to select multiple orders) and then go to 'Reports | Report Selection... | Export | Export Orders...'

---

## Viewing The New Orders Within Sage Line 50

If you have transferred the order details as invoices, then you will be able to view the data in Sage by clicking on the 'Invoicing' button on the Sage toolbar. Equally, any sales orders can be viewed by clicking on the 'SOP' button on the toolbar. Ensure you click the magnifying glass at the top right-hand corner of the window to 'View All Records'. Otherwise you may not see your new orders.

If you transferred order information as batch invoices, then you can view these by doing to you customer list and clicking the 'Activities' button. To view a breakdown of the ordered items, click the '+' to the left of the batch invoice entry.

## Errors

If Actinic Link encounters any errors during translation, you will be notified at the end of the process. You will be given information about what caused the error, and you may be given a 'Details...' button to click on that will give you a detailed line-by-line description of the errors encountered. This detailed line-by-line description will be in a file called 'error.log'.

If the problem is with your profile settings, then you can start Actinic Link from the Start Menu, edit the profile settings and then click 'Process Files' to re-run the translation. However, if there were issues with the order data you may need to review the order details within Actinic, making corrections as necessary, and then re-run the export.

---

## The Batch CSV Sage Import File

When you use a 'BATCHINVCSV' transfer method, a Sage import file is created in your 'Output' directory within your Site directory (this is normally 'C:\Program Files\Actinic Link\Sage Line 50\DataFiles\Site1\Output').

The name of this file will be SageImportnnnnn.csv (where 'nnnnn' will be replaced by a 5-digit number beginning at 00001 and then being incremented by one every time the export is run).

To import these files into Sage

1. Go to 'File | Import' in Sage.
2. Select 'Audit Trail Transactions' and select the file to be imported (in v7 or higher use the 'Run' button).







# Appendices

---

## Appendix A: Equivalent Fields in Sage and Actinic

Sage Line 50 Field	Actinic Field
Product	
Product Code	Product Reference
Description (standard product fields)	Short Description
Description (web product fields)	Short Description
Details (web product fields)	Full Description
Price	Price
Tax Code	Tax 1
Publish to Web (web product fields)	Hide on Web Site
Image (web product fields)	Image Filename
In Stock	Estimated Stock In Hand
Section	
Category Name	Section Text
Category A/B/C (web custom fields)	Section Text
Customer	
A/C	External Reference
Name	Account Name

Street1	Address Line 2
Street2	Address Line 3
Town	Address Line 4
County	Address Line 4
Post Code	Zip/Post Code
Contact Name	Main Contact Name
Telephone	Main Contact Telephone
Fax	Main Contact Fax
Email	Main Contact Email

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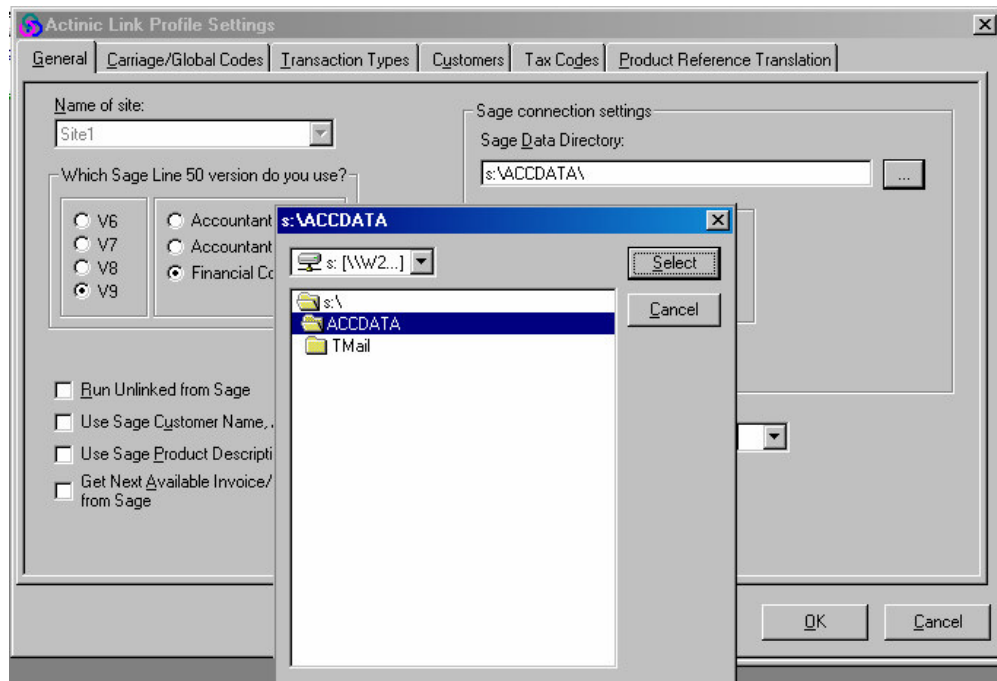
## Appendix B: Connecting to the Sage Line 50 database over the network

You may need to connect to a Sage database over the network while running Actinic Link on the local computer. To achieve this the following steps should be applied:

3. On the remote computer *share* the folder that contains your Sage installation. Set the permissions as allowing full control to the connected users
4. On the local computer *map* the network folder to a local drive. Assign any drive letter you wish.



Set up your profile as your mapped drive would be a local drive













# **Part2: Actinic Link for QuickBooks**



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# Introduction

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## Overview

This guide tells you how to use Actinic Link for QuickBooks, which will allow you to transfer order data from Actinic into QuickBooks. Please note that this guide assumes you already have some familiarity with both programs.

If you require more information about using Actinic, then you can access the main help file by going to 'Help | Help Topics'.

## Functionality Overview

Actinic Link for QuickBooks reads the information contained within the five Actinic export files and translates them into a single QuickBooks Import File. This can then be imported into QuickBooks. The import file is called 'ActToQBnnnnn.iif' where 'nnnnn' is a 5 digit number.

## Compatibility

Actinic Link is compatible with QuickBooks Pro 2001/2/3/4 and Premier 2001/2/3/4 and with Actinic Business and Actinic Developer.

---

## Installation

To install Actinic Link insert the CD into your CD drive and let it auto-start. If this does not work, then you will need to browse the contents of the CD using Windows Explorer, and then double click on the file 'setup.exe'.

The installation process will place a new shortcut at 'Start Menu | Programs | Actinic Link for QuickBooks' called 'Actinic to QuickBooks'.

The default installation directory is 'C:\Program Files\Actinic Link\QuickBooks UK\'.

## System Requirements

Actinic Link for QuickBooks runs on a Pentium PC running Windows 95, 98, Me, NT, 2000 or XP.

Depending on which operating system you are using the requirements for the interface to run are different. Please see the document 'Release Notes for Actinic Link for QuickBooks' on the CD for the details for your specific operating system.

# Before You Begin

---

## QuickBooks Configuration

### Accounts

Within Actinic Link, you will need to specify various QuickBooks accounts for the imported data, namely:

- The income account for your inventory and non-inventory item sales
- The income account(s) for your shipping and handling charges
- The Accounts Receivable account for your invoices
- The Bank, Asset or Undeposited Funds account for your sales receipts

These will typically be the accounts that you use in your normal QuickBooks processing.

You will need to use the details of the accounts when you set up the 'Transaction Types' tab in Actinic Link - see "The 'Transaction Types' tab" on page 14 for details.

### Shipping item

Actinic treats shipping as an additional charge on the order, but QuickBooks treats shipping as an additional order item. Actinic Link handles this difference by turning shipping charges into an additional order item within the import file. Therefore, you will need to ensure that you have a non-inventory item within your item list called,

for example, 'Shipping' that will represent this shipping charge. If this item does not exist, then you will need to create it.

This item is referred to within the 'Shipping and Handling' tab - see "The 'Shipping and Handling' Tab" on page 11 for details.

## Handling item

Handling is dealt with by Actinic Link in exactly the same as shipping. Therefore, if you are using handling charges you will need to ensure that you have a non-inventory item within your item list called, for example, 'Handling'. Again, if this item does not exist, then you will need to create it.

This item is referred to within the 'Shipping and Handling' tab - see "The 'Shipping and Handling' Tab" on page 11 for details.

## Classes

If you are using 'class tracking' in QuickBooks then Actinic Link gives you the ability to assign imported transactions to a particular class.

This is done in the 'Transaction Types' tab - see "The 'Transaction Types' tab" on page 14 for details.

## Customers

On import, QuickBooks needs to assign each order to a customer within the customer list. If customers are registered Actinic shoppers, then their transactions can be matched to the corresponding QuickBooks customer by using the 'External Reference' field in the Actinic customer account setup (see "Actinic Configuration" on page 6 for more information).

You will also need to create a generic customer entry within QuickBooks (called something like 'Internet Shopper') for transactions from unregistered (retail) customers. These customers' information will be retained within the invoice/sales receipt/sales order within QuickBooks.

## Enable Sales Orders

**Requires QuickBooks 2002 Pro or above**

To transfer 'Sales Orders' you need to turn on Sales Orders feature in QuickBooks. QuickBooks automatically sets up non-posting accounts for sales orders.



To turn on sales orders, go to 'Edit | Preferences' in QuickBooks and select the 'Sales & Customers' icon. On the 'Company Preferences' tab check 'Enable Sales Orders'.

## **Using Net Prices**

Ensure that in 'Preferences | Sales Figures' that QuickBooks is set to use 'Net (Exclusive of VAT)' rather than 'Gross (Inclusive of VAT)'

---

## Actinic Configuration

If you are using Actinic's 'Customer Account' functionality then you can tie your orders from your regular customers to the correct customer record in QuickBooks. You do this by entering the EXACT name of the customer in QuickBooks (value in the 'Customer' field) into the 'External Reference' field of the customer in Actinic

To do this, click on 'View | Customer Accounts' and double-click on a customer. View the 'Account' tab and enter the QuickBooks customer name into the 'External Reference' field.

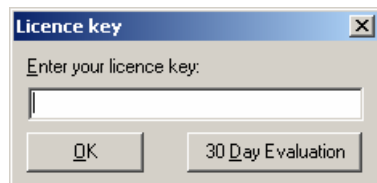
---

**Note:** If you do not enter the exact QuickBooks customer name into the External Reference field in Actinic, then a new customer will be created within the QuickBooks customer list when you import the order. This new customer will have the same name as the value you entered into the External Reference field for that customer in Actinic. You will be able to re-assign the transaction to the correct customer. Please see the section on 'Running Actinic Link' for more information on this.

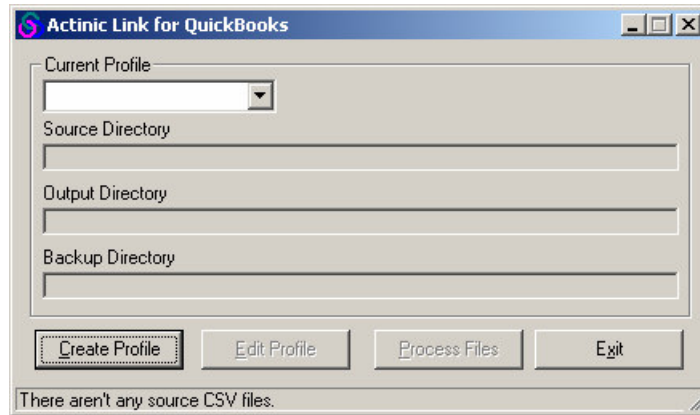
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# Using Actinic Link for QuickBooks

To open Actinic Link for the first time, go to 'Start Menu | Programs | Actinic Link for QuickBooks | Actinic to QuickBooks'.



If you have been given a license key, enter it here and press 'OK'. Otherwise click the '30 Day Evaluation' button to begin your free trial. You will see a screen like the one shown below:



## Creating a Profile

The first thing you will need to do is create a 'profile' within Actinic Link. A 'profile' contains the settings that are used to correctly translate the Actinic order data into a form that is ready to go straight into QuickBooks.

When you create a profile, Actinic Link creates a new directory within the 'DataFiles' directory, which has the same name as your profile. The profile name refers to the Actinic site you are linking with. For instance, if your Actinic site is called 'Site1', then Actinic Link will create a new directory called 'DataFiles\Site1'. The profile directory will contain all the files specific to that profile.

---

Please note that when specifying accounts, items or vendors, you must use their EXACT names from QuickBooks, so you may want to look them up in QuickBooks prior to setting up the Actinic Link profile.

---

To begin, click on the 'Create Profile' button.

---

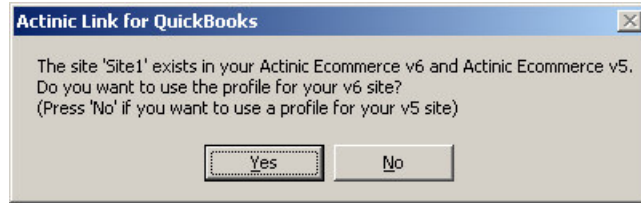
## The 'General' Tab

The screenshot shows a dialog box titled "Actinic Link Profile Settings" with a close button (X) in the top right corner. The "General" tab is selected, and other tabs include "Shipping and Handling", "Transaction Types", "Tax Rates", and "Product Ref. Translation". The "Name of site:" field is a drop-down menu with "Site1" selected. Below it is a checked checkbox for "Do you want Invoices and Sales Receipts marked as 'To be printed' ?". The "Which account should be used for stock sales?" field is a text box containing "Sales". At the bottom right are "OK" and "Cancel" buttons.

The 'General' tab contains the basic settings for your profile. The table below lists the fields within the 'General' tab and explains how to use them.

Field name	Description
Name of site	From the drop-down list, select the Actinic site that the order export files for this profile will come from. Actinic Link will detect all the Actinic sites on your PC and fill this list automatically.

If you have two versions of Actinic installed on your PC then the message box similar to the following will appear:



This will appear if you have a site with the same name in both your Actinic installations (e.g. v6 and v7). This normally happens with 'Site1'. If you want Link to use the 'Site1' site from the older site then click 'No', otherwise click 'Yes' to use the newer Actinic 'Site1'.

The other two settings are to do with how the orders are to be created within Sage:

Field name	Description
Do you want Invoices and Sales Receipts marked as 'To be printed'	Check this box if you want QuickBooks to mark invoices and sales receipts as "To be printed"
What account should be used for stock sales?	Use this field to specify the QuickBooks income account in which you track the income from product sales.

Click on the 'Shipping and Handling' tab to continue.

---

## The 'Shipping and Handling' Tab

The screenshot shows the 'Actinic Link Profile Settings' dialog box with the 'Shipping and Handling' tab selected. The dialog has a title bar with a close button (X) and a tab bar with options: 'General', 'Shipping and Handling', 'Transaction Types', 'Tax Rates', and 'Product Ref. Translation'. The 'Shipping and Handling' tab contains the following elements:

- A checkbox labeled 'Do you use pro-rata tax on shipping?' which is currently unchecked.
- A section titled 'Define Pro-Rata Tax Bands' containing two rows of input fields:
  - Full Tax Band Code: 'S' (in a text box), Tax Rate: '17.5%' (in a text box)
  - Zero Rated Tax Code: 'Z' (in a text box), Tax Rate: '0%' (in a text box)
- A 'Shipping' section with three text boxes:
  - 'What account should be used for Shipping?': 'Sales'
  - 'What item should be used for Shipping?': 'Shipping'
  - 'Shipping description': 'Shipping'
- A 'Handling' section with three text boxes:
  - 'What account should be used for Handling?': 'Sales'
  - 'What item should be used for Handling?': 'Handling'
  - 'Handling description': 'Handling'
- At the bottom right, there are 'OK' and 'Cancel' buttons.

This is the tab where you specify how shipping and handling data from Actinic will be translated into a format that can be handled by QuickBooks. This is required because the two programs handle shipping and handling charges very differently: Actinic treats them as additional charges added onto the order total, but QuickBooks treats them as invoice item lines.

### Pro Rata Tax on Shipping

Actinic has the ability to charge VAT 'pro-rata' on the shipping charge. This means that if the entire order has VATable items, then VAT will be charged on shipping at the full rate, and then if all the items in the order are zero-rated (e.g. books) then tax will be charged as zero-rated on the shipping charge. The setting for Actinic Link are as follows:

Field	Description
Do you use pro-rata tax on	If your tax on shipping is set to 'Pro-Rata' (in 'Business

shipping?	Settings   Shipping & Handling') then this box will need to be selected. Otherwise the box should not be selected.
Full Tax Band Code	If you are using pro-rata tax on shipping, then you need to tell Actinic Link the QuickBooks tax band and tax rate that corresponds to the 'Full Tax' in Actinic.  This is usually a code of 'S' and a rate of '17.5%'.  For more details on tax, go to "The 'Tax Rates' Tab" on page 16.
Zero Rated Tax Code	If you are using pro-rata tax on shipping, then you need to tell Actinic Link the QuickBooks tax band and tax rate that corresponds to the 'Zero-Rated Tax' in Actinic.  This is usually a code of 'Z' and a rate of '0%'.  For more details on tax, go to "The 'Tax Rates' Tab" on page 16.

## Shipping and Handling Items

This is where you tell Actinic Link the QuickBooks accounts and items that are to be used to represent the shipping and handling charges on the Actinic orders.

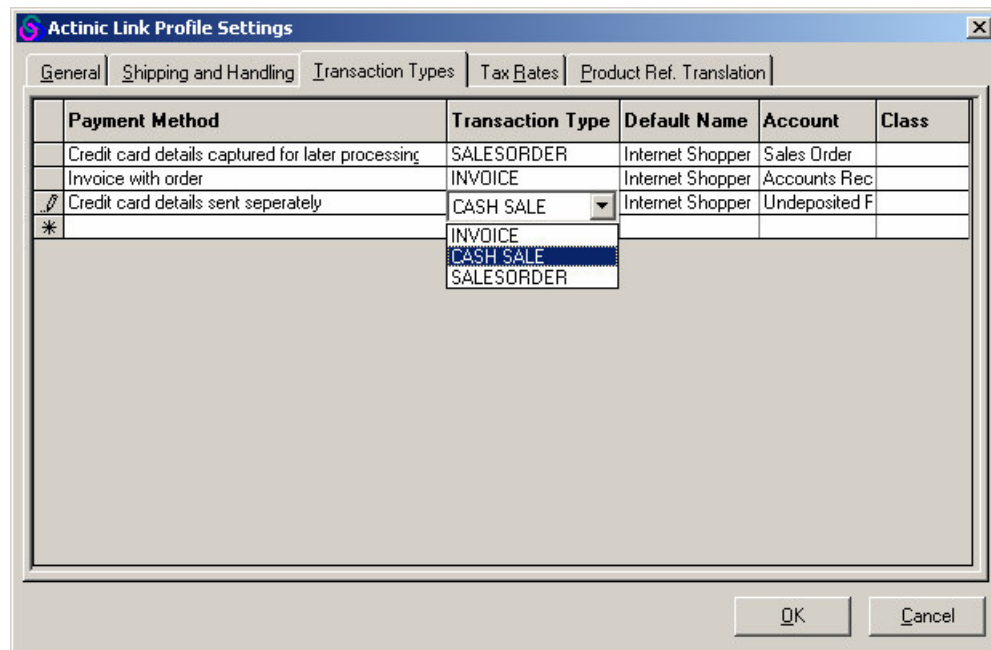
Field	Description
What account should be used for Shipping?	Use this field to specify the QuickBooks income account in which you track shipping charges.
What item should be used for Shipping?	Use this field to specify the non-inventory item in QuickBooks that will be used to represent the shipping charges.  Please see "QuickBooks Configuration" on page 3 for more information on this.
Shipping description	Use this field to enter a description for your shipping item to be used on the invoices generated by QuickBooks.
What account should be used for Handling?	Use this field to specify the QuickBooks income account in which you track handling charges.
What item should be used for Handling?	Use this field to specify the non-inventory item in QuickBooks that will be used to represent the handling charges.  Please see "QuickBooks Configuration" on page 3 for more information on this.



Handling description	Use this field to enter a description for your handling item to be used on the invoices generated by QuickBooks.
----------------------	--

Click on the 'Transaction Types' tab to continue.

## The 'Transaction Types' tab



This tab allows you to select the payment methods that you are using within Actinic (within the 'Business Settings | Payment & Security' tab) and then specify the type of transaction (invoice or sales receipts) you want created in QuickBooks.

As an example, one payment method is already in there. To add a new payment method to the grid, simply click in the blank field at the bottom of the 'Payment Method' column, and select the appropriate payment method from the drop-down list provided.

To delete a row from the grid, click on the grey box to the left of the row to highlight it, and then press the 'Delete' key on your keyboard.

For each payment method you accept in your Actinic store, you must specify the following QuickBooks setting:

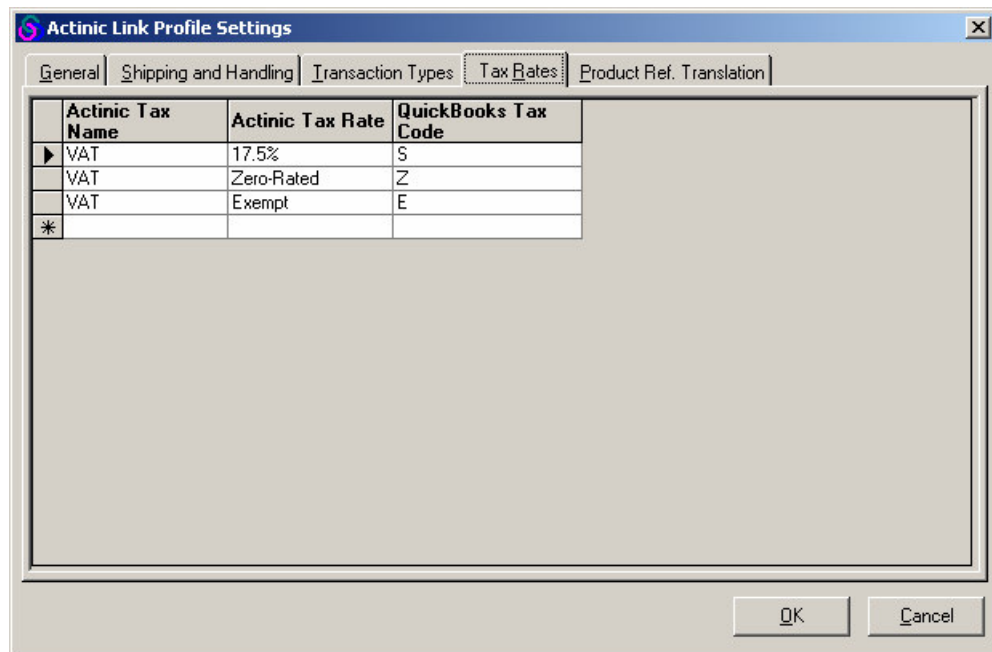
Field	Description
Transaction type	Do you want this payment method handled as an 'Invoice', a 'Cash Sale' or a 'Sales Order'?

	Please note that 'Sales Order' type transactions are only importable into QuickBooks 2002 Pro or above.
Default name	Use this field to specify the default customer name to be used against orders from unregistered customers. This will need to be the name of the generic customer you created for this purpose within QuickBooks (see "QuickBooks Configuration" on page 3). Registered Actinic customers can be linked to corresponding customer records in QuickBooks by using the 'External Reference' field in Actinic. See "Actinic Configuration" on page 6 for details.
Account	Use this field to specify the account in QuickBooks that the payments should be assigned to. <b>Note:</b> The 'Account' field must be 'Sales Orders' if the 'Transaction Type' is 'SALESORDER'.
Class	If you want, you can use the QuickBooks 'Class' field to group all internet sales together into the same class, or else place each payment type in a different class. This is not required, and can be left blank.

Click on the 'Tax Rates' tab to continue.

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## The 'Tax Rates' Tab



This is the tab where you set up how your tax rates in Actinic will map to your VAT codes within QuickBooks.

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Actinic Link comes with the main bands pre-populated.

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The fields in this grid are described below:

Field	Description
Actinic Tax Name	The description of your tax rate in Actinic (set in 'Business Settings   Tax'). This is normally 'VAT' and this is the default value in Actinic Link.
Actinic Tax Band	The rate of the tax expressed as a percentage, or else a tax status chosen from the drop-down list provided.
QuickBooks Tax Code	The name of the QuickBooks VAT code that corresponds to the Actinic tax band.

To add a new row, select an Actinic tax status in the blank row at the bottom. To delete a row from the grid, click on the grey box to the left of the row to highlight it, and then press the 'Delete' key on your keyboard.

Click on the 'Product Ref. Translation' tab to continue.

## The 'Product Ref. Translation' Tab

There are some differences between QuickBooks and Actinic in the way the two products support product references. The main difference is that Actinic only supports product references up to 20 characters in length, whereas QuickBooks allows more. In addition, Actinic does not support product references with the following characters:

! " : ' \_ | % \*

This may mean you need to have different product references in Actinic than you have in QuickBooks.

The 'Product Ref. Translation' tab is used to work around this restriction by mapping any unusual Actinic product references onto your QuickBooks ones.

The options within this tab are explained below:

Field	Description
Do You Want To Use Product Reference Translation?	Check this box if you need to use product reference translation for your store.

Use QuickBooks Reference Untranslated	If Actinic Link encounters an order containing a product reference number that is not in the table, you need to specify what Actinic Link should do with it.  If most of your Actinic references are OK to go straight into QuickBooks, and you only have a few of them in the translation table, then you will just want to import the product references untranslated.
Use QuickBooks Reference Untranslated But Warn And Record In Error Log	If, however, you are translating all your references, and Actinic Link encounters one it cannot find in the table, then you may want to import the product (leaving the reference number intact) and create an error.
Do Not Translate Product With Error Message And Error Log	Alternatively, you may simply not import the product at all and create an error log.

The grid within this tab is used to map one product reference onto another. You would use it as follows:

1. Enter the Actinic product code that requires translation from the 'Actinic Reference' column
2. Enter the correct product reference for QuickBooks into the 'QuickBooks Reference' column
3. The third column, headed 'Other Info' is where you can put an optional note about the product, to make it easier to refer to it later on.

To delete a row from the grid, click on the grey box to the left of the row to highlight it, and then press the 'Delete' key on your keyboard.

The remaining buttons within this tab are explained below:

Button	Description
'Search' button	Searches the translation table for specific words/phrases/references. When searching, you can use an asterisk '*' as a wildcard symbol to represent any string value.
'Export this translation table' button	Allows you to export the translation table as a spreadsheet file (in *.CSV format). This will allow you to maintain the data in an alternative application such as Microsoft Excel.
'Import a translation table'	Allows you to import a translation table from a spreadsheet

button	file. Before importing the file, you will be asked whether you want to keep the existing data that is in your current table, or else completely replace the current data with the new data.
--------	---

## Sub-items

You will also need to use the Product Reference Translator if you are using sub-items within QuickBooks.

The way you would represent QuickBooks sub-items within the table is to use colons (':') to represent the structure of your products within QuickBooks. For example, if your 'Office Chair' product had a reference number of 'CHAIR2A' and was in the 'Furniture' category of QuickBooks, you would need to set up the table as shown below:

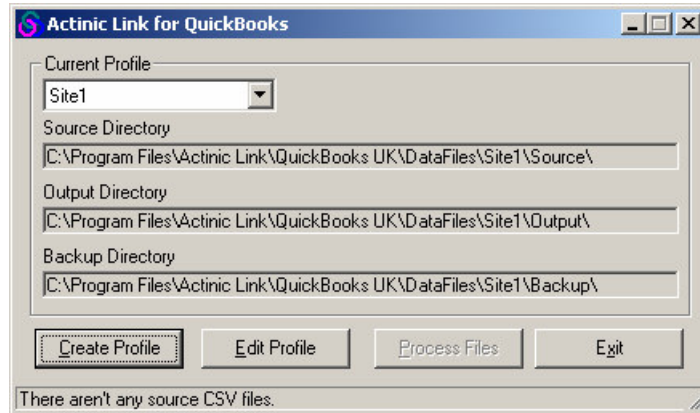
	Actinic Reference	QuickBooks Reference	Other Info
	CHAIR2A	Furniture:CHAIR2A	Office Chair
*			



---

## Completing Your Profile

Once you have entered the data in all the fields, click 'OK' and you will be returned to the initial screen, which will now contain entries for the 'Source Directory' field, the 'Output Directory' field and the 'Backup Directory' field.



These 'directory' fields are explained below:

Field	Description
Source Directory	This is the directory that your Actinic order files will need to be exported to. This is set to 'DataFiles\[Profile Name]\Source\'.
Output Directory	This is the directory that the QuickBooks import file will be created in. This is set to 'DataFiles\[Profile Name]\Output\'.
Backup Directory	This is the directory that a backup or all the files involved in the translation will be kept in. This backup will simply be a standard Windows 'Zip' file containing all the export and import files. This is set to 'DataFiles\[Profile Name]\Backup\'.

Your profile has now been created and you are ready to process the files. Click the 'Edit Profile' button if you need to edit any details about the profile.



# Transferring Orders Into QuickBooks

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## Exporting From Actinic

Before you can run Actinic Link, you need to set up exporting within Actinic.

To enable the transfer of orders out of Actinic, you have to enable 'Exporting'. To do this, go to 'View | Business Settings | Order Processing' (in v5 and v6 you need to go to 'View | Business Settings | Ordering'), and ensure 'Enable Export to Files' is checked.

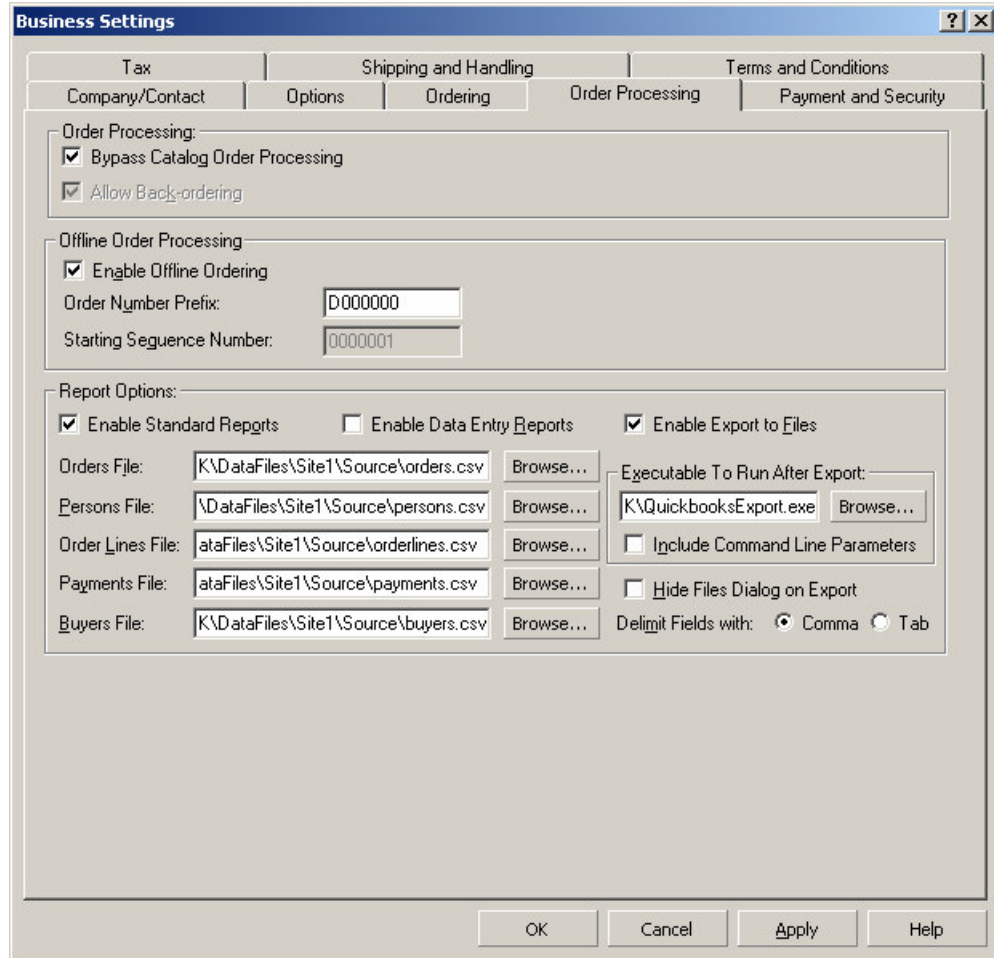
If you are exporting orders as soon as they are received from the website, then you will also need to check 'Bypass Catalog Order Processing'. If, however, you wish to do some processing within Actinic before exporting the order details, then you will need to leave this unchecked.

Data is exported from Actinic as a set of 'comma-separated variable (CSV) files'. Actinic exports five files, called 'orders.csv', 'orderlines.csv', 'persons.csv', 'payments.csv' and 'buyers.csv' (although Actinic Link only uses the first three of these). Rather than simply exporting to the default Actinic site directory, the export files must be created in the 'Source' directory found within the correct Actinic Link 'profile directory' e.g. 'C:\Program Files\Actinic Link\QuickBooks UK\DataFiles\Site1\Source\'.

Click the 'Browse' button for each of the five exported files and specify the correct path in the Actinic Link profile directory, within the 'Source' folder.

Within the 'Executable to run after export' field, enter the name of the Actinic to QuickBooks interface e.g. 'C:\Program Files\Actinic Link\QuickBooks UK\QuickBooksExport.exe'.

A correctly set-up copy of Actinic is shown below:



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## Running Actinic Link

Actinic Link is normally activated via an export from Actinic (although you can also run it by clicking the 'Processing' button on the Actinic Link user interface).

To export orders you have downloaded, click on the 'Orders' tab in Actinic. There are two approaches to exporting orders from Actinic:

- **Export Immediately** - This is when you want to do no processing in Actinic and instead transfer orders straight away into QuickBooks. To do this, you need to have selected 'Bypass Catalog Order Processing' in 'Business Settings | Order Processing'.

To carry out the export you simply need to go to 'Reports | Outstanding Exports...' as soon as you retrieve the latest orders.

- **Export Selectively** - This is when you may want to do some work in Actinic before transferring to QuickBooks.

When you are ready to export, highlight the orders you want to export and then go to 'Reports | Report Selection | Export | Export Orders' (or right-click and select 'ReExport To Files').

Actinic Link will automatically run and translate the files after you carry out an export.

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Please note that when the interface is run from within Actinic, the Actinic Link for QuickBooks screen will not appear. Instead, a progress bar will appear, showing the progress of the transfer.

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The import file will then be found in your 'DataFiles\[Profile name]\Output' directory.

If you just double-click on the 'QuickbooksExport.exe' file from Windows Explorer, it will try and carry out a translation without allowing you to edit the profile first. In order to start Actinic Link with the full user interface, either use the Start Menu shortcut or go to 'Start | Run' and enter the following (or enter the path to wherever you have installed Actinic Link):

```
"C:\Program Files\Actinic Link\QuickBooks UK\QuickbooksExport.exe" /ui
```

## Errors

If Actinic Link encounters any errors during translation, you will be notified at the end of the process. You will be given information about what caused the error. The detailed description of the errors encountered will be in a file called 'error.log'.

If the problem is with your profile settings, then you can start Actinic Link from the Start Menu, edit the profile settings and then click 'Process Files' to re-run the translation. However, if there were issues with the order data you may need to review the order details within Actinic, making corrections as necessary, and then re-run the export.

The interface will also automatically save a backup of all files used and created during the translation process. These backups can be referred to after the translation process in case any problems were encountered.

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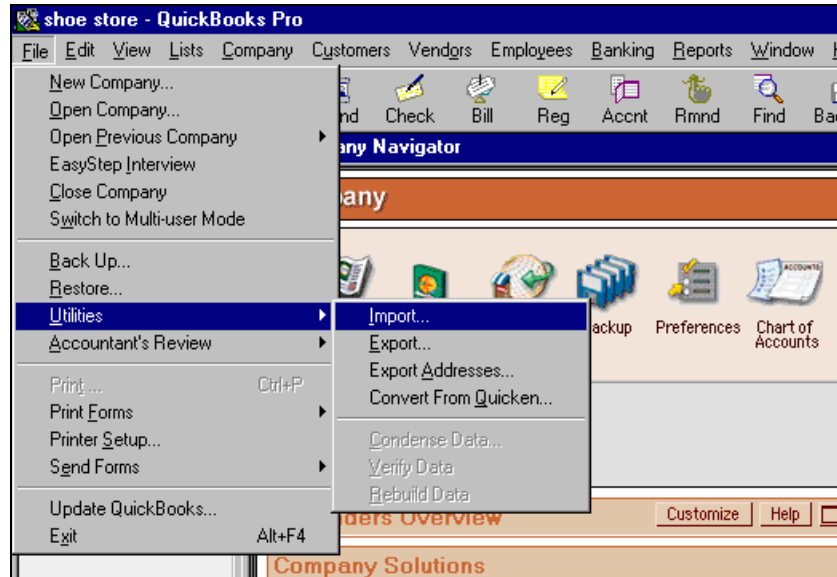
**Note:** If you have 'Bypass Catalog Order Processing' checked, then when you exported for the first time, the orders you exported will have moved into the 'Completed' tab within the Orders area in Actinic. In order to re-run the export, you will need to switch to this tab, highlight the orders (using 'Shift+Click' to select multiple orders) and then go to 'Reports | Report Selection... | Export | Export Orders...'

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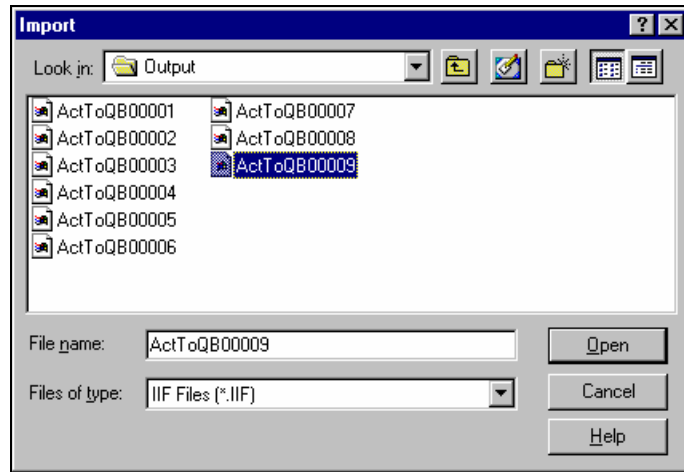
# Importing Orders into QuickBooks

To import the order information into QuickBooks, click on 'File | Utilities | Import'.



Select the \*.iif file created in the 'DataFiles\[Profile name]\Output' directory.

Note that these files are numbered sequentially and you will need to select the correct file to import.



You can now view and process your orders in QuickBooks.

When you import an order, if the customer details match the details of a customer already in QuickBooks then order will be assigned to that existing customer. Otherwise, the transaction will be assigned to a generic shopper that is set up in QuickBooks to account for retail internet transactions. See "QuickBooks Configuration" on page 3 for more details on this.

The details about the order lines will also be imported, and any stock levels will be decreased accordingly.

## Note About Customer Names

Orders from known (registered) customers in Actinic will be assigned to the corresponding customer record in QuickBooks. Orders from retail (unregistered) customers will be assigned to the generic 'Internet Shopper' customer record in QuickBooks.

If there is a discrepancy between the value in the 'External Reference' field in Actinic for a known customer, and the value in the 'Customer' field for that customer in QuickBooks, then a new customer will be created in QuickBooks with an incorrect name.

In order to correct this, you will need to locate the incorrect customer name, re-assign the transaction to the correct QuickBooks customer (using the 'Customer:Job' dropdown list), and then correct the 'External Reference' field for that customer in Actinic. You can then delete the incorrect name from the customer list.



# Appendices

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## Format Of QuickBooks Import File

The image below shows the structure of an ActToQBnnnnn.iif file.

	A	B	C	D	E	F	G	H	
1	TRNS	TRNSTYPE	DATE	ACCNT	NAME	AMOUNT	DOCNUM	CLEAR	ADD
2	SPL	SPLID	TRNSTYPE	DATE	ACCNT	AMOUNT	DOCNUM	QNTY	PRIC
3	ENDTRNS								
4	TRNS	CASH SALE	04/12/2001	Undeposited Funds	Internet Customer	21.17	CD_8HD70000002	N	Chris
5	SPL		CASH SALE	04/12/2001	Sales	-17.01	CD_8HD70000002	-1	
6	SPL		CASH SALE	04/12/2001	Sales	-1	CD_8HD70000002		
7	ENDTRNS								
8									
9									

A single \*.iif file can contain any number of orders. The orders are laid out with each subsequent order underneath the preceding one.

An order within an \*.iif file is made up of two types of data: 'TRNS' data and 'SPL' data. TRNS data is the general information about the order: who has been ordering, how much have they spent etc. SPL data is the data about each individual item that has been ordered, including and shipping and handling items.

Each individual order in the \*.iif file has a single TRNS line (row 4 above), followed by any number of SPL lines (rows 5 and 6 above) one for each item ordered. Each order will end with an 'ENDTRNS' line (row 7 above).

---

Note: if the example shown above contained a second order, the TRNS line for that second order would appear in row 8.

---

The first three rows (where the data in column A is preceded with a '!') contain the setup information for the order data. They define the field headings for the order data in the subsequent rows. For instance, column E contains the 'NAME' field heading for 'TRNS' data, and we can see that 'Internet Customer' is the corresponding entry within column E of row 4 (the order's TRNS row). Likewise, column E contains the 'ACCNT' ('Account') field heading for 'SPL' data, and we can see that the corresponding entries in the 'SPL' rows in the order data contain 'Sales' - which is the default account for all stock and non-stock items.

---

## How is Actinic Data Stored in the Import File?

### Address Lines

Actinic supports up to five address lines, but QuickBooks only supports up to three. In order to deal with this, part of the job of Actinic Link for QuickBooks is to ensure that the address information makes it into QuickBooks intact. To this end the interface will re-format the address data that comes with the order, based on how many address lines are being used in Actinic.

An example of what the interface will do to an address with five lines is shown below:

Address field in Actinic Order	Value
Name	Chris Dicken
Company	Actinic Software
Address Line 1	197 State Route 18
Address Line 2	Suite 235
Address Line 3	East Brunswick
Address Line 4	NJ
Zip Code	08816
Address Country	USA

Address field in import file	Value
ADDR1	Actinic Software (Chris Dicken)
ADDR2	197 State Route 18, Suite 235
ADDR3	East Brunswick, NJ
ADDR4	08816
ADDR5	USA

The translator will only join fields if it detects that it has to. If you are using every single address line in your Actinic store (as set in 'Design | Text | Web Site (cont)') then you may want to think about cutting down the number of address lines used. This will ensure that the address information goes into QuickBooks in a format you are happy with.

### Components, Attributes and Choices

Any components or options that are ordered with a product will be listed as a separate SPL line in the import file.

The export process detects whether a component or an option has been associated with a stock item in your Actinic store, and it will include the relevant information in the export files. This stock information will then be transferred to the QuickBooks import file, so that the stock levels in your QuickBooks system will be decreased accordingly.

## Invoice Numbers

Actinic Link automatically assigns an invoice number to each transaction. This invoice number comes from the last 11 digits of the Actinic order number.

## Memo Fields

The memo field within the import file is used to store key information from Actinic. A TRNS line uses the memo field to contain, amongst other things, the Actinic-generated order number. This order number will be transferred to the 'Memo' field in QuickBooks, and is very important as it is the customers only order reference number.

In addition to the Actinic order number, the memo field also contains the following data:

Payment Type: xxxxx (translated from Payment Option)

Status: xxxxx (translated from Payment Status)

CC Number: xxxxx (from Credit Card Number)

CC Expiry: xxxxx (from Credit Card Expiration Date)

CC Type: xxxxx (from Credit Card Type)

CC Auth: xxxxx (from CC Authorization Code)

CC Issue: xxxxx (from Credit Card Issue Number)

CC Start: xxxxx (from Credit Card Start Date)

CVV2: xxxxx (from Credit Card VV2)

PSP Name: xxxxx (from Business Settings | Payment)

PSP ID: xxxxx (from Business Settings | Payment)

The memo field for an SPL line becomes the 'Description' value against each item in an order.

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## Troubleshooting

*Problem:*

QuickBooks does not import an order when the **Transaction Type** field on the Transaction Types tab is set to INVOICE in the profile settings (but when Transaction types is set to "CASH SALE" the orders import correctly)

QuickBooks reports the following error: "Error on Line 8: Can't record invalid transaction."

*Explanation:*

The 'Account' field in the 'Transaction Types' tab corresponding to a 'Transaction Type' of INVOICE must be set to an account of type 'Accounts Receivable' in QuickBooks Pro.

*Problem:*

QuickBooks does not import an order when the Transaction Type field on the Transaction Types tab is set to SALESORDER in the profile settings.

QuickBooks reports the following error: "Error on Line 8: Can't record invalid transaction."

*Explanation:*

The 'Account' field in the 'Transaction Types' tab corresponding to a 'Transaction Type' of SALESORDER must be set to an account of type 'Non-posting' in QuickBooks.