Aljex

Aljex Sage Interface

Step 1 – What it does

- Aljex copies all financial transactions to Sage
- Any vendor or customer added to Aljex is automatically copied to Sage
- Aljex is used for invoicing
- Aljex is used for aged accounts payable
- Aljex is used for writing checks to vendors
- Aljex is used for accounts receivable
- Aljex is used for receiving payments from customers
- Aljex is used for bank reconciliation
- Sage OR Aljex can be used for non-carrier "trade bills"
- Sage is used for financial reporting

Q: If Aljex does so much, why use the Sage interface?

A: *The interface gives you access to instant financial reporting without having to manually enter data into your general ledger.*

Q: Do I need the Sage interface?

A: *No, most Aljex clients make manual journal entries created from the "close month" option. For most clients, these entries take about 5 minutes to enter. These journal entries give you almost the same financial reporting as the Sage interface.*

Q:	What is the big difference?

A:	*More detail flows into Sage with the interface.*

Q:	What exports each time I post?

A:	*Cash Disbursed*
	Cash Received
	A/P
	A/R
	Other Income
	New Customers and Vendors that are active & have never been exported

Q:	Is there any duplication?

A:	*No. Transactions will only be exported one time.*

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Step 2 – What do you need to do?

Upon receipt of this signed authorization and payment for the Sage Interface, follow the following instructions in this document to proceed. When the requirements are completed, an appointment will be scheduled with our programming department to begin the integration.

1. Requirements
   - Sage installed on a PC

- Chart of Accounts setup in Aljex and in Sage. Only the chart of accounts you plan to export from Aljex will need to be added to Sage

2. Please email the following answers to support@aljex.com
   - What version of Sage do you have?
   - Who is your company contact for Sage integration setup & training?
   - What is their availability?

3. Please verify the existence of the following accounts:
   - Carrier Advance – Asset
   - Carrier Advance Fee – Income
   - Quick Pay Deduction – Income

4. Add the following accounts:
   - A/P Aljex, TYPE = Accounts Payable, as a Sub-account of Accounts Payable
   - A/R Aljex, TYPE = Accounts Receivable, as a Sub-account of Accounts Receivable

5. When you have finished updating the chart of accounts in Sage, please export the chart of accounts and email it to support@aljex.com.

6. After the setup is complete, we will generate a sample import file from Aljex in which you can import into Sage to ensure the chart of accounts used in the import file are correct.

7. Once the chart of accounts used in the sample file are verified correct, our Sage person will demonstrate the Aljex Accounting Export procedure that takes about an hour.

8. The sample file will not affect your company's LIVE data if you import it into a Test Data Environment (see #9). To import your sample file into your Company Production File, do the following:
    - Backup Sage live data
    - Import the sample file and verify chart of accounts used in the import
    - Restore the previous backup and go about your business

We strongly suggest making a backup before every import, not just this test data

NOTE: During the process above, any changes made will be lost when the backup is restored and Sage should be inaccessible to all other users during the Test phase.

9. Test Environment Setup:
    - Select a previous backup to restore and rename the Sage data file to "Company Name TEST." Open the Sage TEST file and

change the Company Name too. Changing the company name and data file name to TEST will ensure there is no confusion.

- Import the sample file and verify chart of accounts used in the import.
- Delete TEST file when done.

10. Support/Training for the Sage interface is provided for 90 days after the first live export. Additional Support/Training will be billed at our current hourly rate.

Please complete the form below to initiate the Sage Interface

I have read the above and understand what is required for my Sage Interface

X _____

Signature

X _____

Print Your Name & Company Name

X _____

Date

Please mail payment and signed authorization to:

Aljex Software, Inc

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