



# sage line 50

euro conversion tool

## user guide

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# Introduction

The Sage Euro Conversion tool enables you to convert your Sage Line 50 V9 or V11 transactions (client and supplier accounts, invoices, sales and purchase orders etc) to the respective EURO equivalents. The conversion process is simple: select your Sage Line 50 dataset, configure your parameters (Sage Version, username and password) and then click on the convert button. It is important that you backup your Sage Line 50 dataset before converting your data. This enables you to restore your pre-conversion data whenever this may be required.

The Sage Euro Conversion tool also includes two additional features which can be used to post single-entry transactions as well as fix minor inaccuracies within the customer, supplier and nominal account balances. Single-entry transactions may be required in case Sage Line 50 reports that the trial balances do not match.

The account balance adjustment routine is an automated process which can be used to adjust minor inaccuracies within customer, supplier and nominal account balances. These inaccuracies are a result of the decimal precision used during the conversion process as well as the applicable EURO conversion rate.

This user guide was written as complete reference for the sage line 50 EURO conversion tool. It includes an overview of the interface, instructions on how to use the tool, a thorough explanation of the tool's core functionality, and a number of walkthroughs exploring the product's features.

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**QUESTIONS OR ADDITIONAL INFORMATION.** If you have questions regarding this Agreement, or wish to obtain additional information, please send an e-mail to [support@garsys.com](mailto:support@garsys.com).

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# Compatibility and System Requirements

The sage EURO conversion tool is **only** compatible with the following Sage Line 50 versions:

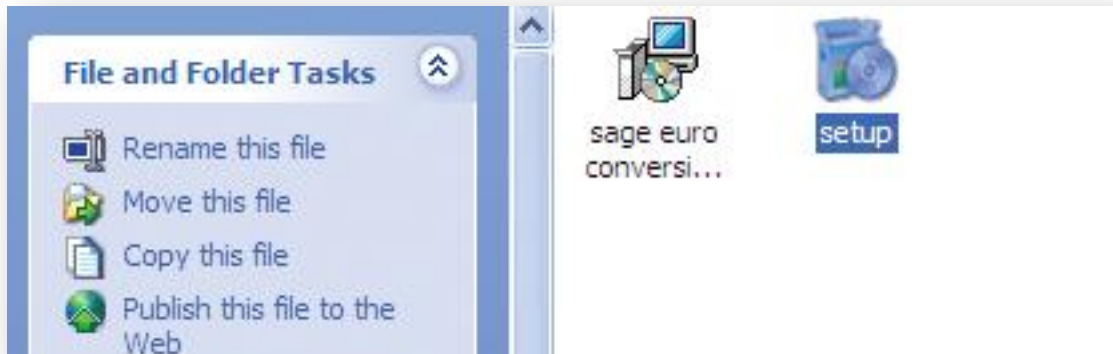
- Sage Line 50 v9
- Sage Line 50 v11

The minimum system requirements for installing and running the sage EURO conversion tool are as follows:

- Microsoft Windows 98/2000/XP (XP recommended)
- Microsoft .NET Framework 2.0
- 128Mb of RAM
- Sage Line 50 v9 or v11 (must be installed on the same computer where the data conversion will be done)
- Internet connection (required for the license activation process)

# Installation

To install the sage line 50 EURO conversion tool, locate the package downloaded from our website and then double click on the file named **setup**:

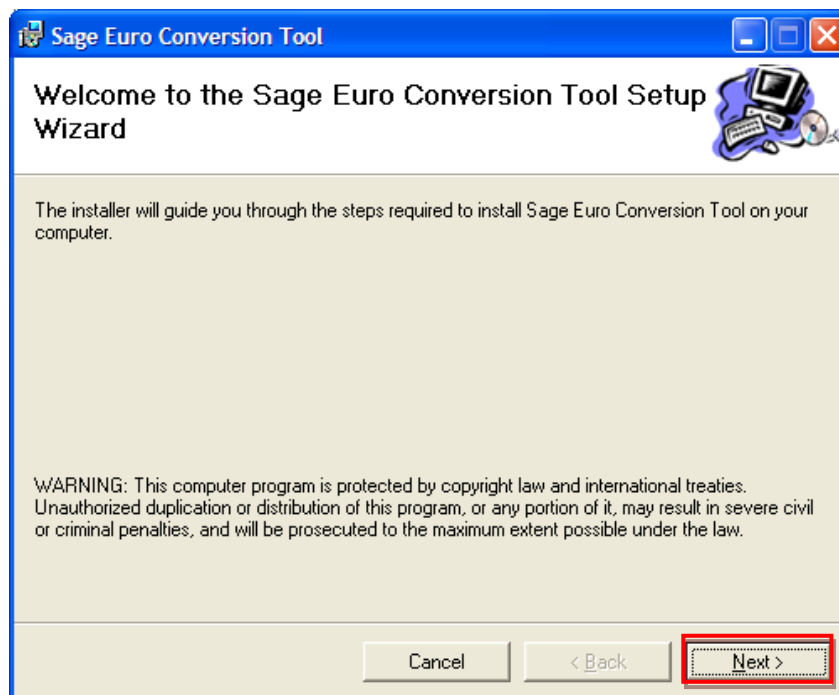


This will initiate the installation process which only requires minimal intervention from your end.

### Microsoft .NET Framework v2.0

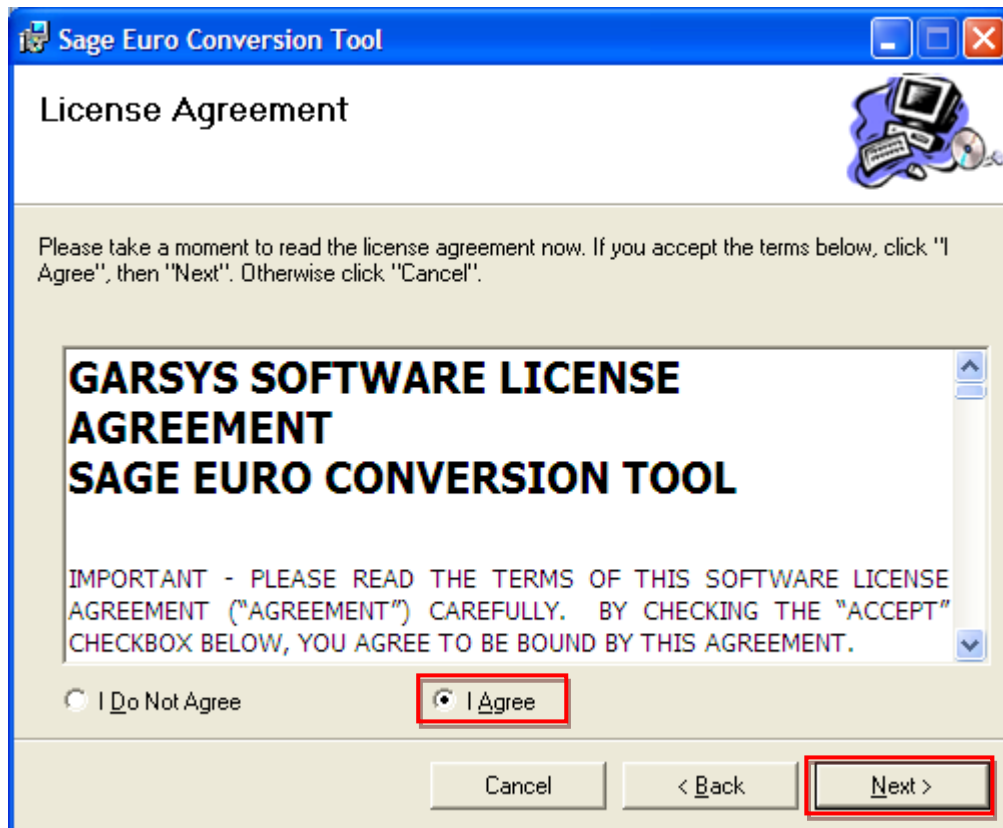
The sage EURO conversion tool requires Microsoft’s .NET Framework version 2.0. If this is not detected during the setup process, you will be prompted to install the required files. This process requires you to be connected to the internet.

Once the installation utility verifies that all the required components are available, the following screen will be displayed:

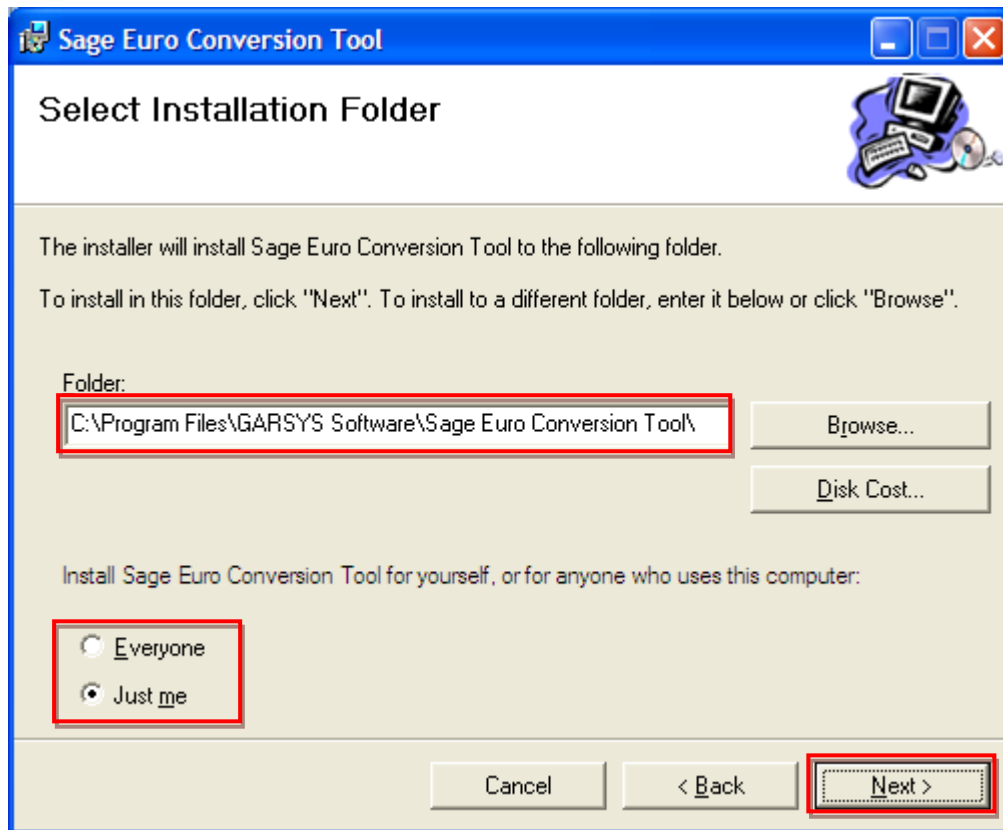




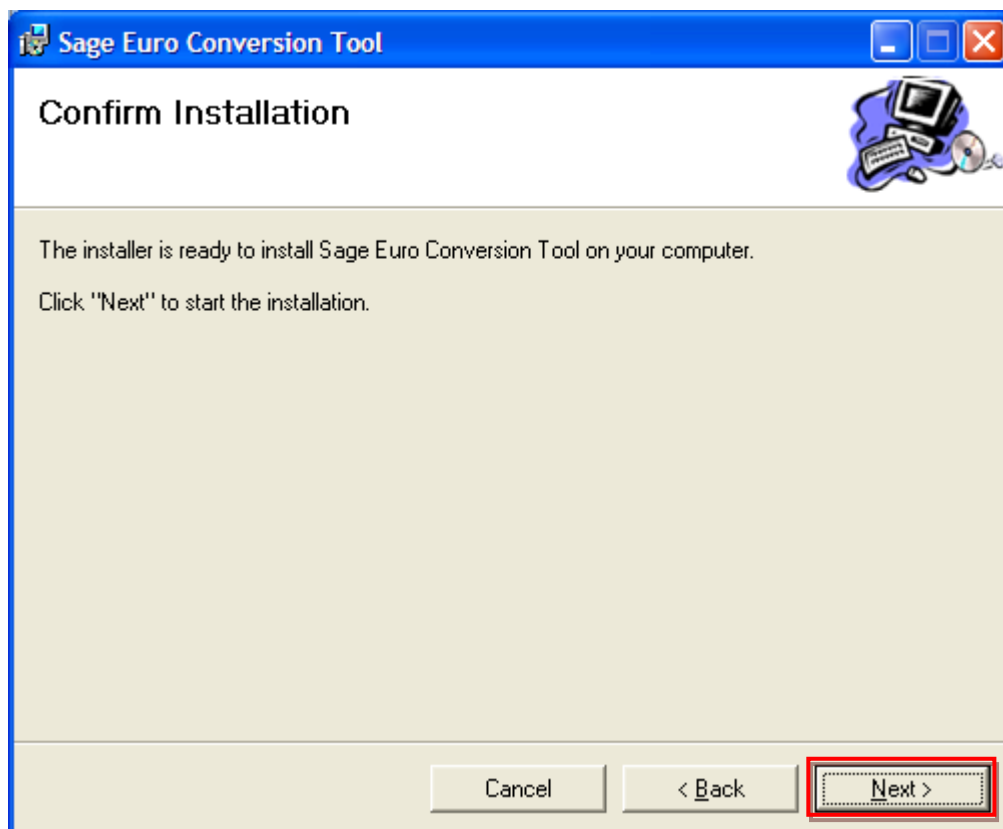
To continue with the installation, click on the **Next** button. You are now presented with the license agreement screen. If you want to continue with the installation and use the sage EURO conversion tool, you need to select the **I Agree** option and then click on the **Next** button. Otherwise, click on **Cancel** to cancel the installation process.



On the next screen you need to select the target folder where the Sage EURO Conversion Tool will be installed as well as whether you'd like the tool to be accessible to other users who may use your computer.



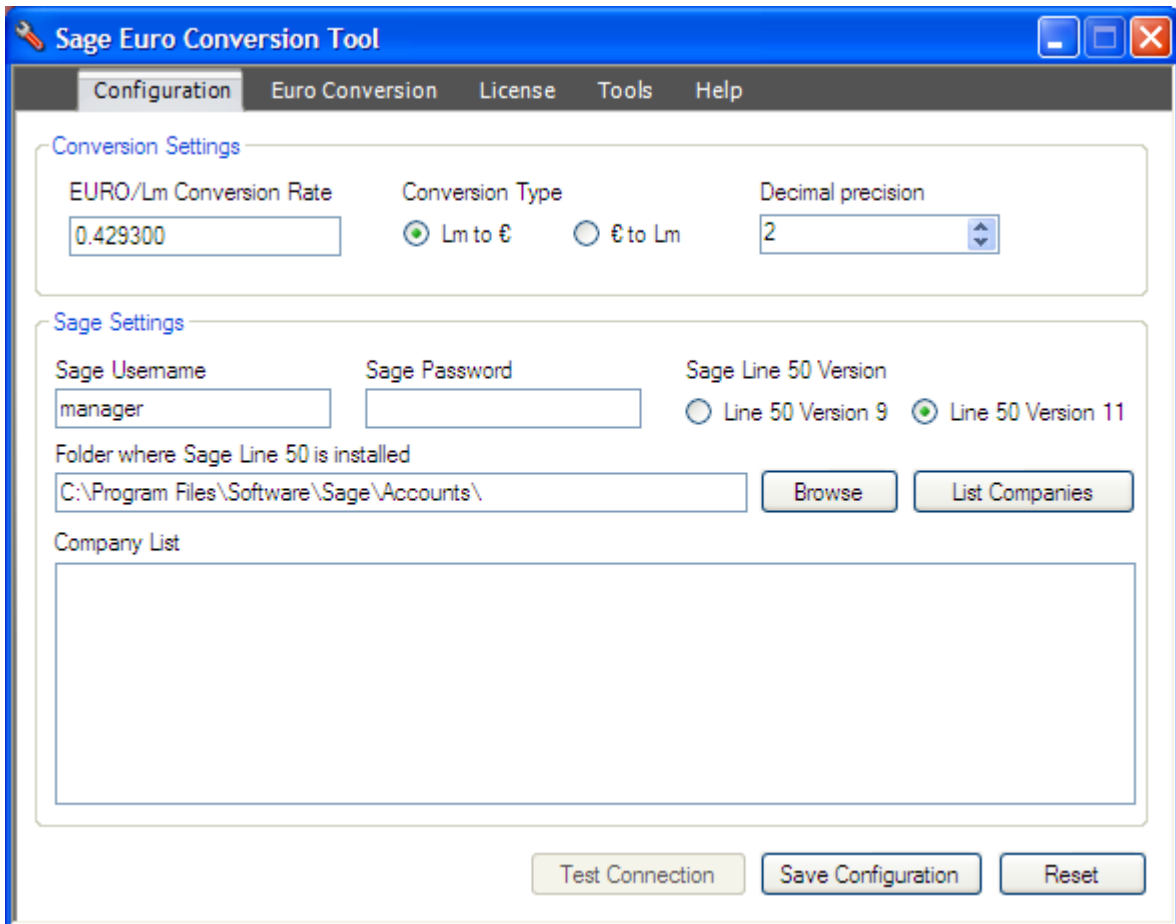
Once you're done with these selections, click on the **Next** button. To start the actual installation process, click on the **Next** button.



Once the Sage EURO Conversion Tool installation is complete, you can launch the program either by clicking on the **Sage Euro Conversion Tool** icon located on your computer desktop or by click on the **Start** button, then selecting **All Programs** and then **Sage Euro Conversion Tool**.

## Interface

The Sage Euro Conversion Tool has a minimal yet intuitive interface – emphasis is placed where it belongs – the actual data conversion process.



The **Conversion Settings** section provides you with the option to change the parameters which are used for the actual data conversion. You can change the conversion rate (the official conversion rate is 0.429300), the conversion type (Maltese lira to € or vice versa) as well as the decimal precision to use during the conversion.

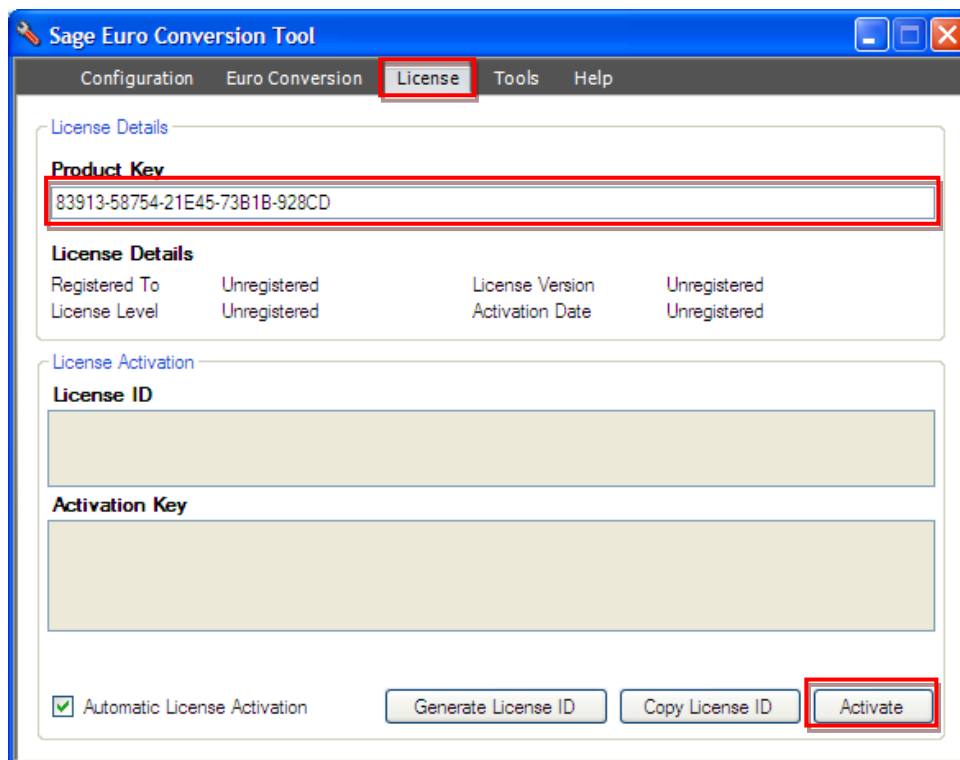
### **A note on decimal Precision and Sage Line 50**

Sage Line 50 v9 and v11 use a decimal precision of 2 decimal places. By increasing the decimal precision you **may** attain further accuracy during the data conversion process **but** may get data inconsistency warnings within Sage due to the rounding mechanism applied by sage. **USE THIS OPTION WITH EXTREME CARE.**

# License Activation

Certain features of this program (e.g. the conversion function) require a valid and activated license. You may activate your license automatically by clicking on the License tab and then on the Activate button. Moreover, the license will determine the number of Sage Line 50 companies (datasets) that may be converted with this tool.

To activate your license, click on the **License** tab and then enter the **product key** provided by Garsys Software. Then click on the **Activate** button to automatically activate the product.



Automatic activation requires a connection to the internet.

## Users without internet access

If you don't have internet access on the PC where the Sage EURO Conversion Tool will be installed, you can manually activate the product by following these steps:

1. Click on the **Generate License ID** button
2. Click on the **Copy License ID** button. This will copy the generated license id to the clipboard so that you can email/print the license id and then send it to us
3. Once you receive your activation key, de-select the **Automatic License Activation** option and then paste the activation key in the **activation key** textbox.
4. Click on the **Activate** button.

## Pre-Conversion Tasks

Before converting your Sage Line 50 v9 or v11 data, it is recommended that you perform the following tasks:

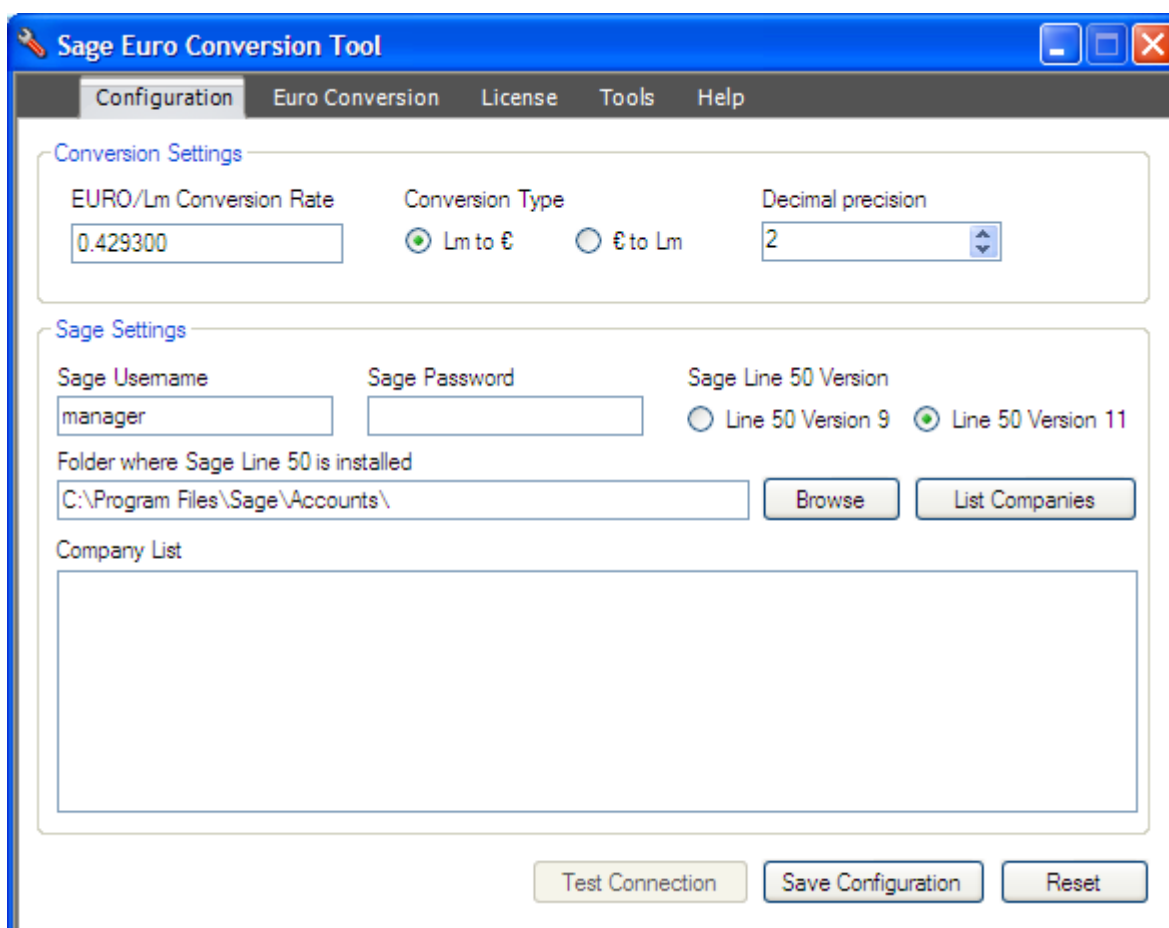
1. **Backup** your Sage Line 50 data.
2. Check your Sage Line 50 data for errors. To do this, while you're logged in Sage Line 50 select the **Maintenance** option from the **File** menu and then click on the **Check Data** button. If any errors are reported by Sage, then click on the **Fix** button.
3. If possible, it is recommended that you do a **period-end** (month-end or year-end). To do this, select the respective option within the **Period End** option located within the Sage Line 50 **Tools** menu or consult your financial controller.
4. Take another **backup** of your Sage Line 50 dataset following the data maintenance process.
5. Store the backups in a safe place in case you may need these following the data conversion process.
6. Take note of a sample of your customer balances, supplier balances, cash and bank accounts and trial balance totals.

## Configuration

Before converting your Sage Line 50 dataset, you need to configure the Sage EURO Conversion Tool by confirming and/or providing the following parameters:

- EURO conversion rate (official rate is 0.429300)
- Conversion type (Lm to € or € to Lm)
- Decimal precision (default value set to 2 decimal places)
- Sage username for the dataset being converted
- Sage password for the dataset being converted
- Sage Line 50 Version (v9 or v11)
- Sage installation folder (usually C:\Program Files\Sage\Accounts\)

Before configuring these parameters, please make sure that Sage Line 50 is not running. To configure these parameters, click on the **configuration** tab:



The screenshot shows the 'Sage Euro Conversion Tool' window with the 'Configuration' tab selected. The window has a menu bar with 'Configuration', 'Euro Conversion', 'License', 'Tools', and 'Help'. The 'Configuration' section contains the following fields and controls:

- Conversion Settings:**
  - EURO/Lm Conversion Rate: Text box containing '0.429300'.
  - Conversion Type: Radio buttons for 'Lm to €' (selected) and '€ to Lm'.
  - Decimal precision: Spin box set to '2'.
- Sage Settings:**
  - Sage Username: Text box containing 'manager'.
  - Sage Password: Empty text box.
  - Sage Line 50 Version: Radio buttons for 'Line 50 Version 9' and 'Line 50 Version 11' (selected).
  - Folder where Sage Line 50 is installed: Text box containing 'C:\Program Files\Sage\Accounts\'. To its right are 'Browse' and 'List Companies' buttons.
  - Company List: An empty list box.

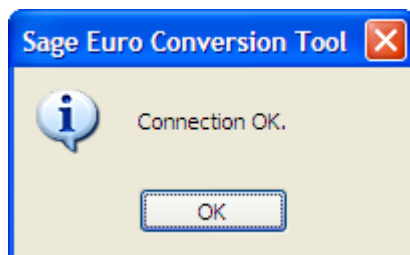
At the bottom of the window are three buttons: 'Test Connection', 'Save Configuration', and 'Reset'.

1. Select the **decimal precision** (if required);
2. Type in your Sage Line 50 username;
3. Type in your Sage Line 50 password;
4. Select your Sage Line 50 version (to confirm your Sage Line 50 Version, open Sage Line 50, then select the **About** option from the **Help** menu);
5. Select your Sage Line 50 installation folder by clicking on the **Browse** button;
6. Populate the list of companies by clicking on the **List Companies** button.

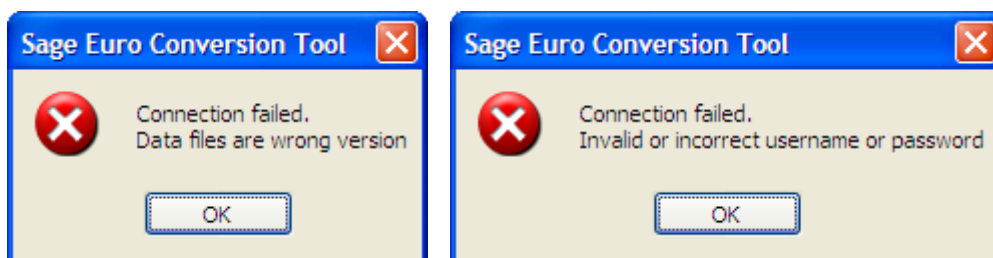
If all the parameters are correct you should now see a list of your Sage datasets and the respective Sage version required to open/convert the dataset.

The number of companies displayed in the list of companies depends on your Sage EURO Conversion Tool license (single or multi user). Therefore, if you've purchased a single company license, then only one company will be listed by the Sage EURO Conversion Tool.

To test the connection between the Sage EURO Conversion Tool and your Sage Line 50 dataset, click on the **Test Connection** button. If the connection is successful, you will receive the following notification:



Otherwise, if the Sage EURO Conversion Tool cannot connect to your sage line 50 dataset, you will receive a notification similar to the following:

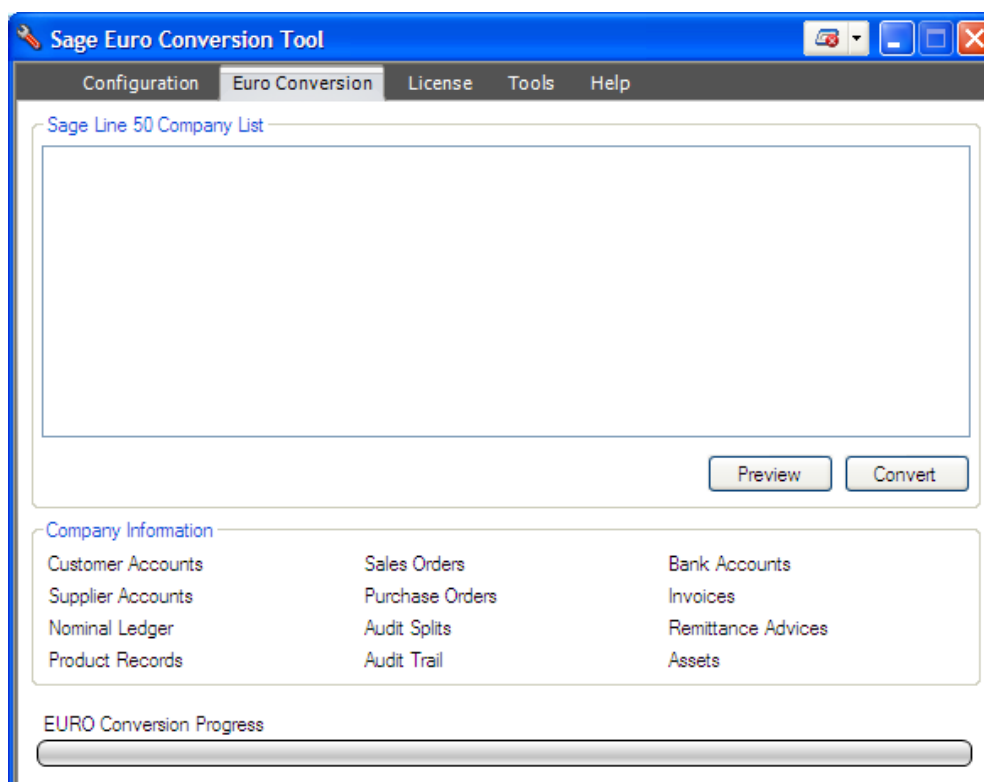


In such cases, please ensure that all parameters are correct and that you can successfully connect to your sage line 50 dataset **before** attempting the actual conversion process.



## Converting your Sage Line 50 data

The actual data conversion process is quite straightforward. To proceed with the data conversion process, first click on the **Euro Conversion** tab.



You should be able to see the list of your companies similar to that displayed on the **configuration** screen.

Now click on the **Preview** button to see an overview of the number of records that will be converted. The information displayed by the **preview** option is for information purposes only – in fact, the actual number of records processed during the data conversion process may be more than the number of records displayed by this option.

Once you are ready to convert your sage line 50 data:

- Ensure that you have an adequate and recent **backup** of your sage line 50 data
- Click on the **convert** button

The time taken by the data conversion process depends on the number of records (customers, suppliers, purchase and sales invoices, audit trail etc) stored within your sage line 50 dataset.

A notification will be displayed once the data conversion process is complete. You will also be notified of any issues which are discovered during the data conversion process.

## Post-Conversion Tasks

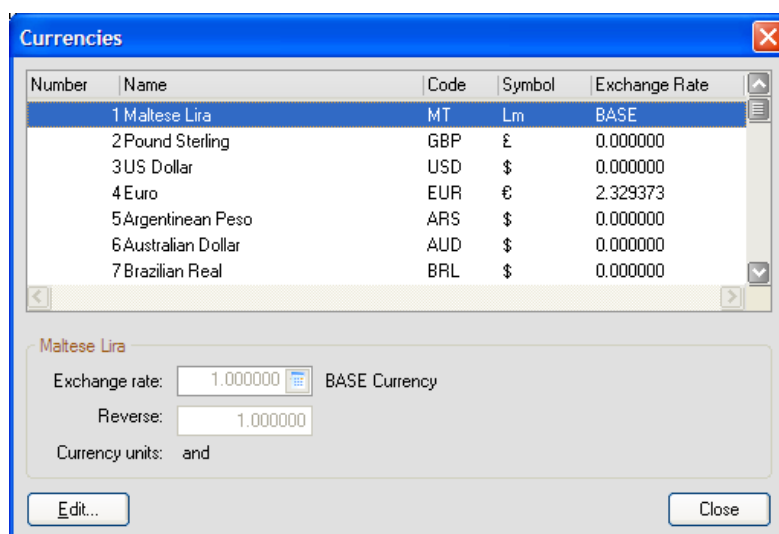
Following the data conversion process, it is recommended that you perform the following tasks:

1. **Backup** your Sage Line 50 data **using a different backup file name**.
2. Check your Sage Line 50 data for errors. To do this, while you're logged in Sage Line 50 select the **Maintenance** option from the **File** menu and then click on the **Check Data** button. If any errors are reported by Sage, then click on the **Fix** button. (see note below)
3. Store the backups in a safe place in case you may need these following the data conversion process.
4. Take note of the same sample of your **converted** customer balances, supplier balances, cash and bank accounts and trial balance totals which you previously captured before the actual data conversion process.
5. Compare the converted balances and totals with the pre-conversion balances and totals using the official conversion rate of 0.429300.
6. Change your company's base currency description to EURO. To do this, open your Sage Line 50 company data, select the **Currencies** option from the **Settings** menu, select the **BASE** currency and click on the **Edit** button. Now replace the currency name with **EURO** and then click on **OK** and then on the **CLOSE** button.

### Changing Sage Line 50's base currency

To change Sage Line 50's base currency, please follow these steps:

1. In Sage Line 50, select the **Currencies** option from the **Settings** menu.



2. Select the currency which has its exchange rate set to **BASE** (this is normally selected by default).
3. Click on the **Edit** button.
4. Enter **EURO** as the Currency name.
5. Enter **EUR** as the Currency Code.
6. Enter **€** (the EURO symbol) as the Currency symbol. The **€** symbol is usually accessible by pressing the **Alt-Gr** and **4** (€) keys simultaneously.

7. Click on **OK**.

## Post-conversion warnings/errors reported by Sage

Sage Line 50 may report a number of errors/warning following the conversion process. These mainly include errors/warnings similar to those displayed below:

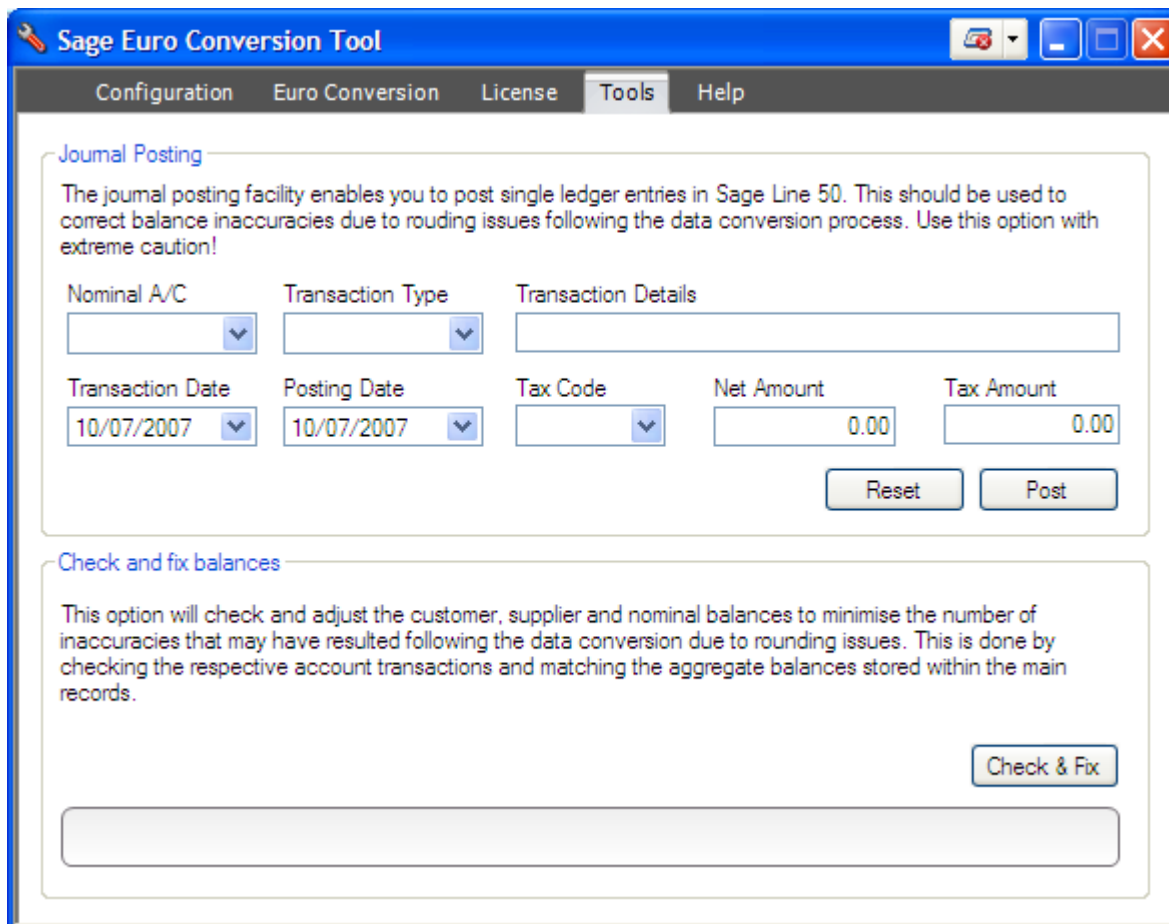
Moreover, Sage Line 50 may also complain that the nominal and trial balances are incorrect or do not match.

These errors/warnings are mainly due to the conversion rate used during the conversion process. The inconsistencies between the allocation totals and related splits are due to the rounding mechanism used by Sage Line 50 and shouldn't reflect any real problems within your Sage Line 50 dataset.

To correct the errors/warnings related to the nominal and trial balances can be fixed using the **single entry journal posting utility** as explained in the following section.

## Posting Single Journal Entries

The Single journal entry posting utility is used to correct the minor inaccuracies within the nominal and trial balances reported by Sage Line 50.



The screenshot shows the 'Sage Euro Conversion Tool' window with the 'Tools' tab selected. The 'Journal Posting' section contains a text box with instructions: 'The journal posting facility enables you to post single ledger entries in Sage Line 50. This should be used to correct balance inaccuracies due to rounding issues following the data conversion process. Use this option with extreme caution!'. Below this are several input fields: 'Nominal A/C' (dropdown), 'Transaction Type' (dropdown), 'Transaction Details' (text box), 'Transaction Date' (dropdown, showing 10/07/2007), 'Posting Date' (dropdown, showing 10/07/2007), 'Tax Code' (dropdown), 'Net Amount' (text box, showing 0.00), and 'Tax Amount' (text box, showing 0.00). There are 'Reset' and 'Post' buttons. The 'Check and fix balances' section contains a text box with instructions: 'This option will check and adjust the customer, supplier and nominal balances to minimise the number of inaccuracies that may have resulted following the data conversion due to rounding issues. This is done by checking the respective account transactions and matching the aggregate balances stored within the main records.' and a 'Check & Fix' button.

To post a single journal entry:

1. Determine the difference in nominal/trial balances as reported by Sage Line 50 by generating a trial balance and calculating the difference between the totals.
2. Click on the **Nominal A/C** where the single journal entry will be posted.
3. Select the **Transaction Type** (Select **DR** to post a debit transaction or **CR** to post a credit transaction).
4. Enter the details for the single journal entry transaction (e.g. **EURO Conversion**).
5. Enter the **Transaction Date**. This date should be a date within your current financial year.
6. Enter the **Posting Date**. This date should be a date within your current financial year.

7. Select the **Tax Code** for the single journal entry transaction.
8. Enter the transaction's **Net Amount** as calculated in step 1.
9. If applicable, enter the transaction's **Tax Amount**.
10. Click on the **Post** button.

## The Check and fix balances option

The check and fix balances is an automated process which can be used to adjust minor inaccuracies within customer, supplier and nominal account balances. These inaccuracies are a result of the decimal precision used during the conversion process as well as the applicable EURO conversion rate.

The screenshot shows the 'Sage Euro Conversion Tool' window with the 'Tools' tab selected. The interface is divided into two main sections:

- Journal Posting:** This section includes a warning: "The journal posting facility enables you to post single ledger entries in Sage Line 50. This should be used to correct balance inaccuracies due to rounding issues following the data conversion process. Use this option with extreme caution!". Below the warning are input fields for:
  - Nominal A/C (dropdown)
  - Transaction Type (dropdown)
  - Transaction Details (text box)
  - Transaction Date (dropdown, set to 10/07/2007)
  - Posting Date (dropdown, set to 10/07/2007)
  - Tax Code (dropdown)
  - Net Amount (text box, set to 0.00)
  - Tax Amount (text box, set to 0.00)
 At the bottom right of this section are 'Reset' and 'Post' buttons.
- Check and fix balances:** This section includes the text: "This option will check and adjust the customer, supplier and nominal balances to minimise the number of inaccuracies that may have resulted following the data conversion due to rounding issues. This is done by checking the respective account transactions and matching the aggregate balances stored within the main records." Below this text is a 'Check & Fix' button and a large empty text box.

To run this option, select the **Tools** tab and then click on the **Check & Fix** button. This option will only fix minor inaccuracies within customer, supplier and nominal account balances and **does not** fix the errors/warnings within the allocations and audit splits.

# Technical Support

For technical support, you may contact Garsys Software as follows:

Online: <http://www.garsys.com>  
Email: [support@garsys.com](mailto:support@garsys.com)  
Telephone: (356) 79429300

To download the latest version of the product and related documentation, please visit our website.

# Frequently Asked Questions

## **What is the Sage Euro Conversion Tool?**

The Sage Euro Conversion tool enables you to convert your Sage Line 50 V9 or V11 transactions (client and supplier accounts, invoices, sales and purchase orders etc) to the respective EURO equivalents. The conversion process is simple: select your Sage Line 50 dataset, configure your parameters (Sage Version, username and password) and then click on the convert button. It is important that you backup your Sage Line 50 dataset before converting your data. This enables you to restore your pre-conversion data whenever this may be required.

## **Which versions of Sage are supported by the Sage Euro Conversion Tool?**

The Sage Euro Conversion Tool is compatible with Sage Line 50 v9 and Sage Line 50 v11.

## **What are the minimum requirements for running the Sage Euro Conversion Tool?**

The minimum requirements for running the Sage Euro Conversion Tool are as follows:

- Microsoft Windows 98/2000/XP (XP recommended)
- Microsoft .NET Framework 2.0
- 128Mb of RAM
- Sage Line 50 v9 or v11 (must be installed on the same computer where the data conversion will be done)
- Internet connection (required for the license activation process)

## **Why is only one (1) company listed by the Sage Euro Conversion Tool?**

The number of companies listed by the Sage Euro Conversion Tool depends on the license that you purchased. To convert more than one company dataset you would need a multi-company license.

## **What are the differences between the standard and the pro licences?**

The standard license only enables you to convert one Sage Line 50 dataset while the pro license enables you to convert multiple Sage Line 50 dataset.

## **What if the LM/EURO conversion rate changes?**

The official EURO conversion rate is 0.429300. This may, however, be changed from the configuration screen if required.

## **Why isn't my Sage Line 50 password saved?**

Your Sage Line 50 password is not saved by the Sage Euro Conversion Tool for security reasons.

## **Why is the convert button disabled?**

To enable the convert button you need to activate your Sage Euro Conversion Tool license.

## **What is license activation?**

License activation protects the intellectual property and innovation at the heart of the software industry. The process is aimed to eliminate unauthorised use of software in a manner designed to have a minimal impact on licensed users. The license information is sent to Garsys software through the means selected by the user (normally the internet), and once the license is verified, the product is activated and available for use.



### **What is the recommended procedure for converting my company data?**

The recommended procedure for converting your Sage Line 50 company data is as follows:

1. **Backup** your Sage Line 50 data.
2. Check your Sage Line 50 data for errors. To do this, while you're logged in Sage Line 50 select the **Maintenance** option from the **File** menu and then click on the **Check Data** button. If any errors are reported by Sage, then click on the **Fix** button.
3. If possible, it is recommended that you do a **period-end** (month-end or year-end). To do this, select the respective option within the **Period End** option located within the Sage Line 50 **Tools** menu or consult your financial controller.
4. We recommend that you take another **backup** of your Sage Line 50 dataset following the data maintenance process.
5. Store the backups in a safe place in case these are needed following the data conversion process.
6. Take note of a sample of your customer balances, supplier balances, cash and bank accounts and trial balance totals.
7. Convert your data
8. **Backup** your Sage Line 50 data **using a different backup file name**.
9. Check your Sage Line 50 data for errors. To do this, while you're logged in Sage Line 50 select the **Maintenance** option from the **File** menu and then click on the **Check Data** button. If any errors are reported by Sage, then click on the **Fix** button. (see note below)
10. Store the backups in a safe place in case these are needed following the data conversion process.
11. Take note of the same sample of your **converted** customer balances, supplier balances, cash and bank accounts and trial balance totals which you previously captured before the actual data conversion process.
12. Compare the converted balances and totals with the pre-conversion balances and totals using the official conversion rate of 0.429300.

### **Why am I getting a "Data files are wrong version" error message?**

The Sage Euro Conversion Tool is only compatible with Sage Line 50 v9 and Sage Line 50 v11. Please ensure that you have selected the corrected Sage Line 50 version when connecting to your Sage Line 50 company dataset.

### **Why am I getting an "Invalid or incorrect username or password" error message?**

Please ensure that you have entered the correct Sage Line 50 username and password before connecting to your Sage Line 50 company dataset.

### **How do I backup my Sage Line 50 company data?**

To backup your Sage Line 50 company data:

1. Run Sage Line 50 and open your company data
2. Select the **Backup** option from the **File** menu
3. Select **Yes** to check your data. If you are sure that there are no inconsistencies within your data, then select **No**.
4. Select the **ALL Files** option.
5. Select a folder where to store the backup set.
6. Type a name for your backup set in the **File Name** textbox.
7. Click on the **OK** button.

### **How do I restore my Sage Line 50 company data?**

To restore your Sage Line 50 company data:

1. Run Sage Line 50 and open your company data
2. Select the **Restore** option from the **File** menu
3. Locate your backup set (file).
4. Click on the **OK** button.
5. If you are sure you want to restore your data and overwrite any data held in the current company, click on the **Yes** button. Otherwise click on **No**.

### **Why does Sage Line 50 report errors/warnings following the data conversion process?**

Sage Line 50 may report a number of errors/warning following the conversion process. Moreover, Sage Line 50 may also complain that the nominal and trial balances are incorrect or do not match. These errors/warnings are mainly due to the conversion rate used during the conversion process. The inconsistencies between the allocation totals and related splits are due to the rounding mechanism used by Sage Line 50 and shouldn't reflect any real problems within your Sage Line 50 dataset.

### **How can I correct the errors/warnings reported by Sage Line 50?**

To correct the errors/warnings related to the nominal and trial balances can be fixed using the **single entry journal posting utility** as explained within this user guide.

### **What is a single-sided journal entry?**

A single journal entry is used to correct the minor inaccuracies within the nominal and trial balances reported by Sage Line 50.

### **How can I post single-sided journal entries?**

To post a single-sided journal entry, use the **Journal Posting** option within the **Tools** tab. Please also refer to the **Posting Single Journal Entries** within this user guide.

### **Do you provide Sage integration services?**

Yes we do provide Sage integration services. For further information, please visit our website.