





1. Open Promotional Office, and go to invoice overview

2. Find the invoices you want to export to Sage and select export to accounts

Create Credit Note		Invoice	Compan	Custom	Gross A	Outstan	Innut	Total Se	Cost Price	Mark Up	Invoice	Telephone	Invoice
Reset reminder level		•	component	Castonini	0,000,100	outotanini	a partiti		contrince	i ioni op			
Alerts / Notes		574	Jenny F	20092001	E 411 00	E 411 00	07/09/2	£ 342 50	£ 130.00	2.63	Invoice		Training 1
Inport Payments		600	BL	29002001	E 411.00	E 411.00	07/00/2	E 042.00	E 130.00	2.00	Invoice		
		623	Blueprin	2202	£ 15,07	£ 15,07	07/08/2	£ 12,50	£ 1,345	9.34	Invoice	+44-11	Training 3
Options	•	622	Apex Pr	7193	£ 249.60	£ 249.60	07/08/2	£ 208.00	£ 130.00	1.6	Invoice	1603 41	Training 5
Show all Sales Orders for this Invoice	ce	621	Barclay	2	£ 630.00	£ 630.00	04/08/2	£ 525.00	£ 120.00	4.38	Invoice	+44-12	Traning 14
Show all Delivery Notes for this Invoi		620	Airdata	14	£ 630.00	£ 630.00	26/07/2	£ 525.00	£ 220.00	2.39	Invoice	+256-1	Support
All customers for selected invoices Show related Invoices		619	ABC Ltd	567	£ 60.00	£ 60.00	21/07/2	£ 50.00	£ 0.00		Invoice	+44-17	Training
		618	Abbey	29082000	£ 67.20	£ 67.20	20/07/2	£ 56.00	£ 35.00	1.6	Invoice		Training
Evenent		617	Anton	11031	£ 1,160	£ 1,160	20/07/2	£ 1,160	£ 745.00	1.56	Invoice	01264 3	Training
Export	b	5239	Airdata	14	£ -12.00	£ -12.00	19/07/2	£ -10.00			Credit N	+256-1	Training
Export to Accounts		5238	Adline P	471	£ -48.00	£ -48.00	19/07/2	£ -40.00			Credit N	+44-77	Training
		614	Khalsa	14955	£ 570.00	£ 570.00	19/07/2	£ 475.00	£ 305.00	1.56	Invoice	0777 34	Training
Twinfield	b				N = 6	5-5							
Export Invoice					2-211	2-1							

3. Save and open Order Importer

4. Click Receive orders and allow the system to load them into the importer

🐏 WebXeL Order Import	er for Sage	: Subscription E	xpires on 08/09/2017		<u> 11</u>		×
File Orders Security 1	Tools Hel	р					
🗋 New Job 🤞 Edit Job	b 🤌 Exp	port Job(s) 🦪	Retrieve Orders 🛃 Save To Sage 🎯 Check For U	pdates 📄 Subscription Renew	al		
Jobs	Ur	saved Order	S Patriana Cadana				
Demo Job		Order ID	Name	Date	Sub Total		
Unsaved (41)	.	1	A1 Design Services		1123.04	Edi	t
Failed (0)	.	32	A1 Design Services		500.00	Edi	t
Saved (0)	Đ	37	A1 Design Services		997.50	Edi	t
Unsaved (0)	Đ	35	Abs Garages Ltd		924.61	Edi	t 🗏
Failed (0)	.	58	Abs Garages Ltd		2482.98	Edi	t
Saved (0)	Đ	3	Fred Briant		1029.00	Edi	t
	Đ	13	Bronson Inc		4176.20	Edi	t
		43	Bronson Inc		10600.10	Edi	t

- 5. Check you have all the correct invoices and click save to Sage
- 6. Allow the importer to complete the job and confirm in Sage that the orders have been imported
- 7. Double check the information for the order is correct.

Remember to keep your Webxel License up to date to prevent delays trying to add invoices in the future. If you have any questions, would like to set up another user or you're experiencing an error please do not hesitate to contact the Promotional Office support team at Support@promotionaloffice.co.uk or call 01252 701092.