



# Sage & Promo Office User Manual

1. Open Promotional Office, and go to invoice overview
2. Find the invoices you want to export to Sage and select export to accounts

Invoice ...	Compan...	Custom...	Gross A...	Outstan...	Input...	Total Se...	Cost Price	Mark Up	Invoice ...	Telephone	Invoice ...
624	Jenny F...	29082001	£ 411.00	£ 411.00	07/08/2...	£ 342.50	£ 130.00	2.63	Invoice		Training 1
623	Blueprin...	2202	£ 15,07...	£ 15,07...	07/08/2...	£ 12,56...	£ 1,345...	9.34	Invoice	+44-11...	Training 3
622	Apex Pr...	7193	£ 249.60	£ 249.60	07/08/2...	£ 208.00	£ 130.00	1.6	Invoice	1603 41...	Training 5
621	Barday...	2	£ 630.00	£ 630.00	04/08/2...	£ 525.00	£ 120.00	4.38	Invoice	+44-12...	Training 14
620	Airdata	14	£ 630.00	£ 630.00	26/07/2...	£ 525.00	£ 220.00	2.39	Invoice	+256-1...	Support...
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...
617	Anton ...	11031	£ 1,160...	£ 1,160...	20/07/2...	£ 1,160...	£ 745.00	1.56	Invoice	01264 3...	Training...
5239	Airdata	14	£ -12.00	£ -12.00	19/07/2...	£ -10.00			Credit N...	+256-1...	Training...
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...

3. Save and open Order Importer
4. Click Receive orders and allow the system to load them into the importer

Order ID	Name	Date	Sub Total	
1	A1 Design Services		1123.04	Edit
32	A1 Design Services		500.00	Edit
37	A1 Design Services		997.50	Edit
35	Abs Garages Ltd		924.61	Edit
58	Abs Garages Ltd		2482.98	Edit
3	Fred Briant		1029.00	Edit
13	Bronson Inc.		4176.20	Edit
43	Bronson Inc.		10600.10	Edit

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](mailto:Support@promotionaloffice.co.uk) or call 01252 701092.