

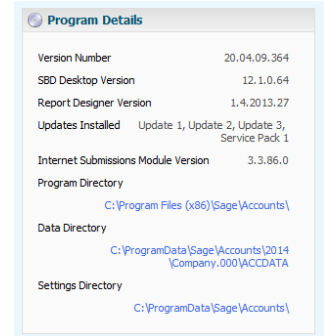


If you are currently using the direct link from your all Hire program to send your invoices over to Sage then you need to be aware of what to do when you update the Sage program.

If you are not currently using the link it may be something to consider, if you use Sage as your accounts package, to save you time.

If you have updated your version of Sage or moved your data, then your all Hire settings for the Sage Link will need amending.

In Sage go to Help then About and Print the information – it is the **Data Directory** and the **Version Number** that you will need.

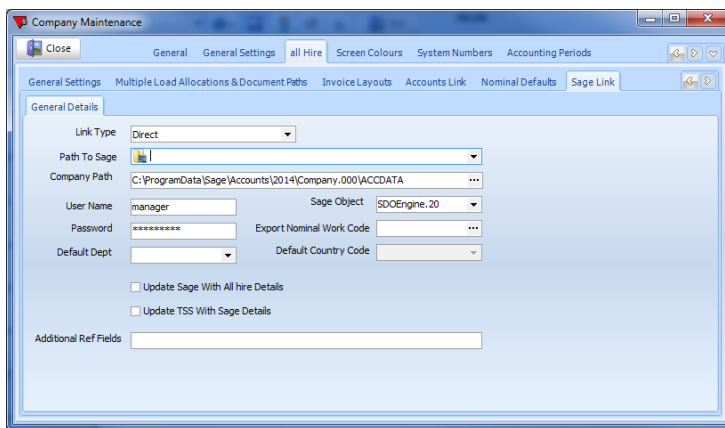


In all Hire go to the 2 cogs at the top left of the summary screen



Select *Maintenance/General Maintenance then Company Maintenance*

Select the *all Hire* Tab on the top row and the *Sage Link* Tab on the second.



The **Company Path** should match the **Data Directory** in Sage (check Help, About in Sage)

The **Sage Object** should match the first part of the **Version Number** from Sage. (e.g. 20.04.09.346 in Sage = 20 in all Hire). Select this version number from the drop down list, do not type it in.

The **User Name and Password** will already be set and unless you have altered your Sage users or want to log in as a different Sage user, then this can be left as it is.

The 2 Update tick boxes may be ticked or not, as you wish. Update Sage with all Hire details will update the Sage Account details with those from all Hire and vice versa. You should **NOT** tick Update Sage with all Hire details if you keep all of your accounts contact info in Sage and this is different to the man contact details stored on all Hire.

The **Additional Ref** fields are the information that will be passed to the **Details** field on the customer account in Sage. They can be any fields from the Job File and should be separated by a comma. (e.g. REFERENCE,JOBFILEEVENT will give you the job reference and the event title.) NB. Earlier versions of the program did not have this field please call to upgrade.

When these are set correctly press the **CLOSE** button (top left) – do NOT press the red X.

If you check each of these items, you should be back up and running. If not then you are probably running a version of the software that is incompatible with this version of Sage. Please call to upgrade your all Hire.

