

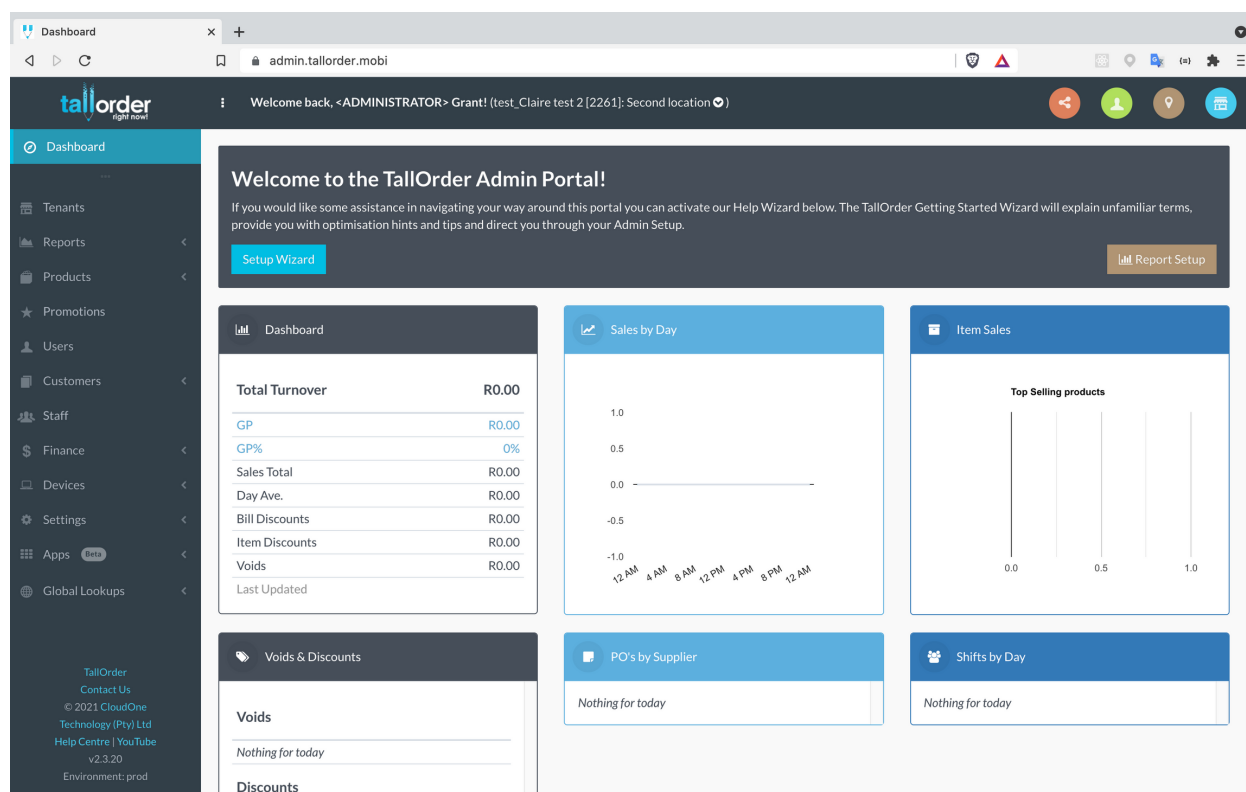
# SAGE SETUP ON TALLORDER

[www.tallorderpos.com](http://www.tallorderpos.com)  
+27 (0) 21 201 1579  
[support@tallorderpos.com](mailto:support@tallorderpos.com)



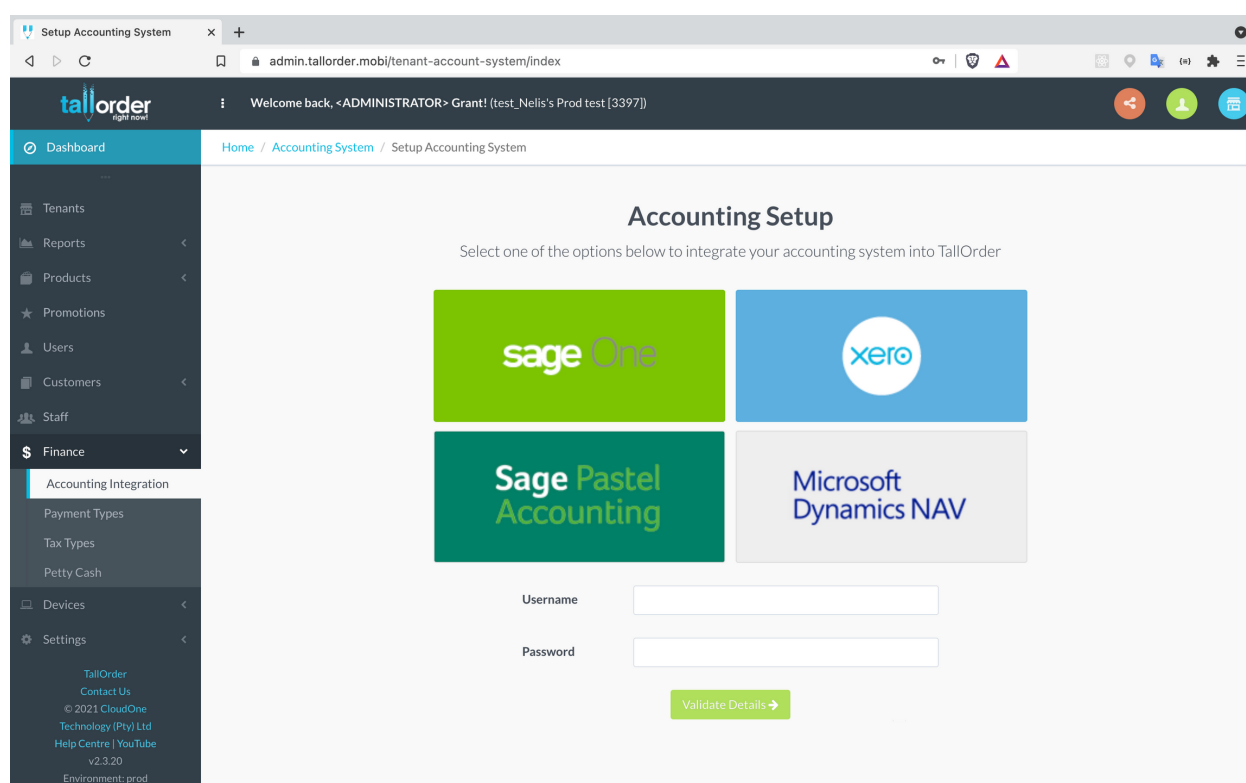
# Setting up Sage on TallOrder:

- Please login to [admin.tallorder.mobi](https://admin.tallorder.mobi).



The screenshot shows the TallOrder Admin Portal dashboard. The left sidebar contains a navigation menu with links: Dashboard, Tenants, Reports, Products, Promotions, Users, Customers, Staff, Finance, Devices, Settings, Apps, and Global Lookups. The main content area displays a welcome message and a 'Setup Wizard' button. Below this, there are several widgets: 'Total Turnover' showing R0.00, 'Sales by Day' showing a line graph, 'Item Sales' showing a bar chart, 'Voids & Discounts' showing a table, 'PO's by Supplier' showing 'Nothing for today', and 'Shifts by Day' showing 'Nothing for today'.

- Move to Finance link on the left hand side.
- Click on Finance.
- Click on Accounting integration.
- Click on Sage Accounting.



The screenshot shows the TallOrder Accounting Setup page. The left sidebar contains a navigation menu with links: Dashboard, Tenants, Reports, Products, Promotions, Users, Customers, Staff, Finance, Devices, Settings, Apps, and Global Lookups. The main content area displays the 'Accounting Setup' page with the heading 'Select one of the options below to integrate your accounting system into TallOrder'. There are four options: 'sage One', 'xero', 'Sage Pastel Accounting', and 'Microsoft Dynamics NAV'. Below these options, there are input fields for 'Username' and 'Password', and a 'Validate Details' button.

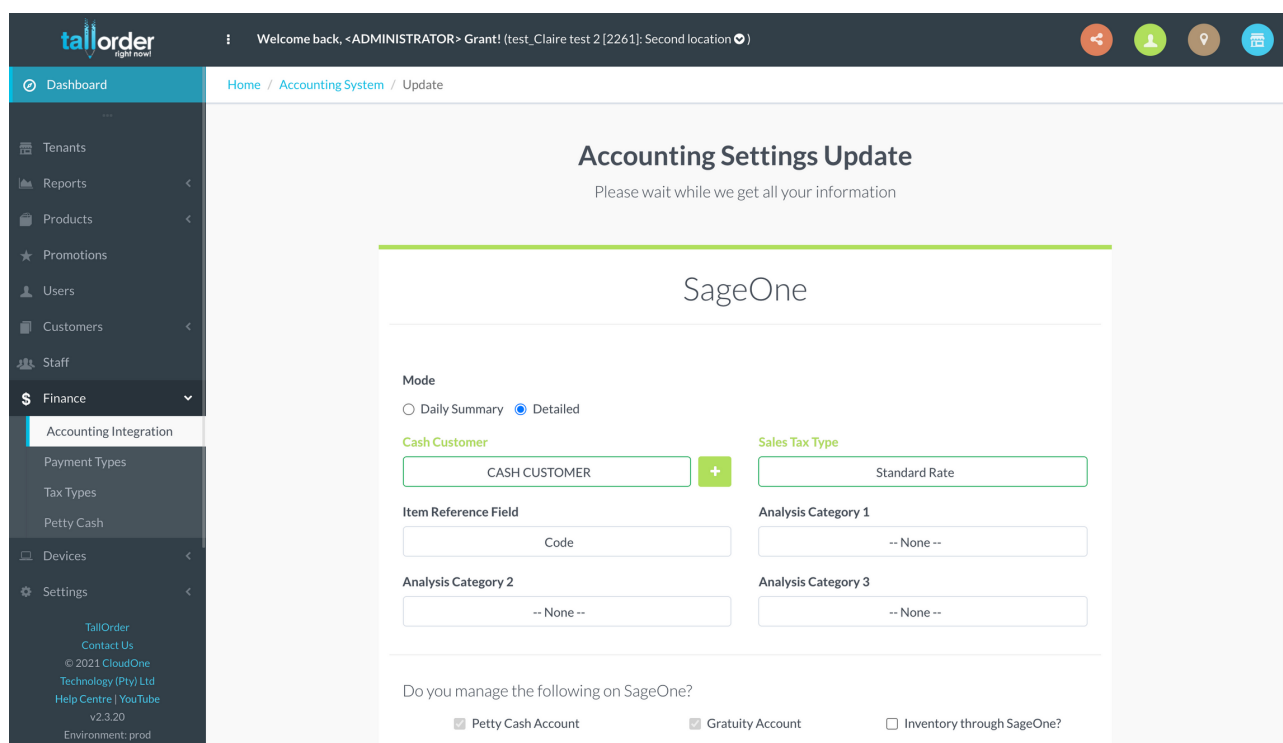
- Add your user name and password and press go.
- If you have more than one company under your sage login, you can choose the company that you would like to connect.
- You can also choose to link either via detailed or summary mode.

## Overview of what we do:

- With a sale we will debit the TallOrder cash customer account and credit sales and vat (if applicable) We will also credit the Gratuity account if you make use of gratuity. Your item count will become less with the amount of the items sold.
- With a receipt (payment of the invoice) we will credit the cash customer account and debit the relevant control account.
- You will need to reconcile the control account as soon as you receive your funds from the different payment methods.
- You will reconcile your gratuity account to your salary and wages out payment.
- Purchase orders and supplier invoices can be synced to Sage.
- We are also able to do a journal entry for you to move the average cost of sale of a product sold from Inventory to Cost of Sales. You can either make use of this functionality or just use our reports to do a monthly journal entry.

## Setting up the link:

1. Choose to connect via either detailed sync or summary mode (The detailed sync will allow you to have each and every invoice sync to Sage from the POS. Summary mode will sync all tabs as one to Sage at the end of the day. We will still sync customer account payments to Sage as individual invoices).
2. Choose your tax type.



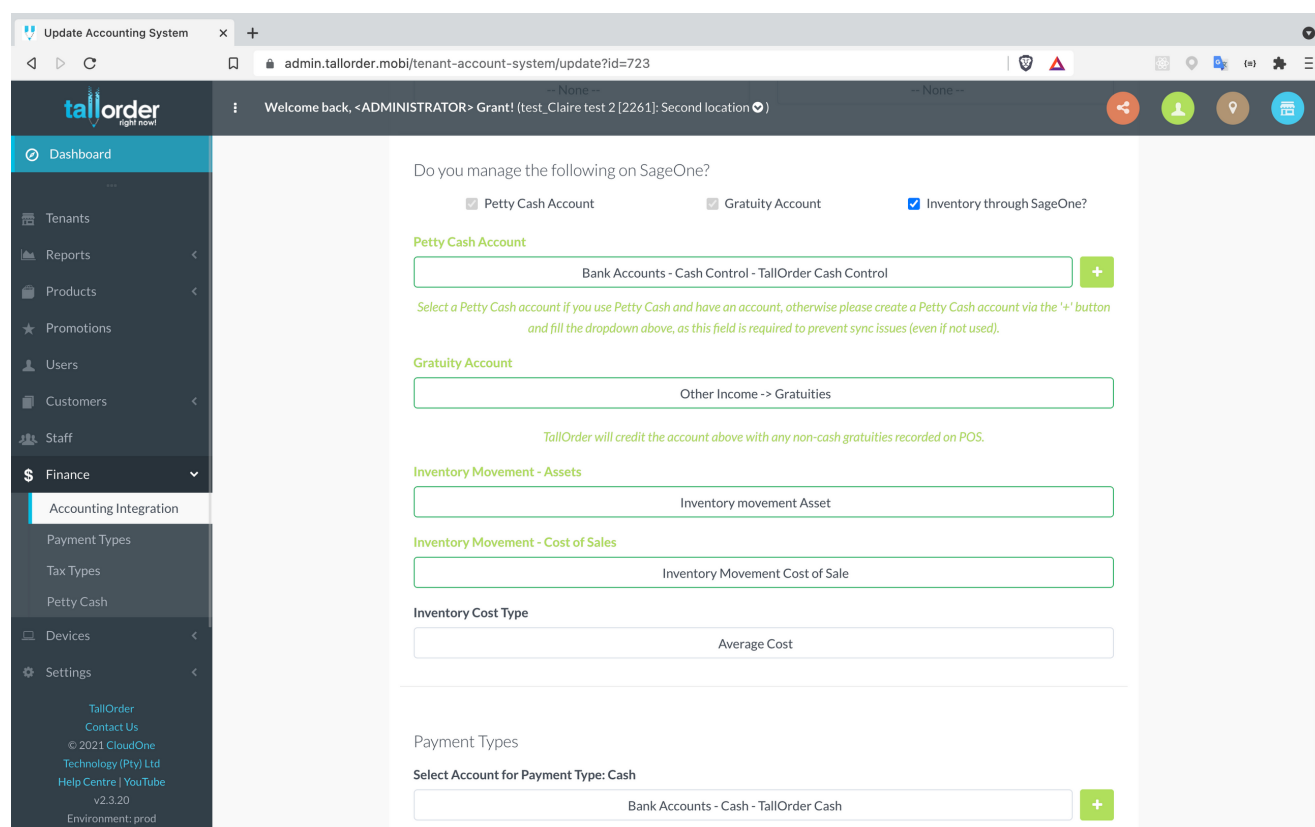
The screenshot shows the 'Accounting Settings Update' page for SageOne integration. The interface includes a sidebar with navigation options like Dashboard, Tenants, Reports, Products, Promotions, Users, Customers, Staff, Finance, Accounting Integration, Payment Types, Tax Types, Petty Cash, Devices, and Settings. The main content area displays the SageOne logo and a loading message: 'Please wait while we get all your information'. Below this, there are several input fields and checkboxes for configuration:

- Mode:** Radio buttons for 'Daily Summary' and 'Detailed' (selected).
- Cash Customer:** A text field containing 'CASH CUSTOMER' with a green '+' button next to it.
- Sales Tax Type:** A text field containing 'Standard Rate'.
- Item Reference Field:** A text field containing 'Code'.
- Analysis Category 1:** A dropdown menu showing '-- None --'.
- Analysis Category 2:** A dropdown menu showing '-- None --'.
- Analysis Category 3:** A dropdown menu showing '-- None --'.

At the bottom, there is a section titled 'Do you manage the following on SageOne?' with three checkboxes:

- ☒ Petty Cash Account
- ☒ Gratuity Account
- ☐ Inventory through SageOne?

3. Choose an gratuity account to be linked in Sage - we suggest that you create a TallOrder Gratuity account in Sage or link to Staff Loans.
4. Choose a control account for your petty cash outpayments. This account will be the same control account as you cash control account. We suggest calling it **TallOrder Cash control**.
5. Choose control accounts for all your payment methods.  
We suggest calling it **TallOrder (Payment method name) control account**.  
Example cash would be TallOrder cash control and SnapScan would be TallOrder SnapScan control account.
6. If you want to integrate your Purchase orders you need to click on the inventory button and then add an account for TallOrder Inventory and choose your Cost of Sale account.



Update Accounting System x +

admin.tallorder.mobi/tenant-account-system/update?id=723

Welcome back, <ADMINISTRATOR> Grant! (test\_Claire test 2 [2261]; Second location)

Dashboard

Tenants

Reports

Products

Promotions

Users

Customers

Staff

Finance

Accounting Integration

Payment Types

Tax Types

Petty Cash

Devices

Settings

TallOrder  
Contact Us  
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Technology (Pty) Ltd  
Help Centre | YouTube  
v2.3.20  
Environment: prod

Do you manage the following on SageOne?

☒ Petty Cash Account ☐ Gratuity Account ☒ Inventory through SageOne?

Petty Cash Account

Bank Accounts - Cash Control - TallOrder Cash Control

Select a Petty Cash account if you use Petty Cash and have an account, otherwise please create a Petty Cash account via the '+' button and fill the dropdown above, as this field is required to prevent sync issues (even if not used).

Gratuity Account

Other Income -> Gratuities

TallOrder will credit the account above with any non-cash gratuities recorded on POS.

Inventory Movement - Assets

Inventory movement Asset

Inventory Movement - Cost of Sales

Inventory Movement Cost of Sale

Inventory Cost Type

Average Cost

Payment Types

Select Account for Payment Type: Cash

Bank Accounts - Cash - TallOrder Cash

**Save and update.**

You can now sync your customers, suppliers and items.

Watch this process on our YouTube Channel

<https://youtu.be/QsTC1YeoAEU>