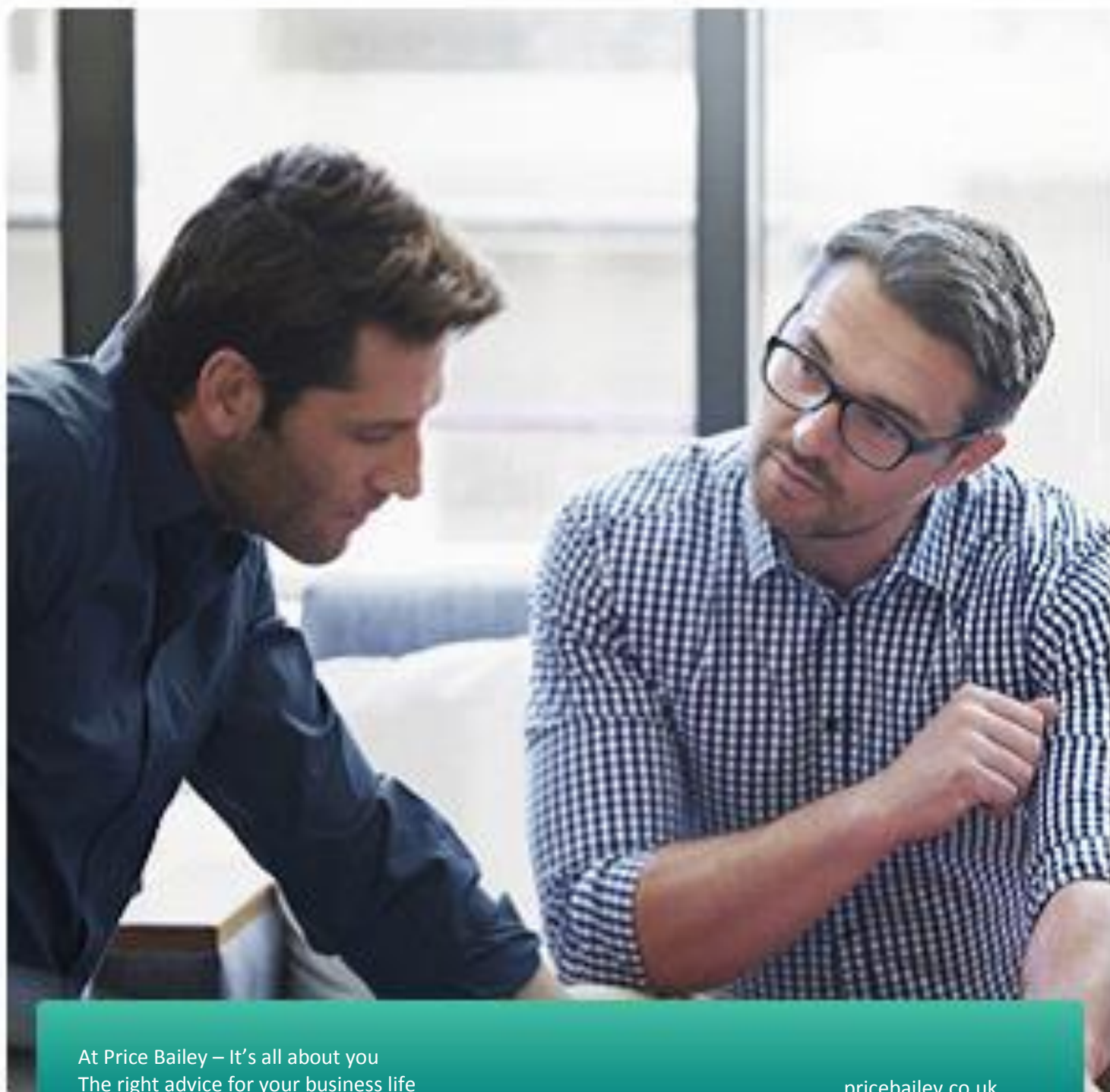


Price Bailey Repeat Billing for Sage 50

Installation Guide

December 2019



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This Agreement may only be modified by a licence addendum that accompanies this licence or by a written document that has been signed by both you and Price Bailey LLP. Should you have any questions concerning this Agreement, or if you desire to contact Price Bailey LLP for any reason, please write to:

Price Bailey LLP, Cambridge Business Park, Tennyson House, Cambridge CB4 0WZ

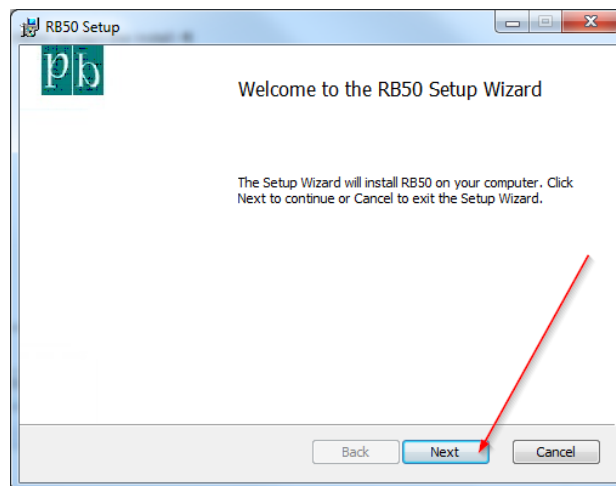
Installation of PB Repeat Billing

The installation software is supplied as a zip file.

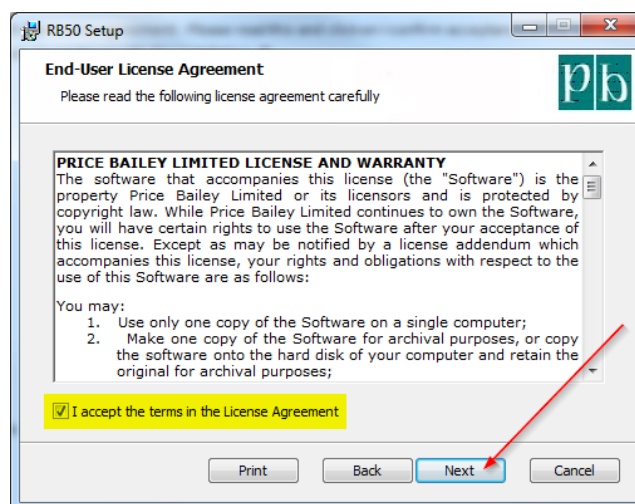
Unzip the file to a new folder. Double click to run the RB50.msi:-

Name	Date modified	Type	Size
RB50.msi	13/12/2019 15:13	Windows Installer ...	11,851 KB

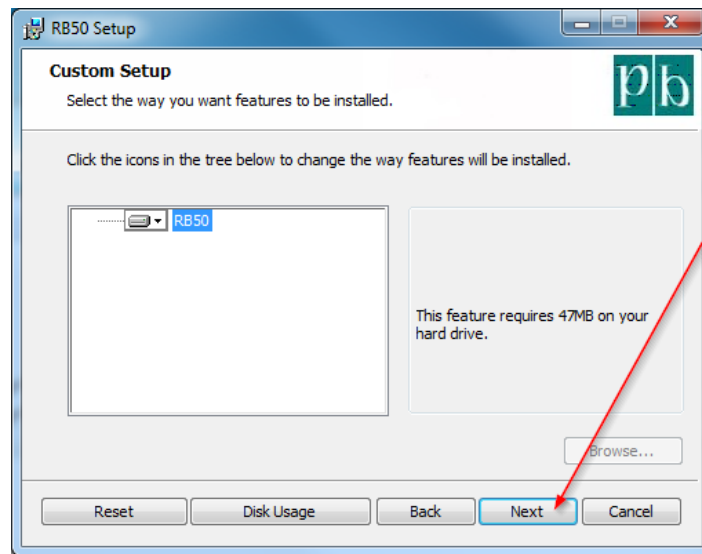
Click <Next> to start the install:-



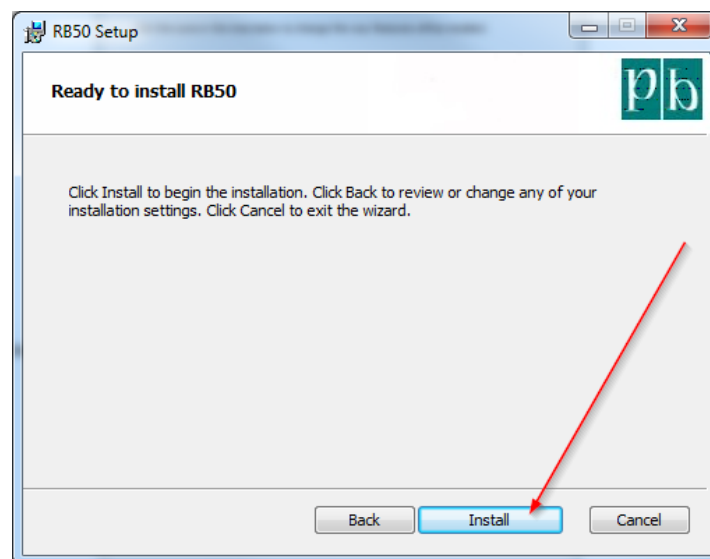
You are presented with the license agreement. Please read this and click on I confirm acceptance of the licence agreement. Click <Next> to continue with the installation:-



RB50 will install the program files to Price Bailey\RB50 in the Program Files folder on your c: drive.
Click <Next> to accept the default destination folder:-

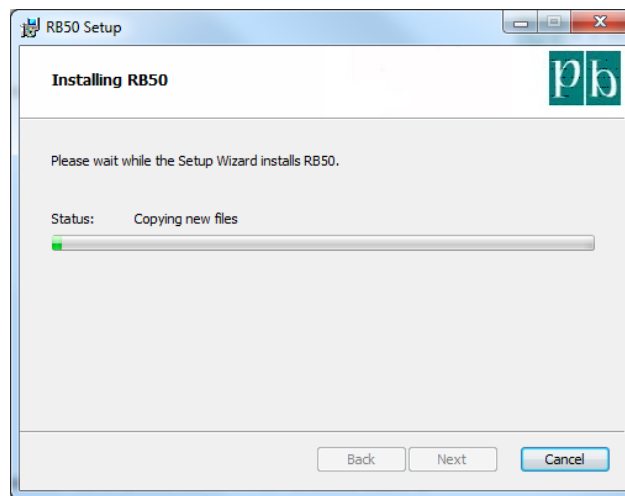


Click <Install> to begin the installation:-

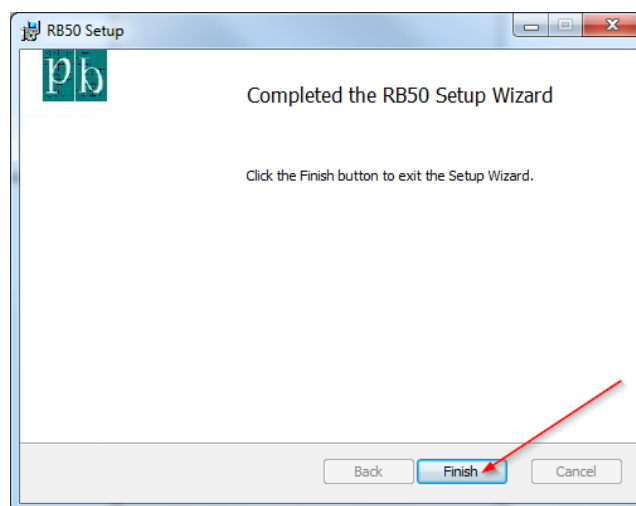


*Note:-*If you have UAC (User Access Control) configured, at this point you may get a Windows prompt asking you to confirm you wish to install the software.

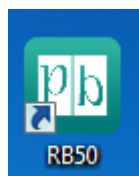
The screen displays the progress of installation:-



Once the installation has completed, click <Finish> to exit the wizard:-



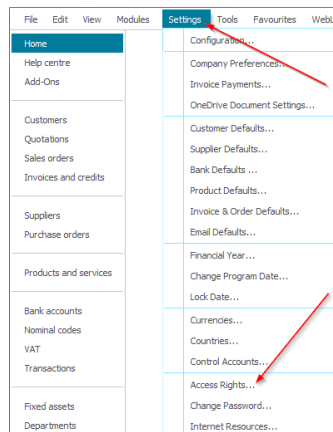
You should now have the Price Bailey Repeat Billing icon on your desktop:-



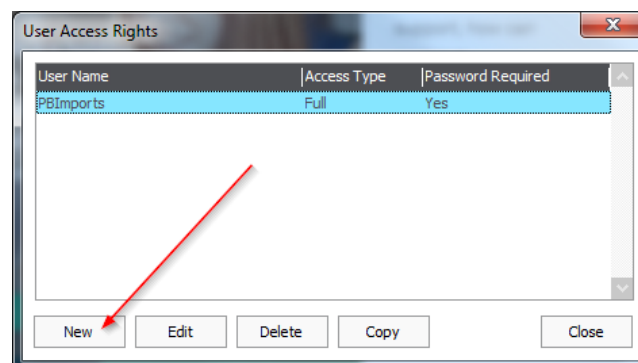
Sage 50 Configuration

Best practice for the configuration of the Repeat Billing module requires you to create a new user in Sage 50.

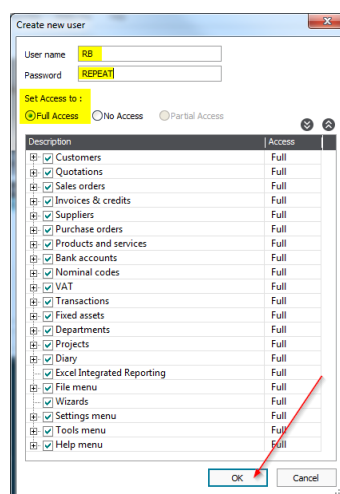
In Sage 50 go to Settings / Access Rights...:-



Click <New>:-



Add the user name of RB with a password of REPEAT. Allow Full Access. Click <OK>:-



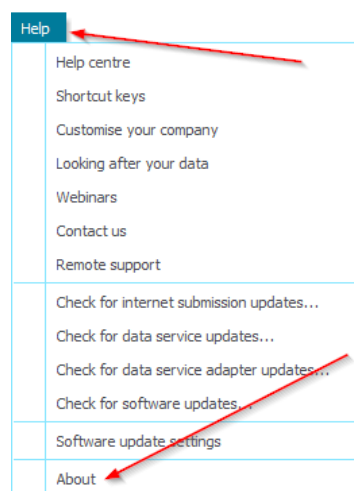
Sage Data Objects

Sage 50 Version 24 onwards comes with the SDO enabled at install. If you are running a Sage 50 version prior to Version 24 or you are running Repeat Billing on a PC/Server without the Sage 50 client installed you will need to manually install the SDO.

*Note:-*SDO =Sage Data Objects –the method used by Repeat Billing to connect to Sage 50
See [Appendix 1](#) for instructions on this.

Note Your Sage 50 Settings

Whilst in Sage 50, note down your serial number and the location of the Sage data that you wish to import into. This information is held under: Help / About:-



You will need the location of the Sage company File Path:-

Program Details

Version Number	26.0.64.0
SBD Desktop Version	15.0.57.0
Report Designer Version	4.0.164.0
Updates Installed	None
Internet Submissions Module Version	3.1.33.0
Program Directory	C:\Program Files (x86) Sage\AccountsServiceV26\
Data Directory	C:\ProgramData\Sage\Accounts\2020 COMPANY.001\ACCDATA
Settings Directory	C:\ProgramData\Sage\Accounts\

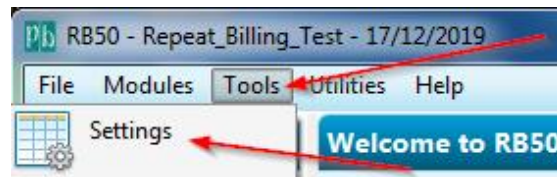
Configuring Repeat Billing

From the programs menu bar run RB50 or you can run it from the desktop shortcut icon that was created as part of the install:-



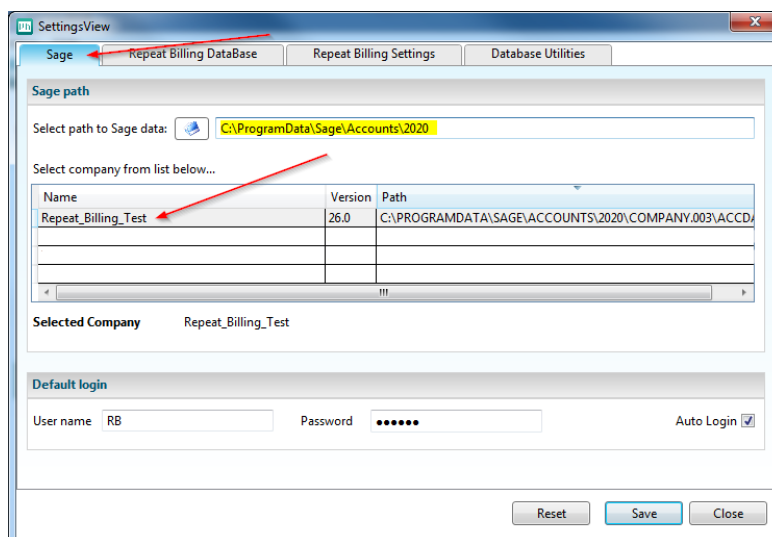
The first time Repeat Billing is opened the settings need to be completed.

Double click on the RB50 icon and go to Tools / Settings:-



Sage Tab

Click on the <Sage> tab. Enter the path to the Sage 50 data folder, this is normally:-
C:\ProgramData\Sage\Accounts\?????. You will then see a list of Sage companies. Select the required company:-



Default Login

Enter the User name and Password for the Sage user that was created earlier:-

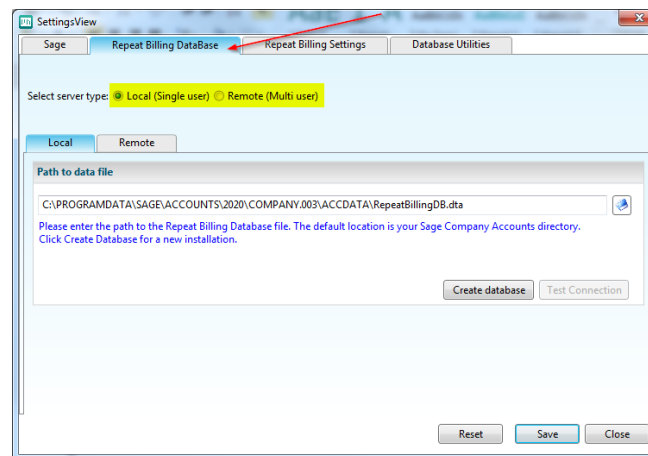


The 'Default login' dialog box contains two input fields: 'User name' with the text 'RB' and 'Password' with masked characters. To the right of the password field is an 'Auto Login' checkbox, which is indicated by a red arrow.

If the "Auto Login" flag is ticked this user name and password will be used to automatically log into RB 50.

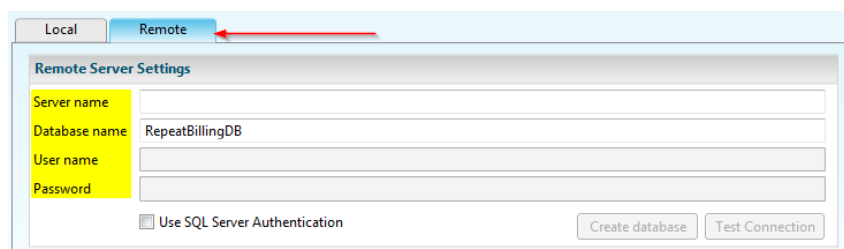
Repeat Billing DataBase Tab

Click on the <Repeat Billing DataBase> tab. Select either <Local (Single User)> or <Remote (Multi User)>



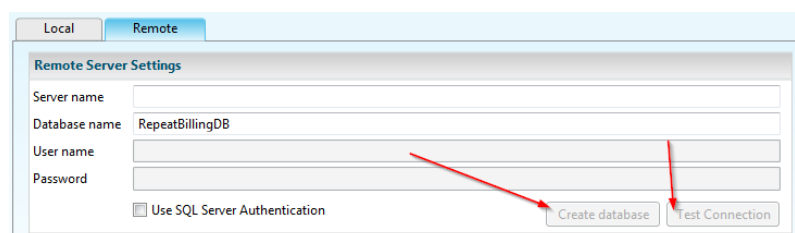
The 'Repeat Billing DataBase' tab is active. Under 'Select server type', the 'Local (Single user)' radio button is selected. Below this, the 'Local' sub-tab is active, showing a 'Path to data file' field with the default path: 'C:\PROGRAMDATA\SAGE\ACCOUNTS\2020\COMPANY.003\ACCDATA\RepeatBillingDB.dta'. A red arrow points to the 'Repeat Billing DataBase' tab. At the bottom, there are 'Create database' and 'Test Connection' buttons.

If <Remote (Multi User)> is selected, click on the <Remote> tab and complete the remote server settings:-



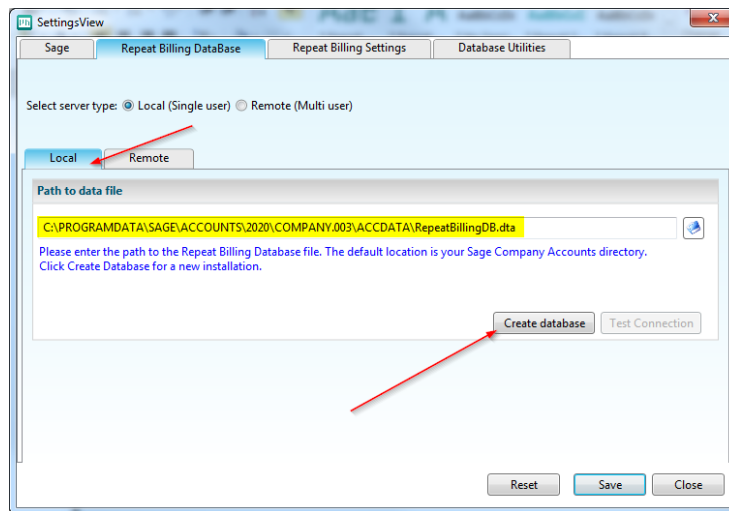
The 'Remote' sub-tab is active. The 'Remote Server Settings' section includes fields for 'Server name', 'Database name' (pre-filled with 'RepeatBillingDB'), 'User name', and 'Password'. A red arrow points to the 'Remote' sub-tab. At the bottom, there is a checkbox for 'Use SQL Server Authentication' and 'Create database' and 'Test Connection' buttons.

Click on <Create database> and then <Test Connection>:-



This view of the 'Remote Server Settings' dialog box shows red arrows pointing to the 'Create database' and 'Test Connection' buttons at the bottom right, indicating the next steps in the process.

If <Local (Single User)> is selected click on the <Local> tab. The default location will be the Sage Company Accounts directory. This can be amended if required. Click <Create database>:-

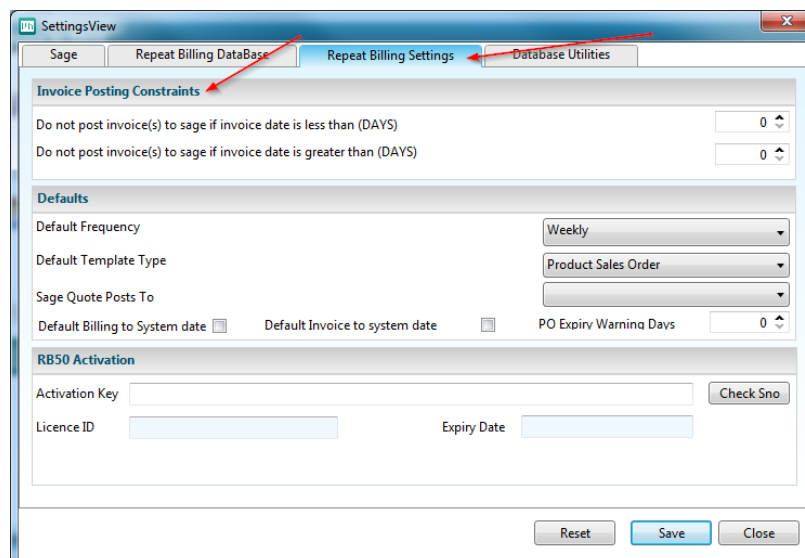


Repeat Billing Settings Tab

This is where the repeat billing defaults and other settings are defined.

Invoice Posting Constraints

Set the Invoice Posting Constraints to determine date control on the posting of invoices:-



Defaults

Set the Defaults:-

Default Frequency – Select from the Dropdown

Default Template Type - Select from the Dropdown

Sage Quote Posts To - Select from the Dropdown

Default Billing to System date – The next billing date will default to the system date

Default Invoice to system date - The generated invoice date will be replaced with the system date

PO Expiry Warning Days - If the purchase order feature is enabled, the template screen will show:

Red if the purchase order has expired

Yellow if the Purchase order is due to expire within these warning days

Defaults

Default Frequency

Default Template Type

Sage Quote Posts To

Default Billing to System date ☐ Default Invoice to system date ☐ PO Expiry Warning Days

RB50 Activation

To licence RB50 please send an email to support@pricebailey.co.uk and inform them that you wish to purchase a license for RB50. We will then arrange for an invoice to be sent out and an activation key will be issued.

In order to generate an activation key you will need to email the Licence ID to support@pricebailey.co.uk:-

RB50 Activation

Activation Key

Licence ID Expiry Date

When you receive the Activation Key copy and paste it into the Activation Key field. Click the button labelled <Check Sno>. If the activation key has been successful, an expiry date will appear.

RB50 Activation

Activation Key

Licence ID Expiry Date

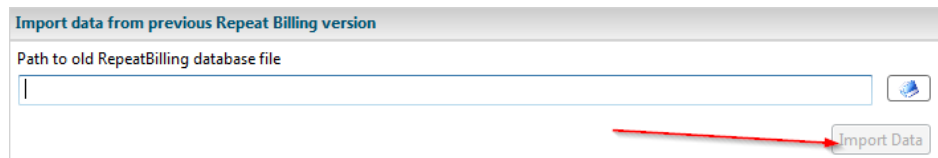
If for any reason you have any errors or the program will not register please let us know at support@pricebailey.co.uk.

Database Utilities Tab

In here you can import data from an old repeat billing database, this is normally done once when upgrading from the RepeatBillingvb6 and should be **done with caution**.

Import data from previous Repeat Billing version

Enter the path to the old database and then click <Import Data>:-

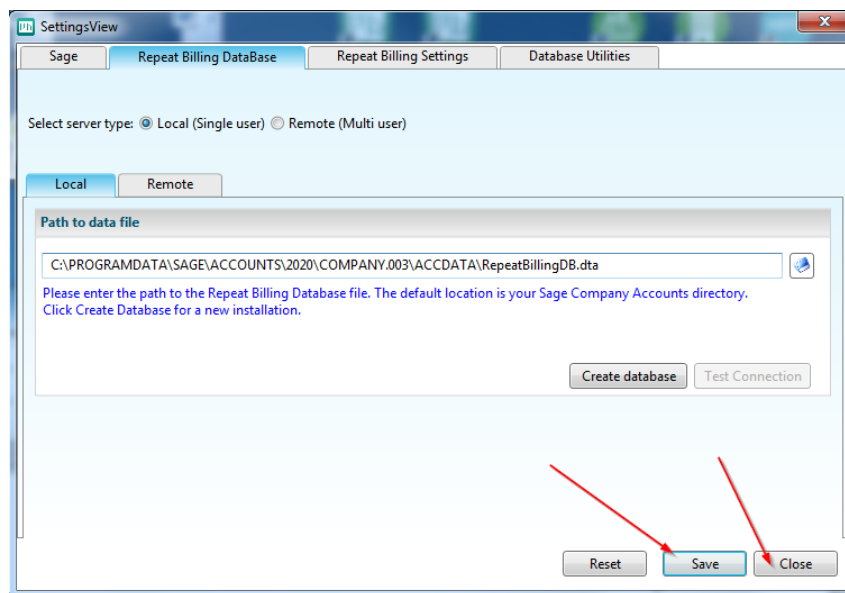


Data reset

Data reset section is a routine that can be run to reset any locks that are on the system. These can sometimes occur due to a crash. To clear the locks click <Clear phantom locks>.



When all the settings have been entered click <Save> and then <Close>:-



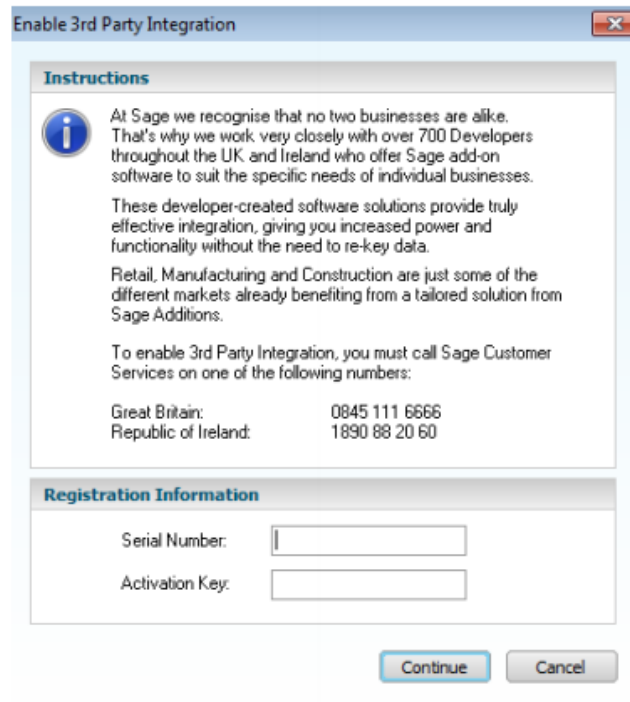
For details on how the program works please refer to the RB50 Operations manual

Appendix 1 – Enable SDO

Repeat Billing uses the Sage data objects to connect to Sage 50. To obtain a key you will need to follow the instructions shown on the third party activation screen. In Sage select Tools/Activation/Enable Third Party Integration

Public SDO activation keys can be found here:-

<https://my.sage.co.uk/public/help/askarticle.aspx?articleid=9342>



Enable 3rd Party Integration

Instructions

At Sage we recognise that no two businesses are alike. That's why we work very closely with over 700 Developers throughout the UK and Ireland who offer Sage add-on software to suit the specific needs of individual businesses.

These developer-created software solutions provide truly effective integration, giving you increased power and functionality without the need to re-key data.

Retail, Manufacturing and Construction are just some of the different markets already benefiting from a tailored solution from Sage Additions.

To enable 3rd Party Integration, you must call Sage Customer Services on one of the following numbers:

Great Britain:	0845 111 6666
Republic of Ireland:	1890 88 20 60

Registration Information

Serial Number:

Activation Key:

*Note:-*This will need running on each PC that has Sage installed and needs to access third party integration. Please keep this key somewhere safe for future reference.