

The Steps to configure sending TOTAL2 Data to an Accountant

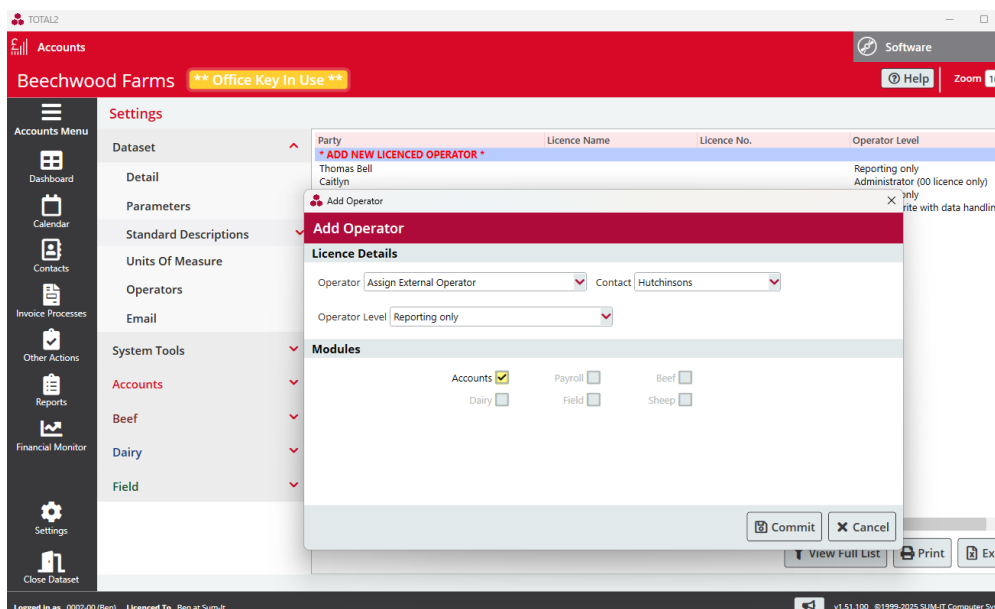
This process depends on whether you run the specific dataset locally on your PC or LAN, or whether you run the dataset in the Cloud.

A. For Datasets run Locally

This needs to be TRANSFERRED to the accountant.

Note: Your Accountant will need to have TOTAL2 installed, with a Sum-It Licence number

1. Log in to the relevant dataset to be transferred to the accountant.
2. In **Contacts** double-click on the accountant's record (or create one) then click on **Edit Contact** on righthand side
 - a. Set **Type** to have Business, Consultant and Operator ALL ticked
 - b. In **Additional Contacts** make sure you have a valid email address for the accountant and that it is set as the **MAIN** contact
 - c. In **Identification Numbers** add the accountant's TOTAL2 licence number in the **Sum-It Company No** (first 4 digits, no need to add the -00)
 - d. **Commit** the changes
3. In **Settings – Data Set – Operators**
 - a. Select **ADD NEW LICENSED OPERATOR**. In the **Operator** box click the drop-down arrow and select **Assign External Operator** then in the **Contact** box, select your accountant.
 - b. In the **Operator Level** set what rights you wish to give them.
 - c. Tick the modules they are to have access to (minimum: Accounts):



(Note there is NO PASSWORD option as this is to connect them to their Accountant licence number)

4. Close the Dataset and use **Maintenance - Transfer Out – External FTP** option and the accountant should be on the list to select.

You can add any additional files, if necessary, then click on **Transfer Out**.

The Accountant will be emailed to say your dataset is there for them to transfer in. The data will be sitting on our FTP site in their folder.

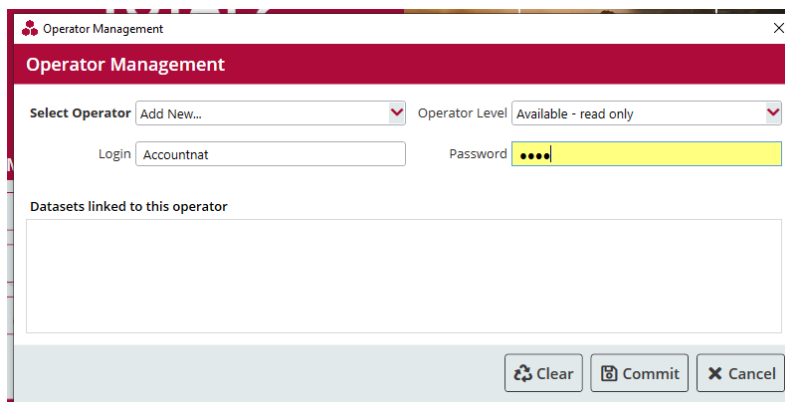
5. The Accountant needs to **Transfer In – From FTP** to collect the data. It is a local OFFLINE copy like a T1 set.

B. For Datasets run in the Cloud

Your Accountant needs to be CONNECTED to the dataset in the Cloud by the Client's licence:

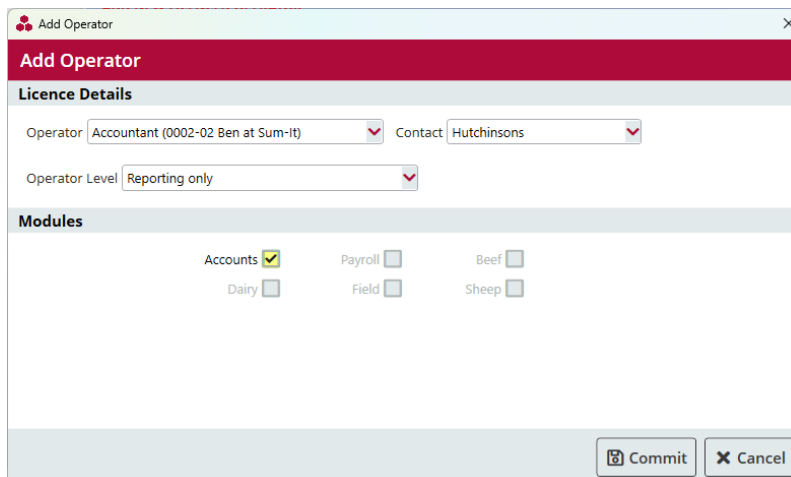
You need to setup the Accountant as an Operator:

1. On the opening TOTAL2 Data Set Screen go to **Maintenance**.
2. Go to **Operator Management**. In **Select Operator** on the dropdown list, select **Add New**. Set the **Operator Level** to be the maximum access they are to have:



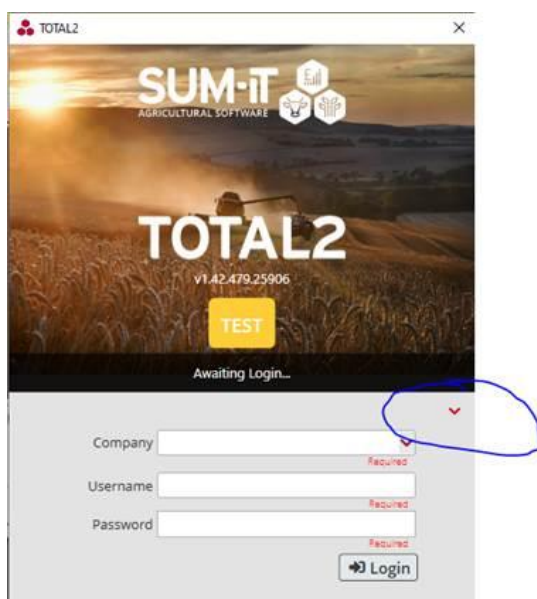
Setup a suitable Login (NOT Admin!) and Password for them to use. Click on **Commit**.

3. Load the set(s) of data that the accountant is being allowed access to.
4. In **Contacts** double-click on the accountant's record (or create one) then click on **Edit Contact** on righthand side
 - a. Set **Type** to have Business and Operator ticked
 - b. **Commit** the changes
5. In **Settings – Dataset – Operators**, click the **ADD NEW LICENSED OPERATOR** option:

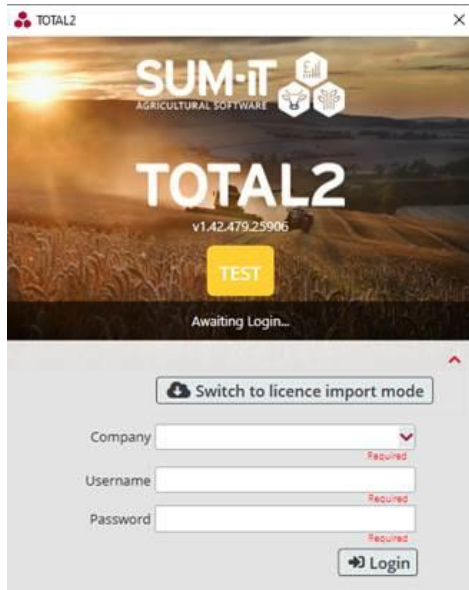


Select the Accountant in the drop-down **Operator** box then select them in the **contact** box. Choose the **Operator level** they need and tick the Accounts Module (password etc is already set) then before you click on **Commit**, just write down the number in brackets next to Accountant under **Licence Details**..

6. Provide your accountant with that specific licence number you wrote down, eg. 1234-04, and the Name and Password assigned to them.
7. On the accountant's system on the initial TOTAL2 login page, they need to click on the drop down:



And put in the details provided to connect to your data:



8. The accountant will then have options to choose the Company they want to connect to.

Note: Cloud data is **live** all the time so, if provided with the necessary permission level, the accountant can make adjustments if needed without needing to 'send' data back etc.

If you have any queries setting this up, please contact our Support line on 01844 213003.