

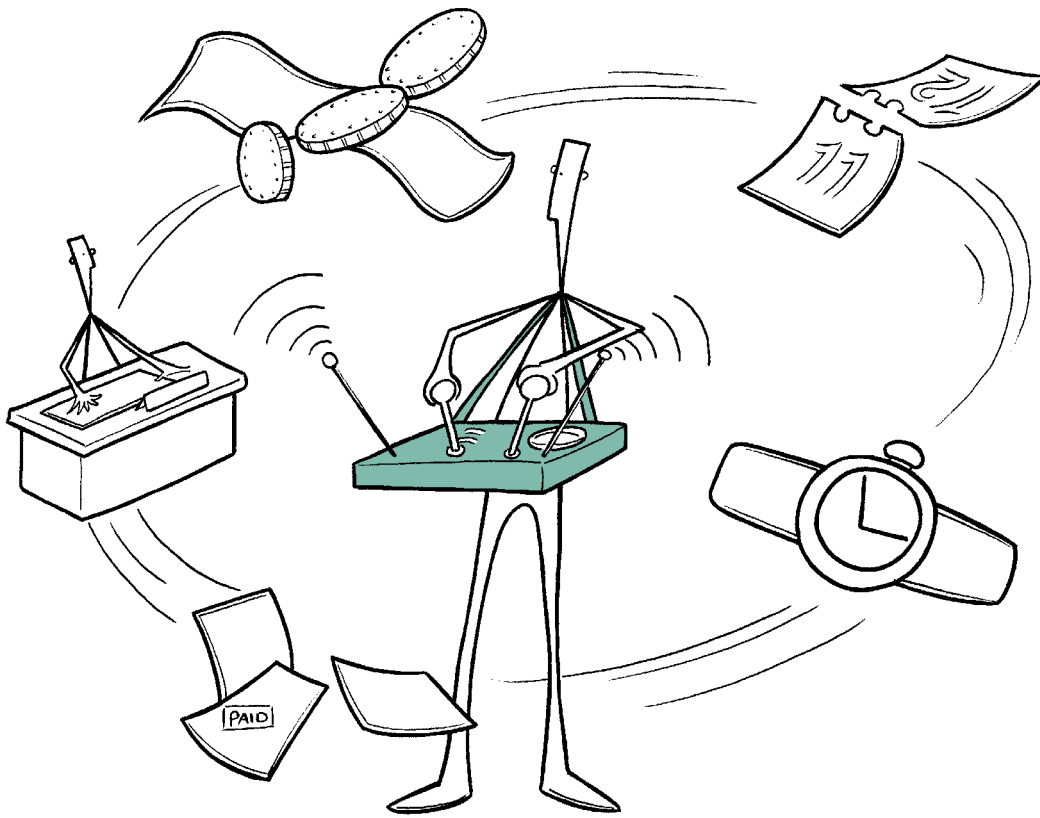


## Sage Line 100 Upgrade Guide

sage

# 200

Financials and  
Commercials



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## **About this Guide.**

This guide highlights the feature differences between Sage Line 100 v7 and both the Sage 200 Financials and the Sage 200 Commercials packages. If you feel that you may have outgrown your current software, your Business Partner will be able to work with you to understand how our Sage 200 Commercials and Financials applications could meet the changing needs of your business.

# Moving on from Sage Line 100

**For many years, Sage Line 100 has been the market-leading accounts and trading solution in its class. With over 20 years' development behind it, Sage Line 100 has a full range of modules and third-party add-ons to suit the needs of most businesses.**

Newer technologies are now available that have allowed us to apply our knowledge of financial and trading requirements to create the next generation accounts and trading software, ready to meet customers' challenges for the next 20 years.

Additionally, businesses are looking to deploy software across their departments to interconnect data and processes to enable greater efficiencies.

**The new Sage 200 Suite** embodies this approach, incorporating a next generation accounts and trading application within a wider suite of business management software. This integrates information from finance, distribution, manufacturing, marketing, service operations and more.

Made up of a number of powerful modules the Sage 200 Suite offers a broad range of applications and software from which you can pick and choose. Each application is designed to operate independently to fulfill your immediate needs, whilst giving you the option to continue to add complementary software within the suite, if and when required.

"We were using Sage Line 100, which was a good product and was sufficient for the size of our business. As we grew, we realised that we needed to move to a larger and more dynamic software."

**Richard Grethe, Focus Pharmaceuticals, Sage 200 Commercials Customer**

# Introducing the Sage 200 Financials and Commercials Packages

The Sage 200 Financials and Commercials applications operate as powerful standalone accounts and trading packages whilst also forming part of the newly launched Sage 200 Suite. Evolving from their previous incarnations as Sage MMS, built on the .NET platform and using the latest Windows technology, Sage 200 Financials and Commercials offer unrivalled usability and impressive scalability. A broad range of complementary software is also available from third party developers that extends the system to your exact needs.

Straightforward and easy to learn, Sage 200 Financials and Commercials offer the ideal 'out of the box' support software to many companies with complex business processes, while their architecture offers enormous flexibility in customisation. As a result they can easily adapt to your businesses processes and requirements, with the capacity to develop in line with your future growth and development.

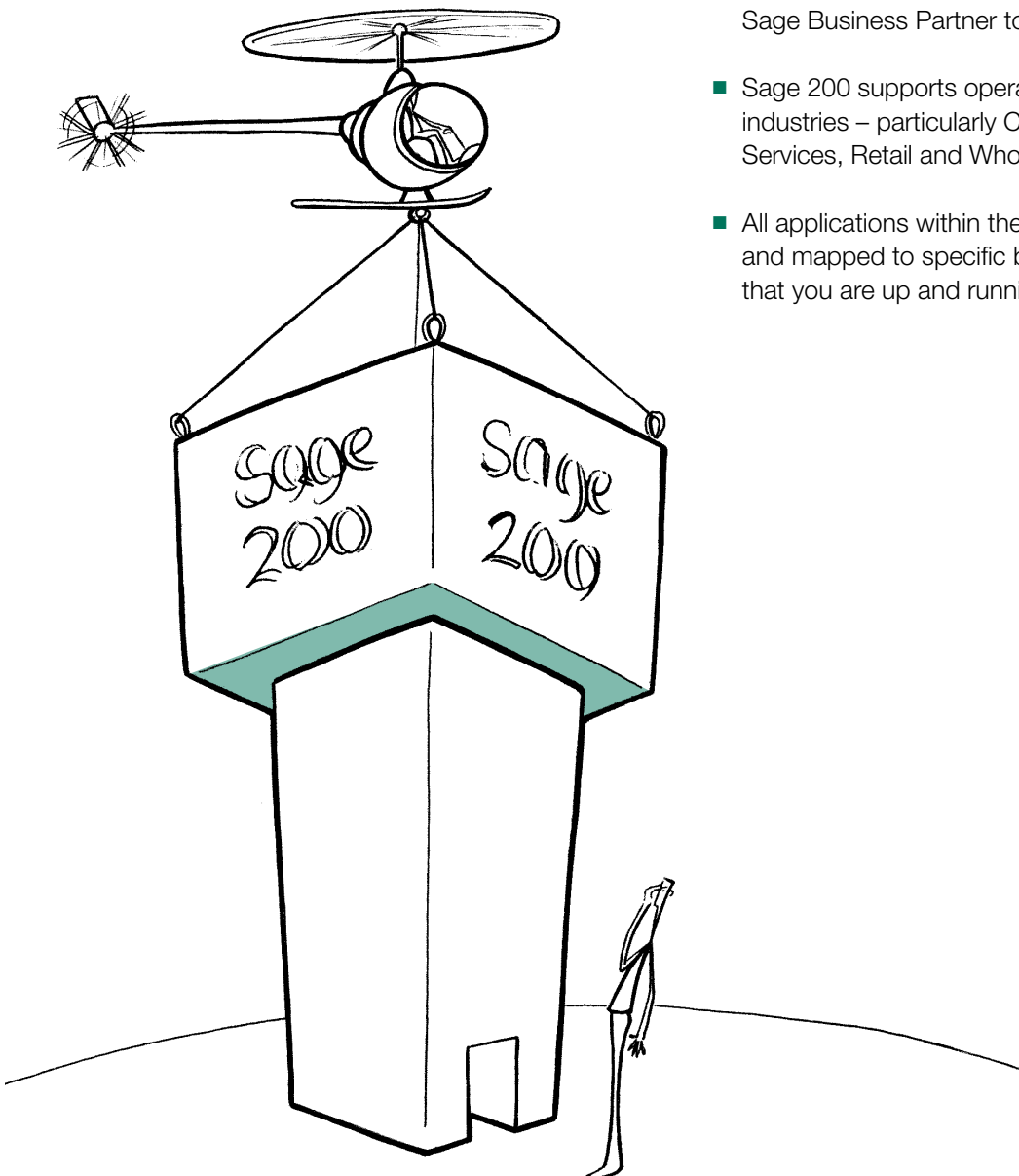
**Talk to your business partner about how and when moving to Sage 200 Financials and Commercials will be right for you or contact us directly on 0845 111 9988 to find out more.**

## Sage 200 Financials and Commercials Overview

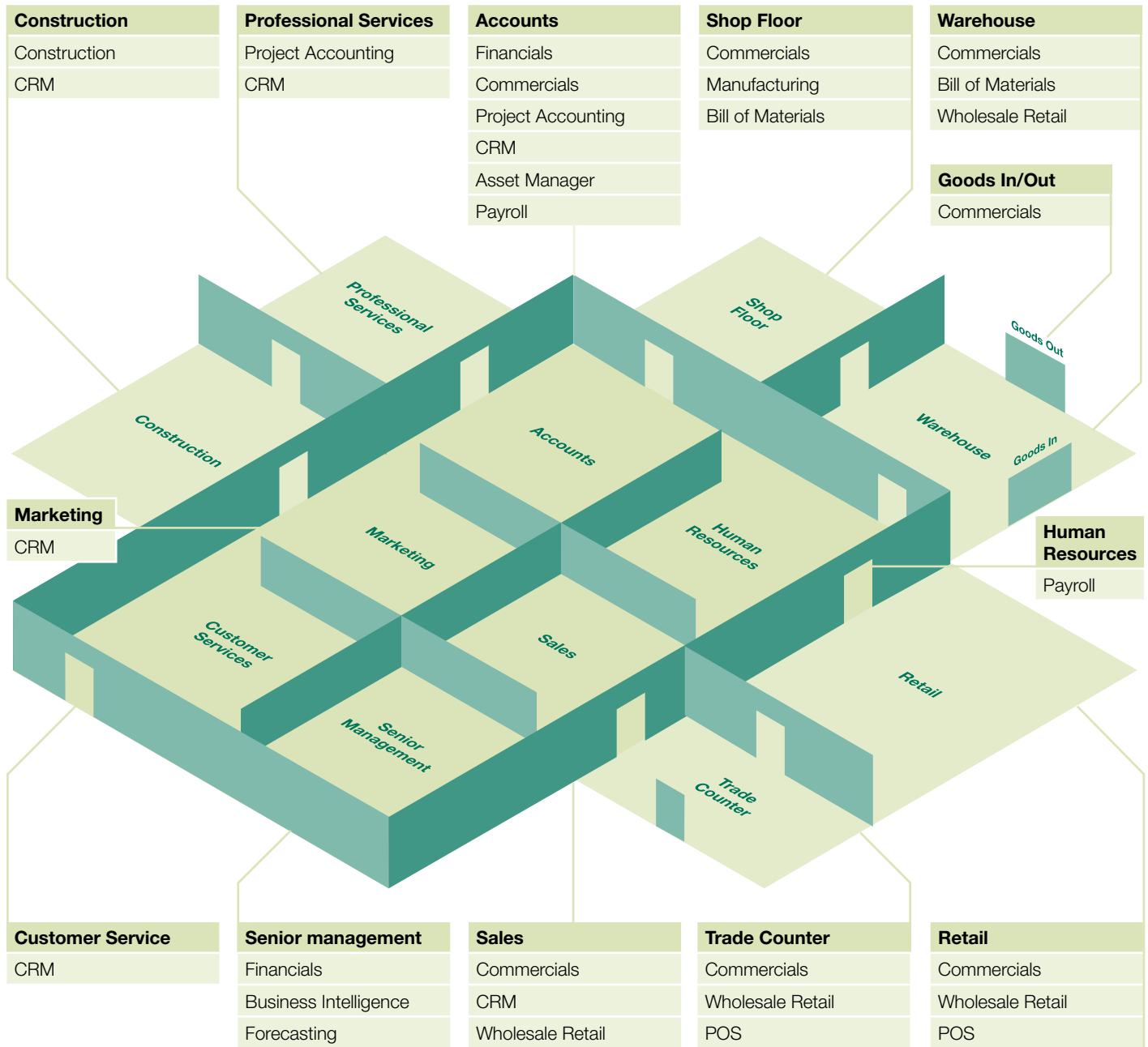
- Made up of powerful modules, designed to work together to help your business run more smoothly and efficiently.
- Sage 200 Financials comprises of the core financial ledgers to manage your fiscal processes.
- The Sage 200 Commercials package includes all the Sage 200 Financials modules, plus a set of modules to help you administer your day to day business operations including stock control, pricing, sales order processing and purchasing.
- Offers detailed reporting and analysis, to give you the information you need to make more informed business decisions.
- Provides you with unparalleled control over your distribution and supply chain.
- Flexes to match the way your business actually works.
- Quick to install and easy to use - you are up and running in days, with minimum disruption.
- Reliable, backed by over 25 years of Sage software development.
- Network-ready, supporting multiple users simultaneously.
- Built upon industry standard SQL relational database technology.
- Designed to utilise the latest version of the .NET architecture and integrate with your latest Windows operating system.
- Key information is available in the desktop, using Sage 200 views - with details just a click away.

## Sage 200 Suite Overview

- A comprehensive management system for every aspect of your business, integrating information from finance, distribution, manufacturing and service operations.
- Sage 200 Suite is made up of a number of applications and modules including the Sage 200 Financials and Commercials packages.
- Sage 200 offers you the ability to manage your processes from start to finish. For example, acquiring a new customer through to order fulfilment and customer service.
- The flexibility of being able to install standalone applications within the suite at different times means you can upgrade different areas of your business separately – minimising disruption.
- Each module is flexible and can be fully customised by a Sage Business Partner to suit your processes.
- Sage 200 supports operations specific to specialist industries – particularly Construction, Manufacturing, Services, Retail and Wholesale/Distribution.
- All applications within the suite can be quickly deployed and mapped to specific business requirements, ensuring that you are up and running quickly.



The Sage 200 suite provides you with integrated software for every part of your business, from accounting to customer service, from the shop floor to sales and professional services to retail.



**Notes**  
 CRM - Customer Relationship Management  
 POS - Point of Sale

# System Wide

The tables below highlight the key features of Sage 200 Financials and Commercials, that represent enhancements to functionality found in Sage Line 100 v7.

Description	Explanation	Benefit	Example
<b>Sage Line 100 data conversion.</b>	A data checking and migration tool quickly transfers your Sage Line 100 data into Sage 200 Financials and Commercials.	You can carry your data forward with confidence.	
<b>Built on the .Net framework. - .Net2.</b>	The Sage 200 Financials and Commercials applications have been built using the latest development languages and technologies.	Adoption of the .NET technology future proofs Sage 200 Financials and Commercials, facilitates exploitation of web services and reduces development time.	
<b>SQL Server Database.</b>	Data entered into Sage 200 Financials and Commercials is stored in a 'best of breed' relational database.	Sage 200 Financials and Commercials are built upon industry standard relational database technology. This technology provides a number of benefits including scalability, security, self tuning, improved data integrity and easy integration with other applications (for example Microsoft® Excel).	
<b>List based User Interface.</b>	Information in a ledger is presented in the form of a continuous list which can be sorted (ascending/descending) according to the column headings, for example, a list of customers in Sales Ledger. You can now configure which columns appear on their lists as well as applying and saving filters to produce lists for particular activities (debt chasing etc). By selecting multiple rows from the list, you can perform a range of appropriate actions by right-clicking or selecting an option from the toolbar.	<p>You now have flexibility in how to work within either Sage 200 Financials or Commercials. Using the 'function-based' approach, you can perform the same task on a number of records. For example, raising sales order.</p> <p>The 'list-based' approach works in a range of ways, for example, starting with the chosen records of a customer, supplier or stock item and then performing a range of actions on them. Adoption of a list-based approach streamlines a number of business functions.</p>	
<b>Desktop views.</b>	The Sage 200 Financials and Commercials packages utilise an interactive 'desktop' that incorporates a number of amendable 'views'. A view presents the information relevant to you on screen, without the need to run reports or enquiries. The view also provides a number of processing options on the information presented.	Sage 200 Financials and Commercials can be tailored to the exact needs of each user, prioritising the information and processes of each user and automatically placing it at their fingertips, maximising efficiency.	The Sage 200 Financials or Commercials desktop of a particular user could include views showing stock item below re-order level, and sales orders due for despatch. The user can then interact with the view selecting orders and despatching them.
<b>Integrated logon (optional).</b>	Sage 200 Financials and Commercials have the ability to use an integrated logon with the Microsoft Windows Operating System. If this option is enabled and the Sage 200 Financials and Commercials username is the same as your Windows login name, when running Sage 200 Financials or Commercials the product will launch without the need to login.	If enabled, users no longer need to type their usernames and passwords to login to Sage 200 Financials and Commercials. This increases launch performance and removes the need to remember several usernames and passwords.	
<b>Integration with ACT! Premium 2007.01.</b>	Along with the full Sage 200 CRM application, Sage 200 Financials and Commercials integrate with ACT! Premium 2007.01, Sage's contact management system. You can manage both your financial information and your business contacts in one place.	Integration between the Sage 200 Financials and Commercials applications and ACT! provides you with a consistent and single view of your business contacts. Giving you a single source of shared information reduces the duplication of data entry, and improves customer service and staff satisfaction levels.	

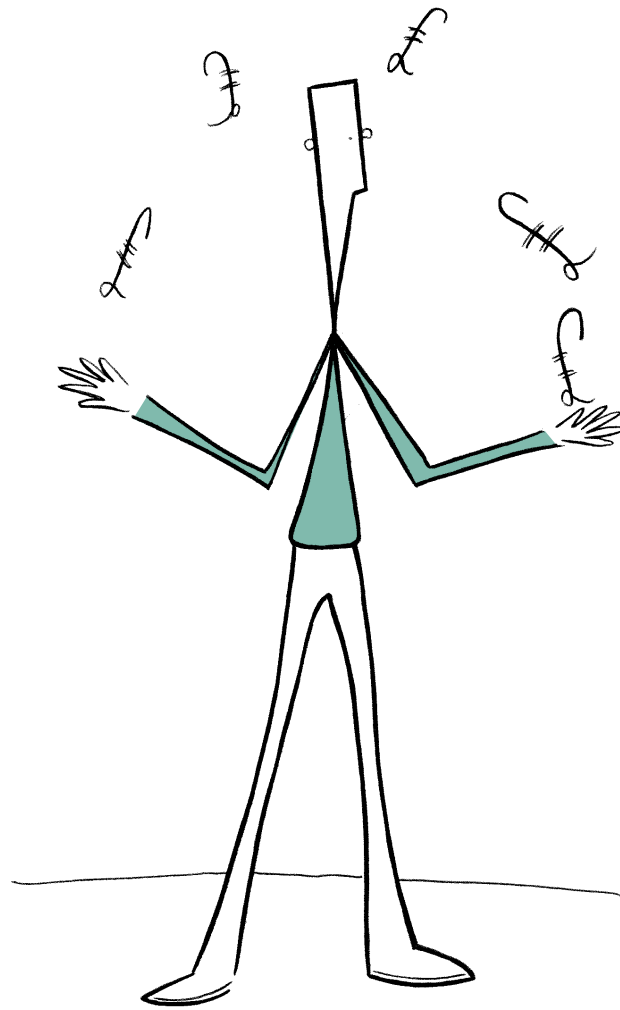
## Microsoft Excel Integration

Enhanced Microsoft Excel integration allows information from Sage Financials and Commercials to be quickly and easily pulled into an Excel spreadsheet without the need to re-key or manually export or import data. A library of Excel functions is supplied to allow information to be pulled directly from Sage 200 into Microsoft Excel for analysis. Sample spreadsheets are supplied for Profit and Loss, Balance Sheet and Key Performance Indicators. It is easy to amend these or create new spreadsheets to suit your own business.

Description	Explanation	Benefit	Example
<b>Ability to send information directly to Microsoft Excel.</b>	Microsoft Excel is heavily used in businesses as a means to analyse information. Sage 200 Financials and Commercials allows the user to send information from a list view or form directly to a spreadsheet.	Exporting information such as budgets from the Nominal Ledger in Sage 200 Financials and Commercials into Microsoft Excel is now quicker and easier. This information can be modified and manipulated in Excel and re-imported into Sage 200 Financials and Commercials.	
<b>Information from Sage 200 Financials and Commercials can be accessed directly from within Microsoft Excel.</b>	From within Microsoft Excel, a range of data fields in Sage 200 Financials and Commercials can be selected from a list using the Microsoft Excel function button.	Microsoft Excel is the tool of choice for customers wishing to analyse financial and other data. This is now considerably simpler to do with Sage 200 Financials and Commercials.	A Profit and Loss or sales report can be created in Excel, that can be updated with the latest information at the click of a button.
<b>Functions are described in plain English.</b>	Data fields in the 200 Financials and Commercials database may not have names that are particularly meaningful to end-users; when accessing data from Sage 200 Financials and Commercials via Microsoft Excel, plain English descriptions will be used.	Ease of use.	MonthSaleByProductName.
<b>Sample reports provided 'out of the box'.</b>	The Microsoft Excel integration means that new reports can be built from scratch to suit the customer's exact requirements, however a number of prewritten reports are included with the product.	Customer can get immediate benefit from this feature.	Key Performance Indicators, Profit and Loss, Balance Report, Sales by Product.
<b>Sage 200 Financials and Commercials security model is used.</b>	To access Sage 200 Financials and Commercials information via Microsoft Excel, users must have valid Sage 200 Financials or Commercials usernames and passwords.	Access to information without security being compromised.	
<b>Excel reports can be accessed from within 200 Financials and Commercials.</b>	From the 200 Financials and Commercials menu, the pre-written Excel reports can be accessed directly. Excel is started with the appropriate report open. Subsequently-written reports can also be added to the menu for direct access.	Quick access to the functionality.	

# Sage 200 Financials

Managing the day to day running of your business, this fully integrated package has been developed to provide you with unrivalled business control and management reporting, utilising information held in the Nominal Ledger, Cash Book, Sales and Purchase Ledgers.



“Sage 200 Financials has provided us with the flexibility and control that we needed and has enabled us to make better use of our resources. As a result of highly flexible reporting structures and vastly improved information access, our decision making processes have improved substantially too.”

**Pamela Dowds, Senior Finance Officer, Theatre Royal**

Description	Explanation	Benefit	Example
<b>Support for Open Period Accounting with up to 20 periods.</b>	Periods can be open, closed and re-opened as required; the following years period structure can also be set up in advance. Tight controls can be provided through a user access table and full auditability.	As a business currently using Sage Line 100, you may wish to continue using 12 or 13 periods with only the current period open. However you have the option of adopting a more flexible model by utilizing analysis, with up to 20 periods in each financial year.	
<b>Transactional analysis.</b>	Transactions raised from Sage 200 Financials can be associated with an analysis code.	You can report across Nominal Codes, Cost Centres and Departments for example to track a particular job or project.	A newspaper company produces fortnightly free newspapers and would like to track the profit/costs associated with each run. Rather than creating a separate cost centre and department for each fortnightly edition, they can use a transactional analysis code for each edition and therefore quickly gain the reports they require.
<b>Foreign currency trading.</b>	Realised loss or gains are automatically posted on allocation and a full audit history of all currency loss or gains is available via a drill-down or report.	Sage 200 Financials will deal with both realised and unrealised exchange rate differences, providing a full audit of all losses or gains against a transaction.	A customer pays you in \$US, based on the daily or period exchange rate rates you can revalue the debt at a time that suits you. If the payment is received at a different exchange rate to the invoice, Sage 200 Financials will post the realised gain or loss at that point and provide a full history.
<b>Foreign currency trading Nominal Ledger.</b>	For each Nominal Ledger transaction, the value in base currency (for example sterling) is stored along with the currency and exchange rate of the originating document – for example a sales invoice raised in Euros.	Management reports reflect the value of transactions in base currency and in the exchange rate applicable at the time of posting. Revaluations are therefore more accurate.	
<b>Foreign currency trading utilising period or spot exchange rates.</b>	Sage 200 Financials allows you to specify the exchange rate for a given date range, as well as allowing the usage of a spot exchange rate. Where a currency uses both spot and period exchange rates the default can be set against a customer or supplier.	Flexibility to fit your business.	
<b>Retro P&amp;L, aged balance and other financial information available on standard reports.</b>	Separate reports for prior periods are replaced with date selection criteria on standard reports.	Quickly access current or historical data.	
<b>Nominal Ledger drill-down.</b>	You can view the Nominal Ledger in the form of a Profit and Loss and Balance Sheet, drilling down to view nominal accounts and all related transactions.	From a top-level view of your overall numbers, drill down to the detail in a few clicks. The Nominal enquiries can also use a hierarchal structure, giving combined views for all cost centres and departments.	From an overall Overheads figure, drill down to see where the major expenses are being incurred.
<b>Easy Nominal Code creation.</b>	The Nominal coding structure in Sage 200 Financials can be created code by code or by using an automated creation routine to create a range of nominal codes, cost centres and departments.	Quickly set up new Nominal accounts.	

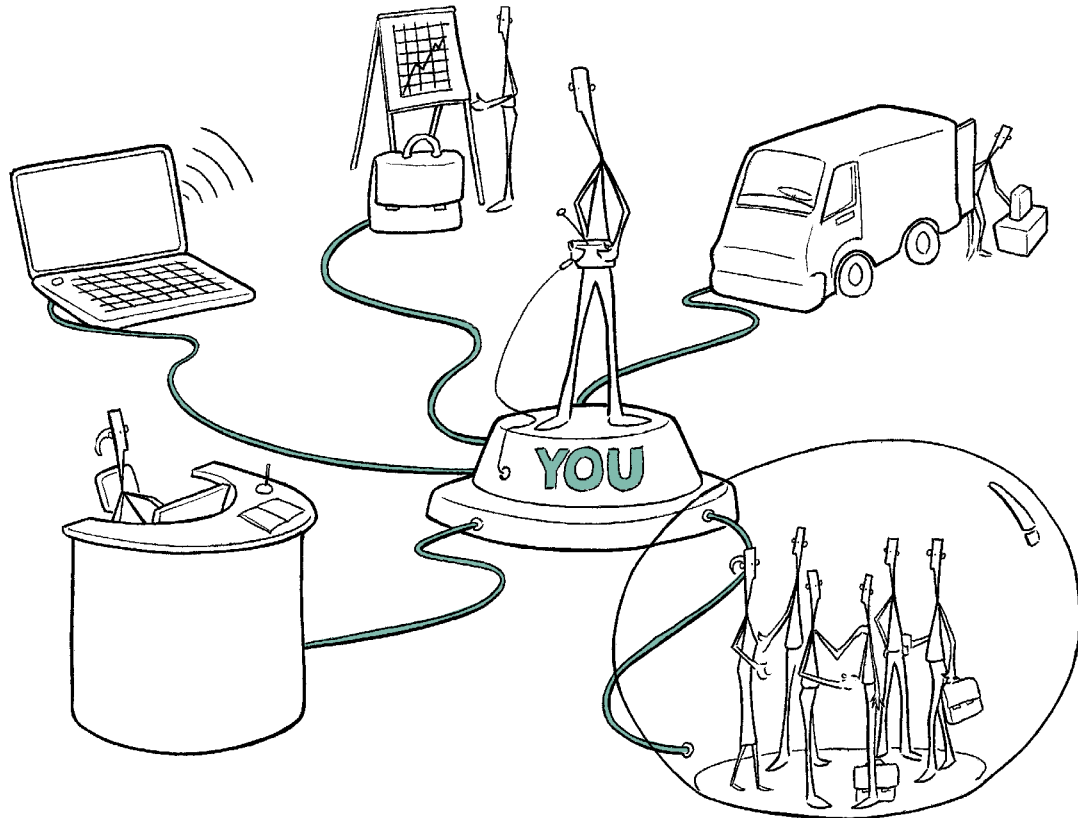
Description	Explanation	Benefit	Example
<b>Trading periods.</b>	The Sales and Purchase Ledger can utilise trading periods which can match the opening period accounting structure or have their own date range structure.	Greater analysis. The Sales and Purchase Ledgers can be configured to match the open period accounting structure or to support a different structure for example daily, weekly, fortnightly, monthly or a mixture.	In a retail environment, sales could be analysed on a weekly basis, while the Nominal Ledger retains the monthly structure required for The P&L and Balance Sheet Reports.
<b>Colour-coded alerts during data entry.</b>	During data entry, colour-coded alerts supplemented with explanatory text warn the user if there is any potential problem. Amber warnings allow the user to continue if they wish, while red warnings denote a more serious problem that requires action.	Allows rapid data entry, alerting the user where there is a potential problem without interrupting workflow unnecessarily.	The amount entered on a sales invoice will take a customer over their credit limit. A warning alerts the user to this fact; if the user is authorised to override credit limits the warning will be amber, otherwise the warning will be red and the sales invoice cannot be saved without authorisation.
<b>Unlimited analysis codes.</b>	Each customer and supplier can be categorised using unlimited analysis codes.	Detailed analysis can be produced using the unlimited analysis codes provided in Sage 200 Financials. The codes created can be linked to the Sales or Purchase ledger and a list of valid values provided to ensure accuracy of the data captured.	Detailed reports can be produced in the Sales Ledger using a number of analysis codes, for example region, sales representative, industry type, customer rating, account manager, partner etc.

Nominal Ledger: View and drill down on your Financial data.

Description	Explanation	Benefit	Example
<b>Multiple trader contacts.</b>	Sage 200 Financials now allows the storage of an unlimited number of contacts, roles, telephone numbers and other contact information.	More customer and supplier contacts details can now be stored and retrieved from Sage 200 Financials offering greater flexibility, improved contact visibility and more informed staff.	
<b>Credit reference information.</b>	Information about a customer's or supplier's credit rating, account terms, payment times and important dates can now be stored directly against their record, along with the option to perform an on-line credit check.	Full visibility of important credit information in one place allows users and businesses to efficiently and effectively monitor, identify and report on their customer or supplier status.	
<b>Opening balances set up only once.</b>	Opening balances are entered once at set-up, along with any unpresented cheques - removing the need to adjust opening balances retrospectively. Further unpresented cheques can be entered later via standard transaction routines.	In line with good accounting practice.	
<b>Grouped transactions in Cash Book.</b>	Improvements to the Cash Book group transactions function, allows the user to drill down from the paying in slip to the individual postings.	The individual postings that make up a grouped Cash Book transaction can be clearly and easily viewed.	
<b>Ability to change the nominal code on free text invoices.</b>	Users can now change the nominal code and enter a transaction analysis code on free text invoices.	Allows you greater flexibility and improves your budget analysis.	
<b>Multiple selections on the bank reconciliation form.</b>	A multiple selection tick box has been added next to each line on the bank reconciliation form.	The user can clearly identify items that have been ticked and are therefore marked for reconciliation – reducing errors.	
<b>Audit trail file created by each posting routine.</b>	Rather than automatically printing or sending audit trails to the spooler on completion of a posting routine, Sage 200 Financials adds audit trail records to a file that can be printed or archived.	Flexibility to archive audit files electronically or print them. Reduces the size of the spooler file, cuts down on housekeeping and ensures that a clear audit trail is maintained automatically.	

# Sage 200 Commercials

The Sage 200 Commercials package includes all of the Sage 200 Financials modules, plus a set of modules to help you administer your day to day business operations including stock control, pricing, sales order processing and purchase order processing.



"It's an easy package for any individual to use, no matter what their financial experience, and this makes our job so much easier."

**Graham Jenney, Financial Director, Budget Windows**

## Stock Control

Sage 200 Stock Control allows you to organise and closely manage your product lines. You can manage different stock locations independently, in terms of replenishment, sales, reporting and stock takes. Custom search categories and wildcard searches will assist you in managing large numbers of product lines. Serial and batch controlled items can be managed, and you can buy and sell in different units of measure.

Description	Explanation	Benefit	Example
<b>Landed costs</b>	<p>Landed Costs represent the 'true' cost of buying an item. For example a business importing goods from abroad would have to pay the suppliers cost for the item as well as any import charges or duty.</p> <p>Product groups or stock items can be flagged up as using Landed Costs. The method to be used - either a fixed amount or a percentage of the stock item cost - can be specified for each.</p>	Accurate costing can be achieved to represent the actual cost of importing goods, including the supplier costs and any import duties.	
<b>Supplier price lists.</b>	Sage 200 Commercials allows a list and last price to be recorded against a stock item linked to a supplier. Users can also specify (per item) whether the list or last price is used at the point of purchase ordering.	Accurate stock pricing can be achieved when raising orders, by minimising mistakes on entry of cost prices. Users also have the flexibility to maintain the default stock price manually or via an import.	
<b>More realistic stocktake process (e.g. cyclical stock takes).</b>	Most businesses don't shut a warehouse to do a stock-take - they'll only count the most valuable items, or schedule stock-takes for particular products. Sage 200 Financials and Commercials supports these methods.	Sage 200 Financials and Commercials works the way you work.	
<b>Default fulfilment methods.</b>	Customer orders can be fulfilled using a number of methods including from your own stock, from a supplier via stock and from a supplier direct to the customer. These settings can be overruled at the point of sales order entry.	Flexibility to match your supply model and to handle exceptions.	You choose not to stock a high value item, instead shipping direct from your suppliers to your customers.
<b>Stock item search categories.</b>	In Line 100 you can only search by stock code. With Sage 200 Commercials, each stock item has specific fields that can be populated with keywords, used when searching for particular products.	Don't need to know stock codes to find items. Quickly find items based on product characteristics appropriate to your product lines; speed up order entry and improve customer service by quickly being able to offer a selection of products to meet customers' requirements.	Find all blue shirts in size 16.
<b>A stock item may have a batch number associated with it.</b>	A stock item may have a batch number associated with it.	Track items which need to be purchased, stored and sold in batches.	Wallpaper is bought and sold in batches to ensure colour consistency.
<b>Serial numbers can be autogenerated.</b>	Sage 200 Commercials gives you the option to automatically generate the next number in the sequence for traceable items. Your stock record will hold a number of new settings including the next sequence number, the format of the number which includes date, order number, padding, prefix and separator options.	Fits your existing serial and batch numbering schemes. Improved accuracy and reduced time taken to enter new serial and batch numbers.	100 SIM cards with consecutive numeric ID numbers are purchased and put into stock. Rather than key all ID numbers individually, the first serial numbers are autogenerated.

Description	Explanation	Benefit	Example
<b>Traceable item analysis attributes.</b>	You can store up to fifteen additional pieces of user defined information with each batch or serial numbered stock item.	Gives you the ability to instantly access important information that relates to the product.	You may record QA Standards or Inspector references for a stock item.
<b>Facility to assign default 'use by' dates.</b>	With Sage 200 Commercials you are able to assign a use by date to each traceable stock item. This date can be specified in days, weeks, months or years.	Default use by dates saves the user time as the system automatically applies a use by date when traceable stock items are booked in.	You may automatically assign a use by date of 2 months when a perishable item is booked into stock.
<b>Serial numbers do not have to be unique.</b>	Generally, serial numbers will be unique (particularly if self-generated). However this may not be the case if multiple suppliers are used for serial numbered items.	Flexibility to fit in with supplier serial number schemes.	Supplier x serial number for product a is the same as supplier y serial number for product a or b.

The screenshot displays the 'ST - Amend Stock Item Details' window. At the top, the title bar reads 'ST - Amend Stock Item Details'. Below the title bar, the 'Stock item' section contains a 'Code' field with 'ACS/BLENDER' and a 'Name' field with 'Professional Blender 5 Speed'. A series of tabs (Details, Analysis, Suppliers, Alternatives, Locations, Attachments, Memo, Comments) are visible below the code and name fields. The 'Details' tab is active, showing several sections: 'Item classification' with 'Product group' set to 'ACCESSORIES' and 'Product type' set to 'Stock'; 'Item status' with 'Current status' set to 'Active' and an empty 'Inactivation date' field; 'Trading settings' with 'Stock unit' set to 'Each' and 'Tax rate' set to '1 - Std Rate'; 'Manufacturer details' with 'Manufacturer' set to 'ABS Ltd' and 'Part no' set to 'MO33349-92'; 'Label printing options' with 'Label printing option' set to 'Label required per item'; 'Sales orders' with 'Allow sales orders' checked; 'Costing method' with 'Cost method' set to 'FIFO' and 'Average buying price' set to '£ 27.62569'; 'Item description' with a text area containing 'Professional 5 speed combination blender. Available in black, white and chrome.'; and 'BOM details' with radio buttons for 'Component' (selected), 'Built item', and 'Phantom item'.

**Stock Control:** The stock record allows for unlimited characters in the description field. Stock items can be inactivated or removed from sale if required. Other enhancements to the stock record include unlimited suppliers and supplier price lists and search categories, allowing for more detailed analysis and accurate searching.

Description	Explanation	Benefit	Example
<b>Traceable items can have an alternative reference which can be autogenerated.</b>	A new field allows an alternative reference number to be entered for each traceable stock item.	Increased flexibility.	An original computer manufacturer serial number can be recorded along with the self-generated serial number should a warranty issue arise with the original manufacturer.
<b>Facility to archive traceable items.</b>	Traceable items can be archived.	Reduces the amount of irrelevant information presented on queries and reports, improving systems performance.	
<b>Stock take routine option to include negative items.</b>	Sage 200 Commercials has the option to record the 'real' stock level for items with a negative level on the system. Further options specify whether items with outstanding purchase order receipts can have a value recorded.	Allows businesses that have fast moving stock who use the stock level routine to realign their stock levels quickly and accurately, giving a more complete view of the stock held in their business.	
<b>Unlimited buying prices per item.</b>	In Line 100 5 buying prices can be recorded - with Sage 200 Commercials this is now unlimited. Therefore keeping accurate records of all buying prices for all individual stock items.	Supports margin-based selling (i.e. cost-plus).	I have 100 of this product in stock - I paid £40 for 50 of them, 20 cost £45 and 30 cost £42.
<b>Unlimited suppliers per item.</b>	Line 100 only allows 5 suppliers to be specified per item; this is now unlimited. Sage 200 Financials and Commercials stores additional information such as price last paid and when supplied.	Greater flexibility, assisting you to purchase from multiple suppliers.	Ideal when you always need to secure the best prices on high-volume, low-value commodity items that are readily available from multiple sources.
<b>Unlimited alternative stock items.</b>	In Line 100 2 alternatives can be specified - with Sage 200 Commercials there are unlimited stock items.	Allows you to quickly specify a range of alternatives if a product is out of stock.	Batteries - many brands are available for each type, and for many consumers these are interchangeable.
<b>Default comment lines for picking lists and despatch notes.</b>	Stock items can have specific picking and handling instructions stored against the stock record. Comments can be edited or replaced at order entry.	The rights goods are despatched at the right time in the right packaging.	A particular item needs to be packaged and handled in a certain way, the information is entered against the stock item and automatically passed down to the warehouse.

"Sage 200 Commercials was very easy to use, and offered a comprehensive traceability module. In the pharmaceutical industry we have a large emphasis on batch traceability, being able to track the product from where it's being made to the point of consumption. If there's a recall required with that product, we need to be able recall the product back through the whole supply chain. Sage 200 Commercials does that for you, which is normally something you would have to buy a SAP® or an Oracle® product for."

**Richard Grethe, Focus Pharmaceutical**

Description	Explanation	Benefit	Example
<b>Short and Extended stock descriptions and choice of description used for orders/Invoices.</b>	In Line 100 you have a 1 x 60-character field, with Sage 200 you have a 1 x 60-character and an optional unlimited text box. You are able to choose to use long or short descriptions as appropriate.	Fuller and more detailed product descriptions can be used for websites, invoices and other documents. More presentable, appropriate and informative documentation.	Use a concise product description on an invoice but a full product description on the website. Some products may need a longer product description (e.g. computer systems with different configurations).
<b>Sales Order Flag.</b>	Sage 200 Commercials allows you to set a flag against stock items to determine whether they should be excluded from the Sales Ordering process.	The Sales Order Flag reduces the number of inappropriate stock items visible to sales people, preventing possible errors and speeding up the selection of valid sales order items.	A company that assembles stereo systems may not sell the speakers separately. Therefore, by disabling the sales order setting against the speakers they would not appear in the list of stock items for sale.
<b>Allows label production.</b>	Each stock item record now holds a flag to specify whether a label is required.	The system will automatically determine whether labels for stock items or batches are needed, and if so will generate them on receipt of the goods.	
<b>Full warehouse information including address and re-order level.</b>	Sage 200 supports multiple warehouses where full details can be recorded. For example independent reorder levels for individual warehouses can store full address details.	All warehouses can always have essential items in stock. Could save time and money as a complete order could be fulfilled from a single warehouse.	
<b>Information can be moved from the 'live' Stock History file to an 'Archive' database and easily viewed.</b>	Fully completed transactions can be archived from Stock History, as well as Sales Orders and Purchase Orders. Users can view archived information, being able to drill down and around the information held within that archive.	Improves performance by reducing the amount of 'live' data being used by the program. Detailed historical information is still readily available although not taking up space in 'Live' database.	
<b>Ability to rename the 'Unspecified' bin.</b>	This 'Unspecified' default bin can be renamed to match customer requirements.	Matching customer requirements helps businesses run more efficiently.	
<b>Batch numbers do not have to be unique.</b>	Generally, batch numbers will be unique (particularly if self-generated). However this may not be the case if multiple suppliers are used for batch numbered items.	Flexibility to fit in with supplier batch number schemes.	Supplier x batch number for product a is the same as supplier y batch number for product a or b.
<b>Traceable items can have 'sell-by' and 'use by' dates associated with them.</b>	Traceable items can have 'sell-by' and 'use by' dates associated with them - goods past their sell-by date are flagged by a colour-coded warning.	Effective management of perishable goods.	Food wholesaler sells dairy products with 'sell by' and 'use by' dates - so knows which products to sell first.
<b>Record notes against a stock item.</b>	Notes can be stored against a specific stock item, with a record of who created the note, when it was created and whether the note is active.	Notes that are relevant to a stock item can now be stored directly against that stock item.	A particular product is going end of life with a supplier.

## Price Book

Sage 200 Price Book allows you to easily manage prices and discounts across your customer base. Supporting two types of pricing schemes - discount-based and price-band based, it allows you to create 'communities' of customers to attach to either kind of scheme – or combinations of the two.

Description	Explanation	Benefit	Example
<b>Extends concepts found in Sage Line 100 v7 and earlier, gathering into a single area.</b>	Introduces a more comprehensive, more manageable model for managing prices and discounts across your customer base. Sage 200 Commercials supports two types of pricing schemes - discount-based and price-band based, and allows you to create 'communities' of customers to attach to either.	Supports a wide range of complex business models.	You may have a pricing scheme based on discounts or on standard product price bands - Sage 200 Commercials will support both.
<b>Unlimited prices per item.</b>	Line 100 supports 5 price bands per stock item (perhaps used for foreign currency pricing in some instances); Sage 200 Commercials offers unlimited price bands. Also, these bands can now be re-named.	With more price bands, Sage 200 Commercials supports more detailed pricing schemes; and with custom labels it's easier to understand and maintain prices.	You could have one price band for Retail, one for Platinum customers, one for Web sales.
<b>Customer price and discount groups.</b>	You can create customer price groups or 'communities' to attach to individual price schemes.	You can create a complex pricing or discount scheme, then apply it to multiple customers without having to recreate it each time. By categorising your customers in this way you can easily make sense of the pricing that should apply to each.	Create 'Platinum', 'Gold' and 'Silver' customer groups with standard pricing schedules.
<b>Prices in foreign currency.</b>	A given price band can be set up with a particular currency. You can then attach customer price groups to that price band.	Easily manage prices in more than one currency.	A firm supplies the same products to the UK and countries in the Eurozone. Products are set up with dual pricing and customers are then specified as Euro or Sterling customers.
<b>Prices for different stock units of measure.</b>	You can set a specific price for each unit of measure (e.g. bottle, case and crate) rather than adjust discounts to do this.	Be flexible enough to easily sell products in quantities that suit different customers.	A wine merchant could offer £5 for individual bottle, £55 per 12-bottle case, £100 for 24-bottle crate.
<b>Unlimited quantity breaks for discounts.</b>	Line 100 has 10 volume breaks, in Sage 200 Commercials this is unlimited.	Greater flexibility, particularly for businesses supplying a wide range of large and small customers.	Stationery could be purchased in small quantities by individuals or departments, or much larger quantities by centralised purchasing departments.

Description	Explanation	Benefit	Example
<b>Price book validation including profit check.</b>	You can instantly see the margin on an individual product sale (if authorised).	Give sales people margin guidelines to allow them to win sales while protecting your profit.	
<b>Ability to specify a price band on the customer record.</b>	The ability to link a price band and default discount group to a customer.	This speeds up the creation of new customers, as all information can be entered in the customer record.	
<b>Ability to delete a price book band in the Price Book module.</b>	Unused price bands can now be deleted.	Improved housekeeping and reduced possibility for error.	

**PB - Prices for Stock Item**

Stock item

Code: ACS/BLENDER    Name: Professional Blender 5 Speed

Stock unit: Each

Selling prices

Price Band Name	Use ...	Price	Currency
Standard	<input checked="" type="checkbox"/>	256.50000	Pounds Sterling
Trade	<input type="checkbox"/>	251.00000	Pounds Sterling
Retail	<input checked="" type="checkbox"/>	256.50000	Pounds Sterling
Loyalty	<input type="checkbox"/>	280.00000	Pounds Sterling
European	<input type="checkbox"/>	150.00000	Euro
USA	<input type="checkbox"/>	190.00000	US Dollar

Save    Close

**Price Book:** An unlimited number of prices can be maintained for each stock item. Specifying different currencies, ensures accurate pricing for sales overseas.

## Sales Order Processing

The Sage 200 Sales Order Processing module gives you control of the entire procedure, from raising quotations to capturing the order and ensuring stock availability, to despatching goods and creating the invoices. Documentation is produced efficiently as part of this workflow as and when required, including picking lists, order acknowledgments, delivery notes and invoices. Sage 200 Commercials has been designed to ensure that orders are entered quickly and accurately, and that customer queries can be dealt with promptly and with confidence.

Description	Explanation	Benefit	Example
<b>Choice of full or rapid order entry.</b>	Rapid order entry assumes that standard pricing and delivery addresses are used. Orders can be entered with as few as three clicks. Full order entry mode allows for full flexibility - change discounts, add non-stock items, free text items etc. Switch from one to the other as necessary.	Rapid order entry is ideal for quick entry of straightforward orders quicker service, happier customers. If something out of the ordinary is needed, a click of a button takes them to Full Order Entry mode.	Entering an order using Rapid Order Entry, an operator realises that a different delivery address will be needed. No problem - a click of a button takes them to Full Order Entry mode where they can do this.
<b>Trade Counter processing.</b>	Supports a sales model where goods are taken away by the customer on the spot; this could be on account or a cash transaction could take place. Quickly creates an order, allocates and despatches stock, generates and prints an invoice.	Fast processing of orders at the counter - quicker service, happier customers.	A builder's merchant mainly supplies account customers by delivery, but has a trade counter where the public can buy items or account customers can quickly take away products with an invoice.
<b>Mix order entry types within a business.</b>	One part of the business could use Trade Counter, another Full Order Entry, another Rapid Order Entry.	Rather than one size fits all, different operators or departments can use an order entry system that suits them.	The warehouse has an outlet which uses the Trade Counter module while telesales in the office upstairs use a mix of Rapid and Full Order Entry.
<b>Full link for 'Back to Back' orders.</b>	When you enter a sales order for an item not normally carried in stock, a purchase order can be automatically raised to the item's supplier. However you have the flexibility to choose whether to use any on-hand stock first.  The back to back order settings also allow you to choose whether back to back orders are kept as separate Purchase Orders or are grouped together on one Purchase Order.	Flexibility to match your purchasing model and handle exceptions.	You choose not to stock a high value item, instead shipping direct from your supplier to your customers. However, a customer has recently returned one of these items, so you choose to ship this returned unit when you next receive an order.
<b>Choice of "first come - first served" or controlled stock allocation.</b>	In Line 100, stock is allocated either on a 'First Come, First Served' basis, or manually. Sage 200 Commercials affords greater control, for example by prioritising certain customers or scheduling against deliveries.	Ensure that important customers are automatically given priority.	Without manual intervention, an order from a customer you need to keep happy is allocated stock over a cash customer.
<b>Stock allocation sequencing</b>	Your stock items can be allocated to Sales Orders in a chosen priority, either by:  *Use by date *Sell by date *First in first out for traceable items *Bin order with the user defined *Largest or smallest quantity first	Provides greater control and flexibility in stock allocation. You are able to specify how your stock is allocated to which customers in line with your current processes.	If you are producing a line of perishable products with a short shelf life, you can ensure you set allocation by the use by date ensuring those products that are about to expire are sent to your customers first.

Description	Explanation	Benefit	Example
<b>Order Profitability</b>	With Sage 200 Commercials you can record an original 'estimated' profit for a stock item; the actual profit is then updated either at the point of despatch or when invoiced.	Ensures your profit analysis is accurate.	
<b>Stock availability is easily visible at order entry.</b>	Stock balances are visible for all warehouses at order entry.	A user can give accurate information to customer about availability without leaving the Sales Order Entry screen.	A customer asks for 2 of an item, but the system tells the operator that there is insufficient stock in the default warehouse. Clicking a button shows that there is 1 available in the default warehouse but a further 30 in another warehouse. Operator places an order to ship from the other warehouse.
<b>View entire order on single screen.</b>	In Line 100 order details are spread over more than one screen. Sage 200 Commercials brings everything onto one screen.	Quick and efficient customer service all information easily to hand.	A customer has a number of queries about a particular order. You can answer them quickly, without keeping the customer hanging on.
<b>Record payments with orders.</b>	Easily take a deposit for an order (record whether full payment or deposit is received when an order is created). In Line 100 this has to be done manually.	Easily take deposits for high-value items and manage the subsequent payment of balances.	An account customer sends cheque with order, but the cheque doesn't cover the order. A quick call to the customer and they agree to put the balance on account. Sage 200 Commercials automatically creates an invoice that shows £75 paid and £25 still owing.
<b>Ability to enter and store negative invoice lines.</b>	Negative free text items are allowed on a Sales Order to represent any part exchanges agreed as part of the order. The system provides the safeguard of checking that the order has a positive balance before saving.	By allowing part exchanges as part of the sales order routine, it removes the need to raise a credit note after the customer has placed their order. Which in turn saves time, ensures more accurate information is held and customer service is improved.	
<b>Cash account orders.</b>	In Line 100, all order are pre-set as account orders. These are already created in Sage 200 Commercials.	Easily manage a mix of cash and account customers.	
<b>Payment method for each order stored.</b>	Allowable payment methods can be predefined, and recorded at order entry.	Assists in reconciling actual receipts with expected receipts.	Retailer knows that today's takings should be £75 in cheques, £400 in Visa payments, £1600 in cash etc.
<b>Customer Pricing Enquiry.</b>	Additional enquiry screen in SOP that shows the price of a particular item, with applicable discounts, for a particular customer. Stock item balances can also be accessed from this screen.	Deal with 'price & availability' enquiries without using the Sales Order Entry or Quotation screens.	
<b>6 analysis codes per order line.</b>	Each order line can be accompanied by up to 6 custom analysis codes.	Sales can be analysed to a superb level of detail, to suit the individual business.	A sales line item could be identified not only by sales person but also by lead source and coupon code.
<b>Despatch process allows part despatch without editing order.</b>	In Line100, it's not that straightforward to part despatch - i.e. send out less product in one go than has been allocated to the order.	Flexibility to ship product as it suits you.	The whole quantity won't fit on the van - you'll need to send some today and the rest tomorrow.
<b>Improved process for consolidating invoices.</b>	Sage 200 Commercials consolidates separate orders onto a single invoice.	Give your customers the flexibility to place multiple orders yet only have to process a single invoice.	Customer wants to get a single invoice for five separate orders, to speed up processing.
<b>View alternative stock items during order entry.</b>	Sage 200 Commercials can quickly suggest alternatives if a product is out of stock.	Offer a speedy and helpful service to your customers.	Batteries - many brands are available for each type, and for many consumers these are interchangeable.

Description	Explanation	Benefit	Example
<b>Cancelled order lines file.</b>	In Line 100, if an order line is cancelled that information is lost. Sage 200 Commercials keeps a full history of cancelled items.	Analyse cancelled items for patterns.	Have customers been claiming volume discounts then cancelling? Is a sales person cancelling orders the day after month end? Is a particular product always getting cancelled, because it's always out of stock?
<b>Unlimited additional charges per order.</b>	In Line 100 only two additional charges - e.g. delivery, carriage etc. are supported. This is now unlimited in Sage 200 Commercials.	Greater flexibility.	You have additional charges for carriage, weekend despatch, installation/demonstration etc.
<b>Comment Lines.</b>	Items on a sales order can have instructions entered at the point of raising the order. These instructions can be passed down from the Stock Item.	Default comments can be passed down relating to a stock item from the stock file, however, the user can amend or enter a new instruction while creating the order.	A particular customer wants an item delivering on Friday between the hours of 10 and 11. These instructions are entered onto the order, the item is picked, packed, despatched and invoiced at the right time.
<b>Sale return cost management</b>	You can specify whether an operator is able to enter an estimated cost price on orders and returns.	A cost can be associated with a stock item being returned from a customer, therefore maintaining accurate profit analysis.	
<b>Control of tax codes</b>	Certain organisations in the UK are tax exempt. The tax code on a customer record can be optionally set to always override the stock item tax code on a sales order line.	This option ensures that the system automatically inserts the correct default tax code on sales order lines that would be VATable for most businesses, without manual intervention, therefore saving time.	
<b>Introduction of multiple invoice layouts.</b>	Sage 200 Commercials allows a default layout and a customer-specific invoice layout to be created. Customer-specific invoice layouts are stored against each customer account, so the correct layout is used whenever an invoice is printed for that customer. An override feature allows the default customer layouts to be overridden if a set of copy invoices with uniform format are required for internal filing.	These improvements mean that customers can be better served, customer facing documentation is improved and processing time is reduced. By allowing multiple layouts in one print run, it removes the need to rename layouts and run multiple print runs, based around different customer ranges.	
<b>Ability to provide the EC Sales List in XML format.</b>	As of June 2006 all submissions for EC Sales must be made via the electronic submissions upload link provided on the HM Revenue and Customs website. Sage 200 Commercials can provide this information in the format required.	Ensure customer that your company's procedures are compliant with legislative requirements.	
<b>Drill down from order to invoice (and reprint).</b>	A Sales Order may have several related invoices; you can drill down from a Sales Order to a specific invoice, then print it if required.	Easily reprint invoices when customers require it.	
<b>Edit stock description during order entry.</b>	The stock description appearing on the invoice can be edited if necessary.	Description could be tailored for a particular customer - demonstrating a more customer-centric approach.	Products have different names in different countries (e.g. bonnet vs hood) and some words have negative connotations in other cultures. Sage 200 Commercials allows you to accommodate such considerations without setting up multiple stock items.

Description	Explanation	Benefit	Example
<b>Profit levels can be shown for the full value of an order, if the user is authorised to see this information.</b>	Profit levels can be shown for the full value of an order, not just for each order line. Profit can be viewed on saved orders, not just at order entry. It can also be reported on.	The user can see the full picture of the profitability of an order.	A special price on item could be given, knowing that the other items buoy up the overall profitability.
<b>View status or price details of order lines.</b>	Toggle between a view showing the price details for each order line, and a view showing details of allocated, despatched and invoiced quantities.	All information easily at hand.	A customer query on the status of an order can be quickly dealt with.
<b>Show discount calculation during order entry.</b>	Sage 200 Commercials will show how a price has been arrived at – useful if complex pricing schemes are used.	Quickly and confidently answer when a customer queries a price.	
<b>User privileges.</b>	Users can be set up with their own variable rights to change prices, override credit hold, view profit etc, as appropriate.	Empower sales people to have appropriate responsibility and therefore speed up the sales process.	An order being placed would take a customer over their credit limit. The team leader doesn't have to log out and back in as supervisor to authorise the sale.
<b>Prospect quotation</b>	With Sage 200 Commercials you can store quotations for prospective customers without a sales account on the system. On conversion of the order Sage 200 will prompt for a new account to be created or for the order to be linked to an existing account.	Ensures that your sales ledger only records actual customers rather than prospective customers, keeping your financial system 'clean'.	A potential customer calls to check your prices and request a quotation, on successful conversion of the quote a customer account can be created.
<b>Order line history showing allocation, despatch and invoice entries.</b>	In Line 100, you may know that items have been sent but you can't quickly see when. Sage 200 Commercials allows you to drill down on an order line to see when the items were allocated, despatched and invoiced quickly.	Quickly get all the facts about an order - particularly important when answering customer enquiries.	A customer rings up asking about a particular order - they've received some items but not all. Drilling down on the order lines reveals that the remaining 5 items were sent out this morning.
<b>Sales Invoices can be sent electronically via BASDA-compliant XML message (Sage Transaction E-mail).</b>	If the customer is flagged as being able to accept transaction e-mail documents, sales invoices will be sent electronically via the 200 Commercials Sales Order Processing module. An industry-standard (i.e. BASDA) XML message is created from the Sales Invoice and sent via Microsoft Outlook. If the recipient has Sage Line 50, Sage 200 Financials, Sage 200 Commercials or other BASDA-compliant software, they can import this directly into their accounts system. Otherwise, they can just receive it into Outlook and print it off.	Removes much of the paper trail involved in doing business with customers. Saves on postage costs.	
<b>Sales Orders can be received electronically via BASDA-compliant XML message (Sage Transaction E-mail).</b>	A customer can send a Purchase Order from their BASDA-compliant software, which is then received into the Sage 200 Commercials Sales Order Processing module via Sage Transaction E-mail.	Saves time and potential errors in keying customer orders.	
<b>Sales Order Information can easily be viewed in the archive database</b>	Users can view archived information, being able to drill down and around the information held within that archive.	Detailed historical information is still readily available although not taking up space in 'Live' database.	
<b>Extended support for repeat orders.</b>	Filter repeat orders so that only due orders are shown.	Speed up processing of orders from your regular customers.	

## Purchase Order Processing

Sage 200 Commercials manages the entire Purchase Order Processing procedure, from creating a purchase order to checking goods received against purchase order and supplier invoice. Automated processes help you to manage your supply chain with confidence and efficiency - ensuring that the correct goods are always received and paid for.

Description	Explanation	Benefit	Example
<b>View entire order on single screen.</b>	An entire order - including all line items - is now available on a single screen.	If you're querying a supplier about an order, or entering an order, the process is speeded up and made easier because all information is to hand.	
<b>Order generation with price negotiation.</b>	Sage 200 Commercials can compile lists of what you should order based on shortfall (by warehouse, if necessary) and what's required for back-to-back orders. You can then choose who to buy from and what to pay (the system defaults to the last buy price). Sage 200 Commercials will then create a set of reports to base your negotiations on; once you're satisfied that you've got the best deal it will create and collate a series of Purchase Orders for you.	Saves time, organises workflow, cuts down on paperwork and improves efficiency.	Sage 200 Commercials calculates what product is needed to replenish stock at your three warehouses. It presents you with the prices you last paid from a selection of suppliers for those items, and you ring those suppliers to negotiate from there.
<b>Full link for 'Back to Back' orders.</b>	Sage 200 Commercials has a full link between SO's and PO's, so you can see the effect of the non-availability of a product on a particular PO, or the effect on a PO of the cancellation of a SO line.	Ensures that you can quickly identify which customers will be affected by non-availability of a product (and demonstrate good customer service by informing them quickly).	Your supplier is unable to supply a line item on a PO from you, and cancels that line. You quickly see that you have a customer waiting for that item, and proactively contact them to inform them (and offer an alternative).
<b>Standard cost variance processing.</b>	If you use standard costs, there may be a variance between the actual purchase price and the Standard Cost. This would traditionally need reports, journals and calculations to clear. Sage 200 Commercials keeps a running variance for each stock item, with a process to clear these down to an appropriate nominal code.	Minimises work required to clear variances.	You buy for £10 but your standard cost is £11. You sell the item based on the £11, leaving £1 'floating about'. Sage 200 Commercials keeps track of this and clears down to a nominal code you call Stock Value Adjustments.
<b>Choice of delivery addresses</b>	Orders raised with your suppliers can be delivered to a number of delivery addresses including your own different premises, customers, suppliers, subcontractors and ad hoc addresses. As part of the goods received routine the system will record an inward and outward stock movement automatically.	Sage 200 Commercials supports complex supply and delivery models.	A kitchen fitter may want the flat packs delivering to his home address for preparation before delivery to the customer.
<b>Delivery address per order line.</b>	In Line 100, you would need to create multiple POs or add notes in the comments fields to have items delivered to different addresses; Sage 200 Commercials allows you to specify different addresses for line items on the same PO.	Save time and paperwork by creating single orders for a supplier - even when the goods are needed at different warehouses.	You have three warehouses, and want to replenish stock at all three from the same supplier. Rather than create three POs, you can put the entire order on one.

**Purchase Order Processing:** When raising purchase orders, different delivery dates and locations can be specified, enabling the goods to be received in stages and delivered to more than one location.

Description	Explanation	Benefit	Example
<b>Write off incomplete orders.</b>	In Line 100, you can't close an order if it's not completed (e.g. if an item never actually turns up). Sage 200 Commercials allows you to write the order off.	Accurate, realistic and up to date reporting.	You order some goods from a supplier who send all but two items which are out of stock. They remain out of stock and are subsequently discontinued. You write the order off.
<b>GRN (Goods Received Note) processing.</b>	Line 100 supports 2-way invoice matching (i.e. match order to invoice). However, some businesses use a 3-way matching process (order, invoice and delivery) and Sage 200 Commercials supports this.	You get full control when matching up the order, the invoice and the delivery - including where there are multiple order and delivery note numbers.	You order 10 items; these are invoiced on two separate invoices and arrive in three deliveries of 6, 2 and 2 respectively. Sage 200 Commercials allows you to fully track this process.

Description	Explanation	Benefit	Example
<b>Disputed invoices.</b>	If there's a mis-match between an order and an invoice in Line 100, you can accept the invoice or not enter it at all. With Sage 200 Commercials you can record the invoice but flag it up as disputed. It won't go through to the Purchase Ledger until the dispute has been resolved - either by accepting it 'as is' or matching it to further deliveries or a credit note. You can also generate reports on disputed items.	Rather than having 'problem' invoices sat on a desk and not entered at all, they'll be in the Sage 200 Commercials system - making it easier to identify their status.	You order 10 items for a total of £1000, but the invoice shows 9 for a total of £1000. You want the goods urgently so you ask the supplier to forward on the missing item, and accept the invoice against the goods actually received.
<b>Improved process for matching invoices to orders.</b>	Sage 200 Commercials calculates a running total when matching invoice line items to orders - rather than a total at the end.	Save time and make the matching of orders and invoices less error-prone.	You place an order with a supplier for many line items; there's a mismatch when the invoice arrives and Sage 200 Commercials allows you to quickly establish which line item is wrong.
<b>6 Analysis codes per order line.</b>	Each Purchase Order line can be accompanied by up to 6 custom analysis codes.	Purchases can be analysed to a superb level of detail, to suit the individual business.	Specify which department an order line is destined for, whose budget it should come from, if it's for internal use, for a particular promotion, etc.
<b>Unlimited additional charges per order.</b>	In Line 100 only two additional charges - e.g. delivery, carriage etc. are supported. This is now unlimited.	Greater flexibility.	You can account for additional charges for carriage, weekend despatch, installation/demonstration etc.
<b>Cancelled order lines file.</b>	In Line 100, if an order line is cancelled that information is lost. Sage 200 Commercials keeps a full history of cancelled items.	Analyse cancelled items for patterns.	Is a particular product from a particular supplier always getting cancelled, because it's always out of stock? If so, should you look at a different supplier as first choice?
<b>Ability to allocate stock to Sales Orders at the point of goods received.</b>	At the point of booking stock in from a Purchase Order, Sage 200 Commercials allows the user to view and allocate stock to outstanding Sales Orders that are awaiting the items, without having to enter sales order processing and allocate the stock manually.	Improves efficiency and improved customer service as stock can be allocated as soon as it's booked in.	If you have an urgent order for an important customer you are able to allocate that stock as soon as it arrives at your warehouse.
<b>Order line history showing receipt and invoice entries.</b>	Sage 200 Commercials gives you full traceability of orders.	See the complete 'story' of an order line - invaluable when troubleshooting an order.	You've received 5 items but were invoiced for 4; you can see when they were received, whether they were on one or more orders etc - and therefore have all facts to hand when you call the supplier to query.
<b>Purchase Orders can be sent electronically via BASDA-compliant XML message (Sage Transaction E-mail).</b>	If the supplier is flagged as being able to accept transaction e-mail documents, purchase orders will be sent electronically from the Sage 200 Commercials Purchase Order Processing module.	Removes much of the paper trail involved in doing business with suppliers. Saves on postage costs.	
<b>Purchase Invoices can be received electronically via BASDA-compliant XML message (Sage Transaction E-mail).</b>	A supplier can send an invoice from their BASDA-compliant software which is then received into the Sage 200 Commercials Purchase Order Processing Ledger via Transaction E-mail.	Saves time and potential errors in keying supplier invoices.	
<b>Purchase Order Information can easily be viewed in the archive database.</b>	Users can view archived information, being able to drill down and around the information held within that archive.	Detailed historical information is still readily available although not taking up space in 'Live' database.	

## Introducing Sage Report Designer

The Report Designer used in used in Sage 200 Financials and Commercials will be familiar to anyone who has use Sage Line 50. We have added an inbuilt WYSIWYG Report Designer tool to help you to edit and automate your current reports.

Description	Explanation	Benefit	Example
<b>Easy to use WYSIWYG Report Designer.</b>	Edit any of the 250+ reports supplied with Sage 200 Financials and Commercials, or create new reports and documents from scratch.	Quickly design reports to give you precisely the information you need to make critical business decisions.	A full range of reports across all modules is supplied, along with a large number of standard letters, invoices, order acknowledgments and other documents.
<b>Within a report, new values can be calculated using a series of expressions.</b>	The Expression Engine is a straightforward yet powerful tool within the 200 Financials and Commercials Report Designer that can be used to build 'expressions' (rather like formulae). These expressions can be used to calculate values on a report.	Easy to create calculated fields on reports.	An invoice could have some text saying "you could save £x if you pay this within y days", where x is calculated from the early settlement discount and invoice total, and y is pulled from the sales ledger account.

## Customisation and Integration

### Customisable to meet specific business requirements

We know that no two businesses are alike, but no matter what your needs are you'll find that Sage 200 Financials and Commercials can be customised by your Sage Business Partner to suit the most exacting of requirements.

Sage 200 Financials and Commercials forms can be customised to include set default field values, tab order, form and field level security, disabling buttons or hiding information based on user permissions.

Customisation is held separately from the 'core' Sage 200 Financials and Commercials application, so you can take full advantage of upgrades and updates to Sage 200 Financials and Commercials. Changes can also easily be made to the customisation in line with the changing requirements of your business.

This approach to interaction with the 'core' product also makes it straightforward for Sage Business Partners to fully integrate their own applications with Sage 200 Financials and Commercials - creating a complete solution for your business.

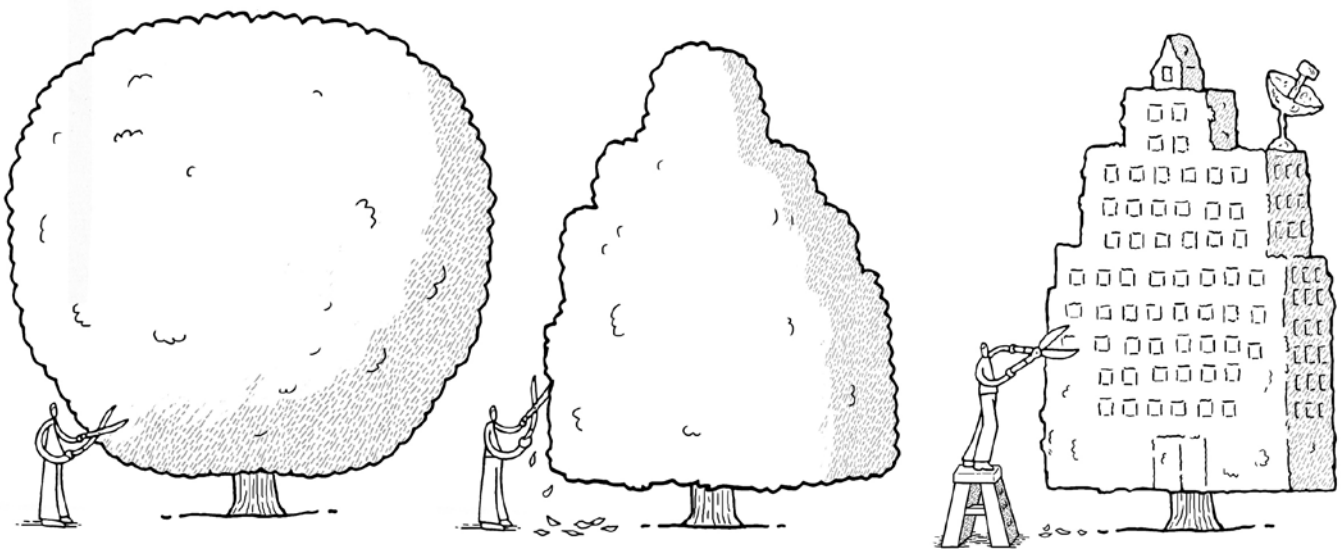
The Sage 200 Bill of Materials module offers accurate record keeping and functionality for any business with engineering or assembly operations. Working collectively with the Sage 200 Commercials application, Sage Bill of Materials allows you to control virtually all aspects of production, from the initial quote to the final invoice.

Description	Explanation	Benefit	Example
<b>Precise Costing</b>	Detailed costs can be built in for each unit or build run. Additionally, you can allocate a proportion of a fixed cost/operating overhead to a run, based on an average number of units per run.	If a component changes the rolled-up costs can be calculated automatically if desired. For components that do not use the standard costing method, the system will re-calculate the rolled-up cost of the finished goods upon allocation.	
<b>Flexible Nominal Ledger analysis</b>	Stock use can be summarised to a single line for each nominal account when posting to the Nominal Ledger, or split out to multiple lines by component.	Summarising nominal postings significantly reduces the volume of Nominal Ledger transactions, improving performance.	
<b>Easily manage multiple Bills of Materials (BOM)</b>	Multiple versions of a BOM can be stored and used, one of which is 'live' at a given time.	With powerful version control, only one person can edit or change a BOM at any one time and staff are aware that a BOM is being edited. Full change history is stored for each BOM. Old BOMs can be marked as 'Dead' or 'Obsolete'. Obsolete BOMs can be revived but not built from, and Dead BOMs can be permanently deleted if required.	
<b>Multiple views of BOM structures</b>	Four views of BOMs are available. The tree view allows drill-down through all levels and branches of the BOM.	The top level view shows only the first level of components below the finished item. The bottom level view shows only the end points of each of the BOM branches. Consolidated view shows rolled-up totals of all components used.	
<b>Flexible build options</b>	The system can be configured to always build subassemblies, or always use from stock, or allow choice in each case.	Picking lists can be produced at the time of allocation or separately.	
<b>Customised BOMs and 'Specials'</b>	Existing item quantities can be changed, individual items can be replaced and new items added.	A 'Partial Build' feature means that if for some reason you don't need to build all the items that raw materials have been allocated for, you can enter the quantity you have actually built. In addition, the system can cope with the situation where finished goods are built without allocating raw materials first, for expedited builds.	

# Introducing Sage 200 Project Accounting

## A New Addition to the Sage 200 Suite

Sage 200 Project Accounting is a highly configurable and flexible costing application. It is ideally suited to businesses that run projects or services and can be adjusted to suit the needs of each industry type. Whether you require a simple or extremely detailed costing and analysis structure Sage 200 Project Accounting will provide you with in-depth analysis and reporting features, ensuring that projects remain on track and profit levels are maintained.



"We didn't really give much consideration to other software packages at the time of purchase, as I had already seen that Sage would give me all that I required. We have been with Sage for 18 years and they have always delivered in all the areas I anticipated they would."

**Graham Jenney, Financial Director, Budget Windows**

## Don't be a stranger

To find out more about Project Accounting, Bill of Materials or to discuss how and when moving to Sage 200 will be right for you, talk to your Business Partner or contact us directly on **0845 111 9988**.

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## Your Sage Business Partner:



### System Requirements

The hardware requirements for Sage 200 will vary depending on the usage pattern on each workstation. Please see [www.sage.co.uk](http://www.sage.co.uk) or consult your Sage Business Partner for details.

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Sage (UK) Limited,  
North Park,  
Newcastle upon Tyne,  
NE13 9AA

Tel 0845 111 9988  
Fax 0845 245 0297  
[www.sage.co.uk](http://www.sage.co.uk)