Sage 200c Commercials Datasheet

Sage 200c Commercials automates the delivery of your customer orders with effective stock management. By responding to product and pricing demands quickly and effectively you can maintain customer loyalty and customer satisfaction and you have the complete control required to manage your supply chain.

In addition, tight integration with Sage Payment Solutions enables credit control, and customer service staff, to quickly and easily accept credit card payments from customers.

A flexible, customisable solution with a choice of deployment (on premise or online) and payment. Our solution is designed with our customers in mind, it's easy, simple and quick to use.

We've also provided tools to make extracting and interpreting information easy, in a format you know how to use – Excel™.

Feature Sage 200c has an intuitive, modern interface, easy navigation, toolbars and search to make sure you can get to the information you need quickly and easily.	Benefit
Summary Pages	
Summary Pages	The Sales Order summary page is highly visual and interactive. For example, customers can zoom-in to focus on specific areas of a chart and drill into chart segments. These enable customers to see performance of each of these areas at a glance.

Sales Order Processing	
Order documentation	Order acknowledgements, picking lists, delivery notes and invoices.
User privileges	Configurable user rights for margin calculation, discounting and other options.
View stock availability	Availability of stock across locations can be easily viewed at
Flexible order cycle	Configure the system to match your company's workflow.
Prospect quotations	Quotations can be created for prospect customers who do not have an account. On conversion of the quote, you will be prompted to create a new account or link the prospect to an existing account.
Stock allocation	Stock can be allocated to Sales Orders in a number of ways, including by product group. In addition, stock usage can be improved by allocating stock by priority, either by date, sell by date, by bin order, by first in first out or a user defined order. You can rate each customer by importance to ensure that stock is allocated to your most valuable customers first.
Stock reporting	Full stock reporting is available.

Sales Order Processing continued...	
Foreign currency orders	Enter orders in any currency.
Support for flexible pricing and discounts	In conjunction with the Price Book, complex pricing schemes can be easily adopted and managed.
Price and availability queries	Quickly deal with speculative 'price and availability' queries for customers, with applicable discounts.
Control of tax code	Choose between the stock item tax code or the tax code on the customer record and overide at order entry if required.
Multiple invoice layouts	A default layout and customer specific layouts can be created.
Sales order profitability	Sales orders record original 'estimated' profit for stock items and a 'realised' profit which is updated either at point of despatch or invoice. True Sales Order profitability is therefore recorded as the actual cost of the item is posted back to the order/order line.
Part exchanges	Negative free text items are allowed on a sales order to represent any part exchanges agreed as part of an order.
Full link 'Back to Back' orders	A Purchase Order can be raised automatically against an item that is not normally carried in stock.
Managing orders	Customer order templates can be saved for repeat orders and run on a weekly, monthly, quarterly or user-defined basis. In addition, new orders can be created based on a previous one, to save re-keying the same information.
Order comments lines	Can be used internally, for example on a picking list, or can appear on customer documentation.
Order consolidation	Multiple orders can be grouped onto a single sales invoice.
SSD (Intrastat) return	Required entries for these returns are collected automatically.
Custom analysis codes	User defined analysis codes at order header and order line level can be used for reporting.
Archiving	Older information can be archived to speed up performance, but is readily available for viewing and analysis.
Create Purchase Order from Sales Order	Single or multiple purchase orders can be generated directly from the sales order entry screen. This functionality eliminates the need to use the 'generate orders' feature for those who wish to generate individual purchase orders for individual sales orders. Saves you time as you no longer have to access a different menu to generate purchase orders.
Sales order progress	You can now track the progress of orders in the Sales Order List to see when an order is: • Ready for allocation, and allocated. • Ready for printing order acknowledgement, and printed or amended. • Ready for despatch, and part or fully despatched. • Ready for invoice printing, and part or fully invoiced. • Part or fully cancelled.

Invoicing

Invoicing	Use Invoicing to create and print invoices and credit notes for both your products and services. You can print the invoices to send to your customers, and post them to update your nominal accounts, customer accounts and stock levels (if using). Invoicing doesn't require the allocation and despatch of your stock items. You can create and print an invoice at any time. If you're not using stock, this is a quicker way to create invoices. If you are using stock, your stock levels are only updated once the invoice is posted. • You can produce invoices and credit notes from Sage 200c without using the Stock module. • You can create your invoices and credit notes using our new grid entry form for easy data entry. • You add free text lines (plus charges and comments). • You can add also stock items. • As there's no despatch process, you can print or email your invoices straight away. • All your invoices and credit notes are shown together in one list for easy management. • You can also report on the profitability and use analysis codes for more in depth reporting.

Purchase Order Processing

Purchase requisitions	You can enter purchase requisitions, authorise them, and generate orders. You can enter and authorise requisitions when you're on the move using the web app. Authorisation rules let you control who can authorise the requisitions, for example a budget owner can authorise any requisitions made against their budget. You generate purchase orders from authorised requisitions in the both the desktop and web apps.
Narrative	The Narrative data entry field allows up to 6000 characters to be entered. All reports that currently include the Narrative field display the amount of text that fits within the current column width of the report. Where the narrative text length exceeds the column width the report is appended with "..." to indicate that there is more text. Delivers easy data entry and use and allowing customers to capture more data against individual transactions.
Direct delivery	Back to Back orders can be marked to be delivered directly to the customer's address.
Label printing	Labels can be printed as part of the stock booking in process.
Stock allocation	You can be notified of outstanding Sales Orders waiting for items and are provided with the option to allocate if required.
Order authorisation	Rules can be set up to require supervisor authorisation on orders.
Returns and credits	Manage the return of goods to your suppliers, recording reasons if required.

Purchase Order Processing continued...	
Order comments	It can be for internal use only, include additional information on your order or can appear on supplier documentation.
Foreign currency orders	Place orders in any currency.
Order matching	Good received can be matched to purchase orders, supplier invoices and delivery notes.
Cancelled Orders	Record cancelled line items for analysis.
Goods received	Prices can be updated at the goods received stage, per stock item.
Multiple delivery address	Orders with your suppliers can be delivered to a number of different addresses, including your own different premises, customers, suppliers, sub contractors and ad hoc addresses. You can mix addresses on the same order if required.
Automatic accrual	Ensures that management reports are accurate between receipt and invoicing of goods at period ends.
Preferred suppliers	Flags attempted use of non-specified suppliers.
SSD (Intrastat) return	Required entries for these returns are collected automatically.
Custom analysis codes	User defined analysis codes at order header and order line level can be used for reporting.
Archiving	Older information can be archived to speed up performance, but is readily available for viewing and analysis.
Landed costs	Stock items can be flagged as subject to landed costs, which can either be a percentage cost or fixed amount.

Stock Control	
Narrative	The Narrative data entry field allows up to 6000 characters to be entered. All reports that currently include the Narrative field display the amount of text that fits within the current column width of the report. Where the narrative text length exceeds the column width the report is appended with "..." to indicate that there is more text. Delivers easy data entry and use and allowing customers to capture more data against individual transactions.
Serial/Batch number controlled items	Track high value items, items which need to be purchased, stored, sold in batches or other items requiring a unique ID.
Sell By and Use By dates	Serial and batch traceable items can have 'Use By' and 'Sell By' dates associated with them. In addition, each traceable stock item can have an automatically calculated use by date specified as a number of days, weeks, months or years.
Traceability	Each serial or batch numbered item can store up to 15 pieces of additional information, such as QA standards and inspector references. Traceable numbers can also be automatically generated, improving accuracy and reducing the time taken to enter new serial and batch numbers.
Flag for 'built only' items	Sage 200c Bill of Materials and Manufacturing users: The 'built and bought' setting caters for stock items that are only ever manufactured and purchased, avoiding situations where stock only items are purchased by mistake.
Sales Order setting	Stock items that are components and therefore never sold can be excluded from the sales order process.
Comprehensive stock records	Full details of your products are at hand, with the ability to add more detailed product descriptions for use on websites, invoices and other documents. An inactive flag can be set per item to prevent sales, while retaining a full history for reporting purposes.
Manage stock in multiple locations	Set up multiple warehouses and bins per stock item to manage stock levels independently.
Flexible Costing methods	FIFO, Standard and Average costing methods are supported. In addition, an actual costs are also supported for batch and serial numbered items.
Archiving	Older information can be archived to speed up performance, but is readily available for viewing and analysis. Traceable items can also be archived.
Units of Measure	Buy and sell stock items in different units, for example by tile, crate or pallet.
Search Categories	Custom fields can be populated with keywords which can be used to narrow the search for particular products, for example white bathroom cabinets.
Comment lines	Default comments from the stock file can appear on picking lists and despatch notes, which are useful for giving specific instructions to your despatch team. You can also amend or replace these comments at order entry.

Stock Control continued...	
Alternative stock	If the first choice is out of stock, the system will suggest the nearest alternative equivalent stock item.
In-built stock taking procedures	Supports cyclical stock taking for individual items. Items can be counted by various methods, including bin location.
Internally-issued goods	Track internal use of stock items.
Attachment of files to a stock record	Attach technical specifications, product images or other documents to each stock record.
Service-type stock	Store details of service-type items - for example, carriage, labour rates and service charges.
Custom analysis codes	Up to 20 customisable fields can be populated for each stock transaction, for detailed reporting.
Negative items	Stock levels of negative stock items can be recorded on the system to give a 'real' stock level value.
Bin numbering	Bins located at each warehouse can be given their own numbering based around your warehouse policy.
Supplier price lists	A list and last price can be stored against a stock item linked to a supplier (including the option to import prices). A further option allows definition of which price is used at the point of ordering.
Landed costs	Stock items can be flagged as subject to landed costs, which can either be a percentage cost or fixed amount.
Label printing	Labels for stock can be automatically generated.
Analysis codes	Add analysis codes to your stock items as well as to your stock transactions. This enables you to use analysis codes to classify your stock items.
Bar codes	Add bar codes to your stock records and print bar code labels.

Price book	
Price book workspaces	There are 4 workspaces, making enquiries quick and easy: • Stock Item Pricing Enquiry • Stock Item Discount Enquiry • Customer Pricing Enquiry • Customer Discounts Enquiry These workspaces provide a quick and easy way to see the prices and discounts set up in the Price Book and their relationship to customers. They provide quick access to all the actions to set up and amend the data and to run reports. You have a choice of desktop list or workspace view. Updated in the latest release to improve performance and replace the sitemap (workspace menu), so workspaces are grouped by module and categorised by actions and reports.
Unlimited prices per item	Unlimited price bands can be created for each item and renamed.
Price band on a customer record	The ability to link price bands and default discount groups to customers can also be done within the customers record itself.
Multi-currency	Price bands can be allocated for different currencies.
Customer price and discount groups	Create customer price groups or 'communities' to attach to individual price schemes.
Unit of measure pricing	Set a specific price for each unit of measure, for example bottle, case and crate.
Unlimited quantity breaks	Unlimited quantity breaks allows you to buy and sell in different units, enabling you to reflect discounts for various units of measure.
Margin calculation	If authorised, margins can be displayed during order entry to facilitate price negotiation.
Discount calculation	If authorised, the discounts making up a price can be displayed during and after order entry to quickly answer customer queries.
Import/Export	Price lists can be imported and exported from spreadsheets.
Limited price bands	Limited price bands allow you set time limits and only include selected stock items. You can use these to special prices for stock items that are only available to some customers and to set promotional prices. In addition, you can choose the price bands discounts you want to use, making the set up easier.
Price lists	Create price lists showing standard prices or for specific customers or customer groups.

General	
Desktop lists	Desktop lists available within Sage 200c with toolbars which dynamically re-size to ensure all options are visible. Customers can make filters 'public' within their organisation, so they can be shared with other Sage 200c users. Filters are stored within the database which means they are retained throughout an upgrade. Free text search allows customers to search across all visible columns within a desktop list and totals row for lists enables customers to select individual rows on screen and view totals of any numeric columns at the bottom of the screen. Choose from a scrollable view, meaning you can use a more traditional scroll bar. When in this mode, the application will return the first 1000 rows of data. Where applicable, analysis codes can be added to desktop lists via the column picker and you can customise them. For example, customers can now combine Google maps, charts, graphs. This delivers enhanced performance and makes it easy to use. Upgrade safe filters prevent customers desktop filters being lost following an upgrade. It provides consistency of available fields within column picker and flexibility to create bespoke desktop lists.
Application homepage	Upon opening the product customers are presented with a choice of three areas – getting started, homepage favourites and frequently accessed. The application remembers which of the three homepage tabs you used when last in Sage 200c. Alternatively, customers can set any list view, process map or workspace as their homepage. Allows customers to have immediate and one click access to the areas of the product that they want to use. • Getting started: designed for new users with one click access to the Help Centre, in product help videos, and quick links to key areas of the software • Homepage favourites: a designated area for customers to add links to the functions they use the most. For example, if a customer's role involves entering sales orders they can add the sales order entry form to the homepage favourites screen and have one click access to sales orders entry form upon opening the product • Frequently accessed: the application learns what you do and when you do it, providing one click access to those functions upon start-up. It's personalised, so if customers perform different activities on different days the application tailors itself around them. For example, if they perform bank reconciliation on a Monday, do debt chasing on Tuesday, and do stock control on Wednesday the application will present quick links to these areas on each of the relevant days