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Financials & Commercials

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"At Sage, we understand that mid-sized and larger businesses have varied and complex requirements. From accounting and payroll through to CRM and ERP, we offer scalable, integrated software to meet their needs."

Paul Stobart,
CEO, UK and Ireland Region, Sage (UK) Limited

Content

Sage is one of the world's leading supplier's of business management software and has been providing software and support to businesses like yours for more than 25 years. Over this time, we've built up a deep understanding of the needs of all sizes and types of business. Using this insight we constantly develop our products and services in order to meet customer requirements.

A network of support

Thanks to our unrivalled customer service and close relationship with Business Partners and Developers we can provide the right business management solution for you – whatever the size and nature of your company. With over 5.2 million Sage customers worldwide - 700,000 in the UK, the network of people relying on Sage systems is growing - many include your customers and suppliers.

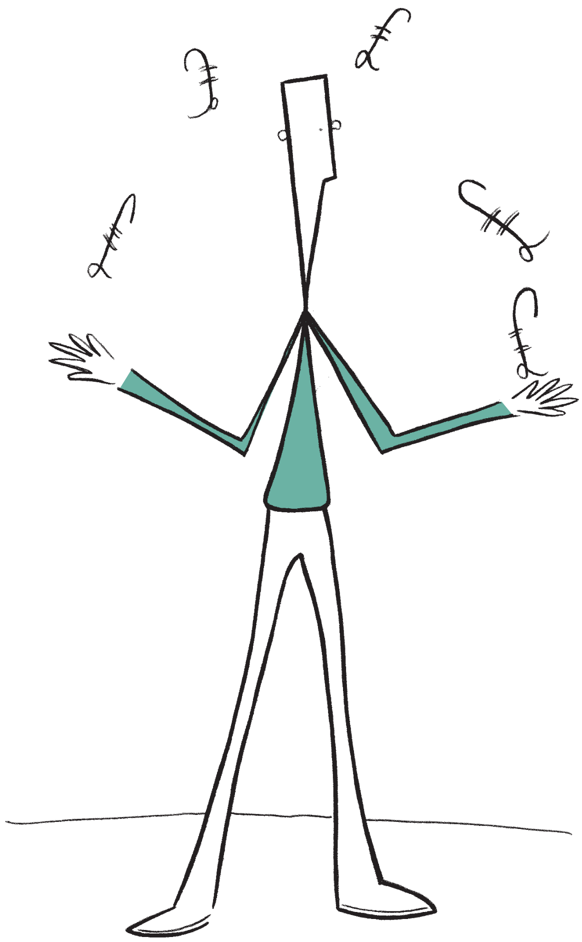
In this increasingly connected world, becoming a Sage customer will enable you to do business more efficiently with the thousands of other companies who already rely on Sage.

We've also developed a close relationship with accountants in practice, many of whom use Sage software themselves; in fact, over 90% of accountants recommend Sage.

Software that grows with your business

If you thought Sage was only for small businesses, think again. The Sage 200 suite has been designed specifically for mid-sized businesses in all sectors of industry and commerce, typically with a turnover of £1-20m

The philosophy behind the Sage 200 suite is to provide you with the means to implement integrated business processes that are flexible enough to match the way you work. The concept is simple, the Sage 200 suite provides our customers with integrated software for every part of their business.



Sage 200 Financials and Commercials

At the heart of the Sage 200 suite sits our accounts and trading application, offering mid-sized companies the very best in technology, usability, customisation and business process management. It's straight forward to deploy, easy to learn and offers the ideal 'out of the box' system to many companies with sophisticated business processes. The software is also an ideal upgrade path for many Sage 50 accounting product users who are experiencing rapid growth.

We know that companies who successfully share information between their front and back-offices have a clear competitive advantage. At Sage, we want to help you gain that real business advantage and can offer you the choice of integrating Sage 200 Financials and Commercials with our market-leading Customer Relationship Management and also with industry specific software.

Within the Sage 200 suite we have software that's specifically designed for construction, manufacturing, distribution and retail businesses - all of which integrate with Sage 200 accounts and trading software to create an efficient, business-wide management system. Many other industries are served with third-party solutions that link to our products.

The result - A business management system that works for your kind of company.

Sage 200 - Driving your business forward

As a developing business, you're probably already using a number of different software packages to automate many of your key business processes.

However, is your current accounts and trading system supporting your growth, or is it holding you back?

We know that with growth comes complexity. You might be taking on new customers and suppliers and need a system that can cope with an increased volume of transactions. You might have an expanding accounts department and need to give additional users access to your system. Or you might be starting to move into overseas markets and need a system that can handle multiple currencies.

Our accounts and trading application is made up of powerful business modules, which are designed to work together to help your operation run more smoothly. Sage 200 combines ease of learning and use with high productivity. Sage 200 can also be installed, configured and amended in an upgrade-safe way. From core financials to supply chain, Sage 200 offers you vital business control.

- **Reassuringly reliable -** With over 3,000 Sage customers in the UK, Sage 200 Financials and Commercials is tried and tested and is supported by a national network of accredited Business Partners.

- **SQL –** The latest version of Sage 200 is built upon and supports Microsoft® SQL 2000 and 2005, the industry standard SQL relational database technology. This technology provides a number of benefits including scalability, security, self tuning, robust data integrity and easy integration with other applications.

- **Quickly installed –** the software is quick to install and easy to use. This means that you can be up and running in a matter of days, with minimum disruption to your business.

- **Customisable -** Our Business Partners are able to customise your Sage 200 software to meet your specific business requirements.

- **The workspace -** The main screen displays key, 'dashboard information' such as trading headlines, orders due for dispatch or stock items that need re-ordering - with full drill down to detail and the ability to action, eg. dispatch orders picked for shipping. These 'views' can be customised by your Business Partner to meet the needs of each individual in your business, ensuring maximum productivity.

- **Multi-user, multi-company and multi-currency -** Sage 200 is network ready, allowing typically up to 50 users simultaneous access to the program. It also accommodates multiple companies, allowing you to consolidate subsidiaries for management reporting. Additionally, it supports multi-currency trading, and will automatically manage any exchange rate fluctuations.

- **Report Designer -** At the heart of your financial and commercial operations, Sage 200 holds a wealth of information about all aspects of your business. This information can be presented back to you in a coherent and flexible way, enabling you to understand the shape of your business and equipping you to make informed decisions. Refer to page 21 for more information about the Sage 200 analysis and reporting tools.

- **Sage 200 Project Accounting -** Our project accounting module 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 that be companies requiring a simple or detailed costing and analysis structures. It will provide you with in-depth analysis and reporting features, ensuring that projects remain on track and profit levels are maintained. Request our Sage 200 Project Accounting brochure for more information.

- **Sage 200 Bill of Materials -** Our Bill of Materials module follows your bill of materials process from beginning to end. It breaks down the manufacturing operation into easy-to-access areas, including materials, labour, machines, operations and reports. Refer to page 19 to find out more.

Sage 200 Financials

At the heart of your business Sage 200 Financials will give you the flexible tools you need to fully control your costs, processes and business and to help drive it forward. Instant access to up to the minute financial data means that you can efficiently track and analyse key information, improve productivity and make informed strategic decisions.

Our Financial application contains the following modules:

- Nominal Ledger
- Cash Book
- Sales and Purchase Ledger

Nominal Ledger

Sage 200 Nominal Ledger provides you with a wealth of reporting and business management information. Its multi-level structure allows cost centre and departmental breakdown, giving you total flexibility to track budgets and produce profit and loss reports by product, sales region or even individual departments. It simplifies managing your VAT, whilst providing comprehensive analysis of VAT details.

Key Features and Benefits

- **Process transactions quickly and efficiently -** Create templates for recording repetitive transactions like payroll values. The prepayments option allows you to cater for items that have been paid in advance, such as insurance. Accruals can be configured and automated to cater for anything you pay in arrears, such as electricity bills. You can also place transactions on hold with the batch postings facility.

- **Budgetary control to monitor performance -** Track your actual performance against your budgets by recording this year and up to 5 previous years of annual or monthly budgets. You can also calculate monthly budgets by percentage or by import. Furthermore, you can export information and analysis it in other applications.

- **Rapid deployment -** You can import transactions and budgets that are held in other applications quickly and easily. Multiple cost centres and codes can be quickly created using existing information, eliminating the need to re-key information.

- **VAT Returns made simple -** The screen actually replicates a printed VAT Return. Analyse the figures produced using the drill down facility.

- **Effective consolidation -** Nominal Ledger data from separate companies can be merged for financial reporting. This includes companies operating in different currencies and nominal structures, as the software converts values to the base currency of the parent company.

Nominal Ledger	
Flexible account structure	Account Number, Cost Centre and Departmental analysis.
Set and track budgets	Annual and monthly budgets can be assigned and budget profiles created to calculate monthly budgets by percentage.
Create memorandum accounts	Memorandum accounts are not included in the totals for financial statements, but are still reported on.
Journal Templates	Create templates to easily apportion fixed amounts or percentages across Nominal Ledger accounts - for example, to spread electricity bills across cost centres.
Define up to 20 accounting periods	The comprehensive period accounting structure offers flexibility with tight controls, allowing for open or closed period accounting.
Attach a file to a Nominal account	(E.g. a spreadsheet or graph).
Graphical analysis and presentation of Nominal data	(E.g. bar charts and line graphs can be used to show balance and budget for current and previous years).
Drill Down Facility	Drill down through Profit & Loss, Balance Sheet accounts and summarised Nominal Codes/Cost Centres and departments.
Batch journal entry	Place transactions 'on hold' for authorisation or amendment, before finally committing them to the Nominal Ledger.
Easy-to-use VAT Return procedure	
Automate Pre-payment and Accruals	
Flexible Profit and Loss and Balance Sheet layout design	You can have multiple Profit and Loss and Balance Sheet layouts, as well as the ability to import categories used in financial reports.
Unlimited transaction history	
Group Analysis	Group Nominal accounts for reporting purposes.
Consolidation	Merge Nominal Ledger data from two or more separate companies for financial reporting.
Transactional analysis	In addition to Cost Centre and Department, assign a transaction to a customisable analysis code - for example to report by project or job.

Cash Book

The Cash Book controls all of your bank, investment and cash accounts, with the ability to configure all Standing Orders and Direct Debits. It offers multi-currency processing and advanced bank reconciliation, including links to online banking services.

Key Features and Benefits

- **Automate Direct Debits and Standing Orders -** Arrangements can be made to automate transactions on a monthly, quarterly or user-defined basis.
- **Save time and money with Bank Reconciliation -** Reconcile bank statements with details of payments and receipts entered. Discrepancies can be recorded, along with other transactions like bank and interest charges.
- **Foreign Bank Accounts & Electronic Banking -** Caters for your different banking requirements, such as inter-account transfers and foreign currency. Electronic banking allows for transactional information requests to be downloaded from the bank and reconciled when required, giving flexibility that puts you completely in control.

CashBook	
Process foreign currency transactions	Receipts and payments for your suppliers and customers can be entered through either the Cash Book or the Sales and Purchase modules in up to 100 foreign currencies.
E-Banking facility	Allows supplier payments to be made through your banking software.
Bank Reconciliation	When you receive a bank statement, use this routine to reconcile it with the details of payments and receipts stored in the Cash Book account records. E-Reconciliation facility allows bank reconciliation with your banking software on the same screen. Use the tick box next to each line to quickly and clearly identify and mark items which have been or are to be reconciled before saving the routine.
Automate Direct Debits and Standing Orders	Arrangements can be made to automate transactions on a monthly, quarterly or user defined basis.
E-Mail direct from a bank record and launch the bank's website	
Attach a file to a bank account	(E.g. word processing documents and spreadsheets).
Graphical analysis and presentation of bank data	(E.g. bar charts compare the current year's bank account balances to last year's).
Inter Account Transfers	Move money from one bank account to another. Transfers can be made between banks of the same currency or different currencies.
Authorisation	Purchase invoices if above a user defined level can be flagged prior to payments, enabling greater cost control.
Grouped transactions	Cash Book group transactions function allows drill down from the paying-in slip to the individual postings.

Sales and Purchase Ledger

Sage 200 offers total control for managing your customers and suppliers, no matter what currency they trade in. These ledgers are designed to allow you to enter data quickly, by specifying defaults that suit your processes. You can attach all relevant documents to a customer or supplier records, as well as details of individual trading terms. And if you have large volumes of transactions, invoice processing can be batch controlled.

Key Features and Benefits

- **Quickly locate and interrogate transaction data -** All details are within easy reach whether they are related to the financial or commercial ledgers. For example drill down to view the details of an invoice, order or to analyse a transaction under query as well as any transactional notes that may have been recorded.

- **Designed for rapid data entry -** Both ledgers can be configured with numerous defaults to speed up the data entry process and ensure compliance with agreed terms of business. For example, VAT can be applied automatically at the standard rate but can be changed; and in the Purchase Ledger a 'For Authorisation' flag can be set automatically on invoice transactions over a certain value. When entering transactions such as invoices, colour-coded warnings assist in preventing errors while not interrupting your workflow. In addition transactions can be batched up and applied to the ledgers at 'off-peak' times to optimise system speed.

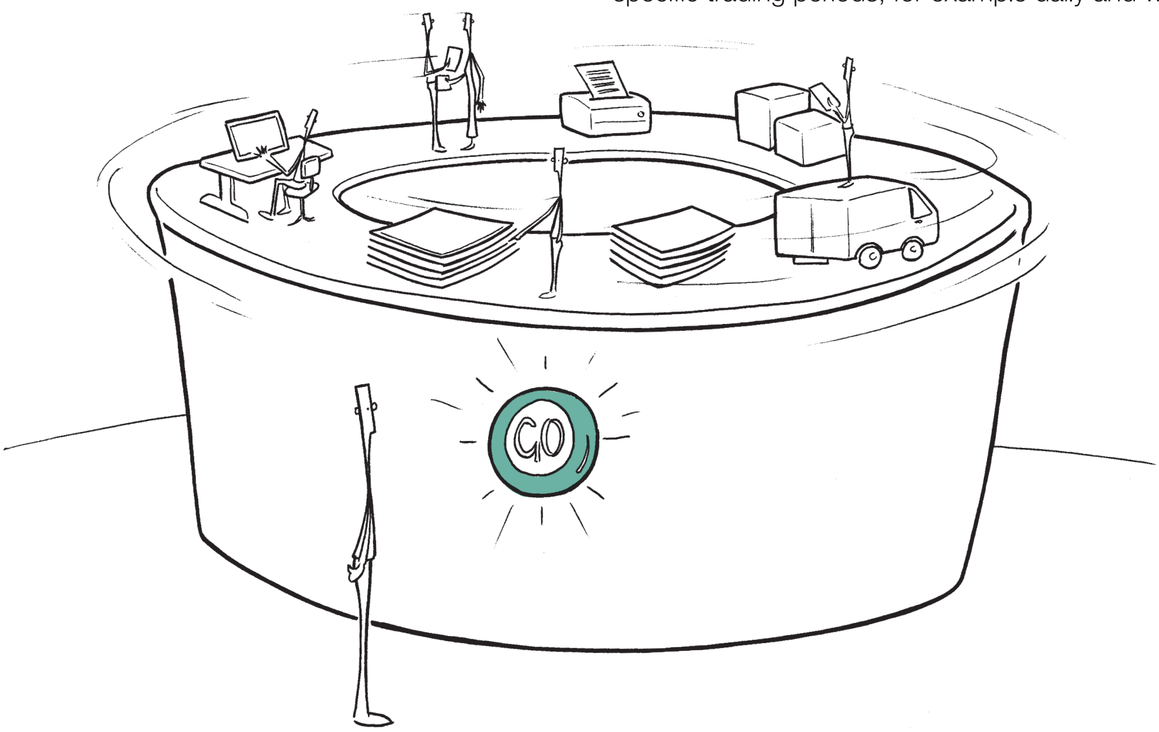
- **Process Foreign Currency transactions -** You can trade in up to 100 foreign currencies, setting up each supplier or customer account with an operating currency. Balance and turnover will be maintained in base and foreign currency within the ledgers. Payments and Receipts can be made though the Cash Book or Sales/Purchase Ledgers and exchange rate fluctuations are dealt with by calculating 'gains' and 'losses' and posting them to specific nominal accounts.

- **Credit Control -** The Sales Ledger provides the best tools to manage your debtors, including retrospective aged debtor reports, customer statements and customisable debt chasing letters - with the flexibility to analysis absolute or overdue debt against customisable ageing periods. Furthermore the credit control options stored against a customer record can automatically calculate average time to pay, key credit control dates and has the ability to on-line credit check.

- **Automate Payments -** The Purchase Ledger allows you to quickly identify all invoices overdue for payment and those that, if paid, will qualify for settlement discount.

- **Automatic error correction -** Should you post a transaction incorrectly; Sage 200 can automate the necessary accounting processes to reverse it, updating the audit trail in the process.

- **Customer analysis -** Customers can be segmented (prospect, trade customers etc.) so that sales information and buying trends can be easily viewed and analysed. In addition you can analysis sales figures by specific trading periods, for example daily and weekly.

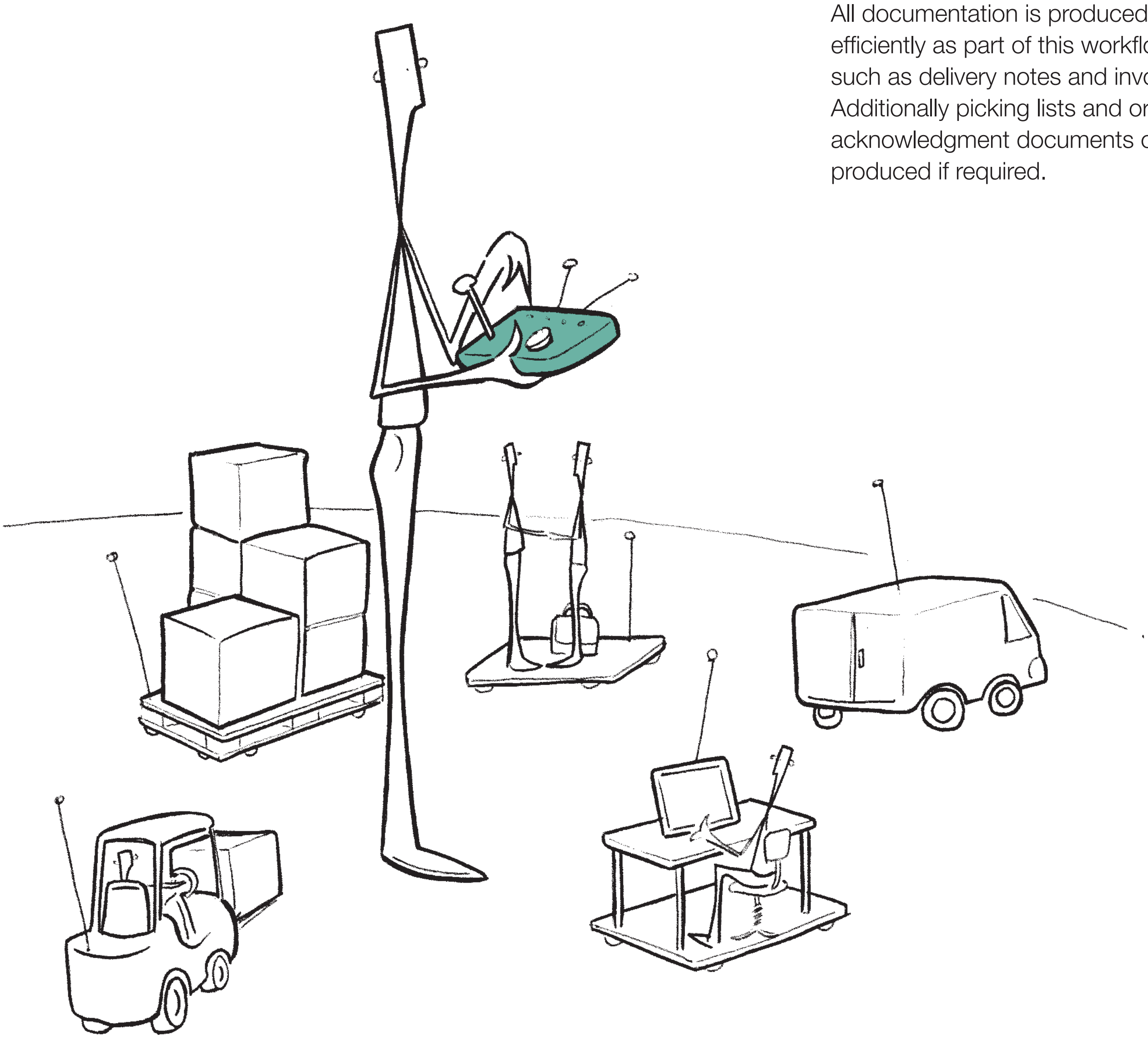


Purchase Ledger	
Define terms of business for each supplier account	(E.g. agreed number of days for settlement of payments, settlement discount and credit limit).
Unlimited analysis codes	Produce detailed analysis of your suppliers using the unlimited analysis codes. The codes created can be linked to the Sales or Purchase Ledger (or both) and a list of valid values provided ensures accuracy of the data captured.
Trading periods	The Purchase Ledger can utilise trading periods for extra balance and transactional analysis, which can match the open period accounting structure or have its own date ranged structure. In busy periods for example, it may be more applicable to analyse purchases weekly rather than by monthly.
e-Mail direct from supplier records and launch your supplier's websites	
Graphically analyse and present supplier data	(E.g. bar charts show turnover and aged balances).
Transaction 'drill down' facility	Analyse supplier transaction details including nominal payment and tax analysis as well as any transactions under query, for example details of invoice items, payments made and notes recorded.
Account and transactional drill around facility	View the status and details of any invoice or purchase order from with the supplier record or transaction enquiry. This flexible option supports drill down to individual line detail including receipt and invoice status as well as providing the option to re-print a document such as an invoice or GRN.
Unlimited transaction history	
Authorisation	Purchase invoices if above a user defined level can be flagged prior to payments, enabling greater cost control.
Batch data entry	Full batch control allowing the amendment, addition to or deletion of batched transactions, before committing them to the Purchase Ledger.
Currency management	The Purchase Ledger will maintain turnover details of an account in both the base currency and the operating currency of the supplier, using spot or period rates or a combination, as well as recording a full transactional revaluation history.
Send payments to a factor house	Send payments to a company that collects supplier debts on their behalf.
Automate payments	Quickly identify all invoices overdue for payment and those that if paid, will qualify for settlement discount. Payments can then be made electronically or cheques and/or remittance advice printed.
Flexible Cheque and Remittance Advice Design	
E-Banking facility to post supplier payments directly through your banking software.	
Credit reference information	Supplier credit rating, account terms, payment terms can be stored directly against the supplier record. Furthermore, the credit control options which are stored against a supplier let you record key credit control dates and credit check on-line.
Multiple trader contacts	Unlimited number of contacts, roles telephone numbers and other contact numbers can be held for supplier.

Sales Ledger	
Currency management	The Sales Ledger will maintain turnover details of an account in both the base currency and the operating currency of the customer - using spot rates, period rates or a combination as well as recording a full transactional revaluation history.
Define terms of business for each customer account	(E.g. agreed number of days for settlement of payments, settlement discount and credit limit).
Create individual price lists for your customers	
Unlimited analysis codes	Produce detailed analysis of your customers using the unlimited analysis codes. The codes created can be linked to the Sales or Purchase Ledger (or both) and a list of values provided, ensures accuracy of the data captured.
Trading periods	The Sales Ledger can utilise trading periods for extra balance and transactional analysis which can match the open period accounting structure or have its own date ranged structure. In busy periods for example, it may be more applicable to analyse sales weekly rather than monthly.
E-Mail direct from customer records and launch your customers' websites	
Multiple trader contacts	Unlimited number of contacts, roles telephone numbers and other contact numbers can be held for customers.
Attach a file to a customer's account	(E.g. word processing documents, images and spreadsheets).
Head Office Facility	Controls if/where statements are sent.
Graphically analyse and present customer data	(E.g. bar charts show turnover and aged balances).
Transaction 'drill down' facility	Analyse customer transaction details including nominal, payment and tax analysis as well as any transaction under query (e.g. details of invoice items, payments made and any user notes recorded).
Account and transactional drill around facility	View the status and details of any invoice or sales order from with the customer record or transaction enquiry. This flexible option supports drill down to individual line detail including allocation, dispatch and invoice status as well as providing the option to re-print a document such as an invoice or dispatch note.
Unlimited transaction history	
Integrated credit management features	Includes debtors letters, statement production, provisions for doubtful and bad debts, and the ability to place customer accounts on hold.
Batch data entry	Amend, add to or delete entries of batches of transactions, before finally committing them to the Sales Ledger.
Credit reference information	Customer credit rating, account terms, payment terms can be stored directly against the customer record. Furthermore the credit control options also record key credit control dates, provide the ability to on-line credit check and automatically calculate your customers average time to pay.

Sage 200 Commercials

Sage 200 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. Sage 200 Commercials works with Sage 200 Financials.



The Commercial module contains the following:

- Sales Order Processing
- Purchase Order Processing
- Stock control
- Price book

Sage 200 Sales Order Processing

Our Sales Order Processing module gives you control of the entire sales order process, from raising a quotation or an order and ensuring stock availability, to dispatching goods and creating the invoices. All documentation is produced efficiently as part of this workflow, such as delivery notes and invoices. Additionally picking lists and order acknowledgment documents can be produced if required.

Key Features and Benefits

- **Choice of Full, Rapid and Trade Counter order entry**

  - Rapid order entry mode uses standard pricing and delivery addresses, so that orders can be entered with just a few keystrokes. If more information needs to be recorded against the order the option to switch to full order entry is provided.

  - Full order entry mode allows for full flexibility – you can change discounts and add non-stock items, free text items etc.

  - Trade Counter order entry quickly creates an order, allocates and dispatches stock, generates and prints an invoice in one process.

- **Margin and discount analysis -** Authorised staff can view the margin of a sales order at overall and line item levels, to allow instant price negotiation. In addition the sales order displays realised profit that takes into account any changes to the cost pricing. The discounts applied to a particular item can also be called up - allowing customer queries to be easily answered.

- **Search categories and alternative items -** Using the custom search categories for each stock item, products matching customer requirements can easily be located during the sales order entry process. For example, if a customer requires a white bathroom cabinet, this information can then be used to create a short list of applicable stock items. Alternative items can also be instantly called up if the desired item is out of stock.

- **Sales order details are easily accessible -** At the point of booking stock in, you will be notified of outstanding sales orders waiting for those items and allow allocation if required.

- **Integration -** By working with the Stock, Price Book modules and the Sales Ledger, the Sales Order Processing module ensures that pricing control and credit management are handled smoothly and efficiently. Once orders are processed, all relevant information is updated automatically throughout the system, including stock records, customer balances, VAT return and management reports.

- **Process foreign currency orders -** Sage 200 enables your customers to place orders with you in their own currency, and all order documentation is produced using the appropriate currency. Exchange rates are controlled by you and applied either at order entry or at the invoicing stage. This allows you to manage the risk of exchange rate fluctuations.

- **Quotations and Pro Formas -** Using existing templates you can quickly create quotations for existing customers and new customers who may not have an existing account. Creating new account customers on the fly and converting quotations to sales orders are simple tasks. Pro Forma invoices can also be created with ease and converted to sales orders.

- **Advanced sales order management -** Sage 200 manages repeat orders in a very straightforward way. You can also manage back-to-back orders (in conjunction with the Purchase Order Processing module) and drill down on sales orders to view linked purchase orders.

- **Fulfillment methods -** Customer orders can be fulfilled using a number of methods; from your own stock, from a supplier via stock or from a supplier direct to the customer.

- **Allocation methods -** Stock can be allocated to sales orders in a number of ways; by product group, use by dates, sell by dates, bin number order, user defined order and much more.

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 order entry.
Flexible order cycle	Configure the system to match your company's workflow.
Transaction e-Mail	Sales Orders can be received electronically from customers via BASDA compliant XML messages.
Goods returned/Credit note facility	
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.
Stock reporting	Full stock reporting is available.
Foreign currency orders	Accept orders in up to 100 currencies.
Prioritise customers when fulfilling orders	You can rate each customer by importance to ensure that stock is allocated to your most valuable customers first.
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	It easy to override the stock item stock tax code using the tax code on the customer record.
Multiple invoice layouts	A default layout and a customer specific layout 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 dispatch 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.
Multiple delivery addresses	Orders can be delivered to a number of different customer delivery addresses.
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	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.

Purchase Order Processing

Sage 200 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.

Key Features and Benefits

- **Straightforward supply chain management -** Sage 200 allows you to easily manage all your Purchase Orders, quickly finding individual orders and drilling down to view the details.

- **Integrates fully with other Sage 200 modules -** By working with the Stock Module, Purchase Ledger and Sales Order Processing, the Purchase Order Processing module ensures that once goods are received they are available to your customers. As soon as the invoice is matched with goods received, all relevant information is updated automatically throughout the system, including stock pricing, supplier balances, and VAT return and management reports. Full links to the Sales Order Processing module allow you to see which customer orders are linked to a particular purchase order.

- **Manual or semi-automatic Purchase Order Processing -** You can create Purchase Orders manually if you wish; alternatively, the system 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.

  At the point of booking stock in, you will be notified of outstanding sales orders waiting for those items and allow allocation if required.

- **Full matching of POs to invoices and deliveries -** 2-way or 3-way GRN matching is supported, and Sage 200 calculates a running total when matching invoice line items to orders - making it easier to spot errors as you go.

- **Disputed invoices -** Sage 200 allows you to record invoices and flag them up as under dispute. Therefore, no invoice will 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. Disputed item reports can also be generated.

- **Full Back to Back ordering -** 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 on-hand stock first - ensuring stock that is managed and controlled efficiently.

- **Direct Delivery -** Purchase Order items can be delivered to a number of delivery addresses including your premises, customers, suppliers and ad hoc addresses.

- **Process foreign currency orders -** Sage 200 enables you to source goods worldwide, purchasing in up to 100 currencies.

- **Purchasing control -** Sage 200 controls the purchasing process every step of the way. Ensuring that only authorised personnel place orders, to rejecting unexpected or incorrect deliveries, highlighting any invoice discrepancies and allowing for committed costs.

- **Landed Costs -** Sage 200 supports landed costs and will display the individual costs and overall order cost associated with importing goods on a purchase order.

Purchase Order Processing	
Direct delivery	Back to Back orders raised can be marked to be delivered direct to the customer's address.
Label printing	Labels can be printed as part of the stock booking in process.
Stock allocation	Users can be notified of outstanding Sales Orders waiting for items and are provided with the option to allocate if required.
Order authorisation	A rule 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.
Order comments	Can be for internal use only or can appear on supplier documentation.
Foreign currency orders	Place orders in up to 100 currencies.
Transaction e-Mail	Purchase Orders can be sent electronically to suppliers via BASDA-compliant XML messages.
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	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 using landed costs, which can either be a percentage cost or fixed amount.

Stock Control

Whether your requirements are simple or complex, Sage 200 provides a complete inventory and warehouse management solution. Optimising stock levels, keeping costs to a minimum and satisfying the needs of your customers are all benefits of the Stock Control module

Key Features and Benefits

- **Stock record details are easily accessible -** Sage 200 has an intuitive user interface, which allows you to call up the full details of an item quickly and easily. All information can be viewed in an instant, including supplier details, stock levels, stock location and stock history. This means you always know how you arrived at your current stock levels – by understanding where your products came from, where they are now, when they were sold and at what price they were sold. From summary information, you can quickly drill down to transaction level.

- **Serial number controlled stock items -** Each item can have a serial number allocated to it; you can choose whether this has to be unique. For added flexibility you can specify whether the serial number must be entered when goods are received. Serial numbers can be automatically generated, to include dates and prefixes. In addition serial-numbered items can be specified on a picking list, or defined during the 'pick and pack' process.

  Serial-numbered items can have 'Sell By' and 'Use By' dates associated with them, with a shelf life expressed as number of days. In addition each item can store up to 15 pieces of extra information, for example inspector references and QA standards.

- **Batch number controlled stock items -** Items can be associated with a batch number. As with serial numbers, you have full flexibility on the recording and generation of batch numbers. You can specify whether items for sale must be taken from the same batch.

- **Unlimited suppliers for stock items -** You can specify unlimited alternative suppliers for each stock item with details, including price history, lead time, part reference and purchase history. Against each supplier a last price and list price can be recorded (including an import option), either price can be used when raising purchase orders.

- **Units of measure -** You can buy, store and sell the same stock items in different quantities. For example, you could buy tiles by the pallet, store by the box and sell by the square metre.

- **Search categories -** Sage 200 allows you to set up unlimited categories to suit your product lines; these can be used for reporting purposes or to assist in locating products during the sales order entry process.

- **Inactive stock items -** You can set a flag to make a stock item inactive, so that it can't be ordered but remains on the system with full history.

- **Internally-issued goods -** Stock issued internally to individual areas of a business (as opposed to the departments defined in the Nominal Ledger) can be recorded to assist in monitoring internal usage. Furthermore, an option to specify whether a stock item is available to sales orders, helps control items which are only used internally.

- **Stock taking procedure -** With Sage 200, you can produce reports to assist in making comparisons between physical stock amounts and computer stock levels. You can also make adjustments to the total stock if appropriate, to deal with any anomalies in these levels. Cyclical stock takes are supported - i.e. scheduling counts for individual items as required.

- **Manage stock in multiple locations -** If your business operates one or more locations (for example, warehouses divided into bays), Sage 200 can help you manage these effectively. Each location can be operated independently in terms of replenishment, sales, reporting and stock takes. You can also prevent sales from individual stock locations – for example, a bonded warehouse.

- **Landed Costs –** Extra costs such as customs duties associated with importing stock items purchased from abroad, can be catered for within Sage 200. Each supplier can have different costs associated with them per stock item, which are automatically utilised on a purchase order.

- **Integration -** The Stock module integrates closely with the Sales and Purchase Order Processing modules and the Price Book and ensuring that purchase orders are placed with the correct supplier at the right price and that sales orders are fulfilled efficiently. You can drill down from 'allocated' and 'on order' totals to the linked sales and purchase orders, to easily view which customers have been allocated a particular product. The Stock module also integrates with Sage 200 Bill of Materials.

Stock control	
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	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 now be excluded from the sales order process.
Comprehensive stock records	Full details of your products are readily to hand, with the ability to add fuller and more detailed product descriptions for use on websites, invoices and other documents. An inactive flag can be set and removed per item to prevent sale, while retaining full history for reporting purposes.
Manage stock in multiple locations	Set up multiple warehouses and bins to manage stock levels independently.
Flexible Costing methods	FIFO, Standard and Average costing methods are supported, plus actual costs 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 the same stock item 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 dispatch notes, which are useful for giving specific instructions to your dispatch team; you can also amend or replace these comments at order entry.
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.
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	Three 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 using landed costs, which can either be a percentage cost or fixed amount.
Label printing	Labels for stock can be automatically generated.

Price Book

Price Book allows you to easily manage prices and discounts across your customer base.

Sage 200 supports two types of pricing schemes - discount-based and price-band based, and allows you to create 'communities' of customers to attach to either kind of scheme - *or* - combinations of the two.

Key Features and Benefits

- **Unlimited prices per item -** Sage 200 offers unlimited price bands for each stock item. These bands can be used and named as you wish - for example, a trade price, retail price, web price etc. The currency for each price band can also be specified.
- **Unlimited quantity breaks for discounts -** You can set up discounts based on as many quantity breaks as required.
- **Customer price and discount groups -** You can create customer price groups or 'communities' to attach to individual price schemes.
- **Import and export prices -** You can import and export price lists in .csv or .xml formats, Making it easy to create and manipulate special promotional price lists, then restore the original pricing when required.
- **Complex pricing made simple - ** Sage 200 Price Book is powerful enough to support very complex pricing models. However, this is made simple to manage with a summary screen showing you which price bands and discounts apply to each customer.
- **Price book validation during sales order entry -** When entering sales orders, you can instantly see the margin on an individual product sale (if authorised to do so). Additionally, you can see how the price for each item has been arrived at - helping answer customer queries quickly.
- **Integration -** Price Book links fully with the Sales Order Processing and Stock Control modules to ensure that your pricing schemes are consistently and correctly implemented.

Price Book	
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 to up to 100 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	
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.
Price lists	Create price lists showing standard prices or for specific customers or customer groups.
Price band deletion	Unused price bands can be deleted.

Key Features and Benefits

- **Precise Costing -** 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.

- **Flexible Nominal Ledger analysis -** 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.

- **Easily manage multiple Bills of Materials (BOM) -** 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.

- **Intuitive operation -** The Bill of Materials module shares the same outstanding usability as the rest of the Sage 200 system with uncluttered screens and intuitive navigation. Making it easier for your staff to use the software.

- **Multiple views of BOM structures -** 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.

- **Flexible build options -** 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.

- **Customised BOMs and 'Specials' -** 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.

Bill of Materials	
Unlimited BOM levels	BOMs can be created using unlimited sub-levels.
BOM line types	Each BOM can contain multiple lines representing a stock item, subassembly, cost item, document or comment.
BOM history	Complete history of changes within each BOM is stored.
'On Hold' feature	BOMs can be placed on or off hold, with user-definable reason codes.
Support for serial and batch numbers	Comprehensive support for serial and batch numbers on raw material and finished goods levels.
Common or standalone subassembly usage	Subassemblies within BOMs can be self-contained, or be shared.
Rolled-up cost generation	If desired the system can automatically recalculate rolled-up costs when a component changes.
Support for 'Phantom' BOMs	You can create intermediate items that are never held in stock but are standalone constituents of another finished good.
Replace or delete items	An item can be globally replaced or deleted throughout all BOMs with full control over where changes or deletions are made, including intelligent support for partially-built finished goods.
Where Used inquiry	You can choose whether to view immediate parents, top level parents or a complete hierarchy.
Multi-item builds	Allows multiple finished items to be included in stock calculations and allocations. Prevents finished goods with similar constituents using each other's raw materials.
Trial build	Displays the quantity of raw materials required, including any shortfalls and alternative sources of shortfall items to allow you to plan your build sequences.
Allocation reference numbers	A reference number allows for easy identification of a particular allocation for a manufacturing run and the subsequent build.

Key Features and Benefits

- **Drill Downs/On Screen enquiries -** From the main Sage 200 screen and throughout the system, key user specific business information is readily available. Intelligent drill downs allow you to view detailed information, to transaction level if required. Additionally you can drill across to view all related information. For example, you can view the Nominal Ledger as a Profit & Loss and Balance Sheet, drilling down to view nominal accounts and all related transactions. Drill down from the customer record to individual transaction and view or print associated order or invoice details.

- **Excel Integration -** Enhanced Excel integration allows information from Sage 200 to be quickly and easily uplifted into an Excel spreadsheet without the need to re-key or manually export or import data.

  A library of Excel functions are supplied to allow financial and commercial information to be pulled into 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.

- **Report Designer -** Sage 200 is supplied with over 250 ready-made reports covering all aspects of the system, plus a wide range of documents such as credit letters and invoice layouts for everyday use in your business. With the inbuilt WYSIWYG Report Designer tool, you can easily customise these reports and documents or add new ones from scratch. The same Report Designer is used in Sage 200 as in Sage 50 accounts - so it will be familiar to anyone who has used Sage 50 before. New fields can be added using a wizard; using the in-built Expression Engine you can also add fields which calculate values ‘on the fly’, based on custom formulae. In addition logos and other graphics can easily be added to customise your reports and documents.

  When you run a report, a powerful filter helps you select the information needed. This includes any appropriate custom analysis codes. For example, you could run a sales report based on a particular region or salesperson. You can save particular ‘reports’ for future use and frequently-used reports can be added to the Sage 200 menu for easy access.

  Reports and other documents can be previewed, e-mailed, printed directly or sent to a print manager for printing at a convenient time. Access rights for the print manager can be set to ensure that sensitive documents are not accessed inappropriately.

- **Budgetary Control -** A key strength of Sage 200 is its advanced budgetary control plus, its ability to analyse the performance of cost centres and departments within your business. Analysis of budgets versus actuals can be viewed graphically, with the option of displaying up to five years of historical data and the coming year’s budgets. By drilling down to the individual transactions you can easily see the detail behind those trends.

  Support is also provided for the consolidation of multiple companies, including those with different operating currencies.

- **Business analysis -** Sage 200 gives you the ability to analyse information across your business, such as top customers, best selling products and product history allowing for better and more pro-active decision making.
- **Analysis Tools -** Throughout the system, custom analysis codes allow you to analyse information in any way you want. You may choose for example, to categorise your customers by region, sales person and account type, so you can analyse sales performance across these categories.

Features	
Budgetary Control	The last 5 years of historical as well the current and next financial years budgets can be recorded for each nominal code; up to three custom budget profiles can be defined and applied.
Cost Centres and Departments	To help analyse the performance of different areas of your business, nominal codes can be assigned to different Cost Centres and Departments.
Graphical Analysis of Budgets vs Actuals	Display your current situation against budgets as well as viewing up to five years' historical data and the coming year's budgets.
Custom Analysis Codes	Throughout the Sage 200 system, custom analysis codes can be defined, allowing you to analyse information across many dimensions.
Sage Report Designer	A comprehensive range of ready-made reports and document layouts are supplied with Sage 200, along with a powerful report designer which can be used to tailor them. The report designer can also be used to create new documents and reports from scratch.
Graphically analyse and present data	(E.g bar chart shows turnover and aged balances).
Drill-Downs and Drill-Throughs	Throughout the Sage 200 system, key business information is readily available. You can drill down to view detailed information to transaction level if required and drill through to view related information.
ODBC Connectivity	Information from Sage 200 can be read by many other applications via industry-standard ODBC connectivity, for external analysis or other use.

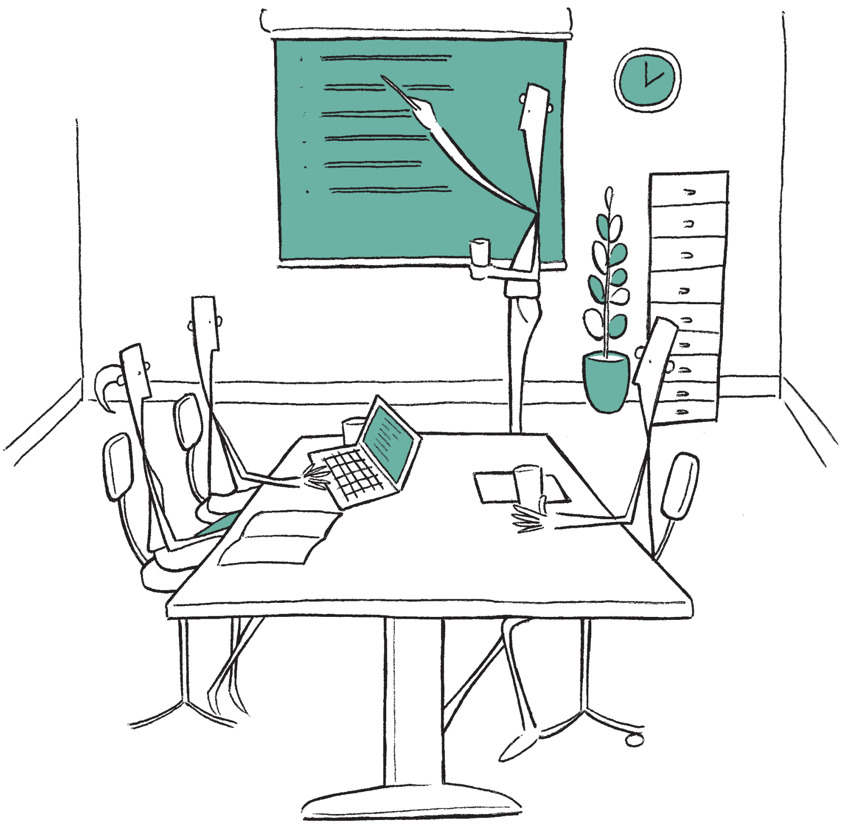
Value added support

The Sage Business Advice Team

If you need help in selecting the right Sage solution for your business, you can phone one of our experienced Business Advisors. They will discuss your needs with you, provide you with detailed product information and, if appropriate, put you in touch with a local Sage Accredited Business Partner.

Sage Annual Licence Plan

The Sage Annual Licence Plan (SALP) ensures that your Sage 200 suite product continues to support your business as it grows. You will benefit from legislative updates for Sage 200 software, access to business guides, special promotional offers and product upgrades.



Finance Options from Sage

At Sage, we recognise the upfront costs associated with purchasing and installing a new IT system can often be a barrier to acquiring the solution your business really needs. This is why we have created a variety of Finance options, allowing you to spread the cost of payment, and enabling you to purchase the best possible solution for your business, with no compromises.

Microsoft® SQL options

Sage 200 v4 requires an approved third-party database management system to operate - currently either Microsoft SQL Server™ 2000/2005 Standard Edition or Microsoft SQL Server 2000 Enterprise Edition. In addition, we offer highly recommend Microsoft Software Assurance - allowing you to adopt updated versions of Microsoft SQL as they become available and certified for Sage 200.

Sage 200 suite - software to meet your business needs

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

Construction
- Construction
- CRM

Professional Services
- Project Accounting
- CRM

Accounts
- Financials
- Commercials
- Project Accounting
- CRM
- Asset Manager
- Payroll

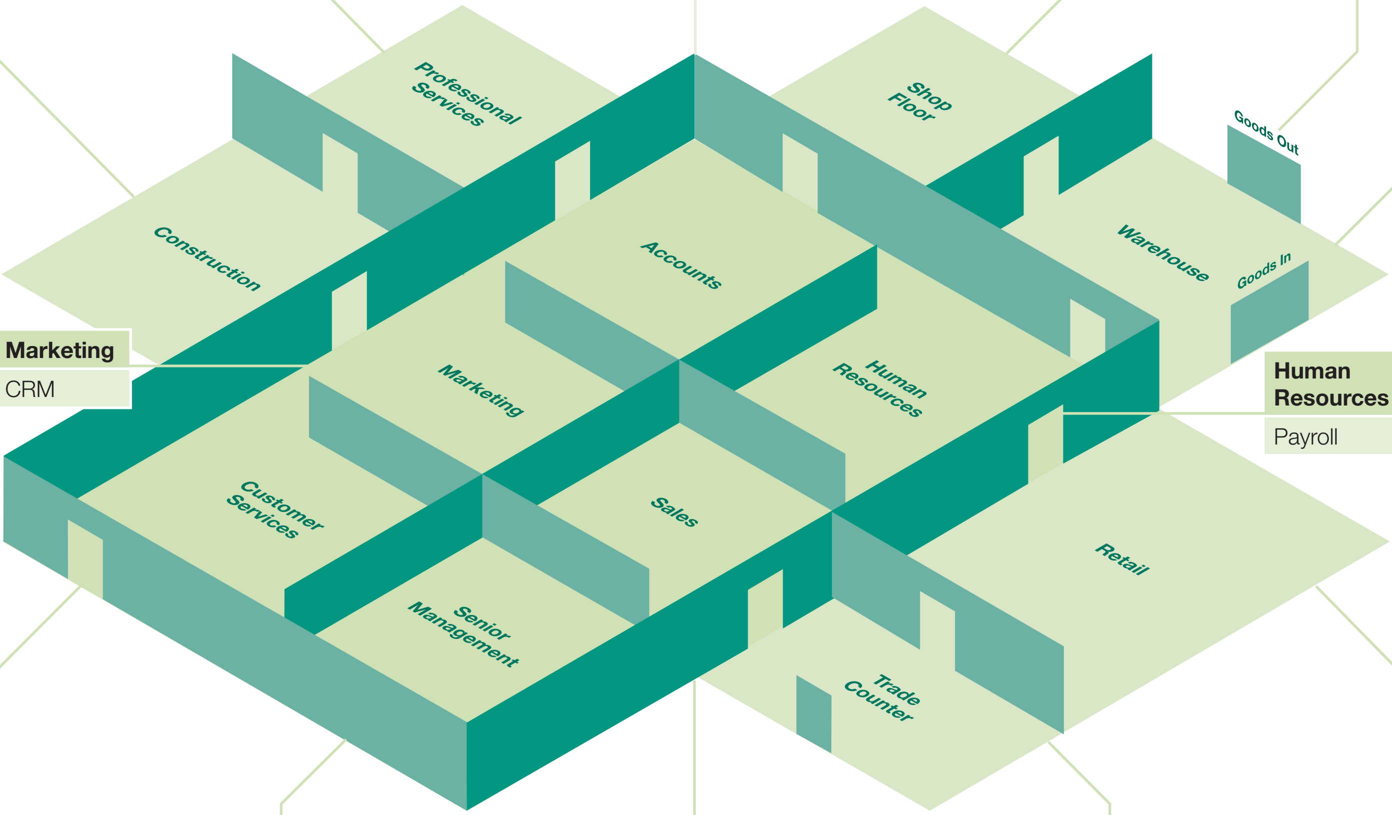
Shop Floor
- Commercials
- Manufacturing
- Bill of Materials

Warehouse
- Commercials
- Bill of Materials
- Wholesale Retail

Goods In/Out
- Commercials

Marketing
- CRM

Human Resources
- Payroll



Customer Service
- CRM

Senior management
- Financials
- Business Intelligence
- Forecasting

Sales
- Commercials
- CRM
- Wholesale Retail

Trade Counter
- Commercials
- Wholesale Retail
- POS

Retail
- Commercials
- Wholesale Retail
- POS

Notes
CRM - Customer Relationship Management
POS - Point of Sale

Sage 200 suite - software to meet your business needs

	Sage 200 Financials	Sage 200 Commercials	Sage 200 Project Accounting	Sage 200 CRM*	Sage 200 Business Intelligence*	Sage 200 Forecasting*	Sage 200 Asset Manager*	Sage 200 Payroll*	Sage 200 Manufacturing*	Sage 200 Bill of Materials*	Sage 200 Wholesale and Retail*	Sage 200 POS*	Sage 200 Construction
Accounting and Payroll	✔		✔				✔	✔					
Supply chain and distribution		✔		✔						✔	✔		
Project management and billing	✔	✔	✔	✔				✔					
Sales management		✔		✔									
Contact Management				✔									
Customer management, service and support				✔									
Marketing management				✔									
Retail and wholesale		✔									✔	✔	
Construction	✔	✔		✔									✔
Manufacturing and production		✔							✔	✔			
Business forecasting, reporting and analysis	✔			✔	✔	✔							

To find out how our software can help your business please call us on 0845 111 9988 or visit www.sage.co.uk

Notes
*Available from Summer 2007. For more information please visit www.sage.co.uk

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System Requirements

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

This publication is not intended to form any contract for computer software with Sage (UK) Limited or any of its subsidiaries ('Sage'). If you require a particular application or feature, the suitability of the Program should be verified.

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