

Sage 200 Accounts v2009 is supplied with a new help system. The new help system is complemented by a comprehensive search facility across all of the accounting modules.

We have provided this *Sage 200 v5.1 Accounting System Manager PDF* for your reference only. All of this information and all new features are described in the help system.

Accounting System Manager new features	v2009 help topic
Online payment processing	Getting started with online payment processing Set up merchant accounts Add merchant account Amend merchant account Delete merchant account View merchant account settings
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Units of measure	Validate units of measure report



Accounting System Manager Guide

Software Licence Agreement

1. What this agreement is about

This agreement describes how you may use the Sage software which accompanies this agreement and sets out the things that each of us may do in relation to that use. This agreement is worded so that it can cover all of the parts of software which make up the Sage 200 suite, which are described at www.sage.co.uk, for example Sage 200 Finance and Commercials, Sage 200 Retail, Sage 200 CRM. However this agreement only applies to your use of the software which came with this agreement. In the rest of this agreement we refer to the software which came with this agreement as '**Software**'.

2. How you indicate that you accept this agreement and when this agreement starts

2.1 You indicate that you accept all of this agreement by doing any of the following:

2.1.1 Signing and returning a paper copy of this Agreement to us (including via your Sage business partner);

2.1.2 Indicating electronically that you agree to this agreement, for example as described during the installation process or by sending us or your supplier an email; or

2.1.3 Installing the Software, or allowing it to be installed for longer than 7 days. This agreement also starts from that date.

2.2 If you don't accept this agreement, you should notify your supplier as soon as possible and should permanently delete the Software from all computers it has been installed on as soon as possible and in any event within 7 days of the date you first installed the Software. Once you have notified your supplier in writing that you do not accept this licence agreement, we or they may need to verify that you have permanently deleted it, and we or they will contact you to discuss this.

3. Who this agreement is between and what certain defined words mean

3.1 This agreement is between Sage (UK) Limited (company registered number 1045967, VAT number GB 555909605) whose registered office is at North Park, Newcastle upon Tyne NE13 9AA, United Kingdom (which we refer to as "**Sage**", "**we**" or "**us**" in this agreement) and you, the individual or organisation which is registered to use the Software (which we refer to as "**you**" in this agreement). We both agree that this agreement is valid because you accept it, in return for which we will let you use the Software as described in this agreement. Software Licence Agreement

3.2 The following words have the following meanings when used in this agreement:

3.2.1 '**Documentation**' means the technical and user guides (including guidance as to minimum system requirements) or similar documentation (excluding marketing and sales publications) which we make available for use with the Software;

3.2.2 '**Licence**' has the meaning given in paragraph 4.1; and

3.2.3 '**Replacement Software**' means any software we generally make available to all our customers to replace all or part of the Software. Replacement Software excludes anything which we inform you is separate software, even if it is similar to the Software, or capable of being integrated with the Software.

4. Your rights to use the Software

4.1 So long as you have paid any applicable fee to use the Software and have accepted this agreement in one of the ways set out in paragraph 2.1, we grant you the right (called a "**Licence**") to use the Software in the way described in this agreement.

4.2 Your Licence is non-exclusive, which means that we may grant the same and similar rights to others.

4.3 At all times you must only use the Software for your legitimate business purposes and with your own data.

4.4 This Licence allows you to use the object code of the Software only. Object code is a set of written instructions that a computer can read, but which is difficult for a person to understand.

4.5 The duration of your Licence depends on the Software. Your Licence for Sage 200 Finance, Commercials, Retail, Project Accounting (including Web Time and Expenses), Bill of Materials and Document Manager initially lasts for one year from the date we send the Software to your supplier. If your Licence purchase has been financed over a fixed period, the period of your Licence is the same duration as such fixed period, so long as you continue to pay your

finance payments. Thereafter, the Licence will be renewed on each anniversary for another year and the appropriate fee is payable. Subject to paragraph 9.1, if you use the Software after the renewal date, you indicate your acceptance of the renewal of your Licence for twelve months from the renewal date. You should note that the Licence may be ended if the circumstances described in paragraph 9 arise.

4.6 You may permit up to the specified number of users to use the Software - this number is normally specified on your invoice but may be communicated to you in another way. By 'user' we mean a person who inputs information into the Software, or uses it to gain information. Unless you are a sole trader (in which case this sentence does not apply to you), your users must either be your employees, or contractors who have signed a written contract with you. Some of our Software is licensed with reference to 'concurrent users' which means that up to the specified number of users may use the software at any one time. You may reduce the number of users who have access to the Software at any time, but this will not reduce the fee you have to pay to use the Software until the next time the Licence is renewed.

4.7 You may use the Software on a network, so long as you use the Software in line with the rest of this paragraph 4 and 5.

4.8 This paragraph does not apply to Sage Document Manager nor to software owned by others (see paragraph 5.1.2. for more information about software owned by others). You may let someone else (for example a managed/outsourced/hosted services provider) install the Software so that they can provide managed/outsourced/hosted services only to you using your copy of the Software, so long as: (a) you do not install it as well, and (b) they have confirmed to you in writing that they will comply with paragraphs 4 and 5 of this agreement, in particular that they will only provide and manage access to your own users as described in paragraph 4.6 and, not use it for any other purpose. If you do let someone else install the Software in this way, you remain responsible to us for your and their compliance with this agreement. You should be aware that we have not tested the Software for use other than directly by you in accordance with our operating instructions. You should note the restrictions in paragraph 5.4.3 about not allowing others to use or access your installation of the Software.

4.9 Although you have rights to use the Software as described above, we have not passed ownership of the intellectual property rights in the Software to you. Intellectual property rights are, in summary, exclusive rights for an owner to say how certain things, like music, films and software, may be used. We (or the owner of the Software, if we are not the owner) continue to own the intellectual property rights in the Software including any Replacement Software and any copies of it made by you. The only rights you have to the Software and any related materials are the Licence and any other rights specifically given to you in this agreement.

4.10 If the Software was provided to you on a disk (or other physical media), you own that disk or media from the date you pay for the Software Licence. (Note that in this paragraph we are

talking about the ownership of the disk - in the previous paragraph 4.9, we are talking about ownership of the Software which is recorded on the disk.)

5. Limitations on use of the Software

5.1 Limitations which apply to particular Software:

5.1.1 Sage 200 Web Time and Expenses. You may install this Software on a single web-server which may be accessed by the specified number of users who may input time and expenses remotely via the web interface provided with the Software.

5.1.2 Software owned by others. With the Software you may receive other software which is not owned by us (for example database software). If so, you agree to comply with any licence agreement which accompanies that other software. If there is no licence agreement with that other software, this agreement shall apply to your use of that other software. You also agree to comply with any other requirements about using that other software which we tell you about from time to time. The owners of that other software keep all relevant rights (including copyright and other intellectual property rights) and ownership in their own software and all copies of it.

5.2 General limitations which apply to all Software:

5.2.1 If your Licence is for a single user, you may only install the Software on one computer, unless paragraph 6.3 applies.

5.2.2 You may transfer a copy of the Software from one computer to another owned by you, so long as you always continue to use the Software in accordance with paragraphs 4 and 5 and the Documentation. You may need an activation code in order to do this (see paragraph 5.3). So it is clear, once you have transferred a copy of the Software from one computer to another, you must permanently delete the Software from the computer on which the Software was originally installed. You may not install more than one copy of the Software on one computer.

5.2.3 You must not change or take apart the Software, nor allow anyone else to do so. Please contact us if you wish to do this, when we will try to help if you wish to do this for a legitimate reason, and at the very least fulfil our legal obligations.

5.2.4 You must not copy any of the Software, nor allow anyone else to do so. As an exception to this you may make one back-up copy of it for security purposes. For clarity, we are not trying to restrict how many copies of your own data you make, as you are free to make as many copies of your own data as you like.

5.3 Activating the Software:

5.3.1 The Software must be activated with an activation code. It may also need to be re-activated every year. If it is not re-activated, you will no longer be able to use the Software. You agree a) to provide your supplier with the information which is reasonably requested from you to enable re-activation, and b) that your supplier can provide that information to us. Without this information your supplier will not be able to activate your Software and you will not be able to use it. We will use this information to manage and administer your use of our Software and to communicate with you about our other products and services. We will use any personal data as described in paragraph 10.2 (where we also explain what 'personal data' means).

5.3.2 The Software may contain technology which ensures that you only use the Software in the intended manner. You agree that we may include this technology in the Software and that (if contained in the Software) it will start working once the Software is activated.

5.4 Unauthorised use of our Software.

This paragraph is included to make clear that certain use of our Software is not permitted. The following list gives examples of things you must not do with the Software, and you must ensure that no one else does them with your copy of the Software.

5.4.1 You must not use the Software in any way other than as specifically permitted by this agreement or in our operating instructions or as permitted by us in writing.

5.4.2 Except as set out in paragraph 4.8, you must not pass it on in any way, whether or not you are paid money to do so. For example, you may not sell the Software, including if someone buys the assets of your business, nor use it as security for a loan.

5.4.3 Except as set out in paragraph 4.8, you must not make the Software available for anyone else to use or access, nor give anyone else any right (of any kind) to distribute or exploit the Software in any way. For example you may not use the Software to provide services to others (these services are sometimes called bureau services) nor to permit anyone else (other than your own users as described in paragraph 4.6) to have remote access to the Software (these services are sometimes called hosted or ASP services).

5.4.4 You must not use, nor try to use, the Software in a way which we have not permitted. For example you must not try to make the Software work in a particular way if it does not usually work that way.

5.4.5 The following sentence is to make it clear that we do not want anyone to use our Software to develop their own software. You must not use or copy (no matter how much is copied) the whole or any part of the Software's graphical user interface, operating logic or underlying database structure for incorporation into or the development of any software or other product or technology.

6. Technical Support and Replacement Software

6.1 Technical Support.

You may be able to obtain technical support of the Software and other services relating to it from your supplier. We will provide technical support for the Software to a Sage accredited business partner in accordance with the relevant contractual arrangements between us and that accredited business partner. In relation to that support for Sage accredited business partners:

6.1.1 we may only provide technical support for certain versions of the Software, in which case we will communicate this to our Sage accredited business partners;

6.1.2 we do not provide help for problems caused by using the Software in any way not described in the Documentation (for example making direct changes to the Software's database); and

6.1.3 we do not provide help for problems which do not directly relate to the performance of the Software itself, for example problems which relate to: (a) the administration and maintenance of a computer system or network; (b) the database with which the Product works; or (c) the way in which the Software was set up by your supplier.

6.2 Replacement Software.

If your supplier is a Sage accredited business partner, we will provide them with Replacement Software, so long as they have entered into the necessary contractual arrangements with us. You should contact your supplier regarding receiving Replacement Software.

6.3 If you receive Replacement Software which replaces all of the Software, from the date you install the Replacement Software, your Licence to use the Software will stop and be replaced with a Licence to use the Replacement Software. However you may continue to use both the Software and the Replacement Software for three months from that date, for the purpose of ensuring that you wish to continue using the Replacement Software.

6.4 We may stop providing technical support and/or Replacement Software for the Software at any time, although we will give you a reasonable amount of notice if we decide to stop providing this and our doing so will not affect your Licence to use the Software.

6.5 We also reserve the right to introduce separate software which is similar to the Software or capable of being integrated with the Software.

7. Sage's contractual promise and disclaimers about the Software

7.1 We make a contractual promise to you (sometimes called a 'warranty') that, during the Licence, the Software will provide the functionality and will perform substantially as described in the Documentation. This promise only applies so long as you use the Software in accordance with our operating instructions (for example, the Documentation). If you notify us in writing during your Licence that the Software does not perform substantially in accordance with the Documentation and this non-performance is material to your use of the Software, we will try to replicate and verify that non-performance. If we are able to replicate and verify it, we will in our sole discretion either issue Replacement Software to correct the situation, or (if we do not issue Replacement Software), refund you the fee you paid for the year in which you first notified us of the non-performance, in which case this agreement will automatically stop with immediate effect.

7.2 We do not make any promises or give any assurances about any of the following:

7.2.1 that the Software will meet your requirements;

7.2.2 that there will not be any interruptions in your use of the Software. This is because, despite the fact that we follow good industry standards when testing the Software before it is released, like all software, there may be defects in the Software; or

7.2.3 that:

- you will be able to use the Software in any particular way, or
- you will get particular outputs from the Software; and
- the results of your use of the Software, for example in terms of content, correctness, accuracy, reliability or otherwise, will be to a certain standard, in each case even if you told our representatives about your intended use. This is because the Software is boxed software that has been developed for use by many different types of users and it is your responsibility to set up the Software so that you can use it in the particular way you require. This is why we recommend that you engage with a Sage accredited business partner to help you do this.

8. Our responsibility if something goes wrong

8.1 Our maximum responsibility and liability (including for negligence) in relation to this agreement will be limited to paying you an amount equal to the total amount of fees you paid for the Licence to use the Software, plus the total amount you paid (if anything) to receive Replacement Software.

8.2 In no event will Sage be responsible for any:

8.2.1 financial or similar loss of any kind, including for example: loss of profits, business, chargeable time, anticipated savings, goodwill, any business interruption or loss of or corruption to data; in each case however caused and in each case whether caused directly or indirectly; nor for any

8.2.2 indirect, consequential, incidental or special damage; nor for any

8.2.3 losses you suffer which arise from you using the Software other than as described in the Documentation, in each case even if we actually knew or should have known about the possibility you could experience such loss.

8.3 The following sentence is necessary under English law to help ensure that we benefit from the protection given by the rest of this paragraph 8. Nothing in this agreement shall prevent or limit either of our liability for:

8.3.1 fraud;

8.3.2 death or personal injury arising out of our negligence; or

8.3.3 any legally binding promise (which is implied by law) that we can give you the Licence or that you can use the Software without interference.

8.4 We both acknowledge that the allocation of liability in this Agreement is reasonable because it reflects that:

8.4.1 it is not within our control how, and for what purposes, you use the Software;

8.4.2 we have not developed it specifically for you;

8.4.3 while we follow good industry practice, it is not economically possible for us to exhaustively test the Software; and

8.4.4 we only receive some of the fees you paid to your Software supplier for the Software and Replacement Software.

9. How this agreement may be brought to an end

9.1 You may end this agreement at any time by writing to tell us, i.e. giving us notice, three months in advance of the date you want it to end. If you do this, you will not get any refund, and if any payment is outstanding or you are making payments by direct debit, you will have to immediately pay everything you owe by the end date. Therefore, if you know you do not want to renew your Licence, please make sure you write to tell us at least 3 months before the renewal date. However, if your three months notice ends at any time up to one month after the date your Licence was due to be renewed, you can still end it and need only pay a pro rata

amount of the prior year's Licence fee for any period of your notice that falls after the renewal date. If your notice ends more than a month after your renewal date, the full Licence fee is payable.

9.2 This agreement will automatically and immediately end without refund if you become bankrupt (or something similar happens) or your business is not able to pay its debts, stops trading or becomes insolvent (or something similar happens) or, if we are notified that any finance arrangement you have made with another party in relation to the Software has ended for any reason other than the finance being paid in full.

9.3 If either of us discovers that the other has done something which is not allowed by this agreement, or has not done something which is required by it, the person who discovered the situation has the option to give the other 30 days' advance written notice that they require the situation to be remedied. If it is remedied in that time, that will be the end of the matter. If it is not remedied in that time, the person who discovered the situation will have the option to end this agreement by giving written notice to the other and the agreement is immediately ended.

9.4 Within ten working days of the end of the Licence for any reason, you shall uninstall the Software and return it to us (including any copies you have made of the Software (or any part of it)) and provide a certificate signed by your duly authorised representative to confirm compliance with this paragraph 9.3.

9.5 No matter how this agreement ends, the data you store in the Software remains your data and you are entitled to extract it from the Software before the end of the agreement. However, your failure to extract it will not prevent this agreement ending.

10. Miscellaneous terms

10.1 Any supplier or business partner (accredited or not) from which you buy the Licence is an independent contractor and is not appointed or authorised by us as our servant or agent. No such person has any authority or right to enter into any contract or provide any representation, warranty or guarantee with or to you on our behalf, or otherwise to bind us in any way at all. We will not be responsible for any modifications or mergers made to the Software by such people nor for anything they do or fail to do.

10.2 You shall provide us with any information that we may reasonably request from time to time, which we reasonably require to fulfil any of our contractual obligations under this Agreement or any other agreement we may have with any of our licensors, sub-contractors or agents. Such information may, if necessary, include personal data (being data from which a living individual can be identified or which when put together with other information we hold results in a living individual being identified). You acknowledge that we may disclose any such information to any of our licensors, sub-contractors or agents in order to fulfil our contractual

obligations under any agreement we may have with such licensors, sub-contractors or agents. We may also use such information to contact you via your relevant, nominated personnel about other relevant products and services which we (or other companies in the same group of companies as Sage (UK) Limited offer and to conduct customer research; if at any time you do not want us to use it in this way, please contact us.

10.3 To the extent legally permitted, the controlling language of this agreement is English.

10.4 We own the rights in our Software and any related logos. Other owners own the rights in their software and their logos. You do not obtain any ownership of those rights or logos, and the rights you obtain to access and use the Software and other software supplied with it are as specifically described in this agreement.

10.5 If a court or similar body decides that any wording in this agreement is invalid or unenforceable, that decision will not affect the rest of this agreement, which will remain binding on both of us. However, if the wording that is invalid or unenforceable can be made valid and enforceable by deleting part of it, we will both treat the wording as if it is deleted, so that the wording in question becomes valid and enforceable.

10.6 If either of us fails or delays the exercise of any rights or remedies under this agreement, we shall not be deemed to have given up those rights or remedies in any way.

10.7 This agreement is the entire agreement between you and us with respect to your use of the Software, and supersedes all documentation, information and other communications (in each case whether spoken or written) between us with respect to such access and use.

10.8 From time to time we may modify this agreement by notifying you that it has been modified. If you do not agree with those modifications, please contact us as soon as possible. By using the Software after you have been notified that this agreement has been modified, you indicate your acceptance of those modifications.

10.9 We shall not be liable for and shall be excused from any failure to perform our obligations in this agreement due to causes beyond our reasonable control.

10.10 The following sentence means that only you, we and the owners of other software owned by others (described in paragraph 5.1.2), can benefit from the rights in this agreement. Nothing in this agreement will give anyone any right or benefit under the Contracts (Rights of Third Parties) Act 1999, except that the owners of that other software can benefit from paragraphs 4, 5, 8 and any other part of this agreement that is applicable to that other software. However we both reserve the right to terminate this agreement or change any term of it by written agreement between ourselves, without the consent of any of those owners.

10.11 This agreement is governed by the laws of England and Wales and we both agree that the courts of England and Wales will be the only courts that can decide on legal disputes or claims about this agreement.

Introduction to the Sage 200 Modules

Sage 200 is a .Net accounting system which offers a complete accounting solution to meet your business needs.

Your Sage 200 Accounting System consists of a number of fully integrated modules. The Financial modules may be used on their own or alongside the Commercial ones:

Financial Modules

- **Nominal Ledger** - is the core of the financial system. It allows you to set up your chart of accounts and updates the accounts for all revenue and expenditure, assets and liabilities, accumulating the information from the other Sage 200 modules. The reporting facilities within the Nominal Ledger then provide a comprehensive series of management reports.
- **Sales Ledger** - allows you to set up and maintain details of your customers, record and monitor your transactions with them and control their debts. It handles foreign currency accounts and VAT requirements for the UK and the EU.
- **Purchase Ledger** - allows you to set up and maintain details of your suppliers, record and monitor your transactions with them and control your debts. It handles foreign currency accounts and VAT requirements for the UK and the EU.
- **Cash Book** - this is where you can keep track of monies in your bank accounts and petty cash account. You can record all monetary transactions using this module, or it will automatically receive postings from the Sales, Purchase and Nominal Ledgers if monetary transactions are carried out there. It has functions to handle foreign currency dealing, allows you to set up direct debits and standing orders and to reconcile your bank statements.

Commercial Modules

- **Stock** - allows you to set up and maintain the details of your stock, whether raw materials, finished goods or both. You can record all goods received, exactly where items are located, who supplied them and at what price. You can record goods supplied, to whom, where and when. A stocktaking routine is provided along with a process to revalue your stock. The module can be set to automatically update the Nominal Ledger with the value of stock etc.

- **Sales Order Processing** - used to record all goods and services ordered by, invoiced to, supplied to and returned from your customers (as set up in the Sales Ledger). You can maintain various different prices for specific customers, product groups or items, and apply discounts based on quantity ordered etc. The cost of the sale is automatically calculated by the system and posted to the Nominal Ledger for profit and loss reporting.
- **Purchase Order Processing** - this enables you to record full details of all goods and services ordered, invoiced and received from your suppliers (as set up in the Purchase ledger). You can also keep track of any returns to your suppliers.

Productivity Modules

- **Manufacturing Suite (contains a Bill of Materials module that supercedes the standalone BOM module outlined below)** - a suite of modules that provide full control of your manufacturing processes. Directly integrated with the Sage 200 Commercial modules, the Manufacturing modules provide facilities to create bill of materials (essential if you are manufacturing in repetitive batches), and produce estimates (essential if you are manufacturing one-off jobs). You can plan at various levels of complexity; from planning to add items to stock to planning according to material requirements (looking at stock projections in relation to demand) and generating appropriate recommendations. Works orders are generated to fulfil demand and are managed in the Orders module. Additionally, the Operation Times add-on module allows for monitoring of operation times and control of productivity in the workplace.
- **Bill of Materials (only applicable if the Manufacturing Suite is not active)** - provides a combined stock assembly and process-costing function. Directly integrated with the Sage 200 Stock Control module, the program provides facilities to specify the structure of a finished item in terms of subassemblies and components. If process costs are involved in the make-up of subassemblies, these labour and/or machine costs can be entered against a bill of materials (or BOM).

The various reports and screen enquiries provide a means to analyse the creation and allocation of a bill of materials.

Other

- **Accounting System Manager** - this module allows you to set up certain common information that will be used across the whole system - for example, foreign exchange rates. This module also allows you to set up and use the Transaction e-Mail module which allows you to process orders and invoices sent to you via e-mail.
- **Project Accounting** - this module provides all the features that you need to maintain accurate details about projects and to manage your projects effectively. It integrates with your Sage Financials and Commercials modules and allows cost and revenue transactions to be allocated to projects.
- **Sage Retail** - this module provides retail functionality for your Sage 200 system. It provides the facility to specify the structure of your company by region, area and stores. It also allows you to organise your stock items in terms of their attributes (such as size and colour) and product type.

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Welcome

Welcome to Sage 200 Accounting System Manager and to the *Sage 200 Accounting System Manager User Guide*.

Sage 200 is built on a .Net platform which offers you a complete accounts and trading solution to meet your business needs.

The Accounting System Manager allows you to manage the four financials modules within your Sage 200 Financials suite and your Sage 200 Commercial modules.

In this chapter:

Using this Guide

Sage 200 Accounting System Manager

How Accounting System Manager helps financial operations

Before you start ...

Documentation summary

Using this Documentation

The Sage 200 Help system and User Guide provide information on how to use the Accounting System Manager. You can access Help for each module from the menu bar. You can also press 'F1' on the keyboard to display help topics for the screen you are currently working in.

We hope you will find the documentation comprehensive. If you want to email us with your comments, please email the Sage 200 Documentation Team at SageTechnicalAuthors@sage.com and mark the subject line as 'Sage 200 v5'.

Process-oriented approach

These User Guide chapters are written to describe the processes that you will go through when setting up Sage 200 companies, and managing central Sage 200 data.

Where the processes comprise of more than one activity, a snapshot of activities is provided in the coloured side panel on the first page of all chapters. Where it does not, a snapshot of the topics included in the chapter is provided.

Conventions

- References to other sections in this User Guide, or to other guides are given in *italics*.
- References to on-screen items are enclosed in single quotation marks. For example, on the 'Contacts' tab click 'Save'.
- Navigation to an on-line window is illustrated by the name(s) you need to choose separated by a symbol >. For example, Choose System Settings > Tax Rates means choose the System Settings and then the Tax Rates option.
- Where there are prerequisites to performing activities these are indicated using the ✓ symbol so you can easily identify them.

For detailed information on the operation of Sage 200, see the *Sage 200 Operations* documentation.

Sage 200 Accounting System Manager

Sage 200 consists of a number of Financials and Commercials modules and the Accounting System Manager module.

The Accounting System Manager module provides overall control and system integration of the business management system and its modules. It allows you to set up certain information that is used across all the Sage 200 modules, as follows.

- Record details about your company or companies.
- Produce and Reconcile Intrastat (SSD).
- Set up common information that applies throughout Sage 200, such as analysis codes for reporting, country codes, tax rates, foreign currencies and exchange rates, customer and supplier analysis codes and transaction analysis codes for reporting.
- Run routines that assist you in maintaining the operation of Sage 200, such as maintaining your transaction audit file, checking your account and ledger balances and viewing the status of the ledgers.

How Accounting System Manager helps you

The Accounting System Manager helps you to manage your accounts by:

- Providing you with an integrated system of accounting within which to manage your accounts and apply your company and Sage 200 settings.
- Applying common information.
- Providing you with control of your accounting information at several levels within this integrated system.
- Providing you with common maintenance routines to balance your accounts and ledgers.

Integration

The main benefit of using an integrated system is that you save time by only needing to enter information once, in one module. It can then be used elsewhere in the relevant modules for the same company.

It also reduces the risk of errors as you do not have to enter the same information twice. For example, the Nominal Ledger automatically receives details of invoice values, from the Sales and Purchase Ledger.

To pass information between modules, in most cases you only need to:

- Ensure that the common information is set up in the Accounting System Manager.
- Ensure that your default nominal account structure has been set up in the Nominal Ledger, and your Chart of Accounts.
- Ensure that all your trader and bank account records have been set up in Sales Ledger, Purchase Ledger and Cash Book.
- Select the appropriate Month End Routines within each module to update transactional information.

Control of accounts

You can control your accounts through the definition and application of settings at three levels within Sage 200.

- Global level

Define company and common information settings, using Accounting System Manager and the Nominal Ledger, which apply throughout Sage 200. These settings provide the broadest level of control within your Sage 200 system. They help you to define the operation of Sage 200 in the best way for your organisation.

- Module level

Apply global settings, and define settings using the modules which are applied when you create new accounts or process transactions in the modules. These allow you to specify your preferred account information when you create new accounts and process transactions.

- Account level

Apply global and module settings, and define settings specific to each account when you create new accounts or process transactions in the modules. These are local and unique to each account.

Note: Settings applied at a higher level (global/module) also apply at a lower level (module/account) unless you override them at the lower level.

Common maintenance routines

You can use the following common routines to maintain your system.

- Maintain Transaction Audit File

Sage 200 maintains an audit trail of transactions entered through the financial ledgers. You can 'Print', 'Archive' or 'Delete' the audit trail transactions on a regular basis.

- Balance Ledgers

You can identify and rectify problems on accounts held in the Financial modules (Sales, Purchase, Nominal and Cash Book) and the Commercials modules (Sales Order Processing, Purchase Order Processing and Stock Control).

Financials modules: when you need to identify if there are actual problems on the account or ledger, the account balance of each customer account is checked against the total transactions applied to the account, and if you choose to balance all accounts, the overall total on the ledger. Depending on the option chosen, the account balance is adjusted or a report produced which allows you to identify any discrepancies on the ledger.

Commercials modules: Validates stock quantities and order/return line values for sales and purchases. Identified anomalies can be rectified using this activity.

- Ledger Summaries

You can view the overall status of your ledgers in terms of numbers of accounts, ledger balance and current period, using the 'Ledger Summary' routine.

- User Login Status Utility

The User Login Status Facility, provides valuable information to advise on the course of action required to ensure that uncontrolled disconnection has not affected data adversely.

The User Login Status Utility enables you to:

- Receive alerts from the Sage 200 Messenger advising of possible issues caused by users abnormally exiting from the system in the event of a system crash, power cut and so on.
- View the users currently logged on to the system.
- View users who have been disconnected from the system in an uncontrolled way part way through a session.

Before you get started ...

Read the user documentation

Before you begin to set up and use Sage 200, please take the time to read the information supplied for each Sage 200 module.

The information provides an overview of what you need to set up within your Sage 200 program, and some understanding of the results you can expect from its use.

Note: Sage 200 help systems are designed to provide additional information to that contained in the User Guides. There is one help system for each module, including the Accounting System Manager. Please use the Sage 200 help systems to access further information available about each module and its features.

Familiarise yourself with Sage 200

Familiarise yourself with Sage 200 operation. Work through the menus and options described while you are sitting in front of the computer. For more information see your *Sage 200 Operations* documentation.

Setting up a practice company

To ensure you get the best use out of your Sage 200 system, we recommend that you set up a practice company data set. This will be a separate data set from your live company data set. For more information see your *Sage 200 System Administrator* documentation.

Within this company, install the demonstration company data which comes with the system or, if you prefer, copy the contents of your live data set into your practice company.

Use the practice company to familiarise yourself with the system. Try out routines that you are not familiar with or just test a routine that you may not have used previously, for example, foreign account revaluation. This means that you are able to examine the results and get used to the routine and the outcomes, prior to using it in your live company.

A practice company is also useful if you need to contact the organisation which provides your technical support, as this may require a routine to be tested outside of the live data set.

For information about testing routines using your live company data, please refer to the online Help system for Accounting System Manager, to appreciate the processes you need to follow.

The Sage 200 Desktop

When you open Sage 200, the desktop window appears. Use this desktop window to run the accounting options and open the menus available within Sage 200.

The Sage 200 desktop window comprises a variety of navigational methods: the menu bar, the toolbar and the tree menu. It is a matter of finding the way you are most comfortable with and using that. The desktop also comprises the display area which is where Sage 200 online windows are displayed for you to work with. For more information see the *Sage 200 Operations* documentation.

Windows settings

Refer to your windows operating system documentation for assistance in changing the colour and size of your windows, including your Sage 200 desktop window.

Getting Started

Before you begin to work live in Sage 200 you need to do the following.

1. Define and set up your company details. See *Set Up Company Details on page 33*.
2. Define and set up common information.

For more information see *Manage Common Information on page 65*.

3. Set up the number of accounting periods you require and also specify the maximum number you want to allow open at any one time during your financial year.
4. Set up the Chart of Accounts in the Nominal Ledger in as little or as much detail as you require. This can include cost centre and department codes to provide detailed financial analysis for segments of your organisation. For more information see the *Sage 200 Nominal Ledger* documentation.
5. Set up the Cash Book if you intend to use the Cash Book to manage your cash transactions.

The Cash Book also provides the opportunity to make electronic bank payments and reconcile your bank statements online. For more information see the *Sage 200 Cash Book* documentation.

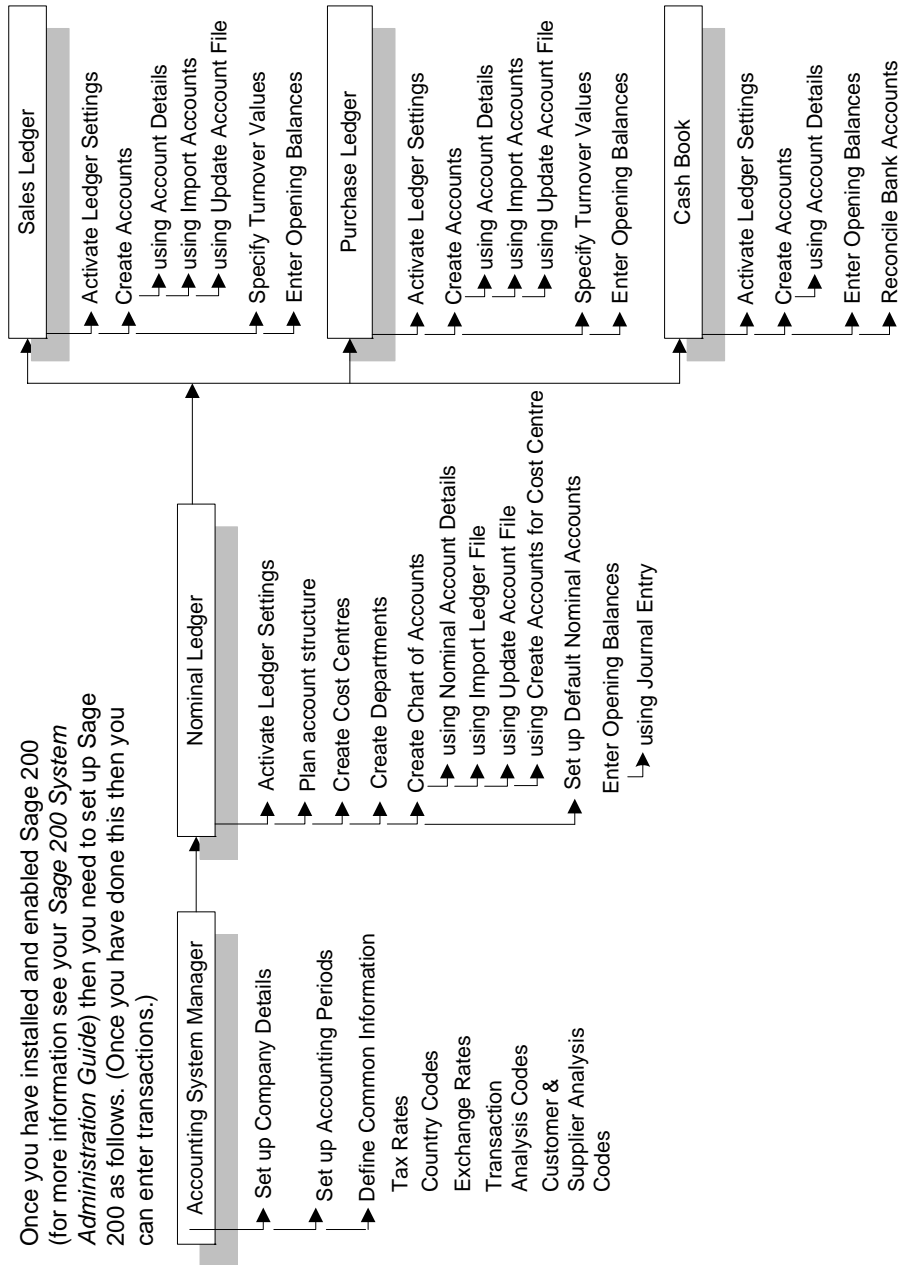
6. Set up the Sales Ledger. For more information see the *Sage 200 Sales Ledger* documentation.

7. Set up the Purchase Ledger. For more information see the *Sage 200 Purchase Ledger* documentation.
8. Set up the Commercials modules, if you are using these. For more information see the *Commercials* documentation.
9. Set up Transaction e-Mail if you intend to send orders and invoices generated from Sales Order Processing and Purchase Order Processing to your customers and suppliers.

The following diagram may help you in getting started.

Note: The Accounting System Manager is loaded and run at the same time as the Sage 200 Financials modules. Some of the features of the modules are affected by settings you define in Accounting System Manager. For this reason, you may not be able to make changes to Accounting System Manager settings if the other modules are in use.

Once you have installed and enabled Sage 200 (for more information see your *Sage 200 System Administration Guide*) then you need to set up Sage 200 as follows. (Once you have done this then you can enter transactions.)



Documentation Summary

The following section provides a summary of the remaining chapters in this guide.

Appendices, if applicable, may hold detailed examples or other required technical information.

Record and Set Up Company Details

This section will guide you through the setup process for a company in Sage 200.

A company is identified in Sage 200 by its name. For each company that you create, separate company details and module parameters are stored. The data files of the individual companies are stored in independent subdirectories. For more information see the *Sage 200 System Administrator* documentation.

This section in the documentation describes how to enter company details and other system settings. It also describes how to change between companies if you are working with multiple companies. If you are working with multiple companies, consolidation of company accounts can be achieved. For more information see the *Sage 200 Nominal Ledger* documentation.

See *Enter System Settings* on page 35.

Manage Accounting Periods

This section guides you through setting up your accounting period structure and advises you how to maintain that structure.

You can also perform the final stage of a month end process and close periods, or, change the period end dates as you require.

See *Manage Accounting Periods* on page 45.

Manage Common Information

This section explains how to set up and manage common information across the modules. This includes transaction analysis codes, customer and supplier analysis codes, tax rates, country codes, foreign currencies and exchange rates.

See *Manage Common Information* on page 65.

Transaction e-Mail

This section describes the process of sending and receiving orders using e-Mail.

See *Transaction e-Mail* on page 99.

Produce and Reconcile Intrastat (SSD)

Companies involved in the sale or acquisition of goods within the EC, need to submit intrastats (supplementary statistical declarations or SSDs) if the value of their exchanges exceed a threshold value.

This section describes how to produce and reconcile SSD within Accounting System Manager, although you must confirm the entries within the appropriate order processing module (sales order processing or purchase order processing).

See *Produce and Reconcile Intrastats* on page 135.

Maintain Sage 200

This section describes the activities you can use to maintain your Sage 200 data.

See *Maintain Sage 200* on page 149.

Sage 200 Reporting

This section describes the processes involved with producing, previewing and spooling reports and discusses Microsoft® Excel Integration.

See *Sage 200 Reporting* on page 167.

Glossary of Accounting Terms

This section contains definitions of frequently used Sage 200 accounting terms and their meanings.

See *Glossary of Accounting Terms* on page 181.

Record and Set Up Company Details

This chapter will guide you through the setup process for a company in Sage 200.

A company is identified in Sage 200 by its name.

For each company that you create, separate company details and module parameters are stored. The database for each individual company is stored in an independent subdirectory. For more information see the *Sage 200 System Administrator* documentation.

The information describes how to enter company details and system settings.

If you are working with multiple companies, consolidation of company accounts can be achieved. For more information see the *Sage 200 Nominal Ledger* documentation.

Note: There is a view only version of the settings window in case you need to contact Sage Support and provide details of the ledger settings. You can open this window when working in other areas of the program.

Activities:

Set up company details

Enter system settings

Before you begin...

You must have:

- ✓ Suitable security privileges to perform these activities. See your system administrator for more information.

Remember ...

Use your help system for further definition of the on-line windows.

For more information on using the help system, see the *Sage 200 Operations* documentation.

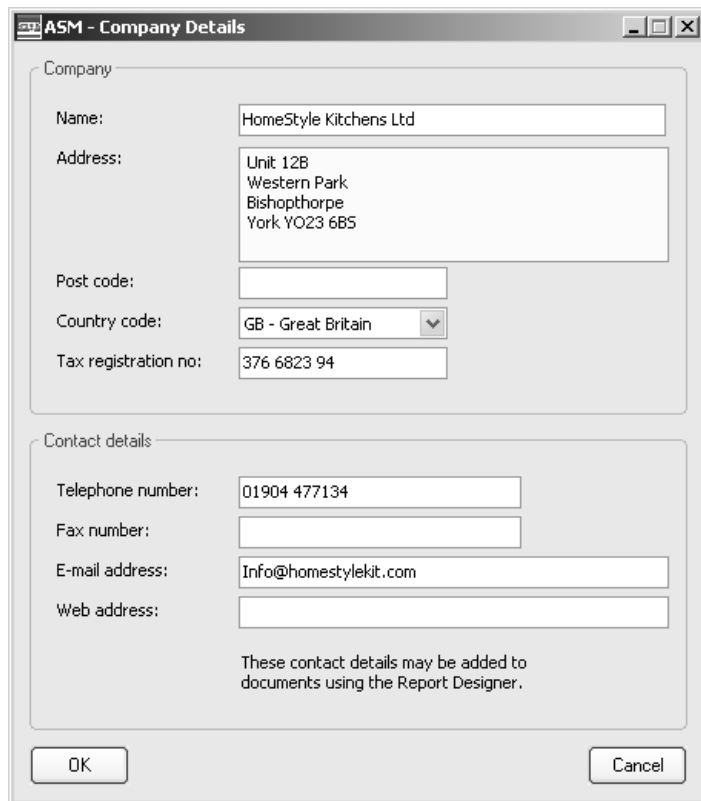
Set Up Company Details

The 'Company Details' window enables you to enter information about your company such as your 'Tax registration number' and company contact details.

Note: This information is relevant for each company, so if you are working with multiple companies, you need to set up a separate set of company details for each company.

To set up company details

- Choose Settings > Company Details.



ASM - Company Details

Company

Name: HomeStyle Kitchens Ltd

Address: Unit 12B
Western Park
Bishopthorpe
York YO23 6BS

Post code:

Country code: GB - Great Britain

Tax registration no: 376 6823 94

Contact details

Telephone number: 01904 477134

Fax number:

E-mail address: Info@homestylekit.com

Web address:

These contact details may be added to documents using the Report Designer.

OK Cancel

Enter the company details and tax related trading information

- Specify the full company name which will then appear on reports and at the top of the Sage 200 window. This section also requires you to enter your 'Country code' and 'Tax registration number'.

If the company's home country is a member of the European Community, specify the 'Country code' here. This is required for European tax calculations. If you operate outside the EU you should select the Non-European option from the list.

If your company is registered for VAT (if you are a UK business), you need to enter a 'Tax registration number'. You must enter the 'Tax registration no.' for your company here because of a requirement to print this on all invoices. This is especially important if you deal with companies in other EU member states.

Enter the contact details

- To ensure your company can be contacted, enter postal and e-mail addresses of the company, and the telephone number. These details also appear on some reports.

Enter System Settings

The 'System Settings' window enables you to set up and maintain the parameters that are required by the company. The following information provides you with more details about each of the setting options.

Operational settings

Number of open accounting periods permitted

Sage 200 enables you to have more than one accounting period open at a time. This means you no longer have to complete the 'Month End' routine before opening the next period. The transaction date is compared against the start and end dates for the open periods to confirm which period the transaction should be posted into.

For more information about the structure and maintenance of accounting periods in Sage 200, see *Manage Accounting Periods on page 45*.

- Use this option to specify how many open periods are permitted in the current year. You must have at least 1 period open but can enter up to a maximum of 20.

Next Unique Reference Number (URN)...

When you enter a transaction into Sage 200, a unique reference number (URN) is automatically allocated to it. This URN consists of information about who entered the transaction, the module the transaction was entered into and a unique sequential number relating to this transaction only. The URN is used for auditing purposes to trace the double entry of the transaction through all the relevant Ledgers, and is also printed on your 'Transaction Audit File'.

The next available URN is the last seven digits representing the unique sequential reference number. This normally starts at 1 with leading zeros. When you first install Sage 200 you can change this number to start at any number if you have no transactions posted. Once transactions are posted this number cannot be changed.

The URN is split into three sections. The first three digits represent the user number. The fourth and fifth digits represent the source (the module the transaction was entered through) and the remaining digits are the sequential reference number. It is this sequential reference number which is the number which should be entered in the 'Next available URN' box. For more information see *What is a URN? on page 216*.

- Enter the number from which all subsequent unique reference numbers will follow in increments of one digit.

Split postings between cost centres for balance sheet accounts

You should read the following information in conjunction with the main description for cost centre breakdown provided with your Nominal Ledger. Examples of cost centre breakdown are provided there also.

Cost centre breakdown for balance sheet postings determines how the cost centre elements of the balance sheet nominal accounts are derived for any one transaction.

Not set (check box is clear) No cost centre breakdown occurs for balance sheet accounts.

Set (check box is selected) Sage 200 applies the cost centre and department set on the customer, supplier or bank account to the balance sheet items of the transaction in the Nominal Ledger. This helps to increase your reporting range with the existing summary or detailed analysis reports, using cost centres and departments in the Nominal Ledger.

The system always applies cost centre breakdown for profit and loss accounts.

Update the Nominal Ledger immediately transactions are entered

You can choose to update the Nominal Ledger on-line. In this case the transactions that are dated within accounting periods that are either 'Open' or 'Closed' will be posted directly to the accounts. Those transactions dated for periods that are 'Closed' will be posted to the next nearest open period. Transactions that are dated within 'Future' periods will go to the deferred postings file.

If you do not select this setting, all transactions dated within 'Open' or 'Closed' periods are placed into the current postings file and those for 'Future' periods into the deferred postings file. Those transactions in the current postings file can then be posted (using the same rules described above) to the accounts by running the 'Update Waiting Postings' routine in the Nominal Ledger. For more information see your *Sage 200 Nominal Ledger* documentation.

When a 'Future' period is opened (see *Manage Accounting Periods on page 45*), the transactions in the deferred postings file, dated within that period, will be posted to the accounts.

Enable Intrastat Consolidation (UK users only)

Your company becomes liable to produce an Intrastat return for goods that it sends to other EU countries once the value of those goods exceed a value that is set by the government. Your company also becomes liable when you receive goods from another EU country if it exceeds a given value.

If you are generating an intrastat, selecting the Enable Intrastat Consolidation option allows you to enter a single value for your low value goods, osted under a single common code.

Enable Intrastat Consolidation:	<input checked="" type="checkbox"/>
Consolidate Intrastat entries with a value less than:	£ <input type="text" value="130.00"/>

Selecting the option, allows you to specify the value of transactions that can be added together.

Use period exchange rates

Selecting this option will enable you to set up more than one exchange rate per currency. The multiple exchange rates are set up to be used in accordance with date ranges. For more information see *Foreign Currency Exchange Rates on page 75*.

Invoices and Credit Notes

Choose whether to 'Use the same number sequence for both invoices and credit notes', or 'Use separate number sequences'. Then enter the number(s) that you want to use on the next invoice or credit note. All subsequent documents will be incremented from this number.

Note: Once you have raised invoices you will not be able to change this number. As invoices are processed, the system increases the number automatically.

Transaction settings

The screenshot shows the 'ASM - System Settings' dialog box with the 'Transaction settings' tab selected. The 'Transaction analysis' section contains a checked checkbox for 'Allow additional transaction analysis' and a text field for 'Name of analysis heading' containing 'Transaction Analysis'. The 'Transaction date validation' section has three radio button options: 'No transaction date validation' (selected), 'Use calendar based validation', and 'Use accounting period based validation'. Under 'Use calendar based validation', there are two rows of input fields for 'Pre (days)' and 'Post (days)', labeled 'Normal' and 'Acceptable'. Under 'Use accounting period based validation', there are four dropdown menus for 'Previous financial years', 'Future financial years', 'Closed accounting periods in current financial year', and 'Future accounting periods in current financial year'. 'OK' and 'Cancel' buttons are at the bottom.

Allow additional transaction analysis

Select the 'Allow additional transaction analysis' check box to initialise the first level of transaction analysis across the Sales Ledger, Purchase Ledger and Nominal Ledger modules. Select this option to enable the following:

- The 'Transaction Analysis Codes' window can be opened from System Settings > Transaction Analysis Codes which will enable you to set up the codes.
- The 'Allow additional transaction analysis' option within the Sales, Purchase and Nominal Ledgers becomes available for selection. This setting can be found in Utilities > Ledger Set Up > Ledger Settings for each of the modules specified here. This is the second level of activation and enables each ledger to use transaction analysis.

For more information see *Set Up Transaction Analysis Codes on page 91*.

Name of analysis heading

The heading for transaction analysis codes is set up by default to use 'Transaction Analysis'. It appears either as an additional column heading in a Sales Invoice or within the Invoice header section of a Free Text Invoice. You can change this as you require.

- Edit the heading description as necessary. Enter a description up to 20 characters.

Transaction date validation

The date validation options give you additional confidence when recording transactions by enabling the system to validate accounting transaction dates. You set up which type of date validation you want the system to use and the system validates the dates by using the following categories: 'Normal', 'Acceptable' and 'Unacceptable'.

Before you select the type of date validation for your transactions, read through the following overviews which define each of the date validation categories.

Normal

This is a transaction date that is entirely consistent with the current status of the system you are working on. A date with a "Normal" category is accepted by the system without any further confirmation required by you.

For example, a transaction entered with a date of the 17th February 2007 when the system date is 22nd February 2007 and the accounting period for February 2007 is open for the transaction type.

Acceptable

This is a transaction date that falls outside the boundaries of normal recording but is still accepted by the system. The field will be given an orange warning status on-screen, but the transaction will still be posted by the system without further confirmation.

For example, a transaction dated 17th January 2007 when the system date is 22nd January 2007 but the company are yet to run the year end for the year ending 31st December 2006.

Unacceptable

A date will not be accepted by the system when it falls outside the boundaries of normal recording, so there are no circumstances where it can be correct.

For example a transaction dated 17th February 2016 would not be valid when the system date is 22nd February 2007.

To select the correct type of date validation

- Select the type of validation you require.
- If you **do not want** to validate the date of transactions, select the following option:

No transaction date validation

The system operates as it has done for previous versions of Sage 200 and does not validate transaction dates in the context of the accounting system.

- If you want the system to validate transaction dates, select from the following types of validation:

Use calendar based validation

Select this option to activate the 'Normal' and 'Acceptable' pre and post day ranges. Specify the number of days either side of the system date that will act as the boundaries for the validation of 'normal' and 'acceptable' transaction dates.

For example, you might enter the following:

	Pre (days)	Post (days)
Normal	<input type="text" value="60"/>	<input type="text" value="20"/>
Acceptable	<input type="text" value="60"/>	<input type="text" value="60"/>

If the system date was the 17th September 2007, these settings would mean that:

- Normal dates fall into a range of the 19th July - 6th October 2007.
- Acceptable dates fall into the range 20th May 2007-18th July and then 7th October-5th December 2007.
- Unacceptable dates would be transactions dated before 20th May 2007 and after 5th December 2007.

Use accounting period based validation

Select this validation option to enable the system to recognise when dates are 'normal', 'acceptable' or 'unacceptable' as you post transactions within the system. You can use the following as the validation criteria:

- previous financial years
- future financial years
- closed accounting periods in the current financial year
- future accounting periods in the current financial year

View System Settings

This is a view only version of your system settings. You cannot edit any of the settings from this window. You will typically use this option if you need to provide details of your system settings to the support team whilst you are working in a different window.

Access the window

- Choose Settings > View System Settings.
- Click 'Close' to exit from the window.

3

Manage Accounting Periods

This chapter will describe how to set up and maintain the accounting periods used by Sage 200.

In this chapter

Set up user permissions

Maintain Accounting Periods

Maintenance Procedures

Before you begin ...

By default, Sage 200 is set up to use 12 period accounting. Default periods are not created for converted data or for future data (future data being year 3 onwards).

If a new company dataset is created, the system automatically creates 12 accounting periods, corresponding to the calendar months. The 'end date' of the first accounting period is 30th April and the 'end date' of the last accounting period is the 31st March. The year of the accounting periods are taken from your PC system date.

However, your financial year can contain more or less periods. Use the 'Maintain Accounting Periods' settings to set up the number of accounting periods that you need in your financial year. For example, you might operate quarterly accounting, in which case you would set up four accounting periods.

In addition to these accounting periods, the Sales and Purchase Ledgers can be configured to have an unlimited number of trading periods. By doing this, you can keep an eye on your daily, weekly or monthly sales trading. You can also analyse your trading figures over different timescales to your accounting periods.

For more information about setting up your trading periods, see the *Sage 200 Sales Ledger* and *Sage 200 Purchase Ledger* documentation.

Set Up User Permissions

Before the accounting periods can be set up or amended, each system user must be set up with permissions specifying the extent to which they can amend the system's accounting periods.

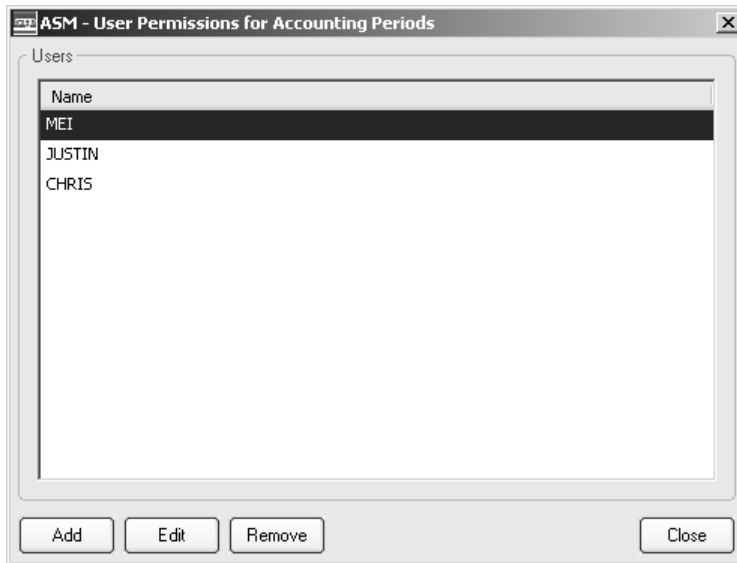
For example, the Administrator is likely to have all levels of permission. This enables the administrator to globally add, amend and delete periods and at a source module level, open future periods, close periods and re-open closed periods.

The setup of user permissions is separated into two stages. The first stage enables you to set up, edit or remove the users who will manage the system's accounting periods.

Add, Edit and Remove System Users

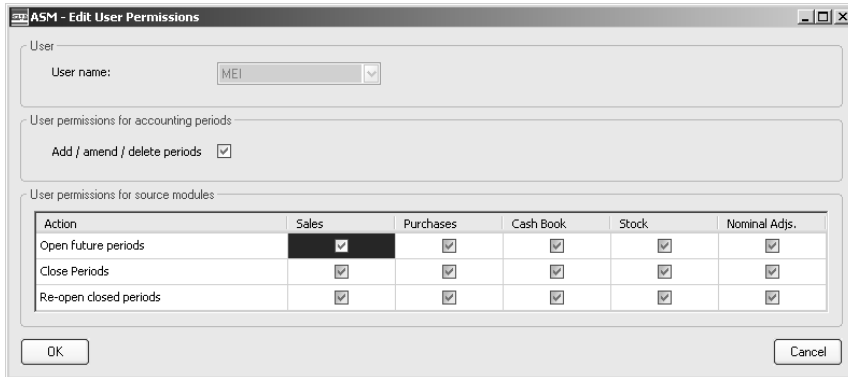
You can only add users that have already been set up in System Administrator.

- Choose Accounting System Manager > Accounting Periods > Maintain Accounting Periods User Permissions. The 'User Permissions for Accounting Periods' window appears.



- Use this window to 'Add' a new user, 'Edit' the details of an existing user or 'Remove' an existing user from the User Permissions list.

- To add a new user name to the User Permissions list, click 'Add'. The 'Add User Permissions' window appears. Select a user name from the drop-down list, set up the permissions and click 'OK'. For more information see *Set Up or Edit User Permissions on page 49*. The list of available user names is taken from the Sage 200 System Administrator settings.
- To edit an existing user name, select the user name required from the User Permissions list and click 'Edit'. The 'Edit User Permissions' window appears. Amend the user permissions as you require and click 'OK'.



Set Up or Edit User Permissions

The second stage of the setup involves the allocation of permissions to the user names. The 'Set Up User Permissions' window is separated into the following areas:

- User permissions for accounting periods.

Select this check box to enable a user to add new periods, amend periods by changing their date or delete periods.

- User permissions for source modules.

Set up or edit the Sage 200 source module permissions for the user, referring to the following information for guidance.

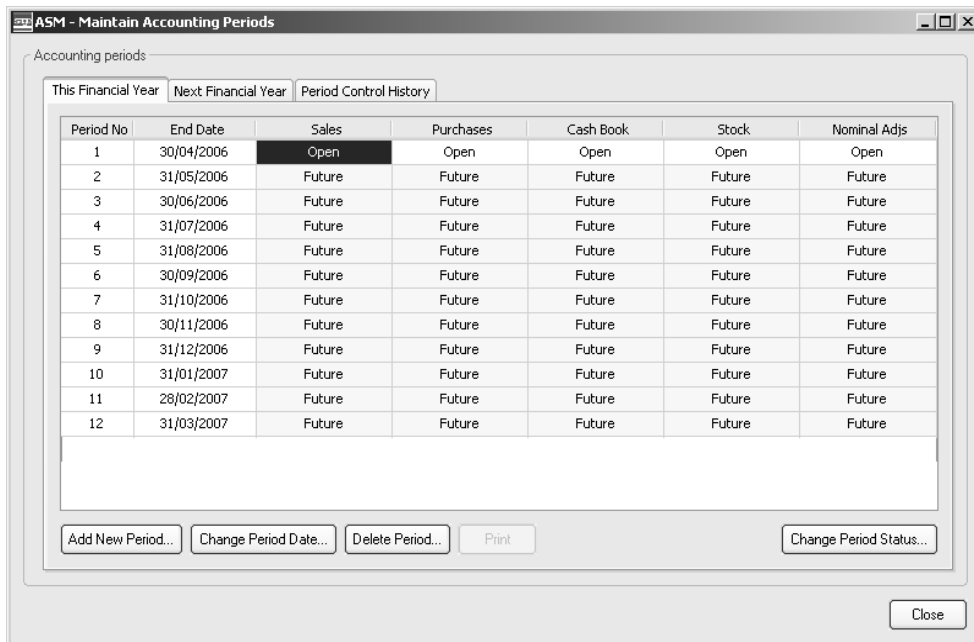
'Open future periods': Select this check box on a module by module basis if you want the user to be able to change the status of 'Future' periods to 'Open'. This status change enables the Nominal Ledger to receive transactions into specific periods from the selected module.

'Close Periods': Select these check boxes to enable a user to close periods marked with an 'Open' status. This closes the periods in the Nominal Ledger to transactions from specific source modules and is usually the last stage in a set of month end tasks. This action causes the system to open the next period if it is not already open.

'Re-open Closed Periods': Re-opening a closed period changes the status of the accounting period so the Nominal Ledger can receive postings for this period again. A period can only be re-opened if it has a 'Closed' status and if you have not already reached the maximum number of open periods set up in your 'System Settings'. For more information, see *Re-open Closed Periods on page 64*.

Maintain Accounting Periods

Once the user permissions are set up, maintenance options associated with these permissions become available in the Accounting System Manager > Accounting Periods > Maintain Accounting Periods window. For easy management and control, all the ledger periods are displayed in the period table and the 'Maintain Accounting Periods' window is split into the following tabs:



This Financial Year

This tab displays the period table for this current financial year. The table details the period numbers, the end date of the period and the status of the periods for each source module. From this tab, you can add new periods into the financial year, change the period end dates, remove periods completely and alter the status of periods.

Note: It is possible to have a financial year longer or shorter than a calendar year, if for example you are changing when your year starts.

Next Financial Year

This tab displays the period table for the next financial year following on from the final period of the previous financial year. The period maintenance options are also available on this tab, although the 'Change Period Status' option does not become available for these periods until the previous financial year has gone through a 'Year End' routine. All periods will therefore show a 'Future' status. Transactions can be posted into future accounting periods but are held in the deferred postings account until the year end has been completed.

Period Control History

This tab provides a history of any additions, closures, date changes and other alterations made to the accounting periods. You can, for example see which source module was affected, what was done, which username made the change and the date of the maintenance. It is particularly useful for troubleshooting issues such as Aged Balance Discrepancies. For example, if a period end date has been changed, causing transactions to move into the future and therefore appear on the 'Aged Debtors' report but not the 'Trial Balance' report, you could identify this here.

Selection criteria enables the list to be filtered so the actions can be viewed by the module they affect, the type of action or a combination of both filters. This tab also offers the option to print the audit trail details.

Use the Period Table

The period table holds the details of each accounting period during the year. This table controls and displays the accounting periods you specify and the dates that relate to the periods.

Ledgers controlled by the Period Table

The following Sage 200 modules are controlled by the period table:

Sales

All Sales Ledger type transactions that do not affect the Cash Book such as Sales Invoices, Sales Credit Notes and Discounts.

This module also covers transactions that are created by the Sales Order Processing module such as Invoices and Credit Notes.

Purchase

All Purchase Ledger type transactions that do not affect the Cash Book such as Purchase Invoice, Purchase Credit Notes and Discounts.

This module also covers transactions that are created by the Purchase Order Processing module such as Invoices and Credit Notes.

Cash Book

All transactions that affect a Cash Book account such as Sales Receipts, Purchase Payments, Direct Debits and Standing Orders.

Stock

All stock movement transactions that create a journal adjustment and all entries created by Bill of Materials.

Nominal Adjustments

All direct nominal adjustments such as Journals, Prepayments and Accruals.

Period Status

The period table displays the status of each accounting period. The status of the accounting periods can be amended. For example, an open or future accounting period can be closed and a closed period can be re-opened depending on the number of open periods allowed by the 'Number of open accounting periods permitted' setting in the 'System Settings'. The following information provides an overview for each type of accounting period status.

Future

Periods marked with a 'Future' status cannot receive any postings. Any transactions posted onto the Nominal Ledger with a date in the future are deferred until the period is opened.

Open

This status allows the Nominal Ledger to receive transactions from the source modules chosen. If more than one period is open at the same time, Sage 200 uses the date of the transaction to determine which open period will receive the posting.

Closed

Closing an accounting period for a source module means that the period cannot receive any postings. A period can only be closed if it is previously marked with an 'Open' status. For more information about the steps you need to take before closing a period in each of the source modules, see *Close Accounting Periods on page 57*.

Maintain the Period Table

The following procedures are available on the 'Maintain Accounting Periods' window depending on the user permissions set up within 'Maintain Accounting Periods User Permissions'. For more information see *Set Up User Permissions on page 47*.

The conditions for adding a new period

The option to add periods is most frequently used when you first set up your accounting periods.

You can add a new period with the following conditions:

- ✓ The end date you are entering for the new period is not already in use by a period in this or the next financial year.
- ✓ The period directly after the period you want to add, does not have a status of 'Closed'. The period would need to be re-opened first.
- ✓ The period prior to the new one does not already contain transactions.

To add a new period

- Click 'Add New Period'.
- Enter the end date for the period and click 'OK'. If the date meets all the conditions specified here, a new accounting period is added to the financial year.

The new period is set up with the same status as the period that follows it and for each Nominal account marked as storing budgets, the system inserts a zero budget value for the new period.

If the date of the new period falls after the last period of the financial year, the financial year can be extended to include the period or the period can be added into the next financial year.

The conditions for changing a period date

You can change a period end date with the following conditions:

- ✓ The period has an 'Open' or 'Future' status.
- ✓ The period you want to amend has had no transactions posted to it.
- ✓ The date you want to use has not already been used.
- ✓ The date you want to use is not overlapping with another period.

As the start date of a period is always the day after the end date of the previous period it is not possible for accounting periods to overlap.

To change the period date

- Select the date to be amended and click 'Change Period Date'.
- Enter a new period end date and click 'OK'. If the new date meets all the conditions the period end date is amended and the amendment is recorded in the 'Period Control History' tab.

The conditions for deleting a period

Deleting periods is most commonly used if, for example, a business is started up part way through the financial year they want to use. The system would set up an April to March financial year, but the business may not start until August. In this scenario the first 4 accounting periods could be deleted from the financial year.

You can delete a period with the following conditions:

- ✓ The period to be deleted does not contain transactions.
- ✓ All the source modules are marked as 'Future' or 'Open' with no transactions for the period.
- ✓ The period is the final period of the financial year. Sage 200 provides a prompt to ensure that the previous period is marked as the last period automatically before the deletion can take place.

To delete an accounting period

- Select the period to be deleted.
- A message prompt appears confirming the period end date. If this period is correct, click 'Yes' to confirm. The period is deleted.

Deleting an accounting period also has an effect on the budget profiles.

- If the budget percentage for the deleted period is not zero, the system adds the budget percentage value to the last remaining budget in the year. If the period deleted happens to be the last period in the year, the budget percentage value is added to the previous period.
- If the period removed is on an account that uses an annual budget, the period budget values are updated by the stored annual budget divided by the new number of accounting periods. If the budget for the period removed is not zero, the budget value for the period is deducted from the stored annual budget.

Change Period Status

The period tables control the status of the accounting period. The following information provides more detail about changing the status of periods.

Open Accounting Periods

The following conditions must be met before you can change the status of an accounting period to 'Open'.

- ✓ There must be at least one open period for each ledger unless a period end is about to be run.
- ✓ It is not possible to open a period when an earlier period is still marked with a 'Future' status.
- ✓ Each time a period is marked as 'Open', Sage 200 updates the appropriate entries from the deferred postings file.

Close Accounting Periods

You will close a period most commonly at the end of the month or current working period (quarterly periods for example) in order to tidy up your system and move forward into the new month or working period. When you close a period in the Accounting System Manager > Maintain Accounting Periods window it means that the Nominal Ledger will no longer receive transactions from the chosen source module for that particular period.

Note: Before closing a period, it is essential that you back up your database. Do not carry out a close period procedure if any other user is logged on to Sage 200.

The close period facility within the Accounting System Manager is designed to perform the following essential period end functions:

- Prints an 'Order Summary' report detailing the number of transactions, the turnover, credit limit and balance of each account. All values are printed in the base currency.
- Provides additional account maintenance opportunities for the Sales and Purchase Ledgers:

'Open item' accounts and fully allocated transactions not under query are removed from the files. This depends on your setting for 'Keep transactions for' in the Ledger settings of each source module.

'Balance forward' accounts and transactions later than the current period are carried forward unaltered. Transactions for previous periods are accumulated into overall outstanding balances to be carried forward for the start of the following period.

'Automatic allocation' accounts are maintained so that all credits will be allocated to debits as far as possible. Remaining debits/credits that are not allocated, are carried over into the new period, leaving partly allocated transactions where values do not exactly match.

- Opens the next period if it is marked as 'Future'.
- The table of turnover values is updated for each account on the Sales and Purchase Ledgers so the next period value is moved to the current period, the current period value is moved to the previous period, and so on.
- If the period being processed is the last one in the financial year, the year to-date turnover figures are reset and period 1 of the new financial year will reflect the turnover in the current period.

Close Period Preparation Check Lists

Before closing off individual periods for the Sales, Purchase, Cash Book and Nominal Adjustments in Accounting System Manager you need to complete a variety of tasks within the Sage 200 source modules. The documentation that accompanies each appropriate Sage 200 module provides information detailing the steps you need to take to complete the period (month) end routines before you close a period.

Important Note: It is essential that you follow the task lists **before** closing a period.

Sales Ledger

For more information please see the *Maintain Sales Ledger* chapter in your *Sage 200 Sales Ledger* documentation.

Purchase Ledger

For more information please see the *Maintain Purchase Ledger* chapter in your *Sage 200 Purchase Ledger* documentation.

Cash Book

For more information please see the *Maintain Cash Book* chapter in your *Sage 200 Cash Book* documentation.

Stock

For more information please see the *Determine Your Stock Control Needs* chapter in your *Sage 200 Stock* documentation.

Nominal Adjts

For more information please see the *Maintain the Nominal Ledger* chapter in your *Sage 200 Nominal Ledger* documentation.

The conditions for closing an accounting period

Before closing an accounting period, make sure you have followed the period (month) end routines for each of the modules and that the period complies with the following conditions:

- ✓ Pending transactions for all modules have been added and updated before closing a period.
- ✓ Unprocessed standing orders and direct debits for the period have been processed before the period can be closed for bank transactions.
- ✓ It will not be possible to close a period for nominal adjustments if the period is still open for entries from the subsidiary ledgers.

To close an accounting period

- Back up the database before closing a period.
- Go to Accounting System Manager > Accounting Periods > Maintain Accounting Periods.
- Select a period marked as 'Open'.

Note: If you have not run through the task list appropriate to the source module for the period you are closing see *Close Period Preparation Check Lists on page 59*.

- Click 'Change Period Status'. The 'Close Ledger' window displays differently depending on the source module you have selected to close the period for.
- The Sales and Purchase Ledger display the following window:

ASM - Close Purchase Ledger Period

This routine will close the current period to Purchase Ledger transactions and open the next period.
Please ensure that you have backed up your data before running this routine.

Period to close

Period no:

Period end date:

Order summary report by:

Select account maintenance routine to run

Archive transactions for Open Item accounts
 Archive up to: Maintenance has not previously been run

Run period maintenance for Balance Forward accounts
 Run as at: Maintenance has not previously been run

Auto Allocated
 Run as at: Maintenance has not previously been run

- Check the date on which the accounting period ends and specify the order you want to see period end information on the 'Order Summary' report. This is required on the 'Month End' report.
- For Sales and Purchase accounting periods, perform account maintenance as required by selecting any combination of the following options:
 - Archive transactions for Open Item accounts.

For open item accounts, fully allocated transactions not under query are removed from the files, depending on your setting for 'Keep transactions for' in the Ledger settings of each source module. Specify the date the transactions should be archived up until.

- Run period maintenance for Brought Forward accounts.

For balance forward accounts, transactions later than the current period are carried forward unaltered and transactions for previous periods are accumulated into overall outstanding balances to be carried forward for the start of the following period. Specify the date the transactions should be archived up until.

- Auto Allocated

For automatic allocation accounts, all credits will be allocated to debits as far as possible. Remaining debits/credits not allocated, are carried over into the new period, leaving partly allocated transactions where values do not exactly match. Specify the date the transactions should be archived up until.

These settings can also be accessed from each Financials module > Period End Routines.

- Click 'OK' to close the period. If the close period routine finds that the next period has not been opened, the process will open the next period automatically.

If the period being closed is for Cash Book, Stock or Nominal Adjustments, the 'Close Periods' window does not offer the maintenance options. Check the period number and end date and click 'OK' to close the period.

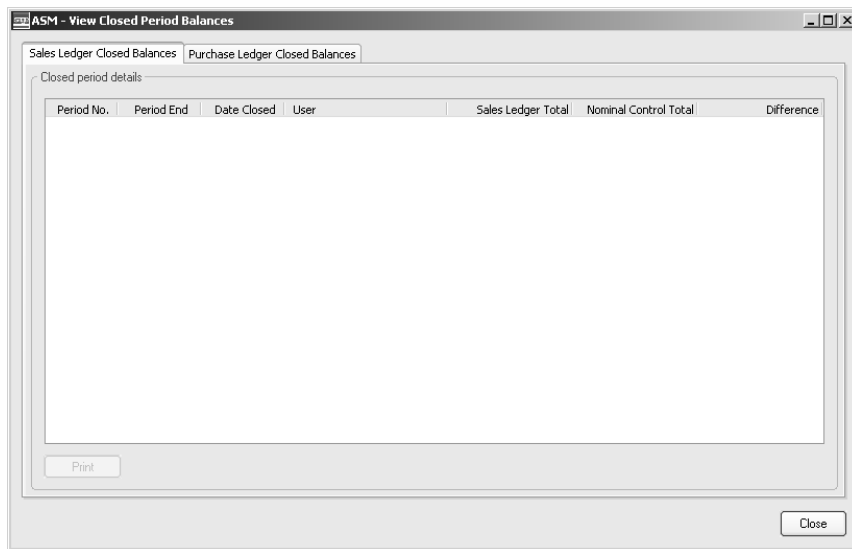
View Closed Period Balances

View and Print Closed Balances

Once an accounting period has been closed for Sales and Purchase Ledger transactions in the 'Maintain Accounting Periods' window, the period end balances for the closed periods can be viewed and printed. This enables you to compare the balances against the 'Nominal Control Total' values to identify discrepancies.

To view and print closed period balances

- Choose Accounting System Manager > Accounting Periods > View Closed Balances.



- Select the 'Sales' or 'Purchase Ledger' tab to view the balances.

Both lists display the closed periods for the current year and all previous years and show the most recently closed action, where, for example, a period has been closed more than once.

- To print the 'Sales' or 'Purchase Ledger Closed/Reopened Period Balances' report (detailing the period number, period end date, total core balance on Customer/Supplier Accounts, total balance on Debtors/Creditors Control Accounts), click 'Print'.

Re-open Closed Periods

Sage 200 offers you the option to re-open closed accounting periods to enable transactions from the source modules to be received by the Nominal Ledger once again.

The conditions for re-opening a 'closed' period:

- ✓ You must have appropriate permissions set up in the 'Maintain Accounting Periods User Permissions' table.
- ✓ The period after the one you want to re-open is marked as 'Open'.
- ✓ The period you select is also marked as 'Open' for nominal adjustments.
- ✓ There are at least 2 open periods and the number of open periods has not reached the maximum number you specified in the Accounting System Manager > Settings > System Settings.

To re-open a closed period

- From the 'Maintain Accounting Periods' table, select the 'Closed' period you want to re-open.
- Click 'Change Period Status'. The 'Confirm Re-opening Period' message window appears.
- Click 'Yes' to re-open the period.

Once the re-opened period is closed, the system shows the accounting periods for the current year displaying the totals for the 'out of period' transactions for each transaction type. A report which displays the transaction date, transaction type, posted date, user ID, source module, URN, reference and goods value is also available.

4

Manage Common Information

The information in this section explains how to set up and manage common information across the modules. This includes tax rates, country codes, exchange rates, transaction analysis codes, customer and supplier analysis codes and credit information.

Activities:

Manage:

tax rates

country codes

exchange rate details

customer and
supplier analysis
codes

customer and
supplier roles

document types

transaction analysis
codes

credit information

CRM Integration
Settings

Before you begin...

You must have:

- ✓ Suitable security privileges to perform these activities. See your system administrator for more information.

Remember ...

For more information on using the help system, see the *Sage 200 Operations* documentation.

Tax Rates

Tax rates (normally used for VAT Rates for UK businesses) are accessed by the Sage 200 modules in order to analyse the various rates to Nominal Ledger codes and to the VAT Return, and also to read associated percentages for calculations in transactions.

You can define up to 99 rates. Each rate is referenced by a number code beginning with 0 (zero). Some are already set up as defaults.

Code 0	Exempt VAT, set at 0%.
Code 1	Standard VAT, set at 17.5%.
Code 2	Zero rated VAT, set at 0%.
Code 4	EC zero related sales of goods and related services.
Code 5	EC sales of non related services
Code 6	EC purchase of non related services.
Code 7	EC zero rated purchase of goods and related services.
Code 8	EC standard rate purchase of goods and related services.

Note: We strongly recommend that you do not amend the default codes, but instead add other rates of tax for analysis purposes if you need to.

You also need to identify and set up which tax (VAT) rate codes are to be used for accumulating values for the EC sales or purchase boxes on the VAT Return for transactions between EC member states. Sage 200 uses default codes 4, 5, 6, 7 and 8 for such purposes.

If you are using Reverse Charge VAT, you will also need to set up these codes too.

Of particular note is the input and output tax nominal account you can specify for each rate. This overrides the default input and output tax nominal accounts you specified when you defined the company's default nominal accounts.

To maintain tax rates

- Choose System Settings > Tax Rates.

ASM - Tax Rate Details

Tax rate details

Code	Name	VAT Return	EC Terms	%	Input Acc. No.	Output Acc. No.
0	Exempt	<input checked="" type="checkbox"/>	Not Applicable	0.00	15100	26100
1	Std Rate	<input checked="" type="checkbox"/>	Not Applicable	17.50	15100	26100
2	Zero Rated	<input checked="" type="checkbox"/>	Not Applicable	0.00	15100	26100
4	EC Zero SL	<input checked="" type="checkbox"/>	Sales Goods & Related Services	0.00	15100	26100
5	EC Service	<input checked="" type="checkbox"/>	Sales Non-Related Services	0.00	15100	26100
6	EC Service	<input checked="" type="checkbox"/>	Purchase Non-Related Services	0.00	15100	26100
7	EC Zero PL	<input checked="" type="checkbox"/>	Purchase Goods & Related Services	0.00	15100	26100
8	EC Std PL	<input checked="" type="checkbox"/>	Purchase Goods & Related Services	17.50	15100	26100

OK Add Cancel

Create tax rates

- Select a blank line or click 'Add'.
- In the boxes available, enter the details.

Code	Enter a number between 0 and 99 to identify the VAT Rate.
Name	Enter a name of up to 10 characters to identify the VAT Rate. For example, 'Std Rate' or 'Exempt'.
VAT Return	Select the check box if you want to include the value of tax accumulated under this code in the VAT Return.

Note: If you clear the 'VAT Return' check box and post vatable transactions to this code, the results relating to this code are included in the 'Non Trading Vatable Transactions' report when you produce your VAT Return.

EC Terms

Specify how the tax rate is to be treated for purposes of EC processing, selecting from:

- Not applicable.

This is the default and should be specified when there is no EC processing involved for the specified tax code.

- Sales Goods and Related Services.

This is used for EC processing for sales to EC state customers (outside the UK). Values are included in the total on box 8 on the VAT Return. Related services are those that are directly associated with the supply of goods, for example, freight charges.

- Sales Non-Related Services.

This is used for EC processing for sale of services to EC state customers (outside the UK). Non related services are services in their own right, for example, legal services, and are not related to the supply of goods.

Note: Any postings made to tax codes for sales non related services are not included in the EC sales list. For more information see the *Sage 200 Sales Ledger* documentation.

- Purchases Goods and Related Services.

This is used for EC processing for purchases from EC state suppliers (outside the UK). Values are included in the total in boxes 7 and 9 on the VAT Return. Related services are those that are directly associated with the purchase of goods, for example, freight charges.

- Purchases Non Related Services.

This is used for EC processing for purchases from EC state suppliers (outside the UK). Non related services are services in their own right, for example, legal services, and are not related to the purchase of goods.

% (Percentage rate) Enter the tax percentage for this line within the range 0 to 999.99. You do not need to enter the percentage sign, nor trailing zeros after the decimal point. For example, the entry 17.5 suffices to define 17.50%.

Input Acc.No Enter the Nominal Ledger account to which tax (VAT) amounts relating to purchases at this particular rate will be directed. This is optional (see note below).
You can choose to set up different nominal details, for example, to record separate tax (VAT) rates for purchases, or analyse such values to one destination only.

Output Acc.No Enter the Nominal Ledger account to which tax (VAT) amounts relating to sales at this particular rate will be directed. This is optional (see note below).
You can choose to set up different nominal details, for example, to record separate tax (VAT) rates for sales, or analyse such values to one destination only.

Note: Nominal account codes, which you may enter for the input and output account numbers, take precedence over the default tax input and default tax output codes as set up in the default nominal accounts. If you choose not to enter nominal account codes in this routine then the default nominal account codes are used.

If you direct both input and output tax (VAT) to the same nominal destination (both sales and purchase tax) then, provided your company is registered for VAT purposes, the balance of

this account will reflect the outstanding net VAT (excluding companies operating VAT cash accounting which Sage 200 does not support).

- Repeat as often as you need to, up to 99 times, and then click 'OK'.

Note: Most organisations do not use this number of tax (VAT) Rates.

Apply tax rates

Once you have set up the tax rate codes, you need to apply the rates to your transactions within the individual modules.

You can set up a default tax code for an entire module as well as default tax codes on your individual customer and supplier account records. For more information on setting up default tax codes within the ledgers and individual accounts, see the documentation provided with each Sage 200 module.

If you do not set up a default tax code for your account or for your ledger, the first tax rate code defined here will be used by default when you enter a transaction. This can be overridden.

The conditions for applying a tax rate

- ✓ Prior to applying the rates to transactions within the individual modules, ensure you have set up all the tax rate details for each individual tax code which you intend to use. This includes EC terms for those values which are for the EC sales or purchase boxes on the VAT Return, described previously.
- ✓ You should also ensure that apart from the VAT registration numbers that relate to your own organisation, including those that may apply in other EC countries, each customer and supplier in the EC with whom you trade who is registered for VAT, must supply you with their VAT registration number. These are then entered on the trader account records. Customer VAT registration numbers must be shown on invoices.

For more information see *EC VAT Implications on page 226*.

Amend tax rates

- Select the rate that you want to amend.
- Make the required changes.
- Repeat as often as you need to, and then click 'OK'.

Note: Any transactions already on the system will not be changed in any way by amending the rate of tax applied to a tax code. Only subsequent transactions will pick up the new rate by default.

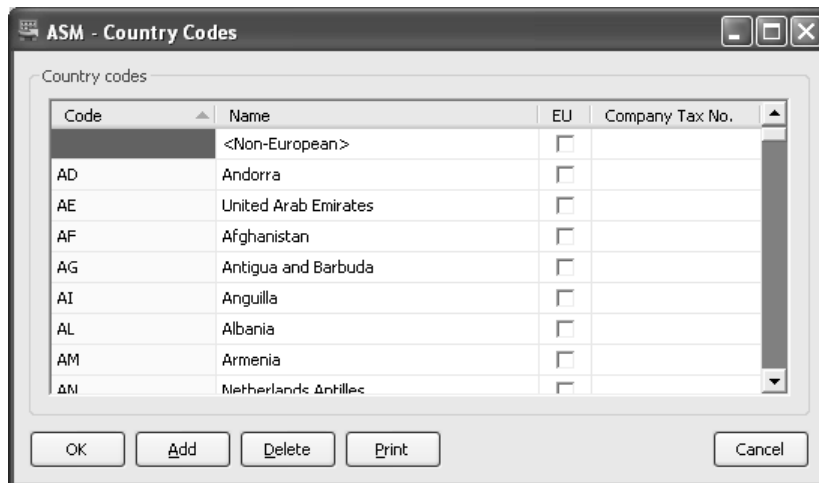
Country Codes

Sage 200 uses two character country codes to identify members based within the European Community, for the benefit of EC VAT accounting requirements.

A table of codes is maintained by the system and default entries are made in the software when it is installed, so generally you do not have to use this facility. However, on the occasion that new countries join the EU, you may have to add entries.

To maintain country codes

- Choose System Settings > Country Codes.



Create country codes

- Select a blank item or click 'Add'.
- Enter a 'Country code' of up to 2 characters.
- Enter a 'Name' of up to 20 characters.
- Select if this code is for a country that is part of the European Union.
- Enter a tax registration number if you have registered for tax in the country. This may be necessary if your sales in that country to non-registered customers exceed the country's distance selling threshold.

- Repeat as often as you need to, and then click 'OK'.

Amend country code details

Note: You cannot amend the two character country code itself as it may be associated with records in the accounting system, but you can amend the country name or tax number. This is not recommended however as these are set by the EC.

- Select the country code that you want to amend.
- Make the required changes to the country name or tax number.
- If the country has newly entered the European Union, select the EU check box.
- Repeat as often as you need to and click 'OK'.

Delete country codes

Note: You can only delete a country code if it is not used by an existing customer or supplier.

- Select the country code you want to delete, and click 'Delete'.
- Repeat as often as you need to and click 'OK'.

Foreign Currency Exchange Rates

Setting up foreign currency processing in your Sage 200 system can be broken down into the following key tasks:

- Enabling the use of exchange rates set up in the Accounting System Manager.
- Setting up each currency and the exchange rate settings in the Accounting System Manager.
- Setting up and altering exchange rate values for each currency in the Accounting System Manager.
- Tracking the changes in the Accounting System Manager.
- Processing using foreign currency in all the Sage 200 Modules. For specific information on foreign currency processing within the Sage 200 modules, please see the documentation accompanying each Sage 200 module.

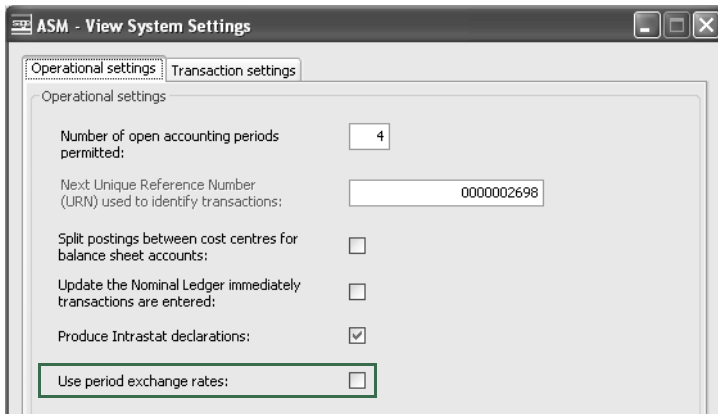
The following overviews and procedures will inform you about each of these stages.

Activate Period Exchange Rates in Sage 200

The 'Use Period Exchange Rates' option allows you to control when an exchange rate should be used. This means you can set up multiple exchange rates for the same currency and specify the start and end dates of their application within the system.

To enable period exchange rates

- Choose Accounting System Manager > Settings > System Settings.



- Select the 'Use period exchange rates' check box to enable you to specify date ranges for the application of the exchange rate.

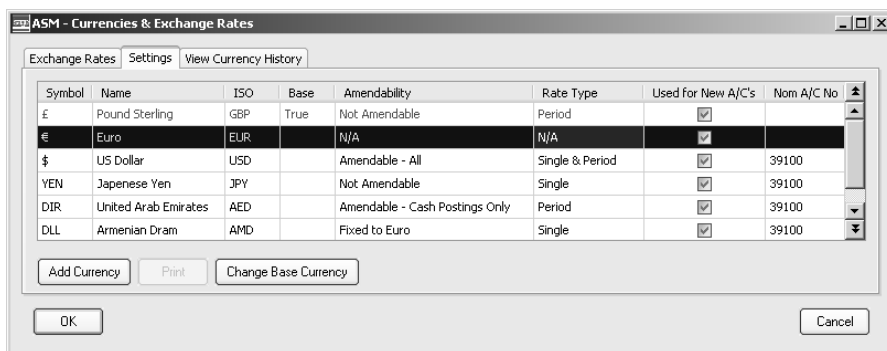
If you do not select the check box, the system will use just one exchange rate.

Set Up Currencies

The next step requires you to set up the base currency and other currencies that your company deals in.

To set up currencies

- Choose Accounting System Manager > Settings > Currencies and Exchange Rates > Settings tab.



Add Currencies

You can enter up to 99 currencies in the foreign currency exchange rate table.

To add currencies

- Click 'Add Currency'. A new line appears ready for you to enter the currency details.

Note: You can enter up to 99 currencies in the 'Settings tab' of the 'Currencies and Exchange Rates' window.

- Enter the details using the following guidelines.

'Symbol' - A symbol for the currency to be used in Sage 200 when entering values in that currency.

'Name' - The name of the currency to be used in all currency drop-down lists.

'ISO' - The International Organisation for Standardisation code must be assigned from the list generated by Sage 200.

'Base' - Set this to 'True' on the base currency only. The base currency is the currency normally used by your company to carry out business transactions.

Note: Once the system has transactions and accounts using the base currency, you cannot change the base currency and the 'Change Base Currency' button no longer appears on the 'Settings' tab.

'Amendability' - The rows in this column offer a drop-down list providing options to control when and where a currency can be changed within the Sage 200 system. You can select from the following options:

- 'Not Amendable': On entering a transaction the exchange rate cannot be manually changed. The value always comes from the exchange rates table.
- 'Amendable- Cash Postings Only': The rate can only be changed when entering payment or receipt postings through the relevant ledger in the Cash Book module.
- 'Amendable -All': The rate can be changed when entering any transaction type.

- 'Fixed to Euro': The rate to Euro is specified on the 'Exchange Rates' tab, the currency will then fluctuate whenever the Euro rate changes. This is only normally used prior to a country joining the Euro.

'Rate Types' - Choose the rate type you want to assign to a currency from the following list:

- 'Single': One amendable rate is associated with the currency.
- 'Period': A list of rates can be assigned to the currency, each with an expiry date. When a transaction is entered, the system uses the transaction date and the exchange rate expiry date to select which period exchange rate to use. If a transaction date falls after the last exchange rate set up, the transaction uses the latest period exchange rate available.
- 'Single & Period': When a Sales or Purchase Ledger account is linked to a currency using this option it enables the 'Single' or 'Period' option to be selected on the customer or supplier account details. Customer/Supplier Account > Company tab.

'Used for New A/C's'- If you clear this check box on any currency line, the associated currency will not be available for selection when setting up new accounts.

'Nom A/C No' - A nominal code can be specified per currency to allow for exchange gain/loss postings.

- Repeat as often as you need to.

Print Currencies

The print facility offers you a different report depending on the which tab you have selected on the 'Currencies and Exchange Rates' window.

To print the currency reports

- Click 'Print' to print information contained by the 'Exchange Rates' and 'Settings' tabs, to print a list of the stored currencies. The report will include the currency name, abbreviation, exchange rate type, current rate(s) to base and current rate(s) to euro. Where period rates are used, the report will also include the expiry date for the rate.
- Select 'Print' on the 'View Currency History' tab to include the exchange rate history for the currencies. You will be prompted to specify a date range for the history entries you want printed. When printing out historical information, the report will also include event date, event user ID and the event details.

Delete Currencies

Note: You can only delete a currency if it is not used by any existing customer or supplier.

To delete currencies

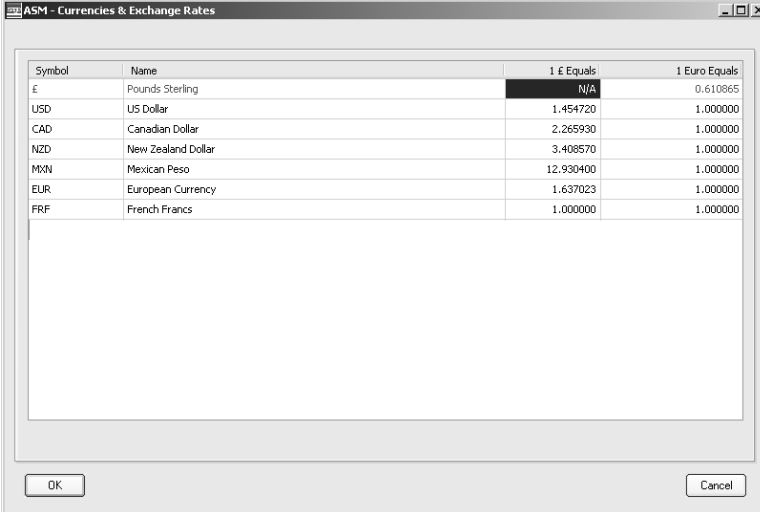
- Select the currency you want to delete, and click 'Delete'.
- Repeat as often as you need to.
- Click 'OK'.
- Further information is available on triangulation and dealing with euro currencies. For more information see *Triangulation via base currency on page 232*.

Maintain Exchange Rates

Once the currency information is set up, the exchange rate values should be entered. The 'Exchange Rates' tab appears slightly differently depending on the type of rate you have chosen on the 'Settings' tab for each currency.

To set up and alter exchange rates

- Click the 'Exchange Rates' tab.
- For 'Single Rate Types' you can specify the (1£ Equals) and the Euro currency (1 Euro Equals).



The screenshot shows a window titled "ASM - Currencies & Exchange Rates" with a table of exchange rates. The table has four columns: Symbol, Name, 1 £ Equals, and 1 Euro Equals. The data is as follows:

Symbol	Name	1 £ Equals	1 Euro Equals
£	Pounds Sterling	N/A	0.610865
USD	US Dollar	1.454720	1.000000
CAD	Canadian Dollar	2.265930	1.000000
NZD	New Zealand Dollar	3.408570	1.000000
MXN	Mexican Peso	12.930400	1.000000
EUR	European Currency	1.637023	1.000000
FRF	French Francs	1.000000	1.000000

Below the table are two buttons: "OK" and "Cancel".

- For 'Period Rate Types' you cannot enter a single rate and the fields described previously show a status of not applicable (N/A) in both the base and euro column.

Period exchange rates involve you setting up a rate, and a date for the expiry of this rate. To add a new period exchange rate and expiry date row, click onto the next line down, use the TAB keys to move down a row or click 'Add'. You can add as many period exchange rates as you need.

To delete a period exchange rate, select the row, click 'Delete' and confirm the deletion.

Symbol	Name	1 £ Equals	1 Euro Equals
MXN	Mexican Peso	12.930400	1.000000
EUR	Euro	N/A	N/A
CAD	Canadian Dollar	2.265930	1.000000
NZD	New Zealand Dollar	3.408570	1.000000
USD	US Dollar	N/A	N/A
£	Pounds Sterling	N/A	0.610865

Expiry Date	1 £ Equals
12/09/2005	1.820000
27/09/2005	1.800000
28/09/2005	1.810000

Expiry Date	1 Euro Equals
No period rates have been set up	

Altering the exchange rate at transaction entry stage will not affect the values stored in this exchange rate table. To keep the table up to date, you must make the change within System Settings > Exchange Rates.

Note: The most up-to-date exchange rates are available on the Internet (for example, from www.xe.com). Exchange rates may change on a daily basis so you will need to identify your own best method of updating them regularly within Sage 200.

View Currency History

As currency and exchange rate information is added, updated and deleted, the system retains an archive of the changes. This enables you to track changes to the exchange rate value, identify who made the change and the date it was amended.

- From the 'Name' drop-down list, select the currency you want to investigate. The changes made to that currency appear in the 'History' pane below.
- To print the history information, click 'Print'.

Set Up Customer and Supplier Analysis Codes

Customer and Supplier Analysis codes offer a way to group transactions on sales and purchase accounts according to a defined common attribute. This means you can use these in report selection criteria.

The 'Customer and Supplier Analysis Headings' window is separated into headings, usage and values.

- Headings enable you to specify the type of analysis you want to use.
- The usage columns determine whether Customer and Supplier accounts can use the Customer and Supplier analysis codes.
- Values offer you the ability to specify how you want to analyse the data.

You set up Customer and Supplier Analysis Codes in the Accounting System Manager.

Example 1

You have a variety of different sales regions and want a breakdown of the sales by region. Within the Accounting System Manager you can set up an analysis heading called 'Region' and then specify that this analysis code can only be selected on Sales Ledger accounts. With the heading identified you then add each specific region as a value. In this example, you might set up values for the South East, South West, Midlands, North East, North West and so on.

Heading	Sales	Purchase
Acct Mgr	Yes	No
Cus Type	Yes	No
Pur Mgr	No	Yes
Region	No	Yes
Sup Type	No	Yes

Values:

- MID Midlands
- NE North East
- NW North West
- OH Utility/Overhead
- RAW Raw Materials
- RCN Richard Cairns
- ROW Rest of World
- SCOTScotland
- SE South East
- SW South West
- TYO Tom Yo
- WALEWales
- WHT White ware

You apply the analysis codes within the Sales or Purchase Ledger accounts depending on the Ledger usage selected when you set up the analysis codes. By applying the code set up in Accounting System Manager you are able to produce reports that analyse sales by the code, used in this example, to compare regional performance.

Trading details:

- Country code: GB - Great Britain
- Default tax code: 1 - Standard Rate
- Tax number:
- Keep transactions for: 30 calendar months
- Finance charges: 2 - 0%
- Order priority: A

Default nominal code: 31100 Sales

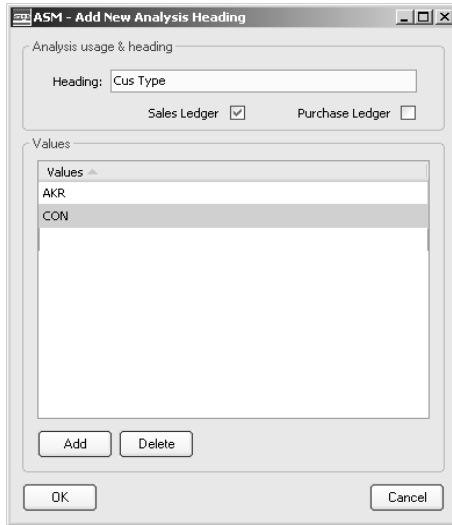
Analysis codes:

Header	Value
Region	North East

Add Customer and Supplier Analysis Headings and Usage

- To insert a new heading, click 'Add'.

The 'Add New Analysis Heading' window appears.



- Enter a description for your heading (up to 15 characters). If the description is already in use, Sage 200 prompts you to change the heading. Use the TAB key to move between fields.
- Select the appropriate check box to make this code available for your Sales Ledger and/or Purchase Ledger accounts.
- Enter the associated value(s) for your Heading. For example, if you set up your analysis heading as 'Region', the values you set up relate to each specific region such as Birmingham, Liverpool, London, Manchester, Newcastle and so on.

Repeat as often as you need to, up to 200 times, then click 'OK'. The list is automatically sorted into alphabetical order. If you use numbers for your headings, these are sorted before letters.

Note: Most organisations will not need as many as 200 analysis headings.

Edit Customer and Supplier Analysis Headings and Usage

- Select the analysis heading you want to amend, and click 'Edit'. The 'Edit Analysis' window appears.

- Make the required changes to the heading, usage or values.
- Repeat as often as you need to and then click 'OK'.

Delete Customer and Supplier Analysis Headings and Usage

- Once you delete the heading (and values associated with the analysis heading), it will no longer be available as selection criteria on reports. We recommend that you run the 'List of Accounts' report for the analysis code you want to delete, in both ledgers, to identify any accounts that have this applied, before you delete the heading.
- Select the analysis heading that you want to delete and click 'Delete'.
- Confirm that the correct heading is about to be deleted.
- Repeat as often as you need to and then click 'OK'.

Apply Customer and Supplier Analysis Headings and Usage

You assign customer and supplier analysis codes to customer or supplier accounts within the Sales or Purchase Ledger. When printing reports you can choose to include a range of accounts that match the analysis codes you specify.

For more information see the *Sage 200 Sales Ledger* and the *Sage 200 Purchase Ledger* documentation.

Print Customer and Supplier Analysis Headings and Usage

- Click the 'Print' option on the 'Customer and Supplier Analysis Headings' window to produce a report which lists the analysis, heading, usage and values you have set up in the Accounting System Manager.

Set Up Customer and Supplier Roles

When you set up customer and supplier accounts, you are able to specify multiple contact names and contact details for each account. Each of these contacts can also have their role title specified as part of the contact information, making it easy for you to contact the correct person if the need arises. The contact roles need to be pre-defined in the Accounting System Manager before you create or edit the customer and supplier records.

Before you start, it is important to note that the system supplies three mandatory roles - 'Account', 'SendRemittanceTo' and a 'SendStatementTo' role. Each contact you create will have these roles. Subsequent customer and supplier records will have a default contact with these roles added to their record details. You cannot delete these roles, but you can rename them as you require.

For more information about statements, please refer to your *Sage 200 Sales Ledger* documentation.

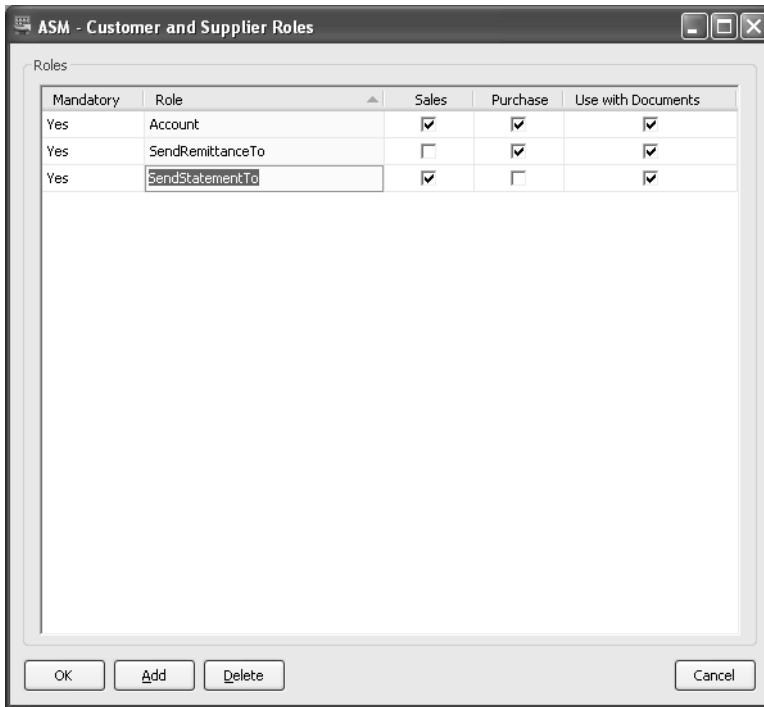
For more information about remittances, please refer to your *Sage 200 Purchase Ledger* documentation.

If you are using Sage Document Manager in association with Sage 200 you will see additional role 'Use with Documents' in the list of roles. All newly created roles will be selected to use Sage Document Manager by default. For more information about Sage Document Manager please contact your Business Partner.

Note: If you assign a role to a document type and then modify the report layout criteria to use that role, only traders with that role will be printed. Use the 'Use with Documents' check box to ensure that all accounts are printed.

To enter a contact role

- Select Accounting System Manager > Settings > Customer and Supplier Roles.



- Click 'Add' to position the cursor on a new line.
- Type in the name of the role. You can use up to 50 characters.
- Use the 'Sales' and 'Purchase' check boxes to identify whether this role should be available for you to select from, when you add contacts to your customer and supplier accounts.

For example, if you only want a role to appear for selection when you add contacts to customer accounts, you would select the 'Sales' check box and leave the 'Purchase' check box clear.

All newly created roles will be selected to use Sage Document Manager by default (i.e. the 'Use with Documents' option is automatically selected).

- Click 'OK' to save the role(s).

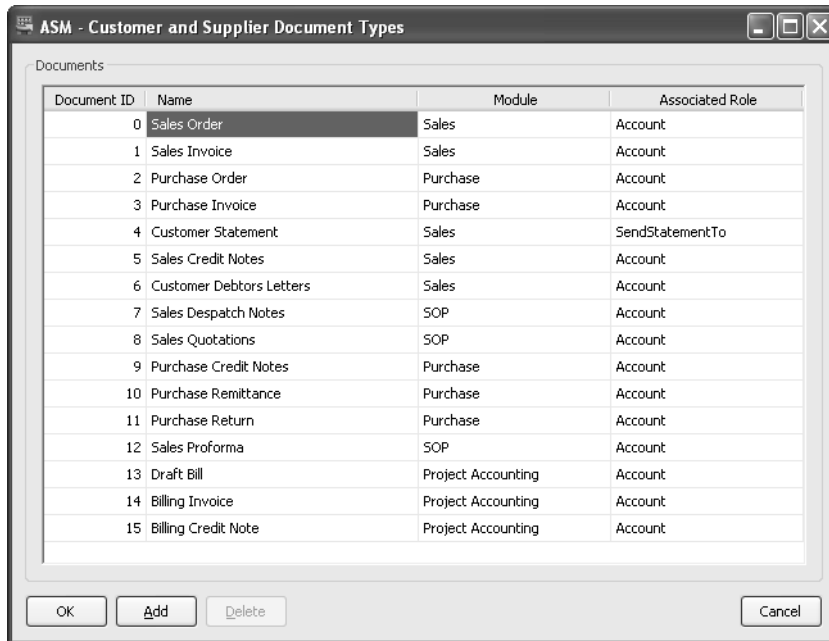
Set Up Customer and Supplier Document Types

If you use the Document Manager program with your Sage 200 program, the Document Types screen allows you to specify the roles associated with each type of document that is produced. When a specific type of document is printed, this controls the person that receives the document when it is printed.

If you have set up roles in the Customer and Supplier roles window, you can assign the documents that will be created for those roles. For more information about creating roles, see *Set Up Customer and Supplier Roles on page 87*.

To enter a document type

- Select Accounting System Manager > Settings > Customer and Supplier Document Types.



- Click 'Add'. The DocumentID number will be assigned by default.

Note: By default, the next highest number will be the next free number from 1000 or higher. Numbers below 1000 are reserved for use by your Sage 200 system. Deleted numbers will not be reused.

- Enter the name of the document type. You can use up to 50 characters.
- Select the module that the document is found from the drop-down list.
- Select the associated role. The list displayed relates to the module being used and those that have the 'Use with Documents' setting entered in the Customer and Supplier Roles screen.
- Click 'OK' to save the role(s).

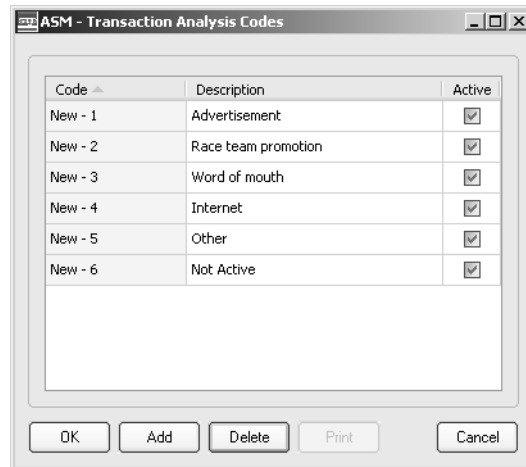
Set Up Transaction Analysis Codes

Transaction analysis codes can be applied to any ledger transaction that results in a nominal posting. The transaction analysis codes offer another level of analysis in addition to those already available such as type of transaction, cost centre or department. Analysis codes offer the following key benefits:

- They are well suited for short term transaction analysis needs in the system. For example, transaction codes are commonly used where companies want to track transactions that have arisen from a particular marketing campaign.
- You can add new analysis codes whenever they are needed and easily remove the codes from the Accounting System Manager when the analysis is no longer necessary. This prevents lists of unused redundant analysis descriptions remaining.
- Transaction analysis codes offer more flexibility for transactions of a similar nature.

Add Transaction Analysis Codes

- Enable the 'Transaction analysis' options in the System Settings window first.
- Select Accounting System Manager > Settings > Transaction Analysis Codes.



- To insert a new code, click 'Add'. A blank line appears.

- Enter a 'shorthand' analysis code to help you to quickly choose analysis codes from drop-down lists within the Ledgers later. Use the TAB key to move between fields. You can also use the TAB key to move onto a new analysis line, enabling you to add another analysis code.
- Enter text to help identify the type of analysis in the 'Description' box.
- Select the 'Active' check box to enable the analysis code to be used in the system. If the check box is clear, the analysis code is not available for selection within the system. If the code has already been used and you subsequently clear the check box, the code will still be in use where you have applied it, but it will no longer be available for future use.
- Repeat as often as you need to, up to 200 times, and then click 'OK'. The list is automatically sorted into alphabetical order. If you use numbers for codes, these are sorted before letters.

Note: Most organisations will not need as many as 200 transaction analysis codes.

Apply Transaction Analysis Codes

Apply the codes when entering a transaction. When printing reports you can choose to include a range of accounts that match the transaction analysis codes you have applied. For more information see the *Sage 200 Nominal Ledger*, *Sage 200 Sales Ledger* and the *Sage 200 Purchase Ledger* documentation.

Amend Transaction Analysis Codes

Note: You cannot amend the shorthand code on a transaction analysis code as it may be associated with records in the accounting system, but you can amend the analysis code description.

To amend transaction analysis codes

- Select the analysis code you want to amend.
- Make the required changes.
- Repeat as often as you need to and then click 'OK'.

Delete Transaction Analysis Codes

To delete transaction analysis codes

- Select the analysis code that you want to delete, and click 'Delete'.

- Repeat as often as you need to and then click 'OK'.

Print Transaction Analysis Codes

To print transaction analysis codes

- Select 'Print' to produce a report which lists all the transaction codes available within the system.

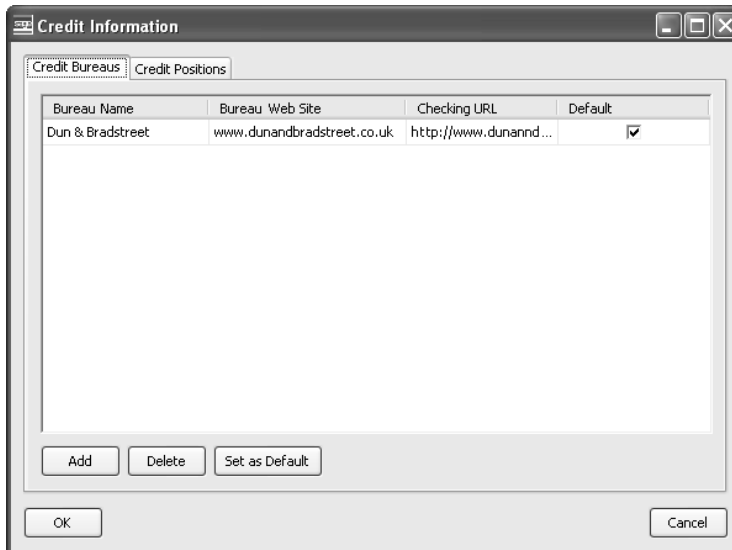
Set Up Credit Information

If your business regularly uses a credit checking bureau to assess your customer credit risk and you are connected to the Internet, you can set up this information in the 'Settings' area of the Accounting System Manager module.

The 'Credit Bureaus' tab allows you to set up the bureau's web site details. The 'Credit Positions' tab allows you to set up some credit statuses that can be applied to a Customer and Supplier record.

Add New Credit Bureau

- Select Accounting System Manager > Settings > Credit Information.



- Click 'Add'.
- Enter the 'Bureau Name', 'Bureau Web Site.' If you want to go straight to the credit checking page of the bureau's web site when you launch it, enter the URL in the 'Checking URL' column. Then for example, if you have internet access on your PC, you can launch the website from the Customer Record window.
- If you want this bureau to always appear as the default on Customer/Supplier records, select the bureau row and click 'Set as Default'. Once you have confirmed the default credit bureau,

a 'Yes' appears next to your selection. You can change the default at any time, but you can only have one default bureau selected at any one time. The default is selected for new customer and supplier accounts only.

- Click 'OK' to save the details and close the window. Alternatively, select the 'Credit Positions' tab to enter a new 'Credit Position' value.

Add a Credit Position

- Select Accounting System Manager > Settings > Credit Information.

Credit Position Value	Default
Legal	Yes
Warning	
Remainder	
Good	

- Click the 'Credit Positions' tab.
- Click 'Add'.
- Enter the credit position value in the blank line.
- If you want this credit position to always appear as the default on Customer/Supplier records, select the credit position value row you require and click 'Set as Default'. Once you have confirmed the default credit position, a 'Yes' appears next to your selection. You can

change the default at any time, but you can only have one default credit position selected at any one time.

- Click 'OK' to save the details and close the window.

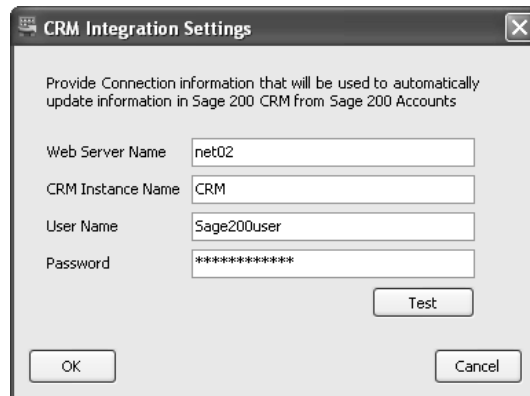
CRM Integration Settings

If you have integrated your Sage 200 Accounts with Sage CRM, you can change the integration settings in the CRM Integration Settings window.

You set this information when you first integrate your Sage 200 Accounts program with Sage CRM. For more information, please refer to your *CRM Integration* documentation.

View your CRM Settings

- Select Accounting System Manager > Settings > CRM Integration Settings.



The screenshot shows a dialog box titled "CRM Integration Settings" with a close button (X) in the top right corner. The dialog contains the following text and fields:

Provide Connection information that will be used to automatically update information in Sage 200 CRM from Sage 200 Accounts

Web Server Name:

CRM Instance Name:

User Name:

Password:

Buttons: Test, OK, Cancel

Your integration settings are displayed. You can change any details by overwriting the details.

- Click OK to accept any changes and close the window.

5

Transaction e-Mail

This chapter describes the process of sending and receiving orders using e-Mail.

In this chapter

Overview

Set Up Transaction e-Mail

Process incoming messages

Manage outgoing messages

Manage the matching process

Transaction e-Mail Overview

Transaction e-Mail is a mechanism for sending and receiving order documentation using e-mail to support the order process.

Transaction e-Mail is designed to work with Microsoft® Outlook and Sage 200.

Within Transaction e-Mail the orders and invoices you receive via e-mail are checked and prepared so that they can be successfully moved into Sage 200. The key order processing activities are completed in the relevant Sage 200 order processing modules.

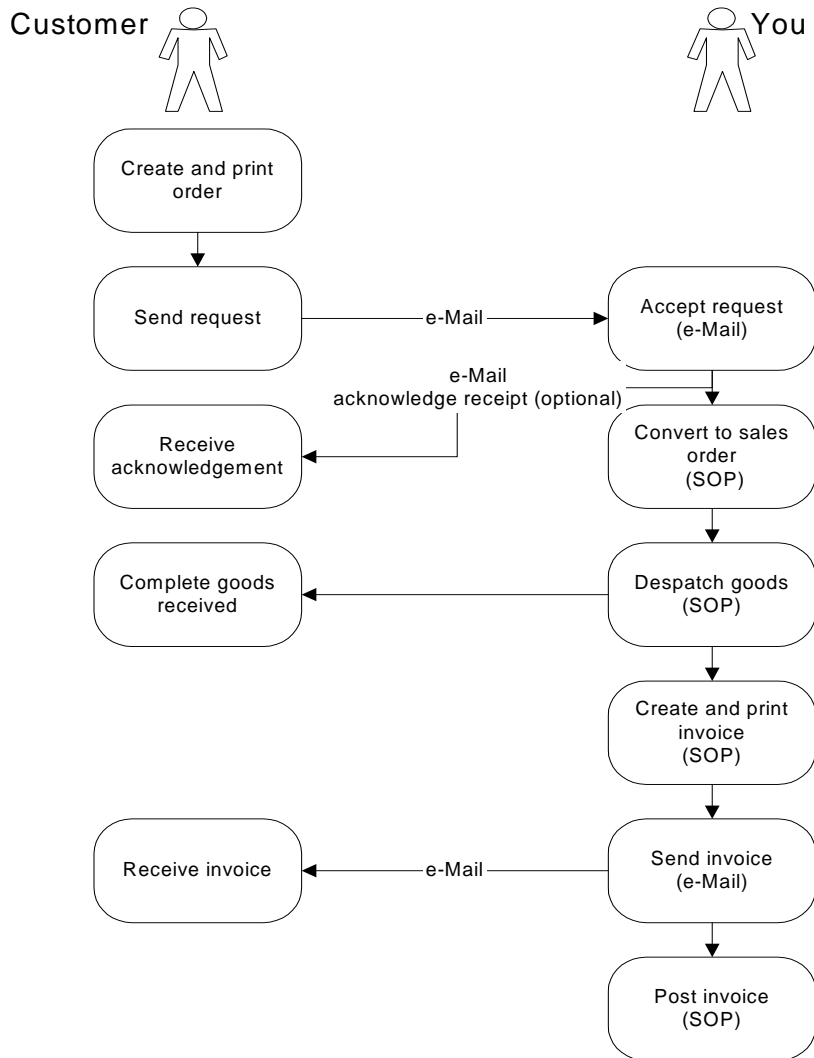
Note: Transaction e-Mail works in base currency only and it does not support returns or credit notes.

Transaction e-Mail supports the sales order process and purchase order process within Sage 200. Using Transaction e-Mail you can:

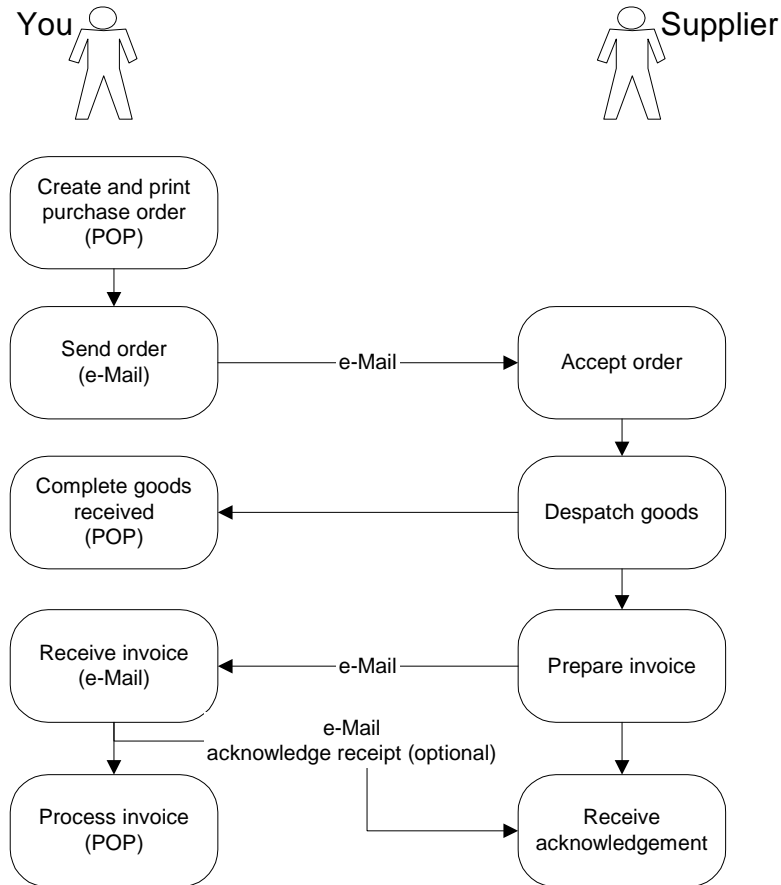
- Send purchase orders to your suppliers. For more information see on page 129.
- Receive purchase invoices from your suppliers. For more information see *Process incoming messages* on page 121.
- Receive sales orders from your customers. For more information see *Process incoming messages* on page 121.
- Send sales invoices to your customers. For more information see on page 129.
- Send status messages to indicate the progress made on orders and invoices received. For more information see *Maintain status messages* on page 112.

The following diagrams illustrate the activities performed within Sage 200 and those within Transaction e-Mail.

Integration with Sales Order Processing



Integration with Purchase Order Processing



Integration with Sage 200

To use Transaction e-Mail effectively your Sage 200 records must be set up to support the service. This reduces the need to manipulate transactions manually before moving them into Sage 200. This means:

- The suppliers you intend to place orders with using this method must have a valid e-mail address specified on their account record in the Purchase Ledger, and the account record must be enabled for Transaction e-Mail.

- The customers you intend to deal with using this method must have a valid e-mail address specified on their account record in the Sales Ledger and the account record must be enabled for Transaction e-Mail.

It is also worth considering the compatibility of your customer/supplier account codes and your stock item coding structure with those used by the suppliers and customers you intend to deal with using Transaction e-Mail. If you are setting up Sage 200 for the first time, it may be worth developing a code structure in line with your customers and suppliers.

Security

Transaction e-Mail incorporates security features to determine if transactions have been tampered with during transmission.

Warnings are displayed if transactions have been changed during the transmission. If this does occur we recommend that you contact the originator of the transaction to determine the differences in the transaction details.

Note: An incorrect date or date format will invoke this message each time you send or receive a Transaction e-Mail. We recommend you check the system date on your PC before contacting the originator.

Set Up Transaction e-Mail

Setting up Transaction e-Mail involves integrating the service with the e-mail system on your PC. This must be done before you can send or receive transactions. There are also several settings you can choose to help tailor Transaction e-Mail to work in different ways. These settings can be amended at any time.

Note: You must use Microsoft® Outlook as your e-mail system if you intend to use Transaction e-Mail.

Integrate Transaction e-Mail with your e-mail system

Use this activity to ensure your e-mail system works with Transaction e-Mail. You set Transaction e-Mail to:

- Collect e-mails from a particular mail box when transferring transactions and messages into Transaction e-mail.

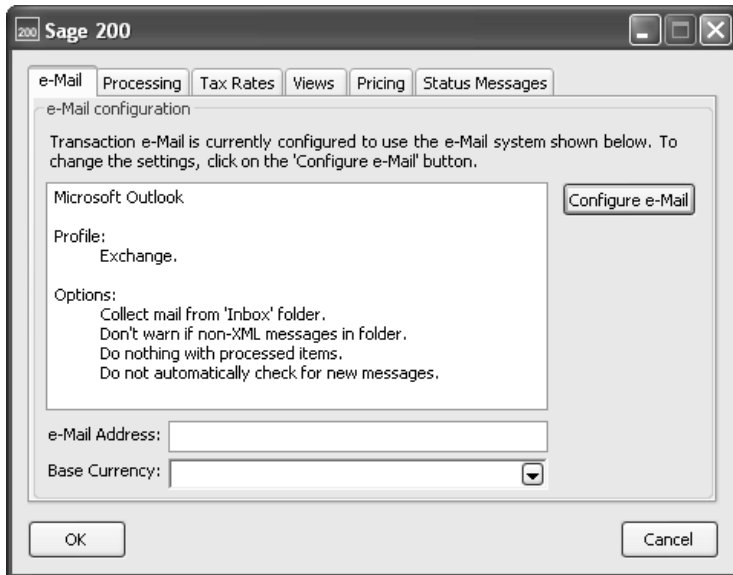
If you receive a high number of e-mails during a working day we recommend you set up a folder in Outlook specifically for Transaction e-mail messages. You should also set up a rule in Outlook to move all messages sent from a customer's or supplier's Transaction e-Mail system to that folder. All transaction e-mail messages are prefixed 'T-eMail' to make it easy to recognise transactions and to make it easier for you to create a rule in Outlook.

- Warn you if you receive messages that cannot be used (non XML messages).
- Leave, delete or move the e-mails you receive in your Inbox when the information is copied into Transaction e-Mail.
- Retrieve messages from your e-mail system at set intervals. The minimum frequency is five minutes.

Note: Each time Transaction e-Mail is accessed, the system checks to ensure it is integrated with Sage 200. If some of the settings are missing the configuration screen is displayed for you to complete the setup.

To integrate Transaction e-Mail with your e-mail system

- Choose Transaction e-Mail > Configuration.



- Enter the 'e-Mail address' (account) you want embedded in the transactions you send.
- Select the operating currency for the system using the 'Base Currency' drop-down.
- Click 'Configure e-Mail' on the 'e-Mail' tab. The 'Outlook Configuration Assistant' appears.
- Click 'Next' to continue.
- If there is more than one e-mail profile on the PC, select the e-mail profile you want to use with Transaction e-Mail and then click 'Next'.
- If you use a password to access your Outlook system, enter the password and click 'Next'.
- Specify the folder you want the messages collected from. To change the selected folder click 'More' and select the required folder from those displayed.
- Select the required option for non XML warning messages, then click 'Next'.

Note: Transaction e-Mail only recognises XML messages.

- Specify what you want to happen to the original messages once they have been retrieved from your e-mail system and then click 'Next'.
- Specify the frequency you want messages retrieved from your e-mail system and then click 'Next'.
- Click 'Finish'.
- Click 'OK' to save the setup.

Processing

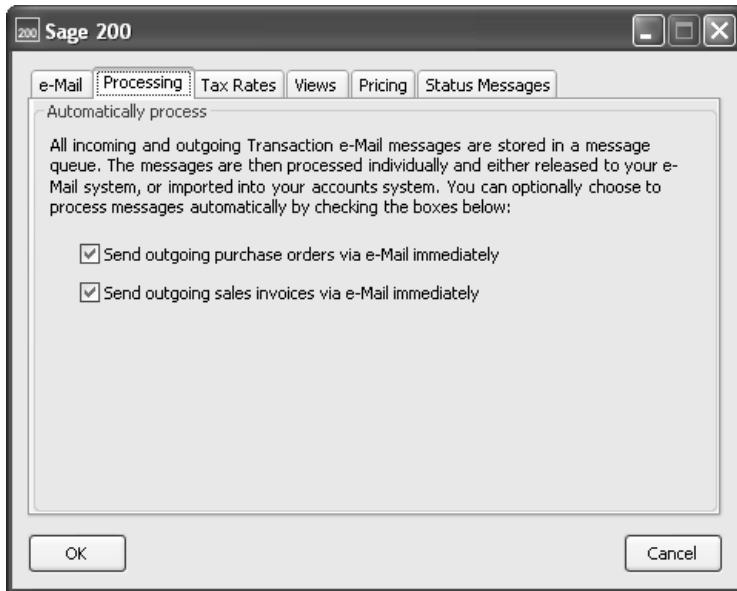
Depending on the degree of control you want to impose on outgoing invoices and orders, you can choose to:

- Deposit the transactions into Transaction e-Mail before they are sent via e-mail. While in Transaction e-Mail the invoices and orders can be viewed, deleted or printed. You can also change the e-mail address applied to a transaction so that it can be sent to an alternative e-mail address.
- Allow the transactions to flow directly to your e-mail system once they have been generated in Sales Order Processing or Purchase Order Processing. This means the transactions are not placed in Transaction e-mail.

Note: Processing settings do not affect status messages. For more information about status messages see *Maintain status messages* on page 112.

To maintain processing

- Choose Transaction e-Mail > Configuration.
- Click the 'Processing' tab.



- Select the 'Send outgoing purchase orders/sales invoices via E-mail immediately' check boxes to enable the transactions to flow directly to your email system.

Leave the check boxes clear to deposit the transactions into Transaction e-Mail before they are sent via e-mail.

- Click 'OK' to save.

Maintain Transaction e-Mail tax rates

Before transactions received from suppliers or customers can be added to Sage 200 they must include a valid tax code. As the transactions are received, Transaction e-Mail attempts to match the tax codes on the transaction with those stored in Transaction e-Mail. The tax codes in Transaction e-Mail represent those stored in your Accounting System Manager.

There are several tax rate codes stored in Transaction e-Mail.

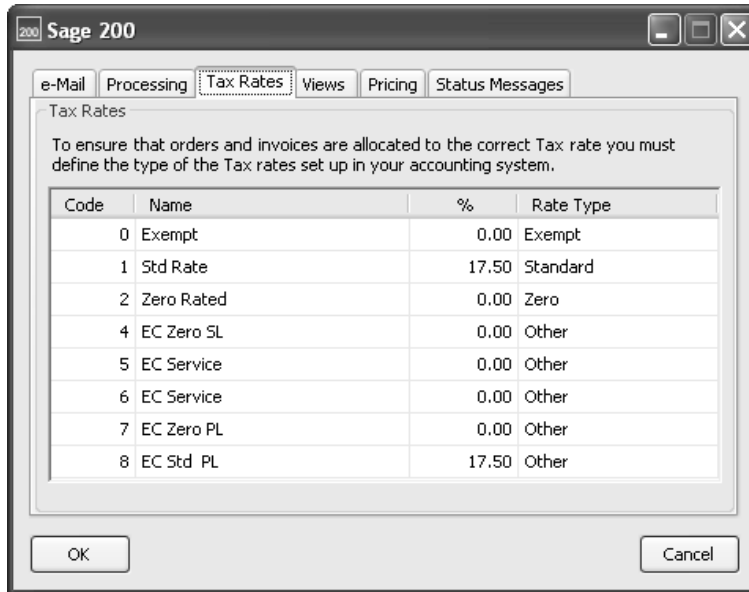
- Exempt: default tax code T2.
- Higher: for tax codes higher than the standard 17.5%.
- Lower: for tax codes lower than the standard 17.5%.
- Other: for tax codes that are not covered by other codes.
- Standard: default tax code T1.
- Zero: default tax code T0.
- Outside of Scope (UK): for tax codes that are not covered by other codes.

If you receive a transaction with an unknown tax rate, Transaction e-Mail automatically marks the transaction as 'Matching Required'. You will need to match a tax rate manually to the transaction before it can be added to Sage 200.

If you add new tax rates to the tax rate table in Accounting System Manager the system automatically sets up the tax rate in the Transaction e-Mail when you restart the service. However, changes to existing tax rates in the Accounting System Manager are not updated in Transaction e-Mail; you will need to amend the tax rate manually in this instance.

To maintain transaction e-Mail tax rates

- Choose Transaction e-Mail > Configuration.
- Click the 'Tax Rates' tab.



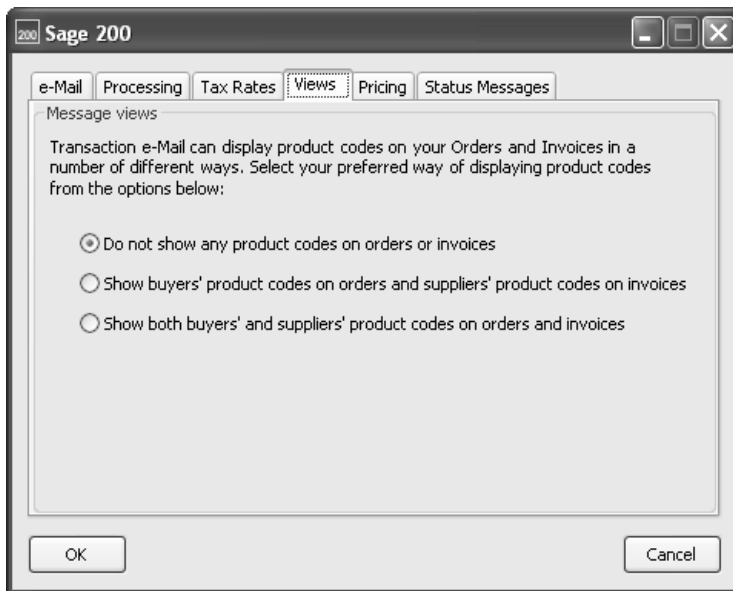
- Click the 'Rate Type' column of the tax rate you want to change.
- Click 'OK' to save.

Maintain views

You can choose whose product codes, if any, are displayed when viewing orders and invoices in Transaction e-Mail. This could be your product codes or you can choose to display your product codes with your customer/supplier codes.

To maintain views

- Choose Transaction e-Mail > Configuration.
- Click the 'Views' tab.



- Select the required viewing option.
- Click 'OK' to save.

Maintain price tolerances

A price tolerance provides a means of checking the item prices your customers and suppliers have stipulated in the order documentation, against those you charge or would expect to pay.

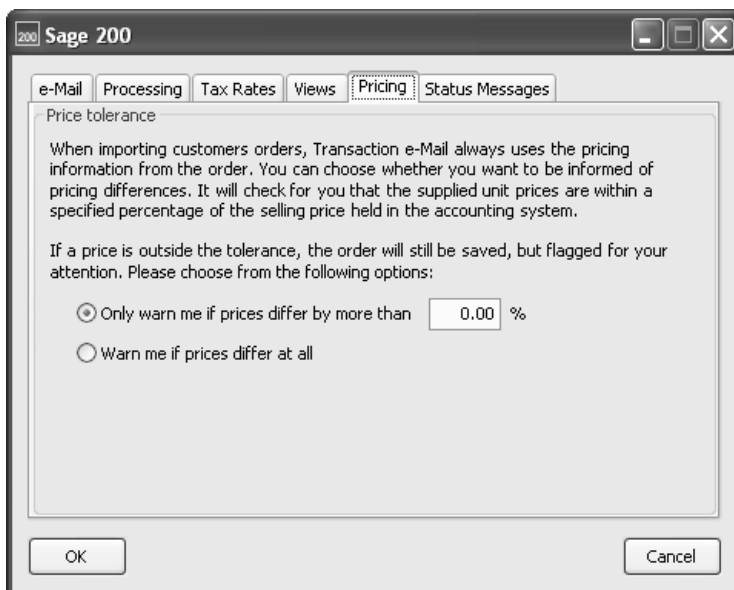
When dealing with an order the item price specified in the order is checked against the customer's price and any discounts held in the Price Book are applied. When dealing with an invoice, if the items are from your usual supplier, the last buying price for each item is used. Otherwise the standard cost or average buying price is used. This will depend on the item's costing method. For more information see your *Sage 200 Stock Control User Guide* documentation.

Order and invoice price discrepancies are indicated as the transactions are processed.

You can set the system to allow a margin of tolerance when checking prices, or to allow no tolerance at all.

To maintain price tolerances

- Choose > Transaction e-Mail > Configuration.
- Click the 'Pricing' tab.



- Select the required price tolerance.
- To remove a price tolerance, select the 'Only warn me if prices differ by more than' option, enter the percentage of 0%.
- Click 'OK' to save.

Maintain status messages

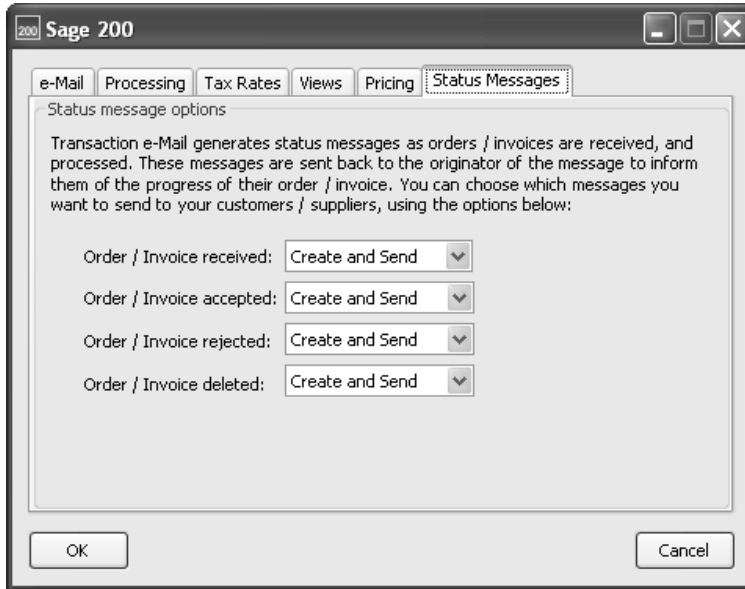
As part of the process of accepting orders and invoices Transaction e-Mail can be set to send a status message automatically to the originator of the e-mails you receive. The messages keep your customers and suppliers informed of the progress made.

The messages can be triggered when orders and invoices are received, rejected and deleted within Transaction e-Mail. Acceptance messages can also be triggered when transactions are moved into Sage 200. You can choose to:

- 'Create and send': creates a message on completion of an order process activity and then sends it to the Outbox of your e-mail system.
- 'Create': creates a message on completion of an order process activity and places it in your Outgoing Message folder in Transaction e-mail. The message is ready to be sent to your e-mail outbox when you choose.
- 'Don't create': status messages are not created on completion of order process activity.

These messages also update the status of invoices and orders that have been e-mailed. When an order or invoice is e-mailed, the transaction is placed in the 'Sent Item' folder with the initial status of 'Released'. As a transaction is processed by your trading partner and, provided status messages are sent by your trading partner, the status message can update the original transaction. The status applied can be 'Received', 'Accepted', 'Deleted by Remote' and 'Rejected by Remote'.

To maintain status messages



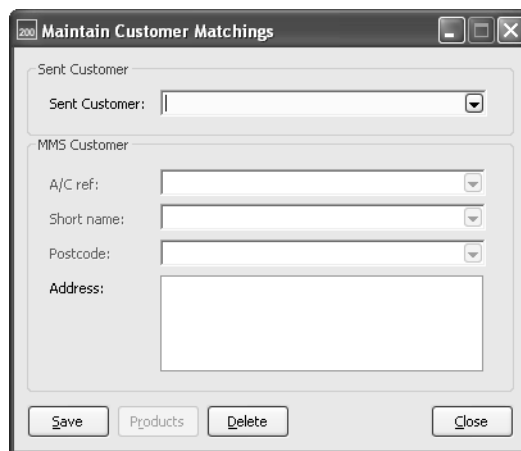
- Select the message options for each order/invoice process.
- Click 'OK' to save.

Maintain Customer and Supplier Matchings

The 'Maintain Customer/Supplier Matching' windows will most commonly be used by you to update change of address details or remove customer and supplier information. It is periodically necessary to update the matching information to ensure the automated matching process runs as efficiently as possible.

To maintain customer matchings

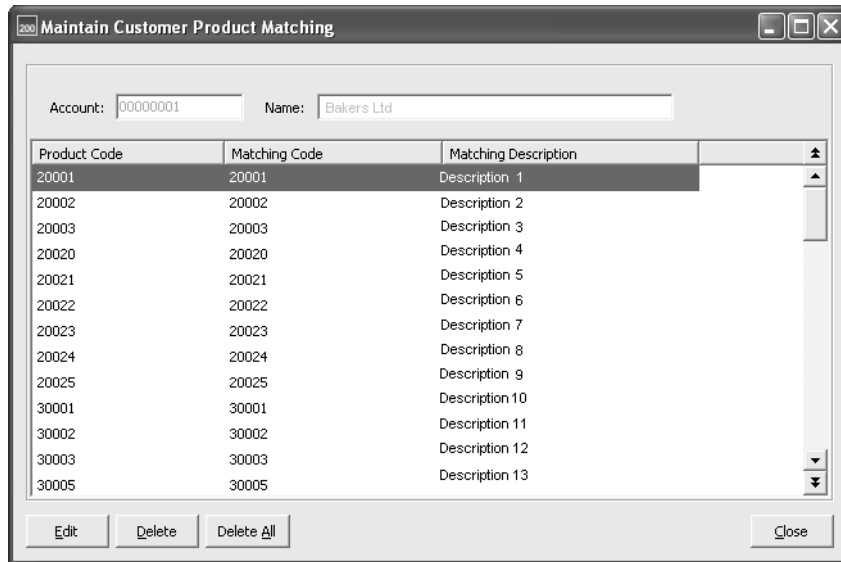
- Choose transaction e-Mail > Maintain Customer Matchings.



- From the 'Sent Customer' drop-down, select the customer whose 'match' you want to change. The customer details boxes display the information currently matched to that customer.
- If you want to match to a new customer, click the 'A/C ref' drop-down and select a customer from the drop-down list.
- Click 'Save' to accept the new match.
- Click 'Delete' if you want to remove the match completely.
- Click 'Product' to change the matching on the products associated with that customer.
- Click 'Close' to return to the main desktop.

To maintain product matching

- Choose Maintain Customer/Supplier Matchings > Products. The 'Product Matching for Customer/Supplier' window is displayed showing all the product codes in your Sage 200 system and the equivalent codes from the selected customer or supplier.



- From this window you can change your matched code in your Transaction e-mail system, change the nominal code that the product will be posted to, or you can clear the match completely.
- Click 'Save' to save the changes you have made.
- Select a product code and click 'Delete' to remove a single match.
- Click 'Delete All' to remove all matches in the list.

To maintain supplier matchings

- Choose transaction e-Mail > Maintain Supplier Matchings.

The screenshot shows the 'Maintain Supplier Matchings' dialog box. It contains the following fields and controls:

- Sent Supplier:** A drop-down menu labeled 'Sent Supplier:'.
- MMS Supplier:** A section containing:
 - 'A/C ref:': A drop-down menu.
 - 'Short name:': A drop-down menu.
 - 'Postcode:': A drop-down menu.
 - 'Address:': A large text area.
- Nominal Postings:** A section containing:
 - Two radio buttons: 'Match invoice lines to individual nominal accounts and/or products' and 'Match ALL invoices to the following nominal account'.
 - A drop-down menu below the second radio button.
- Buttons:** 'Save', 'Products', 'Delete', and 'Close'.

- From the 'Sent Supplier' drop-down, select the supplier whose 'match' you want to change. The supplier details boxes display the information currently matched to that supplier.
- Select how you want to match products to your nominal accounts. You can either match each individual product line to a nominal account or match all invoices to a single nominal account.

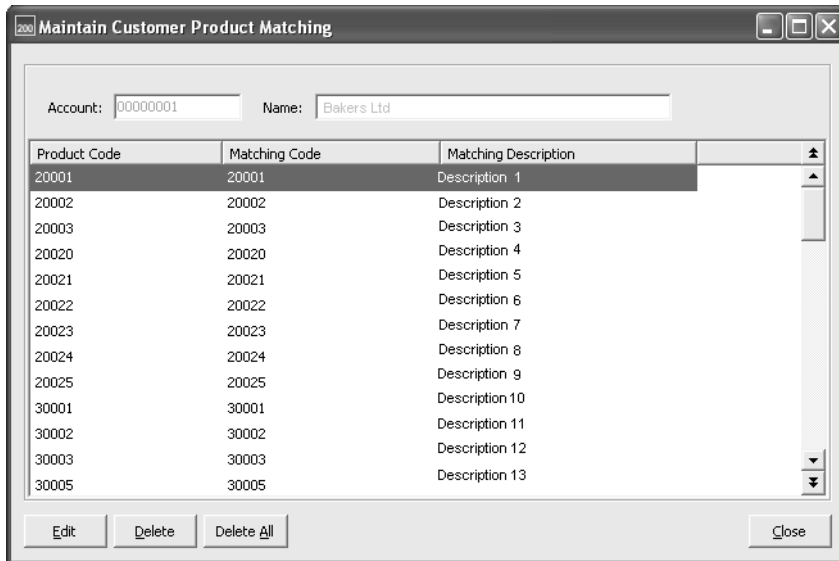
If you choose to 'Match ALL invoices to the following nominal account' you must select a nominal code in the drop-down list. This option is useful if you only sell a single product that is posted to a single sales nominal code.

- If you want to match to a new supplier, click the 'A/C ref' drop-down and select a supplier from the drop-down list.
- Click 'Save' to accept the new match.
- Click 'Delete' if you want to remove the match completely.
- Click 'Product' to change the matching on the products associated with that supplier.

- Click 'Close' to return to the main desktop.

To maintain product matching

- Choose Maintain Customer/Supplier Matchings > Products. The 'Product Matching for Customer/Supplier' window is displayed showing all the product codes in your Sage 200 system and the equivalent codes from the selected customer or supplier.



- From this window you can change your matched code in your Transaction e-mail system, change the nominal code that the product will be posted to, or you can clear the match completely.
- Click 'Save' to save the changes you have made.
- Select a product code and click 'Delete' to remove a single match.
- Click 'Delete All' to remove all matches in the list.

Manage Messages

Messages cover:

- 'Transactions': orders and invoices received from your customers and suppliers using e-mail.
- 'Status messages': received from your customers and suppliers informing you of the progress made on orders and invoices.

Incoming messages

Transaction e-Mail retrieves messages and transactions (XML format only) from your e-mail system automatically when you access Transaction e-Mail. While Transaction e-Mail is active the incoming messages are retrieved according to the frequency that has been set for the system. Messages and transactions can also be retrieved manually by clicking 'Check Mail' when viewing incoming messages.

Transaction e-Mail validates all transactions and messages retrieved from your e-mail system. Those that are corrupt or with attachments that are not in XML format are moved into Transaction e-Mail but are marked 'Invalid XML'. Invalid transactions cannot be processed further, it is only possible to print or delete them from Transaction e-Mail. To process such transactions you need to print the details and then enter the information by hand into Sage 200. You can then link the order/invoice to the message in Transaction e-Mail. See *Link transaction to manually entered order or invoice* on page 129.

Matching

Once a transaction (order or invoice) has passed the validation process it is then subject to an automatic matching processing. Transaction e-Mail attempts to understand and recognise the transaction details.

The matching process is achieved using associations between the codes your suppliers and customers use and the codes you use. Initially, it is unlikely that Transaction e-Mail will successfully match these details. For example, you may buy bolts from a supplier that have a code on your Sage 200 program BOLT001, whereas the supplier that buys the bolts from you may have the same bolts listed on their system with a product code BOLTS1. It takes time to build the associations, which in time automates the matching process. The matching process will be made easier if you contact your suppliers and customers who also use Transaction e-Mail and agree to use the same reference codes.

Maintaining your matchings helps keep the associations current. This ensures a smooth automated matching. You can edit or remove matches using the 'Maintain Customer/Supplier

Matching' windows in Accounting System Manager. For more information see *Maintain Customer and Supplier Matchings* on page 114.

Sales orders

A match is required for the customer and the goods/services (order lines) specified in the order. Transaction e-Mail supports all order line types within Sage 200.

- 'Standard order line': a match is required for the product code. If the item uses multiple units a matching selling unit is also required.
- 'Free text order line': no match is required. The details specified from your customer are used.
- 'Additional charge': the details specified from your customer can be used or you can map the charge to a charge setup in your system.
- 'A comment': no match is required. The details specified from your customer are used.

Incoming sales orders with multiple delivery addresses are split into individual orders for each address when the order is added to Sage 200.

Purchase invoices

A match is required for the supplier. The invoice lines can be matched to:

- 'Product codes': this is the matching process you would use in most circumstances. The invoice is prepared for transfer into Sage 200 Purchase Order Processing. The invoice lines are matched to product codes and, if appropriate, charge codes. Free text and comment lines can be accepted.

An invoice must match outstanding order lines in Purchase Order Processing before it can be moved into Sage 200. When you attempt to move the invoice into Sage 200, the system automatically matches the invoice lines to outstanding order lines for you. If a match is not found, a warning is displayed. This can be resolved by amending the order in Sage 200 or entering the invoice by hand.

- 'Nominal account': this provides a means of adding an invoice to Sage 200 when there is no outstanding order for the entire invoice. The invoice is prepared for transfer into Purchase Ledger, this removes the need to map the invoice lines to outstanding order lines in Purchase Order Processing.

During the matching process a price check is performed for orders and invoices in accordance with the price tolerance setting for Transaction e-Mail. Price discrepancies are displayed during the matching process. As the transaction is moved into Sage 200 a warning will be displayed if the transaction has a price discrepancy. You can choose to view the discrepancy, accept the difference or cancel the transfer of the transaction into Sage 200.

Depending on your processing setup, the retrieved transactions that have been successfully matched are automatically moved into Sage 200 or they are displayed in your 'Incoming Messages' folder ready to be added to Sage 200. Transactions that fail the mapping process are placed in the 'Incoming Messages' folder and must be mapped manually before they can be processed further.

All transactions are assigned a status to indicate issues or further action required.

Regardless of the status applied to an incoming transaction, Transaction e-Mail may generate a status message for the originator of the transaction. This depends on your status message settings. For more information see *Maintain status messages* on page 112.

Outgoing messages

Depending on how Transaction e-Mail is set up, orders and invoices either circumvent Transaction e-Mail and are passed directly into your e-mail system or they are transferred into Transaction e-Mail, where they can be manipulated. This means you can edit the e-mail address a transaction will be sent to, put a transaction on hold or delete it, before it is sent via e-mail. Outgoing messages are placed in the 'Sent Items' folder once they have been processed.

Sent messages

Orders and invoices you have sent to your customers and suppliers are stored in Transaction e-Mail. They are displayed in the 'Sent Items' folder marked 'Released'. While they are stored, they can be resent, printed or deleted from Transaction e-Mail.

Note: Status messages that have been sent are not stored in Transaction e-Mail.

Processed messages

Details of orders and invoices added to Sage 200 are stored in Transaction e-Mail. Processed orders and invoices are displayed in the 'Processed Items' folder marked 'Accepted'. While they are stored they can be printed or deleted from Transaction e-Mail. You can also link a manually entered invoice or order to the message in Transaction e-Mail. This is particularly useful in maintaining an audit trail for manually entered transactions.

Note: Processed status messages are not stored in Transaction e-Mail.

Process incoming messages

To move an order or invoice into Sage 200 you need to check the status applied to the transaction as it was retrieved from your e-mail system. This will determine what you need to do next. Transactions marked:

- 'Invalid XML': cannot be processed further. You can print and delete the transaction. You can use the printed transaction to enter the details manually in Sage 200. You can then create a link between the manually entered details and the transaction in Transaction e-Mail. See *Link transaction to manually entered order or invoice* on page 129.
- 'Mapping Required': must be manually matched. Transaction e-Mail was unable to prepare the order for Sage 200.
- 'Pending Acceptance': the transactions can be moved into Sage 200.

Once a transaction is successfully added to Sage 200 it is marked 'Accepted' and moved into the 'Processed Item' folder within Transaction e-Mail.

If a problem occurs while attempting to add the transaction to Sage 200 a message is displayed. Repeat the activity to add the transaction. If it continues to fail you can enter the transaction manually.

Orders and invoices can be rejected or deleted from Transaction e-Mail.

- 'Delete': orders and invoices marked 'Invalid XML', 'Mapping Required' or 'Held In Out Box' can be deleted from Transaction e-Mail.

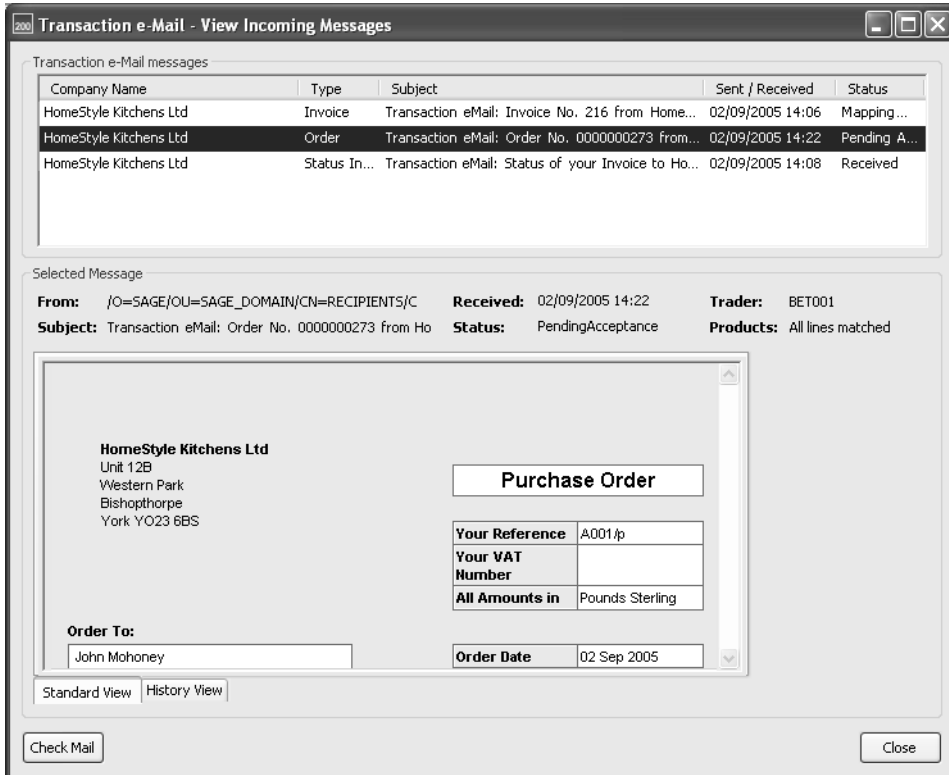
Deleted transactions are removed from Transaction e-Mail. A status message may be sent to the originator if your system is set to do this.

- 'Reject': orders and invoices can be rejected regardless of their status. The transactions are removed from the system. A status message may be sent to the originator if your system is set to do this.

Depending on your 'System Settings', orders and invoices that have been successfully mapped by Transaction e-Mail can be automatically moved into Sage 200 for you. See *Processing* on page 106.

To process incoming messages

- Choose Transaction e-Mail > Incoming Messages.



- Determine the status of each displayed transaction and decide the action required.
- To print an order or invoice, select the transaction from those displayed, and click 'Print'.
- To reject an order or invoice, select the transaction from those displayed in the 'View Messages' window and then click 'Reject'.
- To delete an order or invoice, select the transaction from those displayed in the 'View Messages' window and then click 'Delete'.

Match order details

- Select the message to be matched from those displayed in the 'View Messages' window.
- Click 'Match or Check Details'.
- If the order contains a tax rate not recognised by Transaction e-Mail the 'Match Tax Rate' window is displayed for you to match the tax rate.
 - To match the tax rate click the 'Rate Type' column, from the drop-down list, select the tax type you want to match the tax rate to. Click 'OK' to save the information.
 - To add the tax rate to Sage 200, click 'Add Rate'; the 'Tax Rate Details' window is displayed. Click 'Add' and enter the details of the new tax rate; then click 'Close'. Map the new tax rate to a rate type in Transaction e-Mail by clicking the 'Rate Type' column and selecting a rate type from the drop-down list. Click 'OK' to save the information.

Account Selection

A/C ref: ABB001 Details

Short name: Abbey

Postcode: EH12 1WE

Name:

Incoming Message Details

Name: HomeStyle Kitchens Ltd Details

Address: Unit 12B
Western Park
Bishopthorpe
York YO23 6BS

Match Lines

Line	Product Code	Description	Quantity	Unit Price	Total
1		Professional Blender 5 Speed	4.00	135.11	540.43

Match Lines

Save Discard Close

- To match the customer to an account record in Sage 200, use the 'A/C ref' drop-down. To view more details about the customer, click 'Details'. You can also use this to select and match an account.

- To match order lines click 'Match Lines'.

Order / Invoice details from Transaction e-Mail

<u>Cust. Prod. Code</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>VAT Rate</u>
ACS/BLENDER	Professional Blender 5 Speed	4.00000	135.10818	Standard

<u>Size & Colour</u>		<u>Product Dimensions</u>		<u>Pack Size & Quantity</u>
Size:	Length:	Width:	Volume:	Pack Size: Each
Colour:	Height:	Depth:	Weight:	Amount: 4.00000

Line type

Standard item
 Free text item
 Additional charge
 Comment line

Product details from Accounting System

Code: ACS/BLENDER Status: Active Quantity: 4.00

Name: Professional Blender 5 Speed Unit price: 256.50000

Group: 1418 Selling Unit: Each

Type: Stock Pricing unit: Each Free stock: 19.00000

- Select the order line type you are matching.
 - 'Standard': use the 'Code' drop-down to match your product code to that detailed in the transaction. If the item uses multiple units, select the required selling unit using the drop-down. You can also change the line type to 'Free text item'.
 - 'Free text': no matching is required, or you can change the line type to 'Standard' and use the 'Code' drop-down to match the description to a product code.
 - 'Additional charge': the line type 'Free text item' is automatically selected for you. You can accept this or select 'Additional charge' and use the 'Code' drop-down to match your charge to that detailed in the transaction.
 - 'Comment': no matching is required.

Note: Price warnings are indicated if discrepancies have been found which are outside the price tolerance setting. A line displayed in green indicates that the price discrepancy

is in your favour. A line displayed in red indicates that the price discrepancy is in your customer's favour.

- Click 'Next Line' or 'Previous Line' if you are dealing with multiple order lines.
- Click 'OK' to save the mapped product information.
- Click 'Save' to record the matched transaction.

Hints: Before saving the information you can clear the mappings you have made; to do this click 'Discard'.

Match invoice details

- Select the message to be matched from those displayed in the 'View Messages' window.
- Click 'Match or Check Details'.
- If the invoice contains a tax rate not recognised by Transaction e-Mail the 'Match Tax Rate' window is displayed for you to match the tax rate.
 - To match the tax rate, click the 'Rate Type' column, from the drop-down list, and select the tax type you want to match the tax rate to. Click 'OK' to save the information.
 - To add the tax rate to Sage 200, click 'Add Rate'; the 'Tax Rate Details' window is displayed. Click 'Add' and enter the details of the new tax rate and then click 'Close'. Map the new tax rate to a rate type in Transaction e-Mail by clicking the 'Rate Type' column and selecting a rate type from the drop-down list. Click 'OK' to save the information.

Account Selection

A/C ref:

Short name:

Postcode:

Name:

Incoming Message Details

Name:

Address:

Matching Option

Match ALL Invoices from this Supplier to Nominal Account:

Match this Invoice only to the following Nominal Account:

Match each line on this Invoice to a different Nominal Account within the accounting system.

Match each line on this Invoice to a different Product Code within the accounting system.

Match Lines

Line	Product Code	Description	Quantity	Unit Price	Total
1		Professional Blender 5 Speed	5.00	256.50	1282.50

- To match the supplier to an account record in Sage 200, use the 'A/C ref' drop-down. To view more details about the supplier, click 'Details'. You can also use this to select and match an account.

Prepare invoice for Purchase Order Processing

- Select 'Match each line on this Invoice to a different Product code within the accounting system' from the matching options and then click 'Match Lines'.

Note: Price warnings are indicated if discrepancies have been found which are outside the price tolerance setting. A line displayed green indicates the price discrepancy is in your favour. A line displayed red indicates the price discrepancy is in your customer's favour.

Order / Invoice details from Transaction e-Mail

<u>Cust. Prod. Code</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>VAT Rate</u>
ACS/BLENDER	Professional Blender 5 Speed	5.00000	256.50000	Standard

Size & Colour

Product Dimensions

Pack Size & Quantity

Size: Length: Width: Volume: Pack Size: Each
 Colour: Height: Depth: Weight: Amount: 5.00000

Line type

Standard item Free text item Additional charge Comment line

Product details from Accounting System

Code: ACS/BLENDER Status: Active Quantity: 5.00
 Name: Professional Blender 5 Speed Unit price: 135.11
 Group: 1418 Buying Unit: Each
 Type: Stock Pricing unit: Each Free stock: 19.00000

OK Previous Line Next Line Cancel

- Select the line type you are matching.
 - 'Standard': use the 'Code' drop-down to match your product code to that detailed in the transaction. If the item uses multiple units, select the required buying unit using the drop-down. You can also change the line type to 'Free text item'.
 - 'Free text': no matching is required, or you can change the line type to 'Standard' and use the 'Code' drop-down to match the description to a product code.
 - 'Additional charge': the line type 'Free text item' is automatically selected for you. You can accept this or select 'Additional charge' and use the 'Code' drop-down to match your charge to that detailed in the transaction.
 - 'Comment': no matching is required.
- Click 'Next Line' or 'Previous Line' if you are dealing with multiple invoice lines.
- Click 'OK' to save the mapped product information.

- Click 'Save' to record the matched transaction.

Hints: Before saving the information you can clear the mappings you have made; to do this click 'Discard'.

Prepare invoice for the Purchase Ledger

- Select the required nominal account matching option.
- Select the nominal account from the drop-down. If you have chosen to map each line of the invoice to a different nominal account, click 'Match Lines' and then select the required nominal account for each line.
- Click 'Next Line' or 'Previous Line' if you are dealing with multiple invoice lines.
- Click 'OK' to save the mapped product information.
- Click 'Save' to record the matched transaction.

Add order or invoice to Sage 200

- Select a transaction marked 'Pending Acceptance' from those displayed in the 'View Incoming Messages' window and click 'Add to Accounts'.
- If there is a price discrepancy for the transaction, a warning is displayed. You can choose to accept the discrepancy, view the difference or cancel the transfer of the transaction into Sage 200.
- If you are dealing with an invoice prepared for Purchase Order Processing and the system is unable to match all invoice lines to outstanding order lines in Sage 200, a warning is displayed. An invoice cannot be moved into Sage 200 unless it can be fully matched to outstanding order lines. Identify the discrepancies and take remedial action. See *Purchase invoices* on page 119.
- If the e-mail address on the incoming transaction is different to that stored for the customer/supplier in Sage 200, you can update the address stored in Sage 200 when prompted to do so.

The details are moved into Sage 200 and the source transaction is moved into 'Processed Items'

Deal with status messages

- To update the status of the original order/invoice in your 'Sent Item' folder, select the corresponding message and then click 'Update'.
- To delete the status message without updating the status of the original order/invoice updated, select the message and then click 'Ignore Message'.

Link transaction to manually entered order or invoice

Incoming orders or invoices that fail to be moved into Sage 200 can be printed and then manually entered into Sales Order Processing or Purchase Order Processing where appropriate. You can then create an association between the manually entered order or invoice and the transaction received in Transaction e-Mail for completeness.

- Select the transaction from those displayed in the 'View Incoming Message' window and click 'Enter by Hand'.



- Select the manually entered order/invoice using the drop-down.
- Click 'OK'.

Process outgoing messages

Depending on your Transaction e-Mail settings, once orders and invoices have been generated in Sage 200 they are either:

- Moved into Transaction e-Mail ready to be sent to your customers and suppliers.

The messages are placed in the 'Outgoing Messages' folder and marked 'Pending Release'. Before these messages are sent they can be put on hold or deleted. You can also change the e-mail address of a message before sending it via e-mail.

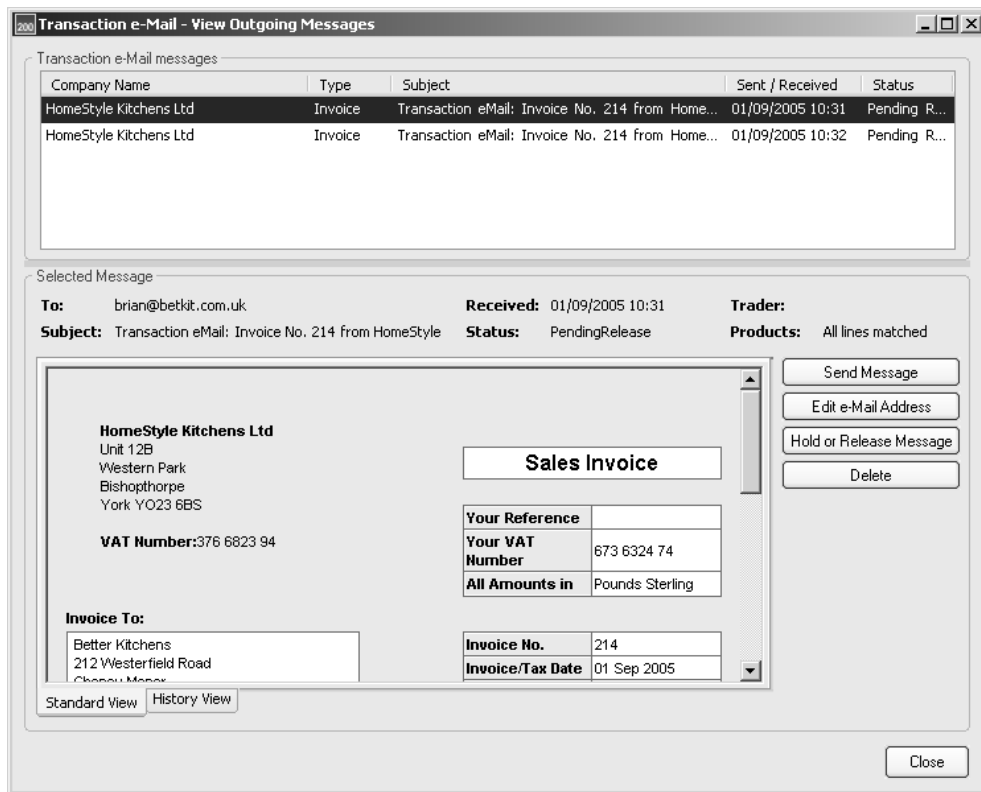
To send a transaction it must be marked 'Pending Release'. You can also use this activity to resend a message. You cannot send transactions marked 'Held In Out Box'.

- Moved directly into your e-mail system.

Messages that are sent to your e-mail system are moved into the 'Processed Messages' folder and are marked 'Released'.

To process outgoing messages

- Choose Transaction e-Mail > Outgoing Messages.



- To send a message, select the message and click 'Send Message'.

- To change the e-mail address for a message, select the message, and click 'Edit e-Mail Address'.
- To stop a message from being sent, select the message and click 'Hold or Release Message'. To reverse this action, select the message again and click 'Hold or Release Message'.
- To delete a message, select the message and click 'Delete'.

Manage processed messages

Details of orders and invoices added to Sage 200 remain stored in Transaction e-Mail. While the transactions are stored they can be printed. Once they are no longer required they can be deleted from Transaction e-Mail. You can also link a manually entered invoice or order to the message in Transaction e-Mail. This is particularly useful in maintaining an audit trail for manually entered transactions.

To manage processed messages

The screenshot shows a software window titled "Transaction e-Mail - View Processed Messages". It contains a table of messages and a detailed view of a selected message.

Company Name	Type	Subject	Sent / Received	Status
Bakers Ltd	Order	Transaction eMail: Order No. 0000000154 fro...	26/07/2005 15:35	Accepted
Bakers Ltd	Order	Transaction eMail: Order No. 0000000156 fro...	05/09/2005 15:34	Accepted
Bakers Ltd	Order	Transaction eMail: Order No. 0000000158 fro...	07/09/2005 11:05	Accepted
Bakers Ltd	Order	Transaction eMail: Order No. 0000000160 fro...	08/09/2005 10:29	Accepted
Bakers Ltd	Order	Transaction eMail: Order No. 0000000161 fro...	08/09/2005 10:31	Accepted

Selected Message

From: /O=MMDNET-EXCHANGE/OU=FIRST ADMINISTRATIVE **Received:** 05/09/2005 15:34 **Trader:** 00000001

Subject: Transaction eMail: Order No. 0000000156 from **Status:** Accepted **Products:** All lines matched

Bakers Ltd
Unit 10, N. Park Business Cen
Ryton Way
N. Park Industrial Estate
Newcastle NE13 9AA

Order To:

Unit 5 & 9

Purchase Order

Your Reference	
Your VAT Number	
All Amounts in	Pounds
Order Date	05 Sep 2005
Order No.	0000000156

Print Order
Enter by Hand
Delete

Standard View History View

Close

- To print an order or invoice, select the message from those displayed and click 'Print Order/ Invoice'.
- To link a manually entered order or invoice, select the message from those displayed and click 'Enter by Hand'.



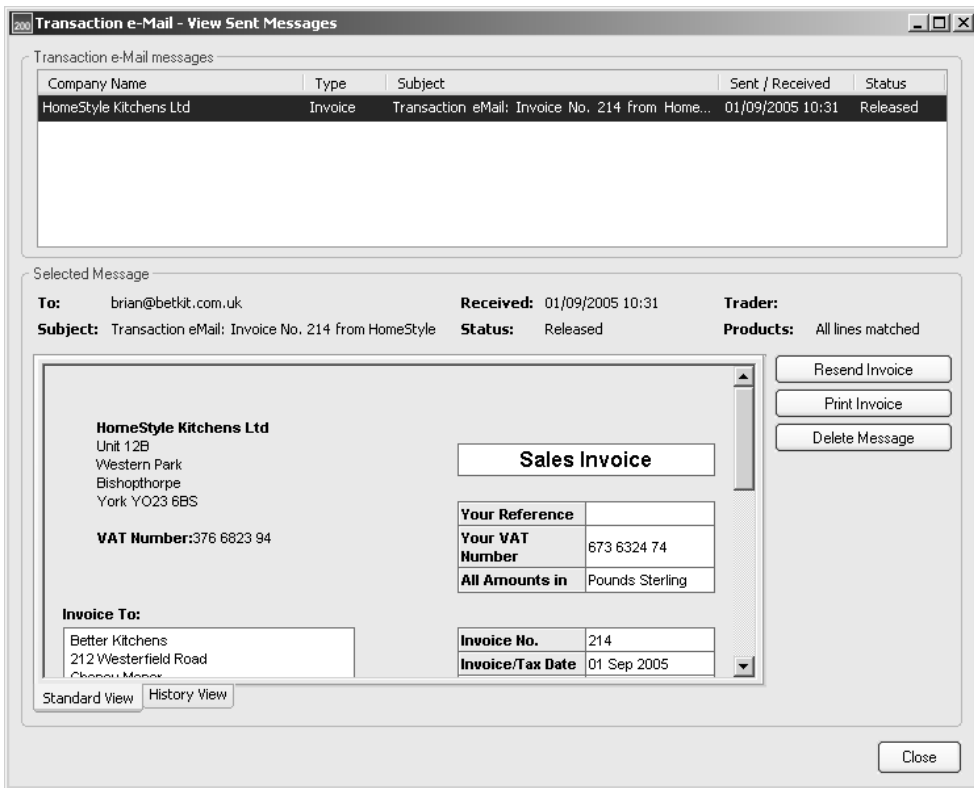
- Select the manually entered order/invoice using the drop-down list and click 'OK'.
- To remove an order or invoice you have added to Sage 200, select the message and click 'Delete'.

Manage sent messages

This covers the invoices and orders you have sent, not the status messages. While the messages are displayed in the 'Sent Items' folder they can be resent, printed or deleted from Transaction e-Mail.

To manage sent messages

- Choose Transaction e-Mail > Sent Items.



- To resend an order or invoice, select the message from those displayed and click 'Resend ...'.
- To print an order or invoice, select the message from those displayed and click 'Print ...'.
- To remove an order or invoice, select the message from those displayed and click 'Delete Message'.

6

Produce and Reconcile Intrastats

Companies involved in the sale or acquisition of goods within the EC, need to submit intrastats (formerly known as supplementary statistical declarations or SSDs) if the value of their exchanges exceed a threshold value.

This section explains how to produce an Intrastat Declaration and reconcile its values within Accounting System Manager.

Activities:

Generate Intrastat

Intrastat Maintenance

Produce Intrastat

Reconcile Intrastat

Before you begin...

You must have:

- ✓ Suitable security privileges to perform these activities. See your system administrator for more information.
- ✓ Enabled Intrastat by selecting the 'Produce Intrastat declarations' option within the System Settings. For more information see *Enter System Settings on page35*.
- ✓ Set up one or both of the order processing modules to generate intrastat entries. This depends on your need to generate a declaration for sales and/or purchases.

Remember ...

Use your help system for further definition of the on-line windows.

For more information on using the help system, see the *Sage 200 Operations* documentation.

Manage Intrastat

What is an intrastat?

Following the formation of the single European Market in the 1990s, a way was needed for the different EU governments to compile their trade statistics. The Intrastat (also known as the Statutory Statistical Declarations or SSD) was the agreed method that companies should use to record goods traded between companies within the EU.

How is the Intrastat used?

The Intrastat must be sent to the relevant authorities, depending on where your business is based.

- Great Britain (GB): HM Revenue and Customs. For more information see the HM Revenue and Customs website at www.hmrc.gov.uk.
- Ireland (IE): Irish Revenue Commissioners. For more information see the Irish Revenue Commissioners website at www.revenue.ie.

These declarations provide information about all goods moving between EU countries. The document uses agreed standard 'commodity codes' to describe the goods, the purpose of the movement and details of the weight and value of the items.

Who needs to produce an Intrastat?

The government sets monetary limits whereby a company is liable to produce an Intrastat return. Please check with HMRC or the Irish Revenue Commissioners for details on these limits.

A company is liable to produce an Intrastat when the value of goods sent to, or received from, another country in the EU exceed that limit set by the government where the company is based.

When is the Intrastat produced?

Reports are normally produced per calendar month.

In the UK a company has the choice of declaring goods based on the date of the goods arrival/despatch or based when VAT was applied to the charge of the goods.

In Ireland, a company must declare goods based upon when VAT became chargeable on the goods.

How is an Intrastat submitted?

In the UK, you can submit via:

- Paper submission on HMRC forms.
- Internet keying of the values, directly onto an online form.
- Posting on the internet using a CSV file.
- EDI.

In Ireland you can use:

- Plain paper.
- Paper submission on Revenue Commissioners forms.
- Internet keying of the values, directly onto an online form.
- CSV file.
- Fixed format file.
- EDI.

For more information, please check with HMRC or the Irish Revenue Commissioners.

How does Sage 200 record Intrastats?

The collation of this information for sales and purchases, is handled for you when using the Sales Order Processing and Purchase Order Processing modules.

Sage 200 supports the generation of an Intrastat Declaration in CSV format only. The CSV file layout complies to rules defined by the relevant Government department responsible for import and export. Sage 200 bases the required declaration layout on the country code specified for your company on the Company Details tab.

Generally, Intrastat are produced for entries in a calendar month. The intrastat entries are exported to a file in CSV format, which can hold up to 999 entries. Depending on the number of entries several CSV files may be generated.

If you are an agent generating the declaration on behalf of an organisation, you can specify your agency details to appear in the declaration.

Before generating the final declaration you can produce a printed version of the declaration available as a draft. You can also reconcile the intrastat values for a period to the associated values for VAT. These activities may identify anomalies.

Call up and display System Settings

- Choose Accounting System Manager > Intrastat (SSD).

Generate Intrastat Entries

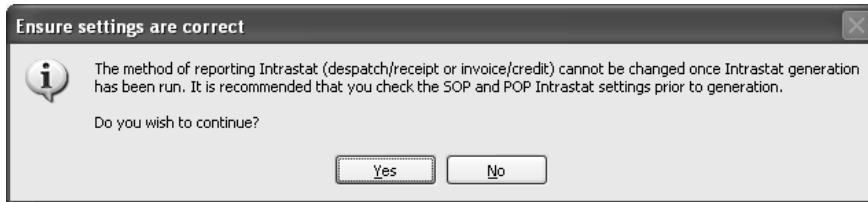
Use this option to create the intrastat entries from the information entered in your SOP and POP modules.

To produce a draft intrastat declaration

- Choose Intrastat (SSD) > Generate Intrastat Entries.

- Select whether you want to generate the intrastats for your SOP or POP modules, or whether you want to generate the intrastats from both.
- Select whether the intrastats are for goods that you sell or receive (Despatches or Arrivals). You can also select to do both.
- Select the date to generate the Intrastats up to, in the Date box.

- Click OK. The process will begin. The first time that you run this process, the following warning appears:



- If you are satisfied that your SOP and POP settings are correct, click OK to continue. (If you are not sure, click No and review the settings in your SOP and POP modules.)

Once the process is complete, the list of intrastat entries can be viewed in the Intrastat Entry Maintenance window.

Intrastat Entry Maintenance

The Intrastat Entry Maintenance window allows you to update any intrastat entries listed on your Sage 200 Accounts system. From the window, you can:

- Edit an intrastat entry
- Add a new intrastat entry 'on the fly'
- Delete an intrastat entry
- Update batches of intrastats.

To maintain Intrastat Entries

- Choose Intrastat (SSD) > Intrastat Entry Maintenance.

ASM - Intrastat Entry Maintenance

Intrastat entry details

All Order / Return No: Item code: Commodity code: Blank code:
 SOP Batch: A/C ref: Goods value from: £ to
 POP Status: Short name: Invoice / Despatch date: to
 Manual Direction: Country code:

Clear Display

Intrastat entries

Order/R...	Source	Direction	Ref. No	Inv/Dsp, D...	Cmty Code	NOTC	Del. Terms	Net Mass	Goods Value	Country	Supp. Units
0000000208	SOP	Despatch	000000139	17/05/2005	72354873	10	EXW	27	0	FR	0
0000000295	SOP	Despatch	000000267	01/04/2006		10	EXW	0	3401	ES	0
0000000295	SOP	Despatch	000000272	05/04/2006		10	EXW	0	851	ES	0
0000000322	SOP	Despatch	000000301	18/07/2006		10	EXW	0	974	ES	0
0000000322	SOP	Despatch	000000301	18/07/2006		10	EXW	0	3401	ES	0
0000000337	SOP	Despatch	000000319	29/08/2006		10	EXW	0	6931	ES	0

1 items selected

Edit / View Batch Update Add Entry Delete Select All Show Columns >> Close

The window displays all intrastat transactions, based on the details selected in the 'Intrastat entry details' area of the window.

Select the settings to hide and show specific intrastat entries, based on module, batch type and item type. Click Display to view the list. Select one of the links below for more information.

You can see more details in the window by clicking Show Columns.

Editing Intrastat Entries

It is possible to edit certain details of existing intrastat entries that are listed after running the Generate Intrastat Entries option.

Note: You cannot edit the date or reference details.

Use the following instructions to find out how to edit an existing intrastat entry.

To edit an intrastat entry

- Choose Intrastat (SSD) > Intrastat Entry Maintenance.
- Enter your Intrastat entry details criteria and click Display.
- Select an entry, or multiple entries, from the list.

- Click Edit / View. If you have selected a number of entries a left and right arrow button will appear on the screen. Click on the arrows to scroll through the intrastat entries.

ASM - Edit Intrastat Entry

Intrastat Entry Header

Destination Type: Despatch Arrival Order/Return no: 0000000322

Entry Source: SOP Account ref: NOV001

Intrastat Entry Details

Stock Code: FL/KITCHENETTE-PACK Commodity Code:

Goods Value: 974 Net Mass: 0

Statistical Value: 974 Supplementary Units: 0

Reference No: 0000000301

Intrastat Entry Delivery Details

Nature of Transaction: 10 Destination Country: ES - Spain

Terms of Delivery: EXW Country of Origin:

Mode of Transport: 1

Intrastat Entry Dates

Tax Month: July

Tax Year: 2006

Entry Date: 18/07/2006

Save View Account View Stock Item View Order/Return Cancel

- Edit any incorrect details.
- Click Save.

It is also possible to view the account, stock item and order/return by clicking on the appropriate button at the bottom of the window.

Adding Intrastat Entries

If necessary, it is possible to enter intrastat entries directly into the Intrastat Entry maintenance window. This allows you to enter specific details on the intrastat return. For example, you may need to do this if you need to record stock movements outside of the SOP or POP modules (e.g. in the Manufacturing module).

Use the following instructions to find out how to create a new intrastat entry.

To add an intrastat entry

- Choose Intrastat (SSD) > Intrastat Entry Maintenance.
- Enter the Intrastat entry details and click Display.
- Select an entry from the list.
- Click Add Entry.

ASM - Add Intrastat Entry

Intrastat Entry Header

Destination Type: Despatch Arrival Order/Return no:

Entry Source: Account ref:

Intrastat Entry Details

Stock Code: Commodity Code:

Goods Value: Net Mass:

Statistical Value: Supplementary Units:

Reference No:

Intrastat Entry Delivery Details

Nature of Transaction: Destination Country:

Terms of Delivery: Country of Origin:

Mode of Transport:

Intrastat Entry Dates

Tax Month:

Tax Year:

Entry Date:

- Enter the Intrastat Entry Header information.

Select whether the intrastat entry is for goods that you have imported or you have sold, along with the order / return reference number and account reference code.

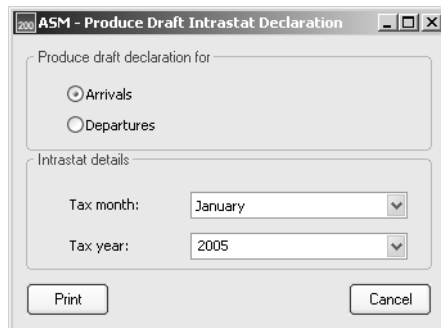
- Enter the entry details.
- Enter the delivery details.
- Enter the date of the intrastat.
- Click Save to record the intrastat entry details.

Produce a Draft Intrastat Declaration

This activity produces a report, which is a draft version of the Intrastat Declaration. This can then be checked and verified before you produce the final declaration at which time the data held in the system will be marked as printed. No updating occurs during the activity and there is no limit to the number of reports you can produce.

To produce a draft intrastat declaration

- Choose Intrastat (SSD) > Produce Draft Intrastat Declaration.



The screenshot shows a dialog box titled "200 ASM - Produce Draft Intrastat Declaration". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The dialog is divided into two main sections. The first section, "Produce draft declaration for", contains two radio buttons: "Arrivals" (which is selected) and "Departures". The second section, "Intrastat details", contains two dropdown menus: "Tax month" (set to "January") and "Tax year" (set to "2005"). At the bottom of the dialog are two buttons: "Print" and "Cancel".

- Specify whether you want to produce the intrastat report for 'Arrivals' (purchases and sales returns) or 'Departures' (sales and purchase returns).
- Select the 'Tax month' to be covered in the report.
- Select the 'Tax year' to be covered in the report.
- Click 'Print' to produce the draft report. Depending on your chosen output mode this will either be spooled, previewed or sent directly to your printer.

Produce Final Intrastat Declaration

This activity exports intrastat entries, for a given period, to a CSV file format for submission via the internet. This process also updates the database so that the transactions cannot be included in another declaration.

When generating the declaration, the intrastat entries are marked as printed and you can request any previously exported entries marked as printed to be removed from the system. It is always best to produce the draft report first and reconcile it to make sure that no entries have been missed or are inaccurate. Then produce the final declaration and update the database. The number of entries exported to a CSV file are displayed when the activity completes.

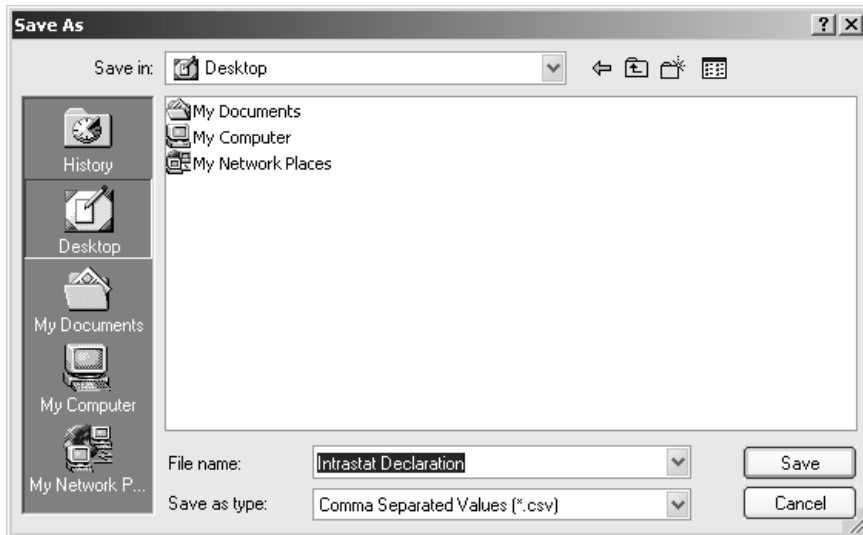
To produce a final Intrastat declaration

- Choose Intrastat (SSD) > Produce Intrastat Declaration.

The screenshot shows a dialog box titled "ASM - Produce Intrastat Declaration". It has a title bar with standard window controls (minimize, maximize, close). The dialog is divided into two main sections. The first section, "Produce declaration for", contains two radio buttons: "Arrivals" (which is selected) and "Departures". The second section, "Intrastat details", contains several input fields: "Tax month" (a dropdown menu showing "January"), "Tax year" (a dropdown menu showing "2007"), "Tax number", "Branch ID", "Agent name", "Agent tax no", and "Agent branch ID". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Specify whether you want to produce intrastat for arrivals (purchases and sales returns) or departures (sales and purchase returns).
- Enter the 'Tax month' to be covered in the report.
- Enter the 'Tax year' to be covered in the report.

- Confirm the organisation's 'Tax registration number' beginning with the value held in the company details.
- Enter text to act as the 'Branch ID'. This is optional and is useful if you have more than one branch with the same VAT registration number.
- Enter text to act as the 'Agent name', 'Agent tax number' and 'Agent branch ID'. This is optional.
- Click 'OK' to display the standard Windows 'Save As' window.



- Click 'Save' to export the intrastat entries to the designated file. A confirmation is displayed.



Reconcile Intrastat Declaration

This activity compares the intrastat values for a given period against the associated values for VAT. It can be used to find variations which may require further investigation to identify the

cause. For example, variations can occur if sales or purchases have been made but not recorded in the order processing modules.

To reconcile an intrastat declaration

Choose Intrastat (SSD) > Reconcile Intrastat Declaration.

ASM - Reconcile Intrastat Declaration

Tax periods to reconcile

Tax month: Tax year:

Sales & purchases from tax analysis

Code	Name	EC Terms	%	Sales Value	Purchases Value
4	EC Zero SL	Sales Goods & Related Services	0	0.00	0.00
5	EC Service	Sales Non-Related Services	0	0.00	0.00
Totals				0.00	0.00

Total no. of Intrastat entries: Intrastat totals:

- Select the 'Tax month' and 'Tax year' to be covered from the drop-down lists.

The values are displayed for the specified period.

For each tax rate of the type EC, the EC terms and sales value and purchase value are displayed.

The total sales value and total purchase value for the stored intrastat entries are displayed and the number of intrastat entries used to compile the totals.

- Click 'Print' to print the values.
- Compare the values to those generated by the VAT Return within the Nominal Ledger. For more information see your *Sage 200 Nominal Ledger* user guide.

Maintain Sage 200

This chapter describes the activities you can use to maintain your Sage 200 data. Working through these activities will improve the processing speed for Sage 200 and will perform checks on the integrity of your data if you have had any system problems.

Activities:

Maintain transaction
audit file

View ledger status

Check balances

User Login Status
Facility

Before you begin...

You must have:

- ✓ Suitable security privileges to perform these activities. See your system administrator for more information.

Remember ...

For more information on using the help system, see the *Sage 200 Operations* documentation.

Housekeeping Activities

Use the following activities to validate data and improve the processing speed for Sage 200. Several activities can be used to resolve any data anomalies found.

Manage the transaction audit file

Sage 200 maintains an audit trail of transactions entered through the Financials and Commercials ledgers. You should use this option to print, archive or delete the audit trail transactions on a regular basis. How often you do this depends on the nature of your business and the volume of transactions you accumulate, however we recommend printing or archiving and deleting stored entries is carried out as part of your regular housekeeping routines, at least once a month.

Use this routine in conjunction with your 'Nominal Ledger URN' report or the drill-down available in each module to obtain more detailed information on individual transactions if required. For example, if you need to know which type of transaction generated a particular posting, make a note of the URN and the source. Return to the module (for example, Sales Ledger), use 'Transaction Enquiry' to locate the transaction and use the drill-down to view the transaction type.

The activity changes the printed (Ptd.) status of the audit trail entries to 'yes' if the entries have been archived or printed. Entries selected for deletion are deleted from the audit trail.

Note: Nominal Ledger postings are only displayed once they have been updated to the Nominal Ledger. Pending and waiting postings are not displayed in this routine.

To manage the transaction audit file

- Choose System Utilities > Transaction Audit File.

Transaction selection

Source module: All

Printed status:

User number:

From: 04/04/2005 To: 04/04/2005

Transaction date: 04/04/2005

Transaction URN:

Display

Transactions

A/C No.	Trans. Type	Date	Reference	Value	User	Source	URN	Prd.
Enter transaction selection and choose Display to show transactions.								

Tax transactions

A/C No.	Trans. Type	Date	Reference	Value	User	Source	URN
No items to display							

Nominal transactions

A/C No.	Trans. Type	Date	Reference	Value	User	Source	URN
No items to display							

Print Archive Remove Close

- Specify the module you want to select, or all modules.
- Specify a date range to select.
- Select the status of the entries to be processed. This may be 'printed', 'unprinted', or both.

Note: If you want to delete entries, the printed (Ptd.) status must reflect that the entry has been printed or archived. You can either filter the entries here selecting only those with a printed status, or display both and then select the ones you want to delete.

- Specify a single URN or a URN range or leave the range blank if you want to report on all URNs.

- Specify the user number you want to select. If you do not specify this, transactions processed by all users will be displayed.
- Click 'Display'.
- Select the entry you want and specify whether you want to 'Print', 'Archive' or 'Remove' the entry. If you want to print entries then select the printer you want to use. If you want to archive entries then specify the file name to save the archive entries to.

Check ledger data integrity using Balance Ledgers

Use the 'Balance Ledgers' routine to ensure that all your data stored for your Financials modules is intact and has not become corrupt in any way.

If there is a possibility of data corruption, (for example, you may have experienced network or computer failure while posting transactions), you should run this routine immediately to check the integrity of the data.

It is also good practice to run this routine on a regular basis to prevent any problems being left undetected for any length of time. If problems are not discovered, your daily processing and backups will be affected.

Note: You must ensure there are no other users operating Sage 200 when you run this routine.

Once you have run the 'Balance Ledgers' routine you may want to verify the ledger balance by checking your ledger status. The 'Ledger Summaries' routine provides you with the overall status of each ledger in terms of number of accounts per ledger, ledger balance and the period you are currently working in.

Balance ledgers

'Balance Ledgers' carries out various validity checks. The checks differ depending on the ledger selected for validation from either the Financials or Commercial modules.

Balance Financials Ledgers

Sales and Purchase Ledger

- The routine checks that the balance on each account agrees with the total transactions applied to each account, and also that the total values on all accounts agree with the total central value stored for each ledger. It also verifies transactional information to ensure that correct transaction types are held and that there are no invalid period numbers or tax numbers.

You can run the routine choosing to validate and report anomalies only. You could do this first to establish whether there are problems on the ledger. If there are no problems, the message will report OK for all accounts; if there are problems a relevant message will be reported alongside the entry description.

If you want to check only one customer or supplier account rather than the whole ledger, you can do this by selecting a single account in the Sales or Purchase Ledger. The routine can reset the current balance on an account to the correct value in the event of the system reporting an error on the account. You may want to do this if, for example, you have experienced a computer failure when entering transactions for a particular account. This routine does not revalue the account and it does not produce a report.

Note: The option to balance a single account is not available to Nominal Ledger and Cash Book.

If you find discrepancies on a customer or supplier account, you should continue to run the 'Balance Ledgers' routine for the Sales or Purchase Ledger as a whole to check the integrity of the data.

Note: If running Balance Ledgers for one ledger shows discrepancies then you should run the routine for all the other ledgers to check their integrity.

Cash Book

- The routine checks that the total values on all bank accounts agree with the total central value stored for the ledger. It verifies transactional information for standing orders and direct debits to ensure that transaction types are valid. If there are any Cash Book balance discrepancies these are amended and reported.

Nominal Ledger

- The routine checks that all transactions on each account agree with the account balance. It checks that the total month to date and year to date values balance for all accounts and that

the values on all accounts agree with the central value stored for the ledger. It also checks that previous years balance figures for all accounts balance. Any Nominal Ledger imbalances are posted to suspense.

If the report does inform you of any discrepancies, you should inform your Business Partner (or the organisation which provides your technical support) who can then advise you of the best method of resolving the problem. This will normally be either to run the routine again choosing to correct any discrepancies or to restore from a clean backup.

To balance the Financials ledgers

- Before starting this activity ensure there are no other users operating the Sage 200 system and take a backup of your data files.
- Choose System Utilities > Balance Ledgers > Financials.

ASM - Balance Ledgers (Financials)

 This routine checks and optionally adjusts data stored for the sales and purchase ledgers, nominal ledger and cash book to ensure the integrity of the information held.
You can cancel the process at any time but in order to ensure data consistency it may not stop immediately.
Please ensure that you have backed up your data before running this routine and that all other users have logged off the system.

Ledger:

Account selection: Single account All accounts

Single account:

A/C ref: A/C balance:

Short name: Credit Limit:

Post code:

Validate data options:

Validate and report anomalies
 Validate, report and correct anomalies

OK Cancel

- Select the ledger you want.
- For the Sales Ledger and Purchase Ledger, confirm if you want to balance all accounts.

- From the 'Validate data options' section (Sales Ledger and Purchase Ledger) confirm if you want the anomalies found to be reported on or the anomalies corrected in addition to the report. We recommend to report and correct.
- Click 'OK' and confirm that you want to proceed.

Reset account balance

- Select the Sales or Purchase ledger as you require.
- Confirm that you want to balance a single account.
- Select the account that you want to revise the balance for.
- From the 'Validate data options' section, confirm if you want the anomalies found to be reported on or the anomalies corrected in addition to the report. We recommend to report and correct.
- Click 'OK' and confirm that you want to proceed.

Outcomes

- If the option to correct anomalies is requested, a report is produced showing:
 - The number of accounts stored on the ledger.

The number of accounts stored on the ledger is counted and the figure compared with the central record figure for the number of accounts. If the number does not agree, the central record figure is adjusted.

- Each account has been validated.

The following entries on each account are checked: transaction type, period number, tax period, total value on the account, and the total value on all accounts equals the central value for the ledger.

If errors have occurred, a message is printed on the report relevant to the problem. If there are no discrepancies the message prints 'ok'.

Note: If transactions are removed from a ledger as part of the necessary adjustment process, they may need to be posted again. You may need to refer to a previous backup or hard copy of your accounts to establish which entries have been removed. Please contact the organisation which provides your technical support to establish the best method of posting such entries again, and resolving the situation.

- If you have chosen to report anomalies, a report is produced but as adjustments are not made, discrepancies are reported instead of adjusted.

Balance Commercials Ledgers

This activity validates key quantities within the Commercials modules. The focus of these checks are the stock quantities and the order/return line values for sales and purchases.

Discrepancies are displayed in an error log which can be printed. The activity includes an option to make corrections when discrepancies are found. Such corrections do not generate transactions.

The names of users currently logged onto Sage 200 are displayed when you try to run 'Balance Ledgers'. They must log off Sage 200 for you to complete the activity. Once in progress the system prevents other users logging onto Sage 200.

The following values are checked in each Commercials module. Using the correction option, updates are made to the emboldened quantities when discrepancies are found; however not all discrepancies generate corrections.

Sales Order Processing

- The 'order line' total for each order line, using the order quantity and discounted unit price.
- The 'quantity despatched' for each order line, despatched either in full or part (quantity is not zero), using the despatch entries linked to the order line.

Corrections only involve a decrease to the quantity despatched as a result of finding a lesser value on the linked despatched entries. Discrepancies that indicate a potential increase, such as finding no linked despatch entries or the despatch entries exceeding the order line despatch quantity, are only reported; no correction is made.

'Batch/serial numbered items only': the total quantity of items linked to the despatch entries is also checked. Discrepancies do not generate corrections.

The 'quantity invoiced' for each order line, invoiced either in full or part (quantity not zero), using the invoice entries linked to the order line.

Corrections only involve a decrease to the invoiced quantity as a result of finding a lesser value on the linked invoice entries. Discrepancies that indicate a potential increase, such as finding no linked invoice entries or the invoice entries exceeding the order line invoiced quantity, are only reported; no correction is made.

- The 'quantity allocated' for each order line that has been allocated stock (quantity is not zero), using the allocation entries linked to the order line.

Corrections only involve a decrease to the allocated quantity as a result of finding a lesser value on the linked allocation entries. Discrepancies that indicate a potential increase, such as finding no linked allocation entries or the allocation entries exceeding the order line allocated quantity on the order line, are only reported; no correction is made.

'Batch/serial numbered items only': if Sage 200 is set to assign batch/serial numbered items to an order when allocating stock, the total quantity of items linked to the allocation entries is also checked. Discrepancies do not generate corrections.

- The 'order quantity' for each order line, to check it is greater than or equal to the quantity allocated plus the quantity despatched. Discrepancies do not generate corrections.
- Additional charge lines marked as invoiced are linked to a single invoice entry. Discrepancies do not generate corrections.
- The 'total goods' value for each order equals the total value of its order lines.

Purchase Order Processing

- The 'order line total' for each order line, using the order quantity and discounted unit price.
- The 'quantity received' for each order line, received either in full or part (quantity not zero), using the receipt entries linked to the order line.

If the item on the order line is traceable, the total quantity of traceable items linked to the receipt entries is also checked. Corrections are not made if discrepancies are found.

- The 'quantity invoiced' for each order line, invoiced either in full or part (quantity not zero), using the invoice entries linked to the order line.
- The 'total goods value' for an order equals the total value of its order lines.

Stock Control

- The 'quantity allocated' for each stock item, using allocations held for sales orders and stock.
- The 'quantity on order' for each item, using quantities held for purchase orders.
- The 'total quantity in stock' for each stock item at each warehouse using the location quantities (bins/shelves) within the warehouses.

- The 'free stock quantity' for each stock item, using total quantity in stock and the quantity allocated.

Note: Checks are made for item type 'stock' only.

To balance the Commercials ledgers

- Choose System Utilities > Balance Ledgers > Commercials.



- Select the required option (validate only or validate and correct).
- Select the module you want to validate and then click 'OK'.

If there are other users currently logged onto Sage 200 their names are displayed. The users must log off the system before you can continue.

- Check the error log to identify quantity issues that require investigation.

Determine ledger status

This routine provides you with the overall status of the system in terms of number of accounts per ledger, ledger balance and the period you are currently working in. The window is designed for viewing purposes only, therefore you cannot make any changes to the ledger using this routine.

Before starting this activity ensure there are no other users operating Sage 200.

To determine ledger status

- Choose System Utilities > Ledger Summaries.

200 ASM - Ledger Summaries

Ledger
Sales Ledger

Control totals
Number of accounts: 41
Current ledger balance: £ 184984.93

Open periods

Period	End Date
3	31/10/2006

Close

- Specify the ledger you want.

User Login Status Utility

In exceptional circumstances such as a client crash part way through entering an order, the User Login Status Facility, provides valuable information to advise on the course of action required to ensure that the disconnection has not affected the data adversely.

The User Login Status Utility enables you to:

- Receive alerts from the Sage 200 Messenger advising of possible issues caused by users abnormally exiting from the system in the event of a system crash, power cut and so on.
- View the users currently logged on to the system.
- View users who have been disconnected from the system in an uncontrolled way part way through a session.

This information advises on the date and time of the login and the number of windows that were open at the time of the session disconnection. More detailed information is available as required, i.e. the feature areas that were in operation at the time of the disconnection and action advice provided to make sure the data is validated and checked before users continue to operate the system.

Use the Sage 200 Messenger

The Sage 200 messenger regularly checks your system to detect issues with user login records. If uncontrolled system disconnections occur, it is important that these are detected and action taken to ensure data remains in a valid state.

The messenger is enabled on a per user basis determined by the System Administrator.

- Choose a user and then select the 'Run Messenger' check box within System Administrator to enable a user to view the messenger and associated messages.

The status area on the Microsoft Windows desktop taskbar displays the two states of the Sage 200 Messenger icon.



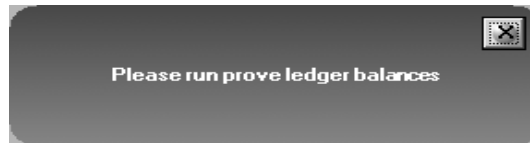


The Messenger has not detected any user login issues or an existing issue has been resolved.



The Messenger has detected an issue and displays a message that advises on the course of action that needs to be taken. Click on the message to remove it from view.

Sage 200 Messenger is part of the User Login Status Facility and presents a message if it detects an issue with user login status. This message advises you of the issue and the best course of action to resolve it.



On receiving a message that advises a course of action, Sage recommends that you check the 'User Login Status' within the Accounting System Manager. From here, you can detect the login status of all system users, work out where the issues have occurred and follow the action information to validate the data.

Use the User Login Status Facility

- Choose Accounting System Manager > System Utilities > User Login Status.



- The 'User Login Status' window is separated into 2 sections.

Summary

This area of the window provides information about the last refresh or start and enables you to specify or view the time frequency used to refresh the information.

User summaries (User Login Information)

This area of the window is separated into 2 tabs:

- **Disconnected Logins**

Displays a list of the user logins that have been disconnected from the system in an uncontrolled way and the number of windows each user had open when they were disconnected. The 'Action Required' pane provides information about the suggested course of action to rectify any issues this interruption may have caused.

For more detailed information about a specific session disconnection, select the user login you want more information on and click 'Show Details'. The 'User Login Feature Area' window appears and displays the feature area names that were in use at the time of disconnection and the action required to resolve possible issues caused by the disconnection.

Important Note: Sage strongly recommends that you follow the action information provided in the 'Action Required' pane at all times to maintain the integrity of your data.

- **Users**

Displays a list of users that have successfully logged in and out of the system without issue.

8

Sage 200 Reporting

Comprehensive reporting facilities are available in each module.

These provide printable reports of the records and transactions in each module.

Many reports can be run at your own request, and are available under the Reports menu option in each module. Some routines will generate reports to show exactly what the routine has done. Some windows contain a 'Print' button to allow you to create a report pertaining to the data you can see in the window.

Reports often allow you to enter criteria to ensure the report only contains data from those records you require.

Where Sage 200 automatically produces pre-printed stationery reports, such as cheques with remittances, you can choose the report layout file appropriate to the report type to ensure that the report prints out on the type of pre-printed stationery you use, for example, single sheet or continuous.

In this chapter:

Producing Reports

Previewed Reports

Spooled Reports

Excel Integration

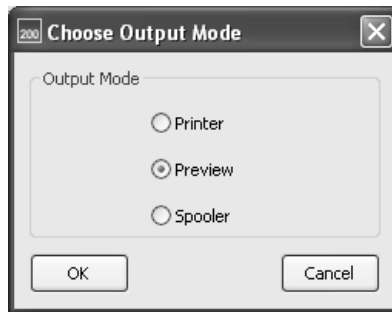
Producing Reports

Reports can be produced in three ways. Firstly there are the reports that are requested from the main module menus (e.g. Sales Ledger > Reports > Account Analysis > Day Book Report). Secondly there are ones that are requested on the application windows (e.g. 'Transaction Drilldown' - Print Drilldown button). Thirdly there are reports that are automatically produced by the system when you carry out certain processes (e.g. 'Month End').

Choosing your Default Output Mode

The system will automatically handle your report output according to the default output mode you select.

- Click File > Choose Output Mode. The following options appear.



The modes will operate on all reports produced in the system. They operate as follows:

'Printer': If you select this then when the system produces reports they will be sent directly to your default Windows printer.

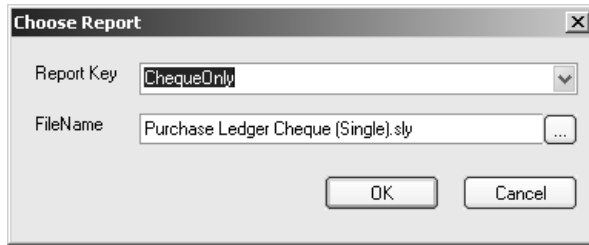
'Preview': If you select this, reports will be automatically shown in the Preview window (see *Previewed Reports on page 174*).

'Spooler': This will send the report file to your spooler (*Spooled Reports on page 175*).

Choosing your Stationery

Sage 200 automatically produces pre-printed stationery reports, such as cheques with remittances, according to the layout you choose before generating the report.

- Choose layouts by clicking File > Choose Layouts. The following window appears.



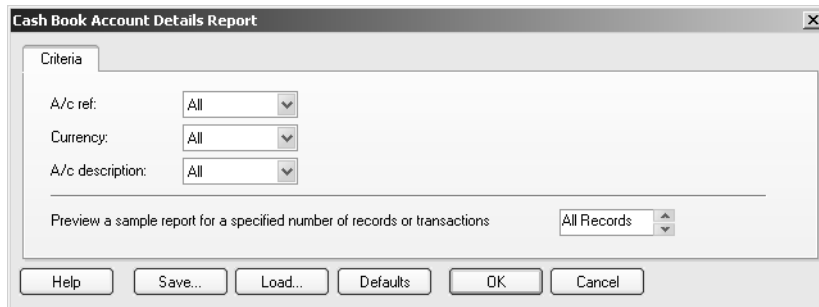
'Report Key': Select the type of report, for example, cheque only, or cheque with remittances. This applies to reports that are printed on pre-printed stationery.

'File Name': Select the report layout file (.SRT/.SLY) you want to use, for example, continuous or single sheet layouts.

Entering Report Criteria

When you request reports you will often be presented with the 'Criteria' window if it is relevant to the report. You can accept the default criteria selection, which will usually select all possible records, or you can restrict the output for this run of the report by selecting certain criteria.

The criteria offered will depend on each report but an example window is shown here.



For each criterion there is a drop-down box to set the option for the criterion, against the options available will depend on the criterion:

'All' - will pick records with any value in the field

'From' - set the first value you require and the system will pick records with that value and greater than the criterion value (e.g. to select a minimum balance).

'Between' - set a starting and finishing value, the system will choose everything between these values inclusively (e.g. to select a range of accounts).

'To' - set a finishing value, the system will choose records with values up to and including the criterion value (e.g. to select a maximum credit limit)

'Is (equals)' - set the exact value that you want to include - only records with this value will be chosen (e.g. 'A/C Ref' is '12345' - will select only account 12345). There is sometimes a drop-down box showing the possible values that you can choose from.

Sometimes the selection box is greyed out which means that you cannot change the selection type, this is often the case with criteria where you have to set a specific value - such as:



The image shows a form with the label 'Account type:'. To the right of the label is a dropdown menu with 'Is' selected. To the right of that dropdown is another dropdown menu with 'M' selected. Both dropdown menus have a small downward-pointing arrow on their right side.

Here you must indicate what the account type is and nothing else.

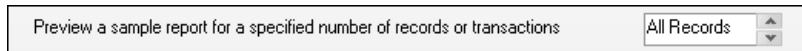
When there is a check box next to the criterion and the options available are only 'All' and 'Is', this means you have just 3 choices. Use 'All' to select accounts both with and without the criterion set. Choose 'Is' and select the check box to select only records that have the criterion set. Leave it blank to choose only records that do not have the criterion set.

There are some special criteria such as the 'Query Flag'. In this case the options are 'All' and 'Is', however this can be used in several ways.

'All' will select all records regardless of the value of the field. Choose 'Is' and leave the box blank to choose all records with a blank in the field. Enter a value in the box such as 'U' and only records with a matching value in the field will be chosen. You can also enter a '?' in the box and this will return records that have any character (other than blank) in the field, and enter a string of letters e.g. 'ABFRT' and the report will select records that have any of the values you have specified in the relevant field.

By setting a combination of the criteria offered you have great flexibility in producing a report that gives you just the details that you require. The criteria that you have chosen will be shown at the bottom of the last page of each report.

Note: Within each 'Criteria' window, if you are using the 'Preview' output mode, you can specify whether you want to preview a sample report for a number of records or transactions or for all records or transactions.



Saving Criteria

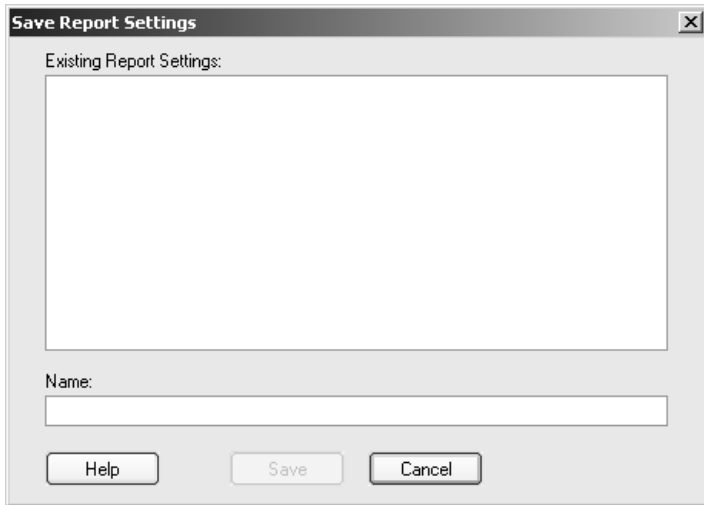
The lower section of the 'Criteria' window looks like this:



When you have entered all the required criteria (you may of course leave everything as the default), you can do several things:

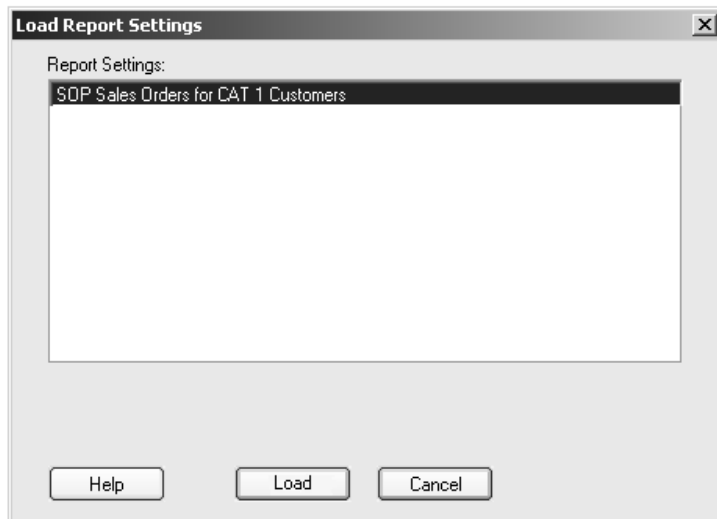
'Help': Display help window.

'Save': If you have entered criteria that you will re-use possibly many times in the future you can save the settings using this option. This 'Save Report Settings' window will appear:



Enter a name for the particular report with its settings, so that you can recognise it in the future, and click 'Save'.

'Load': this allows you to re-load previously saved criteria settings into the report. The 'Load Report Settings' window will appear:



Select the file you want to use and click 'Load'.

'Defaults': will restore the criteria settings to the default for this report, i.e. those shown when you first select the report.

'OK': depending on your default output mode (see *Choosing your Default Output Mode on page 168*) the report will now be printed, spooled (see *Spooled Reports on page 175*) or previewed (see *Previewed Reports on page 174*). If you only want to process a few records, enter the number of records in the box before you click 'OK', otherwise all records selected will be output to the report.

'Cancel': will close the 'Criteria' window and return you to where you were before you selected the report.

Previewed Reports

When the report preview window opens it will show the report in WYSIWYG. The following buttons appear at the bottom of the page:



'Save As': this will open a standard Windows 'Save' window. The report can be saved using any file name you want and in a variety of formats, CSV, XML, Text, HTML or the standard SRD (Sage Report Designer) mode.

'Spool': this will send the report file to the spool queue (see *Spooled Reports on page 175*). This is particularly useful if you do not want to print the report at this time, but do not want to lose it. The report will stay in the spool queue, available for printing, until you choose to delete it.

'E-mail': this enables you to email the report to someone. It will open your normal e-mail facility for you to choose the destination in the usual way.

'Page Setup': this allows you to change the margin settings, size and orientation of the paper and select the tray from which the printer will select the paper for printing this report. **Note:** If you change the page settings the report may not always fit the page correctly.

'Print Setup': this enables you to choose the printer on which the report will be printed, from those already available to you.

'Print': will send the report to your chosen printer.

'Styles': allows you to change the font for various parts of the report. **Note:** If you change these you may find that certain aspects of the report no longer fit correctly.

'Zoom': this allows you to increase/decrease the size of the report image on your screen.

'Close': will close the preview window and the report.

Note: The 'Open' button is for use with the Sage Report Designer product - please refer to *Sage Report Designer User's Guide*. documentation for further information.

Spooled Reports

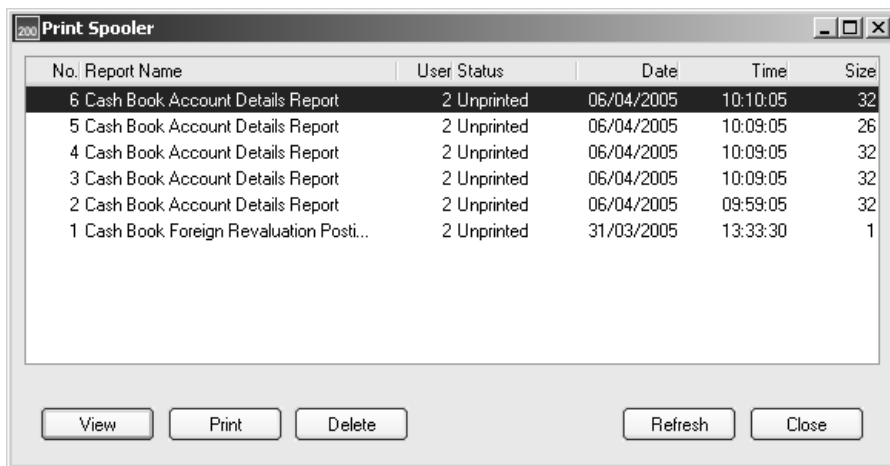
Adding reports to the spooler

The spool queue is set up when your Sage 200 is installed. The standard installation will create a directory called C:/Sage/Svnspool where the report files will be placed, however you can configure this yourself.

There are two ways to spool your reports. Firstly you can choose the default output mode (see *Choosing your Default Output Mode on page 168*) of 'Spooler'. With this selected all reports will automatically be sent to the spool queue. Or if you have chosen 'Preview' as your default output mode, you can send the report to the spool queue by clicking 'Spool' in the 'Preview' window (see *Previewed Reports on page 174*).

Working with the spooler

To access the spool queue, click 'File' on the main menu then 'Print'. The 'Print Spooler' window opens showing a list of all the reports in the queue.



No.	Report Name	User Status	Date	Time	Size
6	Cash Book Account Details Report	2 Unprinted	06/04/2005	10:10:05	32
5	Cash Book Account Details Report	2 Unprinted	06/04/2005	10:09:05	26
4	Cash Book Account Details Report	2 Unprinted	06/04/2005	10:09:05	32
3	Cash Book Account Details Report	2 Unprinted	06/04/2005	10:09:05	32
2	Cash Book Account Details Report	2 Unprinted	06/04/2005	09:59:05	32
1	Cash Book Foreign Revaluation Posti...	2 Unprinted	31/03/2005	13:33:30	1

Buttons: View, Print, Delete, Refresh, Close

Once the report is in the spool queue you can select a report by highlighting it and clicking:

'View': this will take you to the 'Preview' window (see *Previewed Reports on page 174*) to look at the report in WYSIWYG.

'Print': this will send the report to your designated printer. The report will still remain in the spool queue so you can print it as many times as you want.

'Delete': this will delete the report from the spool queue. Use this only when it is no longer needed. It is good practice to delete old reports from the spool queue regularly to prevent the file getting too large which will affect the speed of access to the information.

'Refresh': this will re-build the list of files, useful if you have been deleting some.

'Close': closes the window.

Excel Integration

Sage 200 provides a way to analyse your accounting data and generate reports using Microsoft® Excel 97, 2000, XP and 2003. The reports are created by applying functions to an Excel spreadsheet. The function retrieves information from Sage 200 and displays this information in Microsoft® Excel.

In addition to the standard Excel functions, there are several Sage 200 functions, specifically designed to locate and retrieve account information. For example, if you want a report to display the balance of a bank account, you can apply the Sage 200 function 'SgAccBankBalance'. As you apply the function to the spreadsheet, you must enter the name of the bank account, as defined in Sage 200.

Once you have prepared a spreadsheet, any changes to the structure or account names within Sage 200 will affect the report.

Values for bank accounts, nominal accounts and stock items are returned in the base currency. Customer and supplier account values are returned in the currency specified on the individual record. Nominal account values are returned as a total. This means that you cannot break down by cost centre, even if you are using the cost centre breakdown facility.

A number of sample reports are provided in Sage 200, such as 'Profit and Loss', 'Balance Sheet' and 'Key Performance Indicators'. The sample reports provide examples of how to develop your own Excel spreadsheets.

Access to Excel is provided within Sage 200 and is controlled by the user's login and password maintained within the System Administrator module.

Note: It is not possible to import data from Excel into your system using this mechanism.

Analysing accounts using Excel Integration

- Choose 'Excel Integration'.
- Select the required report.
- Choose to enable or disable macros in the report when prompted to do so.

Note: If you choose to disable macros, the report values will not be displayed.

- Integrate Sage 200 Excel functions with Sage 200. This task is only required once when you first use Excel with Sage 200.
 - To do this, choose Tools > Add-Ins > Browse.
 - Search for the 'Sage200_Excel.xla'. At installation the 'Sage200_Excel.xla' is stored in the Sage > Excel directory. If you are using Sage 200 on a network, specify the network path.
 - Click 'OK'. Sage 200 Excel is added to the 'Add-Ins'.
 - Select the check box to the left of the Sage 200 Excel add-in and then click 'OK'.
- Select the appropriate spreadsheet tab to view the report in the format required.
- To update the values choose Sage > Refresh.

Note: If you are a multiple company user and want to change to another company, close Excel and log out of Sage 200. Open Excel, select the required report, click 'Refresh' and then log back into Sage 200. Select the required company when prompted.

To create a report

- Open Excel and open a spreadsheet to be developed.
- To add a Sage Function choose Insert > Function.
- Select 'Sage Functions' from the 'Function Category' list.
- Select the required function from the 'Function Name' list. A description of what the function does is displayed in the window.
- Depending on the selected function, you may need to enter the name of the account or value that you want to use. If prompted, enter the exact name of the value or account as specified in Sage 200.
- Click 'OK'.
- Continue to develop the report, adding Sage 200 functions and formatting where required.

- Save the report. We recommend that you save the report in the same directory used to store the Excel reports supplied with Sage 200.

Note: You can customise your Sage 200 menu to add a new report to the structure, using the System Administrator module.

Excel Integration Parameters

Use the functions list within Microsoft Excel to customise the information seen on your spreadsheet. Sage have created a number of special functions for use within Excel so that you can retrieve additional accounts information from your Sage 200 program.

Please use your Accounting System Manager Help system to view a list of all the available functions which includes any additional parameters that you can add to that function (both mandatory and optional) as well as a brief description of what that function does.

Glossary of Accounting Terms

Defines frequently used accounting terms and terms found in Sage 200.

Remember ...

... the Sage 200 help system also contains glossaries.

A

Account

The generic term for a set of information relating to a supplier, customer, bank or nominal account record.

Account Balance

The total value of money outstanding on an account at any one time.

Account Code

The account code is made from three parts: the account number, the Cost Centre (CC), and the Department (Dep).

Account Name

The account name associated with a nominal account code, as set up when you enter a new account. This will be displayed on certain windows by the system when you select a nominal account.

Account Number

The unique identifier that relates to a specific account. This can constitute numerical or alphabetic characters or a combination.

Account Type

There are three types of account: automatic allocation, balance forward and open item. Selecting an account type determines how the transactions on the account are processed and stored.

Accounting Equation	The equation at the heart of double entry book-keeping, which states that the liabilities of a business subtracted from its assets equals its capital. It is the reason a Balance Sheet exists.
Accounting Period Status	The accounting periods set up within the Accounting System Manager can have a 'Closed', 'Open' or 'Future' status. This accounting period status determines whether the Nominal Ledger can receive postings into the period.
Accounting Periods	The divisions of the financial year, usually 12 or 13. The periods of time used by the business to process accounting entries when producing certain reports, such as the Profit and Loss and the Balance Sheet. See Open Accounting Periods
Accounting System Manager	The Sage 200 Accounting System Manager module allows you to set up common controls for applications across modules.
Accounts Payable	See Purchase Ledger.
Accounts Receivable	See Sales Ledger.
Accruals	The process of matching expenditure or income to the accounting period in which it was incurred rather than paid; for instance, a rent cheque or utility charges.
Accumulated Profit Account	This nominal account is where the Year End process puts the sum of the Debit-YTD and Credit-YTD figures from the Profit and Loss accounts before setting them to zero. On the 'Year End' report, the Account/CC/DP and Name is shown and the final debit or credit amount calculated by the process.
Actual Cost	The price paid for an individual item as it is invoiced in Purchase Order Processing and used to calculate the cost of stock. Only applicable for batch/serial numbered items.
Additional Charges	Extra charges placed on an order, such as carriage and insurance.

Adjustment Period	A period opened after the Nominal Ledger year end has been run, to enter transactions to adjust the previous year's figures. When the adjustment period is closed, the transactions in this period are included in the opening balance for the current year.
Aged Creditors	Aged Creditors are creditors to whom the business has owed money for a defined period of time.
Aged Debtors	Aged Debtors are debtors who have owed money to the business for a defined period of time.
Aged Creditors Report	The Aged Creditors report analyses amounts owed to suppliers according to the length of time those amounts have remained unpaid.
Aged Debtors Report	The Aged Debtors report analyses amounts owed by customers according to the length of time those amounts have remained unpaid.
Ageing Date	This is the date applied within the ageing reports. These reports provide details on the trader's account transactions for a specific ageing date.
Allocation Date	This is the date a transaction is allocated. You enter the allocation date when you enter the transaction.
Allocation	The process by which payments are matched against purchase invoices and receipts against sales invoices raised.
Allocation Status	See Transaction Status.
Analysis Codes	Analysis codes are used to indicate common sales or purchase accounts. Assigning an analysis code to a sales or purchase account allows you to group transactions for payment or for reporting purposes.
Appropriation Accounts	These show how net profit is distributed between partners in a partnership or between share holders and reserve funds in a company.

Assets	The resources of a business; items it owns and uses, or amounts owed to it. Examples of assets are property, stock, cash and money held in the bank.
Attachments	Any type of file (graphic, text, spreadsheet) associated with an account.
Auditor	A person qualified to inspect, correct and verify business accounts.
Authorised Share Capital	The total value of shares that the company could issue, as distinct from the called up and paid up share capital.
Automatic Allocation	Automatic allocation is a type of accounting that combines the features of open item accounting with an automated allocation routine, which is activated at month end. During the month end process, any payments are allocated to invoices on the basis of the oldest outstanding invoices being allocated first. If an invoice is in query, then it is ignored.
B	
Back to Back Order	Settings that trigger the generation of purchase orders to satisfy sales orders when using the 'From supplier via stock' fulfilment method.
Bad Debt	A debtor who is not expected to discharge his debt. Bad debts must be written off and hence reduce profit.
Balance	The total amount of money outstanding on an account at any one time.
Balance Forward Accounting	Balance forward accounting is a type of accounting where all transaction details remain on the ledger in full until the period end routine is run. During the month end procedure all transactions (except those in query which are dealt with separately) are cleared from the file and only a brought forward balance is displayed for the new month. Each period's total creditors balance is carried forward as a single balance figure. The number of balances carried forward

depends upon the number of months aged debts you specify for the Purchase Ledger.

When transactions, such as receipts, are posted for a previous month's transaction, they are allocated by month number, so that the appropriate balance is reduced at the month end. The advantage of this type of accounting is its economical use of disk space, which if short on your computer, may influence your choice of accounting method. Balance forward accounting cannot be used for foreign currency accounts.

Balance Ledgers

A routine that ensures all data stored for a Sage 200 module is intact and has not become corrupted in any way.

Balance Sheet

A report that details the various assets and liabilities of a business at a point in time, usually the end of an accounting period. A Balance Sheet must always balance; debits must always equal the credits.

Bank Account Type

Bank accounts may be deposit or current. Deposit accounts are for holding monies longer term, when transactions are not made as regularly as they are for current accounts. Standing orders and direct debits cannot be set up on deposit accounts.

Bank Charges

If trading in foreign currency, you may incur charges as a result of the conversion to the bank account's currency. You may enter these in the Sales/ Purchase Ledger and Cash Book transaction entry routines. These charges are then posted to a bank charges account (profit and loss) within the Nominal Ledger.

Bank Payment

A transaction posted that reflects the payment for goods or services.

Bank Receipt

A transaction posted that reflects the receipt of money for goods or services.

Base Currency

The currency normally used by the Sage 200 user's company to carry out business transactions.

Base Unit	Used to determine the ratios that are applied to calculate the quantitative relationships between an item's units of measure.
Batch Numbered Item	A standard stock item assigned batch numbers, enabling a group of stock items to be traced from purchase through to sales.
Batch Processing	A method of accumulating and processing transactions together in a batch.
Bill of Materials (BOM)	A stock assembly and process costing system, which provides facilities to specify the structure of finished items in terms of sub-assemblies and components.
Bin	Secondary location point where a stock item is stored. The bin is the default secondary location provided with Sage 200 when using multiple locations.
BOM	See Bill of Materials.
Budget	An estimate of expected income or expenditure for expected activities over a specified period of time.
Buying Price Unit	The measure in which a purchased item is priced.
Buying Unit	The measure an item is bought in, such as metre, litre, case.
C	
Call	When shares are issued only part of their cost is usually paid at the time of application and allotment. A call is a demand by the company for part or all of the outstanding sums to be paid.
Called Up Share Capital	The face value of shares for which payment has been called, although not necessarily made.
Capital	Amounts owed by a business to its owners, being the amounts injected in cash by the owners, together with any movement in the value of the business not made up by further cash injections or withdrawals.

Capital Employed	Capital generally defined as the money invested in the business. Shareholder's capital employed refers to share capital and reserves only, whereas total capital employed includes long term loans.
Capital Expenditure	Money spent on the acquisition of an asset, such as premises, motor vehicles, plant or machinery that are used within the business over a period of years.
Capital Gain	Profit made on selling an asset for more than its original purchase price.
Capital Gains Tax	Tax paid on the capital gain (profit) made on selling an asset for more than its original purchase price.
Capitalisation	The accounting process by which expenditures of the business relating to more than one accounting period are created as assets, so that they can be released to the Profit and Loss report in instalments over the accounting periods to which they relate.
Cash Book	<p>A book used to record details of cash moving in and out of the bank accounts.</p> <p>The Cash Book module lets you post cash transactions to nominal bank accounts and appropriate revenue and expense accounts.</p>
Cash Flow	A measure of the liquidity of a business that concentrates on cash in and out rather than accounting profits and losses. Profitable businesses can fail if customers pay more slowly than the business pays its suppliers, and so cash flow, as well as profitability, should always be measured.
Cash Flow Forecast	A forecast of the liquidity or cash in and out of a business.
Cash Payment	A transaction posted that reflects the payment for goods or a service where there has either been no invoice (for example, buying petrol for a car where the money is handed over immediately the goods have been received), or the invoice is paid as soon as it is received thereby removing the need to post an invoice through the ledger. Instead of the money

being paid directly out of the bank, the money is paid out of either the petty cash account or till account.

Cash Receipt

A transaction posted that reflects the receipt of money for goods or a service where there has been no invoice (for example, selling goods over the counter, the money is handed over immediately the goods have been received) or the invoice is paid when it is received thereby removing the need to post it through the ledger. Instead of the money being paid directly into the bank the money is paid into either the petty cash or into the till account.

Chart of Accounts

A list of all the categories a business uses to analyse income, expenditure, assets, liabilities and capital, together with the way such categories are assigned to the Balance Sheet or Profit and Loss financial statements.

Closed Accounting Period

The 'Closed' status means that the Nominal Ledger is not able to receive transactions from specific source modules for the accounting period that has been closed.

Closing Balance

The balance of an account at the end, or close, of an accounting period.

Commercials Modules

Commercials modules within Sage 200 comprise the Stock Control and Sales and Purchase Order Processing modules.

Contra Entry

An adjustment made to balance transactions in one ledger with another. For example, outstanding purchase ledger transactions may be balanced against outstanding sales ledger transactions where you sell to and buy from the same company.

For example, you have sold goods to XYZ of the value of £200. You have bought goods from XYZ to the value of £100. Overall they owe you £100 (i.e. what they owe you less what you owe them). A contra entry matches up the £100 you owe them against £100 they owe you.

Control Accounts

Accounts to which single balances analysed elsewhere in the accounting system are posted. Often the balances are posted from other ledgers. For example, the debtors control account records the amount of sales recorded in Sage 200. It

is reduced by receipts from customers as they are posted into the system.

Consolidation	The process of combining the Nominal Ledger information for a set of different companies, where one is the main company and the other(s) subsidiaries.
Cost Analysis	A review and evaluation of costs.
Cost Centre (CC)	A segment of an organisation for which costs are required to be collected and formally reported on separately; for example, a company division such as sales or production.
Cost of Sales	The direct costs incurred as a result of making sales. For a retail company, this may mean the cost of purchasing goods, net of carriage and purchasing discounts, less the movement in the value of the stock. For a manufacturing company, it may mean the cost of producing the goods sold.
Cost Plus	A job charged as the value of materials and labour uplifted by a percentage.
Cost Variance	The difference between the actual cost paid for an item and the declared standard cost specified on the stock item.
Country Codes	EC countries each have a specific code to identify accounts that belong to that country. These have implications for VAT processing. The VAT implications of trading in EC countries are described in the <i>Sage 200 Accounting System Manager User Guide</i> .
Credit	One side of the double entry process, representing negative figures on the Balance Sheet (reductions in assets; increases in liabilities and capital), and income on the Profit and Loss financial statements.
Credit Control	The process of monitoring and reporting on accounts where money is owed to the business.
Credit Limit	The amount an account is allowed to owe at any one time.

Creditors	Third parties to whom money is owed by the business.
Criteria	Allow you to narrow down the amount of data displayed on a Sage 200 report. When you request a report, you will often be presented with the 'Criteria' window if it is relevant to the report. You can accept the default criteria, which will usually select all possible records, or you can select the output for the report by entering selections. The criteria offered will depend on each report.
CSV	Comma Separated Value file format. Sage 200 can import and export data in the CSV file format.
Current Account Balance	The total value of money outstanding on an account at that time.
Currency Adjustments	A gain or loss which emerges as a result of the difference in exchange rates between the time an invoice was issued on foreign currency accounts and payment was made.
Current Asset	An asset which can be easily realised. It can also be termed a liquid asset; for example, money in the bank or in petty cash, debtors or stock.
Current Liability	A current liability is a debt owed by the company; for example, creditors, accruals or an overdraft that will be cleared in the short term.
Current Postings	These are postings that are waiting in the Nominal Ledger current postings file, ready to be updated to the accounts in the 'Update Waiting Postings' routine. These postings have a transaction date earlier than the current Nominal Ledger period end date.
Current Transactions	These are the transactions that have not yet been removed from the account by closing the period. The length of time these remain on the account depends on the 'Keep transactions for' setting in the Sage 200 modules 'Ledger Settings'.

**Customer and Supplier
Analysis Codes**

Codes used to group transactions on sales and purchase accounts according to a defined common attribute which can subsequently be used as report selection criteria.

D

Data File

Synonymous with company in Sage 200. A Sage 200 data file is a Sage 200 company.

Day Book

A book that lists all the transactions in the order that they arise. There is a day book for different types of transactions, for example, a sales day book and a purchase day book.

Debit

One side of the double entry process, representing positive figures on the Balance Sheet (increases in assets; reductions in liabilities and capital), and expenditure on the Profit and Loss financial statement.

Debtors

Third parties from whom money is owed to the business.

Debtors Control

This is the balance sheet account to which postings are made when transactions are added to the Sales Ledger. For example, when you post an invoice, the total value of the invoices is debited to the debtors control account, while the sales analysis account is credited with the net goods value and the VAT output account is credited with the VAT amount.

Default Values

Settings that are used for all accounts unless specifically overridden at account level.

Deferred Postings

Postings whose transaction date is after the current Nominal Ledger period end date. These are stored in the deferred postings file and will not be updated into the ledger during the 'Update Waiting Postings' routines, as current postings are. Closing the period moves postings from the deferred file to the current one when their transaction date becomes earlier than the new period end date.

Delivery Note

Sent to the customer with goods to show what should be on the order. The recipient will normally sign to prove the order

has been fulfilled. The document is retained in case of any future dispute.

Department (DP)

A subdivision of a cost centre where costs are required to be collected and reported on separately; for example, a sales area or a manufacturing depot.

Direct Debit

A recurring bank transaction. The first and last payment amounts may differ from the regular payment. They may be subject to VAT and the frequency of payment may be weekly, monthly, quarterly or some other specified period. As with standing orders, the necessary payment or receipt transactions are automatically posted using either a daily or monthly routine.

Direct Delivery

The ability to deliver goods directly to the customer based on the sales orders they raised, or deliver to a customer, supplier or other location not related to an initial sales order.

Direct Expenses

Those expenses that are incurred in the actual manufacture and sale of the product or the sale and provision of the service (the expenses incurred by the business actually trading).

For example, the wages of machine operators, the power to run the machines, the wages and commission of sales staff, the cost of advertising and any sales promotions.

Discount

The amount by which a bill is reduced. Discounts can be given for a variety of reasons: buying in bulk, spending large amounts, being a preferred customer or settlement discount.

Dispute Codes

Codes used to mark purchase invoices as disputed.

Distributable Profits

In company accounts these are the sums that are available for dividends to shareholders. While based on the net profit, they may be increased by undistributed profits from the previous year or reduced by the need to retain some for the reserves.

Dividend The amount paid out per share. Usually described as a percentage of the face value (the original price) of one share. So a 10% dividend on a £1.00 share would be 10p.

Double Entry A system of book-keeping in which every transaction of a business is entered as a debit in one account and as a credit in another. As every transaction must have an equal or zero effect on both sides of the accounting equation, every positive amount entered (debit) must be mirrored by a negative amount or amounts (credit).

Drawings Cash or goods taken from the business for the owners personal use. Drawings only apply to sole traders and partnerships. Drawings do not count as an expense in the Profit and Loss financial statement and must be included in the 'financed by' section of the Balance Sheet.

Due Date The date by which an invoice should be paid. This is used for the Aged Creditors or Aged Debtors reports.

E

EC Country A country that is in the EC trading area, identified by its country code. These countries are required to follow specific trading procedures. The VAT implications of trading in EC countries are described in the *Sage 200 Accounting System Manager User Guide*.

Equity The money invested in a business to get it started, together with any subsequent cash investments net of withdrawals (the interest of ordinary shareholders in a company).

Euro Currency in Transition This is a currency which has joined the euro but is in a period of transition. During a transitional period both the euro and the country's currency may be used to trade simultaneously.

Exchange Differences When trading in foreign currencies, changes in exchange rates may affect the profit and loss on a transaction. These exchange differences are posted to the Nominal Ledger 'Exchange Differences' account.

Expenses	Expenses are those items that the company buys which do not go to actually create that company's product or service. For example, stationery, petrol, promotional goods.
F	
Factor House	A third party company that collects a supplier's debts on their behalf.
Factored Pricing	<p>Allows one stock line to be bought, sold and held in stock varying units.</p> <p>For example, aluminium wire could be bought in 2000m lengths, sold in lengths of 100m, 200m and 300m but may be held in stock in 1000m coils. Factored pricing allows you to convert the buying and selling prices from one unit to another, where required.</p>
FIFO	FIFO, or First In First Out, is an assumption that enables the cost of stock to be calculated. When sales are made the items sold are assumed to be the earliest purchased, so the cost of items in stock always reflect the most recent purchases.
Finance Charges	Charges are applied to customers who fail to pay within the time agreed. The charges may escalate depending on the length of time bills are unpaid.
Financials Modules	Financials modules within Sage 200 comprise Sales, Purchase and Nominal Ledgers and the Cash Book.
Fixed Assets	Assets which the business intends to retain for the coming year rather than convert into cash. Typical fixed assets include property, office equipment and motor vehicles.
Fixed Price	The cost of the job is decided up front and is not based on what it has actually cost to complete the job.
Foreign Currency	Any currency other than base currency, in which an account operates. Currency processing implications are described in the <i>Sage 200 Accounting System Manager User Guide</i> .

Free of Charge Issue	Issuing stock to customers where no charge is made for the goods.
Free Stock	The amount of unallocated stock available at a given place, where place can be a location, warehouse or warehouses.
Free Text Item	Items that have not been defined in the Stock or Sales Order Processing module, and which may have lengthy descriptive text to be included in a quotation, pro forma invoice or order.
Full Order Entry	Orders for account customers in Sage 200 Sales Order Processing system. Goods ordered in this way are despatched from the warehouse with a despatch note, and an invoice for payment is generated separately. Such orders may be subject to discount. Some payments may be received and entered at the same time as the order.
Future Accounting Period	Periods marked with a 'Future' status cannot receive any postings. Any transactions posted onto the Nominal Ledger with a date in the future are deferred until the period is opened.
G	
General Ledger	See Nominal Ledger.
Goods Received Number (GRN)	The Goods Received Number, also known as GRN, is assigned to a record when goods or services are confirmed as received. It is also applied to a record when goods are returned to a supplier during the Confirmed Goods Returned activity.
Goodwill	An intangible asset of a business reflecting its commercial reputation and customer connections.
Group Accounts	These are used to group Nominal Ledger accounts for reporting purposes only.
Gross	The amount before any deductions are made.

Gross Margin A measure of the profitability of a business by which the gross profit is divided by the sales. It is usually expressed as a percentage.

Gross Profit The difference between total revenue from sales and the total cost of purchases or materials, with an adjustment for stock.

H

Held Journal Entry Journal entries that have not yet been completed are called held. They are stored in a special file until such time as they are completed, when the postings within each journal entry will be moved either to the current or deferred postings files depending on their posting date. Entries may be held for several reasons; for example, the entered postings do not balance and further investigation is required, or authorisation is required from another user.

Historical transactions These are transactions that have been transferred to the historical transactions file which is controlled by settings within each module.

Honorarium A voluntary fee paid for a service that is usually free.

I

Intangible Assets Assets, especially fixed assets, can be considered as tangible and intangible; tangible assets are physical entities, whereas intangible assets are conceptual. Intangible assets include copyrights, patents, goodwill. They are saleable but do not contain any intrinsic productive value.

Internal Issue Issuing stock items requested by an internal department.

Intrastat Supplementary Statistical Declarations (SSDs) are necessary for VAT registered businesses with a value of despatches of goods to other EC countries or of arrivals of goods from other countries exceeding a threshold.

Inventory Management The process of managing your stock control.

Invoicing The process of billing for payment.

J

Job Costing	A cost accounting system, which allocates costs to specific jobs.
Journal	A record that holds one or more transactions for posting. Synonymous with batch in batch processing.
Journal Entries	Double entry transactions that can only be entered directly in the Nominal Ledger module. These can be corrections to postings from the other ledgers or additional transactions that do not relate to the other ledgers.

L

Landed Costs	The costs incurred in shipping and handling products can be calculated separately from the product costs and logged to a separate Nominal Ledger account. If you choose to do this in Sage 200 you can maintain and track your shipping, handling and any importation costs independently.
Ledger Date	This dictates the end of the current period being processed.
Ledgers	The principal book in which the transactions of a business are recorded. The details of customers and their transactions are recorded in the Sales Ledger; purchasers and their transactions are recorded in the Purchase Ledger. All ledgers are amalgamated in the Nominal Ledger by the posting of balances from the individual ledgers. The Nominal Ledger also receives postings from the Cash Book and directly from journal entries for all other accounting transactions.
Liabilities	Amounts owed by a business to third parties including suppliers, banks, tax authorities and employees.
Liquid Asset	See Current Asset.

M

Margin	The purchase and sale of a goods item may be shown as $\text{Cost Price} + \text{Profit} = \text{Selling Price}$. The profit when expressed as a fraction or percentage of the selling price is known as the margin.
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Mark-up	The purchase and sale of a goods item may be shown as $\text{Cost Price} + \text{Profit} = \text{Selling Price}$. The percentage added to the cost price to provide a profit is known as the mark-up.
Memo	Free format text entered against a specific account.
Memorandum Accounts	Whenever you are posting transactions to the Nominal Ledger using the journal entry facilities, the total of all postings in the batch needs to balance to ensure accurate double-entry book-keeping. However, any value associated with a memorandum account does not affect either the debit or credit total of the journal. This enables you to analyse values in more than one way without affecting the balance of accounts or the ledger as a whole.
Module	A term which denotes features based in and around an area of accounting. For example, sales are described and contained within the Sage 200 Sales Ledger module.
Month End	A specific processing routine available for each Sage 200 Financials module.
Multiple Locations	Used when stock is stored in several different places; for example, warehouses and bins.
Multiple Units	Used when stock is bought, stored and sold in different measures; for example, cases and bottles.
N	
Net	The amount that remains after all deductions have been made.
Net Book Value	The original value of the asset less any depreciation charged to date.
Net Profit	This is calculated as gross profit less expenses.
Net Realisable Value	The amount that would be received for the immediate sale of stock, after accounting for any costs associated directly with the sale.

Net Worth	The value of a business as represented by subtracting its liabilities from its assets.
Nominal Account	An account within the Nominal Ledger used to collect costs or revenue for inclusion on the Profit and Loss and/or Balance Sheet financial statements.
Nominal Ledger	This ledger is updated by most of the transactions posted in all ledgers. It is the core of the accounting process. The balances on all of the nominal accounts make up the Trial Balance and therefore the Profit and Loss and the Balance Sheet financial statements.
Non-productive	The job is not invoiced to anyone. The cost is recorded for the company's own reference only.
Non-trading	This refers to nominal accounts and transactions that do not relate to the Sales or Purchase accounts.
Non Traceable Item	Any stock item not set to use batch/serial numbers and therefore cannot be traced from purchase through to sales.
O	
On Hold Flag	An indicator that an account is in a query status for some reason. This prevents certain processing against this account until the flag is cleared.
Open Accounting Periods	Sage 200 now enables the system to have up to 20 accounting periods open at the same time. This status allows the Nominal Ledger to receive transactions from the source modules chosen. If more than one period is open at the same time, Sage 200 uses the date of the transaction to determine which open period will receive the posting.
Opening Balances	The balance of an account when it is initially opened, or the balance carried over from the previous accounting period (the closing balance).
Open Item Accounting	Open item accounting is probably one of the most widely used methods for computerised accounts. It enables all outstanding transactions to remain visible on the account record, until such time as they are allocated and removed

when the period is closed. Transactions, such as invoices, paid when payments are posted to the ledger, can be specifically allocated to the individual transaction to which they relate.

Provided the whole outstanding transaction is allocated in this way, the Month End routine removes it, freeing disk space for new transactions. The details of the transactions however, remain on file until month end. All outstanding amounts, whether they are part allocated payments, disputed transactions or unpaid or part-paid invoices, remain on the ledger from one month to another, showing full details, until such time as they are fully allocated, and have exceeded the time limit denoted in the ledger setting 'Keep transactions for'. For more information see your *Sales Ledger* documentation and *Purchase Ledger* documentation.

Operating Profit

This is calculated from gross profit, less the expenses incurred in trade. It will be the same as the net profit unless the business has other income from investments or expenditure on loan interest. These items are not considered in calculating the operating profit.

Operating Currency

Although the Nominal ledger only operates in your base currency, the trading accounts and bank accounts can operate in other currencies, as long as these are set up in your currency table in the Accounting System Manager. The currency each account uses is called their operating currency.

Order Acknowledgement

Raised once an order has been received to confirm with the customer that you are able to fulfil the order. An order acknowledgement will show the items along with confirmation of prices.

Order Line

The requested goods or services in an order, covering standard items, free text items, additional charges and comments.

Order Processing

Activities based around administrating orders and seeing them through to shipment or production.

Overdraft	A bank facility that allows customers credit with the bank so that the customer can use money that they do not currently have available.
Overheads	Business expenses, such as rent, that are not attributable directly to any department or product and can therefore be assigned only arbitrarily.
Overtrading	Engaging in more activities than can be properly financed by the company. This can often lead to bankruptcy and liquidation.
P	
Paid Up Share Capital	That share capital for which all payments have been called up and made.
Payment Method	Used to define the payment types and capture payment values made at the point of sale within Sales Order Processing.
Payment Terms	These are the number of days agreed with a customer or supplier before an invoice must be paid.
Pending Transactions	Transactions that have not yet been posted to the ledgers. If a transaction is on hold (has an on hold flag entered against it) it remains pending until it is released for payment.
Period	The accounting period associated with a transaction. This is usually a calendar month within a year.
Period End Routines	Specific processing routines required for each Sage 200 module, such as the 'Month End' routine.
Phantom Item	An item created from a bill of materials (BOM). They are finished items that you would not sell to your customers or keep in stock. They are typically used to segment large BOMs and to assist in planning how to build a finished item.
Picking List	A list that can be printed to support the sales order despatch process. The list details the stock items and where they are stored.

POP	See Purchase Order Processing.
Posting	The processing of an accounting transaction.
Posting Accounts	These are the only types of account to which a posting may be made which is reflected in the trial balance and other financial statements. This includes all the accounts of the profit and loss and balance sheet.
Posting Date	<p>This is the date you post a transaction to the ledger or to the posting file. For example, if a transaction is posted to the waiting or pending posting file on one date and then updated to the ledger on another date, it is the first date which is classed as the posting date.</p> <p>Generally this is the same as the allocation date but if you give transactions an allocation date that is different from the system or today's date (for example, allocate the transactions retrospectively or put an account on hold), the posting date is the system date when the transaction is physically posted and so will be later than the allocation date.</p>
Prepayments	The process of deferring expenditure and income to the accounting period in which it is incurred. This usually involves setting up an asset on the Balance Sheet for bills paid in advance, and then releasing that asset by instalments to the accounting periods in which the service is actually provided.
Pre Receipt	Specific to batch/serial numbered items that are set to permit negative stock levels, allowing the item to be allocated when there is insufficient stock available. A pre receipt is, in effect, a shortfall for the item that is satisfied when more stock is recorded into Sage 200.
Price Band	A way of offering different sales prices on items to different groups of customers. You define the price bands and then specify which customers belong to each band.
Price Book	A part of the Sage 200 Sales Order Processing module which allows extensive flexibility and control over prices and discounts.

Primary Location	Primary location point where a stock item is stored. The warehouse is the default primary location provided with Sage 200 when using multiple locations.
Product Group	A group of stock items of similar type and processing requirement.
Profit	The excess of revenues over outlays and expenses in a business.
Profit and Loss on Exchange	See Currency Adjustments.
Profit and Loss Financial Statement	A report that categorises the income and expenditure of a business over an accounting period. The profit (or loss) of a business is its income less its expenditure; profit is analysed, along with gross profit (sales less the cost of those sales) and net profit (all income less all expenditure, before and after tax has been deducted).
Pro Forma Invoice	A request for payment before a service has been carried out. Most commonly used for new customers or those who are potential bad debtors.
Provision for Bad Debt	An amount put by for those debts which may not be paid. It appears as an expense on the Profit and Loss financial statement and is deducted from the debtors control account.
Purchase Credit Notes	These are issued by suppliers in order to cancel purchase invoices either in full or in part. They are normally issued when goods or services are faulty or when the purchase invoice was incorrect.
Purchase Discounts	Purchase discounts may be given for a variety of reasons: buying in bulk, spending large amounts, being a preferred customer or settlement discount.
Purchase Invoices	These are issued by suppliers as a request for payment in respect of the supply of goods or services.
Purchase Ledger	The Purchase Ledger keeps track of all invoices, credit notes and discounts sent to you by suppliers. It can be quickly referred to if you want to find the current status of any of the

supplier accounts. The total balance outstanding should equal the balance of the creditors control account in the Nominal Ledger.

Purchase Order Processing

The administrative functions based around processing purchase orders. Purchase orders are documents that state the quantity, description and price of goods and services ordered, agreed terms of payment, discounts, delivery and all other agreements pertinent to the purchase and its supply. The Sage 200 Purchase Order Processing module is where you can manage and track your purchase orders.

Purchase Payments

Payments made to suppliers in respect of invoices for the goods and/or services supplied.

Q**Quick Ratio**

The liquid or quick ratio is current assets less stock to current liabilities.

Quotation

A statement of the current market price of a security or commodity.

R**Rapid Order Entry**

A fast track method of order entry in Sage 200 Sales Order Processing system. Orders are quickly keyed into the system using default prices and discounts for the customer, which you can change if you have the appropriate user permissions to allow you to do this.

Ratio Analysis

Technique for analysis of the business by comparing selected figures from the accounts.

Reconciliation

The process of agreeing accounting entries from one source, with entries from another source. The most usual reconciliation is a bank reconciliation, which matches transactions posted against a bank account with the statement received from the bank.

Recurring Journals

Journals set up once in the Nominal Ledger, which run automatically each financial period thereafter, according to

the financial period specifications which have been set for the journal.

Report Category

For final accounts production, this is used in conjunction with the category. A single character code determines whether the account is a profit and loss item (P) or a balance sheet item (B).

Reserves

Movements in the value of a business not made up directly from cash injections and withdrawals. Principally, they reflect the net profit or loss of a business, together with any unrealised changes in the value of its assets.

Retention

An amount of money retained by a customer for a specified period of time after a service has been provided, to ensure that if anything should subsequently go wrong then it will be rectified.

**Retrospective Aged Creditors/
Debtors Reports**

The Retrospective Aged Creditors and Debtors reports show outstanding balances on each account, aged over the periods specified, compared with a specific ageing date.

Returns

Goods returned to the business by a customer, or by the business to a supplier.

Revaluation

A calculation to find the current base currency value of a transaction carried out in a different currency. This calculation produces different results at different times because of fluctuating exchange rates.

Reverse Transaction

A method of removing a transaction to correct an error, for example.

S

Sale or Return

Goods supplied on the understanding that if not sold on (by the customer/retailer) they may be returned without charge. Such transactions are best not recorded in the accounts, until the actual sales figures are known.

Sales Credit Notes

These are issued to customers in order to cancel sales invoices either in full or in part. They are normally issued

when goods or services are faulty or when the sales invoice was incorrect.

Sales Discounts

Sales discounts may be allowed for a variety of reasons; for example, buying in bulk, spending large amounts, being a preferred customer or settlement discount.

Sales Ledger

The Sales Ledger keeps track of all invoices, credit notes and discounts sent to customers and all receipts received from customers. It can be quickly referred to if you want to find the status of any of the customer accounts. The total balance outstanding should equal the balance of the debtors control account in the Nominal Ledger.

Sales Order Invoice

VAT invoice sent to the customer, usually after goods have been dispatched. It lists the items received, including quantity, prices and any discounts.

Sales Order Item

A simple type of stock item, created and maintained in the Sales Order Processing module. There is no concept of stock quantity or stock level control associated with these items, and it is not possible to allocate these items.

Sales Order Processing

The administrative functions based around processing sales orders. Sales orders are documents that state the quantity, description and price of goods and services ordered, agreed terms of payment, discounts, delivery and all other agreements pertinent to the sale and its supply.

The Sage 200 Sales Order Processing module is where you can manage and track your sales orders.

Sales Receipts

These are made when invoices are paid off by the recipient of the goods or services.

Secondary Location

Secondary location point where a stock item is stored. The bin is the default secondary location provided with Sage 200 when using multiple locations.

Serial Numbered Item

A standard stock item assigned serial numbers enabling single stock items to be traced from purchase through to sales.

Settings	Settings that control the way your Sage 200 modules operate.
Shortfall	An item's stock level that falls below zero. This can occur when the item permits negative stock levels, allowing the item to be deployed when there is insufficient stock available.
SOP	See Sales Order Processing.
Source Modules	The Sales Ledger, Purchase Ledger, Cash Book and Stock modules are all referred to as source modules because they are a source for the transactions accepted by the Nominal Ledger.
Standard Item	Stock, miscellaneous, or labour or service item, used to specify goods or services required on an order.
Stock	<p>The total goods or raw materials held by a business for the purpose of resale. Stock is valued in the balance sheet at the lower of cost or net realisable value.</p> <p>The Sage 200 Stock Control module is where you record stock details and track stock levels.</p>
Stock Unit	The unit of measure used to count the quantity of an item in stock.
Subcontractor	An individual who works on a job but is not employed directly by the company. There are two types of subcontractor: those who hold a certificate entitling them to handle their own income tax, and those who do not. Those with a certificate would not be set up on the company's payroll but would invoice the company direct and normally appear as a supplier in the Purchase Ledger. Those without a certificate would have their income tax deducted at source via the company's PAYE scheme. In both cases the cost of employing a subcontractor is charged directly to the job.
Supplementary Statistical Declarations	See Intrastat.

Surcharge	The opposite of discount, resulting in an increase in order value.
Suspense Account	The nominal account automatically updated when an invalid account is specified for a transaction. It is also used when you are unsure what to do with a value. The suspense account can be used as a holding account until you decide what to do with the value. The balance on the suspense account should ultimately be zero.
T	
Tax	Tax, normally referred to as Value Added Tax in the UK or Irish VAT in the Republic of Ireland, may be applied to sales and purchase transactions in certain circumstances. These circumstances are described in the <i>Sage 200 Accounting System Manager User Guide</i> .
Time and Materials	The cost of the job is the value of materials and labour attributed to the job.
Traceable Item	A batch/serial numbered item enabling stock items to be traced from purchase through to sales.
Trade Counter Entry	Simple order entry in Sage 200 Sales Order Processing system. This is associated with over the counter sales. The customer picks the goods, pays immediately and you then ship the product.
Trade-ins	<p>An asset part-exchanged for another asset. This involves a sale and a purchase. The asset being sold has a net book value at the time of sale. If the selling price is more or less than this value, a profit or loss on sale is accounted for in the Profit and Loss financial statement.</p> <p>The selling price of the asset being disposed of is offset against the asset being acquired, the difference being paid to the supplier of the new asset.</p>
Trading Account	Compares sales, stock used, and direct expenses to find the profit or loss made by simply buying and selling.

Transaction	A record of an exchange between one party and another, normally between your company and another company, usually a customer or a supplier.
Transaction Analysis Codes	Codes used to group items for reporting analysis.
Transaction e-Mail	A mechanism for sending and receiving order documentation using e-mail to support the order process in Sales Order Processing and Purchase Order Processing.
Trial Balance	A list of all the nominal accounts at a given time, together with their net balances, shown as either a debit or a credit balance. The double entry book-keeping system, if completed correctly, requires that the total of all debits equals the total of all credits. The balances should always be equal.
Triangulation	<p>If you are using a foreign bank account but the payment or receipt currency is different to both the bank currency and your base currency, triangulation has to take place, via your base currency, to determine the exchange rate to be used for the transaction. The rate from each currency to the base currency is amalgamated to produce an overall conversion rate that is then used to convert the transaction amount.</p> <p>When a transaction involves a transitional euro currency (a currency that has agreed to move to the euro but has, for example, three years grace to phase out the country's own currency) the conversion must always be via the euro. The rate from each currency to the euro will be amalgamated to produce an overall conversion rate that is then used to convert the transaction amount.</p>
Turnover	<p>(1.) The total sales figures for a company for a set period.</p> <p>(2.) The rate at which stock is sold and replaced.</p>
U	
Unique Reference Number (URN)	The unique reference number assigned to a complete transaction to assist in tracing the progress of the transaction through Sage 200. This number is 12 digits long and

comprises of: 3 digits for the user number, 2 digits for the source module in which the transaction was created, and a 7 digit sequential reference number.

Unit of Measure

The quantity in which a stock item is measured for purchase, sale or storage.

Unit Price

The price paid per unit of item purchased, or charged per unit of item sold.

Unpresented Cheques

Cheques paid out, which are passing through the bank clearing system, but have not yet been presented to the bank where the account is maintained.

Unquoted Investments

Investments not dealt in on a recognised stock exchange.

V**Valuation**

Formal assessment of worth, for example, valuation of property.

VAT

Value Added Tax is applied to sales and purchase transactions in certain circumstances. These circumstances are described in the *Sage 200 Accounting System Manager User Guide*.

VAT Invoice

An invoice issued by a supplier registered for VAT showing the supplier's VAT registration number, the date of issue and the tax point.

VAT Outputs and Inputs

The HM Revenue and Customs department requires all businesses registered for VAT to account to them for all amounts of VAT charged on invoices (outputs) net of amounts incurred on purchase invoices (inputs).

VAT Receipt

A receipt showing the amount of VAT as a separate item, together with the issuer's VAT registration number.

VAT Registration Number

All businesses registered for VAT are given a registration number. This number must be printed on all invoices.

VAT Return

The form on which input and output VAT is declared to HM Revenue and Customs or your local tax authority.

VAT Tax Point

The date on which VAT eligible sales are completed.

W

Waiting Postings	Transactions that have not yet been posted to the Nominal Ledger. These can be updated using the Nominal Ledger 'Update Waiting Postings' routine.
Warehouse	Primary location point where a stock item is stored. The warehouse is the default primary location provided with Sage 200 when using multiple locations.
Working Capital	The excess of current assets less current liabilities.
Write Off	<ol style="list-style-type: none">(1.) To cancel a bad debt or obsolete asset from accounts.(2.) To consider a transaction as a loss or set off (a loss) against revenues.(3.) To depreciate an asset by periodic charges.(4.) To charge a specified amount against gross profits as depreciation of an asset.

X

XML	Extensible Markup Language file format. Sage 200 can import and export data in the XML file format.
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Y

Yield	The annual income provided by an investment.
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Z

Zero Rated	Denoting goods on which the buyer pays no VAT (tax) although the seller can claim back any VAT (tax) paid.
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Appendix: URN and Periodic Routines

This appendix provides information about the unique reference number (URN).

It also provides useful descriptions and an outline of the routines that you would carry out regularly, to maintain the integrated data files associated with your financials to also ensure you get the best use out of your system.

In this appendix:

What is a URN?

How is it constructed?

What can you identify from it?

Further information

Periodic Routines

Daily or Weekly Routines

Monthly Routines

Yearly Routines

The Unique Reference Number (URN)

What is a URN?

As you enter transactions into Sage 200, a unique reference number (URN) is automatically allocated to it. This URN consists of information about who entered the transaction, the module the transaction was entered into and a unique sequential number relating to the individual transaction. The URN number is used for auditing purposes to trace the double entry of the transaction through all the relevant Ledgers.

What is it for?

The URN is essential for tracking postings through the system into the Nominal Ledger. There is a specific report within the Nominal Ledger called the 'Unique Reference Number' report that shows all the postings for each URN that you specify.

Within the financials modules the 'Transaction Enquiry' option lists all the transactions relating to the chosen account. Select one of the transactions and the lower half of the window displays detailed information about it, including its URN. Then if you run the URN report within the Nominal Ledger and specify the URN applied to the transaction, all the postings resulting from that transaction are shown (unless they have been deleted because of the account history settings specified during the ledger setup process).

The reports produced when you update pending or waiting postings to the ledger also print the URNs for each transaction. This is useful for determining whether a transaction has been posted to the ledger or not.

The 'Transaction Audit File' option in Accounting System Manager also includes the URN on screen and in the printed report. By viewing or printing the audit file and making a note of the URN for a particular transaction you can then trace the entry in the Nominal Ledger.

How is the URN constructed?

The URN is split into three sections. The first three digits show the user number. The fourth and fifth digits represent the source (the module where the transaction was posted) and the remaining digits are the sequential reference number.

For example, URN 002010000168, has been created by user number 002, posted in module 01 (Sales Ledger) and has 0000168 as the unique sequential number.

What can you identify through the URN?

You should be able to identify who entered a transaction and where it was entered.

- User number

To identify a user number you need to look at the user details. For more information on identifying user numbers see the *Sage 200 System Administrator* documentation.

- Source module

To identify the source module:

- Make a note of the fourth and fifth digits of the URN. (In the above example this is 01.)
- Match this with a number listed below to identify the module in which the transaction was entered.

Number	Module
01	Sales Ledger
02	Purchase Ledger
03	Nominal Ledger
04	Payroll (n/a)
05	Job Costing (n/a)
06	Stock Control
07	Sales Order Processing
08	Purchase Order Processing

10	Cash Book
11	Bill of Materials (n/a)
12	Fixed Assets (n/a)

- Unique sequential number

To view the next available URN see earlier in this guide. For more information see *Next Unique Reference Number (URN)...* on page 36.

Additional URN Information

- Certain routines may generate URNs themselves such as 'Foreign Account Revaluation' and 'Balance Ledgers'.
- If you are consolidating Nominal Ledgers, a unique reference number is supplied by the receiving company and there will be one per consolidation run.
- Cash Book transactions in the Nominal Ledger are given one unique reference number for the set of postings.
- Prepayments and Accruals are given one URN per set of postings, and if you have set update with batch total on accounts in the Nominal Ledger then one URN is given for the single posting which is created.
- URN information can be viewed for pending Nominal Ledger postings. For more information on viewing pending postings see the *Sage 200 Nominal Ledger* documentation.
- URN information is detailed on the 'Report Pending Transactions' report available within Sales and Purchase Ledgers. For more information see your *Sage 200 Sales Ledger* and *Sage 200 Purchase Ledger* documentation.
- URN information is also printed as part of other ledger reports, for example, transaction reports in the Sales and Purchase Ledger.
- URN information is displayed and printed as part of the 'Transaction Audit Trail'.

Periodic Routines

Sage 200 is a fully integrated system and information is automatically passed between the modules.

This provides an outline of the routines that you would carry out regularly, to maintain the integrated data files associated with your Financials and to also ensure you get the best use out of your system.

An option to update pending postings can be used at the end of each day to post any pending transactions. For more information see *Transfer of Postings on page 222*. At the end of each accounting period, you need to run the Month End routine to prepare your data files before you can close the period. You do not have to close a period before opening the next one however.

Daily or Weekly Routines

Use this as a guide for routines to run on a regular basis and add the items on this list into your own routine. Read in conjunction with the recommended monthly routines. For more information see *Monthly Routines on page 220*.

- Create or update customer and supplier records via the Sales and Purchase Ledger, using Sales or Purchase Accounts > Account Details.
- Ensure all routine transactions are completed in the Sales and Purchase Ledgers and in the Cash Book.
- Ensure all Nominal Ledger transactions are completed.
- Choose Period End Routines > Report Pending Transactions in the Sales and Purchase Ledgers and the Cash Book, and then 'View Waiting Postings' in the Nominal Ledger, and check all the reports.
- Choose Period End Routines > Update Pending Transactions in the Sales and Purchase Ledgers and the Cash Book, and then 'Update Waiting Postings' in the Nominal Ledger. (For more information see *Transfer of Postings on page 222*.)
- Print all reports required from the appropriate ledger reports menu, for example, choose Sales Ledger > Reports > Account Analysis > Day Books Report.
- Choose Accounting System Manager > System Utilities > Balance Ledgers, and run Balance Ledgers for all modules to ensure the integrity of the system is maintained.

- Update the foreign exchange rate table by amending the rates manually within Sage 200. For more information see *Foreign Currency Exchange Rates on page 75*.
- Take a backup of your data files and store this somewhere safe.

Note: Only run Update Pending Transactions and Balance Ledgers routines if no one else is logged onto the system.

- If you are using the Commercials modules you should also consider the following routines as part of your daily or weekly processes.
 - Create any new stock records using Stock Control > Stock Item Maintenance.
 - Update any stock level adjustments using Stock Control > Transaction Entry.
 - Raise and process any sales orders using Sales Order Processing > Order File Maintenance.
 - Raise and process any purchase orders using Purchase Order Processing > Order File Maintenance.
 - If raising invoices or credit notes through Invoicing or Sales Order Processing remember to print copies and post them.

Monthly Routines

'Month End' routines, found in the 'Period End Routines' options of each module, provide essential routines for tidying up the module's database. Descriptions of the 'Month End' routine (which are slightly different for each module) are provided in the documentation for each Sage 200 module. However we recommend you use the following list as a guideline and add the items on the list into your own routine.

- Ensure all transactions have been entered for the current period to be closed.
- Ensure you have set up any template journals required for month end processing.
- Enter any monthly journals (prepayments, accruals, for example).
- Reconcile the bank account to your bank statement using the Bank Reconciliation option within the Cash Book.

- Run all other Period End Routines in the appropriate ledgers, for example, Report Pending Transactions, Payment Processing (Purchase Ledger only), Finance Charges (Sales Ledger only).
- Print all relevant module reports required for the end of month routines and check them.
- Take a backup of your data files and keep this at least until the next month end.
- If you are using the Commercials modules you should consider the following as part of your monthly procedures.
 - Accrue to the Nominal Ledger for invoices not yet received from the Purchase Order Processing module.
 - Reconcile your 'Stock Valuation' report, to your stock account in your Nominal Ledger.
 - Run your 'Stock Month End' and consider whether to delete the stock history (if the option is activated).
 - Run your 'Intrastat (SSD)' report, if applicable.
 - Consider deleting purchase and sales order and invoice history, if the option is activated.
- If you want to close the accounting period, go to the Accounting System Manager and close the period you require for the Sales and Purchase Ledgers and the Cash Book. The period in the Nominal Ledger must be closed off last. For more information see *Transfer of Postings on page 222*. For more information about closing a period, see *Close Accounting Periods on page 57*.
- Print and reconcile the VAT Return.
- Print and store your Transaction Audit file for the month. For more information see *Manage the transaction audit file on page 151*.
- Choose Accounting System Manager > System Utilities > Balance Ledgers, and run Balance Ledgers for all modules to ensure the integrity of the system is maintained.
- Choose to tidy up transactions on accounts in all modules by deleting transactions.

Note: Only run the Month End routines if no one else is logged onto the system.

Yearly Routines

For more information see the *Sage 200 Nominal Ledger* documentation.

Transfer of Postings

The transfer of postings is carried out in each module via Period End Routines > Update Pending Transactions or Update Waiting Postings. Information contained in these files is as follows:

Module	File	Description of content
Sales/Purchase Ledgers	Pending Transactions	This file normally contains Direct Debit and Standing Order postings from the Cash Book module. It may also contain transactions from external sources. If you are using commercial modules the file will also contain invoice and credit note postings from Sales Order Processing and Purchase Order Processing.
Cash Book	Pending Transactions	This file may contain transactions from external sources.
Nominal Ledger	Current Waiting Postings Deferred Waiting Postings	<p>These files contain all types of transactions from all other financial and commercial modules. They may also contain transactions from external sources.</p> <p>Note: You may have chosen to update your Nominal Ledger on-line during your ledger setup processes. For more information see your <i>Sage 200 Sales Ledger</i> and <i>Sage 200 Purchase Ledger</i> documentation.</p>

Updating the Nominal Ledger on-line is a way of bypassing the waiting postings file. If you enter daily transactions (such as invoices, credit notes, receipts and payments) which are dated on or before the current Nominal Ledger period, these are posted to the nominal accounts at the same time as they are posted in the source modules. Any future dated transactions will be held in the deferred waiting postings file if the period they are being posted to has a 'Future' status.

Postings may be transferred from the deferred waiting postings file to the current waiting postings file as part of the Nominal Ledger 'Month End' routine. To update these postings you need to run the 'Update Waiting Postings' routine in the Nominal Ledger.

If you are not updating the Nominal Ledger on-line, then you must run the 'Update Waiting Postings' routine on a regular basis.

The 'Update Waiting Postings' routine in the Nominal Ledger looks at each individual transaction date prior to posting it to the ledger. Current month transactions are updated to the nominal accounts. If there is only 1 accounting period open, transactions that are dated later than that period are not taken into the nominal accounts during the update, and are held in the deferred postings file. Consequently the transactions and balances taken during the update and shown in the nominal reports, reflect the latest position of your Nominal Ledger.

Nominal accounts that have 'Update with Batch Totals' activated are updated by a single transaction amount, otherwise all individual waiting postings are added to the accounts separately and can be viewed on the account history. For more information see the *Sage 200 Nominal Ledger* documentation.

Note: We recommend that all update routines in all modules are performed on a regular basis. If an update has not been carried out and there are outstanding transactions the 'Month End' routine warns you that postings are pending. You then need to run the 'Update Waiting Postings' and 'Update Pending Transactions' routines.

B

Appendix: EC VAT Implications

This appendix provides information about EC VAT accounting.

In this appendix:

EC VAT
Implications:

Acquisition of Goods

Supply of Goods

Statistical Information
Requirements

Special
Circumstances

EC VAT Implications

Since 1 January 1993, the formality of customs control over goods moved between member states of the EC has been removed, shifting the responsibility for accounting for duties and VAT, to companies and individuals acquiring or selling such goods. Please refer to the documentation published by your local authority (at the time of this publication, HM Revenue and Customs for the UK and the Irish Revenue Commissioners for Ireland).

You need to identify which VAT rate codes are to be used for accumulating values of the EC sales or purchase boxes on the VAT Return. If you have not already provided VAT rate codes for transactions between EC member states, you should set up codes for this purpose. For more information see *Tax Rates on page 67*. In addition, for selling goods, an extra return to the tax authorities is required, the EC sales list. This is produced by the Sales Ledger > Reports > Account Analysis > EC Sales List option, however the VAT rates applied to transactions must be correctly set up along with the VAT registration Number.

The following will explain the basic requirements and how your Sage 200 system can handle acquisition of goods and supply of goods for you.

Acquisition of goods

If you are registered for VAT, acquisitions from EC suppliers are dealt with by a system of postponed accounting or reverse charging, where the VAT that would otherwise be paid at import is accounted for by way of a reverse charge on the VAT Return.

It is important to provide proof of VAT registration to the EC supplier, otherwise VAT will have to be charged on the goods by the supplier. Where the VAT registration number is given, the supplier can zero rate the goods. For example, if ABC Importers Ltd, who are VAT registered in the UK, acquire goods from a French company, provided the French supplier has the VAT registration number of ABC Importers Ltd, the goods are zero-rated and are transferred directly without customs control. ABC Importers Ltd then accounts for the VAT by way of a reverse charge on the VAT Return; it effectively charges itself VAT.

The VAT is accounted for by declaring it as output tax, with the tax point date being either the date of invoice or the receipt, whichever is the earlier, or the 15th of the month following the month in which the goods were received. The rate that is charged will be the rate generally accepted for those goods in the UK. For more information see *Tax Rates on page 67*.

Provided the goods are allowable for input VAT, the VAT for the acquisition is treated as input VAT on the same VAT Return, the effect being to cancel the output VAT. Consequently, for all goods that are allowable for both input and output VAT, a fully taxable company's VAT accounting will be self cancelling in respect of EC acquisitions. This means that goods are charged with the tax rate applicable to the destination country.

Your Sage 200 system can handle this for you if you apply a VAT rate code to these acquisitions. This must be set up in the Tax Rate table as follows:

VAT Return	EC terms	VAT rate
Yes - Select the 'VAT Return' check box.	Purchase Goods & Related Services	Prevailing rate in your country

The supplier's account details within the Purchase Ledger must be set up with the relevant country code and their VAT registration number. The result is the value of the VAT appears in both boxes 2 and 4 on the VAT Return and the value of the goods in boxes 7 and 9.

No nominal postings for VAT are made as the VAT element of the transaction is notional; it is self cancelling.

Supply of goods

There are several variations of situations when supplying goods to other EC countries. For further information refer to the documentation published by your local authority.

When it is goods that are moving across borders there are times when an EC sales list is required to be completed. This does not apply for services which are not related to the supply of goods.

By using the correct combination of the setup of the trader's account and the VAT rate applied to the transaction, your Sage 200 system will handle the situations for you.

Example 1

Supplying goods to VAT registered customers in other EC countries when zero rating conditions are met.

You are able to zero rate these goods but you must apply a VAT rate code to these transactions that is set up as follows.

VAT Return	EC terms	VAT rate
Yes - Select the 'VAT Return' check box.	Sales Goods and Related Services	0.00%

The customer's account record must be set up with the relevant country code and their VAT registration number. This results in the value of the goods appearing in boxes 6 and 8 of the VAT Return. The details are included on the EC sales list.

Example 2

Supplying goods to VAT registered customers in other EC countries when zero rating conditions are not met.

In this case the prevailing rate of VAT in the country of supply must be charged. You may use the same code as for supplying these goods to a customer in the same country as yourself.

VAT Return	EC terms	VAT rate
Yes - Select the 'VAT Return' check box.	Not Applicable	Prevailing rate for the goods

The customer account details must have the relevant country code set up and their VAT registration number must be blank. This results in the value of the VAT appearing in box 1 on the VAT Return and the value of the goods in box 6. No EC sales list entry is required.

Statistical information requirements

Statistical information regarding transfer of goods is obtained from the following sources:

VAT Returns

All relevant boxes are updated on the VAT Return for goods moved between members of the European Community. For more information on obtaining an analysis of transactional information posted to the VAT Return, see your Sage 200 module documentation.

EC sales listings

All VAT registered companies that deal with another registered organisation or individual in the EC, either must complete EC sales listings quarterly if they:

- Supply goods.
- Send goods for processing, or return goods from processing.
- Transfer their own goods to another EC country.

For more information, see the *Sage 200 Sales Ledger*

Intrastats

Companies involved in the sale and/or acquisition of goods within the EC, the value of which exceeds a set annual threshold of £221,000 (at the time of printing) per calendar year (January to December), are required to submit monthly Supplementary Declarations (SSDs).

Note: To complete your Intrastat you need to be using the Commercials modules and also activate the 'Produce Intrastat declarations' option within the 'System Settings' window. For more information see *Produce and Reconcile Intrastats on page 135*.

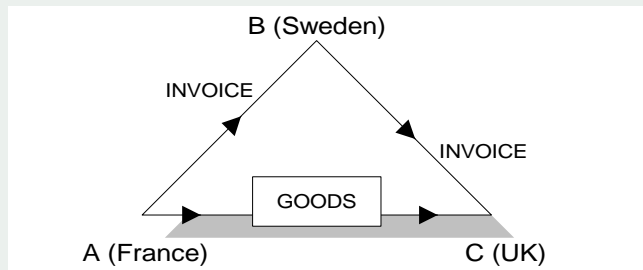
Special Circumstances

When there are more than two countries involved in trading, this can affect the way in which the transaction is dealt with regarding EC VAT accounting.

- If a company orders goods from another company in a different country, but requests that they be delivered to its customer in yet another country, this should be dealt with as follows.

Example

In the following diagram, three companies are represented by the letters A, B and C and each one operates in a different country.



The French company A supplies goods to the UK company C, at the request of a Swedish company B. Company A invoices company B who, in turn, invoices company C.

From company A's point of view, the invoice to company B should appear on their EC sales list and the supply transaction to company C would appear on their supplementary statistical declaration.

From company B's point of view, the invoice transaction to company C would appear on their EC sales list.

From company C's point of view, the transaction from company A is an acquisition and therefore subject to reverse charging on their tax return.

If, in the above example, company B was not in the EC (for example was a company in the USA), it would have to register for VAT in the UK.

C

Appendix: Triangulation of Currencies

This appendix describes and illustrates the principles of triangulation and examines implications for foreign currency trading.

If you are using a foreign bank account but the payment or receipt currency is different to the bank currency, triangulation has to take place, via your base currency, to determine the exchange rate to be used for the transaction. This is because the system only holds exchanges rates from foreign currencies to your base currency.

In this appendix:

Triangulation via base currency

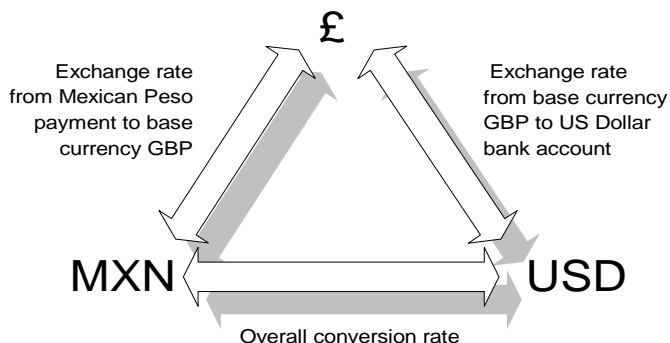
Entering transactions

Euro Case Study

Triangulation via base currency

If you are using a foreign bank account but the payment or receipt currency is different to the bank currency, triangulation has to take place, via your base currency, to determine the exchange rate to be used for the transaction. This is because Sage 200 only holds exchange rates from foreign currencies to your base currency.

The rates from each currency to your base currency will be amalgamated to produce an overall conversion rate that is then used to convert the transaction amount.



The following explains how currencies are converted via the base currency and shows the three steps of triangulation.

1. Convert from the receipt or payment currency into base currency, dividing by the conversion rate.

Note: Conversion rates used in this example should not be taken as indicative. You must check up-to-date rates for conversion between UK pounds and other currencies in the normal way.

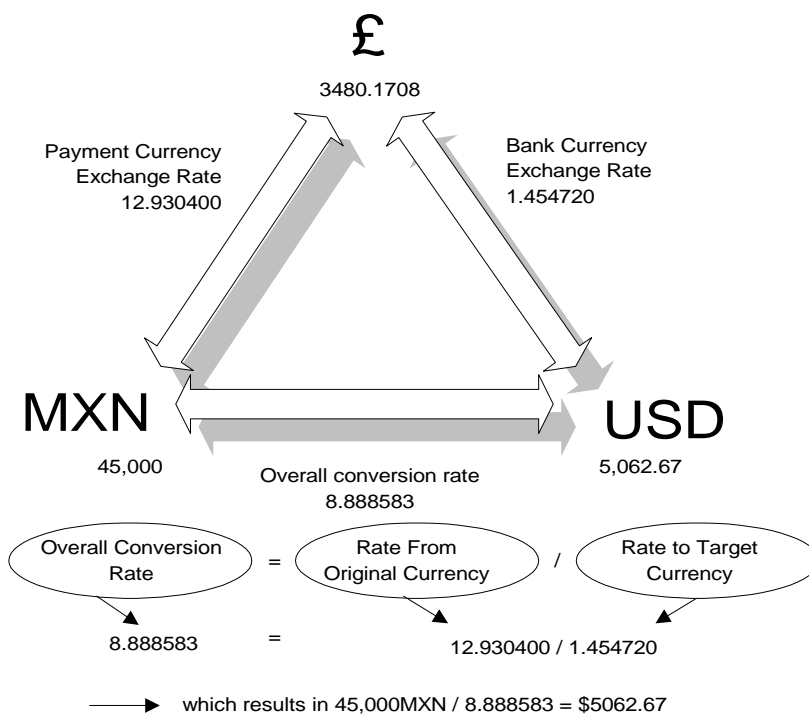
For example, to convert 45,000 pesos into pounds sterling, you would:

- Divide 45,000 by 12.930400 (conversion rate peso to pound sterling) to give 3,480.170760.

- Round, in this case, to 4 decimal places (3 or more decimal places are allowed).
2. Next, convert the result of step 1 above into the bank currency, multiplying by the conversion rate.
 - Multiply 3,480.1708 by 1.454720 (conversion rate US dollars to pounds sterling) to give 5062.674066166.
 3. Finally, round the result to the nearest sub-unit of the second denomination, US Dollars.
 - Round to the nearest cent, to give a result of \$5062.67.

Note: The result of step 1 can have a large number of figures following the decimal point. You can round up the figure, but to no less than three decimal places (0.123456789 may be rounded to 0.123, 0.1235 or 0.12346 and so on, but not to 0.1 or 0.12).

These steps can be explained using the triangulation diagram, as follows.



Entering transactions

Sage 200 incorporates an on-line conversion window to cater for triangulation. This window appears whenever you click on the icon beside the 'Exchange Rate' box on the transaction window. The conversion window differs depending on the nature of the transaction and currencies involved. Following the previous example, Sage 200 would allow you to display the following pop-up window:

Conversion from Mexican Peso to US Dollar			
Rate from Mexican Peso to Pounds	MXN	12.930400	= £1
Rate from US Dollar to Pounds	USD	1.454720	= £1
Overall conversion rate:	MXN	8.888583	= USD1
<hr/>			
Value to convert from:	MXN	45,000.00	
Converted value:	USD	5,062.67	

OK Cancel

- Rate from Mexican Peso to Pounds.

This is the rate between the currency of the receipt/payment itself and the base currency.

- Rate from US Dollars to Pounds

This is the rate between the currency of the bank account chosen and the base currency.

- Overall conversion rate

This is the direct rate calculated between the Mexican Peso and the US dollar (USD).

- Value to convert from

This is the value of the receipt/payment in Mexican Peso.

- Converted value

This is the value of the receipt/payment in US dollars (USD).

Euro Case Study

The case study provides a number of pointers about what to expect when you move into dealing in euros.

Good Wood, set up in 1948, provides quality garden furniture at reasonable prices. It started off as a small concern and now employs over 100 people in the UK. It expects to expand again soon.

In its day to day business, Good Wood uses Sage 200. Their local Sage Solutions Centre has written an add-on to Sage 200 for the management of their expanding production facility.

Although aware of the European Monetary Union and the euro, Good Wood turned down initial seminar invitations from their bank in the mid to late 90s. The company believed they would be unaffected by the euro because at the time they did not export to, or import from Europe.

However, their main timber supplier based in Birmingham was since taken over by a major German timber supplier, who then informed all subsidiaries that from 1 January 1999, it would be adopting the euro as its main accounting currency. Consequently they expected all subsidiaries to be able to trade in the euro, whether or not they operated in an EC member state.

So the Birmingham subsidiary will be invoicing Good Wood in the euro, and will expect payment in the euro from their customers, including Good Wood. The Birmingham subsidiary advised their customers and suppliers of this move and expect them to comply; if not, they may not be able to trade with them.

Good Wood now has to consider how they can:

- Accept euro invoices and make payments in euros. Their bank has informed them that they can carry out euro conversion on their behalf. Good Wood has to set up a euro account and the bank may charge for each euro transaction.

To do this within Sage 200 you need to set up a euro bank account within the Cash Book. For more information see the *Sage 200 Cash Book*

- Convert the euro amount to base currency (£) to allow them to post these transactions into their Sage 200 accounting software.

Within Sage 200 you need to duplicate the existing supplier account details choosing to make a euro duplicate. This copies the account details and creates a euro supplier account for you. It does not, however, copy existing transaction details for you. For more information see your *Sage 200 Purchase Ledger*

As a result of moving into trading in the euro, Good Wood is now also investigating the prospect of selling their products into mainland Europe.

Considerations when you begin to trade in the euro

There are a number of important factors to be considered by a company when it introduces trading with the euro.

Product pricing	The prices in the sales brochures and price lists need to be changed to show prices in sterling and euro.
Competitive pricing	How do your prices compare with those of your European competitors?
Competition	With the introduction of the euro, are there opportunities or threats from competitors taking advantage of reduced exchange rate risks and transaction costs?
Accounting	Software, change over timetable, budget planning, invoicing and payments.
Legal aspects	Continuity of contracts, new EC legislation.
Purchasing	Currency of transactions with suppliers, choice of suppliers, price transparencies.
Marketing	Pricing strategy, new business opportunities, dual pricing.
Staff	Training and education issues.

For further information on the euro

You can obtain further information relating to the euro and the Economic Monetary Union (EMU) from the following websites:

www.sage.com For up-to-date information on how Sage products can help you with the euro.

www.bankofengland.co.uk/euro.htm The Bank of England's euro website.

www.euro.gov.uk The official UK Government's website for the euro.

You can also obtain links to other information sources through Sage at www.sage.co.uk.

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