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200

Bill Of Materials Guide

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Contents

Welcome

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

The Bill Of Materials module is one of the Productivity modules within Sage 200.

There are also four Financials modules, three Commercials modules and an Accounting System Manager module. Each module has its own User Guide. The Price Book module is described within the *Sales Order Processing* documentation.

Using this Guide

This User Guide provides information on how to use the Sage 200 Bill Of Materials module. We hope you find it comprehensive and easy to use. 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 v4'.

Process-oriented approach

This User Guide is written to describe the processes that you will go through when using the Bill Of Materials module; such as setting up the system, creating and editing a bill of materials, allocating stock, and deleting an obsolete bill of materials.

Snapshots of each chapter

Apart from this Welcome chapter, the Glossary and the Index; each chapter describes a process, or a series of related processes. A process may comprise one or more activities. A coloured side panel can be found at the start of each chapter. The side panel provides a summary of the chapter's content.

Conventions

- References to other sections in this User Guide, or to other guides are shown in *italics*.

- Navigation to an window is illustrated by the name(s) you need to choose separated by a > symbol. For example, choose Enquiries > View Item Balances, means choose the Enquiries option and then the View Item Balances option.

- References to on-screen items are enclosed in single quotation marks. For example, on the 'Contacts' tab click 'Save'.

- Where there are prerequisites to performing activities, these are indicated graphically using the ✔ symbol so you can easily identify them.

Sage 200 Bill of Materials

The Bill Of Materials module 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.

The following illustrates the main processing areas of the Bill Of Materials module.

System Setup

- Allocate overheads
- Make-up postings
- Stock levels
- Subassemblies
- Rolled-up costs
- On-hold settings

Process BOMs

- Trial build
- Allocate items
- Confirm build
- Record built items
- Unallocate finished items

Establish and Maintain Bill of Materials

- Components of BOM
- Create BOM list
- Maintain BOM
- Check In BOM
- Import BOM
- Replace item
- Delete item

Track BOMs

- View details
- View checked-out BOMs
- View BOM lines
- View where used

Bill of Materials Integration

Sage 200 Bill of Materials is designed to integrate in the following way:
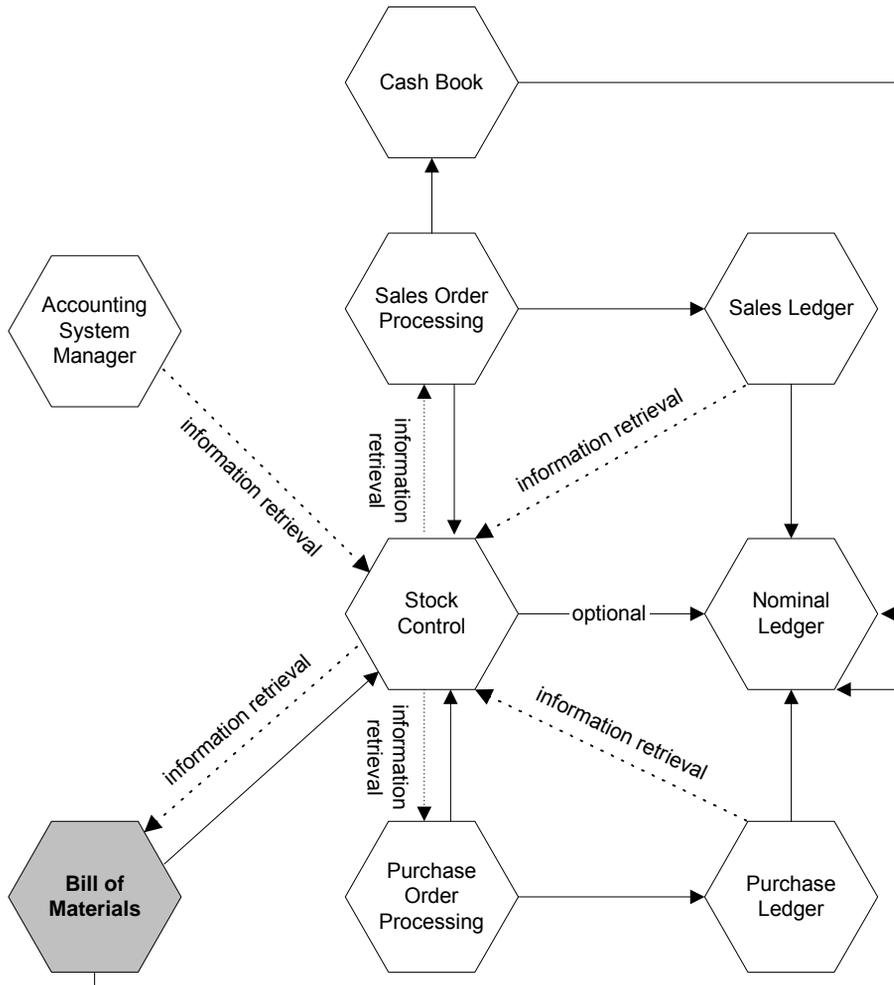
The Bill Of Materials module takes product details and stock level information from the Stock Control module and uses this information when you create and allocate items to a bill of materials.

As a bill of materials is allocated and sold, the details are fed back into the Stock Control module and the Nominal Ledger is updated.

Integrates with	Integrates how
Stock Control	Notifies the level of available stock. Accepts the allocation requirements needed to complete a bill of materials.
Nominal Ledger	To post the cost of sales for your profit and loss figures and the value of stock to your Balance Sheet. Also creates nominal postings for additional expense items such as labour and overheads. Integration with the Nominal Ledger is optional.

Benefits of integration

The main benefit of using an integrated system is that you only need to enter information once, in one module, and it is used in the relevant areas of the other modules. For example, your Bill Of Materials module extracts stock item information from the Stock module.

Sage 200 automatically handles common data, ensuring the appropriate information is directed to the relevant modules. This saves time and reduces the risk of error by removing the need to re-enter information.

Control of stock items in Bill of Materials

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

- Global level settings defined using the Accounting System Manager can be applied to all modules throughout Sage 200.

- Module level settings affect every bill of materials record although you can override some module level settings for each individual bill of materials.

- Item level settings apply specifically to the bill of materials that has been selected (or is being created).

Documentation Summary

The following section provides a summary of the remaining chapters in this guide. Appendices hold detailed examples and other technical information.

Determine Your Bill of Materials Needs

Describes the issues you should consider before setting up and using the Bill Of Materials module. These issues include system integration, version control and how to introduce costs into a newly created bill of materials.

See *Determine Your BOM Needs on page 9*.

Set Up Bill of Materials

The setup process requires you to select the system settings that customise the Bill Of Materials module to meet your company's needs. This chapter helps you to understand which options are appropriate to your needs.

See *Set Up Bill of Materials on page 17*.

Create and Maintain a Bill of Materials

Explains how to set up a new bill of materials list and how to edit an existing bill of materials list. To save you time, it is also possible to copy or import a bill of materials.

See *Establish and Maintain a Bill of Materials on page 31*.

View and Report on Bill of Materials

This chapter describes how to produce and print details of your bill of materials. This includes reports to show where different items are used and allows you to compare different bill of materials.

See *View and Report on Bill of Materials on page 59*.

Build a Bill of Materials

This chapter allows you to make a trial build of any bill of materials that you have created. Once it is confirmed that you have the required components in stock, you can go ahead and allocate stock and make up your bill of materials.

See *Build a Bill of Materials on page 87*.

Manage and Change your Bill of Materials

Use the options highlighted in this chapter to replace or delete a component within every bill of materials that you have set up. This chapter also explains the concept of rolled-up costs.

See *Manage and Change your Bill of Materials on page 119*.

Glossary of Accounting Terms

This chapter includes frequently used Sage 200 accounting terms and their meanings.

See *Glossary of Accounting Terms on page 139*.

Determine Your BOM Needs

This chapter describes the issues you should consider
before setting up and using your Bill Of Materials
module. These issues range from bill of materials version
control to system integration.

Plan BOM Requirements

You can affect how the Bill Of Materials module operates by:

- Selecting settings to enable specific system functionality.

- Developing an integral system that interacts correctly. This means that your bill of materials should be planned carefully before being created in your Bill Of Materials module.

Read the information about the system and its settings and decide what is best for your organisation, before using the Bill Of Materials module.

Plan Your Bill Of Materials

A bill of materials is a list of items needed to build a product. Use the Bill Of Materials module to record, edit and allocate the items required to make these products.

An example of a basic bill of materials is shown below. A bicycle is made up of a frame, saddle, two wheels and a set of gears. This type of bill of materials is known as a 'single-level bill of materials'. This displays a list of items used to make up the 'parent' item; in this case the bicycle.

```
                        ┌─────────┐
                        │ Bicycle │
                        └────┬────┘
        ┌──────────┬─────────┼──────────┬──────────┐
    ┌───┴───┐  ┌───┴────┐ ┌──┴───────┐ ┌┴─────────┐ ┌┴──────┐
    │ Frame │  │ Saddle │ │Front Wheel│ │Rear Wheel│ │ Gears │
    └───────┘  └────────┘ └──────────┘ └──────────┘ └───────┘
```
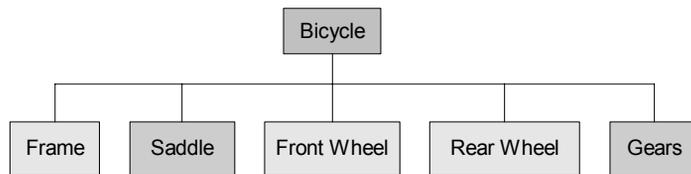
However, in reality a bill of materials can also be made up of a number of subassemblies. The diagram below shows a 'multi-level bill of materials' as it displays all components that are directly or indirectly used in the parent item.

Using the example of a bicycle, the wheel and frame can be classed as 'subassemblies'. While the company may not sell the frame or wheels separately, they are used to make the final product. The bill of materials, including subassemblies looks as follows:

```
                              ┌─────────┐
                              │ Bicycle │
                              └────┬────┘
      ┌─────────────┬──────────────┼──────────────┬──────────┬──────────────┐
  ┌───┴───┐     ┌───┴────┐    ┌────┴─────┐    ┌────┴─────┐ ┌──┴───┐   ┌───────┴───────┐
  │ Frame │     │ Saddle │    │Front Wheel│   │Rear Wheel│ │Gears │   │   Engineer    │
  └───┬───┘     └────────┘    └────┬─────┘    └────┬─────┘ └──────┘   │  2hrs @ £5/hr │
 ┌────┼──────────┐               ┌─┴──┐          ┌─┴──┐               └───────────────┘
┌┴─────────┐ ┌───┴────┐ ┌────────┴┐  │Wheel│·····>│Wheel│
│ Welding  │ │Materials│ │Engineer │  └────┘      └─┬──┘
│Equipment │ │  @ £1   │ │0.5hrs @ │           ┌────┼──────────┐
│  @ £1    │ └────────┘ │ £5/hr   │        ┌───┴───┐ ┌──┴──┐ ┌──┴──────┐
└──────────┘            └─────────┘        │Wheel  │ │Tyre │ │Setup    │
       ┌───────┐                           │Rim    │ │1@£3 │ │costs    │
       │ Tubes │                           │1 @ £2 │ └──┬──┘ │2 wheels │
       └───────┘                           └───┬───┘    │    │ @ £5    │
                                            ┌──┴──┐ ┌───┴────┐└─────────┘
                                            │Spokes│ │Engineer│
                                            │20@10p│ │0.5hrs @│
                                            └─────┘ │ £4/hr  │
                                                    └────────┘
```
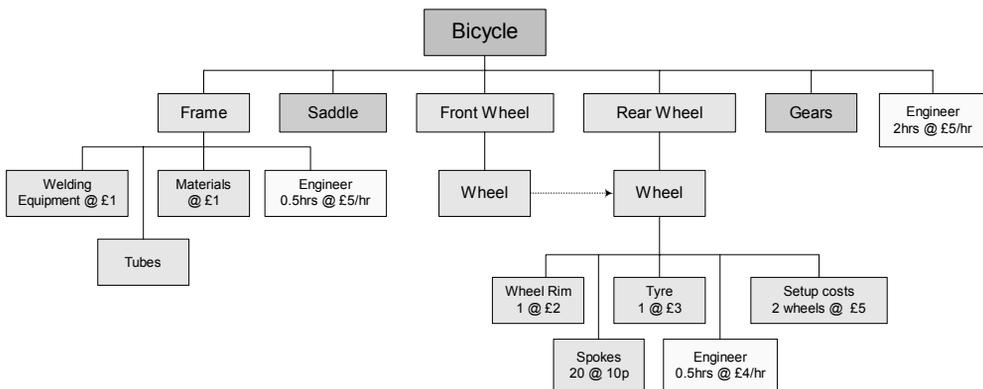
If a subassembly is not sold on its own, but is made for specific use in a bill of materials, the subassembly can be made a 'phantom' bill of materials in the Stock Control module.

Using the bicycle example, the subassembly of the wheel consists of a tyre, rim and spokes; while the frame requires alloy tubing and welding equipment. In addition, both require manufacturing, setup and additional labour costs.

When creating a bill of materials, you must consider how your finished item is made up and if there is a phantom bill of materials associated with it. In addition, you should also consider how you want to apply additional costs to the bill of materials.

See the next section for more information about adding costs to a bill of materials record.

Introduce Costs into Your Bills Of Materials

When you create a bill of materials, there are the obvious costs of the stock items or raw materials that you need to build the finished item. However, when planning your bills of materials, you should also consider the additional costs associated with building them.

These costs may include labour costs as well as machine setup, run and close-down costs. In the bicycle example used earlier in this chapter, additional costs were included for labour (three occurrences) as well as separate setup costs to build each wheel. In industries, such as the chemical and the food processing industry, you may have to set up additional costs for cleaning machinery.

Rolled-up Costs

A rolled-up cost is the build cost of a stock item. This is calculated from the material cost per unit, expense cost, overhead costs and batch costs per unit. By using rolled-up costs, you can factor in other costs to account for rent, insurance and transport costs.

As well as considering these different types of cost, you should also consider how these costs will be added to your bill of materials; either per unit or per batch. In the bicycle example both types are used; the setup costs for each wheel is a set cost of £5, where the use of each engineer is assigned at a rate per hour.

You can set up the Bill Of Materials module to apply costs to an individual stock or cost item, or as a percentage amount to a finished bill of materials. To apply a percentage amount to all bills of materials that have been allocated, the costs must be set in the BOM Settings window. For more information, see *BOM Settings on page 20*.

Version Control

The Bill Of Materials module has a version control facility that can be enabled to allow you to have greater supervision of each bill of materials. If you enable the Version Control option within the BOM Settings area, you can assign a status to any bill of materials that you create. This status determines how the bill of materials is used by the Bill Of Materials module.

When using version control, each bill of materials will have a status assigned to it.

```
┌─────────┐     ┌─────────┐     ┌──────────┐     ┌─────────┐
│   New   │ ──→ │ Active  │ ──→ │ Obsolete │ ──→ │  Dead   │
└─────────┘     └─────────┘     └──────────┘     └─────────┘
```
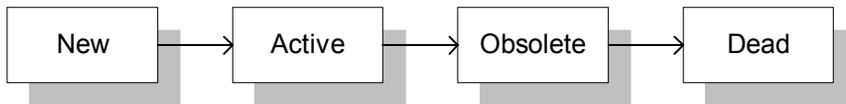
● New

   A bill of materials that has just been created is given a status of 'New'. A new bill of materials cannot have stock allocated to it until it has a status of 'Active'. New bill of materials can be edited and deleted.

● Active

   An active bill of materials is one that is currently being used. A bill of materials with a status of 'Active' can be edited, copied and deleted. This is the version of the bill of materials that is used when allocating stock items.

● Obsolete

   An obsolete bill of materials is one that you think you no longer require. You can manually mark it as 'Obsolete', or it may become 'Obsolete' automatically by the introduction of a newer, 'Active' version. An 'Obsolete' bill of materials is still held on the system. These can be made 'Active' again as long as no other active bill of materials of the same reference exists.

● Dead

   A 'Dead' bill of materials is one that you know will never be used again. The bill of materials record is retained on the system for reference and reporting purposes. However, it can be deleted from the system if required. For more information about deleting a bill of materials, see *Purge BOMs on page 136*.

Note: While only an 'Active' bill of materials can be used, any bill of materials can be reactivated at any time. For more information about setting up version control in the Bill Of Materials module, see *Use version control when creating or editing BOMs on page 21*.

When the Version Control facility has been activated, you can also 'check out' a bill of materials. The 'Check Out' option flags the bill of materials with the name of the current user. Once this has been done, only that user can edit that bill of materials. By choosing to 'check out' a bill of materials, you can ensure that another system user does not use the bill of materials until it is 'checked in' once again. For more information about version control and using the 'check in' and 'check out' facility, see *Control a Bill of Materials on page 53*.

If you do not have version control enabled, you can only control the use of a bill of materials by putting the bill of materials 'on hold' to prevent any changes being made. The 'on hold' status can be applied to a bill of materials when you have issues about the bill of materials that need to be clarified before you continue allocating it. For example, you may have a query about a stock item that is used in a bill of materials. The module allows you to set up a list of reasons why a bill of materials has been placed on hold. You can then assign this reason to the bill of materials. Then, when another user tries to access that bill of materials, they can see why it has been placed on hold.

For more information about setting up the on hold statuses, see *The Reasons for Hold Tab on page 26*. For more information about putting a bill of materials on hold, see *To put a bill of materials 'on hold' on page 55*.

3

Set Up Bill of Materials

The setup process requires you to select the system settings to customise the Bill Of Materials module. This chapter explains the options available so that you can select the appropriate options for your business needs.

Before you begin ...

You must have:

✔ Set your Sage 200 defaults using the Accounting System Manager module. For more information, see your *Sage 200 Accounting System Manager User Guide.*

✔ Created your nominal accounts and specified your default nominal accounts in the Nominal Ledger, if you intend to post values to the Nominal Ledger. For more information, see your *Sage 200 Nominal Ledger User Guide.*

✔ Set up your Sage 200 Stock Control module and created your stock records. For more information, see your *Sage 200 Stock Documentation.*

✔ Read and understood.the previous chapter.For more information see *Chapter 2, Determine Your BOM Needs on page 9* .

> **Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

Remember ...

Use your help system. For more information on using the help system, see the *Sage 200 Operations Guide.*

Plan BOM Setup

The setup process builds on and complements the settings within the Accounting System Manager module. The aim of the process is to tailor the system to your company's needs. By doing so it saves you, and other users, time when using the system day-to-day.

Certain settings are used to enable the functionality described in the previous chapter. You should already know if you intend to:

- Use version control for your created bills of materials.

- Use additional costs in your bills of materials.

The following are new areas to consider. You need to decide:

- If you will include the costs of overheads into the final cost of your bills of materials.

- If you will allow negative stock levels when creating a bill of materials. That is, will you allow the allocation of stock, even when Sage 200 indicates that there is not enough stock in the warehouse?

- How you are going to post nominal entries (as an individual entry, or as a summary entry).

Considering your needs and requirements from the program, read through the settings that can be applied within the Bill Of Materials module and plan the setup process. Use the *Setup Process on page 28* to note down your requirements and refer to it as you complete the setup process.

BOM Settings

The default BOM settings are maintained in one window. These settings are grouped into sections using tabs. The settings that are applied here are applied to all bills of materials that are created.

To access the window, choose BOM Set Up > BOM Settings.

> **Note:** The Stock settings, assigned within the Stock module, take precedence over the BOM settings. For example, if stock items have been set up so that negative stock is not allowed, the Allow Negative Stock options in the Bill Of Materials module will not function, even if the settings have been selected.
> We recommend that you should check the settings in your Stock module before changing the settings in your Bill Of Materials module.

The Options Tab
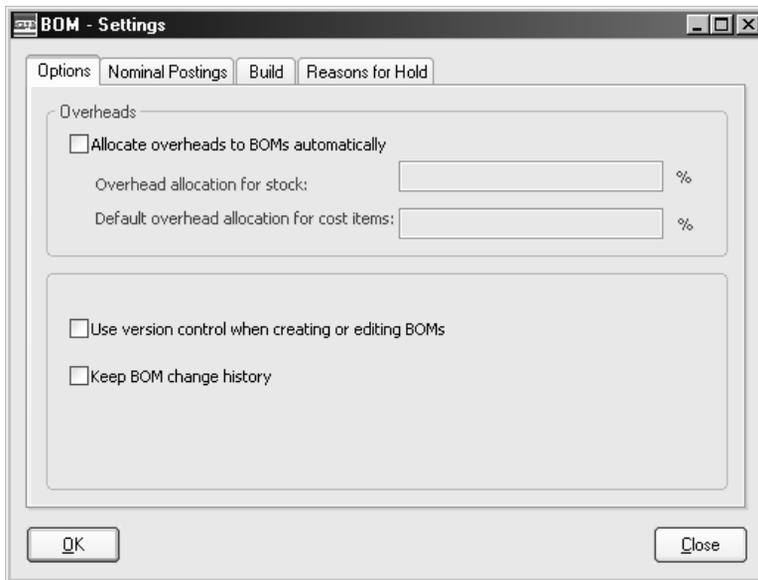
Allocate overheads to BOMs

If you have chosen to include overhead costs in your bills of materials, you can apply these costs to both stock and cost items:

● As a percentage of the stock cost.

This allocates a percentage amount to the total value of the components used in the bills of materials.

● As a default percentage of each cost item.

This allocates a percentage value to the cost of each individual cost item.

For more information about using costs in your bills of materials, see *Chapter 2, Introduce Costs into Your Bills Of Materials on page 13*.

Use version control when creating or editing BOMs

Allows you to use the version control function within the Bill Of Materials module. By using version control, you can assign a status to each bill of materials, so you can retain control over the bill of materials that can be allocated and edited.

For more information about how version control is used in the Bill Of Materials module, see *Version Control on page 14*.

Keep BOM change history

You can keep a log of the changes that you make to a bill of materials. By selecting the 'Keep BOM change history' check box, all changes to a bill of materials will be recorded. A summary of any changes can be found on the bill of materials' 'History' tab. This can be viewed by selecting Enquiries > View BOM Details. For more information, see *View BOM Details on page 61*.

The Nominal Postings Tab

Before you begin posting details from your bills of materials to the Nominal Ledger, you must set up how you want these postings to be made.

Build Postings

● Post summary entries only when building.

Creates a posting for the total cost of any items in a bill of materials that use same nominal code. Using this option keeps the number of nominal postings from the Bill Of Materials module to a single total posting for each nominal code.

If you have two of the same component in a bill of materials, and you select the 'Post summary entries...' option, the posting amounts would be as follows:

	Nominal Code	Posting Amount
Bill of Materials	13101	£25.00
Component 1 & 2	13112	£25.00

● Post individual entries for each component when building.

Allows a series of postings for each component allocated in a bill of materials. This gives you greater detail in the Nominal Ledger, by posting an individual cost amount for each component.

Using the same example as before, if you have two of the same component in a bill of materials, and you select the 'Post individual entries...' option, the posting amounts would be as follows:

	Nominal Code	**Posting Amount**
Bill of Materials	13101	£25.00
Component 1	13112	£10.00
Component 2	13112	£15.00

Nominal codes for build costs

Use the drop-down lists to select the nominal codes that are to be used to post values for direct costs and overhead costs. The cost centre, department details and nominal code descriptions are updated automatically once a nominal code is selected.

Note: If you want to create new nominal codes, specifically for use with your bills of materials, you must create the new nominal codes in the Nominal Ledger module.

The Build Tab
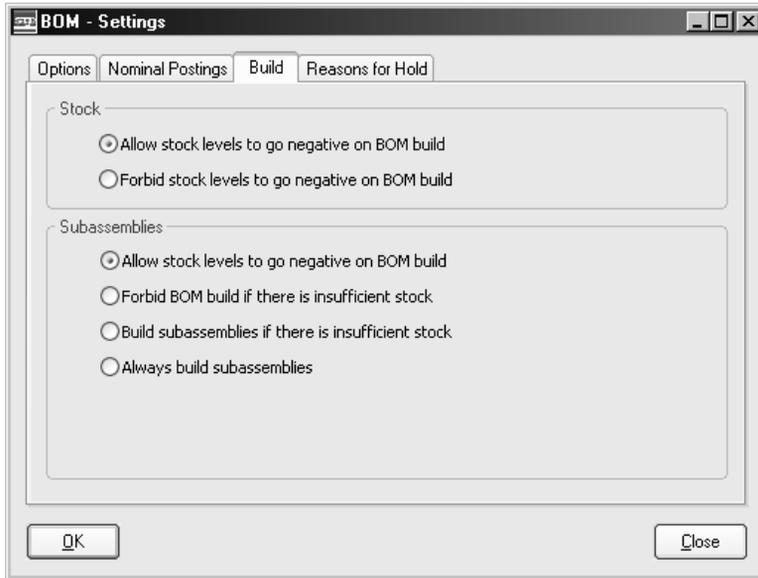
Stock

This setting relates to all of the components of a BOM including those of any subassemblies. The settings for the use of subassemblies, described in this section, are always considered first.

Note: The negative stock levels option in the Stock module takes precedence over the settings in the Bill Of Materials module. Therefore, to allow negative stock levels, you should ensure that the allow negative stock levels option has also been selected in the Stock module for each selected stock item listed.

● Allow stock levels to go negative on BOM build.

    This option allows you to allocate or issue the required level of all components in a bill of materials, including those that make up subassemblies, even if there is not enough stock of the component recorded in the Stock module.

● Forbid stock level to go negative on BOM build.

    This option prevents the allocation of stock of a bill of materials if there is not enough stock recorded in the Stock module.

Subassemblies

This setting allows you to control the use of any subassemblies included in a BOM. These settings control if, and when, new subassemblies are to be built to meet the requirements of a bill of materials.

- Allow stock levels to go negative on BOM build.

  If this option is selected, the number of any subassemblies required in the BOM will be allocated or issued, even if there is not enough stock of this subassembly in the Stock module. No new subassemblies will be built.

  This option can be used when the provision of stock of the subassemblies is a separate process, not controlled by this bill of materials, but where you confidently expect stocks of these to be made available quickly.

- Forbid BOM build if there is insufficient stock.

  This option will prevent the allocation or issue of stock of the subassemblies if there is not enough already recorded in the Stock module.

  This option is also used when the provision of the subassembly stock is not controlled by this BOM, but where you are not sure when stock of these will be available.

- Build subassemblies if there is insufficient stock.

  If there is insufficient stock of any subassembly, the system will allocate stock of the components required to build the missing subassemblies. This setting is dependent on the Stock setting described earlier.

  This is the most efficient option to use when the makeup of any subassemblies is also controlled by this BOM. It will use any created subassemblies, but allocate the stock to make up this deficiency. This can be used if you know that the stock of subassemblies already made up is not required elsewhere, for example, it is not due to be sold.

- Always build subassemblies

  This option will ignore any stock of the subassemblies already recorded in the Stock module. It will allocate stock of the components required to build the subassemblies, dependent on the Stock settings assigned on the 'Build' tab.

This option is used when subassemblies already in stock are not available to use in a bill of materials, for example, they have been created to sell.

The Reasons for Hold Tab
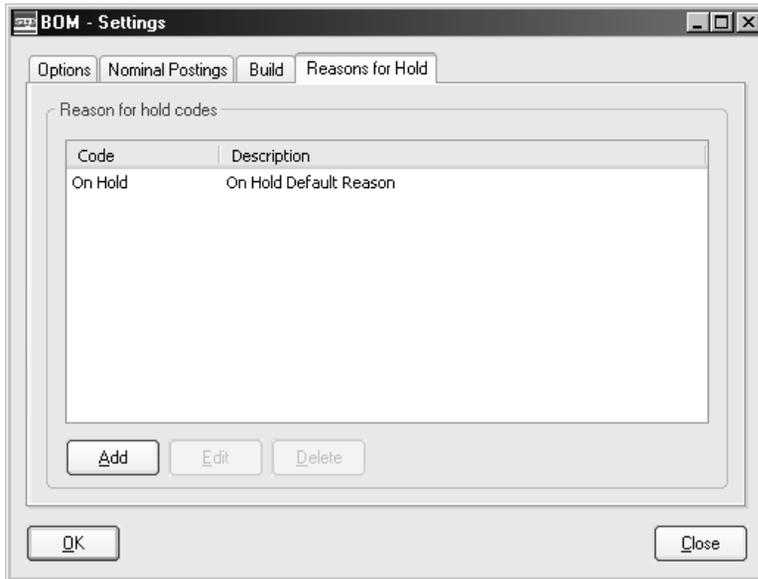
It is possible to prevent a user from adding, editing or allocating stock to a bill of materials by putting a recorded bill of materials 'on hold'. From the 'Reasons for Hold' tab you can set up a number of 'Reason for hold' codes that can be allocated to a bill of materials when you put a bill of materials 'on hold'.

Once an 'on hold' code is assigned to a bill of materials, a user can no longer add, edit or allocate stock to it until the code has been removed.

For more information about putting a bill of materials on hold, see *To put a bill of materials 'on hold' on page 55*.

To add or edit the Reasons for Hold tab

● Click BOM Set Up > 'BOM Settings.

● Click on the 'Reasons for Hold' tab.

● Either:

- To add a new reason, click 'Add'.

- To edit an existing reason, select the reason from the list and click 'Edit'.

- Add or change the code and description in the relevant boxes.

- Click 'OK' to save the details and return to the 'BOM Settings' window.

Setup Process

● Choose BOM Setup > BOM Settings.

Enter the information, highlighted in this chapter, in accordance with your business needs. (Use the checklist on the following pages to keep a copy of the settings that you have entered.)

Setup Checklist

Use this checklist to record the default setup information that you enter into the 'BOM Settings' window.

Options

Overheads

❑ Allocate overheads to BOMs.

Overhead allocation for stock.   %

Default overhead allocation for cost items.   %

Version control

❑ Use version control when creating or editing BOMs.

❑ Keep BOM change history.

Nominal Postings

Build postings

❑ Post summary entries only when building.

❑ Post individual entries for each component when building.

Nominal codes for build costs

	A/C Ref	CC	Dept
Direct costs			
Overhead costs			

Build

Stock

❑ Allow stock levels to go negative on BOM build.

❑ Forbid stock levels to go negative on BOM build.

Subassemblies

❑ Allow stock levels to go negative on BOM build.

❑ Forbid BOM build if there is insufficient stock.

❑ Build subassemblies if there is insufficient stock.

❑ Always build subassemblies.

Reasons for Hold

Reasons for hold codes

Code: Description:

4

Establish and Maintain a Bill of Materials

This chapter explains how to set up the individual components to make up your bills of materials.

Once set up, you can then edit and copy these bills of materials to meet your business requirements.

It is also possible to import an existing bill of materials into Sage 200.

Before you begin ...

You must have:

✔ Planned the set up of your bills of materials. For more information, see *Chapter 3, Set Up Bill of Materials*.

✔ Assigned your BOM Settings. For more information, see *Chapter 3, Set Up Bill of Materials*.

> **Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

Remember ...

Use your help system. For more information on using the help system, see the *Sage 200 Operations Guide.*

Create a Bill of Materials

Note: Before you create a bill of materials, you must have set up the items in the Stock module. The actual bill of materials must already be listed in the Stock module with a 'Bom details' status of 'Built item' or 'Phantom item'.

These are the ways that you can create a new bill of materials:

- Create a new bill of materials from scratch.

- Copy an existing bill of materials and amend it.

- Import an existing bill of materials.

> **Note:** The process of creating a new bill of materials only records the BOM details into the Bill Of Materials module. You must use the Allocate and record Built Items options to record the physical creation of a bill of materials. For more information, see *Allocate Items for Build on page 94*.

Enter a new bill of materials

To enter a new bill of materials, you must first enter the bill of materials' name, status and cost related details, and then select the stock items that are used to make the bill of materials.

Note: The bill of materials and any stock items used within it, must have already been created in the Stock module.

To enter a new bill of materials

- Choose BOM Records > Enter New BOM.

- Select the finished item stock code from the drop-down list to activate the 'Overview' tab. You can also select an item by product group by using the 'Product Group' drop-down list.

- Enter the name of the new bill of materials in the 'Name' box.

- If you do not want the bill of materials to be used immediately, put the bill of materials 'on hold' by selecting the 'On Hold' check box. Then choose a 'Reason For Hold' from the drop-down list.

- Enter the run amount in the 'Average Run Size' box. This is the number of finished items that will be made, by default, when you allocate a bill of materials. You can change this amount when allocating stock.

- If you want to include an additional reference for the stock items used in a bill of materials, select the 'Component references required' check box.

- By default, the 'Compute overhead cost automatically' check box is selected. This uses the overhead costs that are set up on the 'Options' tab in the BOM Settings.

    Alternatively,

- To manually assign a roll-up cost value to the cost of the entire bill of materials, leave the 'Compute overhead cost automatically' check box unchecked. An 'Overhead cost' box appears. Enter the overhead cost in the box.

Next, you can add the line items to the new bill of materials.

● Click 'Lines'.

If you have not saved the new bill of materials yet, you will be prompted to save it now. Click 'Yes' to save the information that you entered on the 'Overview' tab. You can then add individual items to the bill of materials via the 'Maintain BOM Line Items' window. For more information about the 'Maintain BOM Line Items' window, see *The Maintain BOM Line Items Window on page 38*.

Use the 'Maintain BOM Line Items' window to link individual components to a bill of materials. When you select an item, it appears in the 'BOM lines' area of the window. This view can be hidden by selecting the 'Hide BOM lines' check box.

● To add a line item, select the type of item from one of the four options: 'Stock item', 'Cost item', 'Comment' or 'Document'. Once a line type is selected, the list updates.

● Select an item from the items listed in the top-right corner of the window.

● Enter the number of items that you want to add to the bill of materials in the 'Quantity' box.

● Choose the unit of measure from the 'Units' drop-down list.

● Click 'Add to BOM' to attach the selected item to the bill of materials.

You can assign the component references to the bill of materials. If you are not using component references, you can add comments to the added BOM item.

● Click 'Component References' to add component reference details to the bill of materials. If the item does not use component references the 'BOM - Lines Details' window appears, allowing you to add text to the item line.

● If you are using component references, you can edit the reference codes in the 'BOM - Component References' window.

● If you have edited a reference or comment, click 'OK'.

● Click 'Close' to return to the 'BOM - Add Item Line' window.

● Click 'Save' to accept the new bill of materials details.

Note: If you are using version control for your bill of materials, the following message appears:
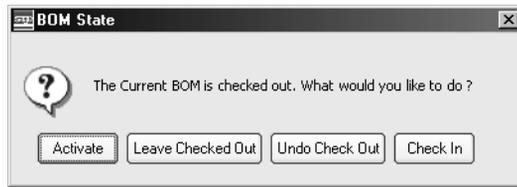
● Choose one of the buttons depending on what you would like to do:

Click 'Leave Checked Out' so that it cannot be updated accidentally by another user. The bill of materials is saved with a status of 'New'. To allocate stock items to this bill of materials, you must check in the record and then 'activate' it.

Click 'Activate' to save the bill of materials with a status of 'Active'. This bill of materials can be used straightaway.

Click 'Undo Check Out' to check the BOM back into the system without making any changes.

Click 'Check In' to save the bill of materials with a status of 'New'. This bill of materials can be edited by anyone on the system, but must be activated before any stock can be allocated to it.

The Maintain BOM Line Items Window

Use the 'Maintain BOM Lines Items' window to add or edit item details to your bill of materials. This window holds different information depending on the type of item that you have selected to add to the bill of materials record that you are creating.

You can select any of the following item types:

- Stock item
  Selecting this option will update the list with all active stock items listed in the Stock module. This list includes both individual components and subassemblies.

- Cost item
  Selecting this option will update the list with all cost items listed in the Bill Of Materials module. This allows you to incorporate staff or machinery costs into the bill of materials.

- Comment
  If necessary, use the 'Comment Line Type' to add any additional text to the bill of materials item list.

- Document
  If you include additional paperwork with a bill of materials, for example a manual, set up instructions or marketing material, you can select them as part of your finished bill of materials.

To add stock items to a bill of materials

- From the 'Maintain BOM Line Items' window, select the 'Stock item' option.

- Select a stock item from the 'Selectable Items' list.

  Alternatively, click on the Binocular button to open the 'Find a stock item' window. This allows you set up a customised search for specific items.

- Click 'Add to BOM'.

  The stock item is added to the 'BOM lines' area of the window.

- If the item has a reference, you can view the details by clicking 'Component References'.

  Note: If you are not using component references, only a 'Comment' area is displayed. If required, enter a comment in this window.

  Use the 'Move Up' and 'Move Down' buttons to shift the selected BOM lines up and down in the BOM Lines area of the window. To change the quantities in a BOM line, select the item and then click 'Edit'.

- Continue adding the remaining item lines to the bill of materials.

- Click 'Close' to return to the Enter BOM window.

To add cost item details to a bill of materials

● From the 'Maintain BOM Line Items' window, select the 'Cost Item' option.

  The window changes for the selected cost item.

● If the cost item does not exist, click 'New item' to create the new cost item. For more information, see *To add a cost item on page 135*.

● Select the cost item that you require from the list.

● Select the quantity and unit amount.

● Click 'Close' to return to the 'Enter BOM' window.

To add a comment to a bill of materials

● From the 'Maintain BOM Line Items' window, select the 'Comment' option.

● Enter any text that you want to add the bill of materials. You can add up to 200 characters.

● Click 'Add to BOM'.

  The comment is added to the 'BOM lines' area of the window.

● Continue adding the remaining item lines to the bill of materials.

● Click 'Close' to return to the 'Enter (or Amend) BOM' window.

To add a document to a bill of materials

- From the 'Maintain BOM Line Items', select the 'Document' option.

- Click 'Locate Document'.

- Use the 'BOM Attachments' window to find the document that you require.
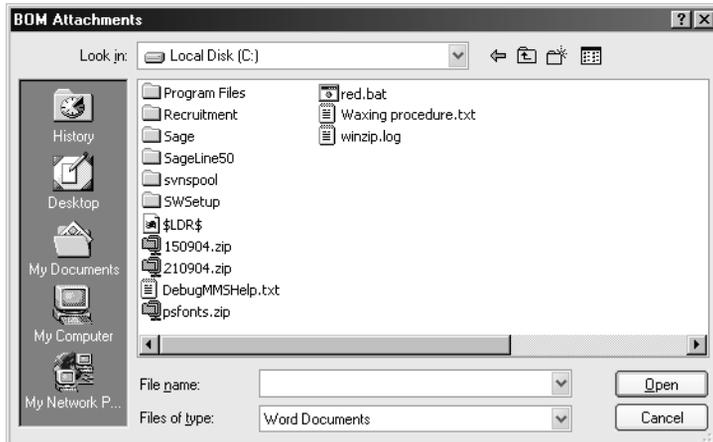
By default, the search will only display Microsoft Word documents (files with an extension of .doc). If the document is not in Word format, select 'Text file' from the 'Files of type' to display any files with an extension of .txt, or select 'All Files' to display every file in the folder.

- Click 'Open' to add the file to the bill of materials.

The file details are displayed in the 'Maintain BOM Line Items' window.

● Click 'Open Document' to view the selected document.

● Click 'Add to BOM' to include the document in the bill of materials item list.

● Continue adding the remaining item lines to the bill of materials.

● Once all of the line items have been added, click 'Close' to return to the 'New BOM' window.

Copy an Existing Bill of Materials

If you want to create a new bill of materials that uses a lot of information from an existing bill of materials, you can use the 'Copy BOM' option to save you the time of entering every individual stock, cost or subassembly item.

> **Note:** When copying a bill of materials, the Bill Of Materials module assumes that everything occurs in the same warehouse (that is, everything you need from a bill of materials is located in the same place). You will be unable to build a bill of materials if the items required are located at different locations.

To copy an entire bill of materials

- Choose 'BOM Records' > 'Enter New BOM'.

- Select the finished item in the 'Product Group' and 'Name' drop-down list to activate the 'Overview' tab.

- Click 'Copy BOM'.

- Select a BOM item from the 'Code' or 'Name' drop-down list.

    - If the bill of materials that you want to copy has more than one version, select the relevant version that you want to copy from the 'Version' drop-down list.

- Select the way that subassemblies are copied by selecting one of the following options:

- Use original subassembly BOM.
  Selecting this option will mean the subassemblies existing in the original bill, will be copied into the new one with the same item code.

- Create a new copy of the subassembly BOM.
  Selecting this will create new item codes for all subassemblies in the Stock module. These items will be identical to those in the original bill except for the subassembly code. If the original subassembly code was ABCD, the newly copied code will be ABCD_1.

- Click 'Copy'.

The new bill of materials will be populated with any stock, cost and subassembly details from the copied bill of materials.

- Click 'Save'.

If you are using the version control facility in the Bill Of Materials module, the 'BOM State' message appears.

- Choose one of the buttons depending on what you would like to do:

  - Click 'Leave Checked Out' so that it cannot be updated accidentally by another user. The bill of materials is saved with a status of 'New'. To allocate stock items to this bill of materials, you must check in the record and then 'activate' it.

  - Click 'Activate' to save the bill of materials with a status of 'Active'. This bill of materials can be used straightaway.

  - Click 'Check In' to save the bill of materials with a status of 'New'. This bill of materials can be edited by anyone on the system, but must be activated before any stock can be allocated to it.

Import a Bill of Materials

Use the 'Import BOM Records' option to import a BOM record from a CSV file or Microsoft Excel spreadsheet.

● Click BOM Setup > Import BOM Records.

● Specify whether you want to validate the records or whether you want to validate and import the bill of materials records.

● If you select the 'Validate and import records' option, select the check box if you also want to be prompted on-screen every time the import process detects a new stock item.

● Click 'OK'.

If the file being imported is validated, the new bill of materials details are added to the list of existing bill of materials.

Amend a Bill of Materials

Use the 'Amend BOM Details' option to edit any bill of materials records. You can change stock item amounts, change the stock item make-up of a bill of materials, or even put a bill of materials 'on hold' so that it cannot be used. Any time the bill of materials is amended, details of the changes are recorded.

If a finished bill of materials is made of a series of subassemblies, you must change the subassembly to change the makeup of the bill of materials.

Note: If you are using the Version Control facility, you cannot edit a bill of materials unless it has a status of 'Active' (or 'New' if you are the person who has the BOM 'checked out').

To amend an existing bill of materials

● Choose BOM Records > Amend BOM Details.

● Choose the bill of materials from the 'Product Group' and 'Code' drop-down list. Alternatively, click 'Show All' to view all recorded bills of materials.

● Select the bill of materials that you want to edit and click 'Amend BOM'.

- Edit the bill of materials details on the 'Overview' tab and 'Maintain BOM Line Items' window.

  If the 'Keep Change History' option has been selected in the 'BOM Settings' window, the details of previous changes are listed on the 'History' tab.

- Click 'Save' to record your changes.

  If you are using the Version Control facility, the following message appears:
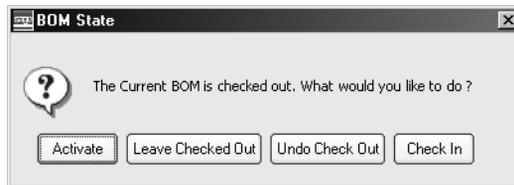
- Choose one of the buttons depending on what you would like to do.

  - Click 'Leave Checked Out' so that it cannot be updated accidentally by another user. The bill of materials is saved with a status of 'New'. To allocate stock items to this bill of materials, you must check in the record and then 'activate' it.

  - The 'Activate' button saves the bill of materials with a status of 'Active'. This bill of materials can be used straightaway.

  - The 'Undo Check Out' button deletes the changes made to the bill of materials.

  - The 'Check In' button saves the bill of materials with a status of 'New'. This bill of materials can be edited by anyone on the system, but must be activated before any stock can be allocated to it.

  The changes will be saved, and the time and date of these changes will be recorded on the 'History' tab for that bill of materials.

Delete a Bill of Materials

You can only use the 'Remove BOM' option if you have activated the 'Use version control when creating or editing BOMs' option within the 'BOM Settings' window. Use the 'Remove BOM' option to remove an active or obsolete bill of materials record from the Bill Of Materials module. The 'Remove BOM' option will automatically change the version of the bill of materials to 'Dead'. After using the 'Remove BOM' option, you can then use the Purge option to fully delete any bills of materials from the module. For instructions about purging a bill of materials, see *Purge BOMs on page 136*.

Note: Using the 'Remove BOM' option will only delete the bill of materials record; all bill of materials, subassembly and stock item information will still be listed in the Stock module.

Alternatively, you can edit an existing bill of materials by deleting a specific item line.

To remove an entire bill of materials

● Choose BOM Records > Remove BOM.

● Choose the bill of materials from the 'Product Group' and 'Name' drop-down list. Alternatively, click 'Show All' to view all of the bill of materials that have been recorded.

● Select the bill of materials that you want to edit from the BOMs list and click 'Remove BOM'.

A confirmation message appears.

● Click 'Yes' to remove the selected bill of materials.

To remove an item from a bill of materials

● Choose BOM Records > Amend BOM Details.

● Choose the bill of materials from the 'Product Group' and 'Code' drop-down list. Alternatively, click 'Show All' to view all of the bill of materials that have been recorded.

● Select a bill of materials from the list and click 'Amend BOM'.

● Select the 'Lines' button to display the bill of materials details, and highlight the required item line from the 'BOM lines' list.
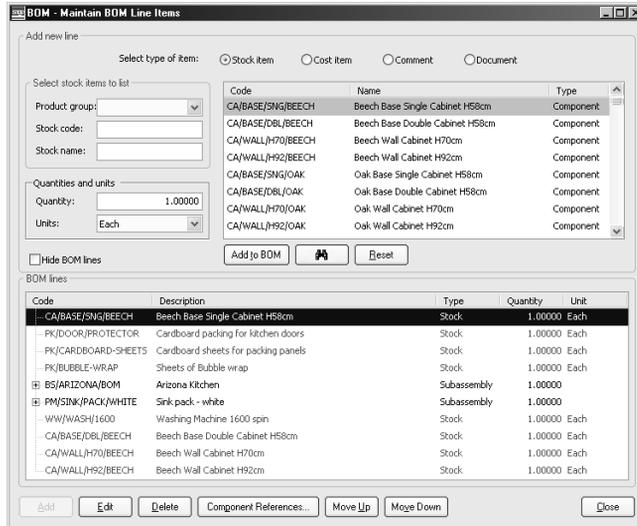
● Click 'Delete'.

A confirmation message appears.

● Click 'Yes' to delete the item line.

● Click 'Close' to return to the previous window, or you can continue to delete item lines from the selected bill of materials.

● Click 'Save' to record the changes.

Component References

If your business uses batch or serial numbers, a bill of materials record may have one or a number of component references entered against it. These references can be edited when creating a new bill of materials.

You may also use component references when you have certain components that need to be associated with specific tasks, positions or processes within a bill of materials.
For example, a circuit board is made up of transistors; and in many cases, several different types of transistor. In such a case, these transistors can only be placed into certain positions. Transistor type 1 can only be placed in position A, C and E, whereas transistor type 2 can only be placed in position B, D, F and G. The component references set up against Transistor type 1 may be 'PosA,PosC,PosE', whereas those set up against transistor type 2 would be 'PosB,PosD,PosF,PosG'.

The 'Validate' button will check for any reference that is used more than once anywhere within this bill of materials, and display a warning if the reference is incorrect. These references should be completely unique within a bill of materials. Additionally, if you have chosen to use a specific number of a component, then, if you are using component references, the system will expect you to enter the same number of different references. If it is detected that this is not the case, an on-screen warning will appear.

To add or edit a component reference

● Click BOM Records > Enter New BOM (or 'Amend BOM').

● Select the item that you want to create the bill of materials for.

● Click 'Lines'.

● Select the item line that you want to add or edit the component reference for.

● Click 'Component References'.

  The screen that appears depends on the type of item that has been selected.

● Add (or Edit) the component references where necessary.

● Click 'OK' to record the changes, or click 'Cancel' to close the 'Component References' window.

● Continue entering the rest of your bill of materials information.

To validate a subassembly component reference

● Click BOM Records > Amend BOM Details.

● Select the bill of materials item that you want to create the bill of materials for.

● Click 'Amend BOM'.

● Click 'Lines'.

● Select 'Subassembly' in the 'Type' drop-down list.

● Click 'Component References'.

If the bill of materials has a component reference assigned to it, a reference code will be displayed.

● Click 'Validate'.

The component reference is checked to make sure that it is in the correct format.

Control a Bill of Materials

Within the 'BOM Records' option, you can also change the BOM status and use a 'Check In' system to enable you to have greater control over the use of a bill of materials.

Version Control

If you have activated the version control facility in the 'BOM Settings' area of the module, you can change the status of a bill of materials. This allows you to create a new bill of materials, based on the current bill of materials, without having to delete or amend the current, active version. For more introductory information, see *Version Control on page 14*.

If you are not using the version control facility, you still have a level of control over your bill of materials records by using the 'on hold' facility. The option allows you to flag a specific bill of materials so that it cannot be used until the 'on hold' flag has been removed. This allows you to prevent accidental allocation of stock when you have a query about the bill of materials.

To enable the version control facility

● Click BOM Setup > BOM Settings.

● Click 'Use version control when creating or editing BOMs'.

● Click 'OK' to save the settings and close the 'BOM Settings' window.

  You can now set a BOM status to a bill of materials record. From now on, when you add or edit a bill of materials, you will be prompted to activate or check in the bill of materials.

To change a BOM status

Note: You can only assign BOM statuses if you have enabled the 'Version Control' facility. Otherwise you can only put the bill of materials record 'on hold'.

● Click 'BOM Records'.

● Click 'Change BOM Status'.

● Select the bill of materials record that you require from the 'Product Code' and 'Code' drop-down list. Alternatively, click 'Show All' to display all bills of materials that has been recorded in the module.

  The bill of materials details are listed in the window.

● Select the required bill of materials from the list.

The options available from the screen are dependent on the status of the bill of materials that is currently selected. To show those bills of materials that have a status of 'Dead', click the 'Show Dead BOMs' check box.

● Click one of the following buttons:

  ● If the selected bill of materials has a status of New, click 'Make Active' to allocate stock to the bill of materials. **Note:** If you are using version control, you cannot make a bill of materials 'Active' if it has been 'checked out'.

  ● If the status is Active, click 'Make Obsolete'. This marks the BOM so that it can no longer be used. The details of the BOM remain on the system.

  ● If the status is Obsolete, click 'Make Active' to allow you to use the bill of materials again.

To put a bill of materials 'on hold'

- Click 'BOM Records'.

- Click 'Change BOM Status'.

- Select the bill of materials that you require from the 'Product Code' and 'Code' drop-down list. Alternatively, click 'Show All' to display all bills of materials that have been recorded in the module.

  The bill of materials details are listed in the window.

- Select the required bill of materials from the list.

- Click 'Put On Hold'.

- Select a reason for hold from the drop-down list and click 'OK'.

  The bill of materials is flagged as 'on hold'. You cannot edit, or allocate stock to the bill of materials unless the 'on hold' flag is removed.

To remove the 'on hold' status from a bill of materials

- Click 'BOM Records'.

- Click 'Change BOM Status'.

- Select the bill of materials that you require from the 'Product Code' and 'Code' drop-down list. Alternatively, click 'Show All' to display every bill of materials that has been recorded in the module.

  The bill of materials details are listed in the window. The text 'On Hold' will be displayed alongside any bill of materials that has already been placed on hold previously.

- Select the required bill of materials from the list.

- Click the 'Release from Hold' button.

  The status 'On Hold' is removed for the bill of materials. This bill of materials can now be edited and used to allocate stock.

Check In and Check Out a Bill of Materials

If you are using the version control facility, when you enter a new bill of materials or amend an existing bill of materials, your system detects that a change is being made and so automatically 'checks out' that bill of materials.

In doing so, it prevents any other user changing that bill of materials, or allocating stock to it while you are making changes. Once 'checked out', no more changes can be made to the bill of materials, except by the person who checked the bill of materials out.

To 'Check Out' a bill of materials

● Enter a new, or edit an existing, bill of materials and click 'Save'.

 A message appears giving you a number of choices:
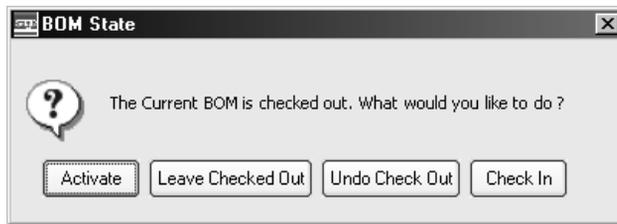
● Click 'Leave Checked Out' so that it cannot be updated accidentally by another user. The bill of materials is saved with a status of 'New'. To allocate stock items to this bill of materials, you must check in the record and then 'activate' it.

 The other buttons do the following:

 ● The 'Activate' button saves the bill of materials with a status of 'Active'. This bill of materials can be used straightaway.

 ● **Amend BOM option only:** The 'Undo Check Out' button deletes the bill of materials if it is a new bill of materials. If it is an existing bill of materials the changes are not recorded.

 ● The 'Check In' button saves the bill of materials with a status of 'New'. This bill of materials can be edited by anyone on the system, but must be activated before any stock can be allocated to it.

To 'Check In' a bill of materials

Note: You can only 'check in' a bill of materials if you are the same user who originally 'checked out' the bill of materials.

● Click 'BOM Records'.

● Click 'Check In BOMs'.

● Either select the 'Product Group' and 'Name' of an individual stock item, or click 'Show All' to see all bill of materials that are currently checked out.

● Select the check box next to the bill of materials that you want to check in.

● Click 'Check In'.

A confirmation message appears.

● Click 'Yes' to confirm the check in process.

The newly checked in bill of materials will disappear from the list.

● Click 'Close'.

5

View and Report on Bill of Materials

Once you have set up a list of the bills of materials that you produce, you can view specific enquiries and print a number of reports giving you information about the makeup of each bill of materials.

If necessary, you can also view and print reports on individual stock items to see which bills of materials they are used in.

Finally, it is possible to compare the makeup of different bill of materials to see how many and which components are used in each.

Before you begin ...

You must have:

✔ Set up your bills of materials. For more information see *Chapter 3, Set Up Bill of Materials*.

> **Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

Remember ...

Use your help system. For more information on using the help system, see the *Sage 200 Operations Guide.*

View BOM Details

The 'View BOM Details' option allows you to view the details of a bills of materials.

To view the BOM details

● Click Enquiries > View BOM Details.

● Select the required bill of materials by:

  ● Selecting the 'Product group' that you require from the drop-down list. The 'Description' information for the selected product group appears automatically. Selecting the product group filters the information shown in the 'Code' drop-down list.

  ● Selecting the 'Code' or 'Name' in the appropriate drop-down list.

  Alternatively, click 'Show All' to display all stock or cost items.

Once the 'Code' or 'Name' has been selected, all relevant bills of materials will be displayed in the list.

● Select the required bill of materials from the list.

● Click 'View BOM' to view the specific details about the bill of materials.

From this window you can see the general details for the bill of materials on the 'Overview' tab, the individual stock, cost and subassembly details on the 'Line' tab, and view the change history on the 'History' tab (if it has been enabled on the BOM Settings tab).

View BOMs Checked Out

If you have enabled the Version Control facility you can prevent other users from editing or allocating stock to a bill of materials, by 'checking out' the bill of materials. The 'View BOMs Checked Out' window allows you to see which user is responsible for 'checking out' a bill of materials.

For the basics about how version control works, see *Version Control on page 14*. For information about setting up version control in the Bill Of Materials module, see *To enable the version control facility on page 53*.

To view the 'checked out' BOMs list

● Click Enquiries > View BOMs Checked Out.
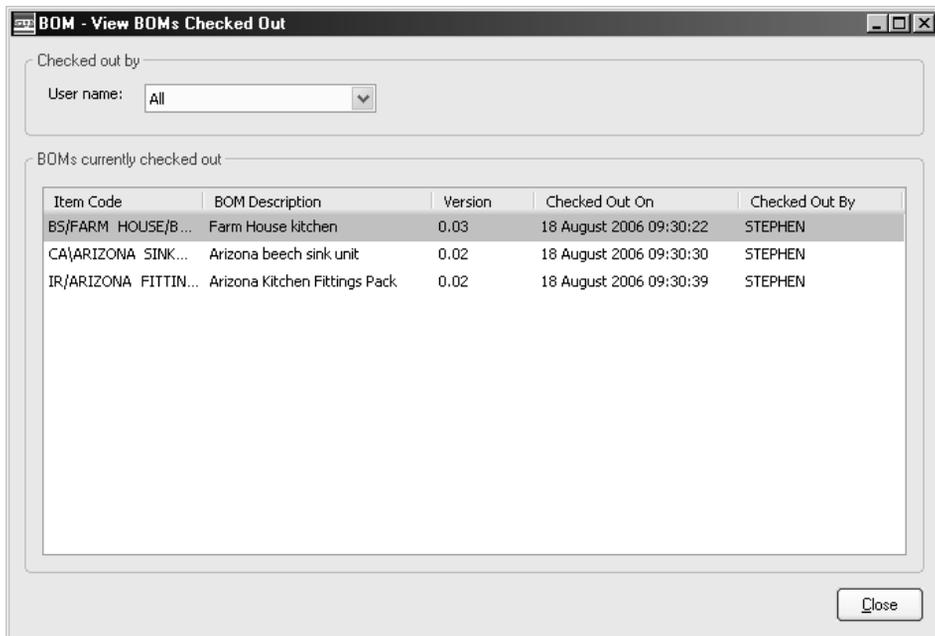
By default, the window displays all bill of materials that have been checked out. This window also displays: the version number, the time and date when the bill of materials was 'checked out', and the name of the user who is currently updating the bill of materials.

● To narrow a search, use the 'User Name' drop-down list. This allows you to see only those bill of materials that have been checked out by a single user.

● Click 'Close' to return to the previous window.

View BOM Lines

The 'View BOM Line' option allows you to see the line details that make a subassembly or bill of materials. The 'BOM Lines' list shows the code, type, description and quantity used of each item that make up the bill of materials or subassembly.

To view the BOM Lines window

● Click Enquiries > View BOM Lines.

● Select a bill of materials using the 'Product group', 'Code' and 'Name' drop-down list.

   The bill of materials details are displayed in the 'BOM lines' area of the window.

● Narrow down the details displayed using the 'Levels' drop-down list. From this list you can select:

   ● 'All' - Displays all items in the bill of materials. Subassemblies are included and can be expanded.

- 'Top Level' - Displays the top level of the bill of materials, that is; the subassembly items and other items that make up the main bill of materials. Nothing that makes up the subassembly is shown.

- 'Bottom Level' - Displays the bottom level of the bill of materials; that is, every single stock and cost item that makes the bill of materials, including those that make up the subassemblies. The subassemblies themselves are not displayed.

- If required, and if you have version control enabled, use the 'Status' drop-down list to view those bill of materials with a specific status assigned to it. If you have a number of different versions of the same bill of materials on your system, you can select a specific version number for the bill of materials from the 'Version' drop-down list.

View Where Used

Use the 'View Where Used' enquiry to see what bills of materials include a selected stock or cost item. The settings on this window allow you to narrow down the bills of materials that are displayed.

To view the View Where Used window

● Click Enquiries > View Where Used.

● Select whether the item you are looking for is a stock item or a cost item in the 'Item type' area of the window.

● Select the required bills of materials by:

  ● Selecting the 'Product group' that you require from the drop-down list. The 'Description' information for the selected product group appears automatically. Selecting the product group filters the information shown in the 'Code' drop-down list.

  ● Selecting the 'Code' or 'Name' in the appropriate drop-down list.

Any bills of materials where the stock or cost item is used is listed in the window.

● The list of bills of materials can be filtered further by selecting an option from the 'Parent Selection' drop down list. You can select one of three options:

   ● 'All parents in hierarchy' - This is the default setting. This displays all subassemblies and top-level bills of materials where the selected stock or cost item is used.

   ● 'Immediate parents only' - This option displays any bills of materials or subassembly where the selected stock or cost item is directly used. If the stock (or cost) item is used in a subassembly, only the subassembly will be displayed in the list. The final bill of materials that the subassembly is used in, is not displayed.

      Selecting the 'Immediate parents only' option activates the 'Status selection' area of the window. From here you can filter the bill of materials list by status. Choose the 'Select parent by their status' option and then select the appropriate status check boxes.

   ● 'Top level parents only' - Selecting this option displays only the final bills of materials where the stock or cost item is used. If the stock (or cost) item is used as part of a subassembly that makes up the final bills of materials, only the final bills of materials are displayed in the list.

Phantom Built Items Details

Use the 'Phantom Built Items Details' report to view details of the phantom items that are listed in your Sage 200 system.

To view the Phantom Built Items Details

● Click Reports > Phantom Built Items Details.

● If you have a large number of BOM records listed in the Bill Of Materials module, select a specific record, or range of records, from the 'Criteria' drop down lists on the 'Phantom Built Item Details' window.
Alternatively, leave the default settings to view all of the records.

● Click 'OK' to preview the report.

   ● If you use specific report settings and intend to print this report frequently, you can save the report settings by clicking 'Save'.

BOM Costing Report

The 'BOM Costing Report' displays a breakdown of all of the costs associated with the selected bill of materials. The report shows the total cost broken down into overheads, per batch expenses, per unit expense and the per unit material cost.

To view the BOM Costing Report

● Click Reports > BOM Costing Report.
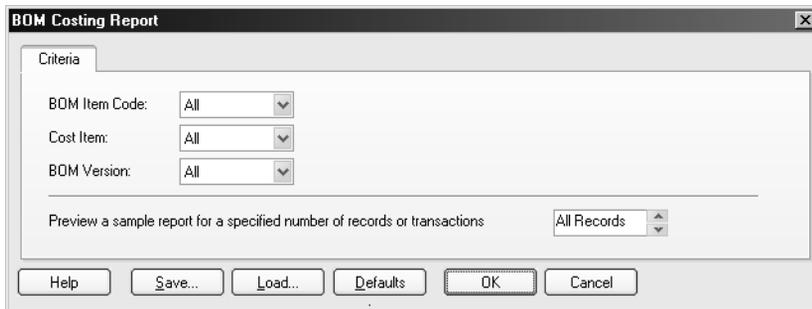
● If you have a large number of BOM records listed in the Bill Of Materials module, select a specific record, or range of records, from the 'Criteria' window. Alternatively, leave the default settings to view all of the records.

● If you use specific report settings and intend to print this report frequently, you can save the report settings by clicking 'Save'.

● Click 'OK' to preview the report.

Sales Orders With Items To Be Made From BOM

Use this report to display any sales orders that include an order for any bill of materials.

To view the Sales Order With Items... Report

● Click Reports > Sales Orders With Items To Be Made From BOM.

● If you have a large number of BOM records listed in the Bill Of Materials module, select a specific record, or range of records, from the 'Criteria' window.
Alternatively, leave the default settings to view all of the records.

● Click 'OK' to preview the report.

  ● If you use specific report settings and intend to print this report frequently, you can save the report settings by clicking 'Save'.

Sales Orders With Items To Be Made From BOM

	Date	17/08/2006
	Time	10:59:34

Customer : ABB001   Abbey Retail Ltd   Currency : £

Quotation	: 0000000012	Status : Live				
Date :	31/01/2006			Net	VAT	Gross
Promised Delivery :	02/03/2006	Priority :		14404.50	2520.79	16925.29
Line Item			Allocated	Quantity	Despatch Quantity	Line Total
1	BS/NEW-ENGLAND/BOM	New England Kitchen	0.00000	5.00000	0.00000	14404.50

Customer : GE0001   George Grey Construction   Currency : £

Sales Order	: 0000000225	Status : Live				
Date :	14/06/2006			Net	VAT	Gross
Promised Delivery :	28/06/2006	Priority : A		11523.60	2016.63	13540.23
Line Item			Allocated	Quantity	Despatch Quantity	Line Total
1	BS/NEW-ENGLAND/BOM	New England Kitchen	0.00000	4.00000	2.00000	11640.00

Customer : KIT002   Kitsch Kitchens   Currency : £

Sales Order	: 0000000202	Status : Live				
Date :	18/05/2006			Net	VAT	Gross
Promised Delivery :		Priority : B		4049.65	708.69	4758.34
Line Item			Allocated	Quantity	Despatch Quantity	Line Total
1	BS/NEW-ENGLAND/BOM	New England Kitchen	1.00000	1.00000	0.00000	2910.00

Sales Order	: 0000000229	Status : Live				
Date :	15/06/2006			Net	VAT	Gross
Promised Delivery :		Priority : A		14291.21	0.00	14291.21
Line Item			Allocated	Quantity	Despatch Quantity	Line Total
1	BS/NEW-ENGLAND/BOM	New England Kitchen	3.00000	3.00000	0.00000	14291.21

BOM Status Report

Use the 'BOM Status' report to print or view a list of all the bill of materials listed in your Sage 200 system, along with its status and, if applicable, the reason why the bill of materials has been put on hold.

To view the BOM Status Report

● Click Reports > BOM Status Report.

● If you have a large number of BOM records listed in the Bill Of Materials module, select a specific record, or range of records, from the 'Criteria' window.
Alternatively, leave the default settings to view all of the records.

● Click 'OK' to preview the report.

  ● If you use specific report settings and intend to print this report frequently, you can save the report settings by clicking 'Save'.

The BOM Details Reports

Use the reports listed in the 'Reports' folder to view and print information about the bills of materials and components that have been recorded in the Bill Of Materials module. From the BOM folder you can view four different reports:

- Top Level Only

- Bottom Level Only

- Consolidated

- Hierarchical

The Top Level Only Report

Use the 'Top Level Only' report to view or print a list of all components and subassemblies that make up a bill of materials. The report does not include details of the components that make up these subassemblies.

For example, using the bicycle example, the 'Top Level Only' report lists that the bill of materials includes two wheels, but does not include details of the components that make up those wheels (such as tyres, spokes and wheel rims).

	Quantity	Type
Bike	1	
Rear Wheel	1	Subassembly
Saddle	1	Stock Item
Front Wheel	1	Subassembly
Frame	1	Subassembly
Eng 1	3	Per Unit
Build Manual	n/a	Document

To print a Top Level Only report

● Choose Reports > BOM **>** Top Level Only.

● Select one of the following:
A 'Product group' from the drop-down list,
An 'Code' from the drop-down list, or,
A 'Name' from the drop-down list.

A list of bills of materials appear, based on the selection that you have made.

● Alternatively, click 'Show All' to view a list of all of the bills of materials entered into the module.

● If you have a large number of bills of materials recorded, and you are using version control, you can filter the list by selecting a status from the 'Status' drop-down list.

● Select the BOM that you want to print from the list.

● Click 'Print'.

The report is displayed within the 'Report Designer' window.

The Bottom Level Only Report

Use the 'Bottom Level Only' report to view or print a list of all individual components that make up a bill of materials, including those that make up any subassemblies. The subassemblies are not listed.

Using the bicycle example, the 'Bottom Level' report lists all individual components that make up the bicycle, but does not include information about whether the items are part of a subassembly. If the bicycle has 20 spokes per wheel, the 'Bottom Level Only' report will include the component 'spoke' twice (once for each wheel), displaying an amount 20 items in each one.

	Quantity	Type
Bike	1	
Gears	1	Stock Item
Set-up	2	Once
Eng 2	0.5	Per Unit
Rim	1	Stock Item
Spokes	20	Stock Item
Tyre	1	Stock Item
Saddle	1	Stock Item
Set-up	2	Once
Eng 2	0.5	Per Unit
Rim	1	Stock Item
Spokes	20	Stock Item
Tyre	1	Stock Item
Materials	1	Stock Item
Tubes	6	Stock Item
Welding Machine	2	Per Unit
Eng 2	0.5	Per Unit
Eng 1	3	Per Unit
Build Manual	n/a	Document

To print a Bottom Level Only report

● Choose Reports > BOM > Bottom Level Only.

● Select one of the following:
A 'Product Group' from the drop-down list,
An 'Code' from the drop-down list, or,
A 'Name' from the drop-down list.

A list of bills of materials appear, based on the selection that you have made.

● Alternatively, click 'Show All' to view a list of all of the bills of materials entered into the module.

● If you have a large number of bills of materials recorded in the BOM module, and you are using version control, you can filter the list by selecting a 'Status' from the drop-down list.

● Select the BOM that you want to print from the list.

● Click 'Print'.

The report is displayed within the 'Report Designer' window.

The Consolidated Report

Use the 'Consolidated' report to view or print a list of all individual components that make up a bill of materials including those that make the subassemblies. The subassemblies themselves are not listed. Multiple components used in the production of a bill of materials will be listed once, with the amount of items listed.

Using the bicycle example, if the bicycle has 20 spokes per wheel, the 'Consolidated' report will only list the item 'Spoke' once, and show that there are 40 occurrences in the bill of materials for that product.

	Quantity	Type
Bike	1	
Gears	1	Stock Item
Set-up	4	Once
Eng 2	1.5	Per Unit
Rim	2	Stock Item
Spokes	40	Stock Item
Tyre	2	Stock Item
Saddle	1	Stock Item
Materials	1	Stock Item
Tubes	6	Stock Item
Welding Machine	2	Per Unit
Eng 1	3	Per Unit
Build Manual	n/a	Document

To print a Consolidated report

● Choose Reports > BOM **>** Consolidated.

● Select one of the following:
A 'Product group' from the drop-down list,
An 'Code' from the drop-down list, or,
A 'Name' from the drop-down list.

A list of bills of materials appear, based on the selection that you have made.

● Alternatively, click 'Show All' to view a list of all bills of materials that have been entered into the module.

● If you have a large number of bills of materials recorded in the BOM module, and you are using version control, you can filter the list by selecting a status from the 'Status' drop-down list.

● Select the BOM that you want to print from the list.

● Click 'Print'.

The report is displayed within the 'Report Designer' window.

The Hierarchical Report

Use the 'Hierarchical Only' report to view or print a list of all subassemblies and individual components that make up a bill of materials. This report is formatted so that you can see which items are part of a subassembly.

The bicycle example, expressed in hierarchical form, can be seen as:

	Quantity	Type
Bike	1	
Rear Wheel	1	Stock Item
Gears	1	Stock Item
Wheel	1	Phantom
Set-up	2	Per Batch
Eng 2	0.5	Per Unit
Rim	1	Stock Item
Spokes	20	Stock Item
Tyre	1	Stock Item
Saddle	1	Stock Item
Front Wheel	1	Stock Item
Wheel	1	Phantom
Set-up	2	Once
Eng 2	0.5	Per Unit
Rim	1	Stock Item
Spokes	20	Stock Item
Tyre	1	Stock Item
Frame	1	Stock Item
Materials	1	Stock Item
Tubes	6	Stock Item
Welding Machine	2	Per Unit
Eng 2	0.5	Per Unit
Eng 1	3	Per Unit
Build Manual	n/a	Document

To print a Hierarchical report

● Choose Reports > BOM > Hierarchical.

● Select one of the following:
A 'Product group' from the drop-down list,

An 'Code' from the drop-down list, or,
A 'Name' from the drop-down list.

A list of bill of materials appear, based on the selection that you have made.

- Alternatively, click 'Show All' to view a list of all of the bills of materials entered into the module.

- If you have a large number of bills of materials recorded in the BOM module, and you are using version control, you can filter the list by selecting a status from the Status drop-down list.

- Select the BOM that you want to print from the list.

- Click 'Print'.

The report is displayed within the 'Report Designer' window.
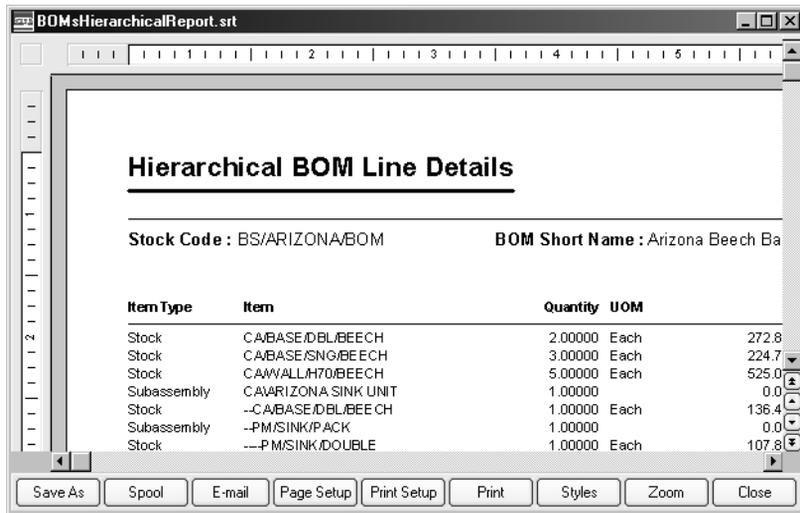
The 'Where Used' Reports

The reports listed in the 'Where Used' folder allow you to select a stock item to see where this stock item is used in your recorded bills of materials. You can select one of three types of 'Where Used' report:

● Immediate Parents Only.

   Displays the finished item or subassemblies to which the selected item belongs directly. This report will not show higher level parents; it will only display the next level up.

● Top Level Parents Only.

   Displays only the finished product to which the selected item belongs. No subassembly details are displayed.

● Indented 'Hierarchy Of Parents'.

   Displays the finished items and subassemblies (in an indented format) that contain the selected item.

To print a 'Where Used' report

● Choose 'Reports' > 'Where Used'.

● Select one of the following report types: 'Immediate Parents', 'Top Level Parents Only' or 'Indented Hierarchy Of Parents'.

● Select whether you want to report on a 'Stock item' or 'Expense item' by selecting the relevant option.

● Select either the 'Product group', 'Code' and 'Name' from one of the drop-down lists.

● By default, leave the 'Current version' option selected to view a report on active bill of materials. Alternatively, if you are using version control, choose the 'Select status' option and then select any of the 'Status' check boxes to run a report on any of the bills of materials that have been created in the module.

● Click 'Print'.

The report is displayed within the 'Report Designer' window.
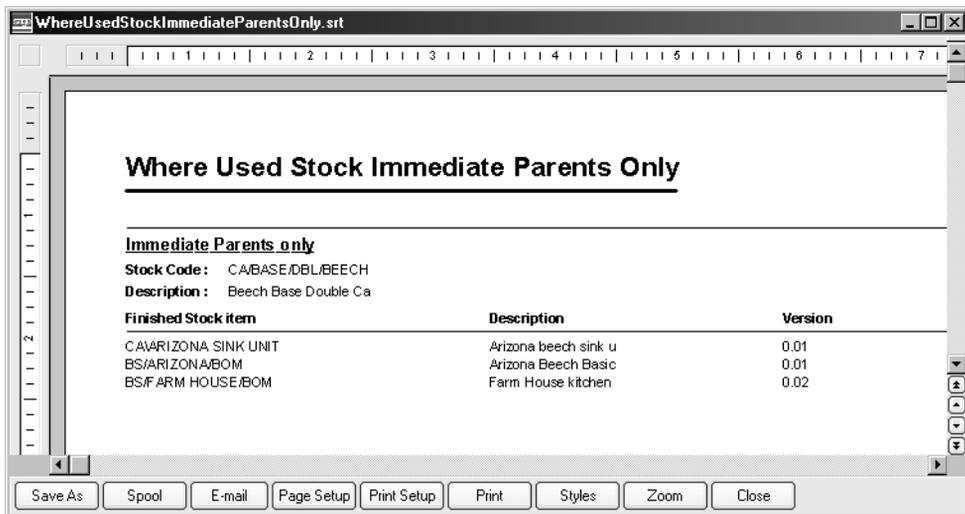
Audit Trail Log For BOM

Use the 'Audit Trail Log' report to see detailed audit trail information about specific stock items. The options available to you allow you to view the audit trail information for a stock item by version, by user and by date.

To print the Audit Trail Log report

● Choose Reports > Audit Trail Log For BOM.

● Specify the details of the report.

  ● If you are running a report to see who has activated a particular bill of materials, select a user from the 'User name' drop-down list.

  ● If you are running a report on a specific bill of materials item, select an item from the drop-down list. If that bill of materials has more than one version, and you want to see the details of a specific version, select the version number in the 'Version' drop-down list.

  ● Finally, you can choose to run the report based on the dates that the BOMs were activated. To do this, enter the 'Date range' details.

● Click 'View Report'.

The report is displayed within the 'Report Designer' window.

The 'Compare Two BOMs' Report

Use the 'Compare Two BOMs' report to compare lines on two BOMs and highlight any differences, for example, lines that exist on one and not the other. This is useful for comparing two versions of the same BOM or two BOMs that contain many of the same components.

To print the Compare Two BOMs report

● Choose Reports > Compare Two BOMs **>** Consolidated.
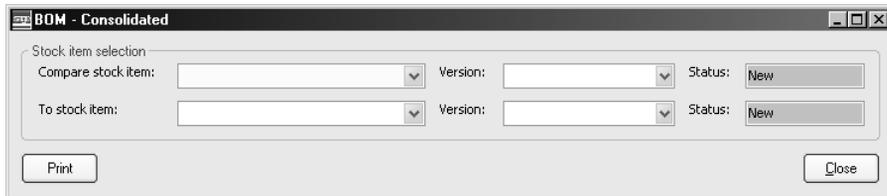
● Select the two bills of materials from the 'Compare stock item' and 'To stock item' drop-down boxes.

● If you use a number of versions of the BOM for this stock item, select the required version of each bill of materials in the 'Version' drop-down list.

● Click 'Print'.

The report shows the stock items that are used in both bills of materials. Alongside this list, a column displays a brief explanation of any differences; for example, 'BOMLines exist for BOM-1 but not for BOM-2'.

6

Build a Bill of Materials

Once you have set up your bills of materials records, you can use the 'BOM Processing' options, described in this chapter, to record the creation of a finished bill of materials.

Before you begin ...

You must have:

✔ Created your bills of materials. For more information see *Chapter 4, Establish and Maintain a Bill of Materials*.

✔ Where applicable, run your 'BOM Reports' and/or 'BOM Enquiries' to check that the bills of materials are set up correctly. For more information, see *Chapter 5, View and Report on Bill of Materials*.

> **Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

Remember ...

Use your help system. For more information on using the help system, see the *Sage 200 Operations Guide.*

The Build Process

Once you have created your bills of materials records, you can control their creation using the 'BOM Processing' options. The 'BOM Processing' options allow you to test the stock levels to make sure that you have enough stock in your warehouse as well as actually record the creation of a bill of materials.

The following diagram shows the work-flow we recommend that you take when building a bill of materials:

```
                        ┌──────────────────┐
                        │   Trial Build    │
                        └──────────────────┘
                                 │
                                 ▼
        ┌──────────────────────────────────────────────┐
        │        ┌──────────────────────────┐           │
        │        │  1. Allocate Stock Items │           │
        │        └──────────────────────────┘           │
        │                     │                          │
        │                     ▼                          │
        │     ┌──────────────────────────────────┐      │
        │     │  2. (if necessary) Add or Edit    │      │
        │     │           Allocations             │      │
        │     └──────────────────────────────────┘      │
        │                     │                          │
        │                     ▼                          │
        │  ┌───────────────────────────────────────┐    │
        │  │ 3. (if necessary) Assign Serial Numbers│    │
        │  │        to Stock Items *                │    │
        │  └───────────────────────────────────────┘    │
        │                     │                          │
        │                     ▼                          │
        │     ┌──────────────────────────────────┐      │
        │     │     4. Print Picking Lists        │      │
        │     └──────────────────────────────────┘      │
        └──────────────────────────────────────────────┘
                                 │
                                 ▼
              ┌──────────────────────────┐
              │      Confirm Build        │
              └──────────────────────────┘
```
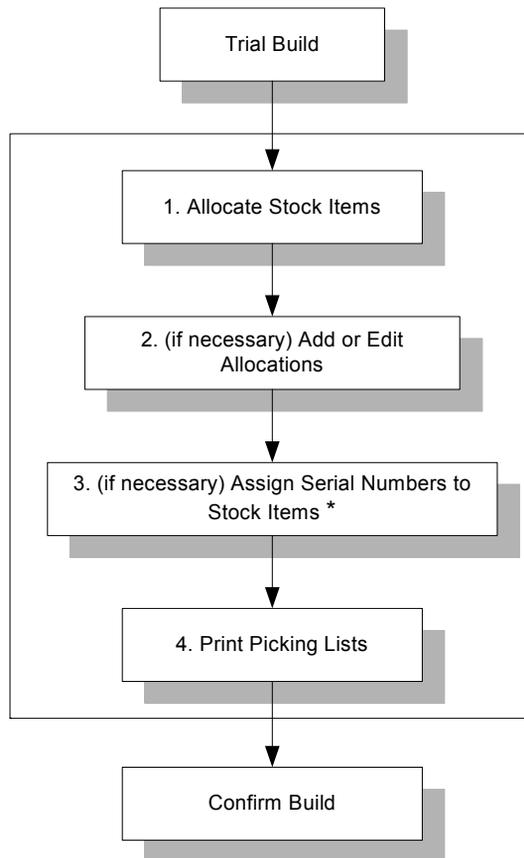
* The point at which you allocate serial numbers is dependant on the settings in your Stock module. You can either allocate serial numbers at the allocation stage or at the confirmation stage.

Trial Build

Use the 'Trial Build' option as a practice build. This option calculates the amount of stock that would be necessary to build the required bill of materials. Once the calculations have been made, a list is displayed of those stock items where there is not enough stock recorded in the Stock module.

Allocate Items for Build

Use the 'Allocate Items for Build' option to reserve the stock items that you require to build the bill of materials.

Add or Edit Stock Allocations

If the 'Allocate Items for Build' indicates that there are shortfalls in the recorded stock levels in a warehouse, use the 'Add Items' option to manually change the amount of stock that is required. Use the 'Edit Items' option to substitute an existing stock item with one that has the required stock levels. Alternatively, if you produce variations on a standard bill of materials, you can set up the standard bill of materials and then account for that variation at this stage.

For example, you may produce a finished item in a variety of colours, with the dye or paint as a component item in the bill of materials. In such cases, rather than create a single bill of materials for each colour that you produce, you can create a single bill of materials, and then use the 'Edit Stock' option to change the dye/paint colour.

Assign Serial Numbers to Stock Items

Serial numbers can be allocated to raw materials (if any of the items in the bill of materials is traceable) and to finished goods. Allocating a serial number to raw materials allows you to see where they are used in the finished goods.

The point at which this is done depends on the settings in the Stock module. The assigning of serial or batch numbers will be done during the 'Allocate Items for Build' process or during the 'Record Built Items' process.

Picking Lists

This allows you to print a list of required stock items. This can be given to your warehouse staff so that they can retrieve the correct stock items from the warehouse.

Confirm Build

Once a potential build of a bill of materials has been passed through the 'Allocate Stock Items' process, the used stock items can be flagged as being used in the 'Confirm Build' option.

Trial Build (View Availability)

The 'Trial Build' option allows you to check that you have enough stock in your warehouse before you begin making the item.

To view the availability for a bill of materials

● Choose BOM Processing > Trial Build.

● Select the warehouse from the 'Name' drop-down list.

● Select 'Add Item'.

- Select the stock item that you want to build from the 'Product Group' and 'Code' drop-down lists. Alternatively, select the name of the item from the 'Name' drop-down list. Once selected, the other item details are filled in automatically.

- Enter the amount that you want to build in the 'Quantity' box.

- Click 'OK'.

  The item is added to the 'Trial Build' window.

- Continue adding any bill of materials that you want to build.

- Select whether you want to allow negative stock in any subassemblies by selecting one of the options from the 'Subassemblies Stock' area of the window. These default settings are set up on the 'BOM Settings' option. For more information, see *Subassemblies on page 25*.

- Select whether you want to allow negative stock for individual components by selecting an option from the 'Component Stock' area of the window. For more information, see *Stock on page 24*.

- Once all bill of materials are listed in the window, click 'View Availability'.

  The 'View Stock Availability' window shows the number of stock items for each selected bill of materials. By default, the screen only shows the stock level details for those items where there is not enough stock in the warehouse. Clear the 'Show Only Shortages' check box to show all items in the selected bill of materials.

Add Items for Build

When creating a trial build or when you are allocating stock to build, you must add any bill of materials that you want to build.

To add items for build

- From the 'Add Items For Build' window, select the 'Product Group' from the drop-down list.

- Select an 'Item' or 'Name' from the drop-down list.

- Enter the quantity required in the 'Quantity' box.

  The 'UOM' (units of measure), 'Version' and 'Status' information is filled in automatically.

- Click 'OK' to add the selected bill to the 'Trial Build' or 'Allocate Items for Build' window.

Allocate Items for Build

Use the 'Allocate' process to reserve components from a warehouse so that they can be used to build a required set of finished items. The process works out the details of the items and quantities required for the specified build.

When allocating stock items so that you can make up a bill of materials you must remember the following:

● During the process of building, the system cannot keep a record of where the allocated stock is located. For example, the system will not know whether the stock has been used in a build or if it is still waiting to be used.

● A bill of materials record cannot deal with stock adjustments. If too many or too few stock items are made up from a set of components, you must manually add or delete the finished items to keep your records up-to-date. This is especially important in certain industries, such as food production, where you may make more (or less) than the originally estimated amount.

● The 'Allocation' option can only be used for 'complete builds'. You cannot use the option to reserve stock items for half of a bill of materials, so that the other half of the stock items can be allocated at a later date.

To allocate items for a bill of materials

● Choose BOM Processing > Allocate Items for Build.

● Select the warehouse from the 'Name' drop-down list.

● Select 'Add Item'.

● Select the bill of materials that you want to allocate items to from the 'Item' drop-down list. Alternatively, select the name of the item from the 'Name' drop-down list. Once selected, the other item details on the window are filled in automatically.

● Click 'OK'.

   The item is added to the 'Allocate Items For Build' window.

● Continue adding any further bill of materials that you want to allocate items to.

● Select how you want to handle any subassemblies and components used in the bill of materials. The default settings are those that were selected in the 'BOM - Settings' window.

  ● Select whether you want to allow negative stock in any subassemblies by selecting one of the options from the 'Subassemblies Stock' area of the window.

  ● Select whether you want to allow negative stock for individual components by selecting an option from the 'Component Stock' area of the window.

● Once all items for the bill of materials are listed in the window, click 'Allocate'.

The 'Confirm Allocations' window appears.
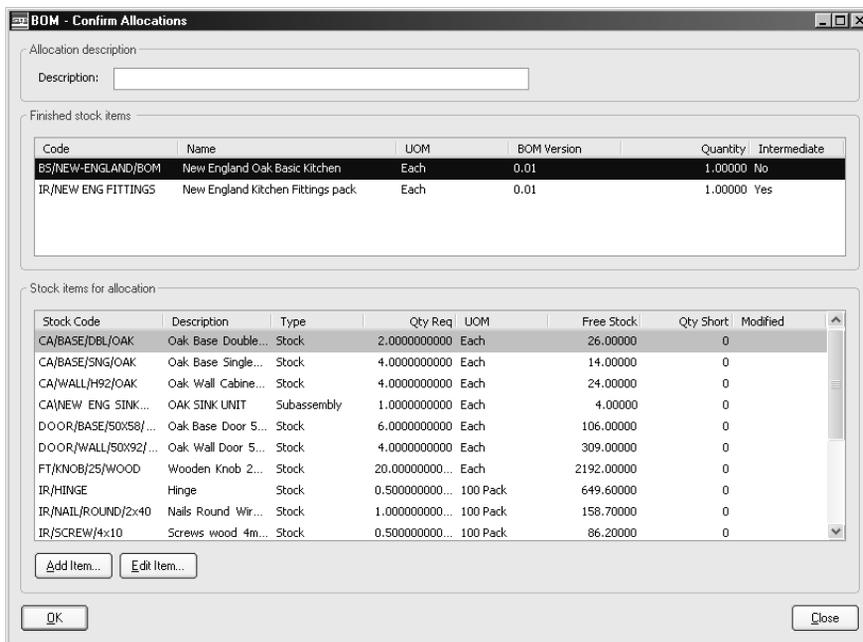
Note: The figure above displays the 'Confirm Allocations' window when the 'Allow Negative Stock' options have been selected.

● Check the details in the 'Confirm Allocations' window and then click 'OK'. If necessary, you can add new items or edit existing items.

● If you are not using batch or serial numbers, the 'Allocation Report' appears.

Note: It is not possible to record built items if the bill of materials includes traceable components. However, if the item to be built is traceable and the components it uses are not, it is possible to assign a traceable number to the finished item.

If the 'Numbers selected when allocating stock' option is selected in the Stock Control module's Maintain Stock Control Settings window, and you are using batch or serial numbers, the 'BOM - Select Allocation Batch Numbers' window appears. This allows you to select specific batches or serial numbers for each stock item within a bill of materials.

- If you are using the 'Numbers selected when allocating stock' option, allocate the serial numbers to each stock item listed. You must also confirm the quantity of stock items that you want to allocate. For more information about allocating batch numbers, see *Allocation Batch Numbers on page 101*.

- Once the batch numbers and stock quantities have been entered, click 'OK' to view the 'Allocation Report'.

A reference number is automatically assigned to the allocated bill of materials. This is the reference number that must be selected when you are confirming the build allocation.

● Select the 'Print Picking List' check box to produce a report that can be used to select the correct stock items.

  If you are using the 'Numbers selected when allocating stock' option, the picking list will display the batch/serial numbers for each selected item in the bill of materials.

● Click 'Close' to close the 'Allocation Report'.

● Click 'OK' to complete the procedure.

The stock allocation is now complete. You can now use the 'Confirm Build' option to record the bill of materials build. For more information, see *Confirm Build on page 104*.

Add and Edit Stock Allocations

Once the stock items have been allocated, it is still possible to add or edit the stock allocation manually, using the 'Add Item' and 'Edit Item' options within the 'Allocate Items For Build' facility. If there is sufficient stock to complete the builds required, or if the options have been selected to allow stock levels to go negative, if there is insufficient stock, the 'Confirm Allocations' window is displayed. Otherwise, a warning message will appear informing you that there is insufficient stock, and you will be unable to continue.

The top half of the window shows the finished items that you selected for this allocation process. The bottom half of the window will list all stock items required to build the selected finished items, showing the quantity required for the builds, the current free stock and any shortages. Continuing with the 'Allocation' process means that the stock level for any item showing a shortage will become a negative amount.

From here you can:

● Add more stock items to those that have already been allocated.

● Add new stock items.

● Substitute one stock item for another.

This facility can also be used to account for changes in any standard bill of materials that you create. For example, your company may produce a bill of materials in a standard colour, but you may also have alternative colours available that are not sold as frequently. In such a case, you could set up the standard bill of materials, but select the alternative paint or dye via the 'Edit Stock Allocation' option to account for any orders that come in for the non-standard colour.

To add stock items to the bill of materials allocation

From the 'Confirm Allocations' window, you can add further items that you want to include into the selected bill of materials.

● Click 'Add Item'.

- Select a new stock item to be allocated from the 'Code' or 'Name' drop-down list.

- Enter the quantity of the stock item that you want to add.

- Click 'OK'. The new stock is added to the list. The 'Modified' column includes the text 'Added' alongside the new item.

- Click 'OK'.

  If the 'Numbers selected when allocating stock' option is selected in the Stock Control module's 'Maintain Stock Control Settings' window, and you are using batch and serial numbers, the 'BOM - Select Allocation Serial Numbers' window is displayed. From here you must allocate a serial number to each stock item before you can continue. For more information, see *Allocation Batch Numbers on page 101*.

To edit the stock allocation on a bill of materials

From the 'Confirm Allocations' window, you can select an alternative or amend the quantity required.

- Select the item that you want to edit from the 'Stock items for allocation' list.

- Click 'Edit Item'.

  The 'Allocate With Changes' window appears showing the selected stock item's details.

You can choose to edit the details here in one of these ways.

- If there are not enough stock items being used in the bill of materials, you can you can enter a lower amount in the 'Quantity' box.

- Alternatively, if you have set up substitute stock items in the Stock module, you can select a substitute to replace the selected stock item. Select the substitute item from the 'Specify substitute stock code' area of the window.

- Click 'OK' to return to the 'Confirm Allocations' window.

- Click 'OK' to continue.

If the 'Numbers selected when allocating stock' option is selected in the Stock Control module's Maintain Stock Control Settings window, and you are using batch and serial numbers, the 'BOM - Select Allocation Serial Numbers window' is displayed. From here you must allocate a serial number to each stock item. For more information, see *Allocation Batch Numbers on page 101*.

Allocation Batch Numbers

You can set up your Sage 200 system so that both raw materials and finished goods can have batch numbers assigned to them. Assigning a batch number to an individual stock item allows you to trace where a particular stock item is used in a bill of materials.

If any stock items have been set up in the stock module with a batch or serial number, the 'BOM - Select Allocation Batch Numbers' window will appear during the stock allocation procedure in either the 'Allocate Items for Build' or 'Record Built Items'.

Note: Where and how these numbers are assigned, are dependant on the options that are set within the Stock module. The 'Options' tab in the 'Maintain Stock Control Settings' window within the Stock module, specifies whether the batch/serial numbers must be selected at the stock allocation stage or at the despatch stock stage.

You must select the batch number and batch quantity for each stock item listed in the window.

You can allocate the batch number to a stock item in one of three ways:

● Manually allocate a batch number to a stock item.

   Using this procedure, you must assign a batch number to each individual stock item in the list, and then enter the amount required for each batch.

● 'Auto Allocate' a batch number to a single stock item.

  This procedure automatically selects the first available batch number for the selected stock item.

● 'Auto Allocate' a batch number to all stock items.

  This procedure automatically allocates all stock items with the first available batch number for that product.

To manually allocate a batch number to a stock item
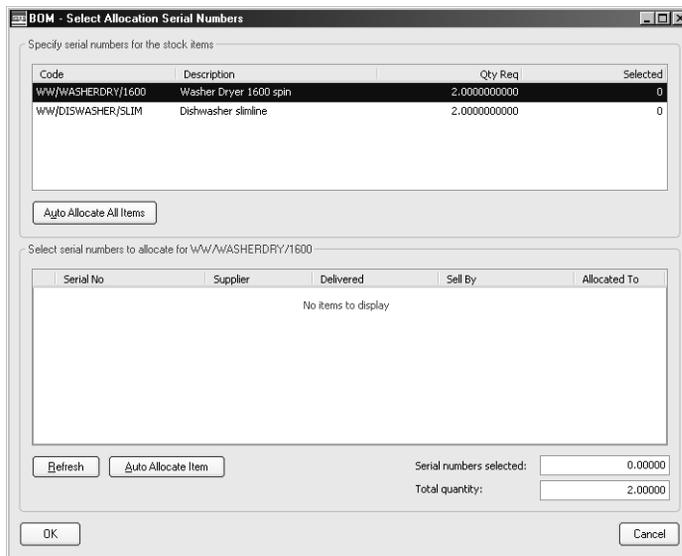
● From the 'BOM - Select Allocation Batch Numbers' window, select an item from the top list. A list of potential batch numbers appears in the bottom half of the window.

● Select the appropriate batch number(s) that you want to use.

● Enter the amount of stock items to allocate in the 'Quantity' box. You can split this amount amongst different batch items.

● Repeat this for every stock item in the list.

Note: The total stock quantity entered, must equal the amount specified in the 'Total quantity' box. The 'Batch quantities selected' box will be highlighted in yellow and you will not be able to continue with the procedure unless the quantity required exceeds the quantity in stock. In such a case a temporary number is assigned.

● Click 'OK' to continue with the allocation procedure.

To 'Auto Allocate' a batch number to a single stock item

● From the 'BOM - Select Allocation Batch Numbers' window, select an item from the top list. A list of potential batch numbers appears in the bottom half of the window.

● Click 'Auto Allocate Item'.

The first batch number in the list is selected automatically and the stock quantities are entered for you.

● Repeat this for every stock item in the list.

Note: The total stock quantity entered, must equal the amount specified in the 'Total Quantity' box. The 'Batch Quantities Selected' box will be highlighted in yellow and you will not be able to continue with the procedure unless the quantity required exceeds the quantity in stock. In such a case a temporary number is assigned.

● Click 'OK' to continue with the allocation procedure.

To 'Auto Allocate' batch numbers to all stock items

● From the 'BOM - Select Allocation Batch Numbers' window, select an item from the top list. A list of potential batch numbers appears in the bottom half of the window.

● Click 'Auto Allocate All Items'.

The first batch number in the list is selected automatically for every stock item and the stock quantities are entered for you.

● Click 'OK' to continue with the allocation procedure.

Confirm Build

The 'Confirm Build' option is used to build, or partially build, the finished items that have been highlighted in the 'Allocate Items for Build' option.

> **Note:** Once stock has been made up, you cannot roll-back the build. All allocated stock items must be unallocated to free the stock items. For more information, see *Unallocate Items for Build on page 114*.

To confirm a bill of materials build

● Choose BOM Processing > Confirm Build.

● Select the correct 'Allocation Reference' from the list of previously allocated bills of materials.

● Check the details on the tabs on the window. See the following pages for more information.

On the Finished Stock Items tab

Use the 'Finished Stock Items' tab to view the stock items in the bill of materials. If necessary you can change the quantity required on this tab in the 'Build Quantity' column.

On the Options Specified tab

Use the 'Options Specified' tab to view the options that were set when the bill of materials was allocated.

On the Allocation Details tab

Use the 'Allocation Details' tab to view the stock that has been reserved for the bill of materials, as well as the amount of stock left in the warehouse.
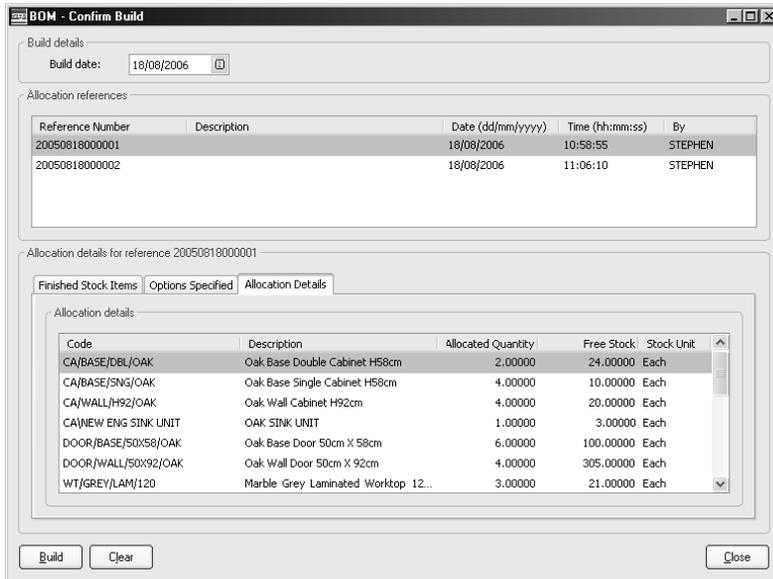
- Once all of the details have been checked on all three tabs, click 'Build'.

  If there are no batch or serial numbers associated with the bill of materials, the 'Build Report' appears.

  If you are using batch or serial numbers and the 'Numbers selected when allocating stock' option is selected in the Stock Control module's 'Maintain Stock Control Settings' window, follow the next three steps:

  - If the bill of materials is a traceable item (i.e. it has a serial number), the 'Confirm Details of Finished Item' window appears. Enter the details of the finished bill of materials and click 'OK'.

  - If the stock items have batch numbers associated with them, click 'Component Serial/ Batch Nos'. For more information about confirming batch and serial numbers, see *Confirming Batch and Serial Numbers on page 109*.

- Select a batch number and quantity for each listed stock item.

- Click 'OK' to continue to the 'Build Report'.

Alternatively, if you are using batch or serial numbers and the 'Numbers selected when despatching stock' option is selected, follow these steps:

- From the 'Select Allocation Serial Numbers' window, select the serial numbers from the list and click 'OK'.

- If the finished bill of materials is a traceable item (i.e. it has a serial number), enter the serial number for the selected bill of materials and click 'OK'.

- Click the 'Component Serial Batch Nos' button.

- Select the required serial numbers from the list and then click 'OK'.

Once all of the serial numbers have been allocated, the 'Build Report' appears.

- Click 'Close' to close the window. You can now process any built bill of materials, using the 'Record Built Items' option. For more information, see *Record Built Items on page 112*.

Confirming Batch and Serial Numbers

If you have stock items in an allocated bill of materials that use batch or serial numbers, you must confirm these numbers during the confirmation process. If you use batch numbers to identify your finished bill of materials, the 'BOM - Confirm Details of Finished Items' window allows you to set a batch number.

The 'BOM - Confirm Batch/Serial Numbers for Components' window allows you to set batch numbers for each stock item that has been set to use batch or serial numbers within the Stock module.

To confirm a serial or batch number for finished items

If the finished bill of materials is traceable, i.e it has a serial number assigned to it, the 'Confirm Details of Finished Items' window appears during the allocation or despatch process.

From this window, you must assign reference numbers to each finished bill of materials.

● Click in the 'Batch No' column and enter a batch code into the box.

● Enter an amount in the 'Quantity' column.

   If you are building more than one bill of materials, from different batches, enter as many new batch numbers and quantity amounts as required.

● Click the 'Component Serial/Batch Nos' button to enter a serial number for an individual stock item.

Follow the next set of instructions to assign a serial number to an individual stock item.

To confirm a serial or batch number for each item

● From the 'Confirm Details of Finished Items' window, click 'Component Serial/Batch Nos'.

   The 'Confirm Batch/Serial Numbers for Components' window appears. The window displays all stock items that have a batch or serial number assigned to them. From this window you must assign reference numbers to each component used in the bills of materials.

● Choose a component from the 'BOM Lines' list. The batch details associated with the selected stock item are displayed in the bottom half of the window.

● Select a batch number from the list by selecting the required check box.

● Enter the amount of bill of materials required in the 'Quantity' column.

   Note: The total stock quantity entered must equal the amount specified in the 'Quantity Required' box. The 'Batch Quantities Selected' box will be highlighted in yellow and you will not be able to continue with the procedure unless the quantity required exceeds the quantity in stock. In such a case a temporary number is assigned.

● Repeat this for each stock item listed.

● Click 'OK'.

   The 'Build Report' appears. Closing the 'Build Report', finishes the 'Confirmation' process.

Record Built Items

Use the 'Record Built Items' option to record any finished bill of materials. You can only use this option if you do not use batch or serial numbers for the individual stock items.

To record madeup items

● Choose BOM Processing > Record Built Items.

● Select a warehouse from the drop-down list.

● Click 'Add Item'.

● From the 'Add Item For Build' window, select a bill of materials from the drop-down list.

● Click 'OK'.

● Select how you want to process negative stock for subassemblies and components.

● Click 'Confirm' to view the confirmation details for the bill of materials.

- If necessary, add items or edit existing items on the 'Confirm Build Items' window.

- Click 'OK'.

- The 'Build Report' window appears.

  You have completed the 'Record Built Items' process.

Unallocate Items for Build

Use the 'Unallocate Items for Build' option to release components reserved for use via the 'Allocate' option. You can even use this option to unallocate a specific number of finished stock items, rather than every stock item that has been listed.

To unallocate items for a bill of materials

●   Choose BOM Processing > Unallocate Items for Build.

●   Select the bill of materials from the 'Unallocate Items for Build' window.

●   Check the details in the 'Finished Stock Items', 'Options Specified' and 'Allocation Details' tabs.

●   Enter an amount to unallocate in the 'Unallocation Quantity' column on the 'Finished Stock Items' tab.

●   Click 'Unallocate'.

    A warning message appears.

● Click 'Yes' to continue unallocating the components from the selected finished items. The stock amounts listed for the unallocated bill of materials will be freed so that they can be used in other allocations.

The 'Unallocation Report' appears. This report lists the finished stock items that have been unallocated, as well as the individual components and quantities that make up these finished stock items.

● Click 'Close' to close the 'Unallocation Report' and return to the main bill of materials screen.

The unallocated stock items are added to the free stock item amounts in the Stock module.

The Unallocation Report

The 'Unallocation Report' displays any stock items that have been released as a result of the unallocation process.

The report shows the details, (reference code, description and quantity) of the stock items that have been unallocated.

Upon unallocation, these stock items will be released back into the Stock module so they can be allocated into another bill of materials.

The Picking List

Use the 'Picking List' option to view or print a report that can be given to your warehouse staff so that they can make up your confirmed bill of materials.

The 'Print Picking Lists' window shows any of these items.

● A list of finished items with outstanding quantities.

● A list of intermediate items with outstanding quantities.

● A list of allocated items with outstanding allocated quantities.

● Any batch/serial numbers that have been assigned to any stock items.

To print a picking list

● Choose BOM Processing > Picking List.

● Select an 'Allocation' reference number from the list.

● Check the details in the window to ensure that it is the correct bill of materials and then click 'Print'.

    The 'Picking List' will appear on-screen.

● Click 'Print' to print a copy of the report.

Amending a Picking List

Use the 'Amend Picking List' option to change the stock locations and serial numbers allocated in a previous picking list.

To amend a picking list

● Choose BOM Processing > Amend Picking List.

● Select the 'Picking List' that you want to amend from the list.

● Click 'View Allocations'.
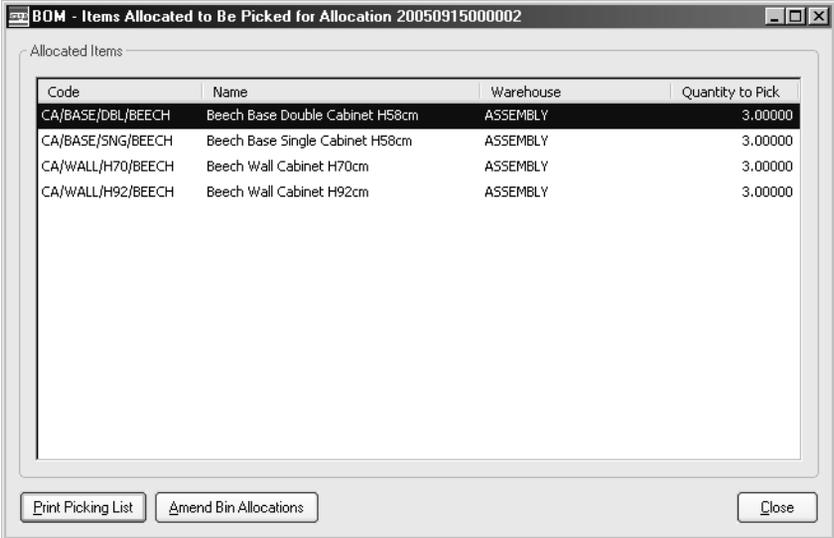
● Select the details that you want to edit.

● Click 'Amend Bin Allocation'.

- Enter the new details in the window.

- Click 'Save' to record the changes and return to previous window.

- If necessary, click 'Print Picking List' to print a copy of the amended picking list.

- Click 'Close' to return to the 'Amend Picking List' window.

7

Manage and Change your Bill of Materials

In the day-to-day running of your business you may change stock items to those from different suppliers, or replace out-of-date items.

The global replace and delete options allow you to account for these changes in every bill of materials that you have created.

Before you begin ...

You must have:

✔ Planned the changes that you need to make to your existing bills of materials. For more information, see *Chapter 2, Determine Your BOM Needs*.

✔ Set up your BOM settings. For more information, see *Chapter 3, Set Up Bill of Materials*.

✔ Created your bills of materials. For more information, see *Chapter 4, Establish and Maintain a Bill of Materials*.

> **Note:** You must have suitable security privileges to perform these activities. See your system administrator for more information.

Remember ...

Use your help system. For more information on using the help system, see the *Sage 200 Operations Guide.*

Global Replace

In the Stock module, you can set up your stock items with substitute items on the 'Alternatives' tab. The 'Replace Item' option allows you to substitute any of the stock items in your bills of materials.

● Choose BOM Maintenance > Replace Item.

● Select whether the item to be replaced is a stock item or a cost item.

● Select the stock item from either the 'Code' or 'Name' drop-down list in the 'Stock Item to Replace' area of the window.

  The window is updated to display all bill of materials that include the selected stock item.

● Select the replacement stock item from either the 'Product group' and 'Code' drop-down list in the 'Replace with' area of the window.

● Click 'Replace'.

  The 'Confirm Item Replacement' window appears. This lists any bills of materials where the item that has been selected to be replaced, is used.
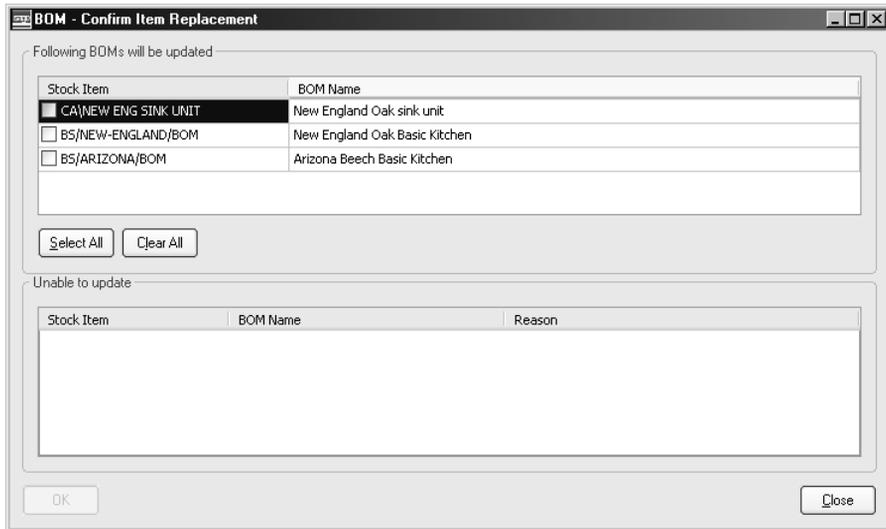
- Select the bill(s) of materials where the stock or cost item replacement will occur. Alternatively, click 'Select All' to replace the stock item in every bill of materials where it is used.

- Click 'OK'.

   A confirmation message appears.

- Click 'OK' to continue with the replacement procedure. Alternatively, click 'No' to stop the item replacement.

   The 'Replace Item' report is displayed, showing a summary of the changes that have been made to the bill of materials.
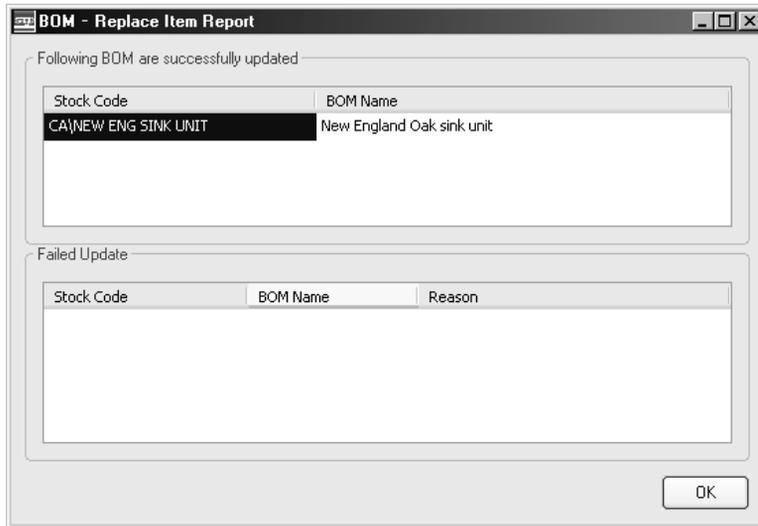
● Click 'OK' to complete the replacement and return to the main Sage 200 window.

Global Delete

The 'Delete Item' option allows you to remove a stock item in your bill of materials.

● Choose BOM Maintenance > Delete Item.

● Select whether the item to be deleted is a stock item or a cost item from the 'Item type' area of the window.

● Select the stock item from the 'Product group' and 'Code' drop-down list in the 'Stock item to delete' area of the window.

The window is updated to display all bill of materials that include the selected stock item.

● Click 'Delete'.

The 'Confirm Item Deletion' window appears. This lists any bills of materials where the item that has been selected to be deleted, is used.
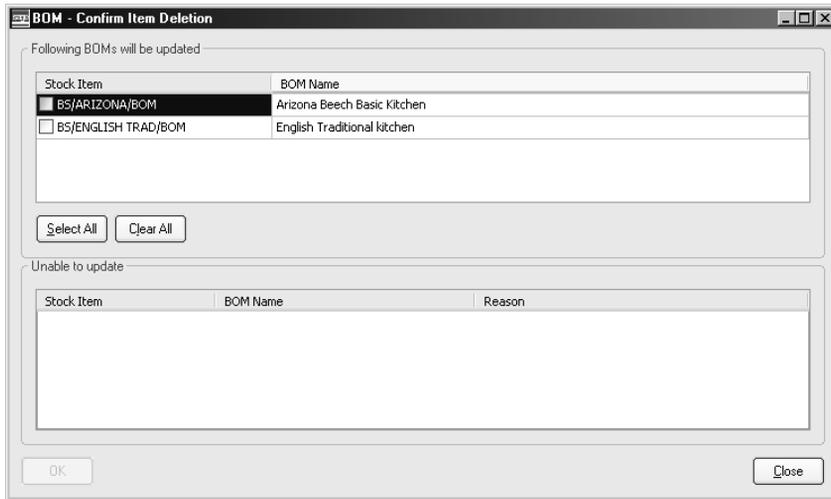
- Select the bill of materials where the stock or cost item deletion will occur. Alternatively, click 'Select All' to delete the stock item in every bill of materials where it is used.

- Click 'OK'.

  A confirmation message appears.

- Click 'OK' to continue with the item deletion. Alternatively, click 'No' to stop the deletion process.

  The 'Delete Item Report' appears.

- Click 'OK' to complete the deletion process and return to the main Sage 200 window.

Cost Roll-Up

Use the 'Cost Roll-Up' option to view the build cost of an individual stock item. If you have changed the individual cost items for your bills of materials records, you can use the 'Cost Roll-Up' option to recalculate the additional costs for individual stock items.

To recalculate rolled-up costs

● Choose BOM Maintenance > Cost Roll-Up.

● Select the stock item from the 'Product Group' and 'Code' drop-down list.

Any bills of materials that use the selected stock item are displayed. Alternatively, click 'Show All' to display all bills of materials.

Select the 'Show only BOMs whose rolled-up cost may have changed' check box to show those bill of materials that will be affected by the changes in the cost item. In most cases, selecting the check box will result in only bills of materials with a status of 'Active' being displayed.

● Select the bill of materials whose prices you want to recalculate from the list.

● Click 'Recalculate'.

A confirmation message appears.

● Click 'OK' to continue. Alternatively, click 'No' to cancel the recalculation.

The recalculated rolled-up costs are displayed on-screen.

To view the rolled-up cost details for a bill of materials

● Choose BOM Maintenance > Cost Roll-Up.

● Select the stock item from the 'Product Group' and 'Code' drop-down list. Alternatively, select 'Show All' to view all bills of materials that have been recorded in the module.

● Select the bill of materials whose cost details you want to view.

● Click 'View Details'.

The window displays the material costs, per unit expense, per batch expense and rolled-up costs for the selected bill of materials.

Cost Items

This option allows you to define the overhead costs that can be applied to a standard build of a bill of materials. The percentage amount for each cost item is added to the total cost of each bill of materials where the cost is applied.

When creating a cost item you can select the base measure that you want to use when adding the cost item to a bill. The cost value that you set up for this is per base unit, for example £4 per hour. You can then select any other units of measure where you want to use this cost, and set up its ratio to the base unit already selected.

For example, a drilling machine is set up as a cost item with a base unit of 'an Hour'. The cost value is £4 per hour. It also has an additional unit of measure applied, 'a Day', with a ration of 7.0 (that is, seven hours in a day).

If this cost item is used in a bill of materials for a total of three hours, the total cost would be £12; three hours at £4 an hour.

Another bill of materials may use the same machine for 2 full days, so this bill would show this cost as 2 days. The total cost of the cost item for this bill would therefore be £52 (2 days at 7 hours a day = 14 hours at £4 per hour = £52).

To add or amend a cost item

● Choose BOM Maintenance > Cost Items.

Any existing cost items are displayed in the 'BOM - Cost Items' window.

- Click 'Add' to add a new cost item. Alternatively, select an existing cost item from the list and click 'Edit' to change the selected cost details.

  The 'Add Cost Items' window appears. You must complete the information on each of the three tabs to complete the new cost item details.

- Enter the name and description of the new cost item.

On the Details tab

● Select whether the cost item is a labour or machine cost using the 'Cost Type' drop-down list.

● If applicable, enter a monetary value for the cost type. If this cost type does not require a fixed cost amount, enter zero in the 'Cost' box.

● If applicable, enter a percentage amount for the overhead costs. If this cost type does not require a percentage cost applied to it, enter zero in the 'Overhead Allocation' box.

● Enter the 'Nominal Code' that these cost items will be posted to.

● Click on the 'Unit Of Measure' tab if you want to use different measures, otherwise it defaults to 'each' and you can continue to the 'Attachments' tab.

On the Unit Of Measure tab

- Select a base unit from the drop-down list. If the required unit of measure is not listed in the 'Units of measure list' click 'Add'.

- Add any required additional units of measure by clicking 'Add'. For more information about adding a new unit of measure see, *Cost Item Units on page 135*.

  The 'Units of Measure' window appears upon clicking the 'Add' button. Select the unit from the drop-down list and either accept the details or change the ratio. Then click 'Save'. For more information, see *Units of Measure on page 133*.

- Click on the 'Attachments' tab to continue entering your new cost item details.

On the Attachments tab

The 'Attachments' tab allows you to link additional documents, images or files to the 'Cost Item' record.
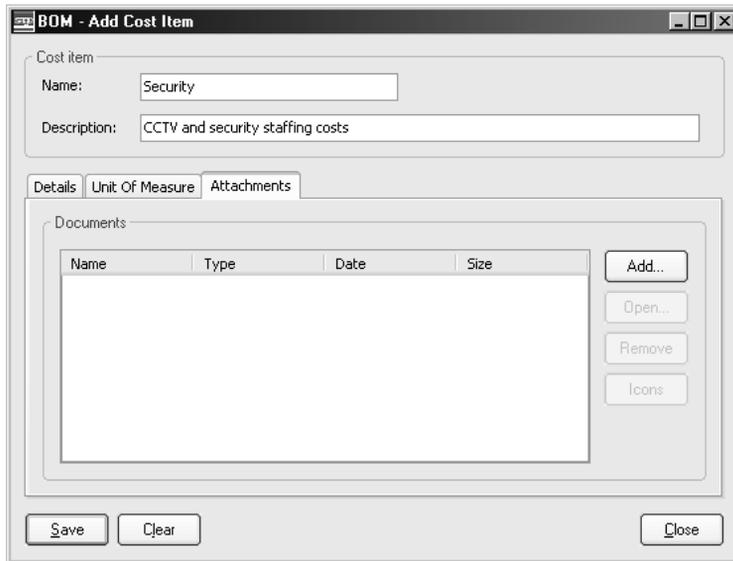
- Choose one of the following buttons:

    - Click 'Add' to link a document, image or file to the cost item details.

    - Click 'Open' to view a document, image or file that has already been linked to an existing 'Cost Item' record.

    - Click 'Remove' to remove an existing link to the document, image or file.
      Note: The document will not be deleted from your computer.

    - Click 'Icons' to display a picture representation of the attached file type.

      If you have displayed the link as an icon, the 'Icon' button becomes a 'Details' button. Click 'Details' to view the file details about the attachment (filename, type, date and size).

- Click 'Save' to record the cost item details and close the screen.

Units of Measure

When creating a new cost item, you can select a base unit that you want to use for the cost item. This allows you to apply overhead costs per unit, per box, per batch, or any other amount; as long as it can be selected from the 'Unit Of Measure' tab within the 'Cost Items' window.

Within the 'Units of Measure' tab, you can set up a new unit of measure to apply to a bill of materials.

To add a new unit of measure

● Choose BOM Maintenance > Cost Items.

● Click 'Add'.

● Enter the new details on the 'Details' tab.

● Select the 'Unit of Measure' tab.

● Click 'Save' to save the details on the 'Details' tab.

● Click 'Add'.

● Select a unit name from the drop-down list.

  Once you place the cursor into the 'Conversion Ratio' box, the box updates to show the conversion rule for the new expense item. For example, if you sell items per box and per unit, you will need to set up a conversion rule for single units and boxes.

● Enter a conversion ratio in the box.

- Click 'Save' to add the new conversion rule to the 'Cost Items' area.

  This new cost unit of measure rule can now be used throughout the Bill Of Materials module. This can be selected from the 'Units of measure list', located on the 'Unit of Measure' tab. For more information, see *On the Unit Of Measure tab on page 131*.

Cost Item Units

Use this option to set up the different units of measure used by your business. This information is used in the 'Units Of Measure' tab when adding or editing a cost item to a bill of materials.

To add a cost item

● Choose BOM Maintenance > Cost Item Units.
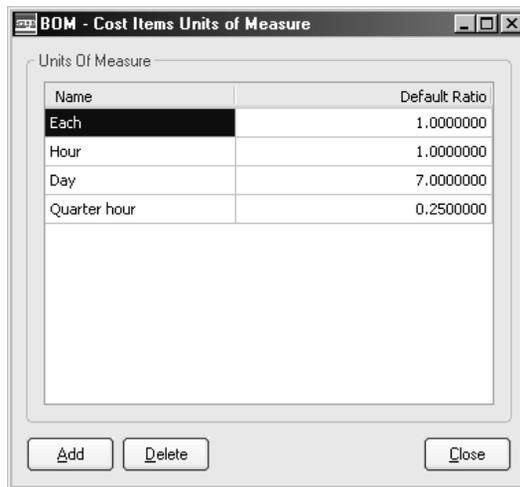
● Click 'Add'.

● Enter the name and default ratio in the relevant boxes.

● Click 'Close' to save the new cost item(s).

Purge BOMs

Use the 'Purge BOMs' option to remove any bill of materials that are no longer needed in the Bill Of Materials module. For the purge to work successfully the bill of materials must:

● Have no historic transactions associated with it.

● Not be 'checked out'.

● Not have an 'on hold' status assigned to it.

● Not be used as a subassembly in another bill of materials.

To purge a bill of materials

● Choose BOM Setup > Purge BOMs.

● Select the stock item from the 'Code' or 'Name' drop-down list. Alternatively, click 'Show All' to display all of the bills of materials records with a status of 'New' or 'Dead'.

● Highlight the required bill of materials from the list and click 'Purge'.

A confirmation message appears.

● Confirm the purge procedure by clicking 'OK'.

The bill of materials will be removed from the Bill Of Materials module.

If the bill of materials cannot be removed, an error message appears, detailing the reason why.
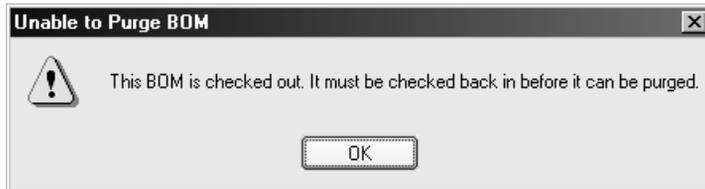
● Click 'OK' to accept the message and return to the 'Purge BOMs' window.

8

Glossary of Accounting Terms

This chapter includes frequently used accounting terms and their meanings.

Remember ...

... this glossary is also included in the Sage 200 help system that accompanies the Sage Bill Of Materials module.

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 forms 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 that 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 in producing certain reports, such as the Profit and Loss and the Balance Sheet.

Accounting System Manager The Sage 200 Accounting System Manager module allows you to set up common controls for application 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
(1.) The process by which payments are matched against purchase invoices, and receipts against sales invoices raised.

(2.) The process of reserving stock items so that they can be used in a bill of materials.

Analysis Codes
Codes used to group items such as customers, suppliers and so on for reporting analysis.

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 Ordering

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 period 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 period. 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 periods 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

Bank charges can be incurred for many reasons. For example, 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 subassemblies 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.

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

A book used to record details of cash moving in and out of the bank accounts.

The Cash Book module lets you post cash transactions to nominal bank accounts and appropriate revenue and expense accounts.

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 *Sage 200 Accounting System Manager User Guide.*
Credit	*(1.)* 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.
	(2.) Assumed money a customer may use to purchase goods from you. This is normally dependent on their history with you. Limits are usually set and credit can be withdrawn at any time if the customer fails to pay or goes beyond the agreed credit limit.
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	Allows you to narrow down the amount of data displayed on a Sage 200 report. When you request a report within Sage 200, 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.
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 transaction, 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	A reduction in price allowed to a customer for loyalty, early payment or bulk buying.
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.

Exchange Rate
The calculation a bank will use to convert the price of one currency into another currency. Whilst some exchange rates are fixed by agreement, most change daily.

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 Allows one stock line to be bought, sold and held in stock varying units.

For example, aluminium wire could be bought in 2000 metre lengths, sold in lengths of 100 metre, 200 metre and 300 metre but may be held in stock in 1000 metre coils. Factored pricing allows you to convert the buying and selling prices from one unit to another, where required.

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 *Sage 200 Accounting System Manager User Guide.*

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 payment 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 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 (SSD), 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 The same as a Current Asset.

M

Margin

The purchase and sale of a goods item may be shown as Cost Price + Profit = Selling Price. The profit when expressed as a fraction or percentage of the selling price is known as the margin.

Mark-up

The purchase and sale of a goods item may be shown as Cost Price + Profit = 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 bookkeeping. 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 required for each Sage 200 financial 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 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 Period 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 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.

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.

Order Acknowledgement

Raised once an order has been received to confirm with the customer 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.

Parent item
The main item in a bill of materials, composed of a number of stock items or subassemblies.

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 Closed Period 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

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.

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.

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 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.

Rollup costs
The recalculation of the build costs of a bill of materials by calculating the material cost, expense, overheads and batch costs per bill of materials.

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 record, 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.

Settings   Settings that control the way your Sage 200 modules operate.

SOP   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.

Standing Order   A recurring bank transaction in which a specified amount is paid from the bank account to an expense account for a definite number of periods. Standing orders may include VAT and may be processed on a daily or ad hoc basis.

Stock   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.

The Sage 200 Stock module is where you record stock details and track stock levels.

Stock Unit   The unit of measure used to count the quantity of an item in stock.

Subassembly   A number of stock items used in a final bill of materials. This subassembly may also be sold as a product in it's own right. For example, when building a bicycle, two wheels will be used. The wheels are in turn made up of a tyre, wheel rim and spokes.
If this subassembly is not sold separately, this subassembly can be referred to as a 'phantom bill of materials'.

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 a 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, may be applied to sales and purchase transactions in certain circumstances. These circumstances are described in the *Sage 200 Accounting System Manager User Guide*.

Time and Materials

The cost of the job is the value of materials and labour attributed to the job.

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
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.

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.

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 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.

Transaction Status
Refers to the status of the transaction. Can be one of the following:
Blank - nothing is allocated
Part - some of the transaction amount has been posted to the ledger.
Full - all of the transaction amount has been posted to the ledger.

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	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.

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) then 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.

Turnover	*(1.)* The total sales figures for a company for a set period. *(2.)* The rate at which stock is sold and replaced.

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.

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 suppliers 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 Customs & Excise.

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. This is done during the Nominal Ledger Period End Routine, 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
(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 XML format.

Y

Yield
The annual income provided by an investment.

Z

Zero Rated
Denoting goods on which the buyer pays no VAT (tax) although the seller can claim back any VAT (tax) paid.

A

Appendix: Import Information

The following section builds on the import activities that
can be used to move information into the Bill Of Materials
module.

Important Note: You can find the most up-to-date
information about all the Sage 200 import
templates in the Import Information User Guide,
available on your installation CD.

Import Overview

The following information details the specific database identifiers required to import information into the Bill Of Materials module, as well as the file formats compatible with the import process.

There are different import routines available to import stock information. For information about how each import routine deals with specific import data see the relevant activities.

Import file format

You must prepare the import file in ASCII format. You can use:

● Comma Separated Value (CSV), using a text editor.

 If you use CSV format to import information, you must include the following:

 ● A file header defining the fields (identifiers) you intend to import.

 ● A new record starting on a new line.

 ● Every value must be separated from the next by a comma.

 You can build your own file using the identifiers detailed in this section to prepare the import file.

Note: You can amend the import layout using Sage Report Designer. For more information see the Sage Report Designer tool. You can also amend the layout using any text-based editor.

Import file identifiers

The BOM import file is split into the file header, the file header details, the line details, the header trailer and the file trailer. The file header, file header details, header trailer and file trailer are all one line. The main line details can be one or many lines depending on the information recorded for the bill of materials.

BOM File Header (BFH)

One header line is required. This is the version number of the file format. You would enter the following header line in the file:

"**Version number**".

BOM Header Details (BHD)

The master information for each bill of materials that is to be imported will be specified in the 'BOM Header Details' line. The following information is entered in the file:

"**Stock item code**", "Version of Bom", "**BOM short name**", "Change Reference", "BOM on hold?", "Automatic overhead calculation?", "Overhead Cost", "Average batch run size".

You can import as many items as you want, although not all columns require an entry. The first four columns are compulsory.

BOM Line Details (BLD)

You can have any number of record lines, depending on the number of items you want to create. The following information is entered in the file:

"**BOM Line Type**", "Quantity", "Unit Code", "Comment", "Show Comment In Report?", "Document URL", "Stock Item Code", "Has component reference?", "Component reference", "Cost type per unit", "Cost short code".

BOM Header Trailer (BHT)

For each 'BOM Header Detail' record you will find a corresponding 'BOM Header Trailer' record. The following information is entered in the file:

"**Total Lines**".

BOM File Trailer (BFT)

The 'BOM File Trailer' record finishes the import file and lists the total number of BOMs that are imported. The following information is entered in the file:

"Total BOMs".

Identifiers summary

You can use the following identifiers for the header, record and trailer lines in the import file.

> **Notes:**
>
> - The record line identifiers are whatever you have defined for the stock item code, stock item name, product group, tax code and so on, in the system.
>
> - All text identifiers must be enclosed in quotation marks.

BOM File Header (BFH)

Column Name	Format	Description and Comments	Required?
Version	Integer 4 chars	Version number of file format.	Mandatory

BOM Header Details (BHD)

Column Name	Format	Description and Comments	Required?
StockCode	ShortName (varchar(20))	The stock item code. The BOM cannot be imported if this is not specified. The stock code will be checked for uniqueness. If version control is not set and the stock code already has a BOM defined, the import will not work. If version control is set and a BOM is defined with a 'new' status the import will not work. If version control is set and a BOM is defined without a 'new' status, a BOM will imported with a status of 'New'.	Mandatory
BOMVersion	Varchar (50)	The version number of the bill of materials. The versioning rules for the 'StockCode' detail apply here.	Optional
BOMShortName	ShortName (varchar(20))	The unique name of the bill of materials.	Mandatory
ChangeReference	Varchar(255)	If not specified, a reference 'Imported from CSV' is assigned to the record.	Optional
IsOnHold	Yes or No. (3 chars)	Signifies whether the BOM has been flagged as 'on hold'.	Mandatory
HoldReasonCode	ShortName (varchar(20))	This is mandatory if the user has specified 'Yes' for 'IsOnHold'. If the reason code does not exist, the user will not be able to import such BOMs.	Conditional (can be Mandatory)

Column Name	Format	Description and Comments	Required?
AutoOverheadComputation	Yes or No. 3 chars	Flag to show if overheads are computed automatically. If not specified, the default option is set to 'Yes'.	Optional
OverHeadCost	Monetary value (decimal)	If 'AutoOverheadComputation' is set to 'Yes' the field will be ignored. If no value, the default will be set to zero.	Conditional
AverageRunSizeForBatch	Monetary value (decimal)	Specifies the amount of BOMs that will be built in a batch run. If not specified, the default setting will be '1'.	Optional
HasComponentReference	boolean	Set to display if the component reference flag has been set.	Optional

BOM Line Details (BLD)

Column Name	Format	Description and Comments	Required?
BOMLineType	ShortName (varchar(20))	The type of line item. Can be: Stock Subassembly Cost Document Comment.	Mandatory. If not specified, the default value, 'Stock', will be specified.
Quantity	QuantityType (decimal(9))	Quantity of items used in item line.	Mandatory for stock and expense items. Conditional for the rest.

Column Name	Format	Description and Comments	Required?
UnitCode	ShortName (varchar(20))	Unit of measure for stock/expense items.	Conditional. Is mandatory for stock and expense lines. This is checked against the stock item code. If the 'line type' 'ID is 'Expense', this must be valid against the cost item 'CostShortCode'.
Comment	Varchar(25)	Additional comment for line item.	Conditional. Mandatory if 'Line type' is 'Comment'. If unspecified, the BOM cannot be imported.
ShowCommentInReport	Yes or No. 3 chars	Indicates whether comment is shown in reports.	Conditional. Mandatory if 'Line type' is 'Comment'. If not specified, the default value 'No' is assigned.
DocumentURL	Varchar(255)	Document attachment location.	Conditional. Mandatory if 'Line type' is 'Document'.

Column Name	Format	Description and Comments	Required?
StockItemCode	ShortName (varchar(20))	Stock item code.	Mandatory if the 'Line type' is 'Stock' or 'Assembly'. If not specified, the BOM is not imported.
HasComponentReference	Yes or No - 3 chars	Indicates whether the component reference is applicable or not for the line item.	Conditional. This only has a value if the 'Line type' 'subassembly' and the BOM definition for the subassembly is set to use component references.
ComponentReference	Varchar(255)	Component reference. Separated by semi colons.	Optional.
IsCostPerUnit	Yes or No - 3 chars	Cost type per unit or batch.	Conditional. Mandatory if the 'Line type' is 'Expense'. If not specified, the default value is 'Yes', i.e. per unit is used.

Column Name	Format	Description and Comments	Required?
CostShortCode	ShortName (varchar(20))	Cost short name.	Conditional. 'CostShortCode' is available when the 'Line type' is 'Expense'. In any other case, this item is ignored.

BOM Header Trailer (BHT)

Column Name	Format	Description and Comments	Required?
TotalLines	Integer 4 chars	Total number of line details in the BOM.	Mandatory. 'TotalLines' must be a positive amount. If 'TotalLines' is not specified, the import process is stopped. The 'TotalLines' and number of BOM lines should be equal. If not, the import is stopped.

BOM File Trailer (BFT)

Column Name	Format	Description and Comments	Required?
TotalBOMs	Integer 4 chars	Total number of BOMs available in the file.	Mandatory. If the 'TotalBOMs' is not specified, the import is stopped. The 'TotalBOMs' and number of BOMs read must be equal. If not the process is stopped.

Example CSV File

BFH,1
BHD,ACS/BLENDER,0.01,ACS/BLENDER/BOMDESC,Change Ref, no,,yes,0,5,no
BLD,expense,5, Each,,,,,,,yes,LC,Labour Cost,Labour,41200,5,
BLD,Document,,,,, C:\abc.txt,,,,,,,,,,
BLD,Comment,,,comments for the bom line,yes,,,,,,,,,
BLD,Stock,10,Each,,,,CA/BASE/SNG/BEECH,,,yes,,,,,,
BHT,4

BHD,ACS/COF002,0.1,ACS/COFFEE MAKER,,,,,5,
BLD, expense,2, Each,,,,,,,yes,LC,Labour Cost,Labour,40,5,
BLD, Stock,4,Each,,,,CA/BASE/SNG/BEECH,,,yes,,,,,,
BHT,2

BFT,2

Index