sage 200

Implementation Guide

Sage (UK) Limited Copyright Statement

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Contents

Chapter 1

Welcome to the Sage 200 Suite

This guide is designed to help you install and set up the Sage 200 Suite.

The Sage 200 Suite consists of a number of integrated modules.

The key areas covered in this guide are:

- Installing the Sage 200 server and client, and deploying the client over a network.
- An introduction to using Sage 200 System Administration. This program is used to set up security features, companies, users and roles and to enable features for users to access in Sage 200. It is also used to set up information management, online payment processing and add-ons.
- An introduction to setting up the Sage 200 modules.

Note: This is not a substitute for training, or a replacement for the comprehensive guidance found in the Sage 200 help.

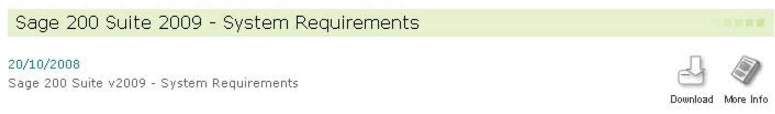
In this chapter:

System requirements

The system requirements depend on which of the Sage 200 Suite applications you are using and the size of your organisation.

Information about requirements are available from the support area of the Sage website.

- Go to http://support.sage.co.uk/default.aspx?page=32
- Select Sage 200 and click Go to display the available Support guides for Sage 200.
- Scroll down the page to display the Sage 200 Suite 2009 - System Requirements.



- Click Download to download the Sage 200 v2009 System Requirements.

Installation

This section covers:

- Installing Sage 200 File Server and Sage 200 Web Server.
- Installing Sage 200 Client, and deploying the client on a network.

See *Installation* on page 9.

System Administration

System Administration is used to set up security features, companies, users and roles and to enable features for users to access in Sage 200. It is also used to set up information management, online payment processing and install add-ons.

This section covers:

- Licensing Sage 200.
- Setting system security.
- Setting up companies, including consolidated companies.
- Setting up users and roles.
- Enabling workspaces and features for users to access in Sage 200.
- Setting up information management.
- Setting up online payment processing.
- Installing add-ons.

See *System Administration* on page 41.

Sage 200 desktop

The Sage 200 v2009 desktop contains two new features: menu design mode and workspace designer.

Menu Design Mode

Whilst Sage 200 provides standard menus for modules, you can use Menu Design Mode to create and edit custom menus.

You can:

- Create a menu for your own user account or for a role your user account is a member of.
- Add and remove options from the Navigation bar.
- Create your own Navigation groups.

Note: You will only be able to do these things if System Administration has authorised this for your role. See *System Administration* on page 41.

Setting up users and roles is introduced in *System Administration* on page 41. Further information is provided in *Sage 200 System Administration help*. Using Menu Design Mode is described within *Sage 200 help*.

Workspace Designer

Whilst Sage 200 provides standard workspaces for modules, you can use Workspace Designer to create and edit custom workspaces.

You can create and edit custom workspaces if:

- System Administration has authorised this for your role.
- You are familiar with the Sage 200 database tables.
- You have set up any additional data sources and models within System Administration that are required.

Setting up users and roles is introduced in *System Administration* on page 41. Further information is provided in *Sage 200 System Administration help*. Using Workspace Designer is described within *Sage 200 help*.

Sage 200 modules

Sage 200 comprises a number of integrated modules. A company may use some or all of the modules, depending on its requirements.

Below is an overview of the modules that are available. For information on setting up the modules, see *Sage 200 Modules* on page 81.

Financials

Sage 200 Financials provides you with the modules you need to manage the accounting process, stock control and order processing within your business.

Module	Description
Accounting System Manager	Use this module to set up company information, information that is used across all the Sage 200 modules and financial accounting periods.
Nominal Ledger	Use this module to set up your chart of accounts, accumulate revenue and expenditure from transactions in other modules and prepare financial statements and reports.
Cash Book	Use this module to set up and maintain your bank and cash account details and perform bank reconciliation.
Purchase Ledger	Use this module to set up and maintain supplier details, take care of the business transactions you make with your suppliers and keep track of the company debts.
Sales Ledger	Use this module to set up and maintain customer details, take care of the business transactions you make with your customers and keep track of money owed to the company.

Commercials

Sage 200 Commercials provides you with the modules you need to manage stock control and order processing within your business.

Module	Description
Stock Control	Use this module to set up and maintain an inventory of the goods and services you provide.

Module	Description
Sales Order Processing	Use this module to set defaults for sales order processing, generate sales orders, produce invoices, track orders and analyse customer trends and returns.
Price Book	Use this module to set up your pricing structure, incorporating selling prices, discounts and surcharges. Pricing is used within Sales Order Processing to enable efficient generation of sales orders and quotations.
Purchase Order Processing	Use this module to set defaults for purchase order processing, generate purchase orders and record invoices.

Productivity

Sage 200 Productivity provides you with the modules you need to manage the accounting process, stock control and order processing within your business.

Module	Description
Bill of Materials	Use this module to specify the cost and structure of finished items in terms of their sub-assemblies and components. **Note:** If you are using Manufacturing modules, the Manufacturing Bill of Materials module is used instead of the Productivity Bill of Materials module.
Project Accounting	Use this module to set up and manage your projects, analyse project costs, record and process timesheets and expense claims for employees and generate bills for project customers.

Manufacturing

Sage 200 Manufacturing provides you with the information you need to help control costs and maintain efficiency in your manufacturing process.

Module	Description
Manufacturing System Manager	Use this module to enter information or perform actions that apply across many Manufacturing modules.

Module	Description
Bill of Materials	Use this module to create, amend, delete, copy and cost BOMs. **Note:** The Manufacturing Bill of Materials module is used instead of the Productivity Bill of Materials module.
Estimating	Use this module to create, amend, copy, print, recost, cancel and delete estimates.
Planning	Use the planning modules to collate production demand and generate a list of recommendations to satisfy that demand. ■ Make to Stock Use this module to create demand by entering items to make to stock with no consideration for potential sales. ■ Sales Forecasts Use this module to create demand with a consideration for potential sales. ■ MPS Use this module to consider all demands and provide a schedule for future production of finished items and sub-assemblies. ■ MRP Use this module to view stock projections in relation to demand and generate appropriate recommendations. You can raise purchase orders and works orders from the recommendations, if required.
Works Orders	Use this module to enter works orders manually, or to update automatically generated works orders with progress information. As works orders progress, you can allocate and issue stock to them, cost them, complete them and close them. You can print various works order documents and amend the picking list, if required. You can also cancel works orders if they are no longer required.
Operation Times	Use this module to control your manufacturing shop floor operation times. For more information, see your *Sage 200 Operation Times* documentation.

Wholesale & Retail

Sage 200 Wholesale & Retail provides retail functionality and is integrated with the Stock Control module (Sage Accounts).

Module	Description
Wholesale & Retail	Use this module to specify company structure by region, area and stores, organise your stock items by attribute (for example, size or colour) and product type, analyse the allocation and despatch of your stock items and accept transaction details from shop tills.

Customer Relationship Management (CRM)

Sage 200 CRM helps you manage every aspect of your customer interactions from first contact through to purchase and post-sales. It can be integrated with Sage 200 Accounts.

Module	Description
CRM	Use this module to help you build strong relationships with your customers, target new customers and drive sales revenues. You can take leads and opportunities through into the accounts system and create and amend quotations and sales orders within Accounts from within CRM.

CRM Integration

Sage 200 CRM Integration enables you to take leads and opportunities right through into your accounts system and create or amend quotations and sales orders.

For information about integrating Sage 200 CRM with Sage 200 accounts modules, refer to the *Sage 200 CRM Installation and Integration Guide*.

Chapter 2

Installation

This chapter describes how to install Sage 200.

Note: Installing and configuring SQL Server software is not within the scope of this guide. These instructions assume that you have already installed and configured SQL Server on your system.

There are two routes to installing Sage 200, depending on whether you are installing the File Server and Web Server on one machine, or on two. The File Server holds your centralised reports and layouts along with files required by the Sage 200 file server. The Web Server hosts the Sage 200 system administration website.

- Route 1: File Server and Web Server on the same machine.

  Note: If you use Windows XP as a server you must use Route 1.

- Route 2: File Server on one machine and Web Server on another machine.

In this chapter:

Route 1: File Server and Web Server on one machine

Note: You must use this route if you use Windows XP as a server.

If you are upgrading your system, see *Upgrading to Sage 200 version 2009 (route 1)* below.

If you are installing for the first time, see *Installing the servers (route 1) on page 13*.

Installing Sage 200 Manufacturing and Sage 200 Wholesale and Retail

If you are installing Sage 200 Manufacturing, you must install the Manufacturing Server on the same machine as the Sage 200 Web Server.

If you are installing Sage 200 Wholesale and Retail, you must install the Wholesale and Retail Server on both the Sage 200 File Server and the Sage 200 Web Server machines.

Upgrading to Sage 200 version 2009 (route 1)

- Supported operating systems:
  - Windows XP Service Pack 2
  - Windows Server 2003 Service Pack 2
  - Windows Server 2008 Service Pack 1
- IIS versions 5, 6 or 7
- .NET 3.5 Service Pack 1

  This is available on the Sage 200 DVD.
- Windows Installer version 4.5

  This is available on the Sage 200 DVD.

Important Note: Back up your existing Sage 200 databases before upgrading your system. Upgrading can only be done by users who have administrative rights on the machines.

1. Install the Sage 200 v2009 File Server. This upgrades the existing server.

   The File Server data paths for installation, the Attachments directory and the Spool directory, should match the locations you specified for your existing installation.

   During the installation, you will be notified that the process will upgrade to Sage 200 version 2009.

   During the upgrade process, your existing Reports, Layouts, Letters and Labels will be automatically backed up to folders named **OldReports**, **OldLayouts**, **OldLetters** and **OldLabels** respectively.
2. Install the Sage 200 v2009 Web Server. This is a new server installation.

3. Install the Sage 200 v2009 Clients. This upgrades the existing client installations.

   There are two ways of upgrading all of the Sage 200 installations on your network, depending on how the clients were initially deployed:

   - If Sage 200 client is not a managed network application, upgrade all Client versions of Sage 200 manually.
     - To update each computer running Sage 200, double-click the client Setup.exe and follow the Installation Wizard. You do not need to uninstall the existing Sage 200 client installation.
     - The installation directory from your old client installation will automatically be used for the installation directory for Sage 200 v2009, although you can specify a different location.
     - During the installation, you are notified that the client will be upgraded to Sage 200 v2009.
   - If Sage 200 client is a managed network application (i.e. it was deployed using Windows' Active Directory Group Policy Software installation), create a new administration installation point at the server, following the same procedure as for a new version 2009 installation. For more information, see *To deploy the Sage 200 Client across a network on page 17*.

     Important: If you are using Group Policy, you must ensure that this new administrative installation is in a different location to your MMS v3.x, Sage 200 v4 or Sage 200 v5.x, administrative installation.

     Following the creation of the new installation point, do the following:

     - Open the Software Installation snap-in within the GPO that you are using to manage the existing MMS installation.
     - In the 'Details' pane, right-click the MMS v3.x, Sage 200 v4 or Sage 200 v5.x client package, select 'All Tasks' and click 'Remove...'.
     - From the 'Remove Software' window, leave the default selection 'Immediately uninstall the software from users and computers' and click 'OK'.
     - Reboot each Client PC to remove previous versions of the Sage client.
     - Follow the instructions in *Deploying the Sage 200 Client installation across a network on page 17*.

4. Update the Sage 200 databases.

   Following installation of Sage 200 version 2009, the database needs to be updated before updated clients can log on and use Sage 200. Otherwise, Sage 200 will not run and a version mismatch warning will be displayed.

   This only needs to be done at one client. Once it has been done, all client installations will be required to have Sage 200 version 2009 installed.

   - Choose Start > Programs > Sage Tools > Sage 200 > System Administration.
   - Log on as MANAGER.

- Select Companies.
- Right-click and select 'Update All Companies' to update all the Sage 200 databases to the latest version of the database.

  Note: The time this takes depends upon the size of the databases.

Installing the servers (route 1)

Before you install the servers you must ensure that the machine uses one of the following supported operating systems and has the following software installed:

- Supported operating systems:
  - Windows XP Service Pack 2
  - Windows Server 2003 Service Pack 2
  - Windows Server 2008 Service Pack 1
- IIS versions 5, 6 or 7
- .NET 3.5 Service Pack 1

  This is available on the Sage 200 DVD.
- Windows Installer version 4.5

  This is available on the Sage 200 DVD.

To load the menu based install

- Insert the Sage 200 DVD in your PC. The Install Menu should start automatically (depending on your PC’s settings).

  If it does not, you can start the server installations by browsing to your CD drive and running 'start.exe' in the 'File Server' folder and in the 'Web Server' folder second.

  Note: The File Server must be installed before the Web Server.
- If you are installing Sage 200 Manufacturing and Sage 200 Wholesale and Retail, the servers should be installed on the same machine as the File Server.

To install the File Server

- Click 'Install File Server' and follow the instructions in the InstallShield Wizard.
- When prompted for the Sage 200 Data Paths, enter the paths for the logon and spool folders.

  The 'Logon' path is used to store details of Sage 200 users.

  The 'Spool' path is used to store spooled reports.

  The spool path specified here will be the default path used by all companies, unless a different path is specified for a company using System Administration. For more information, see *Setting up System Administration on page 54*.
- When prompted for the Server Identity, select Local.

  Note: You will not be prompted for the Server identity if you are installing in Windows XP.

To install the Web Server

- Click 'Install Web Server' and follow the instructions in the InstallShield Wizard.

- When prompted for the Sage 200 Logon Path, enter the path for the logon folder.

  The 'Logon' path is used to store details of Sage 200 users.

  - When prompted for the web site, enter the web site details.
    - Select the web site.
    - Enter the physical directory. This defaults to c:\Inetpub\wwwroot.
    - Use HTTPs is selected by default.

      We recommend you always select this check box. This ensures that you are using secure communications.

    - Generate and Install Sage 200 Certificates is selected by default.

      Note: Clear this check box if you are installing to an existing Web Server which is already secured with certificates. For more information, see *Using your own security certificates with Sage 200 on page 24*.

Security and sharing permissions

Installing the file server creates a folder for the user logon and spool data paths. If you did not specify an alternative during installation, this folder will be 'C:\Sage'.

It is a good idea to restrict access to the logon path folder to Sage 200 users. You can do this by setting up a Windows User Group containing your Sage 200 users and allowing access to the data folder only to this group of users. The following procedures provide an example of how to create a Windows Domain User Group that can be used to control access to the Sage 200 data folder. You may set up your security and access permissions differently to the example presented here. And depending on your operating system, the terminology or wording may be different to that used here.

Important! The installation process sets up a web services user and provides permissions automatically for this user. On Windows XP this user is 'ASP.NET'. Otherwise it is 'NETWORK SERVICES'. **Do not remove the permissions assigned at installation**.

To set up a Windows user group

Note: This example uses local user groups. A live installation would require a Domain User Group to be created.

1. Choose Start > Control Panel.
2. In the Control Panel, open 'Administrative Tools' then open 'Computer Management'.

   The Computer Management window appears.
3. Navigate to System Tools > Local Users and Groups > Groups.
4. Right-click on the 'Groups' folder and select 'New Group'.
   - Enter a suitable user group name as the 'Group name', for example 'Sage 200'.
   - Enter a description for the group.

- Click 'Create' to create the group. The contents of the window will be cleared.
- Click 'Close'. Check that the 'Sage 200' group is displayed in the list of groups.

5. Select this new group and then click 'Add to Group'.
6. Click 'Add'.
7. Select the location of the server where the group is located, by clicking 'Locations' and selecting the server from the list.
8. Enter the name of every user that will use Sage 200. Use the 'Check Name' button to make sure that the User is located on the server.
9. Once you have entered all of the users, click 'OK'.
10. Click 'Close' to close the group window and return to the 'Computer Management' window.

To restrict access to the Sage 200 data folder

1. Using Windows Explorer, right-click on the 'Sage' folder and select 'Properties'.
2. Move to the 'Security' tab.
3. Note that the 'Everyone' user group has full permissions over the 'Sage' folder (and sub-folders).
4. To restrict access to a user group that you have created:
   - Click 'Add'. The 'Select Users, Computers, or Groups' window is displayed.
   - Select the Location.
   - Select the required group (e.g. 'Sage 200') and click 'OK'.
   - Click 'OK'. The group(s) will be displayed in the list.
   - Select the 'Full Control' check box, and click 'Apply'.

   Note: You must also add an Administrators Group with 'Full Control' to this folder.

   For information on creating a user group, see *To set up a Windows user group on page 14*.
5. To remove permissions for 'Everyone' group:
   - Select the 'Everyone' group.
   - Clear the 'Inherit from parent the permission entries ...' check box.

     Note: In some versions of Windows, you must click 'Advanced' to display this check box and the text may be slightly different.
   - A confirmation prompt is displayed. Click 'Remove' to continue.
6. Move to the 'Sharing' tab.
7. Click the 'Permissions' button.

The installation procedure creates the 'Sage' folder with sharing allowed. The sharing permissions are set up to allow access to everyone in the 'Everyone' group.

8. To remove permissions for 'Everyone' group, select the 'Everyone' group and click 'Remove'.
9. To restrict access to a user group that you have created.
   - Click 'Add'. The Select Users or Groups window is displayed.
   - Select the Location.
   - Select the required group (e.g. 'Sage 200') and click 'OK'.
   - The group will be displayed in the list.
   - Select the 'Full Control' check box and then click 'Apply'.
10. Click 'OK' to return to the folder properties, then click 'OK' again.

Note: To test the access control, log in as a user that is not a member of the group and attempt to browse to the data folder (e.g. 'C:\Sage'). A message should be displayed to say that access is denied.

Installing the client (route 1)

You must install the Sage 200 Client on each client computer on which you want to run Sage 200. You can install the client on each PC manually (see *Installing Sage 200 client on each client computer manually on page 17*). If you are using Windows 2003 or Windows 2008, you can deploy the client installation across the network. For more information, see *Deploying the Sage 200 Client installation across a network on page 17*.

Before you install the client, each client PC must have the following software installed:

- .NET 3.5 Service Pack 1
- Windows Installer version 4.5

These are available on the Sage 200 DVD.

These must be installed locally on each client PC. The installation of this software cannot be deployed across the network.

Installing Sage 200 client on each client computer manually

To load the menu based install

- Insert the Sage 200 DVD in the client PC. The Install Menu should start automatically (depending on your PC's settings).

  If it does not, you can start the client installation by browsing to your CD drive and running 'setup.exe' in the 'Client' folder.

To install the Sage 200 Client

- Click 'Install Client' and follow the instructions in the InstallShield Wizard.

  Specify the location of the server logon and spool folders, specified during the Sage 200 Server installation process. (See *Installing the servers (route 1) on page 13*.)

  The data paths use Universal Naming Convention (UNC) to locate the shared Sage folder on the Sage application server.

Deploying the Sage 200 Client installation across a network

You can deploy the Sage 200 Client across a network using Microsoft Windows Active Directory.

Note: This is only suitable for a Windows network with a domain controller running Windows Server 2003 or Windows Server 2008. The client PCs may be running Windows XP.

To deploy the Sage 200 Client across a network

1. Ensure that each client PC has the following software locally installed:
   - Windows Installer v4.5
   - .NET 3.5 Service Pack 1

2. Create a 'deployment' folder e.g. c:\deploy, to hold the installation files.
3. Copy the following files from the respective folders on the DVD to the C:\deploy folder you created earlier.

   Note: If your CD-drive is not labelled 'D', replace the D in the instructions with the letter that you use to identify the CD-drive.

   - D:\InstallShield Engine\isscript1150.msi
   - D:\SQL\msxml6.msi
   - D:\SQL\sqlncli.msi
   - D:\SQL\SQLSysClrTypes.msi
   - D:\SQL\SharedManagementObjects.msi
   - D:\SQL\SQLServer2008_XMO.msi
   - D:\WSE 3.0\Microsoft WSE 3.0 Runtime.msi
4. Perform an administrative installation of the Sage 200 Client on the server.

   Copy the file 'Sage 200 Client.msi', located in the 'Client' folder on the CD, to the root of drive C:\ on the server. (If your root drive is not labelled C:, use the letter used to identify the server.)

   The client installation file should be run on the server using the following command line:

   - **Msiexec /a "C:\Sage 200 Client.msi" LOGON_PATH="Path1" SPOOL_PATH="Path2"**

     Path 1: UNC path to Logon folder on the server (for example '\\servername\Sage\Logon').

     Path 2: Either a UNC path to the spool folder on the server, or a path to a local spool folder that will be created on each client machine (for example '\\servername\Sage\Spool').

     Note: The UNC paths must be correct. The client installation validates the paths. If the paths do not exist, the client installation will fail.

   This performs an administrative installation of the Sage 200 Client on the server. During the installation, a path is requested for the location of the image on the server. Select the folder you want to use for the deployment. For example, C:\Deploy.
5. Create a new Organisational Unit.
   - Select Start\Programs\Administrative Tools\Active Directory Users and Computers.
   - Right-click on your top-level domain and select New\Organisational Unit.
   - Enter the name 'Sage 200 Users OU' and select OK.
   - Drag and drop the computer accounts you want to install Sage 200 onto, from the 'Computers' Folder to the 'Sage 200 Users OU' folder.

6. Create a Group Policy to install the Sage 200 Clients.
   - Right-click the 'Sage 200 Users OU' folder and select Properties.
   - Select the Group Policy tab.
   - Select New.
   - Enter the name 'Sage 200 Client'.
   - With the 'Sage 200 Client' policy highlighted, click Edit. The 'Group Policy Object Editor' opens.
   - Drill down on Computer Configuration\Software Settings.
   - Right-click on 'Software installation' and select New\Package.
   - In the 'Open' window, enter the UNC path to the isscript1150.msi.

     Important Note: Do not use the 'Browse' button to navigate to the location. It must be a UNC path.
   - Click 'Assigned' and then click 'OK'.
   - Repeat the steps to enter the UNC paths for the following files.

     Note: The files must be added in the order listed below.
     - msxml6.msi
     - sqlncli.msi
     - SQLSysClrTypes.msi
     - SharedManagementObjects.msi
     - SQLServer2008_XMO.msi
     - Microsoft WSE 3.0 Runtime.msi
     - Sage 200 Client.msi
   - Close the Group Policy Object Editor.
   - Close the Active Directory Users and Computers window.

   After the Group Policy is applied, the workstations will automatically install the Sage 200 client when they are rebooted.

   Note: Changes to a GPO are not immediately imposed upon the target computers, but are applied in accordance with the currently valid Group Policy refresh interval. For information on how to modify the default Group Policy refresh interval, see http://support.microsoft.com/kb/556027/EN-US/

Note for Windows XP clients

Installing software via Active Directory relies on your network being correctly configured with DNS (Domain Name System) fully working (with both forward and reverse lookups).

If you are experiencing problems deploying the software, refer to the Applications Log within Computer Management\Event Viewer. For additional information see http://msdn2.microsoft.com/en-us/library/aa374350.aspx

Accessing Sage 200 (route 1)

Results of installing Sage 200

The installation process installs the Sage 200 Client, System Administration and System Administration Migration programs.

The Sage 200 client icon will be located on the Windows desktop and in the Windows ‘Programs’ menu.

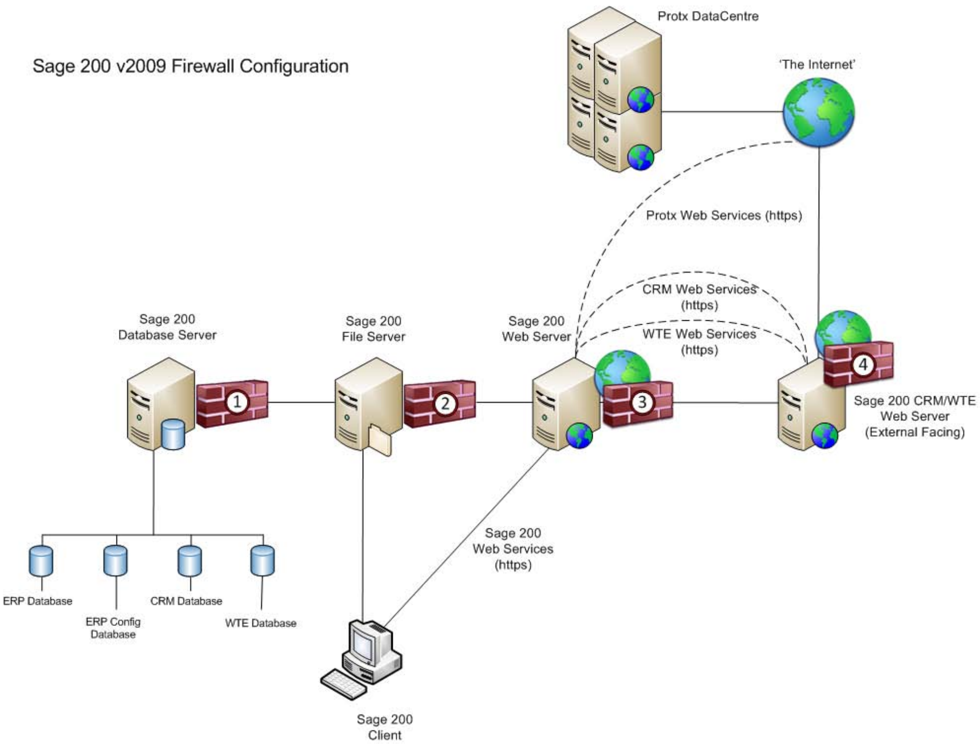
The System Administration program is located in Programs > Sage Tools > Sage 200. For information about System Administration, see *System Administration on page 41*.

The System Administration Migration program is located in Programs > Sage Tools > Sage 200. For information about System Administration Migration, see *Migrating administration data on page 51*.

The Sage 200 Client, System Administration and System Administration Migration programs will be located in the folder specified during the installation process; by default, this will be 'C:\Program Files\Sage\Sage 200\'.

Sage 200 Suite: required firewall settings

The Sage 200 Suite runs a variety of programs and services that can be affected by security firewall settings. The following diagram outlines the logical distribution of these programs and services and details the ports that need to be opened in order for the Sage 200 Suite to function correctly.



Note: This is a 'logical' deployment diagram and should not necessarily be used for all deployments. Please refer to the Sage 200 System Requirements documentation for further advice on deploying the suite.

Firewall (see diagram)	**Server**	**Port**	**Details**
1	Database Server	TCP Port 1433	Default SQL Instance
		TCP Port 1434	Named SQL Instance
2	Sage 200 File Server	TCP Port 139	File & Print Sharing
		TCP Port 445	File & Print Sharing
		TCP Port 137	File & Print Sharing
		TCP Port 138	File & Print Sharing
3	Sage 200 Web Server	TCP Port 80	HTTP
		TCP Port 443	HTTPS
4	External Facing Sage 200 CRM / WTE Web Server	TCP Port 80	HTTP
		TCP Port 443	HTTPS

Note: The following additional ports are required for Sage 200 Business Intelligence.

Firewall (see diagram)	**Server**	**Port**	**Details**
1	Database Server	TCP Port 2386	SQL Analysis Services (for Default Instances)
		TCP Port 2384	SQL Analysis Services (for Named Instances)
		TCP Port 1434	SQL Browser Service

Using your own security certificates with Sage 200

By default, the Sage 200 Web Server (which hosts the Sage 200 System Administration service, web services for Sage 200 Card Processing and Sage 200 CRM web services) is deployed in a secure manner using SSL and HTTPS connections.

The Sage 200 installation procedure automatically configures both server and client side certificates to enable secure connection.

If you are installing the Sage 200 Web Server on an existing web server that is already configured with certificates and you want to continue using these certificates, rather than reconfigure your web server to use the certificates supplied by Sage 200, you must implement the following procedure.

1. During the installation of the Sage 200 Web Server, clear the 'Generate and Install Sage 200 Certificates' check box.
2. Install the public portion of the root certificate that was used to create the server certificate on all client machines running Sage 200.

Route 2: File Server on one machine and Web Server on another machine

Note: You cannot use this route if you use Windows XP as a server.

If you are upgrading your system, see *Upgrading to Sage 200 version 2009 (route 2)* below.

If you are installing for the first time, see *Installing the servers (route 2) on page 28*.

Installing Sage 200 Manufacturing and Sage 200 Wholesale and Retail

If you are installing Sage 200 Manufacturing, you must install the Manufacturing Server on the same machine as the Sage 200 Web Server.

If you are installing Sage 200 Wholesale and Retail, you must install the Wholesale and Retail Server on both the Sage 200 File Server and the Sage 200 Web Server machines.

Upgrading to Sage 200 version 2009 (route 2)

Important Note: Back up your existing Sage 200 databases before upgrading your system. Upgrading can only be done by users who have administrative rights on the machines.

- Supported operating systems:
  - Windows XP Service Pack 2
  - Windows Server 2003 Service Pack 2
  - Windows Server 2008 Service Pack 1
- .NET 3.5 Service Pack 1

  This is available on the Sage 200 DVD.
- Windows Installer version 4.5

  This is available on the Sage 200 DVD.

1. Install the Sage 200 v2009 File Server on the existing Sage 200 Server machine. This upgrades the existing server.

   The File Server data paths for installation, the Attachments directory and the Spool directory, should match the locations you specified for your existing installation.

   During the installation, you will be notified that the process will upgrade to Sage 200 version 2009.

   During the upgrade process, your existing Reports, Layouts, Letters and Labels will be automatically backed up to folders named **OldReports**, **OldLayouts**, **OldLetters** and **OldLabels** respectively.
2. Install the Sage 200 Web Server on another machine. This is a new server installation.

3. Install the Sage 200 v2009 Clients. This upgrades the existing client installations.

   There are two ways of upgrading all of the Sage 200 installations on your network, depending on how the clients were initially deployed:

   - If Sage 200 client is not a managed network application, upgrade all Client versions of Sage 200 manually.
     - To update each computer running Sage 200, double-click the client Setup.exe and follow the Installation Wizard. You do not need to uninstall the existing Sage 200 client installation.
     - The installation directory from your old client installation will automatically be used for the installation directory for Sage 200 v2009, although you can specify a different location.
     - During the installation, you are notified that the client will be upgraded to Sage 200 v2009.
   - If Sage 200 client is a managed network application (i.e. it was deployed using Windows' Active Directory Group Policy Software installation), create a new administration installation point at the server, following the same procedure as for a new version 2009 installation. For more information, see *Deploying the Sage 200 Client installation across a network on page 32*.

     Important: If you are using Group Policy, you must ensure that this new administrative installation is in a different location to your MMS v3.x, Sage 200 v4 or Sage 200 v5.x, administrative installation.

     Following the creation of the new installation point, do the following:

     - Open the Software Installation snap-in within the GPO that you are using to manage the existing MMS installation.
     - In the 'Details' pane, right-click the MMS v3.x, Sage 200 v4 or Sage 200 v5.x client package, select 'All Tasks' and click 'Remove...'.
     - From the 'Remove Software' window, leave the default selection 'Immediately uninstall the software from users and computers' and click 'OK'.
     - Reboot each Client PC to remove previous versions of the Sage client.
     - Follow the instructions in *Deploying the Sage 200 Client installation across a network on page 32*.

4. Update the Sage 200 databases.

   Following installation of Sage 200 version 2009, the database needs to be updated before updated clients can log on and use Sage 200. Otherwise, Sage 200 will not run and a version mismatch warning will be displayed.

   This only needs to be done at one client. Once it has been done, all client installations will be required to have Sage 200 version 2009 installed.

   - Choose Start > Programs > Sage Tools > Sage 200 > System Administration.
   - Log on as MANAGER.

- Select Companies.
- Right-click and select 'Update All Companies' to update all the Sage 200 databases to the latest version of the database.

  Note: The time this takes depends upon the size of the databases.

Installing the servers (route 2)

Before you install the servers you must ensure that both machines use one of the following supported operating systems and have the following software installed.

File server prerequisites:

- Supported operating systems:
  - Windows XP Service Pack 2
  - Windows Server 2003 Service Pack 2
  - Windows Server 2008 Service Pack 1
- .NET 3.5 Service Pack 1

  This is available on the Sage 200 DVD.
- Windows Installer version 4.5

  This is available on the Sage 200 DVD.

Web server prerequisites:

As file server but also including:

- IIS versions 5, 6 or 7

Important: The file server must be installed before the web server.

On the machine which is to host the File Server

To load the menu based install

- Insert the Sage 200 DVD in your PC. The Install Menu should start automatically (depending on your PC's settings).

  If it does not, you can start the server installations by browsing to your CD drive and running 'start.exe' in the 'File Server'.

To install the File Server

- Click 'Install File Server' and follow the instructions in the InstallShield Wizard.
- When prompted for the Sage 200 Data Paths, enter the paths.

  The 'Logon' path is used to store details of Sage 200 users.

  The 'Spool' path is used to store spooled reports.

  The spool path specified here will be the default path used by all companies, unless a different path is specified for a company using System Administration. For more information, see *Setting up System Administration on page 54*.
- When prompted for the Server Identity, select 'Specific Account or Group'.
- Enter the Domain User and Domain.

Note: We recommend creating a new user for this role rather than using an existing administrator account. The domain user must have permissions on both machines for logon purposes.

On the machine which is to host the Web Server

To load the menu based install

- Insert the Sage 200 DVD in your PC. The Install Menu should start automatically (depending on your PC's settings).

  If it does not, you can start the server installations by browsing to your CD drive and running 'setup.exe' in the 'Web Server'.

To install the Web Server

- Click 'Install Web Server' and follow the instructions in the InstallShield Wizard.
- When prompted for the Sage 200 Logon Path, enter the path to the Sage share located on the Sage file server. This needs to be a UNC path.

  The 'Logon' path is used to store details of Sage 200 users.
- When prompted for the web site, enter the web site details.
  - Select the web site.
  - Enter the physical directory. This defaults to c:\Inetpub\wwwroot.
  - Use HTTPs is selected by default.

    We recommend you always select this check box. This ensures that you are using secure communications.
  - Generate and Install Sage 200 Certificates is selected by default.

    Note: Clear this check box if you are installing to an existing Web Server which is already secured with certificates. For more information, see *Using your own security certificates with Sage 200 on page 39*.
  - For the domain user you specified on the File Server install, enter the relevant password.

Set Security and sharing permissions on file server

Installing the file server creates a folder for the user logon path. If you did not specify an alternative during installation, this folder will be 'C:\Sage'.

It is a good idea to restrict access to the logon path folder to Sage 200 users. You can do this by setting up a Windows User Group containing your Sage 200 users and allowing access to the data folder only to this group of users.

The following procedures provide an example of how to create a Windows Domain User Group that can be used to control access to the Sage 200 data folder. You may set up your security and access permissions differently to the example presented here. And depending on your operating system, the terminology or wording may be different to that used here.

Important! The installation process sets up a web services user and provides permissions automatically for this user. This user is 'NETWORK SERVICES'. **Do not remove the permissions assigned at installation**.

To set up a Windows user group

Note: This example uses local user groups. A live installation would require a Domain User Group to be created.

1. Choose Start > Control Panel.
2. In the Control Panel, open 'Administrative Tools' then open 'Computer Management'.

   The Computer Management window appears.
3. Navigate to System Tools > Local Users and Groups > Groups.
4. Right-click on the 'Groups' folder and select 'New Group'.
   - Enter a suitable user group name as the 'Group name', for example 'Sage 200'.
   - Enter a description for the group.
   - Click 'Create' to create the group. The contents of the window will be cleared.
   - Click 'Close'. Check that the 'Sage 200' group is displayed in the list of groups.
5. Select this new group and then click 'Add to Group'.
6. Click 'Add'.
7. Select the location of the server where the group is located, by clicking 'Locations' and selecting the server from the list.
8. Enter the name of every user that will use Sage 200. Use the 'Check Name' button to make sure that the User is located on the server.
9. Once you have entered all of the users, click 'OK'.
10. Click 'Close' to close the group window and return to the 'Computer Management' window.

To restrict access to the Sage 200 data folder

1. Using Windows Explorer, right-click on the 'Sage' folder and select 'Properties'.
2. Move to the 'Security' tab.
3. Note that the 'Everyone' user group has full permissions over the 'Sage' folder (and sub-folders).
4. To restrict access to a user group that you have created:

- Click 'Add'. The 'Select Users, Computers, or Groups' window is displayed.
- Select the Location.
- Select the required group (e.g. 'Sage 200') and click 'OK'.
- Click 'OK'. The group(s) will be displayed in the list.
- Select the 'Full Control' check box, and click 'Apply'.

Note: You must also add an Administrators Group with 'Full Control' to this folder.

For information on creating a user group, see *To set up a Windows user group on page 30*.

5. To remove permissions for 'Everyone' group:
   - Select the 'Everyone' group.
   - Clear the 'Inherit from parent the permission entries ...' check box.

     Note: In some versions of Windows, you must click 'Advanced' to display this check box and the text may be slightly different.
   - A confirmation prompt is displayed. Click 'Remove' to continue.
6. Move to the 'Sharing' tab.
7. Click the 'Permissions' button.

   The installation procedure creates the 'Sage' folder with sharing allowed. The sharing permissions are set up to allow access to everyone in the 'Everyone' group.
8. To remove permissions for 'Everyone' group, select the 'Everyone' group and click 'Remove'.
9. To restrict access to a user group that you have created.
   - Click 'Add'. The Select Users or Groups window is displayed.
   - Select the Location.
   - Select the required group (e.g. 'Sage 200') and click 'OK'.

     The group will be displayed in the list.
   - Select the 'Full Control' check box and then click 'Apply'.
10. Click 'OK' to return to the folder properties, then click 'OK' again.

Note: To test the access control, log in as a user that is not a member of the group and attempt to browse to the data folder (e.g. 'C:\Sage'). A message should be displayed to say that access is denied.

Installing the client (route 2)

You must install the Sage 200 Client on each client computer on which you want to run Sage 200. You can install the client on each PC manually (see *Installing Sage 200 client on each client computer manually on page 32*). If you are using Windows 2003 or Windows 2008, you can deploy the client installation across the network. For more information, see *Deploying the Sage 200 Client installation across a network on page 32*.

Before you install the client, each client PC must have the following software installed:

- .NET 3.5 Service Pack 1
- Windows Installer version 4.5

These are available on the Sage 200 DVD.

These must be installed locally on each client PC. The installation of this software cannot be deployed across the network.

Installing Sage 200 client on each client computer manually

To load the menu based install

- Insert the Sage 200 DVD in the client PC. The Install Menu should start automatically (depending on your PC's settings).

  If it does not, you can start the client installation by browsing to your CD drive and running 'setup.exe' in the 'Client' folder.

To install the Sage 200 Client

- Click 'Install Client' and follow the instructions in the InstallShield Wizard.

  Specify the location of the server logon and spool folders, specified during the Sage 200 Server installation process. (See *Installing the servers (route 2) on page 28*.)

  The data paths use Universal Naming Convention (UNC) to locate the shared Sage folder on the Sage application server.

Deploying the Sage 200 Client installation across a network

You can deploy the Sage 200 Client across a network using Microsoft Windows Active Directory.

Note: This is only suitable for a Windows network with a domain controller running Windows Server 2003 or Windows Server 2008. The client PCs may be running Windows XP.

To deploy the Sage 200 Client across a network

1. Ensure that each client PC has the following software locally installed:
   - Windows Installer v4.5
   - .NET 3.5 Service Pack 1

2. Create a 'deployment' folder e.g. c:\deploy, to hold the installation files.
3. Copy the following files from the respective folders on the DVD to the C:\deploy folder you created earlier.

   Note: If your CD-drive is not labelled 'D', replace the D in the instructions with the letter that you use to identify the CD-drive.

   - D:\InstallShield Engine\isscript1150.msi
   - D:\SQL\msxml6.msi
   - D:\SQL\sqlncli.msi
   - D:\SQL\SQLSysClrTypes.msi
   - D:\SQL\SharedManagementObjects.msi
   - D:\SQL\SQLServer2008_XMO.msi
   - D:\WSE 3.0\Microsoft WSE 3.0 Runtime.msi
4. Perform an administrative installation of the Sage 200 Client on the server.

   Copy the file 'Sage 200 Client.msi', located in the 'Client' folder on the CD, to the root of drive C:\ on the server. (If your root drive is not labelled C:, use the letter used to identify the server.)

   The client installation file should be run on the server using the following command line:

   - **Msiexec /a "C:\Sage 200 Client.msi" LOGON_PATH="Path1" SPOOL_PATH="Path2"**

     Path 1: UNC path to Logon folder on the server (for example '\\servername\Sage\Logon').

     Path 2: Either a UNC path to the spool folder on the server, or a path to a local spool folder that will be created on each client machine (for example '\\servername\Sage\Spool').

     Note: The UNC paths must be correct. The client installation validates the paths. If the paths do not exist, the client installation will fail.

   This performs an administrative installation of the Sage 200 Client on the server. During the installation, a path is requested for the location of the image on the server. Select the folder you want to use for the deployment. For example, C:\Deploy.
5. Create a new Organisational Unit.
   - Select Start\Programs\Administrative Tools\Active Directory Users and Computers.
   - Right-click on your top-level domain and select New\Organisational Unit.
   - Enter the name 'Sage 200 Users OU' and select OK.
   - Drag and drop the computer accounts you want to install Sage 200 onto, from the 'Computers' Folder to the 'Sage 200 Users OU' folder.

6. Create a Group Policy to install the Sage 200 Clients.
   - Right-click the 'Sage 200 Users OU' folder and select Properties.
   - Select the Group Policy tab.
   - Select New.
   - Enter the name 'Sage 200 Client'.
   - With the 'Sage 200 Client' policy highlighted, click Edit. The 'Group Policy Object Editor' opens.
   - Drill down on Computer Configuration\Software Settings.
   - Right-click on 'Software installation' and select New\Package.
   - In the 'Open' window, enter the UNC path to the isscript1150.msi.

     Important Note: Do not use the 'Browse' button to navigate to the location. It must be a UNC path.
   - Click 'Assigned' and then click 'OK'.
   - Repeat the steps to enter the UNC paths for the following files.

     Note: The files must be added in the order listed below.
     - msxml6.msi
     - sqlncli.msi
     - SQLSysClrTypes.msi
     - SharedManagementObjects.msi
     - SQLServer2008_XMO.msi
     - Microsoft WSE 3.0 Runtime.msi
     - Sage 200 Client.msi
   - Close the Group Policy Object Editor.
   - Close the Active Directory Users and Computers window.

   After the Group Policy is applied, the workstations will automatically install the Sage 200 client when they are rebooted.

   Note: Changes to a GPO are not immediately imposed upon the target computers, but are applied in accordance with the currently valid Group Policy refresh interval. For information on how to modify the default Group Policy refresh interval, see http://support.microsoft.com/kb/556027/EN-US/

Note for Windows XP clients

Installing software via Active Directory relies on your network being correctly configured with DNS (Domain Name System) fully working (with both forward and reverse lookups).

If you are experiencing problems deploying the software, refer to the Applications Log within Computer Management\Event Viewer. For additional information see http://msdn2.microsoft.com/en-us/library/aa374350.aspx

Accessing Sage 200 (route 2)

Results of installing Sage 200

The installation process installs the Sage 200 Client, System Administration and System Administration Migration programs.

The Sage 200 client icon will be located on the Windows desktop and in the Windows 'Programs' menu.

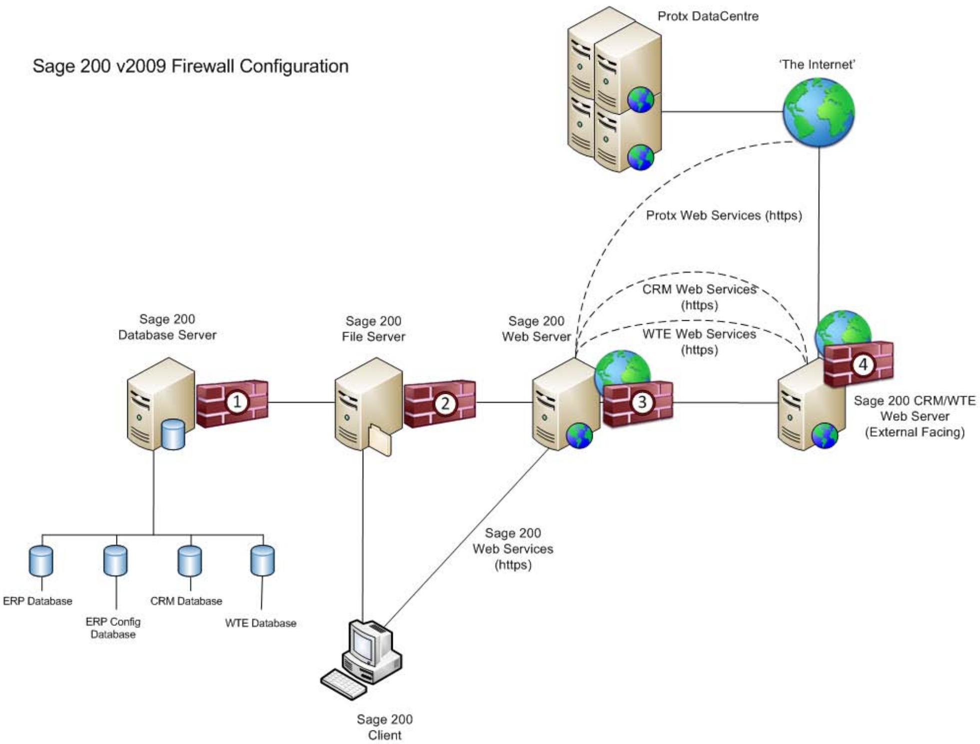
The System Administration program is located in Programs > Sage Tools > Sage 200. For information about System Administration, see *System Administration on page 41*.

The System Administration Migration program is located in Programs > Sage Tools > Sage 200. For information about System Administration Migration, see *Migrating administration data on page 51*.

The Sage 200 Client, System Administration and System Administration Migration programs will be located in the folder specified during the installation process; by default, this will be 'C:\Program Files\Sage\Sage 200\'.

Sage 200 Suite: required firewall settings

The Sage 200 Suite runs a variety of programs and services that can be affected by security firewall settings. The following diagram outlines the logical distribution of these programs and services and details the ports that need to be opened in order for the Sage 200 Suite to function correctly.



Note: This is a 'logical' deployment diagram and should not necessarily be used for all deployments. Please refer to the Sage 200 System Requirements documentation for further advice on deploying the suite.

Firewall (see diagram)	Server	Port	Details
1	Database Server	TCP Port 1433	Default SQL Instance
		TCP Port 1434	Named SQL Instance
2	Sage 200 File Server	TCP Port 139	File & Print Sharing
		TCP Port 445	File & Print Sharing
		TCP Port 137	File & Print Sharing
		TCP Port 138	File & Print Sharing
3	Sage 200 Web Server	TCP Port 80	HTTP
		TCP Port 443	HTTPS
4	External Facing Sage 200 CRM / WTE Web Server	TCP Port 80	HTTP
		TCP Port 443	HTTPS

Note: The following additional ports are required for Sage 200 Business Intelligence.

Firewall (see diagram)	Server	Port	Details
1	Database Server	TCP Port 2386	SQL Analysis Services (for Default Instances)
		TCP Port 2384	SQL Analysis Services (for Named Instances)
		TCP Port 1434	SQL Browser Service

Using your own security certificates with Sage 200

By default, the Sage 200 Web Server (which hosts the Sage 200 System Administration service, web services for Sage 200 Card Processing and Sage 200 CRM web services) is deployed in a secure manner using SSL and HTTPS connections.

The Sage 200 installation procedure automatically configures both server and client side certificates to enable secure connection.

If you are installing the Sage 200 Web Server on an existing web server that is already configured with certificates and you want to continue using these certificates, rather than reconfigure your web server to use the certificates supplied by Sage 200, you must implement the following procedure.

1. During the installation of the Sage 200 Web Server, clear the 'Generate and Install Sage 200 Certificates' check box.
2. Install the public portion of the root certificate that was used to create the server certificate on all client machines running Sage 200.

Chapter 3

System Administration

The System Administration tool is used to set up security features, companies, users and roies and to enable features for users to access in Sage 200. It is also used to set up information management, online payment processing and install add-ons.

This chapter covers:

- Licensing Sage 200.
- Creating the administration database.
- Connecting the database to the server.
- System security.
- Company setup, including consolidated companies.
- Users and roles.
- Workspace and feature authorisation.
- Information management.
- Online payment processing.
- Add-ons.

Note: The information in this section focuses on setting up information. It does not cover the full functionality of System Administration. For comprehensive information about System Administration, refer to *Sage 200 System Administration help*.

In this chapter:

Starting System Administration

The procedure for starting System Administration is different the first time from subsequent times. The first time you start the program, you need to:

1. Enable your system.
2. Create the administration database.
3. Log on.
4. Wait while core components install automatically.
5. Run the Migration Utility if you have administrative data you want to migrate from an earlier version of Sage 200.

Subsequently, you should only need to log on. However,

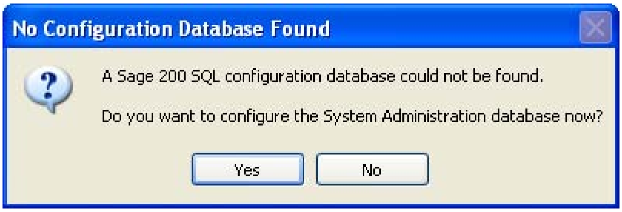
- Enabling the system is by entering an annual licence key. You will need to enable the system every year.
- If there is a server problem you may need to test the database connection before you can log on.
- Core components may be updated on the server. Any newly added core components found on the server are installed automatically when you log on to System Administration.

To start System Administration

1. Choose Start > Programs > Sage Tools > Sage 200 > System Administration.
   - If you have not yet licensed Sage 200 on your PC, you are notified that the system is not enabled.

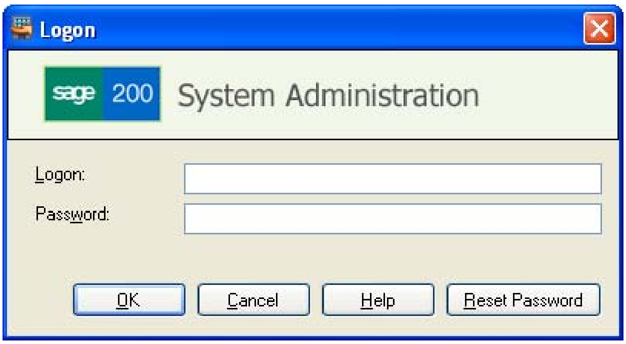
     To enable the system, you must enter the licence key. See *Licensing Sage 200 on page 45*.
   - If you are opening a new installation, you are prompted to create the administration database.



To create the database, click Yes. See *Creating the administration database on page 47*.

2. Once you have created the administration database, choose Logon.

   You are prompted to log on to System Administration.



3. Enter **Manager** in the Logon box.

   The 'Manager' user is the only logon account that can access System Administration.

4. Enter the password in the Password box.

   Note: In a new installation, the Manager password is blank.

   To set a password for the Manager, see *Setting the Manager logon password on page 49*.

5. Click OK.

   If core components are found on the server, they are installed automatically.

   Core components are packages that describe the core features of Sage 200 and are essential for your Sage 200 system.

6. You are prompted to run the migration utility.

If you are upgrading from a previous version of Sage 200, click Yes to run the migration utility. See *Migrating administration data on page 51*.

Note: This only migrates the administration data. This does not migrate company data from a previous version of Sage 200. For more information on migrating company data, see the *Data Migration Guide*.

Licensing Sage 200

You have an annual licence for Sage 200. Every year you need to obtain a new licence key to continue to use Sage 200.

The licence key is a series of letters which unlocks your system for use. The key consists of up to 120 characters split into 24 groups of 5 characters.

The licence key identifies:

- The maximum number of companies you can have.
- The maximum number of users you can have.
- The expiry date of your current software licence.
- The modules you have bought.
- The date on which the Sage 200 licence expires.

Enabling the system

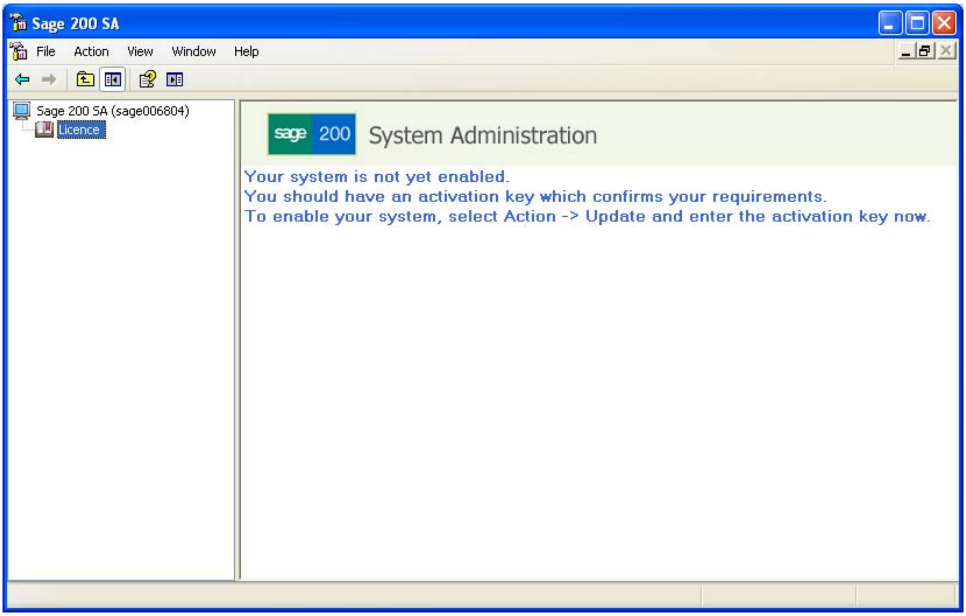
If you try to start Sage 200 System Administration without entering the enable string, you will be notified that the system is not enabled.

To enable the system

1. Choose Start > Programs > Sage Tools > Sage 200 > System Administration.

   The 'System not enabled' prompt appears.

2. Click OK.
3. Choose Licence.



4. Right-click and choose Update.

   The Update window appears.

5. Enter the Registration Code.

   Note: Select Line Mode if you want to copy and paste the registration code into each line.

6. Click OK.

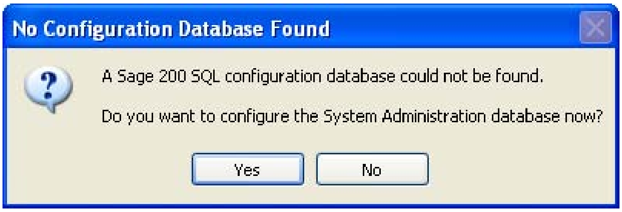
Creating the administration database

System Administration data is held in a database on a server. You must be connected to the server which holds the database before you can log on to Sage 200 System Administration. After enabling your system, you will be prompted that the SQL server or database is not reachable. This is because you have not yet created your administration database.

Note: You may receive this prompt in future, even if you have created your database. This could be because the server has stopped. In this case you must check the server connection.

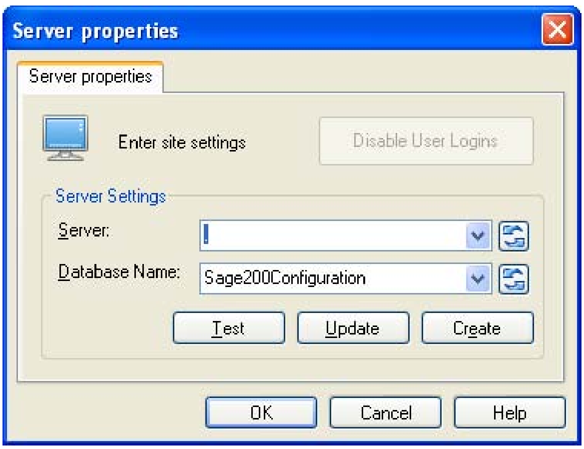
To create the administration database

1. After enabling your system, the following prompt appears.



2. Click Yes to create the database on the server.

   The Server properties window appears.



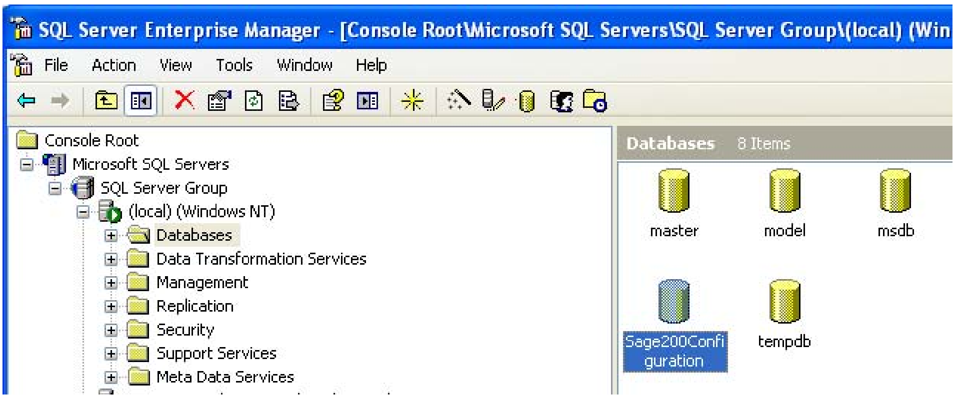
3. Browse for the correct SQL server settings.
4. Click Create to create the administration database on the server.

5. You may be prompted for the SQL credentials to create a database. If so, enter the Logon Name and Password for an SQL user that has rights to create a database.
6. Click OK.

To see the administration database on the server

1. Choose Start > Programs > Microsoft SQL Server > Enterprise Manager.
2. Under Microsoft SQL Servers > SQL Server Group, navigate to the server you had selected in Server Settings within System Administration.
3. Click the Databases folder.

   The administration database is visible in the list of databases.



Setting the Manager logon password

Manager is the only logon account set up by default that can access System Administration. In a new installation, the Manager password is blank.

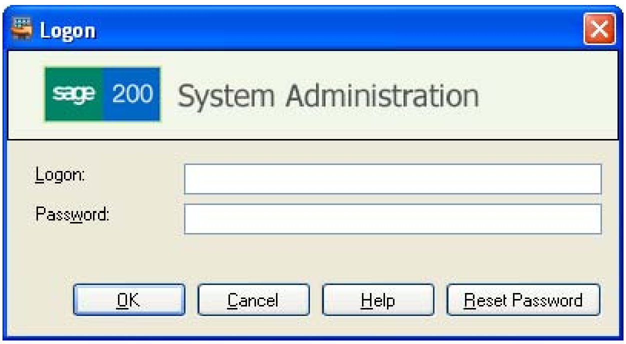
For your system security, we recommend that you set a password for the Manager user as soon as possible.

Note: You must know your licence key in order to set a password for the Manager user.

To set the Manager logon password

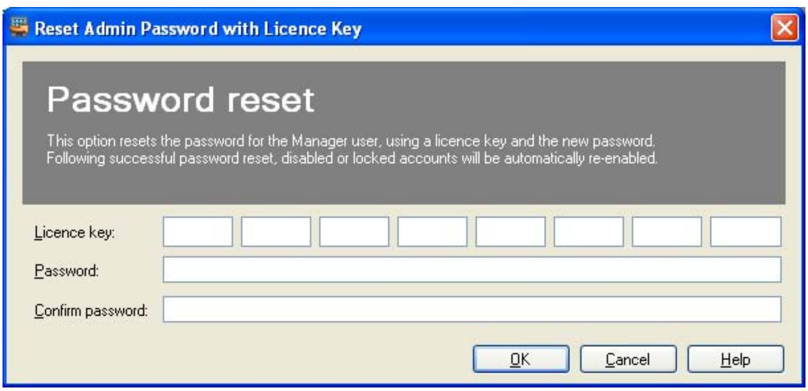
1. Choose Start > Programs > Sage Tools > Sage 200 > System Administration to open the Logon window.

   Note: If this is the first time you are using System Administration, see *Starting System Administration on page 42*.



2. Click Reset Password.

   The Reset Admin Password with Licence Key window appears.



3. Enter the Licence key.
4. Enter a new Password.
5. Enter the new password again in the Confirm Password box.
6. Click OK.

Migrating administration data

If you are upgrading from an earlier version of Sage 200, you can choose to migrate some or all of the existing administration data from the old System Administrator program to the new System Administration program.

Companies

You can choose to migrate company setup data. For example, Company Name, Parent Company, Attachments directory, Spool directory, Server and Database Name.

This means companies are set up in System Administration as they were in the System Administrator.

Note: This migrates the company setup not the company data. To migrate company data earlier than MMS v3, or from Line 50 or from Line 100 you must use the Sage 200 Migration utility.

System Administrator (OLD)	System Administration (NEW)
Company setup	Company setup

Groups

You can choose to migrate groups. The Groups in System Administrator become Roles in System Administration.

System Administrator (OLD)	System Administration (NEW)
Groups	Roles

Users

You can choose which users you want to migrate. The names, passwords and details of users you choose to migrate are set up in the new version as they were in the old version.

You can choose whether to migrate the user group membership and user company access. If you do, users are assigned to the role in System Administration which matches the group they are a member of in System Administrator. They are also given the same company access in the new version as in the old. However, in order for this to happen, you must migrate the groups they were members of and the companies they were assigned to in the old version.

System Administrator (OLD)	System Administration (NEW)
User Details User Group User Company Access	User Details User Role User Company Access

Customisations You can choose to migrate customisations for individual groups or for all groups.

System Administrator (OLD)	System Administration (NEW)
Individual group customisations: c:\sage\customisations\groups **Note:** Groups are identified by numbers e.g. 001.	Individual role customisations: c:\sage\customisations\roles **Note:** Roles are identified by name, e.g. Administrator.
Common customisations: c:\sage\customisations\common	Common customisations: c:\sage\customisations\common

Menus You can choose which menus you want to migrate.

Menus that you migrate from System Administrator become menus in the Sage 200 Desktop Menu Design Mode. These menus create features in System Administration (if the menus and features are not core components).

You can choose whether you want to authorise features for users assigned to roles in the new version. This is based on the menu items that were available to users in specific groups in the old version.

You can also choose to create features if these are not present in the menus you are migrating.

System Administrator (OLD)	System Administration (NEW)
Menus Default menu for group	Authorise features for role

Note: When you install Sage 200, a default menu template file, Sage200MenuTemplate.mnu is added to the default logon menus folder, normally c:\Sage\Logon\Menus. When you make changes to menus in Menu Design Mode, a .diff file is created in the same folder, describing the changes to the template.

To migrate administration data

1. Open the Migration Utility.

   Either:

   - Choose Start > Programs > Sage Tools > Sage 200 > System Administration.

The 'Do you want to migrate data?' prompt appears.

Note: This prompt only appears on first use of System Administration.

- Click Yes.

  The System Administration Migration Utility window appears.

Or:

- Choose Start > Programs > Sage Tools > Sage 200 > System Administration Migration.

  The System Administration Migration Utility window appears.

2. Follow the instructions in the System Administration Migration Utility wizard and use the *Sage 200 System Administration Migration Utility help* for further assistance.

Setting up System Administration

Before you begin to set up the Sage 200 modules (see *Sage 200 Modules on page 81*), you must set up System Administration. A checklist is provided below. We recommend you follow the first five steps. After that, the steps are optional, depending on how you use your software.

Note: The information provided here focuses on setting up your system. For comprehensive information, refer to *Sage 200 System Administration help*.

What you can do	See ...	Applies to you
1. Set up system security.	*Security Settings on page 55*.	❑
2. Set up companies.	*Companies on page 59*.	❑
3. Set up roles.	*Roles on page 64*.	❑
4. Set up users. ▪ Assign roles to user. ▪ Assign companies to users.	*Users on page 67*.	❑
5. Authorise features and workspaces for roles.	*Features on page 71*.	❑
6. *Optionally*, set up information management: ▪ To design workspaces within Sage 200.	*Information Management on page 73*.	❑
7. *Optionally*, set up online payment processing. ▪ To make or receive online payments within any of your companies.	*Online Payment Processing on page 74*.	❑
8. Optionally, add add-ons. ▪ To add additional functionality to Sage 200.	*Add-ons on page 78*.	❑

Security Settings

Use the Security Settings option within System Administration to set up and control the level of security in your Sage 200 system.

You can:

- Set up password policy.

  This is a set of rules for user passwords. For example, you may require users to change their passwords at regular intervals or to use a combination of alphanumeric characters within the password.
- Set up audit flags.

  Audit flags indicate when things happen. For example, when user passwords are changed or accounts locked.

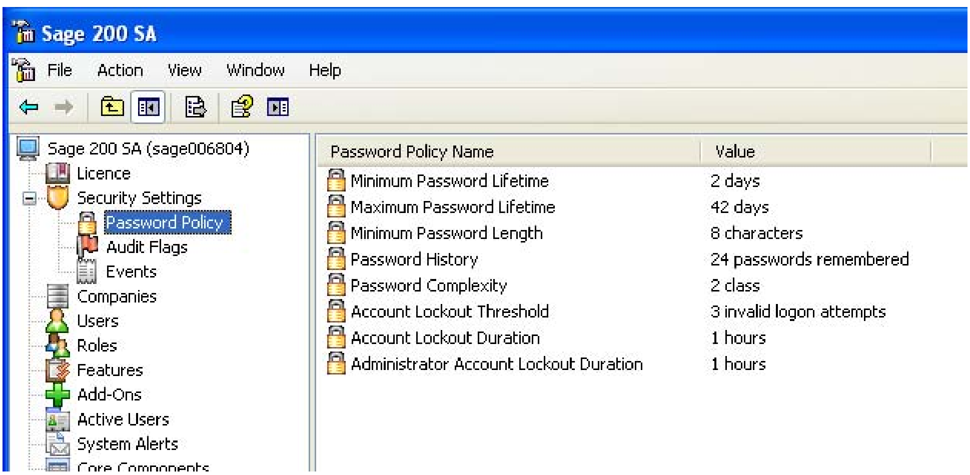
Monitoring events

Once you have set your password policy and audit flags, you can monitor events that occur during system use. You can see when an audit flag is raised either through System Administration > Security Settings > Events, or by using Microsoft Windows event viewer.

To set up password policy

1. From the Navigation Bar, choose Security Settings > Password Policy.

   The Password Policy Names are displayed.



2. Select the Password Policy Name and double-click to open the password policy name window. For example, double-click on Maximum Password Lifetime to open the Maximum Password Lifetime Properties window.

3. Enter the value appropriate to the property.

Minimum Password Lifetime	This is the number of days before the password can be changed.
Maximum Password Lifetime	This is the number of days the password can be used before it must be changed.
Minimum Password Length	This is the number of characters required for the password. **Note:** Longer passwords are safer.
Password History	This is the number of different passwords needed before a password can be re-used.
Password Complexity	This determines the strength of the passwords. Passwords can contain three different character types: letters, numbers and non-alphanumeric characters (punctuation, for example).

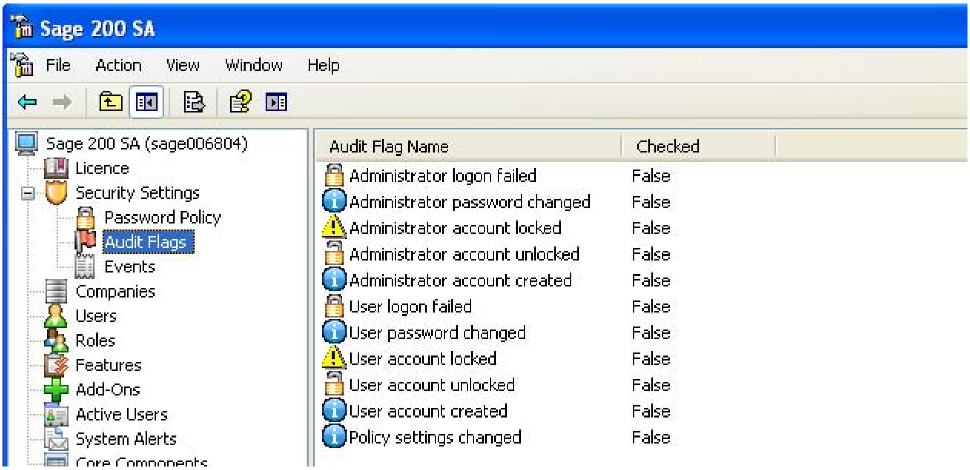
	Complexity	**What it means**
	0 Not Used	Complexity in passwords is not enforced in any way.
	1 Weak	Passwords contain one character type. For example, password, or 123456.
	2 Medium	Passwords contain two character types. For example, Password1.
	3 Strong	Passwords contain three character types. For example, P*s$w@RD29#.
	We recommend using 3 (stong complexity). Strong passwords provide the greatest security.	
Account Lockout Threshold	This is the number of unsuccessful logon attempts before the account is locked.	
Account Lockout Duration	This is the amount of time the account is locked when the Account Lockout Threshold is reached.	
Administration Account Lockout Duration	This is the amount of time the administrator account is locked when the Account Locked Threshold is reached. If a duration is not specified, the account must be unlocked by another administrator.	

4. Click OK.

To set up audit flags

1. From the Navigation Bar, choose Security Settings > Audit Flags.

   The Audit Flag Names are displayed.



2. Select the Audit Flag Name and double-click to open the audit flag name window. For example, double-click on User password changed to open the User password changed Properties window.

3. Select Enabled to use the audit flag.

   The flag is listed in the Events audit trail every time the rule for the flag is met.

   For more information on audit flags, see *Sage 200 System Administration help*.

4. Click OK.

Companies

Use the Companies option within System Administration to:

- Add companies up to the limit of your licence.
- Set company properties for existing companies.

You can specify your company and server settings, assign users and, if you are using online payments, assign a vendor account to the company.

Note: You must set up users and vendor accounts before you can assign them to the company.

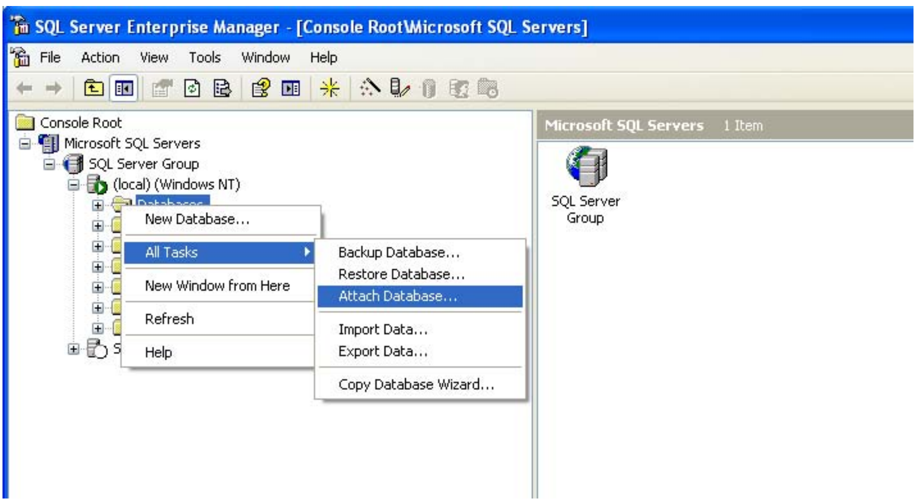
Attaching existing company databases to your SQL server

Existing company databases must be attached to your SQL server before they can be set up in System Administration. The database comprises a data file (.mdf) and a transaction log file (.ldf). The database can be attached to an instance of Microsoft SQL Server 2000 without using the transaction log file.

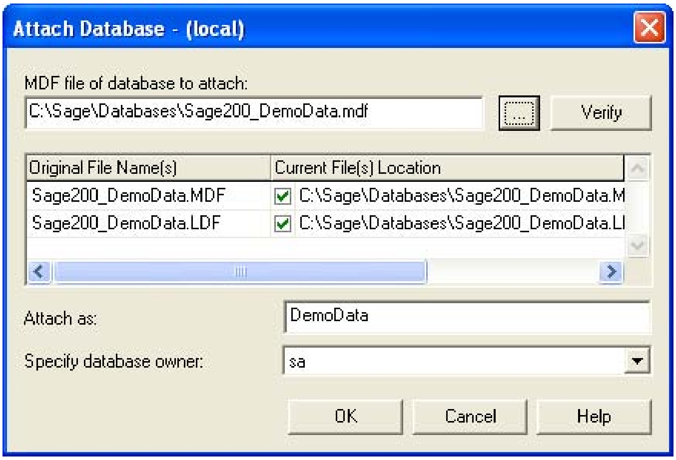
Sage 200 is supplied with a demonstration database. The following steps are an example of how to attach this database to an SQL server using SQL Enterprise Manager.

To attach an existing company database to your SQL server

1. Choose Start > Programs > Microsoft SQL Server > Enterprise Manager.
2. Under Microsoft SQL Servers > SQL Server Group, navigate to the server that you want to attach the database to (for example, Local, if the server is running on the computer you are using).
3. Right-click the Databases folder and select All tasks > Attach Database.



The Attach Database window appears.



4. Select the MDF file of the database you want to attach. In this example, the demonstration database Sage200_DemoData.mdf has been selected.

   Either enter the path and name of the database or click the Browse button (...) to browse for the database.

5. Click Verify to check that the database selected is valid.

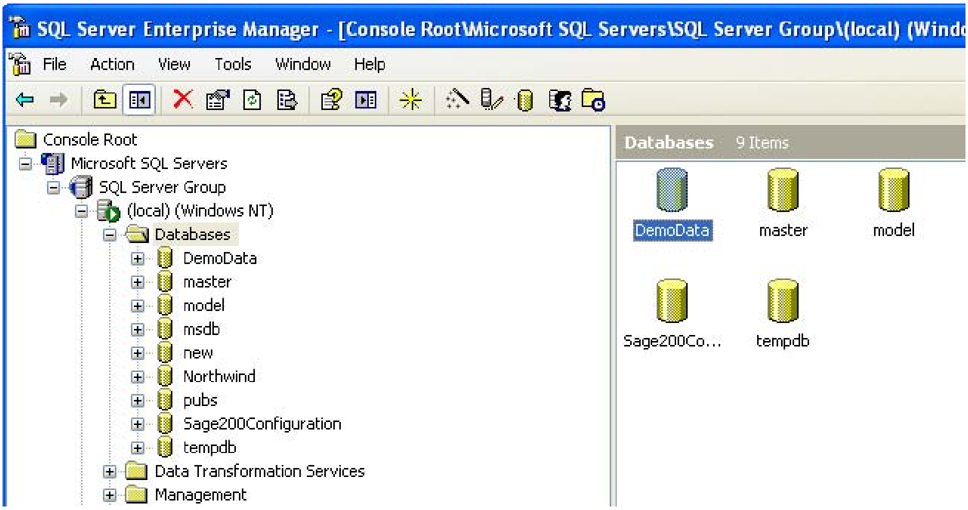
6. The Attach as box is used to specify a name for the database, in this case DemoData.

   The database name cannot be the same as an existing database.

7. The Specify database owner box is used to select the user name of the database's owner, in this case sa (system administrator).

8. Click OK to attach the database. A confirmation message is displayed.

   The database is now attached to the SQL server and is displayed in the Database list in Enterprise Manager.



9. To make the company available in Sage 200, now add the company database details in System Administration.

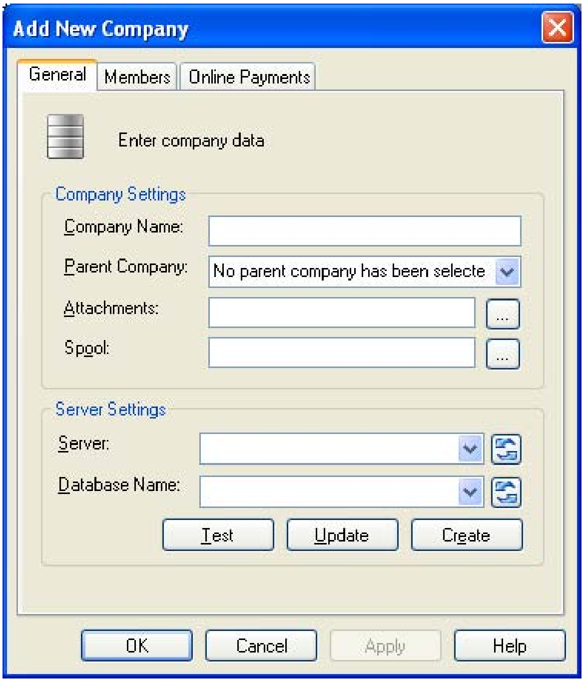
Adding companies

You can add new companies or add details for existing companies that are aleady on your server.

To add companies

1. From the Navigation Bar, choose Companies.
2. Right-click and choose Add New Company.

   The Add New Company window appears.



3. Enter the Company Settings.

Company Name	This is the name of the company.
Parent Company	If the company is to be consolidated, select the name of the parent company. **Note:** The parent company must be on the same server as the company.
Attachments	This is the directory used to store company specific files, such as documents and layouts. **Note:** You must use separate attachments directories for different companies.
Spool	This is the directory used to store report spool files. We recommend you use separate spool directories for different companies.

4. Enter the SQL Server Settings.

Server	This is the SQL server name. The server must exist and you must have appropriate permissions to access it.
Database Name	This is the name of the database on the server.

5. Select the Server Settings actions. The actions you select depend on whether you are wanting to create a new company database on the server or attach an existing company database which is already on the server.

Create	Creates the company and prompts you to enter the financial year start date for the company.
Test	Tests the connection to the database.
Update	Updates the company database.

6. Assign users who can use the company within Sage 200, by selecting the Members tab and selecting users from the Users list to move to the Selected User list.

   You can also assign users to companies, by selecting the User Properties Company Access tab. For information on adding users, see *To add users on page 67*.

   Note: Users must be assigned to the company before they can log on and use the company data.

7. If you allow online payments, select the Online Payments tab to assign a vendor account for the company. For information on online payment processing, see *Online Payment Processing on page 74*.

8. Click OK.

Roles

Roles are used to specify which features of Sage 200 individual users can access. See *Features on page 71*.

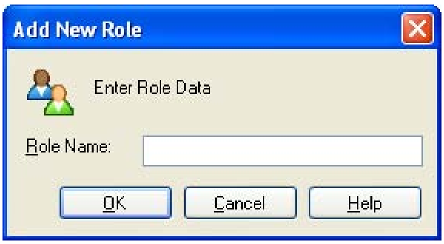
If you allow online payments, you can also use roles to specify which vendor configuration users can refund online payments for.

An Administrator role is provided by default. You can add and manage other roles through the Roles option. You can copy existing roles and amend the details or add new roles. For information on copying existing roles, see *Sage 200 System Administration help*.

To add roles

1. From the Navigation Bar, choose Roles.
2. Right-click and choose Add New Role.

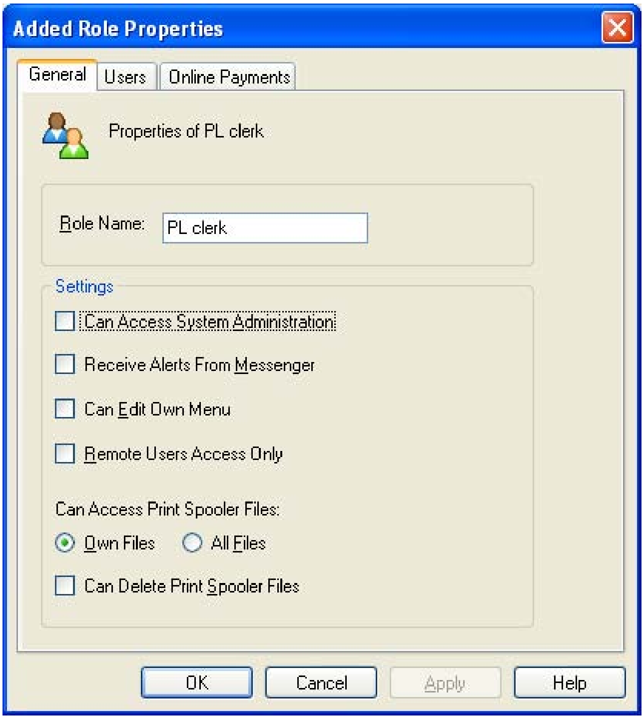
   The Add New Role window appears.

3. Enter the Role Name.

   This must be at least one character in length and unique. It can be made up of alphanumeric characters.
4. Click OK.

   The Added Role Properties window appears.



5. Enter the role settings.

Can Access System Administration	Select this check box to allow members of the role to log on to Sage 200 System Administration.
Receive Alerts from Messenger	Select this check box to allow members of the role to use Sage Messenger. Users can receive message alerts advising them of system issues and any action that needs to be taken.
Can Edit Own Menu	Select this check box to allow members of this role to use Menu Design Mode in the Sage 200 desktop. Users can edit their own menu.

Remote Users Access Only	Select this check box to allow members of the role to remotely access Sage 200. This applies to Sage CRM users and online payment users. Users who are assigned to a remote role cannot log on to Sage 200 directly, unless they are also assigned the Administrator role and the Administrator role is set as the user's primary role within the User Properties Member of tab.
Can Access Print Spooler Files	Select this check box to allow members of the role access to either their own files on the print spooler or to all files on the print spooler.
Can Delete Print Spooler Files	Select this check box to allow members of the role to delete files from the print spooler.

6. Click OK.

   You are prompted with the following message.

7. Click Yes to save the role without assigning users.

   When you have added users, you can assign roles to users through the User Properties Member of tab or through the Role Properties Users tab. For information on adding users, see *To add users on page 67*.

   Note: A user must be assigned a role before using Sage 200.

8. If you are using online payment processing, you can authorise refunds for roles using the Role Properties Online Payments tab. For information on online payment processing, see *Online Payment Processing on page 74*.

Users

You can manage access to Sage 200 through user accounts. User names and passwords are checked at logon.

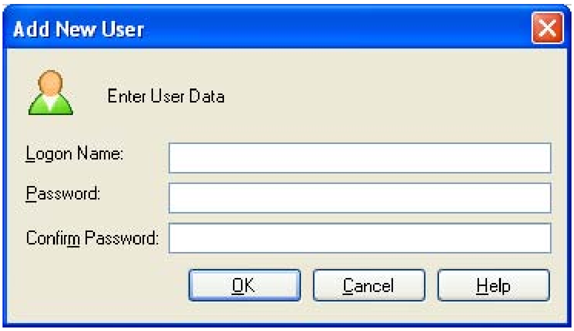
You can add and manage user accounts through the Users option.

User accounts must be associated with companies and roles before using Sage 200.

To add users

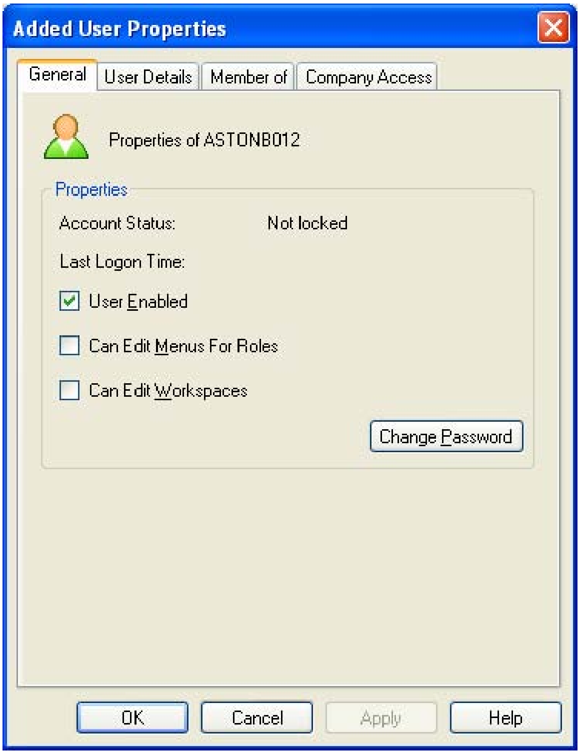
1. From the Navigation Bar, choose Users.
2. Right-click and choose Add New User.

   The Add New User window appears.



3. Enter the user Logon Name. This is the user account name. It must be at least one character in length and unique.
4. Enter a password up to 50 characters in length. The password must conform to your password policy. See *To set up password policy on page 55*.
5. Enter the password again in the Confirm Password box.
6. Click OK.

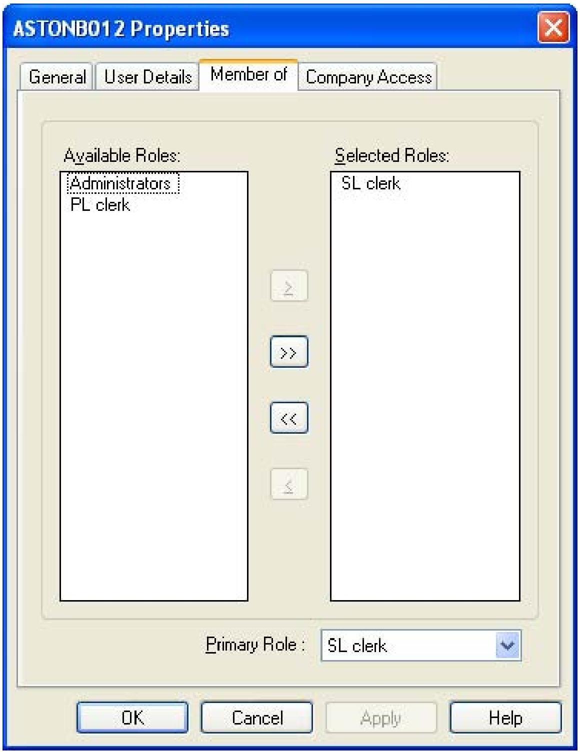
   The Added User Properties window appears.



7. Enter the user properties.

User Enabled	Select this check box if you want to make the user account active. **Note:** The user account can only be used to log on to Sage 200 if it is active.
Can Edit Menus For Roles	Select this check box if you want the user to edit menus for their roles, using the Menu Design Mode.
Can Edit Workspaces	Select this check box if you want the user to edit workspaces for their roles, using Workspace Designer.

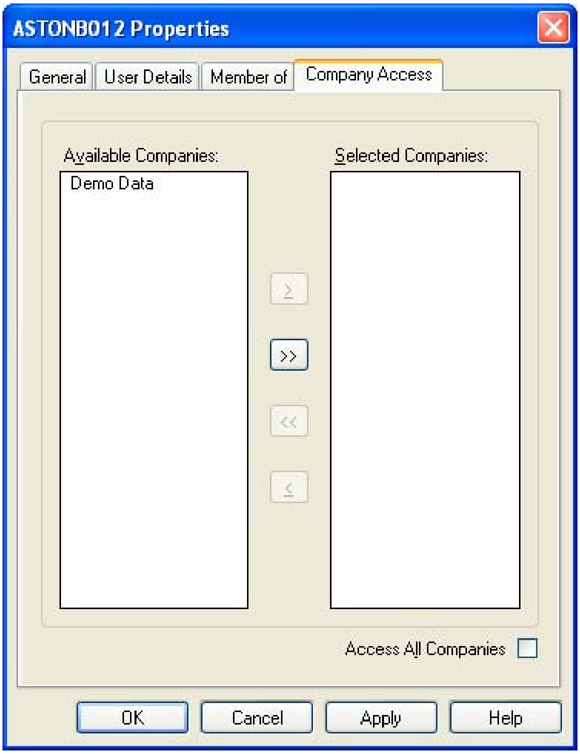
8. Click User Details and enter the user Name, Telephone, Email, Fax, Job Title, Manager's name and Address.
9. Click Member of and assign roles to the user.



- Use the arrow keys to move the roles from one list to the other.
- If you assign more than one role for a user, select the Primary Role for the user.

  Note: If you assign only one role for a user, the Primary Role displays this role by default.

10. Click Company Access and assign companies to the user.



- Use the arrow keys to move the companies from one list to the other.
- Select Access All Companies if you want the user to be able to access all companies.

Features

Features describe the actions you want to perform in Sage 200. For example, the Purchase Ledger feature, Enter New Supplier Account, describes the action of adding a supplier account within Sage 200.

When Sage 200 is installed, Sage 200 features are organised into groups which match the modules in the Suite. For example, there is a group for Sales Ledger, a group for Cash Book and so on. There is also a group for Workspaces and Workspace Actions.

Workspaces are separate areas on your desktop that provide specific Sage 200 information in one place. A number of default workspaces are installed with Sage 200. These are listed in the Workspaces group within the Features list.

The default features installed with Sage 200 must be authorised for roles before they can be used within Sage 200.

Customising features

You can add additional features within System Administration. This involves adding features and then adding targets for those features. A target ensures that something happens when the feature is selected within Sage 200. For example, a report is printed, a window opens or a program runs.

If you want to add features and targets, refer to *Sage 200 System Administration help*.

Customising menus and workspaces

Features can be organised into menus using the Menu Design Mode within the Sage 200 Desktop. These menus can be organised for specific users for specific roles. A user can organise their own menu in menu design mode if the Can Edit Own Menu setting is selected on the Role Properties General tab. The user can organise menus for other users if the Can Edit Menus for Roles setting is selected on the User Properties General tab.

Users can create additional workspaces within Workspace Designer in the Sage 200 Desktop, if the Can Edit Workspaces setting is selected in System Administration on the User Properties General tab.

However, whilst default workspaces must be authorised for roles following installation, additional workspaces are available for everyone until they are added to the Feature list and authorised for specific roles only.

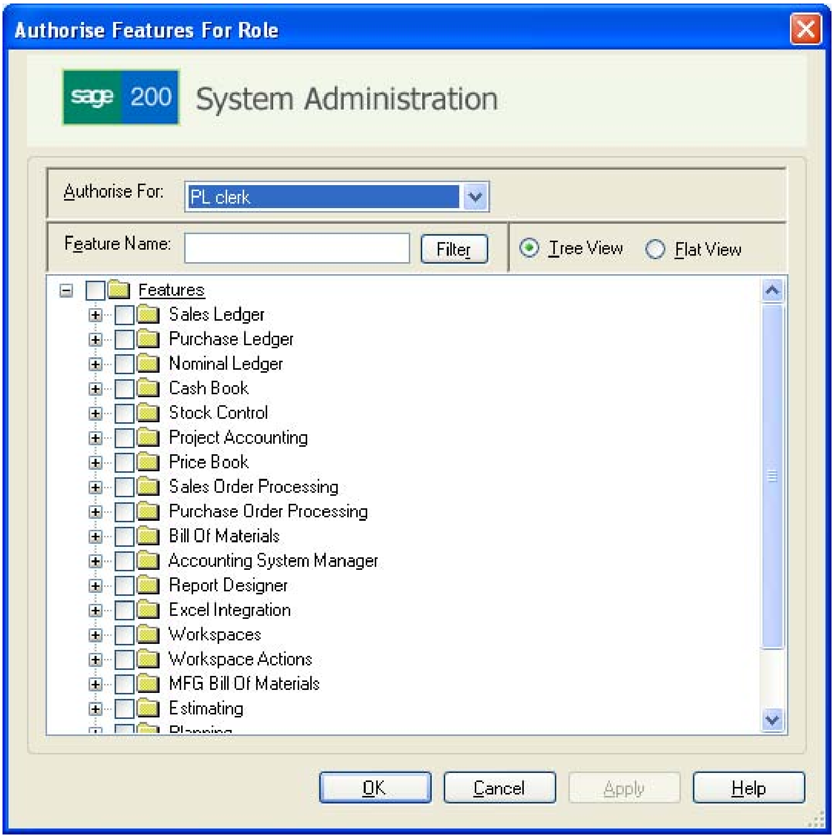
Organising menus for other users and creating additional workspaces are described within *Sage 200 help*.

To authorise features

1. From the Navigation Bar, choose Roles.
2. Select the Role Name.

3. Right-click and select Features.

   The Authorise Features For Role window appears.



4. Select the features or feature groups you want to authorise for the role.

   Note: If you are using Sage 200 Manufacturing, ensure that you select the MFG Bill of Materials feature group but do not select the Bill of Materials feature group.

5. Click OK.

Information Management

Information management within Sage 200 is the management of workspaces within your Sage 200 Desktop.

To set up System Administration to manage workspaces

1. Ensure the communication path between the Workspace Designer and the company is defined. This is done by means of models and data sources within System Administration.

   Models are data schemas that describe how the information held in a particular database can be accessed and displayed within Sage 200. Each model is contained in its own dynamic link library (dll). Data sources define where the information to be included is held on the server.

   Models and data sources are set up by default for Sage 200 Accounts, Sage 200 CRM and Sage 200 Manufacturing.

   If you want to use additional models and data sources, you must:

   - Add a data source.
   - Add a model.

   How to do this is described in *Sage 200 System Administration help*.

2. Ensure that you have provided authorisation to view default workspaces within Sage 200. Workspaces are made available to roles through feature authorisation. See *Features on page 71*.

3. Ensure that you select the Can Edit Workspaces setting on the User Properties General tab for users you want to be able to design workspaces for different companies.

   Note: Whilst default workspaces must be authorised for roles following installation, additional workspaces are available for everyone until they are added to the Feature list and authorised for specific roles only.

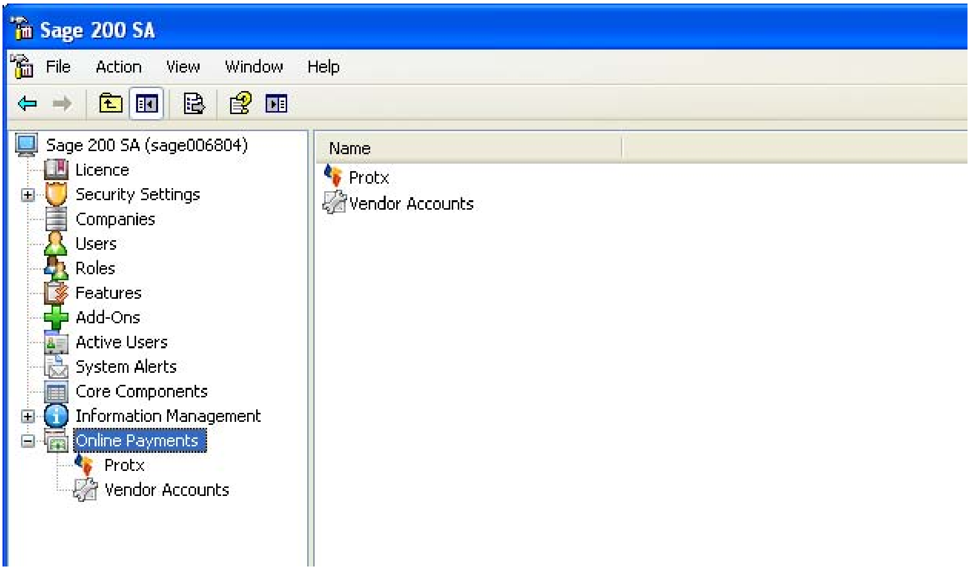
Online Payment Processing

To operate online payment processing within Sage 200, you need to set up your system as follows. The first part of the setup takes place within System Administration, the second within Windows Explorer, the remaining setup is within the Sage 200 modules.

To set up System Administration

1. Set up an account with the payment service provider.

   All available providers are listed in the Online Payments menu within the Navigation Bar.



   Protx is the default payment service provider used by Sage 200.

2. Set up a Remote Users Access Only role. See *Roles on page 64*.
3. Add a Payments user. See *Users on page 67*.
4. Assign the Remote Users Access Only role to the Payments user. See *Users on page 67*.
5. Ensure that you select Access All Companies on the User Properties Companies tab. See *Users on page 67*.
6. Enter online payments properties.
   - The Sage 200 Card Processing Web Service address.
   - The Service Account settings (the Payments user name and password).

   These are described in *Sage 200 System Administration help*.

7. Add vendor accounts.

   Each vendor account added requires the online payment service provider logon and password details which you should have received from your online payment service provider.

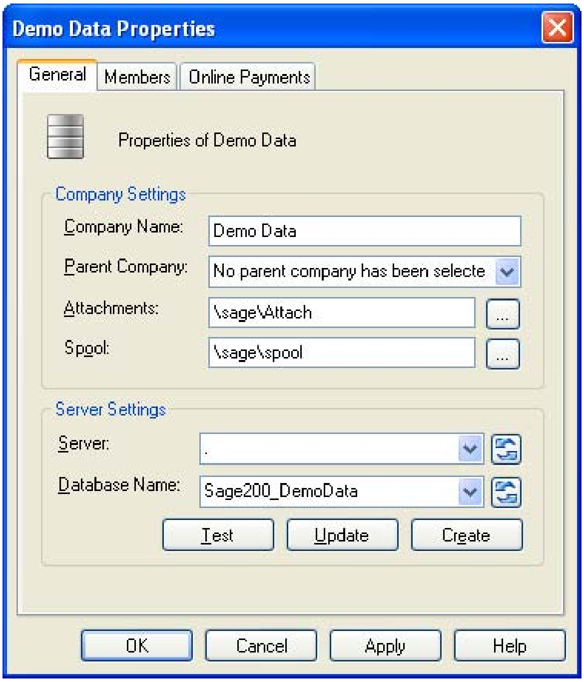
   A vendor account identifier accompanies every payment transaction made with the online payment service provider.

   See *Sage 200 System Administration help*.

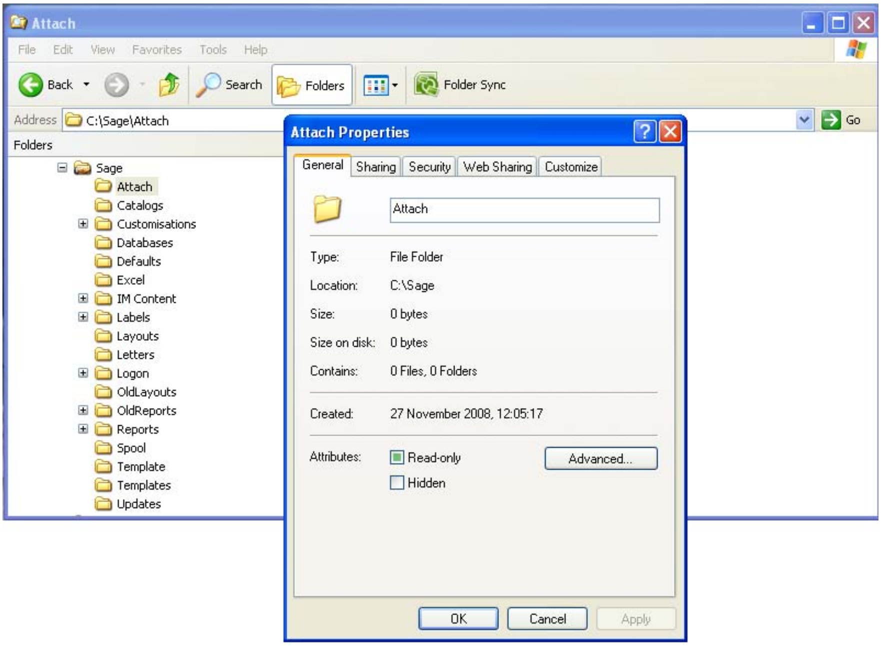
8. Authorise:
   - Payment companies for vendor accounts. See *Companies on page 59*.
   - Roles for refunds. See *Roles on page 64*.

To set up the Web Services user account using Windows Explorer

1. Note the location of the company attachments folder within the company properties window.



2. Within Windows Explorer, select the company attachments folder.
3. Right-click and select Properties.



4. Select the Security tab.
5. Click Add.
6. Click Locations to select the server location.
7. Enter the account name that the Web Service is run under in the Enter the object names to select box.

If you are using	**enter**
Windows XP	ASPNET
Windows 2003	NETWORK SERVICES
Windows 2008	NETWORK SERVICES

8. Click OK.

   The account name is added to the list of Group or user names.

   Read and Write permissions are allowed for the account.
9. Click OK.

To set up Sage 200 modules

1. Set up a merchant account within Accounting System Manager.

   Note: In order to do this you must have set up nominal accounts or cash book accounts. See *Sage 200 Modules on page 81* for suggestions on what to set up within Sage 200 modules.

2. Enable card processing:

   - Within Sales Ledger Settings Options tab, to process online receipts.
   - Within Sales Order Processing Settings Order Entry tab, to accept online payments for sales orders.

   Note: See *Sage 200 Modules on page 81* for suggestions on what else to set up within Sage 200 modules before you begin to use them.

Add-ons

Add-ons contain software packages that provide extra functionality for your Sage 200 Suite. Add-ons can be created by yourself, your Business Partner or a 3rd party developer.

Note: Only one administrator user can manage add-ons at one time.

Add-ons are added using a wizard and can be installed in one of two modes.

- Use Simple Mode to install the add-on with fewer steps.
- Use Advanced Mode to review the details of the add-on you are installing. This will help you identify whether the installation will be successful. Program compatibilities are flagged for you.

After installing add-ons you must ensure that users can access the new features. This is done by authorising the added features. See *Features on page 71*.

To install add-ons

1. From the Navigation Bar, choose Add-Ons.

   The Add-On Installation Wizard appears.

To install an add-on using simple mode

1. Within the Add-On Installation Wizard, select Simple Mode and click Next.
2. Add-ons can contain a number of product enhancements, called packages. Select a package to install, and click Install.

   A progress bar indicates the installation progress.
3. Click Finish when the process has finished.

   Note: Remember to authorise added features. See *Features on page 71*.

To install an add-on using advanced mode

1. Within the Add-On Installation Wizard, select Advanced Mode and click Next.
2. Add-ons can contain a number of product enhancements, called packages. Select a package to install, and click Next.
3. Confirm the add-on you are installing, by selecting the add-on to install and click Next.
4. Information about the add-on is shown over a number of tabs.

   This information helps you identify any program incompatibilities or problems before you install the add-on.

   - General Properties

     This is the Title, Description, Code, Version and Creation Date of the add-on.
   - Dependencies

     These are the Names and Values of the software programs compatible with the add-on.

     The programs you have already installed in the Sage 200 Suite must be compatible with the add-on. You should not continue until you have installed any required programs.
   - Defines Features

     These are the names and GUID (Globally Unique IDentifier) values of the features within the add-on package.
   - Requires Features

     These are the names and GUID (Globally Unique IDentifier) values of the features which must be installed before you install the add-on.

     If features are listed here, you should not continue with the installation until you have installed these features.
   - Files

     These are the File Names and Types of the files within the add-on.
   - Information Management

This lists the Names of Data Sources and Models contained within the add-on.

Once you have checked all the information is alright, click Next.

5. Some add-ons are mandatory for all users. If the add-on you are installing is mandatory for all users, request that all users appearing in the 'logged on' list, log off their computers. Once they have logged off, click Next.

6. There may be conflicts between files that are already installed and files in the add-on you are installing. You cannot install the add-on unless you acknowledge that there are conflicts. You can select Override All Conflicts in order to install the add-on despite conflicts.

   Note: Installing an add-on which has identified conflicts is not recommended because it (or other parts of the system) may not work once installed.

   Conflicts are shown over two tabs:

   - Requires

     This shows the Required Version and the Found Version of the program.

     Note: You must have the Required Version of the program installed before you install the add-on.

   - File Names

     This shows the Source Name and the Conflict Name.

     This identifies where the conflict lies (source) and what the conflict is.

   If you are satisfied there are no conflicts, click Install.

   A progress bar indicates the installation progress.

7. Click Finish when the process has finished.

   Note: Remember to authorise added features. See *Features on page 71*.

Chapter 4

Sage 200 Modules

The Sage 200 Suite consists of a number of integrated modules: financials, commercials, productivity, manufacturing, wholesale and retail and crm.

Before you begin to work in Sage 200 you must set it up to work the way you want. Checklists are provided suggesting what can be set up within each module. What you set up depends on your business and how you intend to use your software. You can adapt the checklists as not all of the items will be applicable to you.

Note: The information provided here focuses on setting up your system. It does not describe how you can or should use your system. For comprehensive information about the Sage 200 Suite and its modules, refer to the help systems provided with the software.

Before you can set up the modules, you must have access authorised within System Administration.

Tip: To help you set up Sage 200 quickly, the default installation includes a 'Configuration Settings' menu that lists some of the key windows you need to set up the Sage 200 modules. However, to complete the setup process you will need to use options on the module menus themselves. Where required, the path is given to these options.

In this chapter:

Log On to Sage 200

Before you can set up the Sage 200 modules, you must log on to Sage 200. Before you can do this you must have:

- Enabled your system. See *Licensing Sage 200 on page 45*.
- Created the System Administration database. See *Creating the administration database on page 47*.
- Logged on to Sage 200 System Administration. See *Starting System Administration on page 42*.
- Added a company. See *Companies on page 59*.
- Set up a user account to use to log on to Sage 200. See *Users on page 67*.
- Set up a role. See *Roles on page 64*.
- Assigned a role to the user. See *To add users on page 67*.
- Authorised Sage 200 features for the role. See *To authorise features on page 71*.

Note: You can also set up security, determining the password policy you are adopting. See *Security Settings on page 55*.

To log on to Sage 200

1. Choose Start > Programs > Sage 200.

   The Logon window appears.

2. Enter your user account name in the Logon box.
3. Enter the user account Password in the Password box.
4. If required, click Change Password to change the password.

   The Change Password window appears.

- Enter the New Password.
- Confirm Password.
- Click OK.

  Note: The change takes place immediately. You must enter the new password in the Logon window.

5. Click OK.

   You can now select any of the module menus or the Configuration Settings menus from the Navigation Bar.

   For more information on using Sage 200, see *Sage 200 help*.

Accounting System Manager

Use this module to set up company information, financial accounting periods and information that is used across all the Sage 200 modules.

Some settings within this module are only required in particular circumstances. For example:

- To use specific features, such as receiving online payments within Sage 200.
- To integrate with other modules, such as Sage CRM.

What you can do	Applies to you
Define and set up your company details.	❑
Define and set up common information.	
▪ Tax rates.	❑
▪ Country codes.	❑
▪ Currency and Exchange rates.	❑
▪ Customer and supplier analysis codes.	❑
▪ Customer and supplier roles.	❑
▪ Customer and supplier document types.	❑
▪ Transaction analysis codes.	❑
▪ Credit information.	❑
Set up accounting periods required.	❑
Define CRM integration settings. **Note:** Only applicable if you are integrating with CRM.	❑

Define and set up operational and transaction settings within System Settings. For example: - Specify how many accounting periods you want to have open at any one time during the financial year. - Select Use segmented addresses to allow entry of City, County and Country information for an address. **Note:** This means fuller integration with Sage CRM if you are using Sage CRM because CRM uses segmented addresses. - Select 'Split postings between cost centres for balance sheet accounts' if you want to apply cost centre breakdown on trader and bank account records.	❑
Define merchant account settings. You can use a cash book account for the merchant account, or a nominal account if no cash book account is set up. In order to define merchant account settings, you must have set up your Nominal Ledger or Cash Book first. **Note:** Only applicable if you are setting up Sage 200 to make and receive online payments.	❑

Nominal Ledger

Use this module to set up your chart of accounts, accumulate revenue and expenditure from transactions in other modules and prepare financial statements and reports.

The Nominal Ledger setup process complements the settings within Accounting System Manager. Just as the Accounting System Manager settings apply throughout Sage 200, so do the Nominal accounts which are set up.

What you can do	Applies to you
Activate Nominal Ledger settings.	
▪ Options.	❑
▪ Defaults.	❑
▪ Budget headings.	❑
▪ Budget profiles.	❑
Plan nominal account structure.	❑
Add cost centres.	
▪ Using Cost Centre Names.	❑
Add departments.	
▪ Using Department Names.	❑
Create Nominal Account records (Chart of Accounts).	
▪ Using Nominal Ledger > Nominal Accounts > Enter New Account.	❑
▪ Using Nominal Ledger > Nominal Accounts > Generate New Accounts.	❑
▪ Using Create Accounts for Cost Centre and Department.	❑
▪ Using Nominal Ledger > Utilities > Import > Import Ledger File.	❑
▪ Using Nominal Ledger > Utilities > Import > Update Account File.	❑
Create report category codes.	❑
Set up default Nominal Accounts.	
▪ Using Default Nominal Accounts.	❑

<table>
<tr><td>
Set up your system for cost centre breakdown.
Ensure you select 'Split postings between cost centres for balance sheet accounts' within Accounting System Manager > Settings > System Settings.
Note: You apply cost centre and department codes to customer, supplier and bank records within the Sales Ledger, Purchase Ledger and Cash Book.
</td><td>❑</td></tr>
<tr><td>
Enter Nominal Ledger opening balances.
If you are transferring from an existing system, close the period or year before entering the opening balances on Sage 200. This ensures balances are accurate.
Suggested opening balance process at the start of the financial year
If a company starts to use Sage 200 in the first month of the financial year:

Set the Nominal Ledger to operate in the previous financial year.
Enter Nominal Ledger opening balances using the Journal Entry routine in the Nominal Ledger.
Enter Sales Ledger, Purchase Ledger and Cash Book opening balances within those modules.
Close the period for all modules.
Run the Year End routine in the Nominal Ledger.
Proceed to enter live transactions.

Suggested opening balance process during the financial year
If a company starts to use Sage 200 part way through its financial year, enter opening balances in the period prior to going live. This prevents the balance this month figures being inflated with the opening balance value.
For example: A company is going live in June 2009. The financial year runs from January to December and uses 12 monthly periods. Period six (6) is the first period using Sage 200 for live transactions.

Set the ledger period to month five (5) ending 31/05/2009 for all modules, using Accounting System Manager.
Enter the Nominal Ledger opening balances with a date of 31/05/2009, using the Journal Entry routine in the Nominal Ledger.
Enter the opening balances in Sales Ledger, Purchase Ledger and Cash Book modules.
Proceed to enter live transactions.

</td><td>❑</td></tr>
<tr><td>
Design Profit and Loss and Balance Sheet financial statements
Using Financial Statement Layouts.
</td><td>❑</td></tr>
</table>

Cash Book

Use this module to set up and maintain your bank and cash account details and perform bank reconciliation.

The Cash Book setup process builds on the Accounting System Manager and Nominal Ledger setup. For example, creating bank accounts requires you to enter the Nominal accounts for bank charges and exchange differences. When you enter the bank contact details, you can enter City and County information if you selected to use segmented addresses in Accounting System Manager.

What you can do	Applies to you
Define and set up bank account details. ▪ Using Cash Book > Cash Book Accounts > Enter New Account.	❑
Activate Cash Book Settings. ▪ Select the default base currency bank account.	❑
Enter opening balances. ▪ Using Cash Book > Other Transactions > Opening Balance.	❑
Reconcile bank accounts. ▪ Using Cash Book > Bank Reconciliation.	❑

Purchase Ledger

Use this module to set up and maintain supplier details, take care of the business transactions you make with your suppliers and keep track of the company debts.

The Purchase Ledger setup makes use of default settings in Accounting System Manager and Nominal Ledger and Cash Book.

What you can do	Applies to you
Activate Purchase Ledger settings.	
▪ Options.	❑
▪ Supplier defaults.	❑
▪ Ageing.	❑
▪ Processing.	❑
▪ Payment groups.	❑
▪ Trading periods.	❑
Create accounts.	
▪ Using Purchase Ledger > Purchase Accounts > Enter New Account.	❑
▪ Using Purchase Ledger > Import > Import Accounts.	❑
▪ Using Purchase Ledger > Import > Update Account File.	❑
Enter opening balance invoices.	
▪ Using Purchase Ledger > Enter Transactions > Opening Balance Invoice.	❑
Enter opening balance credit notes.	
▪ Using Purchase Ledger > Enter Transactions > Opening Balance Credit.	❑

Sales Ledger

Use this module to set up and maintain customer details, take care of the business transactions you make with your customers and keep track of money owed to the company.

The Sales Ledger setup makes use of default settings in Accounting System Manager and Nominal Ledger and Cash Book.

What you can do	Applies to you
Activate Sales Ledger settings.	
▪ Options.	❑
▪ Customer defaults.	❑
▪ Ageing.	❑
▪ Processing.	❑
▪ Trading periods.	❑
Create accounts.	
▪ Using Sales Ledger > Sales Accounts > Enter New Account.	❑
▪ Using Sales Ledger > Import > Import Accounts.	❑
▪ Using Sales Ledger > Import > Update Account File.	❑
Enter opening balance invoices.	
▪ Using Sales Ledger > Enter Transactions > Opening Balance Invoice.	❑
Enter opening balance credit notes.	
▪ Using Sales Ledger > Enter Transactions > Opening Balance Credit.	❑

Stock Control

Use this module to set up and maintain an inventory of the goods and services you provide.

The Stock Control module makes use of: default settings in Accounting System Manager, Nominal Ledger and Cash Book; and customer and supplier accounts set up in Sales and Purchase Ledgers.

What you need to do	Applies to you
Activate Stock Control settings.	
■ Options.	❑
■ Write off categories.	❑
■ Configurable names.	❑
■ Internal areas.	❑
■ SOP fulfilment methods.	❑
■ Landed costs.	❑
Set up Stock Control support options within Stock Control > Stock Maintenance.	
■ Product groups. **Note:** Product groups can be imported, using Stock Control > Utilities > Import and Export > Import Product Groups.	❑
■ Locations.	❑
■ Units of measure.	❑
■ Search categories.	❑
Add stock records.	
■ Using Stock Control > Stock Records > Enter New Stock Item.	❑
■ Using Stock Control > Utilities > Import and Export > Import Stock Records.	❑

Sales Order Processing (SOP)

Use this module to set defaults for sales order processing, generate sales orders, produce invoices, track orders and analyse customer trends and returns.

The Sales Order Processing module makes use of: default settings in Accounting System Manager, Nominal Ledger and Cash Book; customer and supplier accounts set up in Sales and Purchase Ledgers; and stock items set up in Stock Control.

What you need to do	Applies to you
Activate Sales Order Processing settings.	
■ Document numbering.	❑
■ Order entry.	❑
■ Default accounts.	❑
■ Order processing.	❑
■ Printing.	❑
■ Intrastat.	❑
Set up user permissions.	❑
Set up Sales Order Processing support options within Sales Order Processing > SOP Maintenance.	
■ Analysis codes.	❑
■ Sales order items.	❑
■ Additional charges.	❑
■ Customer delivery addresses	❑
■ Payment methods.	❑

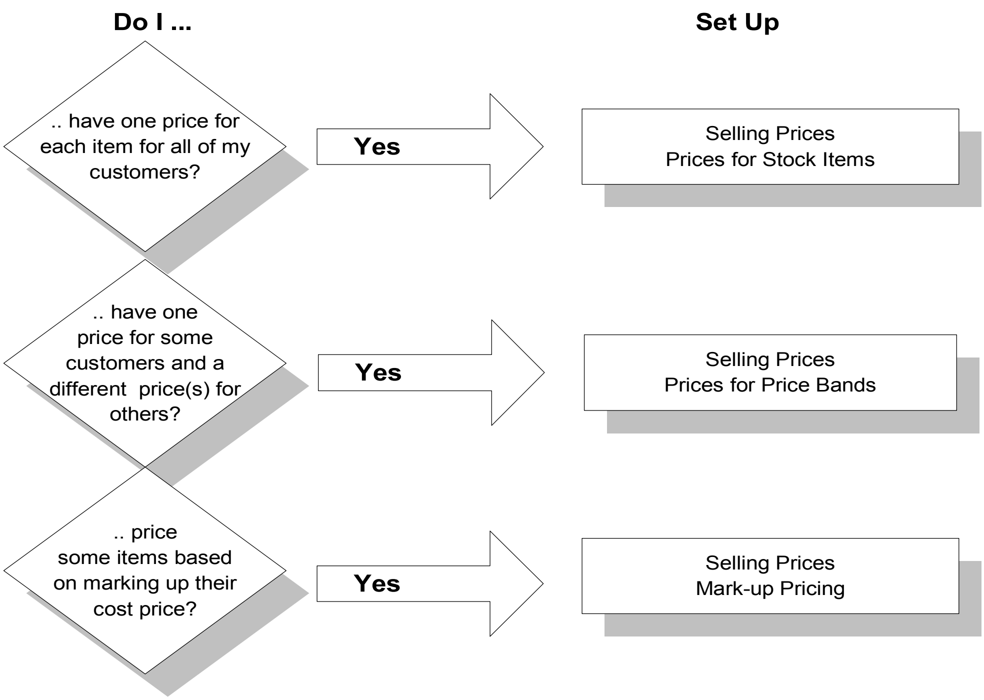
Price Book

Use this module to set up your pricing structure, incorporating selling prices, discounts and surcharges. Pricing is used within Sales Order Processing to enable efficient generation of sales orders and quotations.

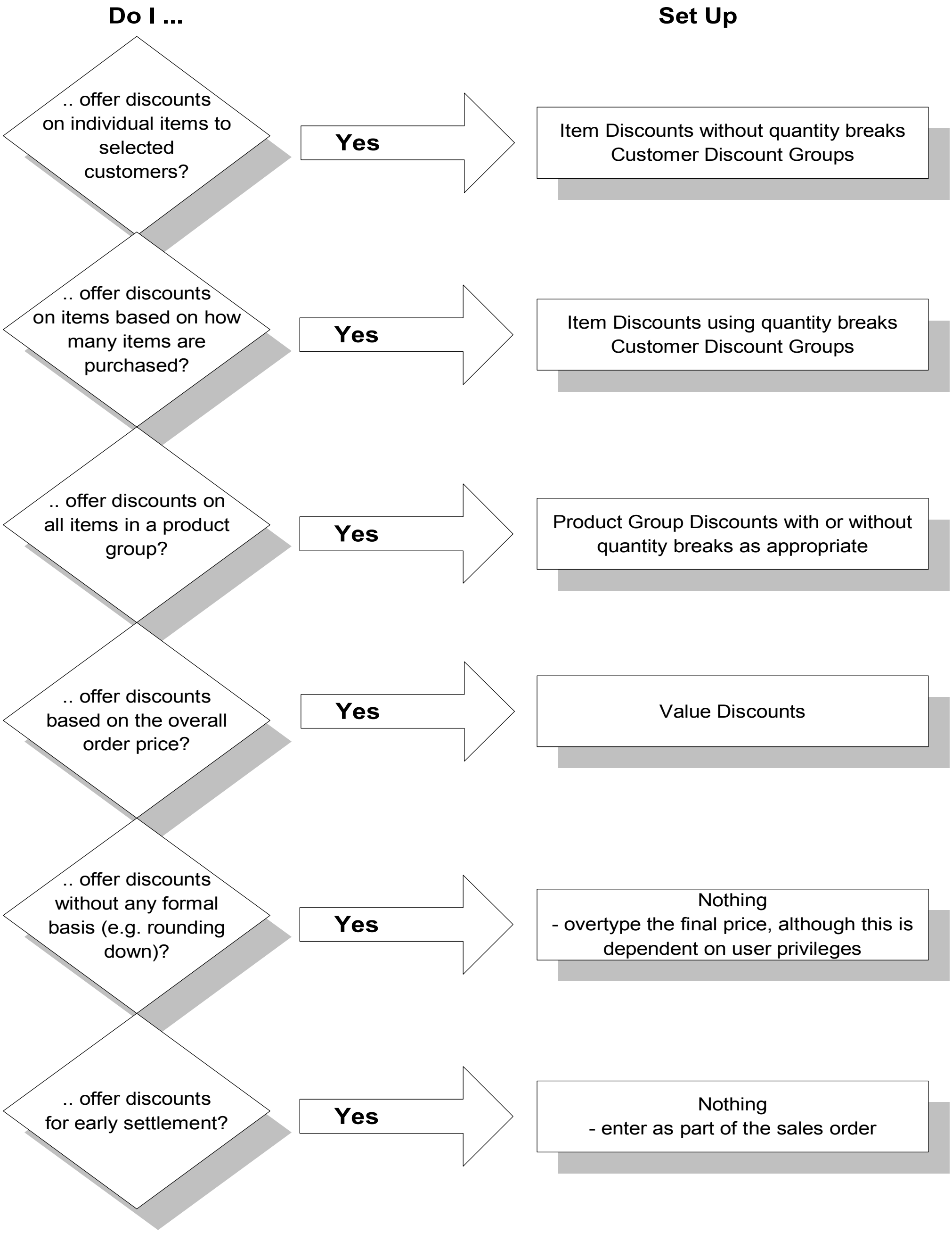
The Price Book module makes use of product groups and stock items set up in Stock Control.

You have a lot of choice in how you can set up prices and discounts or surcharges for your stock items.

When considering prices, think about the following questions.



If you are considering discounts or surcharges, consider the following questions.


Do I ...
Set Up
.. offer discounts on individual items to selected customers?
Yes
Item Discounts without quantity breaks
Customer Discount Groups
.. offer discounts on items based on how many items are purchased?
Yes
Item Discounts using quantity breaks
Customer Discount Groups
.. offer discounts on all items in a product group?
Yes
Product Group Discounts with or without quantity breaks as appropriate
.. offer discounts based on the overall order price?
Yes
Value Discounts
.. offer discounts without any formal basis (e.g. rounding down)?
Yes
Nothing
- overtype the final price, although this is dependent on user privileges
.. offer discounts for early settlement?
Yes
Nothing
- enter as part of the sales order

Based on your answers to the questions, you can set up your system using the checklist to determine what you need to set up for your company's needs.

What you can do	**Applies to you**
Set up product group mark-ups. ■ Using Price Book > Selling Prices > Markup Pricing.	❑
Set prices in the standard price band. ■ Using Price Book > Selling Prices > Prices for Stock Item. ■ Using Price Book > Selling Prices > Prices for Price Band.	❑ ❑
If you intend to charge goods at different prices, create additional price bands: ■ Using Price Book > Price Bands > Price Bands.	❑
Enter sales prices for price bands. ■ Using Price Book > Selling Prices > Prices for Price Band.	❑
Link price bands to customers. ■ Using Price Book > Price Bands > Price Bands > Link to Customers.	❑
Set up customer discount groups. ■ Using Price Book > Discount Groups > Customer Discount Groups.	❑
To discount goods on an individual item basis: ■ Create single item discounts. Using Price Book > Discounts > Discounts for Stock Item. ■ Link single item discounts to customer discount groups. Using Price Book > Discount Groups > Link Discounts to Customer Discount Group.	❑ ❑

To discount or place surcharges on a group of goods:	
■ Create product group discounts or surcharges. Using Price Book > Discounts > Discounts for Product Group.	❑
■ Link product group discounts or surcharges to customer discount groups. Using Price Book > Discount Groups > Link Discounts to Customer Discount Group.	❑
To discount orders by value:	
■ Create order value discount bands. Using Price Book > Discounts > Order Value Discounts.	❑
■ Link order value discount bands to customer discount groups. Using Price Book > Discounts > Order Value Discounts > Add Customers.	❑

Purchase Order Processing (POP)

Use this module to set defaults for purchase order processing, generate purchase orders and record invoices.

The Purchase Order Processing module makes use of default settings in Accounting System Manager and Nominal Ledger and Cash Book. It also makes use of supplier accounts set up in Purchase Ledger and stock items set up in Stock Control.

What you can do	Applies to you
Activate Purchase Order Processing settings.	
▪ Document numbering.	❑
▪ Order entry.	❑
▪ Default accounts.	❑
▪ Order processing.	❑
▪ Printing.	❑
▪ Order generation.	❑
Set up Purchase Order Processing support options within Purchase Order Processing > POP Maintenance.	
▪ Analysis codes.	❑
▪ Additional charges.	❑
▪ Disputed invoice codes.	❑

Bill of Materials (BOM)

Use this module to specify the cost and structure of finished items in terms of their subassemblies and components.

Note: If you are using Manufacturing, the Manufacturing Bill of Materials module is used instead of the this module.

What you can do	Applies to you
Activate Bill of Materials settings.	
▪ Options.	❑
▪ Nominal postings.	❑
▪ Build defaults.	❑
▪ Reason for hold.	❑
Set up Bill of Materials support options within BOM Maintenance:	
▪ Units of measure. **Note:** These units of measure are only used in the Bill of Materials module.	❑
▪ Cost items.	❑

Project Accounting

Use this module to set up and manage your projects, analyse project costs, record and process timesheets and expense claims for employees and generate bills for project customers.

What you can do	Applies to you
Design your project structure.	❑
Activate Project Accounting settings. ▪ Features. ▪ Time and material pricing rules. ▪ Integration. ▪ Terminology. ▪ Miscellaneous.	 ❑ ❑ ❑ ❑ ❑
Activate Project Structure settings within Project Accounting > Utilities > System Setup > Project Structure Settings. ▪ Project item types. ▪ Phase levels. ▪ Project levels.	 ❑ ❑ ❑
Set up Project Structure support options within Project Accounting > Project Maintenance: ▪ Project items and phases. ▪ Additional information fields for items in the project structure. ▪ Project templates. ▪ Project statuses. ▪ Units of measure available for project items. **Note:** These units of measure are only used in Project Accounting.	 ❑ ❑ ❑ ❑ ❑

Activate Timesheet and Expense Claims settings.	
■ Timesheets.	❑
■ Expense claims.	❑
■ Terminology.	❑
■ Financials integration settings.	❑
■ Project Accounting integration settings.	❑
■ Payroll integration settings.	❑
Set up Timesheet and Expense Claims support options in Project Accounting > Project Maintenance:	
■ Resources (timesheet users).	❑
■ Cost rate types.	❑
■ Charge rate types.	❑
■ Hierarchy.	❑

Manufacturing System Manager

Use this module to enter information or perform actions that apply across many Manufacturing modules. The following diagram shows which settings and registers apply within the Manufacturing modules.

Manufacturing System Manager	Settings	Registers
Bill of Materials	Highlight Colours, Overhead Recovery, Quantity Calculator, Analysis Codes, Customiser	Labour , Machine, Operations, Drawing
Estimating	Highlight Colours, Overhead Recovery, Quantity Calculator, Analysis Codes, Customiser	Labour, Machine, Operations, Drawing, Prospects, Employees, Stage Templates, Expense Types
Make to Stock	Quantity Calculator, Customiser	
Sales Forecasts	Quantity Calculator, Customiser	
MPS	Highlight Colours, Non-Working Periods, Quantity Calculator, Customiser, Maintain Roles	
MRP	Highlight Colours, Maintain Warehouse Hierarchy, Non-Working Periods, Customiser, Quantity Calculator, Maintain Roles	
Works Orders	Highlight Colours, Overhead Recovery, Maintain Warehouse Hierarchy, Quantity Calculator, Nominal Settings, Analysis Codes, Customiser	Labour Categories, Non-Chargeable Time, Certificates of Conformity, Employees, Expense Types

Note: Custom Layout settings apply to all the Manufacturing modules and Desktop settings apply throughout all modules in the Sage 200 Suite.

What you can do	Applies to you
Activate Manufacturing System Manager Settings within Manufacturing System Manager > Settings.	
▪ Analysis codes.	❑
▪ Highlight colours.	❑
▪ Maintain warehouse hierarchy.	❑
▪ Non-working periods.	❑
▪ Overhead recovery settings.	❑
▪ Quantity calculator defaults.	❑
▪ Customiser settings.	❑
▪ Nominal settings.	❑
▪ Custom layouts.	❑
▪ Maintain roles.	❑
▪ Desktop settings.	❑
Set up Manufacturing registers within Manufacturing System Manager.	
▪ Labour register. **Note:** You can import labour register details, using Manufacturing System Manager > System Utilities > Import.	❑
▪ Machine register. **Note:** You can import machine details, using Manufacturing System Manager > System Utilities > Import.	❑
▪ Operations register. **Note:** You can import operation templates, using Manufacturing System Manager > System Utilities > Import.	❑

What you can do	Applies to you
▪ Drawing register. **Note:** You can import drawings, using Manufacturing System Manager > System Utilities > Import.	❑
▪ Stage templates.	❑
▪ Prospects.	❑
▪ Labour categories. **Note:** You can import labour categories, using Manufacturing System Manager > System Utilities > Import.	❑
▪ Employees. **Note:** You can import employee details, using Manufacturing System Manager > System Utilities > Import.	❑
▪ Expense types. **Note:** You can expense types, using Manufacturing System Manager > System Utilities > Import.	❑
▪ Non-chargeable time. **Note:** You can import non-chargeable time details, using Manufacturing System Manager > System Utilities > Import.	❑
▪ Certificates of conformity.	❑

Manufacturing Bill of Materials (BOM)

Use this module to create, amend, delete, copy and cost BOMs.

Note: When Manufacturing is installed, the Manufacturing (MFG) Bill of Materials module is used instead of the productivity or non-Manufacturing Bill of Materials module.

The module makes use of default settings within Manufacturing System Manager and stock items set up in Stock Control.

What you can do	**Applies to you**
Activate Manufacturing Bill of Materials Settings.	
▪ General.	❑
▪ Resequencing.	❑
▪ Costing/Trial Kitting.	❑
▪ Labels.	❑
Add BOMs.	
▪ Using Bill of Materials > Records > Enter New BOM.	❑
▪ Using Manufacturing System Manager > Import > Bill of Material Components.	❑
▪ Using Manufacturing System Manager > Import > Bill of Material Headers.	❑
▪ Using Manufacturing System Manager > Import > Bill of Material Operations.	❑
▪ Using Bill of Materials > Records > Copy BOM.	❑

Estimating

Use this module to create, amend, copy, print, recost, cancel and delete estimates.

The module makes use of default settings within Manufacturing System Manager, stock items set up in Stock Control and customers set up in Sales Ledger.

What you can do	Applies to you
Activate Estimate Settings.	
▪ General.	❑
▪ Numbering.	❑
▪ Resequencing.	❑
▪ Markup Default (%).	❑
Add Estimates.	
▪ Using Estimating > Records > Enter New Estimate - Full.	❑
▪ Using Estimating > Records > Enter New Estimate - Rapid.	❑
▪ Using Estimating > Records > Enter New Multi Item Estimate.	❑
▪ Using Estimating > Records > Copy Estimate.	❑

Planning

Use the planning modules to collate production demand and generate a list of recommendations to satisfy that demand.

What you can do	Applies to you
Activate Planning Settings.	
▪ General.	❑
▪ Numbering.	❑
▪ Resequencing.	❑
▪ Markup Defaults (%).	❑
Add Make to Stock items.	
▪ Using Planning > Make to Stock > Records > Enter New Record.	❑
▪ Using Manufacturing System Manager > System Utilities > Import.	❑
Add Sales Forecasts.	
▪ Using Planning > Sales Forecasts > New Sales Forecast.	❑
▪ Using Planning > Sales Forecasts > Copy Sales Forecast.	❑
▪ Using Manufacturing System Manager > System Utilities > Import.	❑

Works Orders

Use the Works Orders module to enter works orders manually, or to update automatically generated works orders with progress information. As works orders progress, you can allocate and issue stock to them, cost them, complete them and close them. You can print various works order documents and amend the picking list, if required. You can also cancel works orders if they are no longer required.

What you can do	Applies to you
Activate Works Order Settings.	
▪ Numbering.	❑
▪ Documents.	❑
▪ Record.	❑
▪ Timesheets/Labels.	❑
▪ Allocate/Issue/Complete.	❑
▪ Operation Times.	❑
▪ Scrap Reason Codes.	❑
Add Works Orders manually.	
▪ Using Works Orders > Batch > Enter New Works Order.	❑
▪ Using Works Orders > One-Off > Enter New Works Order.	❑

Wholesale and Retail

Use this module to specify company structure by region, area and stores, organise your stock items by attribute (for example, size or colour) and product type, analyse the allocation and despatch of your stock items and accept transaction details from shop tills.

Sage 200 Wholesale & Retail provides retail functionality and is integrated with Stock Control, Sales Order Processing and Purchase Order Processing.

What you can do	Applies to you
Activate Retail Settings. ▪ Using System Setup > Setup.	❑
Set up Company Hierarchy. ▪ Using System Setup > Company Hierarchy Setup.	❑
Set up Merchandise Hierarchy. ▪ Using System Setup > Merchandise Hierarchy Setup.	❑
Set up Company Store Details. ▪ Using Company > Company Hierarchy. ▪ Using Company > Maintain Store Attributes.	❑ ❑
Set up Merchandise Details. ▪ Using Merchandise > Merchandise Hierarchy.	❑
Set up Promotions. ▪ Using Promotions > Enter New Promotion.	❑
Set up PayPort for 'point of sale' (POS) transactions. ▪ Using POS Processing > PayPort Setup.	❑

Customer Relationship Management (CRM)

Use this module to help you build strong relationships with your customers, target new customers and drive sales revenues. You can take leads and opportunities through into the accounts system and create and amend quotations and sales orders within Accounts from within CRM.

Sage 200 CRM helps you manage every aspect of your customer interactions from first contact through to purchase and post-sales. It can be integrated with Sage 200 Accounts.

For information about setting up Sage 200 CRM, refer to the Sage 200 CRM documentation provided.

CRM Integration

Sage 200 CRM Integration enables you to take leads and opportunities right through into your accounts system and create or amend quotations and sales orders.

For information about integrating Sage 200 CRM with Sage 200 accounts modules, refer to the *Sage 200 CRM Installation and Integration Guide*.

Chapter 5

Glossary

This chapter contains definitions of acronyms and terms used within the *Implementation Guide*.

In this chapter:

List of Acronyms

ASM	Accounting System Manager
BOM	Bill of Materials
CB	Cash Book
CC	Cost Centre
CRM	Customer Relationship Management
DNS	Domain Name System
DP	Department
GP	Graphical Planner
GPO	Group Policy Object
IM	Information Management
MFG	Manufacturing
MPS	Master Production Schedule
MRP	Materials Requirements Planning
MSM	Manufacturing System Manager
NL	Nominal Ledger
OU	Organisational Unit
PA	Project Accounting
PB	Price Book
PL	Purchase Ledger
POP	Purchase Order Processing
PSP	Payment Service Provider
SC	Stock Control
SL	Sales Ledger
SQL	Structured Query Language
SOP	Sales Order Processing
SSD	Supplementary Statistical Declaration
UNC	Universal Naming Convention
WC	Works Order Cancellation

Glossary

A

Accounting System Manager	The Sage 200 Accounting System Manager module allows you to set up common controls for applications across modules.
Add-on	Third party software that links into the Sage 200 Suite.
Advanced Mode	One of two modes of installing, uninstalling or upgrading add-ons and core components. Advanced Mode provides greater control over the process because information about each step of the process is provided for you to review.
Analysis Code	Analysis codes are used to indicate common sales or purchase accounts. Assigning an analysis code to a sales or purchase account allows you to group transactions for payment or for reporting purposes.
Audit Flag	Within Sage 200 System Administration, this is an indicator of when an event occurs in Sage 200 System Administration, such as a user account being created, locked or unlocked. Within Sage 200, a flag is a marker that indicates the status of a transaction. For example, within Sage 200 a flag may be set when the transaction is reconciled.
Audit Trail	Within Sage 200 System Administration, this is a log of events that occur within Sage 200 System Administration. For example, user accounts being created, locked or unlocked. Within Sage 200, the audit trail is a log of transactions that occur on the Sage 200 system. Audit Trail is also an accounting term.

B

Bill of Materials (BOM)	A stock assembly and process costing system, which provides facilities to specify the structure of finished items in terms of sub-assemblies and components. The Bill of Materials module is a productivity module. **Note:** When Manufacturing is installed the Manufacturing Bill of Materials module is used instead. See *Manufacturing Bill of Materials* on page 118.

C

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.
Category Code	An alphanumeric reference used to group together nominal accounts that are accumulated under the same heading within the Profit and Loss or Balance Sheet financial statements.
Certificate of Conformity	A certificate issued with a product that states the product conforms to standard.
Client	A computer connected to the central server computer. The client makes requests that are carried out by the server.
Commercials	Commercials modules within Sage 200 comprise the Stock Control and Sales and Purchase Order Processing modules and the Price Book.
Configuration Settings	A menu included with the default installation. It lists some of the key windows you need to set up the Sage 200 modules.
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.

Core Component	A software package containing the core modules of the Sage 200 Suite. For example, Sage 200 Accounts.
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.
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 within *Sage 200 help*.
CRM Integration	Installation and setup steps you need to follow to integrate Sage 200 and Sage Customer Relationship Management (CRM).
Custom Layout Settings	Alternative layouts to standard reports.
Customer Relationship Management	Sage Customer Relationship Management (CRM) is a software package that helps you manage every aspect of your customer interactions, from first contact through to purchase and post-sales.
Customisations	Customised menus for groups in Sage 200 v5.1 and earlier.
Customiser	A Sage 200 Manufacturing feature that allows you to change any button, box, frame, tab or column label on any window in the Manufacturing modules.

D

Data Source	The origin of the information being included in the Sage 200 Suite.
Database	A collection of information held on your computer.
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.
Document Types	If you use the Document Manager with Sage 200, you can specify roles associated with each type of document that is produced. When a specific type of document is printed,

	this determines the person that receives the document when it is printed. If you have set up roles in the Customer and Supplier roles window, you can assign the documents that will be created for those roles.
Domain Controller	A server that controls access within the computer system.
Domain Name System	A naming system for computers that link to the internet.

E

Estimating	The process of forecasting your project costs. The Estimating module lets you forecast project costs, based on expected costs of labour, machinery and operation times. In Manufacturing, estimates are produced for one-off items or non-repetitive batches.
Event	An occurrence within Sage 200 such as logon failure, password change, account locked, or user account created.
Event Log	See *Audit Trail* on page 113.
Event Viewer	A Microsoft resource that lets you monitor events, such as logon failures, in your system.

F

Feature	A name for an action you can perform in Sage 200. For example, Enter New Supplier Account, describes the action of adding a supplier account within Sage 200 Purchase Ledger.
Financials	Financials modules within Sage 200 comprise Accounting System Manager, Sales, Purchase and Nominal Ledgers and the Cash Book.
Firewall	Security measures to prevent illegal electronic entry into a computer or network computer system.

G

Graphical Planner	Graphical Planner is a powerful graphical scheduling tool which works alongside the Materials Requirements Planning (MRP) module within Manufacturing.
Group	A term used in Sage 200 v5.1 and earlier for a list of users who were given access to the same parts of Sage 200. The term group is replaced in Sage 200 v2009 by role.
Group Policy	Settings that apply to many machines or users on a network.
Group Policy Object	Stores for group policy settings.

I

Information Management	This is a means of controlling information that is displayed within the Sage 200 Suite. Information Management delivers information within workspaces on the Sage 200 desktop. It relies on data sources and models to interrogate the data and bring the required data to the workspaces.
Intrastat	A method for different EU governments to compile their trade statistics. Also known as Supplementary Statistical Declarations (SSDs) are necessary for VAT registered businesses with a value of despatches of goods to other EC countries or of arrivals of goods from other countries exceeding a threshold.

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.
Licence Key	A set of unique characters which unlocks Sage 200 for use.

M

Make to Stock	A Manufacturing planning module. The Make to Stock module is used to create demands for items that are not required for sales.
Manufacturing	Manufacturing modules within Sage 200 comprise Manufacturing System Manager, Bill of Materials, Estimating, Make to Stock, Sales Forecasts, MPS, MRP, Works Orders and Operation Times.
Manufacturing Bill of Materials	A stock assembly and process costing system, which provides facilities to specify the structure of finished items in terms of sub-assemblies and components. The Manufacturing Bill of Materials module is used instead of the Bill of Materials (BOM) module. See *Bill of Materials (BOM)* on page 114.
Manufacturing System Manager	The Manufacturing System Manager module lets you set up common controls to use in the other Manufacturing modules. It is also where you set up the common ledgers, such as Operations, Machine and Labour.
Master Production Schedule	A Manufacturing planning module. The MPS module is where the planning of production (usually end item production) is done to satisfy current and forecast sales orders. The sum of MPS items must equal the agreed sales and operations plan for the items over each planning period. Planning periods are normally a month or a four week period. Items planned within MPS are exploded by MRP (Materials Requirements Planning) to produce the detail material and capactiy requirements.
Materials Requirements Planning	A Manufacturing planning module. The MRP module is where purchase orders, transfers and works orders are automatically recommended to balance supply and demand.
Menu Design Mode	A facility within the Sage 200 Desktop where you can edit and design menus.
Merchant Account	A bank account set up for online payment processing.

Model	A data schema that describes how the information held in a particular database can ba accessed and displayed within Sage 200. Each model is contained in its own dynamic link library (dll).
Module	A term which denotes features based in and around an area of accounting or manufacturing, for example. Sales are described and contained within the Sage 200 Sales Ledger module.
Mult Item Estimate	An estimate which is one of a group of estimates for the same customer. Each multi item estimate has a common estimate number with a unique suffix. For example, EST00001/01, EST00001/02 and so on. You can perform actions on a number of these estimates at once. For example you can create sales or works orders.

N

Nominal Ledger	This module is the core module of the accounting process. It is updated by most of the transactions posted in the other modules. 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.

O

Online Payment Service Provider	See *Payment Service Provider* on page 120.
Operation Times	The Operation Times module allows you to collate times and costs for employees on the shop floor.
Organisational Unit	An area of the domain controller.

P

Package	A product enhancement within an add-on.
Parent Company	The group company, for consolidating subsidiary companies.

Password Policy	A set of rules for passwords. For example, the requirement to change a password at regular intervals or use a combination of alphanumeric characters within passwords.
Payment Service Provider	A company that offers online payment processing services in order for you to make and receive electronic payments within your business.
Permissions	User's access to view or change files in a directory.
Planning	Planning modules within Sage 200 comprise Make to Stock, Sales Forecasts, MPS and MRP.
Price Book	The Price Book module is where you set up your pricing structure, incorporating selling prices, discounts and surcharges. The development of an accurate and complete pricing structure enables the efficient generation of sales orders and quotations. It is used within the Sales Order Processing module.
Primary Role	Within Sage 200 System Administration, users can be assigned to more than one role. The primary role is the one they most often fulfil when using Sage 200.
Print Spooler	An area in Sage 200 that holds any reports, ready to be printed.
Product Groups	Groups of stock items with similar characteristics or requirements.
Productivity	Productivity modules within Sage 200 comprise Bill of Materials (BOM) and Project Accounting.
Project Accounting	The Project Accounting module is used to maintain accurate details about your projects and manage your projects effectively. It integrates with the Financials and Commercials modules and allows cost and revenue transactions to be allocated to projects.
Protx	An independent UK payment service provider. It provides secure online credit and debit card payment solutions for business.

Purchase Ledger	The Purchase Ledger module 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 Purchase Order Processing module is where you can manage and trace your 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.

Q

Quantity Calculator	A facility within Sage 200 Manufacturing modules. The quantity calculator helps you enter values into numeric boxes within these modules. If you use a calculation often, you can set this up as a default in the quantity calculator. You can also use the quantity calculator to apply different calculations at different points in the program.

R

Registration Code	A set of unique characters which unlocks Sage 200 for use.
Role	Within Sage 200 System Administration, users must be assigned to a role. Through the role, the user is authorised to use specific features within Sage 200. For example, the PL clerk role might be authorised to use features within the Purchase Ledger, such as Enter New Account, Amend Account Details, Invoice, Credit Note, Payment, Receipt and Allocation. If users are assigned to more than one role, a primary role must be specified. See *Primary Role* on page 120.

S

Sage Messenger	This is a program that allows you to notify Sage 200 users with messages about the status of Sage 200. It uses pop-up messages from the System Tray.

Sales Forecasts	A Manufacturing planning module. This module allows you to create demands with a consideration for potential sales.
Sales Ledger	The Sales Ledger module 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 Processing	The Sales Order Processing module is where you can manage and track your 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.
Search Categories	A search category consists of a category and a value. The category is the attribute type, such as colour, size or voltage. The value defines the specifics for the category, such as green, red and blue when dealing with colour as the category. Search categories are used to search for stock items in Purchase Order Processing, Sales Order Processing and the Stock Control modules.
Segmented Addresses	Segmented addresses are used in the Sage Customer and Relationship Management program. You can choose to use segmented addresses within Sage 200 for fuller integration with Sage CRM. Using segmented addresses means entering city, county and country information as well as address and post code information.
Server	The computer or hardware that holds the Sage 200 Suite information. The client computers access the information via a company network.
Simple Mode	One of two modes of installing, uninstalling or upgrading add-ons and core components. Simple Mode provides no control over the process because information about each step of the process is not provided for you to review. See also *Advanced Mode* on page 113.

Spool	Spooling print files is the act of saving report files to Sage 200's print spooler. The print spooler is an area in Sage 200 that holds any reports, ready to be printed.
Stage Templates	Stage templates provide basic information for stages. They can be applied to different estimates and tailored to suit.
Stock Control	The Stock Control module is where you record stock details and track stock levels. Stock is 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.
Suite	A group of integrated modules that make up Sage 200.
System Administration	Software that allows you to set up your Sage 200 companies, users, roles and authorise features.

T

Target	The action and end result of the action associated with a feature in Sage 200. Targets are set up automatically for standard Sage 200 features. If you add features you must add targets in order for them to do something within Sage 200. For example, a target could be to open a window or run a report.
Trial Kitting	Testing the provision of stock for assemblies and showing possible production quantities. Reports show the availability of materials in stock, on order and due for delivery.

U

Universal Naming Convention (UNC)	The syntax used to determine the location of a file, directory, printer or computer on a network.

V

Vendor Account	The Sage 200 account that links with the online payment service provider account.

W

Web Service	A software system that is used to exchange information between computers over a network.
Wholesale & Retail	Sage Wholesale & Retail provides retail functionality for Sage 200. Integrated with the Stock Control module, the program lets you structure your company in terms of region, area and store. It also allows you to organise your stock items in terms of their attributes (such as size and colour) and product type. It also provides reports and screen enquiries as a means to analyse the allocation and despatch of your stock items.
Wizard	A series of windows which present a sequence of steps for the user.
Works Orders	The Works Orders module lets you manage works orders. This includes allocating and issuing raw materials/ components and recording progress of operations to completion. On completion, works orders are costed and finished stock is updated.
Workspace Designer	A facility within the Sage 200 Desktop where you can edit and design workspaces.
Workspaces	Workspaces are areas on the Sage 200 Desktop which can contain several panels of information from Sage 200 modules.
Workstation	A computer connected to a network.

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