



Wholesale & Retail Guide

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Chapter 1

Welcome

Sage 200 is a suite that offers a complete accounting solution to meet your business needs.

Sage 200 Wholesale and Retail is one of the modules within the Sage 200 suite. This module has been specially designed for users who are in the retail business.

Each module has its own user guide.

In this chapter:

Using this Guide	2
Integration	3
Documentation Summary	5

Using this Guide

This user guide provides information on how to use Sage 200 Wholesale and Retail. We hope you find it comprehensive and easy to use. If you want to email us with your comments, please email the Sage 200 Documentation Team at: SageTechnicalAuthors@sage.com and mark the subject line as 'Sage 200 Wholesale and Retail'.

Process-oriented approach

This user guide is written to describe the processes that you will go through when using Sage 200 Wholesale and Retail; such as setting up the application, creating and editing your store and stock details and linking the application to your tills.

Snapshots of each chapter

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

Conventions

- References to other sections in this user guide, or to other guides are shown in *italics*.
- Navigation to a window within Sage 200 is illustrated by the name(s) you need to choose separated by a > symbol. For example, choose Enquiries > Sales Enquiries, means choose the Enquiries option and then the Sales Enquiry option.
- References to on-screen items are enclosed in single quotation marks. For example, on the 'Contacts' tab, click 'Save'.
- Where there are prerequisites to performing activities, these are indicated graphically using the ✓ symbol so you can easily identify them.

Sage 200 Wholesale and Retail

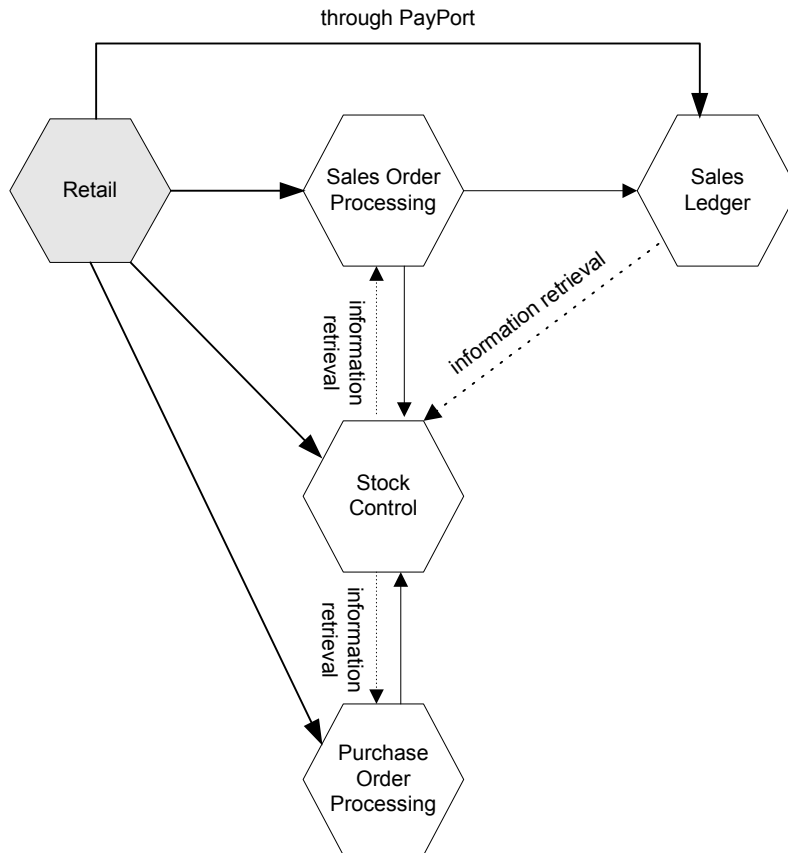
Sage 200 Wholesale and Retail provides the retail functionality for your Sage 200 suite. Integrated with the Stock Control module, the module program provides facilities to specify the structure of your company in terms of how your company is split by region, area and stores. Furthermore, it allows you to organise your stock items in term of their attributes (such as size and colour), and product type.

It also provides reports that are copies of picking lists and items that were dispatched. It also provides enquiries about SOP orders and stock balances.

Finally, Sage 200 Wholesale and Retail enables you to accept transaction details from your shop tills.

Integration

Sage 200 Wholesale and Retail is designed to integrate with Sage 200 accounts in the following way:



Sage 200 Wholesale and Retail takes product details and stock level information from the Stock Control module and uses this information when you allocate items and despatch stock.

As retail items are allocated and sold, the details are fed back into the Stock Control module. The Nominal Ledger is updated from the Stock Control module.

It is also possible to create sales order transactions via the PayPort functionality in Sage 200 Wholesale and Retail.

Benefits of integration

The main benefit of using an integrated suite is that you only need to enter information once, in one module, and it is used in the relevant areas of the other modules. For example, your Stock Control module uses the stock item information from the Sage 200 Wholesale and Retail module .

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

Documentation Summary

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

Determine Your Retail Needs

Describes the issues you should consider before setting up and using the Sage 200 Wholesale and Retail module.

For more information, see *Determine your Retail Needs* on page 7.

Set Up Sage 200 Wholesale and Retail

The setup process requires you to select the application settings that enable your Sage 200 Wholesale and Retail module to integrate with the rest of your Sage 200 accounts modules.

This includes setting up the structure of your company and merchandise hierarchies.

For more information, see *Set Up Sage 200 Wholesale and Retail* on page 13.

Set Up Your Company Details

Once your company structure has been set up you can add your store details, such as the address, staff contact and point of sale setup information.

For more information, see *Set Up Your Company Details* on page 21.

Set Up Your Merchandise Details

Once you have set up the merchandise structure, you can then set up styles and the products that belong to that style.

For more information, see *Set Up Your Merchandise Details* on page 37.

Set Up Your Promotions

If you offer discounts and special offers to your customers, use the Promotions options to set them up.

For more information, see *Set Up Your Promotions* on page 67.

Enter Purchase and Sales Orders

Sage 200 Wholesale and Retail enables you to post both purchase and sales orders to your Sage 200 accounts application. Both the purchase and sales orders contain additional detail that are specific to the Sage 200 Wholesale and Retail module. For example, the sales orders created in Sage 200 Wholesale and Retail include multiple items.

For more information, see *Enter Sales Orders and Purchase Orders* on page 73.

Dealing with Stock

Use your Sage 200 Wholesale and Retail to allocate stock from warehouses to stores, print picking lists and record the despatch of your stock items.

For more information, see *Dealing with Stock* on page 85.

Sales and Stock Enquiries

The Sales Enquiry window allows you to see the sales figures for the Sage 200 Wholesale and Retail. You can select to see the sales figures by region, area, store and department.

Note: These sales figures are dependant on how you set up your merchandise hierarchy.

The Stock Enquiry window displays the stock item quantities, in addition to their retail and cost values. Use the options to view the stock by region, store or even department.

The view from both Sales and Stock enquiries can be customised and exported to a Microsoft® Excel workbook.

For more information, see *Sales and Stock Enquiries* on page 97.

Point of Sales Processing

Use this option to import transaction information from your shop tills into your Sage 200 accounts application.

For more information, see *Point of Sales Processing* on page 107.

Chapter 2

Determine your Retail Needs

This chapter describes the issues you should consider before setting up and using Sage 200 Wholesale and Retail.

In this chapter:

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Planning Your Retail Requirements

You can specify how you want the Sage 200 Wholesale and Retail to operate by:

- Selecting the settings to enable specific functionality.
- Developing an integrated suite that works correctly with Sage 200 accounts. This means that you should plan how you want the system to work with your data before entering it into Sage 200 Wholesale and Retail.

Note: We recommend that you read the information in this chapter to help you to decide what is best for your business.

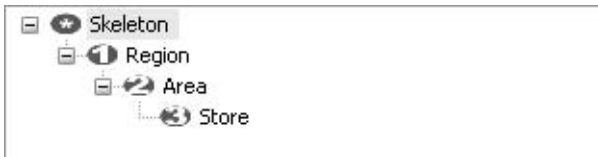
Planning Your Sage 200 Wholesale and Retail

Sage 200 Wholesale and Retail organises both your company information and the stock it sells. Both the company and the merchandise items are organised in a graded order called a hierarchy. The following sections describe how these hierarchies are organised. See *Chapter 3, Set Up Sage 200 Wholesale and Retail* to learn about how to set up these hierarchies.

Company Hierarchies

Your Sage 200 accounting system allows you to set up the structure of your companies or shops, but does not allow you to set up how these companies are organised.

By using Sage 200 Wholesale and Retail, you can set up the relationship between the warehouses and stores. By default, the company hierarchy consists of stores, organised by areas, which are in turn, organised by region.



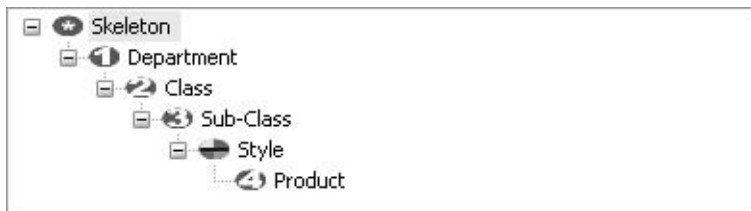
By setting up your company in this way, you can immediately see the most profitable areas of your business when you use the 'Enquiries' option. You can run reports by region, by area and by store, so that you can see the most profitable areas of your business.

The 'Sales Enquiry' option allows you to view sales for individual products, by individual store, in a set quarter, month, year or week. For more information, see *Chapter 9, Sales and Stock Enquiries*.

Merchandise Hierarchies

Your stock items are set up in a similar way to your company hierarchy.

Use Sage 200 Wholesale and Retail to set up the relationship between the different types of stock item that you sell. By default the hierarchy is set up as follows:



The number of levels and the names of these levels are set up from the Merchandise Hierarchy Setup option. Up to nine levels can be created in your merchandise hierarchy, but the last level must be defined as a 'Product'. *Chapter 3, Set Up Sage 200 Wholesale and Retail* describes the procedures to tailor this structure to match the way that your business operates.

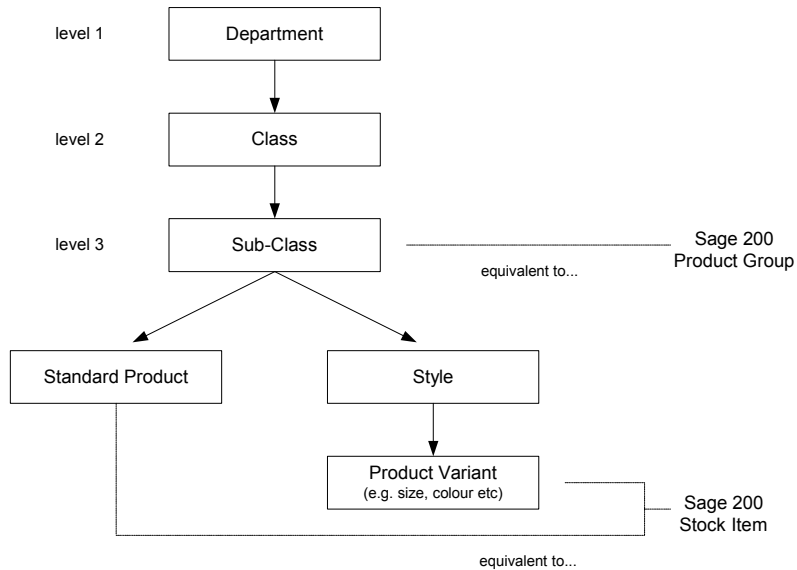
The hierarchy allows you to set up a stock item within a stock item type. The examples that are found throughout this user guide refer to a clothes retailer. In this case, the retailer can organise the stock in terms of mens' and womens' clothing, type of clothing (i.e. shirts, trousers, dresses...), size, colour and even by season.

By setting up your stock items in this way, you gain more information in addition to the functionality provided in your Sage 200 Stock Control module. If you were using the standard version of Sage 200, you would have to set up a separate stock item for each different variation of stock product.

For example, if you sell t-shirts in three different colours and three different sizes, you must set up nine different individual records in the Stock Control module. The system sets up the different variations automatically when you use the Sage Wholesale and Retail module.

How Sage 200 Wholesale and Retail relates to your Sage 200 system

The diagram below shows how the different levels in your Sage 200 Wholesale and Retail module map to your Sage 200 system.



- The sub-class level is the equivalent of a product group within Sage 200.
- If you have set up a style for your stock items, the product variants in the module are the equivalent stock item within Sage 200.
- If you use 'standard products' (i.e. you do not use styles), the standard product is the equivalent of a stock item in Sage 200.

The following chapter describes the process of setting up this structure.

Chapter 3

Set Up Sage 200 Wholesale and Retail

The Sage 200 Wholesale and Retail setup process requires you to select the system settings. This chapter explains the options available so that you can select the appropriate settings for your business.

In this chapter:

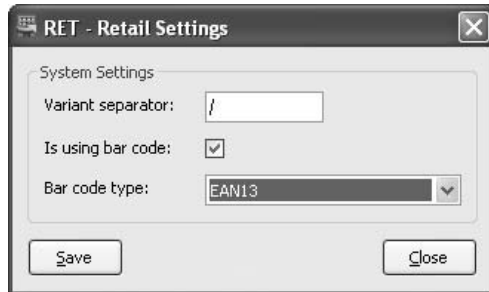
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The Retail Settings

All of your Sage 200 Wholesale and Retail settings are found on the Retail Settings window.

To set up your retail settings

1. Click System Set Up > Setup.



2. Enter the following details:

- Variant separator

This is the character that the system will use for the generation of stock items and variants. The generated stock code uses the code for the 'style' along with the code for the individual variants separated by the character specified on this window. For example, JEAN1/60/74/83.

- Is using bar code

Select this check box if you want the system to generate a unique barcode for each item as it is created when you set up your merchandise details.

- Bar code type

Select the barcode type that you use in your shops. Sage 200 Wholesale and Retail supports the EAN13 and UPCA barcode formats.

Note: EAN13 is the barcode type, implemented by the International Article Numbering Association (EAN) in Europe.

EAN13 barcodes are divided into 4 areas: the number system, manufacturer code, product code and the 'check digit'. (An additional digit is used to make sure that the code has been scanned correctly.)

In practice, the UPCA barcode used in the United States is the same as the EAN13 barcode with the first digit set to zero. For example, a UPCA barcode '075677125343' becomes '0075677125343'.

The Company Hierarchy Setup

Before you can use Sage 200 Wholesale and Retail, you must set up the system to reflect the way that your company is structured.

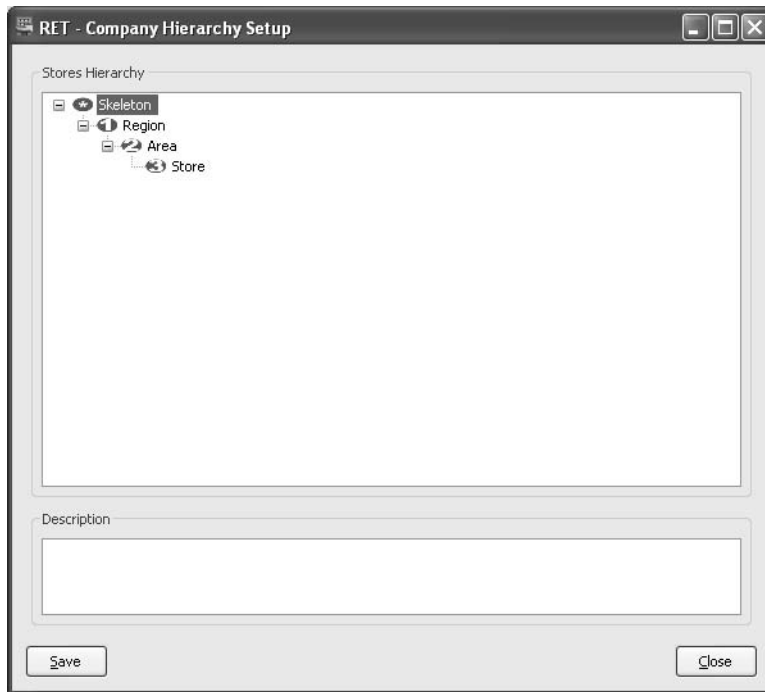
Use the 'Company Hierarchy Setup' window to add the region, area and store structure. For example, you may have shops which are organised by area and region.

You can add up to nine levels in your hierarchy. The only condition is that the last level must be assigned as a 'store'.

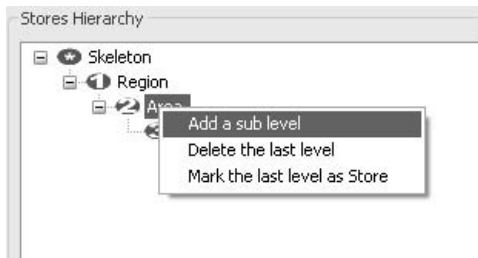
Note: You cannot edit the Company Hierarchy once the definitions of stores and warehouses have been added to the structure and saved.

To set up your Company Hierarchy

1. Click System Set Up > Company Hierarchy Setup.



2. Select the point in the hierarchy that you want to edit. Right-click the selected point to display a menu.



3. From the menu, select the option you require:
 - Add a sub-level: This adds another level under the highlighted level.
 - Delete the last level: This deletes the last level in the stores hierarchy.
 - Mark the last level as Store: If the store hierarchy is complete, select this option. This automatically sets the last level as a 'store'. The last level must be marked as a store to complete the structure.
4. Click 'Save' to record your changes.

You can now add the company information to the structure. For more information, see *Maintaining Your Company Hierarchy* on page 22.

The Merchandise Hierarchy Setup

After setting up the structure of your company, you should set up the structure of your stock items.

The 'Merchandise Hierarchy Setup' window should be set up to mirror how you organise your products. For example, you may have products that are organised by clothing, menswear and trousers. Your hierarchy should be edited to mirror this structure.

You can add up to nine levels in your hierarchy. The only condition is that the last level must be assigned as a 'product'.

Note: You cannot edit the Merchandise Hierarchy set up once a product item has been added and saved. But you can add to the structure in the Merchandise Hierarchy Maintenance window. For more information see *Set Up Your Merchandise Details on page 37*.

To set up your Merchandise Hierarchy

1. Click System Set Up > Merchandise Hierarchy Setup.



2. Select the point in the hierarchy that you want to edit. Right-click the selected point to display a menu.

3. From the menu, select the option you require:
 - Add a sub-level: This adds another level under the highlighted level.
 - Delete the last level: This deletes the last level in the merchandise hierarchy.
 - Mark the last level as Product: If the merchandise hierarchy is complete, select this option. This automatically sets the last level as a 'Product'. The last level must be marked as 'Product' to complete the structure.
4. Click 'Save' to record your changes.

You can now add the actual products to the structure. For more information, see *Maintain the Merchandise Hierarchy* on page 38.

Purging Audit Trail Entries

The Purge Audit Trail form allows you to select a date and then delete all the audit trail entries up to the entered date. You can access this form from System Set Up> Purge Hierarchy Audit Trail.

For more information about audit trails, see *Set Up Your Company Details on page 21* and *Set Up Your Merchandise Details on page 37*.

Important! Once purged, the entries are permanently deleted from the system.



The screenshot shows a dialog box titled "RET - Purge Audit Trail". It contains a warning icon and the text "This routine will permanently remove audit trail entries." Below this, there are two sections: "Purge audit trail details" and "Last run details". The "Purge audit trail details" section has a label "Purge all audit trail entries with a date up to:" followed by a date input field showing "11" and a calendar icon. Below this, it says "Records were last purged up to: 29/08/2008". The "Last run details" section has a label "Last run by:" followed by the text "JENNIFER" and the date "29/08/2008". At the bottom, there are "OK" and "Cancel" buttons.

To purge an audit trail entry

1. Enter or select a date in the 'Purge all audit trail entries with a date up to' box.
2. Click 'OK'.

The audit trail entry is permanently deleted.

Chapter 4

Set Up Your Company Details

Once you have set up the hierarchical structure of your company, you can add and edit your store details.

In this chapter:

- Maintaining Your Company Hierarchy.22
- Maintain Store Attributes.....24
- Reporting Company Hierarchy Movements.....26

Maintaining Your Company Hierarchy

The 'Company Hierarchy' window shows the stores that are currently set up, along with the warehouses set up within your Sage 200 system. You can navigate around the hierarchy structure using the '+' and '-' keys.

Click '+' to expand the structure. Click '-' to collapse the hierarchy structure.

You can change the structure within the hierarchy by dragging and dropping the 'Region', 'Area', 'Warehouse', or 'Store' to another location. Any items attached to the parent item is relocated as well.

You cannot move:

- An 'Area' below another 'Store'.
- A 'Store' or 'Warehouse' below another 'Store' or 'Warehouse'.

The amended structure appears in the following sections:

- Sales Enquiry. For more information, see *Sales Enquiries on page 98*.
- Stock Enquiry. For more information, see *Stock Enquiries on page 101*.



To add to or edit a hierarchy

1. From Company > Company Hierarchy> Company Hierarchy, highlight the region and click 'Add ' (or 'Edit' if it is an existing region).

The 'Add Area' (or 'Edit Region') window appears.

2. If you are adding to a hierarchy, enter the 'Identification' and company address details. Alternatively, if you are editing an existing hierarchy, the 'Identification' and address details are displayed on window for you to change.
3. Click 'OK' to save the details.
Click 'Cancel' to close the window without making any changes to the hierarchy.

To delete a branch from a hierarchy

Note: You can only delete a branch from the hierarchy if there are no defined areas in use in the selected region. If the branch is in use, you are prevented from using the Delete option.

1. Select the branch from the hierarchy.
2. Click 'Delete'.
The branch record is removed.

Maintain Store Attributes

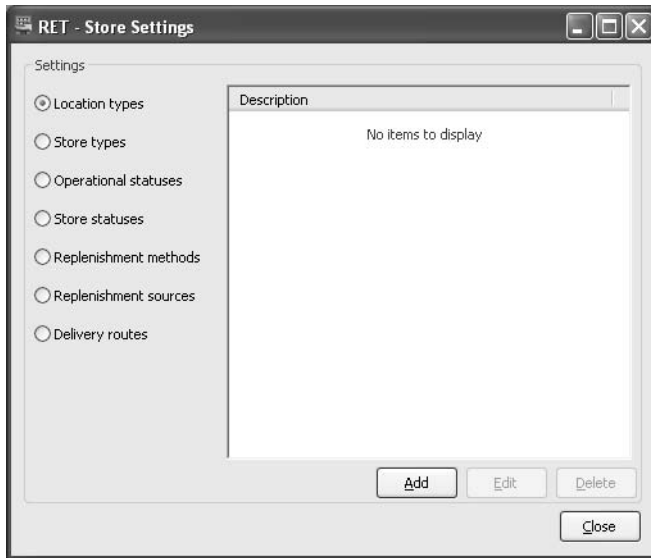
Before you can add store details to your company hierarchy, you need to set up a number of generic store details. These details can then be selected when you create a new store record.

Use the 'Store Settings' window to set up the information that is applied in the 'Add Store' and 'Edit Store' options. When you add or edit a store, you or another user can define information about the store in the 'Details' tab. The information displayed in the drop-down lists are defined in this window.

You must select each option in turn and set up the details for each option.

To enter your store settings

1. From Company > Maintain Store Attributes > Store Settings, select the 'Settings' option that you want to add an attribute to.



2. Work through all of the settings one-by-one, entering the attributes for each one. For more information, see *To add a new store attribute* on page 25.

To add a new store attribute

1. Select an option in the 'Settings' list.
2. Click 'Add'.



3. Enter a description for this option.
For example, when you set up your 'Store types', you can set up options such as 'High Street' and 'Trade'.
4. Click 'OK' to save the details.
The details are added to the item list for that setting.

To edit an existing store attribute

1. Select an option in the 'Settings' list.
2. Select the description from the list.
3. Click 'Edit'.

Selecting an option from the list in this way displays the same window you use to add an attribute, but enables you to amend the 'Description' text.

Reporting Company Hierarchy Movements

Once you have either generated, amended or deleted stock from the 'Company Hierarchy' window, you can view the movements through an audit trail.

You can then use the 'Purge Audit Trail Entry' option to delete entries where necessary. For more information, see *Purging Audit Trail Entries on page 19*.

To view the audit trail

1. Generate, amend or delete stores, warehouses or levels from the Company> Company Hierarchy> Company Hierarchy.
2. From Company> Company Hierarchy Audit Trail Report> Company Hierarchy Audit Trail, set the criteria.

Note: The 'Criteria' tab is displayed by default.

- 'User name': Select 'All', 'From', 'Between', 'To' or 'Is'. Depending on what you select, another field appears where you can select another user name. The default is set to 'All'.
 - 'Date': Select 'All', 'From', 'Between', 'To' or 'Is'. Depending on what you select, another field appears where you can select a date or a range of dates. Click the arrow to automatically set the 'Date' as 'Today', 'Yesterday', 'This financial year to date', 'This financial year', 'This calendar to date', 'This calendar year', 'Last calendar year', 'This month to date', 'This month', or 'Last month'. The default is set to 'All'.
 - Preview a sample report for a specified number of records or transactions. Select the number of records or transactions. The default is set to 'All Records'.
3. Click 'OK' to send the report to your preselected output mode. The output mode is located in Sage 200> File> Choose Output Mode

Note: These buttons perform the following actions.

- 'Help' displays the Report Designer help.
- 'Save' directs you to save the settings.
- 'Load' loads the settings you have saved.

- 'Defaults' restores the criteria to the document's default settings.
- 'OK' directs you to print the audit trail.
- 'Cancel' cancels the window.

Adding or Editing Stores in a Hierarchy

From the 'Company Hierarchy' window you can add to or edit store records within an existing hierarchy. The information you can set up here depends on the information you have entered in the 'Maintain Store Attributes' window. For more information, see *Maintain Store Attributes* on page 24.

To add or edit a store

1. From Company> Company Hierarchy> Company Hierarchy, highlight the 'Store' section of the hierarchy and click 'Add'.

The 'Add New Store' window appears.

Note: You cannot modify a company hierarchy setup if there is company data on the system.

Note: You must select the 'Use segmented addresses' check box in the 'Operational settings' tab of Sage 200> Accounts System Manager> System Settings> ASM-System Settings in order for the 'City', 'County' and 'Country' boxes to be active.

2. Enter the 'Store code', 'Stores short name' and 'Description' in the window.
The rest of the details are spread over five tabs.

3. Enter the following information on each tab.
 - **Contact:** The 'Contact' tab holds the address information for the new store. Enter the address details on this tab. Then select the 'Details' tab and continue to enter your store details. For more information, see *To enter your Contact information* on page 29.
 - **Details:** The 'Details' tab holds specific details about the store. Enter the information by selecting the relevant details from the drop-down lists. The contents of the drop-down lists are defined in the 'Maintain Store Attributes' area of Sage 200 Wholesale and Retail. For more information, see *Maintain Store Attributes* on page 24.
 - **POS:** Use the 'POS' tab to set up the 'Point of Sale' accounts that are used within the store. Adding a new account at this point also creates a Sales Ledger Account within your Sage 200 system. For more information about creating a new point of sales account, see *To enter your POS (Point of Sale) information* on page 31.
 - **Attachments:** From the 'Attachments' tab, you can attach documents such as spreadsheets and reports to the store record. Once they are attached, you can view the document by clicking its icon on the 'Attachments' tab. For more information about adding a file to the store record, see *To add an attachment to the store record* on page 32.
 - **Memo:** Within the 'Memo' tab, you can add text to the store record. For example, you might use this to add specific details about the store that you are setting up. For more information, see *To add a memo to the store record* on page 34.
4. Click 'OK' to save your store information.

To enter your Contact information

1. From Company> Company Hierarchy> Add new store, select the 'Stores' area of the hierarchy and click 'Add'.

The 'Contact' tab is displayed by default.

The screenshot shows a software window titled "RET - Add New Store". It has two tabs: "Contact" (selected) and "Details". The "Contact" tab contains a "Contact Details" section with the following fields:

- Postal name: [Text box]
- Address: [Text box]
- City: [Text box]
- County: [Text box]
- Salutation: [Dropdown menu]
- First name: [Text box]
- Middle name: [Text box]
- Last name: [Text box]
- Postal code: [Text box]
- Tax country: [Dropdown menu, showing "GB - Great Britain"]
- Country: [Dropdown menu]
- Telephone 1: [Text box with "+" prefix]
- Telephone 2: [Text box with "+" prefix]
- Telephone 3: [Text box with "+" prefix]
- Fax: [Text box with "+" prefix]
- Email: [Text box]
- Website: [Text box]

The "Details" tab (partially visible) contains:

- Store code: [Text box with "New [Store 5]" text]
- Store's short name: [Text box]
- Description: [Text box]

At the bottom of the window are "OK" and "Cancel" buttons.

Note: You must select the 'Use segmented addresses' check box in the 'Operational settings' tab of Sage 200> Accounts System Manager> System Settings> ASM-System Settings in order for the 'City', 'County' and 'Country' boxes to be active.

2. Enter the 'Store code', 'Stores short name' and 'Description' details.
3. Enter the store's address and contact details in the relevant fields.
4. Select the 'Details' tab to continue entering your new store details.

To enter your Details information

1. From the 'Add New Store' window, select the 'Details' tab.

The screenshot shows the 'RET - Add New Store' window with the 'Details' tab selected. The window is divided into several sections:

- Identification:** Contains fields for 'Store code', 'Store's short name', and 'Description'.
- Details:** Contains several fields and dropdown menus:
 - 'Store type' and 'Location type' are dropdown menus.
 - 'Store size (Sq.Ft.):' is a text field with the value '0'.
 - 'Store status' and 'Operational status' are dropdown menus.
 - 'Open date' is a date field with the value '28/08/2008'.
 - 'Close date' is a date field with the value ' / / '.
- Replenishment Details:** Contains fields for 'Replenishment method', 'Delivery route', and 'Replenishment source', all of which are dropdown menus. There is also an 'Auto replenishment' checkbox.
- Nominal Details:** Contains a dropdown menu with the value '44100' and a text field with the value 'Purchases'.

At the bottom of the window, there are 'OK' and 'Cancel' buttons.

2. Select the 'Details' information from the drop-down lists. The drop-down lists include the information that has been set up in the 'Store Settings' window. For more information, see *Maintain Store Attributes* on page 24.
3. Select the replenishment methods from the drop-down lists.
4. Select the 'POS' tab and continue to enter your new store details.

To enter your POS (Point of Sale) information

1. From the 'Add New Store' window, select the 'POS' tab.

RET - Add New Store

Identification

Store code: Store's short name:

Description:

Contact Details **POS** Attachments Memo

Account	A/C Ref	CC	Dept	Type	Location	Version	Description	PayPort path
No items to display								

Add Edit Delete

OK Cancel

2. Click 'Add'.

RET - Add / Edit POS

POS Details

Sales ledger account:

POS type:

Location:

Version:

Description:

Datapath:

Nominal Code: Sales

OK Cancel

3. Enter the Sales Ledger account name.
4. Enter the point of sales type.

5. Enter the 'Location', 'Version', 'Description' and 'Datapath' information.
6. Finally select a nominal code for this store. Transactions posted against this store will be posted to this nominal account.
7. Click 'OK'.

The POS details are added to the 'POS' tab. Select the row in the table and click 'Edit' to change any details.
8. Select the 'Attachments' tab and continue to enter your new store details.

To add an attachment to the store record

1. From the 'Add New Store' window, select the 'Attachments' tab.

RET - Add New Store

Identification

Store code: Store's short name:

Description:

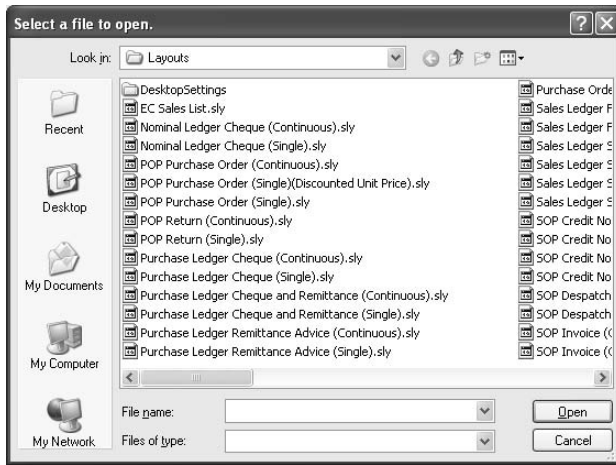
Contact Details POS **Attachments** Memo

Name	Type	Date	Size
No items to display			

Add Open Delete

OK Cancel

2. Click 'Add'.



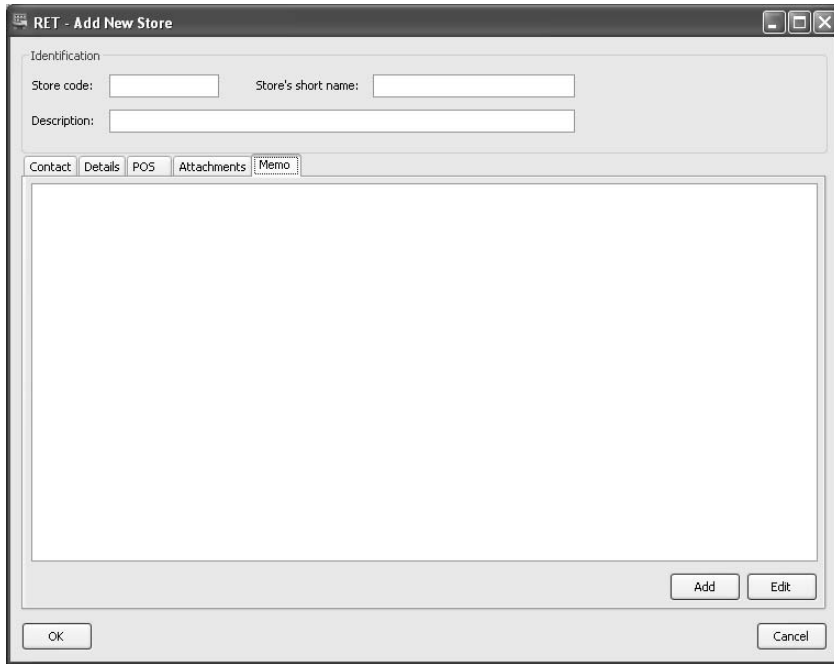
3. Use the 'Select a file to open' window to find the file that you want to attach to the store record.
4. Click 'Open'.
The details are added to the Attachments list. To view the information in the file, select the file from the list and click 'Open'.
5. Select the 'Memo' tab and continue to enter your store details.

To delete the attachment

1. Select the document in the 'Attachment' tab.
2. Click 'Delete'.
The attachment is deleted from the list.

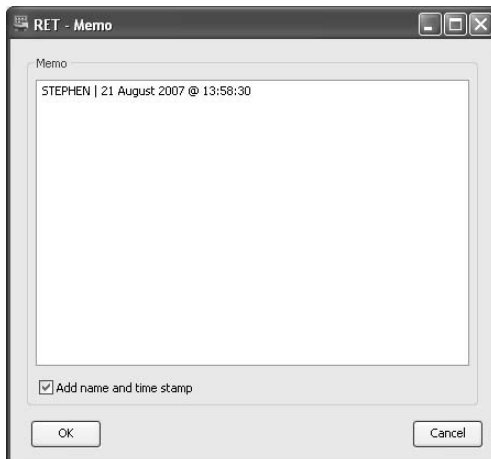
To add a memo to the store record

1. From the 'Add New Store' window, select the 'Memo' tab.



The screenshot shows the 'RET - Add New Store' window. The 'Identification' section at the top contains three text input fields: 'Store code:', 'Store's short name:', and 'Description:'. Below these fields is a tabbed interface with five tabs: 'Contact', 'Details', 'POS', 'Attachments', and 'Memo'. The 'Memo' tab is currently selected and highlighted. The main area of the window is a large, empty text box for entering the memo. At the bottom right of the text box are 'Add' and 'Edit' buttons. At the bottom left of the window is an 'OK' button, and at the bottom right is a 'Cancel' button.

2. Click 'Add'.



The screenshot shows the 'RET - Memo' window. The 'Memo' tab is selected, and the text box contains the entry 'STEPHEN | 21 August 2007 @ 13:58:30'. Below the text box is a checkbox labeled 'Add name and time stamp', which is checked. At the bottom left of the window is an 'OK' button, and at the bottom right is a 'Cancel' button.

The 'Add name and time stamp' check box is selected by default. This displays the name of the person who added the note as well as the time that it was added.

3. Enter your memo text.
4. Click 'OK' to add the memo to the store record.
5. Once all of the information has been added to the record, click 'OK'. The store details are saved and you are returned to the 'Company Hierarchy' window.

The new store is added to the company hierarchy.

Adding or Editing Warehouses in a Hierarchy

Although the 'Warehouses' are set up in Stock Control> Stock Maintenance> Locations, you can add to or edit warehouse records within an existing hierarchy.

1. From Company> Company Hierarchy, select the location to include the warehouse, and click 'Add'.

The 'Add New Warehouse' window appears.

The screenshot shows a dialog box titled "ST - Add New Warehouse". It is divided into two main sections. The first section, "Warehouse details", contains three input fields: "Warehouse name", "Description", and a checkbox labeled "Use for sales trading" which is currently checked. The second section, "Postal address", contains a series of input fields: "Postal name", "Address Line 1", "Address Line 2", "Address Line 3", "Address Line 4", "City", "County", "Post code", "Country", "Contact", "Telephone", "Fax", "E-mail", "Web site", and "Tax Country code" (which has a small dropdown arrow next to it). At the bottom of the dialog are two buttons: "OK" and "Cancel".

2. Enter the 'Warehouse details'.
3. Enter the 'Postal address' and contact details.
4. Click 'OK'.

The warehouse is added to the 'Company Hierarchy' window.

Chapter 5

Set Up Your Merchandise Details

Once you have set up the hierarchical structure of the products that you sell, you can add and edit stock details and the way that you sell them.

In this chapter:

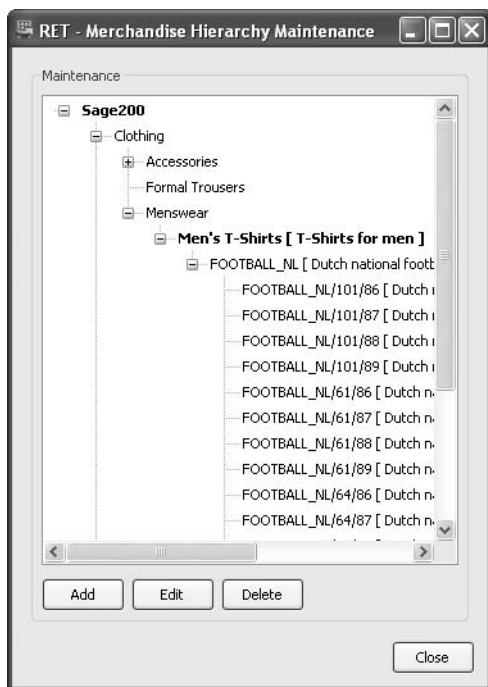
- Maintain the Merchandise Hierarchy ..38
- Dimensions Setup.....59
- Reporting Merchandise Hierarchy Movements.....65

Maintain the Merchandise Hierarchy

Use the Merchandise Hierarchy option to set up the structure for stock items recorded in Sage 200 Wholesale and Retail. The definition of the hierarchy is defined within the 'Merchandise Hierarchy Setup' option, described in *The Merchandise Hierarchy Setup* on page 17.

The 'Merchandise Hierarchy Maintenance' window shows the variants of the stock item as well as the actual items that you sell. You can navigate around the hierarchy using the '+' and '-' keys.

Click '+' to expand the structure. Click '-' to collapse the hierarchy.



The hierarchy is set up to display a department, class, sub-class and product. In this example, the hierarchy is structured so that all products are split into a department type of 'Fashion', a class of 'Men's Fashion' and 'Women's Fashion', a sub-class of 'Men's Trousers' and a style of 'Jeans'.

Note: The terms 'class' and 'department' in this guide are the terms used in the default version of Sage 200 Wholesale and Retail. You can configure these terms within Sage 200 Warehouse & Retail. For more information, see *Set Up Sage 200 Wholesale and Retail* on page 13.

You can add, edit or delete an item by selecting an area in the hierarchy and clicking 'Add', 'Edit' or 'Delete'. Or, you can right-click on a selection and choose from the menu. Your

position in the hierarchy dictates your choices. You can select from either 'Departments', 'Classes', 'Sub-Classes', 'Styles' or 'Products'.

You can change the structure within the hierarchy by dragging and dropping the 'Departments', 'Classes', 'Sub-Classes', 'Styles' or 'Products' to another location. You can move:

- A sub-class to another class
- A class to another department
- A product to another department
- A style to another department.

You cannot change the structure if :

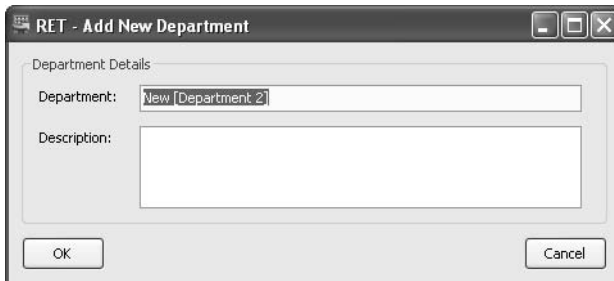
- You move an item from its parent item.
- The dimensions of the style does not match those defined on the product group.
- You move a 'Sub-Class' below another 'Sub-Class'.
- You move an item below a 'Product Group' level.

The amended structure appears in the following sections:

- Merchandise Hierarchy Setup
- Merchandise Hierarchy
- Promotions
- Sales Orders
- Purchase Orders
- Allocations and Despatches

To add a department or class

1. From Merchandise> Merchandise Hierarchy> Merchandise Hierarchy Maintenance, highlight the 'Department' or 'Class' and click 'Add'.

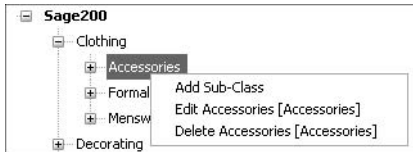


2. Enter the department name.
3. If necessary, enter a brief description of the department.

4. Click 'OK' to add the department to the merchandise hierarchy.

To add a sub-class

1. From Merchandise> Merchandise Hierarchy> Merchandise Hierarchy Maintenance, highlight the 'Department' or 'Class' and select 'Add Sub-Class'.



The 'Add New Sub-Class' window appears.

Note: The sub-class is the equivalent of the product group in Sage 200. Because of this, the 'Add New Sub-Class' window is similar to the 'Product Group' window found in your Sage 200 system. For more information, see *How Sage 200 Wholesale and Retail relates to your Sage 200 system* on page 11.

2. Enter the information on each of the following tabs:
 - **Details:** The 'Details' tab holds the name and description of the sub-class. You must also set up the default nominal codes. This is where the postings are made when you are processing your stock transactions.

Note: If the 'Items use batch or serial numbers' check box is selected on the 'Details' tab, the 'Batch/Serial Numbers' tab appears.
 - **Batch/Serial Numbers:** Use this tab to set up your batch or serial number details for this style. For more information about how batch and serial numbers are used in your Sage 200 accounts system, refer to your *Sage 200 Stock Control User Guide*.
 - **Searching:** If you are using search categories for the sub-class, set up the search values on this tab. For more information about how to set up search categories, refer to your *Sage 200 Stock Control User Guide*.
 - **Units of Measure:** A single stock item in a transaction may refer to a single box, a single crate or a single item. If the stock items that you sell or buy come in a variety of amounts, use the 'Units of Measure' tab to set up the selling or buying units for the sub-class you are creating. For more information about Units of Measure, see your Sage 200 Stock Control User Guide.
 - **Landed Costs:** This tab appears if the 'Use Landed Costs' check box is selected in Stock Control> Utilities> System Set Up> Stock Control Settings> Maintain Stock Control Settings> Landed Costs. Use this tab to define how landed costs are applied to your stock item.
 - **Variants:** If your stock items use variations, set up them up in this tab. For example, you sell clothing which comes in different sizes and colours.

The drop-down lists are automatically selected from those that have been set up in the 'Dimension Setup' option. For more information about dimensions, see *Maintain Store Attributes* on page 24.

Note: If you sell a standard item, there will be no variation in your stock item. If the 'Standard stock item' option is selected, the variation options are removed from the window.

See the following procedures ifor more information about entering data on these tabs.

- Click 'OK' to add the new sub-class details to the hierarchy.
Click 'Cancel' to return to the hierarchy without saving your changes.

To add your sub-class details

- From Merchandise> Merchandise Hierarchy> Merchandise Hierarchy Maintenance, highlight the class and click 'Add'.

Note: The 'Details' tab is displayed by default.

RET - Add New Sub-Class

Details | Searching | Units of Measure | Landed Costs | Variants

Sub-Class Details

Code: SUB-CLASS-1

Description:

Style Settings

☐ Items use batch or serial numbers

Product type: Stock Keep movement history ☒

Costing method: FIFO Allow negative stock ☐

Stock take every: 0 Days Use item description on orders and invoices ☐

Label printing option: Label not required Use reverse charge VAT rules ☐

Default nominal codes

	A/C Ref	CC	Dept	Description
Stock:	13100			Stock
Revenue:	31100			Sales
Accrued receipts:	29100			Accrued Expenses
Issues:	44100			Purchases

OK Cancel

- Enter the new sub-class 'Code' and 'Description'.
- Enter the product type, stock details and costing methods in the 'Style Settings' area of the window.

Note: If your company uses batch or serial numbers to keep track of stock, select the 'Items use batch or serial numbers' check box. If you select this check box, the 'Batch/Serial Numbers' tab appears.

4. Select the nominal codes for the stock, revenue, accrued receipts and issues accounts. These are the default codes that the transaction details are posted to.
5. If you use batch or serial numbers, select the 'Batch/Serial Numbers' tab and continue to enter your sub-class details.

If you are not using batch or serial numbers, select the 'Searching' tab and continue to enter your sub-class details.

6. Once you have completed the information on all of the tabs, click 'OK'. The sub-class details are saved and you are returned to the 'Merchandise Hierarchy Maintenance' window.

To create batch or serial numbers for your sub-classes

1. From the 'Add New Sub-Class' window, select the 'Batch/Serial Numbers' tab.

The screenshot shows the 'RET - Add New Sub-Class' window with the 'Batch/Serial Numbers' tab selected. The window has a title bar with standard Windows controls. Below the title bar are several tabs: 'Details', 'Batch/Serial Numbers' (active), 'Searching', 'Units of Measure', 'Landed Costs', and 'Variants'. The main content area is divided into two sections: 'Stock items use' and 'Stock items also use'. In the 'Stock items use' section, there are three radio buttons: 'Batch numbers' (selected), 'A sale may only be from a single batch' (unchecked), and 'Serial numbers' (unchecked). Below these is a checkbox for 'Allow duplicate numbers' which is unchecked. In the 'Stock items also use' section, there are three checkboxes: 'Alternative references' (unchecked), 'Sell by dates' (unchecked), and 'Use by dates' (unchecked). Below these sections is a 'Batch attributes' section containing a table with columns 'Title', 'Default Value', 'Compulsory', and 'In Use'. The table is empty, displaying 'No items to display'. At the bottom left of the window is a 'Delete' button, and at the bottom right are 'OK' and 'Cancel' buttons.

2. Select whether you use batch or serial numbers in the 'Stock items use' area of the tab.

Depending on how you sell your stock, you can make sure that sales are made from a single batch. This is useful, for example, if you sell goods such as paint and want to ensure that the goods are exactly the same colour.

3. Select one or more options in the 'Stock items also use' area of the tab. You can choose to use a reference or date to distinguish between batches.

This allows you to distinguish between stock that comes from the same batch but are created on different days. For example, you may work in the food industry, producing food from the same batch of ingredients. By assigning a batch number as well as a 'use by' date, you can ensure that your staff are able to identify the food that was produced first, so it can be sold first.

4. Enter the batch or serial numbers that you want to use by entering the details in the 'Batch attributes' area of the window.

Title	Default Value	Compulsory	In Use
0001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0002		<input type="checkbox"/>	<input checked="" type="checkbox"/>
0003		<input type="checkbox"/>	<input checked="" type="checkbox"/>
0004		<input type="checkbox"/>	<input checked="" type="checkbox"/>
0005		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Delete

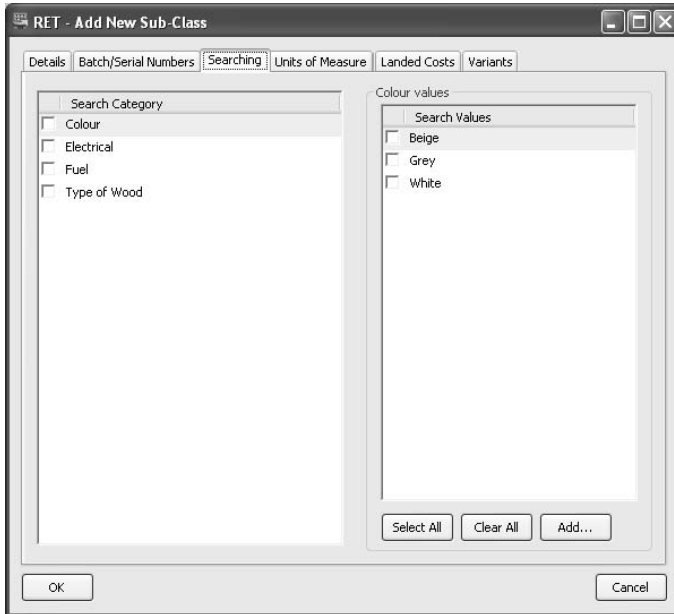
The attribute is automatically marked as 'In Use' as it is created.

Note: If the batch number must be assigned to all of the sub-class, select the 'Compulsory' check box.

5. Select the 'Searching' tab to set up the sub-class search values.
6. Once you have completed the information on all of the tabs, click 'OK' to save the sub-class details. You are returned to the 'Merchandise Hierarchy Maintenance' window.

To create a search value for your sub-classes

1. From the 'Add New Sub-Class' window, select the 'Searching' tab.



Note: You must create a 'Search Category' in Stock Control> Stock Maintenance> Search Category before the category can appear in the 'Searching' tab.

2. Click 'Add' to add another value to the search category. Enter a unique name for the search value in the 'Add New Search Value' box.
3. Repeat if necessary.
4. Click 'OK' to save the new value.
5. Select the 'Units of Measure' tab and continue entering your sub-class details.

To add your units of measure to the sub-class

1. From the 'Add New Sub-Class' window, select the 'Units of Measure' tab.

RET - Add New Sub-Class

Details | Batch/Serial Numbers | Searching | **Units of Measure** | Landed Costs | Variants

Use multiple units

☐ Selling quantities ☐ Buying quantities

☐ Selling prices ☐ Buying prices

Unit settings

Base unit:

Stock unit:

Stock/base ratio:

Sales and purchase units

Name	Ratio	Precision	Price Basis
Base	One Each is made of 1 Each	0.00001	Multiple of St
Stock	One Each is made of 1 Each	0.00001	Multiple of St

Add... Edit... Remove

OK Cancel

2. Select when you use multiple units for 'Selling quantities', 'Selling prices', 'Buying quantities' and 'Buying prices'.

Note: Depending on what you select, you can amend those fields in the 'Multiple Order Lines' window of either the 'Enter New Sales Order' or 'Enter New Purchase Order' window. For more information, see *Enter Sales Orders and Purchase Orders on page 73*

3. If necessary, use the 'Add', 'Edit' and 'Remove' buttons to edit your 'Sales and purchase units' details.

The 'Unit Settings' and 'Sales and purchase units' information is read from the information set up in the Stock module.

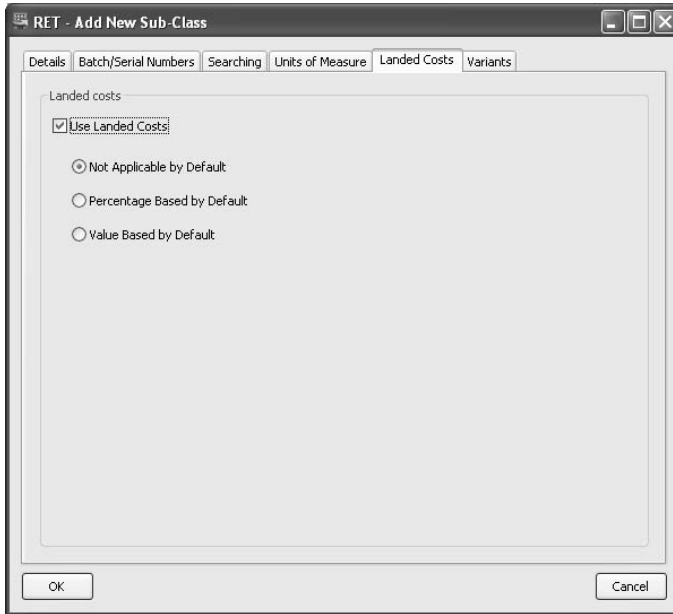
For more information about units of measure, refer to your *Sage 200 Stock Control User Guide*.

Note: Use the 'Edit' button to set the 'Precision' value. You are allowed to enter an amount within five decimal places.

4. Select the 'Landed Costs' tab to set up the landed costs for the sub-class. If you do not use landed costs, select the 'Variants' tab to continue.

To add landed cost details to the sub-class

1. From the 'Add New Sub-Class' window, select the 'Landed Costs' tab.



2. Select the 'Use Landed Costs' check box.
If you select the check box, you can select the type of landed cost that this sub-class uses.
3. Select one of the three options available:
 - Not Applicable by Default: Select this option if you do not usually assign landed costs to the sub-class.
 - Percentage Based by Default: Select this option if you apply landed costs as a percentage of the total cost for this sub-class.
 - Value Based by Default: Select this option to apply a specific amount as landed costs when using this sub-class.
4. Select the 'Variants' tab and continue to enter your sub-class details.

To add variants to your sub-class

Note: You cannot complete the details on the Variants tab until you have set up the dimensions. For more information, see *Dimensions Setup* on page 59.

1. From the 'Add New Sub-Class' window, select the 'Variants' tab.

Note: If you sell a standard item, there is no variation in your stock item. Therefore, if the 'Standard stock item' option is selected, the variation options are removed from the window. Click 'OK' to save the sub-class details.

2. Select 'Styles stock item'.

The screenshot shows a window titled 'RET - Add New Sub-Class' with several tabs: 'Details', 'Batch/Serial Numbers', 'Searching', 'Units of Measure', and 'Variants'. The 'Variants' tab is active. Inside the window, there is a section labeled 'Stock items are' with two radio button options: 'Standard stock item' (which is selected) and 'Styles stock item'. At the bottom of the window are 'OK' and 'Cancel' buttons.

3. Select the number of dimensions that the sub-class has. The 'Which dimensions and sets' area of the tab is updated.

For example, selecting two dimension types will update the window as follows:

This screenshot shows the 'Variants' tab with the 'Styles stock item' radio button selected. Below this, there is a section titled 'Varianted stock item dimensions' containing a 'Number of dimensions' section with three radio buttons: 'One', 'Two' (which is selected), and 'Three'. Below that is a section titled 'Which dimensions and sets' with two rows. The first row is for 'First dimension:' with a dropdown menu set to 'Colour' and a 'Set to' dropdown set to 'All Colours'. The second row is for 'Second dimension:' with a dropdown menu set to 'Colour' and a 'Set to' dropdown set to 'White Goods'. Each 'Set to' dropdown has a question mark icon next to it.

Note: If duplicate dimension types are set for an individual product group, brackets appear around the dimension names. This is to differentiate between them. For example, Size/Size becomes Size (Leg Length)/Size(Waist Size). The dimension names affect 'Sub-Classes' and 'Styles' in Merchandise Hierarchy and in both the Quantity breakdown in Sales Order > Enter New Sales Order > Add Multiple Items and in Purchase Order > Enter New Purchase Order > Add Multiple Items.

To view the dimensions available, click the '?' button. This displays the read-only contents of the currently selected 'set'.



Click 'Close' to return to the Sub-Class window.

4. Select the dimensions that you are using from the drop-down list.
5. Click 'OK' to save the sub-class details.

Adding styles to a hierarchy

If necessary, you can set up styles for the products that you sell. This allows you to create a further subset of your sub-classes. This is particularly useful if you sell a wide range of similar goods. You can differentiate between different designs of similar products. For example, as a clothing retailer, you could set up a style for the types of trousers that you sell, creating styles for jeans, casual and formal trousers.

If any of the 'Use Multiple Units' options are selected in the sub-class window, the 'Units of Measure' tab appears in the 'Add New Style' window.

To add a new style

1. From Merchandise> Merchandise Hierarchy> Merchandise Hierarchy Maintenance, highlight the 'sub-class' and click 'Add'.

2. Enter the 'Code' and 'Name' for the new style.
3. Enter the information on each of the following tabs:
 - Details. Enter the settings in the 'Item Classification', 'Trading settings', 'Item status', 'Manufacturer details', 'Costing method' and 'Item Description' if necessary. Some of the information is entered automatically.

Note: If the 'Items use batch or serial numbers' check box is selected on the 'Details' tab when you created the sub-class, the 'Batch/Serial Numbers' tab appears.

 - Batch/Serial Numbers: Use this tab to set up your batch serial number details for this sub-class. For more information about how batch and serial numbers are used in your Sage 200 accounts system, refer to your *Sage 200 Stock Control User Guide*.
 - Analysis: Enter any search categories that you use and the nominal codes where transactions will be posted to.

Note: If your company despatches goods or receives goods to other countries in the EU and your company is eligible, you must also include the intrastat details.

- Suppliers: Enter the supplier details for the style. These details will be added to the 'Prices' tab.
- Units of Measure: A single stock item in a transaction may refer to a single box, a single crate or a single item. If the stock items that you sell or buy come in a variety of amounts, use the 'Units of Measure' tab to set up the selling or buying units for the sub-class you are creating. For more information about Units of Measure, see your *Sage 200 Stock Control User Guide*.
- Alternatives: If the style has an alternative item that you use when this style is out of stock, select the alternative stock item on this tab.
- Locations: Enter the warehouse or store where this style is located.
- Attachments: Use this tab to add a file to the style record.
- Memo: If necessary, you can add additional information to the style. To record the information, type the details into the tab.
- Comments: Use this tab to add text to all Pickling Lists and Despatch Notes that have this style listed on them.
- Variants: If your stock items use variations, for example, you sell clothing which comes in different sizes and colours, then set up the variations on this tab. The drop-down lists are automatically selected from those that have been set up in the 'Dimension Setup' option. For more information about setting up the style variations, see *To add variants to a style* on page 50.
- Prices: This tab shows the price information for the style record.
- Landed Costs: If your product group (sub class) is set up to use landed costs, the 'Landed Costs' tab appears. If you are using landed costs, select whether it is a percentage-based or value-based landed cost. Enter the percentage amount or value of the landed costs.

Note: The information for the first set of tabs can be found in your Stock Control user guide. See the following procedures for more information about entering details on the 'Variants' and 'Prices' tabs.

To add variants to a style

1. From Merchandise> Merchandise Hierarchy> Merchandise Hierarchy Maintenance, highlight the 'Sub-class' and click 'Add'.
2. Work through the tabs, entering the relevant style details.
3. Select the 'Variants' tab.

The 'Variants' tab shows the list of possible varieties, based on the dimensions that you have specified on the 'Variants' tab of the 'Add New Sub-Class' window.
4. Select the first variant from the drop-down list.

RET - Add New Style

Stock Item

Code: FOOTBALL_SL Name: Canadian Soccer League

Details Analysis Suppliers Alternatives Locations Attachments Memo Comments Variants Prices Landed Costs

Colour - Size

Colour - Size	Small	Medium	Large	Extra Large
Black	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
White	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Generate

Selected variants

Variant Code	Description	Colour	Size	BarCode	TaxCode
--------------	-------------	--------	------	---------	---------

Save Selling Prices Close

- Select each check box for stock items or variants that you want to generate.
- Click 'Generate'.

The newly generated stock items or variants are listed in the 'Selected variants' area of the window.

Selected variants

Variant Code	Description	Colour	Size	BarCode	TaxCode
FOOTBALL_SL-60	Canadian Soccer	Black	Small	0000000009812	1 - Standard Rate
FOOTBALL_SL-60	Canadian Soccer	Black	Medium	0000000009829	1 - Standard Rate
FOOTBALL_SL-60	Canadian Soccer	Black	Large	0000000009874	1 - Standard Rate
FOOTBALL_SL-60	Canadian Soccer	Black	Extra Large	0000000009836	1 - Standard Rate
FOOTBALL_SL-61	Canadian Soccer	White	Small	0000000009843	1 - Standard Rate
FOOTBALL_SL-61	Canadian Soccer	White	Medium	0000000009881	1 - Standard Rate
FOOTBALL_SL-61	Canadian Soccer	White	Large	0000000009898	1 - Standard Rate
FOOTBALL_SL-61	Canadian Soccer	White	Extra Large	0000000009850	1 - Standard Rate
FOOTBALL_SL-62	Canadian Soccer	Brown	Small	0000000009867	1 - Standard Rate
FOOTBALL_SL-62	Canadian Soccer	Brown	Medium	0000000009904	1 - Standard Rate
FOOTBALL_SL-62	Canadian Soccer	Brown	Large	0000000009911	1 - Standard Rate

- Generate more stock items or variants by using the drop-down list again.
- Click the 'Prices' tab to continue to enter your style details.

To add prices to a style

1. From Merchandise> Merchandise Hierarchy> Merchandise Hierarchy Maintenance, highlight the 'Sub-class' and click 'Add'.
2. Work through the tabs, entering the relevant style details.
3. Select the 'Prices' tab.

RET - Add New Style

Stock item
Code: FOOTBALL_SL Name: Canadian Soccer League

Details Analysis Suppliers Alternatives Locations Attachments Memo Comments Variants Prices Landed Costs

Retail prices

Preferred Supplier
Blaze Shirts

Price Band Currency

Stock Item	Price Band	Cost (£)	Margin (£)	Markup %	Price (£)	Selling Price	Use Std.
FOOTBALL_SL-6	Dollars	0.00000	0.00000	0.00	0.00000	0.00000	<input type="checkbox"/>
FOOTBALL_SL-6	Dollars	0.00000	0.00000	0.00	0.00000	0.00000	<input type="checkbox"/>
FOOTBALL_SL-6	Dollars	0.00000	0.00000	0.00	0.00000	0.00000	<input type="checkbox"/>
FOOTBALL_SL-6	Dollars	0.00000	0.00000	0.00	0.00000	0.00000	<input type="checkbox"/>

Price calculation

Calculation Rounding

☒ Update all price bands Standard

Calculation method: Manual Price

Value: 0.00

Generate

Save Selling Prices Close

The 'Retail prices' area shows the information that has been set up on the previous tabs.

4. If necessary, change the price details in the 'Retail prices' area of the window by clicking on the relevant value and entering the details.
5. If necessary, change the way the style pricing is calculated in the 'Price Calculation' area of the window:

Price calculation

Calculation Rounding

Rounding direction: Round Up To

To 2 Decimal places

Multiples of 0.00 plus 0.00 (Price band currency)

Generate

- Select the method of price calculation from the drop-down list. It is possible to change prices by a percentage amount or by a fixed value. If you select to change the 'Calculation method', you must enter the amount you need to change it by, in the 'Value' field.
- If you use number rounding in Sage 200, select the 'Rounding' tab. Select the type of rounding that your company uses from the 'Rounding direction' drop-down list.
Select to either round your prices up, down or to the value that is nearest value selected in the 'Decimal Places' drop-down list.
- Use the final options to specify how many decimal places the values should be rounded to. If you use multiple values, use the 'Multiples of' and 'Plus adjustment' fields to set these up. These options become available if you select the Nearest rounding option.

Instead of rounding prices by the number of decimal places, you can select the 'Multiples of' option to round your prices to psychologically important points, such as £9.99 instead of £10.00. For example, you can specify the rounding amount so that each price ends in 99 pence, so that £13.4567 rounded down to multiples of 0.50, plus an adjustment -0.01 = £12.99.

6. Click 'Generate' to update the prices.

Adding product details to a sub-class

It is possible to add a new stock item record from the 'Merchandise Hierarchy Maintenance' window.

Note: The class must contain a new sub-class before the sub-class can contain a new stock item record. The instructions below contain more details.

If any of the 'Use Multiple Units' options are selected in the sub-class window, the 'Units of Measure' tab appears in the 'Enter New Item' window.

To add a new product

1. From Merchandise> Merchandise Hierarchy> Merchandise Hierarchy Maintenance, select the sub-class that you want to add the new stock item to.
2. Click 'Add'.
The 'Enter New Item' window appears. The information here is similar to the Enter New Stock Item information in the Stock Control module, with the addition of the 'Prices' and 'BarCodes' tabs. For more details, please refer to your *Sage 200 Stock Control User Guide*.

3. Enter the 'Code' and 'Name' in the relevant fields.
4. Enter the item information on each of the following tabs:
 - Details: The details tab is displayed by default. Enter the classification, trade settings, item status, manufacturer, print options, costing methods and item description details.
 - Batch/Serial Nos: If the stock item uses batch and serial numbers, you can enter the information here.
 - Analysis: Enter the search categories, default nominal codes, intrastat information and stock take details.
 - Suppliers: Add the supplier details to the stock record. This information is used by the Prices tab.
 - Units of Measure: If the stock item in the sub-class window uses units of measure, this tab appears. You can add or amend details which is applied to the product.
 - Alternatives: If applicable, select any stock items that can be used when you run out of the preferred item.
 - Locations: Enter the warehouse and bin where the stock items are located.

- Attachments: If necessary, you can add files (for example, an Excel spreadsheet) to the stock record. Anyone accessing the stock record can then access that file by double-clicking the icon, or by selecting the file and then clicking 'Open'.
- Memo: Enter text to the stock record by clicking 'Add'. This allows you to add additional text that can be read by anyone accessing this stock record.
- Comments: Enter the default comments that will be added to the picking list and the despatch note. For example, you may add instructions to your warehouse staff on the picking list for this stock record.
- Landed Costs: Use this tab to assign a landed cost to your stock item. If you do assign a landed cost, you can choose to add a percentage or actual value to the cost of the item.
- Prices: Enter the price information for the stock record on the Prices tab. For more information, see *The Prices tab* on page 56.
- BarCodes: If you use tills, you can add bar code information to the stock record. For more information, see *The BarCodes tab* on page 57.

The information for the tabs can be found in your Stock Control user guide. See the following procedures for more information about entering details on the 'Prices' and 'BarCodes' tabs.

The Prices tab

The 'Prices' tab allows you to view and generate the prices for the stock item. Once set up, the 'Retail prices' area of the tab displays the costs, margins and price information for each supplier.

By default the window shows the standard price. This can be changed by selecting a new type of calculation method on the 'Calculation' tab in the 'Price calculation' area.

RET - Enter New Item

Stock item
Code: Socks_L Name: Long Socks

Details Batch/Serial Nos Analysis Suppliers Alternatives Locations Attachments Memo Comments Landed Costs Prices BarCodes

Retail prices

Preferred Supplier: Ace Fashion

Price Band: Standard Currency: £

Stock Item	Price Band	Cost (£)	Margin (£)	Markup %	Price (£)	Selling Price	Use Std.
Socks_L	Standard	0.00000	0.00000	0.00	0.00000	0.00000	<input checked="" type="checkbox"/>

Price Band: Euros Currency: €

Stock Item	Price Band	Cost (£)	Margin (£)	Markup %	Price (£)	Selling Price	Use Std.
Socks_L	Euros	0.00000	0.00000	0.00	0.00000	0.00000	<input type="checkbox"/>

Price calculation

Calculation Rounding

☒ Update all price bands Standard

Calculation method: Manual Price

Value: 0.00

Generate

Save Duplicate... Selling Prices Close

To enter the price details for a new stock item

Note: If you use Landed Costs, select the 'Use Landed Costs' check box to view these costs in the 'Retail prices' area of the tab.

- From the Enter New Item> Prices tab, enter the price details for this stock item:
 - The 'Update all prices bands' check box allows you to update the prices for the selected price band. If you are using a number of price bands, select the price band that you want to update from the drop-down list.
 - Select the method of price calculation from the drop-down list. It is possible to change prices by a percentage amount or by a fixed value. If you select to change the 'Calculation method', you must enter the amount you need to change it by, in the 'Value' field.
 - If you use number rounding in Sage 200, click the 'Rounding' tab and select the type of rounding that your company uses from the 'Rounding direction' drop-down list.

Select either to round your prices up, down or to the value that is nearest value selected in the 'Decimal Places' drop-down list.

- Use the final options to specify how many decimal places the values should be rounded to. If you use multiple values, use the 'Multiples of' and 'Plus adjustment' fields to set these up. These options become available if you select the Nearest rounding option.

Instead of rounding prices by the number of decimal places, you can select the 'Multiples of' option to round your prices to psychologically important points, such as £9.99 instead of £10.00. For example, you may specify the rounding amount so that each price ends in 99 pence, so that £13.4567 rounded down to multiples of 0.50, plus an adjustment -0.01 = £12.99.

2. Click 'Generate' to update the prices for this stock item.

The BarCodes tab

If you use bar code scanners in your stores, use the BarCodes tab to assign a bar code to each stock item record. When you run the import facility in PayPort, the transaction details from your tills are recognised by your Sage 200 system.

RET - Enter New Item

Stock Item

Code: Socks_L Name: Long Socks

Details | Batch/Serial Nos | Analysis | Suppliers | Alternatives | Locations | Attachments | Memo | Comments | Landed Costs | Prices | **BarCodes**

Barcodes for stock item:

Barcode: 000000009980
Barcode type: EAN13
Current barcode: True

0 000000 009980

Supplier Reference	Bar Code	Bar Code Type	Is Current
-NONE-	000000009980	EAN13	<input checked="" type="checkbox"/>

Add
Delete

Save Duplicate... Selling Prices Close

The 'Barcodes for stock item' area of the tab shows a summary of the bar code that has been set up. The bar codes themselves are entered in the 'Barcodes' area of the tab.

To add a bar code to a new stock item

1. From the Enter New Item> BarCodes tab, click 'Add'.
A new line is added to the bar codes table.
2. Enter the following details:
 - If there is a supplier reference for this stock item, select it from the drop-down list.
 - Enter the bar code for the stock item.
 - Select whether the stock item uses an EAN13 or UPCA bar code.
 - Select whether the stock item is currently using the bar code (i.e. is the bar code currently in use).
3. Click 'Save' to add the stock item details to the hierarchy and return to the 'Merchandise Hierarchy Maintenance' window.

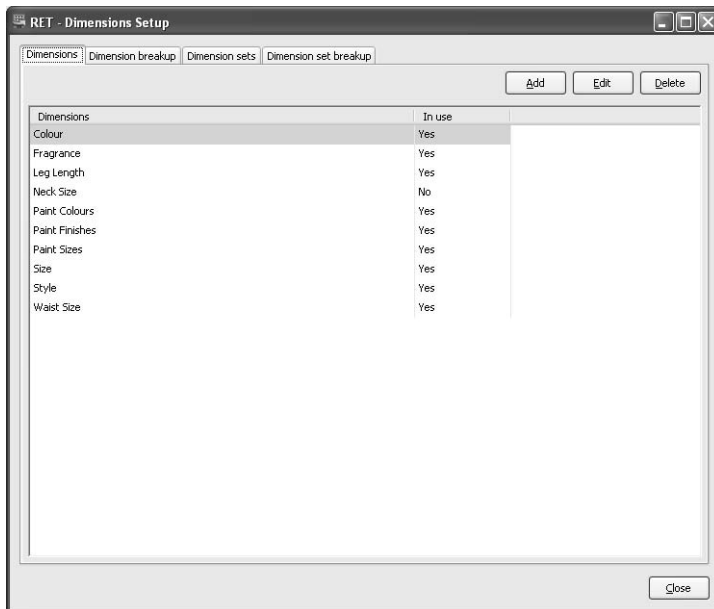
Dimensions Setup

If the stock items that you sell come in different types or sizes, you can set the details up from the 'Dimensions Setup' window.

For example, a clothes retailer may sell trousers. These trousers will have different waist sizes, leg length and colour. Alternatively, a paint retailer will sell paint in different size tins in a variety of colours and in a variety of finishes. All of these dimensions can be set up here.

The window is broken into four tabs.

The Dimensions tab

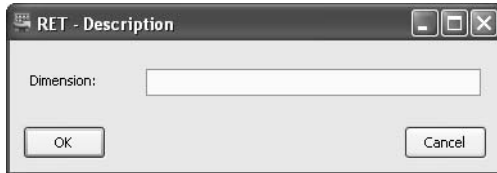


The 'Dimensions' tab lists the main type of variant. This can include colour, size and style, depending on the stock items that you sell.

To add a dimension

1. From the Merchandise> Dimensions Setup> Dimension tab, click 'Add'.

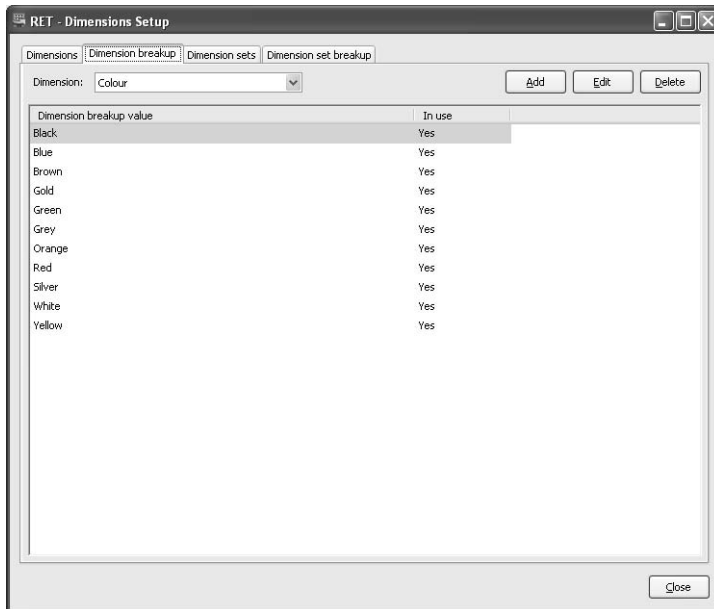
Note: The 'Dimensions' tab is displayed by default.



A small dialog box titled "RET - Description". It contains a label "Dimension:" followed by a text input field. At the bottom, there are two buttons: "OK" and "Cancel".

2. Enter the description of the 'Dimension'.
3. Click 'OK' to add the dimension to the list.

The Dimension breakup tab



A larger dialog box titled "RET - Dimensions Setup". It has four tabs: "Dimensions", "Dimension breakup", "Dimension sets", and "Dimension set breakup". The "Dimension breakup" tab is selected. At the top, there is a "Dimension:" dropdown menu showing "Colour", and three buttons: "Add", "Edit", and "Delete". Below this is a table with two columns: "Dimension breakup value" and "In use".

Dimension breakup value	In use
Black	Yes
Blue	Yes
Brown	Yes
Gold	Yes
Green	Yes
Grey	Yes
Orange	Yes
Red	Yes
Silver	Yes
White	Yes
Yellow	Yes

At the bottom right of the dialog box is a "Close" button.

The 'Dimension breakup' tab holds the next level for the dimension. For example, if your main dimension type is colour, the dimension breakup will list all of the colours that the stock item comes in.

To create a new dimension breakup

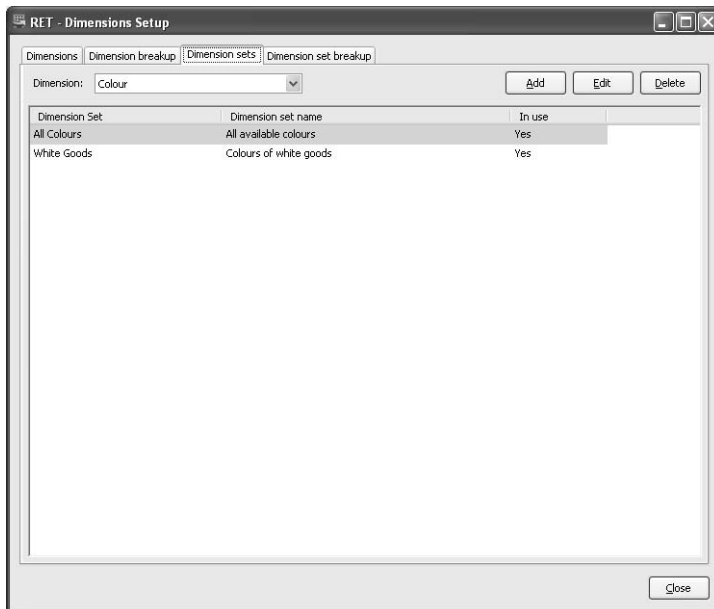
1. From the Merchandise> Dimensions Setup> Dimension breakup tab, select the 'Dimension' from the drop-down list. This is the dimension that you want to assign breakup values to.
2. Click 'Add'.



A dialog box titled "RET - Description" with a text input field labeled "Breakup value:" and two buttons: "OK" and "Cancel".

3. Enter the description of the 'Break up value'.
4. Click 'OK' to add the value to the list.

The Dimension sets tab



A dialog box titled "RET - Dimensions Setup" with four tabs: "Dimensions", "Dimension breakup", "Dimension sets", and "Dimension set breakup". The "Dimension sets" tab is selected. It features a "Dimension:" dropdown menu set to "Colour", and "Add", "Edit", and "Delete" buttons. Below is a table with three columns: "Dimension Set", "Dimension set name", and "In use".

Dimension Set	Dimension set name	In use
All Colours	All available colours	Yes
White Goods	Colours of white goods	Yes

A "Close" button is located at the bottom right of the dialog box.

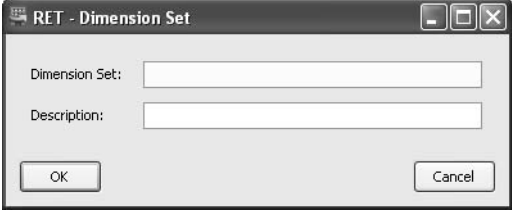
The dimension set is a list of 'dimension groups' that the dimensions are connected to. For example, if the 'dimension type' is size, the 'dimension set' is waist size, the dimension break value is 32", 34" etc.

To create a new dimension set

1. From the Merchandise> Dimensions Setup> Dimension set tab, select the 'Dimension' from the drop-down list.

This is the dimension that you want to assign a 'Dimension set' to .

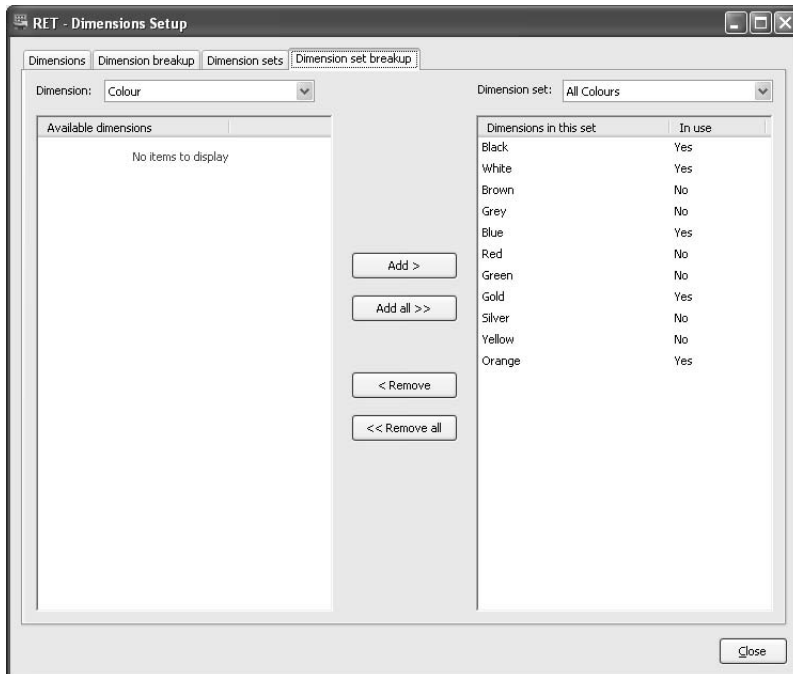
2. Click 'Add'.



The screenshot shows a dialog box titled "RET - Dimension Set". It has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the dialog, there are two text input fields. The first is labeled "Dimension Set:" and the second is labeled "Description:". Below these fields are two buttons: "OK" on the left and "Cancel" on the right.

3. Enter the name for the new dimension set.
4. Enter a description for the dimension set.
5. Click 'OK' to add the dimension breakup set to the list.

The Dimension set breakup tab

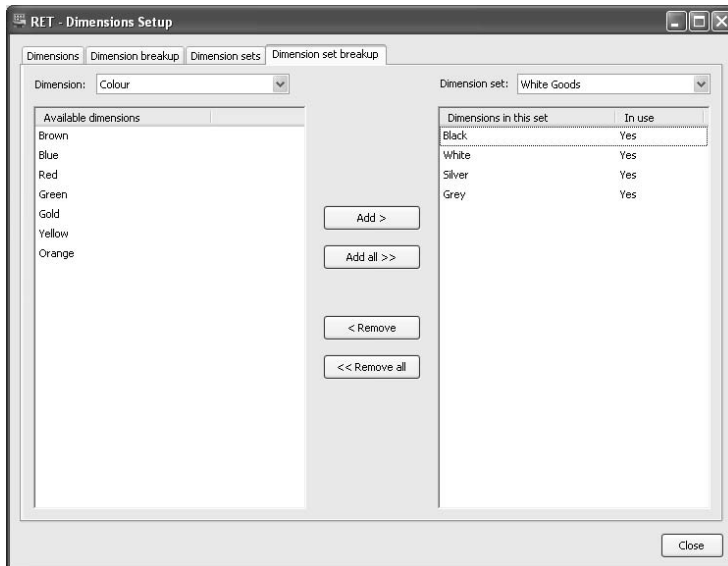


Once you have set up your dimension types, breakups and sets, you can then connect the break up value to each dimension set.

For example, you sell electrical goods and have a dimension of colour. Your stock is broken down into the dimension sets called white goods, luxury goods, audio and visual. You can use the tab to add the dimensions to the dimension set so that they can be used by the Sage 200 Warehouse & Retail application.

To add a dimension set breakup

1. From the Merchandise> Dimensions Setup> Dimension set breakup tab, select the dimension from the 'Dimension' drop-down list.
The 'Available dimensions' list is updated.
2. Select the dimension set from the 'Dimension set' drop-down list. This is the dimension set breakup that you are going to create.
3. From the 'Available dimension' list, select the dimension that you want and click 'Add'.
Alternatively, click 'Add all' to assign all of the dimensions to the dimension set.



Note: Only those dimensions not in use can be removed from the 'Dimension set'.

4. When you have finished assigning dimensions to the dimension set, click 'Close'.

Reporting Merchandise Hierarchy Movements

Once you have either generated, amended or deleted Department, sub-class, style and product from the 'Merchandise Hierarchy Maintenance' window, you can view the movements through an audit trail.

You can then use the 'Purge Audit Trail Entry' option to delete entries where necessary. For more information, see *Purging Audit Trail Entries on page 19*.

To view the audit trail

1. Generate, amend or delete stock from the 'Merchandise Hierarchy Maintenance' window.
2. Select the 'Merchandise Hierarchy Audit Trail Report' option.

3. Set the criteria:
 - 'User name': Select 'All', 'From', 'Between', 'To' or 'Is'. Depending on what you select, another box appears where you can select another user name. The default is set to 'All'.
 - 'Date': Select 'All', 'From', 'Between', 'To' or 'Is'. Depending on what you select, another box appears where you can select a date or a range of dates. Click the arrow to automatically set the 'Date' as 'Today', 'Yesterday', 'This financial year to date', 'This financial year', 'This calendar to date', 'This calendar year', 'Last calendar year', 'This month to date', 'This month', or 'Last month'. The default is set to 'All'.
 - Preview a sample report for a specified number of records or transactions. Select the number of records or transactions. The default is set to 'All Records'.
4. Click 'OK' to send the report to your preselected output mode. The output mode is located in Sage 200> File> Choose Output Mode

Note: These buttons perform the following actions.

- 'Help' displays the Report Designer help.
- 'Save' directs you to save the settings.
- 'Load' loads the settings you have saved.

- 'Defaults' restores the criteria to the document's default settings.
- 'OK' directs you to print the audit trail.
- 'Cancel' cancels the window.

Chapter 6

Set Up Your Promotions

Use the Promotions area of Sage 200 Wholesale and Retail to set up any special offers that may be used at your shop tills.

In this chapter:

Setting up your company's promotion68

Setting up your company's promotion

From the 'Enter New Promotion' window, you can enter the 'Details' of the promotion and specify the products that the promotion applies to.

You can set up the following types of promotion:

- Discount on the group.
- Fixed discount value.
- Fixed price for the group.
- Cheapest product free.

Note: The promotions that you set up here are used exclusively by Sage 200 Wholesale and Retail and Sage POS. They are not used by the Sales Order Processing and Purchase Order Processing modules in the Sage 200 accounts application.

Enter the information on the following tabs.

- Details: Use this tab to enter the Details, Dates and Times, and Multibuy details of the promotion.
- Products: Use this tab to specify the products this promotion applies to. The products that were generated when the 'Merchandise Hierarchy' was set up, are displayed in the Stock Items panel. For more information, see *Chapter 5, Maintain the Merchandise Hierarchy*.

To enter a new promotion

1. From the new 'Enter New Promotions' window, enter the 'Details' of the promotion.
The 'Details tab' is displayed by default.

RET - Enter New Promotion

Details Products

Details

Promotion code:

Description:

Dates and Times

Start date:

End date:

Multibuy details

Threshold value:

Reward type:

Reward value:

OK Cancel

2. Enter the 'Start date' and 'End date' for the promotion.
3. Set up the 'Multibuy details':

Threshold value: If your customer must buy a certain amount of goods before they qualify for the promotion, enter that amount here.

Reward type: Select, from the drop-down list, the type of promotion that is being set up :

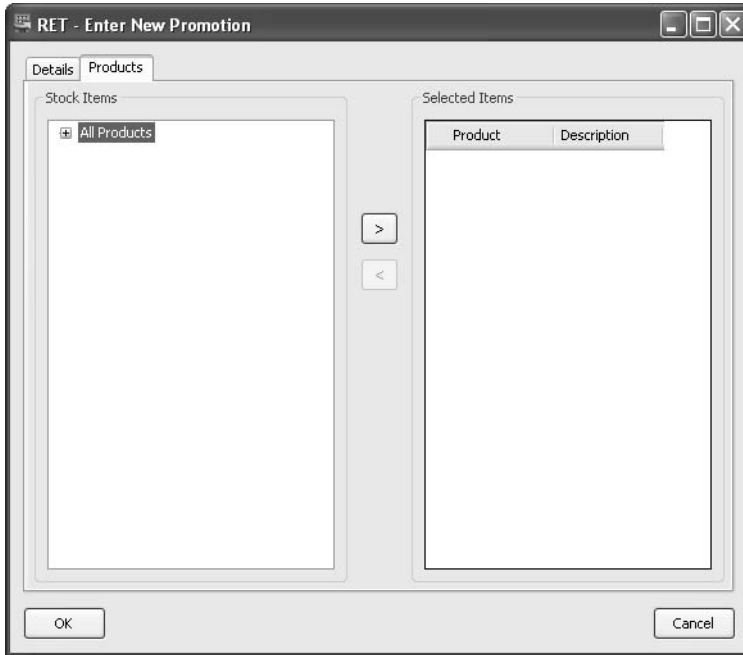
- Discount on the group: A discount on a group of products.
- Fixed discount value: A fixed discount amount on a single product, no matter how much is spent.
- Fixed price for the group: A fixed discount amount on a group of purchases.
- Cheapest product free.

Reward value: Depending on the type of discount that is applied, enter the monetary amount or discount percentage that is discounted if the promotion selected in the 'Reward Type' drop-down list is one that requires a fixed discount rate.

4. Select the 'Products' tab and continue to enter your promotion details.

To specify the product

1. From the 'Enter New Promotion' window, select the 'Products' tab.
2. Select a single product, or range of products, from the 'Stock Items' list.



3. Click '>' to move the 'Stock Item' into the 'Selected Items' list. This is the list of items that will be discounted.

Note: To remove the item from the 'Selected Item' list, click '<'.

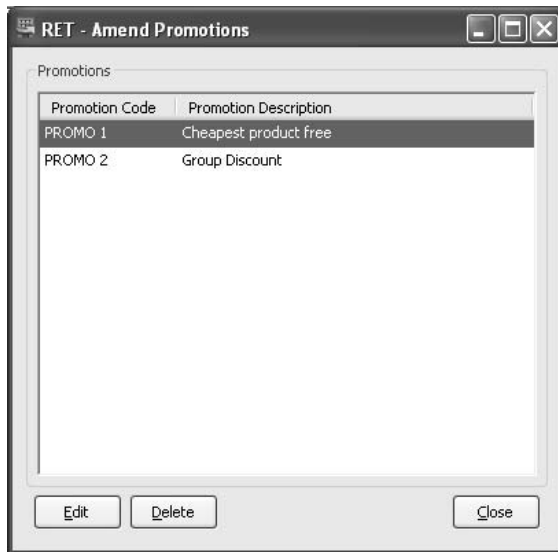
4. Click 'OK' to save the promotion details.

Amending Promotions

You can amend promotion details.

To amend an existing promotion

1. From Promotions > Amend Promotion> Amend Promotions, select a promotion from the list.



2. Click 'Edit'.
3. Edit the promotion details.
4. Click 'OK' to save the details.

Chapter 7

Enter Sales Orders and Purchase Orders

You can use Sage 200 Wholesale and Retail to create purchase orders and sales orders. These details are in addition to those that are included when you create a sales order in the Sales Order Processing module or a purchase order in the Purchase Order Processing module.

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Sales Orders

The 'Enter New Sales Order' option allows you to record a 'full' customer order for the goods and services that you supply.

Sales orders created in Sage 200 Wholesale and Retail work in the same way as in your Sales Order Processing module, but also include extra functionality.

You can use the 'Save and Generate PO' button to immediately generate any purchase orders that are attached to the sales order. For more information about sales orders, refer to your *Sales Order Processing* user guide.

Enter the information on each of the following tabs:

- **Order Details:** Use this tab to enter the account selection, order detail, exchange rate, subtotals, and totals information.

Use the 'Add Multiple Items' button to include additional information from the Sage 200 Wholesale and Retail module. You can also add items in the groups that you have set up in the Sage 200 Wholesale and Retail.

For example, you can record a customer order for 100 shirts in a variety of colours and sizes.

- **Invoice & Delivery:** Use this tab to enter the delivery address, tax details, invoice address, early settlement discount, order discount/surcharge, order taken by, order priority and analysis codes information.
- **Payment with Order:** Use this tab to enter the record payment and invoice information.

To enter a new sales order

1. From Sales Orders > Enter New Sales Order, enter the account details in the 'Account selection' area of the window.

Note: The 'Order Details' tab is displayed by default.

RET - Enter New Sales Order

Order Details

Account selection

☒ Customer account ☐ Cash account

A/C ref:

Short name:

Postcode:

Name:

By default supply from:

Order detail

Order no:

Order status:

Document date:

Date requested:

Date promised:

Customer order no:

☒ Show values ☐ Show quantities

Item	Description	Quantity	Unit Price	Disc. %	Tax Rate	Net

Add Multiple Items

Add Items... Edit Item... Delete Item Move Up Move Down

Exchange rate

Rate: Currency:

Subtotals

Goods: £

Charges: £

Ord disc: £

Totals

Net: £

Tax: £

Gross: £

Save Save and Generate PO Clear Order Profit... Copy Order... Close

2. Enter the account details in the 'Account selection' area of the window.
The 'Delivery Invoice' and 'Payment with Order' tabs are automatically displayed.
Note: If you have selected the 'Allow cash orders to be taken' option in the SOP> SOP Utilities> System Set Up> SOP Settings> Default Accounts> Cash orders area, you must select whether the account is a customer or cash account.
3. Select a warehouse or store in the 'By default supply from' field.
4. Click 'Add Multiple Items'.

5. Select 'Show significant dimension in styles' check box.

The 'Show significant dimension in styles' check box acts as a filter to make it easier for you identify which products you want to move. If you select this check box, the first dimension that was defined in the 'Varients' tab of the Sub-class window appears as highlighted.

Note: When you select the 'Show all products' check box, all the products that are not associated with your selected supplier are displayed.

6. Add the product items to the 'Selected products' window. You can either:
 - Drag-and-drop an item into the 'Selected products' table.
 - Highlight the item and then click the down arrow to move it to the 'Selected Products' table.

Note: Depending on what you selected in the Merchandise> Merchandise Hierarchy Maintenance> Sub-Class> Units of Measure> Use multiple units area, you can amend the 'Selling quantities' or 'Selling prices' of each item.

7. Enter the 'Value' and 'Delivery Date' settings:

- Enter the quantity. If you want to order 100 pairs in equal quantities, you can enter 100 in the 'Quantity' field and click 'Spread'. This allocates 100 stock items across all of the selected products.
- Use the 'Fill' button to update the discount amounts in the 'Selected products' table.

Note: If you select the 'Override prices and discounts on order lines' checkbox from SOP> System Set Up> User Permissions> User Permissions for Sales Order Entry> Add, you can enter the percentage discount amount per unit. If necessary, enter a discount amount for each individual item in the 'Selected Products' table.

- Enter the delivery date.

If you need your delivery of goods in specific ratios, click 'Quantities'.

The 'Generate Quantities' window appears.

Colour/Neck Size			
Colour/Neck Size	15	15.5	
Black	21	21	
White	21	21	
Brown	21	20	

For example:

If your customer requires a delivery in proportions of 5:1, the 'Quantities' button allows you to enter these proportions.

Select whether you are generating the quantities using ratios, percentages or with fixed quantities by selecting the appropriate option.

Enter a total quantity in the box.

Enter the percentage amount for every combination in the table.

8. Click 'OK'.

The 'Multiple Order Lines' window is populated with the values calculated in the 'Generate Quantities' window.

9. Click 'OK' to add all of the products as order lines on the sale order.
10. Select the 'Delivery & Invoicing' tab and continue to enter your sales order information.

To enter delivery & invoicing information

1. From the 'Enter New Sales Order' window, select the 'Delivery & Invoicing' tab.

The screenshot shows the 'RET - Enter New Sales Order' window with the 'Delivery & Invoicing' tab selected. The window is divided into several sections for data entry:

- Order Details:** Includes tabs for 'Order Details', 'Delivery & Invoicing' (selected), and 'Payment with Order'.
- Delivery address:** Fields for Postal name (As Invoiced), Address (multiple lines), City, County, Post code, Country, Contact, Telephone, Fax, and E-mail. A checkbox for 'Use invoice address' is checked, and a 'Change...' button is present.
- Tax Details:** Fields for Tax number, Tax code (1 - Standard Rate), and Country code.
- Invoice address:** Fields for Postal name (Steve's HIFI) and Address (multiple lines).
- Early settlement discount:** Fields for Discount % (0.00) and if paid within (0) days.
- Order discount / surcharge:** Fields for Discount % (0.00), Value (£ 0.00), and a dropdown for Discount.
- Order taken by:** Name field (JENNIFER) and an Order priority dropdown.
- Analysis codes:** Six fields for Analysis code 1 through Analysis code 6.

At the bottom of the window are buttons for 'Save', 'Save and Generate PO', 'Clear', 'Order Profit...', 'Copy Order...', and 'Close'.

2. Enter the 'Delivery Address', 'Tax details', 'Invoice address', and any additional discount amounts that you want to add to the sales order.
3. Select the 'Payment with Order' tab and continue to enter your sales order details.

To specify the type of payment

1. From the 'Enter New Sales Order' window, select the 'Payment with Order' tab.

The screenshot shows the 'RET - Enter New Sales Order' window with the 'Payment with Order' tab selected. The window has three tabs: 'Order Details', 'Delivery & Invoicing', and 'Payment with Order'. The 'Payment with Order' tab contains the following fields and options:

- Record Payment and Invoice:**
 - ☐ Record payment with order
 - ☐ Full payment
 - ☐ Invoice payment with order immediately
- Payment:** £ 0.00
- Method:** [Dropdown menu]
- Payment Declared:** 0.00
- Payment Undeclared:** 0.00
- Declared Payment Remaining:** 0.00
- Reference:** [Text field]
- Description:** [Text field]

At the bottom of the window, there are buttons for 'Save', 'Save and Generate PO', 'Clear', 'Order Profit...', 'Copy Order...', and 'Close'.

2. Record your payment and invoice information.
3. Click 'Save' to create the order on your Sage 200 accounts system.
Click 'Save and Generate PO' to create any purchase orders specific to this sales order.
Click 'Order Profit' to view the estimated and realised profit level for the order as well as the profit level for individual items. For more information about order profits, see your SOP user guide.

Purchase Orders

The 'Enter New Purchase Order' option allows you to record your goods and service purchases from your suppliers.

Purchase Orders created in Sage 200 Wholesale and Retail work in the same way as in your Purchase Order Processing module, but also include extra functionality. Use the 'Add Multiple Items' button to include additional information from the Sage 200 Wholesale and Retail. You can add these items in the groups that you have created in Sage 200 Wholesale and Retail.

For example, you can create an order for 100 shirts in a variety of colours and sizes. Use the 'Add Multiple Items' button to add an entire style with a single click of a button.

For more information about purchase orders, please refer to your *Purchase Order Processing* user guide.

To enter a new purchase order

1. From Purchase Orders > Enter New Purchase Order > Enter New POP Order, enter the accounts details in the 'Account selection' area of the window.

RET - Enter New Purchase Order

Order Details

Account selection

A/C ref:

Short name:

Postcode:

Name:

By default supply to:

Order detail

Order no:

Order status:

Document date:

Delivery requested:

Supplier reference no:

☒ Show values ☐ Show quantities

Item	Description	Quantity	Unit Price	Disc. %	Tax Rate	Net

Add Multiple Items

Add Items... Edit Item... Delete Item Move Up Move Down

Exchange rate

Rate: Currency:

Subtotals

Goods: £

Charges: £

Ord disc: £

Lnd csts: £

Totals

Net: £

Tax: £

Gross: £

Save Clear Copy Order... Close

2. Enter the account details in the 'Account selection' area of the window.
3. Select a warehouse or store in the 'By default supply to' field.
4. Click 'Add Multiple Items'.

RET - Multiple Order Lines

☐ Show all products ☐ Show significant dimension in styles

All Products

↓ ↑

Item	Description	Buying unit	Qty.	Buying price unit	Unit price £	Unit disc. %	Unit disc. £	Total d
------	-------------	-------------	------	-------------------	--------------	--------------	--------------	---------

Values and Delivery Date

Quantity: Spread

Unit disc. (%): Fill

Delivery date: / / Fill

Totals

Net value: £

Tax value: £

Total value: £

Landed costs: £

OK Cancel

5. Select 'Show significant dimension in styles' check box.

The 'Show significant dimension in styles' check box acts as a filter to make it easier for you identify which products you want to move. If you select this check box, the first dimension that was defined in the 'Varients' tab of the Sub-class form appears as highlighted.

6. Add the product items to the 'Selected products' window. You can either:
 - Drag-and-drop an item into the 'Selected Products' table.
 - Highlight the item and then click the down arrow to move it to the 'Selected Products' table.

Note: Depending on what you selected in the Mechandise> Merchandise Hierarchy Maintenance> Sub-Class> Units of Measure> Use multiple units area, you can amend the 'Buying quantities' or 'Buying prices' of each item.

7. Enter the 'Values' and 'Delivery Date' settings:

- Enter the quantity. If you want to order 100 pairs in equal quantities, you can enter 100 in the 'Quantity' field and click 'Spread'. This allocates 100 stock items across all of the selected products.
- Enter the percentage discount amount per unit. Use the 'Fill' button to update the discount amount to all items that have been added to the 'Selected Products' list.
- Enter the Delivery date. Use the 'Fill' button to assign the selected date to the products in the 'Selected Products' list.

Note: If you need an order in specific ratios, click 'Quantities' and enter the ratio in the 'Generate Quantities' window. For example, if you require a delivery in proportions of 5:1, you can use the Quantities button to enter these proportions.

Colour	
Colour	Value
Black	0
White	0
Silver	0
Grey	0

Select whether you are generating the quantities using ratios, percentages or with fixed quantities by selecting the appropriate option.

Enter a total quantity in the box, if necessary.

Enter the amount for every combination in the table.

Click 'OK'.

The 'Multiple Order Lines' window is populated with the values calculated in the 'Generate Quantities' window.

8. Click 'OK' on the 'Multiple Order Lines' to add all of the products as order lines on the purchase order.
9. Click the 'Delivery & Invoicing' tab to continue to enter your purchase order details.

To enter delivery & invoicing information

1. From the 'Enter New POP Order' window, select the 'Delivery & Invoicing' tab.

The screenshot shows the 'RET - Enter New Purchase Order' window with the 'Delivery & Invoicing' tab selected. The window is divided into several sections for data entry:

- Order Details:** Includes fields for 'Delivery address' (Postal name, Address, City, County, Post code, Country, Contact, Telephone, Fax, E-mail) and 'Tax Details' (Tax number, Tax code, Country code).
- Supplier address:** Includes fields for 'Postal name' (pre-filled with 'Crazy Clothes') and 'Address'.
- Early settlement discount:** Includes fields for 'Discount %' (0.00) and 'if paid within' (0 days).
- Order discount / surcharge:** Includes fields for 'Discount %' (0.00) and 'Value: £' (0.00).
- Order taken by:** Includes a 'Name' field (pre-filled with 'JENNIFER').
- Analysis codes:** Includes three rows of fields for analysis codes.

At the bottom of the window are buttons for 'Save', 'Clear', 'Copy Order...', and 'Close'.

2. Enter any additional discount amounts that you want to add to the purchase order.
3. Click 'Save' to create the order on your Sage 200 system.

Chapter 8

Dealing with Stock

You can use Sage 200 Wholesale and Retail to record and process the transfer of stock from your warehouse to your stores.

This is a three-stage process:

- Select the store(s).
- Select the product(s).
- Enter the quantities to move.

Once complete, Sage 200 Wholesale and Retail generates a Picking List report for your warehouse staff.

This chapter describes the steps that you must complete to record the allocation and despatch of your stock items.

In this chapter:

Dealing with Traceable Items.....	86
Stock Allocations	87
Store Picking Lists	91
Despatching Stock Items.....	92
Despatch Notes.....	95

Dealing with Traceable Items

If you use batch or serial numbers in Sage 200 Wholesale and Retail, they will be used as part of either the stock allocation or stock despatch process.

The way that the Sage 200 Wholesale and Retail application handles this is dependant on the settings in your Stock Control module.



The screenshot shows a window titled "Batch & serial numbered items". Inside, there is a checked checkbox labeled "Numbers must be recorded when goods are received". Below this, the text "Numbers specified when goods issued:" is followed by two radio button options. The first option, "Numbers selected when allocating stock", is selected. The second option, "Numbers selected when despatching stock", is not selected.

In the 'Maintain Stock Settings' window, select whether you want to allocate the batch or serial numbers when allocating stock or despatching stock.

For more information about batch and serial numbers, please refer to your *Stock Control User Guide*.

The instructions for assigning batch or serial numbers are included in the following procedures.

Stock Allocations

It is necessary to record the movement of stock from one location to another. Use the 'Allocations' option in Sage 200 Wholesale and Retail to 'reserve' stock items in the warehouse. The movement of the stock items can then be recorded using the 'Despatch' option. For more information, see *Despatching Stock Items on page 92*.

Enter the information on each of the following tabs:

- Location selection: Use this tab to select the available locations to hold stock and move the stock from source to destination.
- Product selection: Use this tab to select products to hold in the available location.
- Quantities to Allocate: Use this tab to transfer stock to the available location.

To allocate a stock transfer

1. From Allocations and Despatch > Allocations, select Stock Allocations.

The 'Stock Allocations' window appears. The 'Location selection' tab is displayed by default.

RET - Stock Allocations

Location selection | Products selection | Quantities to allocate

Source Selection
Select source warehouse or store: Central Distribution

Destination Selection

- Sage200
 - Aln1
 - ANK1 [Alnwick]
 - North
 - Northumberland
 - Mor1 [Morpeth]
 - New1 [Newcastle]
 - Sun1 [Sunderland]
 - Teeside
 - Tyne & Wear

↓ ↑ Reset

Destination	Description	Picking List ID
Morpeth	Morpeth	00000027
Newcastle	Newcastle	00000028
Sunderland	Sunderland	00000029

Save Clear Close

2. Select the 'source warehouse or store' as your 'Source Selection'.

Note: You can only transfer stock items to a store that can stock that item. This is set up on the stock items 'Products select' tab. For more information, see *Adding product details*

to a sub-class on page 53. For further information about creating stock records, please refer to your *Stock Control User Guide*.

3. Add the destination items to the 'Selected Destinations' table.
 - Drag and drop the items into the 'Selected Destinations' table.
 - Alternatively, highlight the location and click the down arrow button.

Note: To remove an item from the 'Selected Destinations' list, select the required items and then click the up arrow.

4. Once you have chosen all locations, select the 'Products selection' tab and continue to allocate your stock.

To select products

1. From the 'Stock Allocations' window, select the 'Products selection' tab.

The screenshot shows the 'RET - Stock Allocations' window with the 'Products selection' tab active. The 'Product Selection' list contains the following items:

- JEAN1 [Men's Jeans]
- JEAN1/60/74/83 [Men's Jeans Black/32/32]
- JEAN1/60/74/84 [Men's Jeans Black/32/33]
- JEAN1/60/74/85 [Men's Jeans Black/32/34]
- JEAN1/60/76/83 [Men's Jeans Black/34/32]
- JEAN1/60/76/85 [Men's Jeans Black/34/34]
- JEAN1/61/72/83 [Men's Jeans White/30/32]
- JEAN1/61/72/84 [Men's Jeans White/30/33]
- JEAN1/61/72/85 [Men's Jeans White/30/34]
- JEAN1/67/71/79 [Men's Jeans Gold/29/28]

Below the list are buttons for navigation (down, up) and a 'Reset' button. The 'Selected Products' table is shown below:

Source	Description	Free Stock	On Order
Central Distribution	Main Warehouse		
JEAN1	Men's Jeans	0.0	
JEAN1/60/76/83	Men's Jeans Black/34/32	0.0	0.00000
JEAN1/60/74/83	Men's Jeans Black/32/32	0.0	0.00000

At the bottom are 'Save', 'Clear', and 'Close' buttons.

2. Use the '+' and '-' signs in the 'Product Selection' area of the window to find a product or range of products in the product hierarchy.
3. Move the items to the 'Selected Products' table. You can either:
 - Drag and drop the items into the 'Selected Products' table.
 - Highlight the product and click the down arrow button.

Note: You cannot select a stock item if it does not exist in both the source and destination areas.

To remove an item from the 'Selected Products' list, select the required items and then click the up arrow.

- Click the 'Quantities to allocate' tab and continue to allocate your stock.

To allocate quantities

- From the Stock Allocation window, select the 'Quantities to allocate' tab.

RET - Stock Allocations

Location selection Products selection Quantities to allocate

Quantities To Allocate

Quantities					
Code	Description	Include		Source	Allocate
Central Distribution	Main Warehouse	<input checked="" type="checkbox"/>			
JEAN1	Men's Jeans	<input checked="" type="checkbox"/>	0.0		0.00000
Destination	Description	Destination	Include		Allocate
Morpeth	Morpeth	2.00000	<input checked="" type="checkbox"/>		0.00000
Newcastle	Newcastle	20.00000	<input checked="" type="checkbox"/>		0.00000
Sunderland	Sunderland	2.00000	<input checked="" type="checkbox"/>		0.00000

Save Clear Close

- For each stock item, enter the quantity to allocate in the 'Allocate' column.

A total allocation is calculated for each destination location and stock item style. If this quantity exceeds the total in the source location, the 'cell' is displayed with a red background. This indicates that you are attempting to allocate stock that does not exist in the source.

- Click 'Save' to record the allocation information in your Sage 200 system.

Note: The stock levels are updated and the selected stock items are moved from 'free stock' to 'allocated' in the details for the source location. At this point, the stock levels for the store record are unaffected. The stock only moves to the destination once the stock has been recorded as 'picked' from the source.

Traceable items only

If you are using the 'Numbers selected when allocating stock' option in the 'Options' tab of your Stock Control> Utilities> System Set Up> Stock Control Setting> Maintain Stock Control Settings module, you must now select the numbers for your stock items.

RET - Batch Details for Item: 23456 From: Central Distribution To: New1

Select batches and quantities (Fulfillment Sequence: Bin Priority)

Batch No	Bin	Qty Available	Qty to Allocate
<input checked="" type="checkbox"/> s1	Unspecified	0.00000	50.00000
<input checked="" type="checkbox"/> s2	Unspecified	456.00000	39.00000

Attributes... Find...

Batch quantities selected: 44.00000

Total quantity: 44.00000

OK Cancel

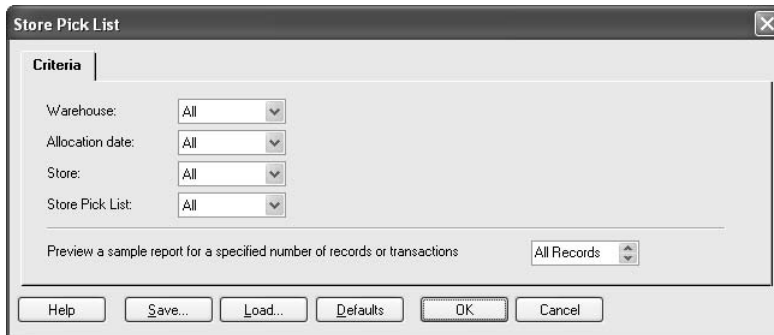
1. Select the batch or serial numbers that you want to use.
2. Click in the 'Qty to Allocate' boxes and enter the number of quantities in the box. If you are using batch items, the numbers you enter must equal the amount in the 'Total quantity' box.
3. Once you have finished allocating batch or serial numbers, click 'OK'.
The picking list for the stock allocation is created.

Store Picking Lists

This option allows you to print a 'picking list' for any stock allocations that have been set up.

To print a picking list

1. From Allocations and Despatch > Reprint Picking Lists> Store Pick List, select the options from the drop-down lists. These filter the results that are shown on the picking list.



The screenshot shows a software window titled "Store Pick List". It contains a "Criteria" section with four dropdown menus, each currently set to "All": "Warehouse:", "Allocation date:", "Store:", and "Store Pick List:". Below these is a preview option: "Preview a sample report for a specified number of records or transactions" with a dropdown menu set to "All Records". At the bottom of the window are six buttons: "Help", "Save...", "Load...", "Defaults", "OK", and "Cancel".

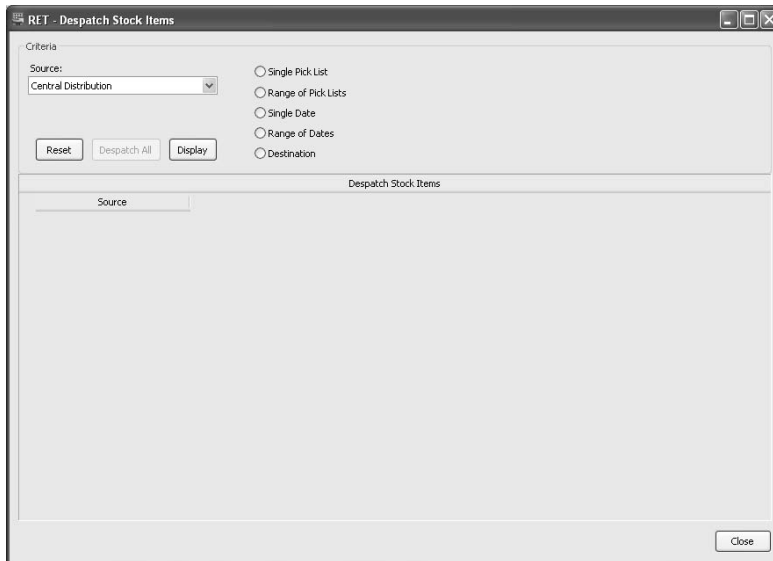
2. Click 'OK' to create the report.
The picking list prints depending on the report settings in your Sage 200 accounts application.

Despatching Stock Items

The 'Despatch Stock Items' option allows you to record despatch of the goods from the source to the destination location.

To despatch a stock item

1. From Allocations and Despatch > Despatch> Despatch Stock Items, select the 'Source' from the drop-down list.



The screenshot shows a software window titled "RET - Despatch Stock Items". It features a "Criteria" section with a "Source:" dropdown menu currently set to "Central Distribution". To the right of the dropdown are five radio button options: "Single Pick List", "Range of Pick Lists", "Single Date", "Range of Dates", and "Destination". Below these options are three buttons: "Reset", "Despatch All", and "Display". The main area of the window is a large table with the title "Despatch Stock Items" and a column header "Source". The table is currently empty. A "Close" button is located in the bottom right corner of the window.

2. Select the type of picking list that you want to record as despatched.
3. Click 'Display' to view the picking list details.

The stock items available for despatch are displayed in the 'Despatch Stock Items' area of the window. The window also shows you how many stock items are required and how many items are available in the warehouse.

RET - Despatch Stock Items

Criteria

Source: Central Distribution

From: 00000034

☒ Single Pick List
☐ Range of Pick Lists
☐ Single Date
☐ Range of Dates
☐ Destination

Reset Despatch All Display

Despatch Stock Items

Source: Central Distribution

Destination: New1

Pick List number: 00000034 Allocation Date: 03/09/2008

Product	Description	Required	Despatched	Qty In Stock	Bin
23456	Jennifer	44.00000	0.00000	500.00000	Unspecified

Save Close

- Enter the quantities to despatch in the 'Despatched' column for each stock item.

Note: If you have non traceable items you can also click 'Despatch All' to enter all possible stock allocations automatically.

- Click 'Save' to record the details.

Traceable Items only

If you are using the 'Numbers selected when allocating stock' option in the 'Options' tab in Stock Control> Utilities> System Set Up> Stock Control Setting> Maintain Stock Control Settings, you must now assign the numbers to your stock items.

ST - Details for Item: 23456 - Picking list: 00000034 From: Central Distribution To: New1

Issue details:

Allocated quantity: 44.00000 Date of issue: 03/09/2008

Quantity to issue: 25.00000 Description: 00000034

Batches allocated for issue (Fulfilment Sequence: Bin Priority)

Batch No	Bin	Qty Available	Quantity to Issue
<input type="checkbox"/> s1	Unspecified	5.00000	0.00000
<input checked="" type="checkbox"/> s2	Unspecified	470.00000	25.00000

Attributes... Find...

☐ Show details

Batch quantities selected: 25.00000

OK Cancel

1. Select the batch or serial numbers that you want to use.
2. Click in the 'Qty to Issue' boxes and enter the number of quantities in the box. If you are using batch items, the numbers you enter must equal the amount in the 'Total quantity' box.
3. Once you have finished allocating batch or serial numbers, click OK.

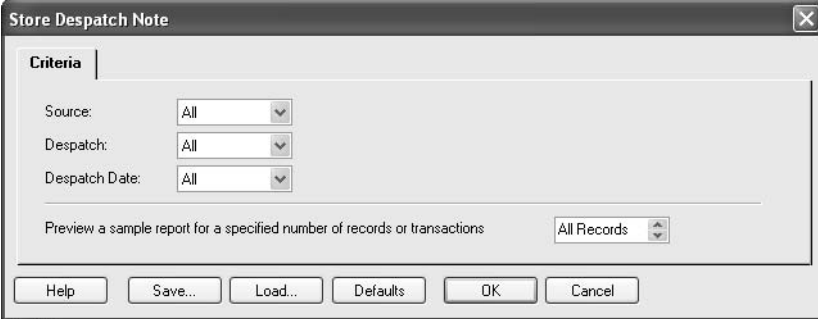
You have now recorded the despatching of the stock items in your Sage 200 system. If required, you can now print your despatch notes.

Despatch Notes

Use this option to print any despatch notes that you have generated in Sage 200 Wholesale and Retail.

To print a despatch note

1. From Allocations and Despatch > Reprint Despatch Notes> Store Despatch Note, select the required options from the drop-down lists. This filters the results that are shown on the despatch note.



2. Click 'OK' to create the report.

The despatch note is sent directly to the printer or to the report spooler depending on the report settings in your Sage 200 accounts system.

Note: The output mode is located in Sage 200> File> Choose Output Mode.

Chapter 9

Sales and Stock Enquiries

Use the Enquiries options to view and print your sales and stock information.
This information can also be exported to a Microsoft® Excel spreadsheet.

In this chapter:	
Sales Enquiries	98
Stock Enquiries.....	101
Customising Enquiries	103
Exporting Your Sales and Stock Enquiries.....	104
Saving and Loading Enquiries.....	105

Sales Enquiries

Use the Sales Enquiries option to view or print the sales that you have made. From the 'Sage 200 Sales Enquiry' window you can alter the information that is displayed.

Depending on the set up of your Sage 200 Wholesale and Retail system, you can view by company and merchandise hierarchies in the 'Sales Enquiry' window. You can view a sales analysis about a region, area, store, department, class and sub-class, product or style. These fields can be tailored even further to display sales by quarter, month, year and week, as well as by product.

Note: If you make amendments to the hierarchy structure within the 'Company Hierarchy' and 'Merchandising Hierarchy' windows, the changes are reflected within the 'Retail Sales Enquiry' window.

To view your retail sales enquiries

1. From Enquiries > Sales Enquiry > Sage 200 Sales Enquiry, change the format of sales information by dragging the field names between areas.

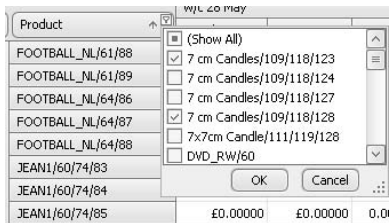
Note: By default all the field names are displayed.

The screenshot shows the 'Sage 200 Sales Enquiry' window. At the top, there are tabs for 'Style', 'Region', 'Area', 'Department', 'Class', and 'Sub-Class'. Below these are buttons for 'Quantity', 'Cost Price', and 'Retail Price'. A date range is set to 'Year 2006', 'Quarter 2', and 'June'. The main table displays sales data for 'Central Distribution' across various products. The table has columns for 'Store', 'Product', 'Quantity', 'Cost Price', and 'Retail Price'. The data is organized into two main sections: 'w/c 28 May' and 'w/c 4 June'. The 'June Total' column shows the sum of sales for June.

Store	Product	Quantity	Cost Price	Retail Price	Quantity	Cost Price	Retail Price	Quantity
Central Distribution	7 cm Candles/109/118/123	0.00000	£0.00000	£0.00000	2.00000	£4.71674	£20.07000	2.00000
	7 cm Candles/109/118/124	0.00000	£0.00000	£0.00000	2.00000	£4.71674	£20.07000	2.00000
	7 cm Candles/109/118/127	0.00000	£0.00000	£0.00000	2.00000	£4.71674	£20.07000	2.00000
	7 cm Candles/109/118/128	0.00000	£0.00000	£0.00000	2.00000	£4.71674	£20.07000	2.00000
	7x7cm Candle/111/119/128	0.00000	£0.00000	£0.00000	20.00000	£53.79380	£234.77000	20.00000
	FOOTBALL_NL/101/88	1.00000	£10.63350	£35.24000	0.00000	£0.00000	£0.00000	1.00000
	FOOTBALL_NL/101/89	1.00000	£10.63350	£35.24000	0.00000	£0.00000	£0.00000	1.00000
	FOOTBALL_NL/61/86	1.00000	£10.10182	£35.24000	0.00000	£0.00000	£0.00000	1.00000
	FOOTBALL_NL/61/87	1.00000	£10.10182	£35.24000	0.00000	£0.00000	£0.00000	1.00000
	FOOTBALL_NL/61/88	1.00000	£10.10182	£35.24000	0.00000	£0.00000	£0.00000	1.00000
	FOOTBALL_NL/61/89	1.00000	£10.10182	£35.24000	0.00000	£0.00000	£0.00000	1.00000
	FOOTBALL_NL/64/86	0.00000	£0.00000	£0.00000	1.00000	£10.10182	£32.65000	1.00000

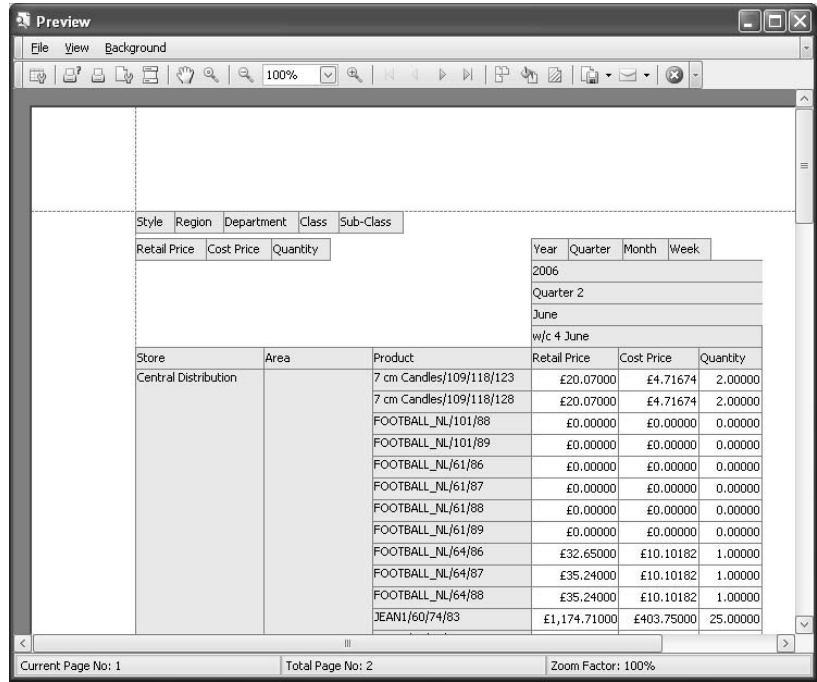
Select the field that you want to move.

Drag and drop it to the required position. The information attached to that field is displayed.




In the example above, stock items are ignored. You can do this by clicking the upper right-hand corner of a draggable field and clearing the stock item check boxes from the list. A square in the 'Show All' box indicates that some of the items in the window are not selected. You can also change the alphabetical order in which items are displayed. Just click the arrow on the right-hand side on each draggable field.

- Click 'Print' to preview the sales enquiry.

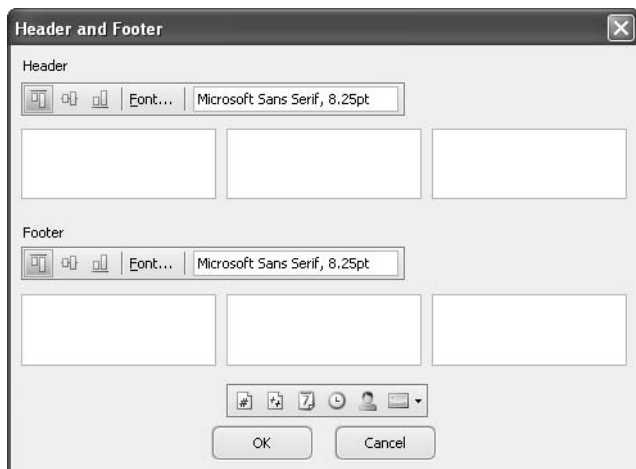


Default enquiries only show the information that was displayed on-screen. You can add text for the header and footer of each enquiry. For more information, see *To add header and footer details to your sales and stock enquiries* on page 100.

- Click the  (printer) button to print the sales enquiry information.

To add header and footer details to your sales and stock enquiries

1. From the 'Preview' window, click the  button.



2. Enter the text that you want to appear in the Header or Footer of your enquiry.
3. Click 'Font' to change the font style or font size.
4. Click 'OK' to add your changes to the header and footer.

Stock Enquiries

Use the 'Stock Enquiries' option to view or print the details about inventories held at your stores and warehouses. From the 'Sage 200 Stock Enquiry' window, you can alter the information that is displayed.

Depending on the set up of your Sage 200 Wholesale and Retail system, you can view by company and merchandise hierarchies in the 'Sales Enquiry' window. You can view a stock analysis about a region, area, store, department, class and sub-class, product or style. These fields can be tailored even further to display sales by quarter, month, year and week, as well as by product and style.

Note: Some of the terms used in this guide, for example 'region' and 'area' are used in the default version of Sage 200 Wholesale and Retail. You can configure these terms within Sage 200 Warehouse & Retail.

Note: If you made amendments to the hierarchy structure within the 'Company Hierarchy' and 'Merchandise Hierarchy' windows, the changes are reflected within the 'Retail Stock Enquiry' window.

To view your retail stock enquiries

1. From Enquiries > Stock Enquiry> Sage 200 Stock Enquiry, change the format of stock information by dragging the field names between areas.

The screenshot shows the 'Sage 200 Stock Enquiry' window. At the top, there are tabs for 'Region', 'Area', 'Department', 'Class', and 'Sub-Class'. Below these are buttons for 'Stock', 'Retail Value', and 'Cost Value'. A 'Location' dropdown is set to 'Aln1'. The main table has columns for 'Style', 'Product', 'Stock', 'Retail Value', 'Cost Value', and 'ANK1'. The 'Style' column is expanded to show '0.75 litre - Hamiltons Paints'. The 'Product' column lists various SKUs from 144 to 159. The 'Stock' column shows values of 0.00000. The 'Retail Value' and 'Cost Value' columns show values of £0.00000. The 'ANK1' column shows values of 0.00000. At the bottom, there are buttons for 'Open', 'Save', 'Export', 'Print', 'Customize', 'Highlighting', and 'Close'.


Style	Product	Stock	Retail Value	Cost Value	ANK1
0.75 litre - Hamiltons Paints	0.75 litre-131-141-144	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-145	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-146	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-147	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-149	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-150	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-151	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-152	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-153	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-154	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-155	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-156	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-157	0.00000	£0.00000	£0.00000	0.00000
	0.75 litre-131-141-158	0.00000	£0.00000	£0.00000	0.00000
0.75 litre-131-141-159	0.00000	£0.00000	£0.00000	0.00000	

2. Select the field that you want to move.
3. Drag and drop it to the required position. The information attached to that field is displayed.

4. Click 'Print' to preview the stock enquiry.

The 'Preview' window appears, displaying a copy of the stock enquiry details.

Note: To add header and footer details, see *To add header and footer details to your sales and stock enquiries on page 100*

5. Click the  (printer) button to print the stock enquiry information.

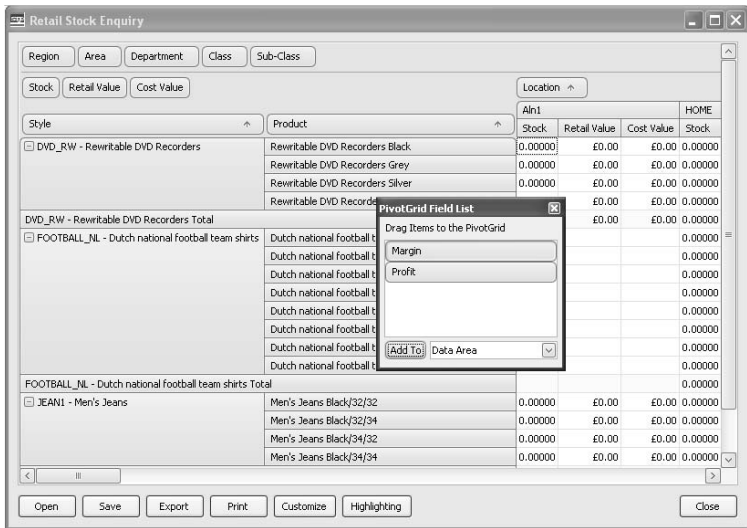
Customising Enquiries

You can alter the information displayed in your sales and stock enquiries. The 'Customize' option allows you to add or remove data from enquiry. You can drag-and-drop items into the enquiry.

To customise a sales or stock enquiry

1. From Enquiries > Sales Enquiry (or Stock Enquiry), click 'Customize'.

The 'PivotGrid Field List' window appears. This lists the other fields that are not used in the current enquiry.




2. Add or delete a field.

To add a new field:

- Select the field name in the 'PivotGrid Field List' window.
- Drag it to the area that you want to place it in the enquiry.

To delete an existing field:

- Select the field name on the enquiry.
 - Drag the field back onto the 'PivotGrid Field List' window.
- or,
- Right-click the field and click 'Hide'.

3. Once you have edited the enquiry, click the  (close) button on the 'PivotGrid Field List' window.

Exporting Your Sales and Stock Enquiries

Use Sage 200 Wholesale and Retail to export your sales and stock information into a Microsoft® Excel spreadsheet.

To export your data to Excel/PDF

1. From Enquiries > Sage 200 Sales Enquiry (or Stock Enquiry), make changes where necessary to the on-screen information.
2. Click 'Export'.



3. Select a folder where the spreadsheet/pdf is saved to.

Note: By default the document is saved in the Attachments folder. If your Sage 200 system has been installed using the default installation path, this folder is located in C:\Sage\.

4. Click 'Save'.

The document is saved into the 'Attachments' folder.

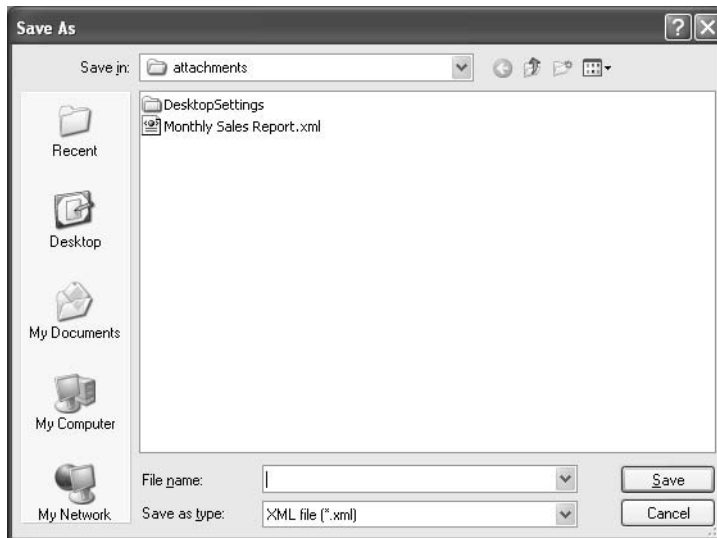
Microsoft Excel - Retail Demonstration Data.xls																					
File Edit View Insert Format Tools Data Window Help Adobe PDF																					
A1 Region																					
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Region	Area	Store	Department	Class	Sub-Class	Location														
2	Stock	Retail Value	Cost Value																		
3	Style	Product	Stock	Retail Value	Cost Value	HOME	Stock	Retail Value	Cost Value	Sum1	Stock	Retail Value	Cost Value								
4	FormalShet - Formal Shet	Formal Shet Black/15	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)								
5		Formal Shet Black/15.5	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)								
6		Formal Shet Brown/15	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)								
7		Formal Shet Brown/15.5	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)								
8		Formal Shet White/15	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)								
9		Formal Shet White/15.5	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)								
10	FormalShet - Formal Shet Total		0	(0.00)	(0.00)	0	0	(0.00)	(0.00)	0	0	(0.00)	(0.00)								
11	XANH - Denim Jeans	Denim Jeans Blue/20/28	0	(0.00)	(0.00)	228	68,899.72	43,876.00													
12		Denim Jeans Blue/20/30	0	(0.00)	(0.00)	228	68,899.72	43,876.00													
13		Denim Jeans Blue/20/32	0	(0.00)	(0.00)	220	69,573.72	43,876.00													
14		Denim Jeans Blue/26/34	0	(0.00)	(0.00)	220	68,899.72	43,876.00													
15		Denim Jeans Blue/30/38	0	(0.00)	(0.00)	228	68,899.72	43,876.00													
16		Denim Jeans Blue/30/30	0	(0.00)	(0.00)	228	68,899.72	43,876.00													
17		Denim Jeans Blue/30/32	0	(0.00)	(0.00)	227	68,950.73	43,899.00													
18		Denim Jeans Blue/30/34	0	(0.00)	(0.00)	227	68,950.73	43,899.00													
19		Denim Jeans Blue/32/38	0	(0.00)	(0.00)	227	68,950.73	43,899.00													
20		Denim Jeans Blue/32/28	0	(0.00)	(0.00)	227	68,950.73	43,899.00													
21																					
22																					
Retail Demonstration Data /																					
Ready																					

Saving and Loading Enquiries

You can save a stock or sales enquiry. Your enquiries are saved in an XML format. You can then reload this file back into Sage 200 Wholesale and Retail.

To save an enquiry

1. From Enquiries > Sage 200 Sales Enquiries (or Stock Enquiry), make changes where necessary to the on-screen information.
1. Click 'Save'.



2. Enter the filename of the report in the 'File name' box.
 3. Click 'Save'.
- The XML file is saved in the 'Attachments' folder.

To load an existing enquiry

1. From Enquiries> Sales Enquiry window (or Stock Enquiry), click 'Open'.
2. Select an existing XML file from the list.
3. Click 'Open'.

The report is opened in the Sage 200 Wholesale and Retail Stock Enquiry window (or Sage 200 Wholesale and Retail Sales Enquiry window).

Chapter 10

Point of Sales Processing

A key feature of Sage 200 Wholesale and Retail is the ability to import transaction information from your shop tills into your Sage 200 accounting system. Use the PayPort option(s) to allow you to configure, import and report on transactions from the till (known as the 'point of sale' or POS).

In this chapter:

Setting up PayPort.....	108
PayPort Transaction Polling.....	113
End of the Day Processing.....	116

Setting up PayPort

You can enable the PayPort options from the Sage 200 'PayPort Setup' window. The settings are split over three tabs:

- The 'Settings' tab: Use this tab to set up the default bank account, how often transactions are imported as well as how orders are handled by Sage 200 Wholesale and Retail.
- The 'Tender Types' tab: Use this tab to define the bank accounts that transactions are posted to. You can set up a separate bank account for every credit card that you accept.
- The 'Data Paths' tab: Use this tab to set up the path on the PC where you want to store the transaction reports within PayPort. This path is used within the 'Processing End of Day/Reports' option.
- The 'Versions' tab: Use this tab to view the versions of the specified files used within PayPort.

To assign your PayPort settings

1. From POS Processing > Payport Setup > Sage 200 Payport Setup, work through each tab, entering the settings on each.

The 'Settings' tab is displayed by default.

The screenshot shows the 'Sage 200 PayPort Setup' window with the 'Settings' tab selected. The window has four tabs: 'Settings', 'Tender Types', 'Data Paths', and 'Version'. The 'Settings' tab contains the following sections:

- Default Bank Account:** A dropdown menu showing 'CASH' and a text field containing 'Cash'.
- Timers:**
 - 'Use the timer for importing transactions:' is checked.
 - 'Number of seconds to wait before automatically importing:' is set to 5.
 - 'Number of days to keep posted transactions for:' is set to 10.
- Credit Account Transactions:**
 - 'Despatch / Receive Goods:' is checked.
 - 'Post Invoices / Credit Notes:' is unchecked.
- Cash Transactions:**
 - 'Summarise Transactions:' is unchecked.

At the bottom of the window are 'OK' and 'Cancel' buttons.

2. Enter the following details on the 'Settings' tab:

- Default bank account: Select the default bank account for any postings made from PayPort.
- Timers: Select the 'Use the timer for importing transactions:' check box to activate the 'Number of seconds to wait before automatically importing:' box. You can then enter the number of seconds that PayPort waits between each import from your tills. If the check box is clear, the poll is performed once and the timer is not used.

You must also select the number of days that the system keeps your till transactions.

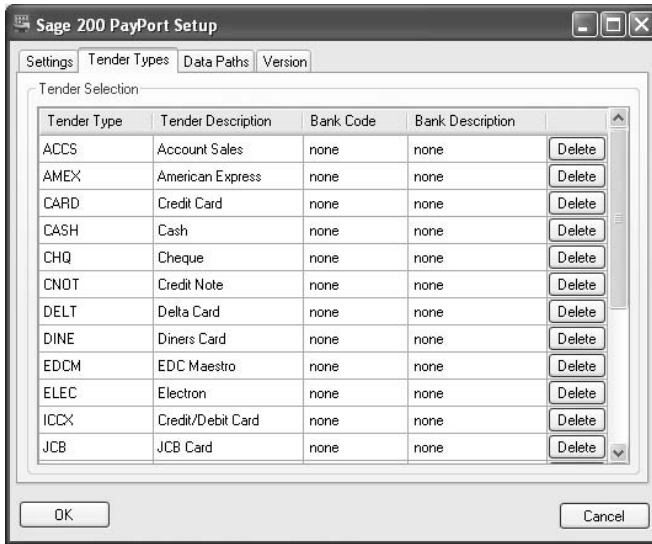
Note: The transactions are only removed from the Till Transaction table. They are not removed from Sage 200. For more information, see *To purge your transactions* on page 117.

- Credit Account Transactions: These check boxes control how your Sage 200 accounts program deals with credit accounts. Select if you want credit accounts to work with the despatch and received goods and / or posted invoices and credit notes.
- Cash transactions: Choose the 'Summarise Transactions' check box so that only a summary of your transactions are posted. If the check box is selected, the transactions are consolidated for each stock item. Total amounts and values for the stock item will be displayed. If the check box is cleared, every individual transaction is posted. For example, you may choose to select this option if you sell lots items and they are of low value.

3. Select the 'Tender Types' tab and continue the PayPort set up process.
4. Click 'OK' to record your changes.

To define your bank accounts

1. From the 'Sage 200 PayPort Setup' window, select the 'Tender Types' tab.
2. Enter the bank and credit card details that your company accepts.



The screenshot shows the 'Sage 200 PayPort Setup' window with the 'Tender Types' tab selected. The window has four tabs: Settings, Tender Types, Data Paths, and Version. The 'Tender Selection' section contains a table with the following data:

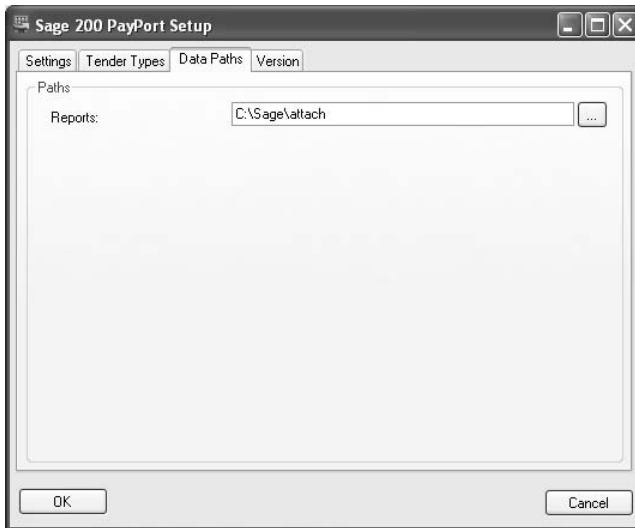
Tender Type	Tender Description	Bank Code	Bank Description	
ACCS	Account Sales	none	none	Delete
AMEX	American Express	none	none	Delete
CARD	Credit Card	none	none	Delete
CASH	Cash	none	none	Delete
CHQ	Cheque	none	none	Delete
CNOT	Credit Note	none	none	Delete
DELT	Delta Card	none	none	Delete
DINE	Diners Card	none	none	Delete
EDCM	EDC Maestro	none	none	Delete
ELEC	Electron	none	none	Delete
ICCX	Credit/Debit Card	none	none	Delete
JCB	JCB Card	none	none	Delete

At the bottom of the window are 'OK' and 'Cancel' buttons.

- Right-click in the list and select 'Add Row' from the pop-up menu.
 - Enter the name and description in the relevant columns.
 - Select a bank code from the drop-down list. This list displays all bank codes set up in Sage 200.
3. Click the 'Data Paths' tab and continue the PayPort set up process.
 4. Click 'OK' to record your changes.

To store reports within PayPort

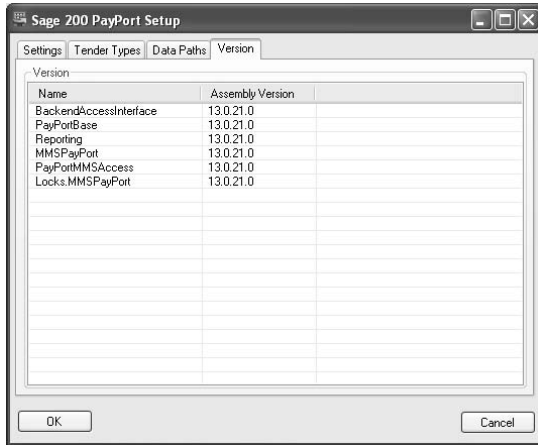
1. From the 'Sage 200 Payport Setup' window, select the 'Data Paths' tab.



2. Enter the location where the 'PayPort Reports' folder is located on your system.
Note: Use the '...' button to locate the folder on your system.
3. Select the 'Version' tab and continue the PayPort set up process.
4. Click 'OK' to record your changes.

To view the version of a setup file

1. From the 'Sage 200 Payport Setup' window, select the 'Versions' tab.



This tab displays the name of the setup file and its latest version.

2. Click 'OK' to record your changes.

PayPort Transaction Polling

Once you have set up your PayPort defaults, you can begin to accept transactions from your tills, into Sage 200 Wholesale and Retail. Use the PayPort Transaction Polling option to import transactions.

The 'Sage 200 PayPort Transaction Polling' window contains the following tabs:

- Processing: Use this tab to start the import of the transaction polls.
- Activity: This tab displays a record of the imported transaction. The tab summarises imported transactions, including the amount of transactions and the transaction amounts.
- Errors: Use this tab to view any transactions that cannot be imported.

Important Note: While 'transaction polling' is in progress, you cannot close the PayPort Transaction window. Transaction polling must be stopped before the window can be closed.

To start importing transactions from your tills

1. From POS Processing> Transaction Polling> Sage 200 PayPort Transaction Polling> Processing, click 'Start Polling' to start the import.

Note: The 'Processing' tab is displayed by default.

The import check routine runs at regular intervals, based on the values defined in the Sage 200 'PayPort Setup' window. For more information, see *To assign your PayPort settings* on page 109.

The process imports the transactions into the Sage 200 system and flags them as 'used' in the till transaction table. The transaction tables will retain these transactions until the Purge option is run. As transactions are imported into the system, the details are displayed on the 'Activity' and 'Errors' tabs. See the following sections for more information.

2. Select the 'Activity' tab to continue the polling process.



To view imported transactions

Note: The 'Activity tab' only displays details of the transactions that have been imported during that session.

1. From the 'Sage 200 PayPort Transaction Polling' window, select the 'Activity' tab.

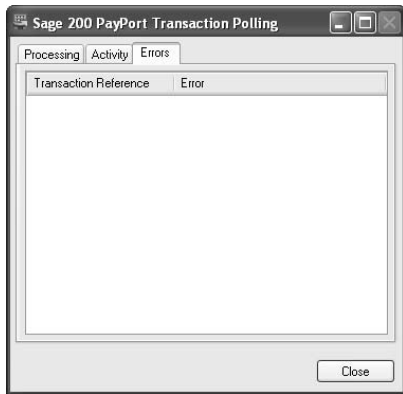


As transactions are imported by the 'Polling' routine, a summary of the transactions are listed here. Transactions that are not imported are listed on the 'Errors' tab.

2. Select the 'Activity' tab to continue the polling process.

To view import errors

1. From the 'PayPort Transaction Polling' window, select the 'Errors' tab.



If there are any import errors, a message is displayed alongside the transaction, describing the reason why it cannot be posted.

2. Close the 'Sage 200 PayPort Transaction Polling' window.

To close the window, you must stop importing transactions. To do this:

Return to the 'Processing' tab.

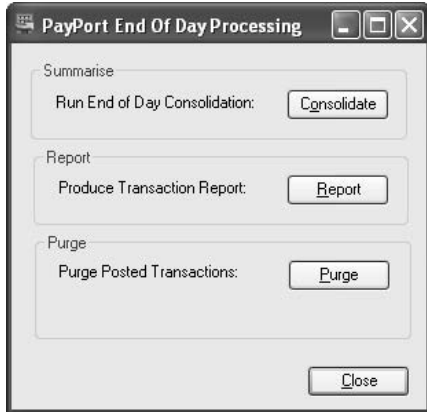
Click 'Stop Polling'. This will stop the import process.

Click 'Close'.

Note: Two text files are generated. One displays activities and the other errors. They are saved to the path that that was defined in 'To store reports with PayPort'.

End of the Day Processing

The PayPort End Of Day Processing window gives you access to the maintenance options available for PayPort.



There are three options:

- **Summarise:** If you have selected the 'Summary Transactions' check box on the Sage 200 PayPort Setup window, you can use the 'Consolidate' option. The transactions are summarised, by product, into your Sage 200 Wholesale and Retail system.
Note: This is only applicable to transactions that do not use batch or serial numbered items. This allows you to view a summary of stock items by value and amount rather than by individual sale. You would use this when you sell lots of low value items.
- **Report:** Use the Report option to produce a report of transactions that have been imported from your till(s).
- **Purge:** Use the Purge option to delete records from the till transaction table. The transactions that are deleted depends on the settings in the Sage 200 PayPort Setup window. For more information, see *To assign your PayPort settings* on page 109.

To consolidate your transaction details

1. From POS Processing> End of Day> Sage 200 PayPort End of Day Processing, click 'Consolidate'.

Your imported transactions are summarised, by product, into your Sage 200 system.

To run a transaction report

1. From the PayPort End Of Day Processing window, click 'Report'.
The 'PayPort Reporting' window appears.

The screenshot shows the 'PayPort Reporting' dialog box. It is divided into two main sections: 'Selection' and 'Report'. In the 'Selection' section, there are two date pickers for 'From Date' and 'To Date', both showing '17 May 2006'. Below these is an 'Account' text field, followed by the text '(Blank = All)'. The 'Report' section contains a 'Location' text field with 'C:\Temp' and a 'Filename' text field. At the bottom of the dialog are three buttons: 'Run Transaction Report', 'View Reports', and 'Close'.

2. Select a 'From Date' and 'To Date' from the drop-down list.
3. Enter the sales account in the 'Account' box. Or, leave the box blank to report on all accounts affected by the import process.
4. Enter the 'Filename' that the report will be called when it is saved.
Note: The place where the report is saved is displayed in the 'Location' area of the window. This is set up in the 'Sage 200 PayPort Setup' window.
5. Click 'Run Transaction Report' to run the report.
The report is saved in HTML format.
6. Click 'View Reports' to view a list of previously created reports.
To view a report, select it from the list and click 'Open'.

To purge your transactions

1. From 'POS Processing' > 'Process End of Day' > click 'Purge'.
A confirmation message appears.
2. Confirm that you want to delete the transactions by clicking 'Yes' to the message.

Chapter 11

Glossary of Accounting Terms

Defines frequently used accounting terms and their meanings.

In this chapter:

A

Account	The generic term for a set of information relating to a supplier, customer, bank or nominal account record.
Account Balance	The total value of money outstanding on an account at any one time.
Account Code	The account code is made from three parts: the account number, the Cost Centre (CC), and the Department (Dep).
Account Name	The account name associated with a nominal account code, as set up when you enter a new account. This will be displayed on certain windows by the system when you select a nominal account.
Account Number	The unique identifier that relates to a specific account. This can constitute numerical or alphabetic characters or a combination.
Account Type	There are three types of account: automatic allocation, balance forward and open item. Selecting an account type determines how the transactions on the account are processed and stored.
Accounting Equation	The equation at the heart of double-entry bookkeeping, which states that the liabilities of a business subtracted from its assets equals its capital. It is the reason a Balance Sheet exists.
Accounting Period Status	The accounting periods set up within the Accounting System Manager can have a 'Closed', 'Open' or 'Future' status. This accounting period status determines whether the Nominal Ledger can receive postings into the period.
Accounting Periods	The divisions of the financial year, usually 12 or 13. The periods of time used by the business to process accounting entries when producing certain reports, such as the Profit and Loss and the Balance Sheet. See Open Accounting Periods.
Accounting System Manager	The Sage 200 Accounting System Manager module allows you to set up common controls for applications across modules.

Accounts Payable	See Purchase Ledger.
Accounts Receivable	See Sales Ledger.
Accruals	The process of matching expenditure or income to the accounting period in which it was incurred rather than paid; for instance, a rent cheque or utility charges.
Accumulated Profit Account	This nominal account is where the Year End process puts the sum of the Debit-YTD and Credit-YTD figures from the Profit and Loss accounts before setting them to zero. On the 'Year End' report, the Account/CC/DP and Name is shown and the final debit or credit amount calculated by the process.
Actual Cost	The price paid for an individual item as it is invoiced in Purchase Order Processing and used to calculate the cost of stock. Only applicable for batch/serial numbered items.
Additional Charges	Extra charges placed on an order, such as carriage and insurance.
Adjustment Period	A period opened after the Nominal Ledger year end has been run, to enter transactions to adjust the previous year's figures. When the adjustment period is closed, the transactions in this period are included in the opening balance for the current year.
Aged Creditors	Aged Creditors are creditors to whom the business has owed money for a defined period of time.
Aged Debtors	Aged Debtors are debtors who have owed money to the business for a defined period of time.
Aged Creditors Report	The Aged Creditors report analyses amounts owed to suppliers according to the length of time those amounts have remained unpaid.
Aged Debtors Report	The Aged Debtors report analyses amounts owed by customers according to the length of time those amounts have remained unpaid.

Ageing Date	This is the date applied within the ageing reports. These reports provide details on the trader's account transactions for a specific ageing date.
Allocation Date	This is the date a transaction is allocated. You enter the allocation date when you enter the transaction.
Allocation	The process by which payments are matched against purchase invoices and receipts against sales invoices raised.
Allocation Status	See Transaction Status.
Analysis Codes	Analysis codes are used to indicate common sales or purchase accounts. Assigning an analysis code to a sales or purchase account allows you to group transactions for payment or for reporting purposes.
Appropriation Accounts	These show how net profit is distributed between partners in a partnership or between share holders and reserve funds in a company.
Assets	The resources of a business; items it owns and uses, or amounts owed to it. Examples of assets are property, stock, cash and money held in the bank.
Attachments	Any type of file (graphic, text, spreadsheet) associated with an account.
Auditor	A person qualified to inspect, correct and verify business accounts.
Authorised Share Capital	The total value of shares that the company could issue, as distinct from the called up and paid up share capital.
Automatic Allocation	Automatic allocation is a type of accounting that combines the features of open item accounting with an automated allocation routine, which is activated at month end. During the month end process, any payments are allocated to invoices on the basis of the oldest outstanding invoices being allocated first. If an invoice is in query, then it is ignored.

B

Back to Back Order	Settings that trigger the generation of purchase orders to satisfy sales orders when using the 'From supplier via stock' fulfilment method.
Bad Debt	A debtor who is not expected to discharge his debt. Bad debts must be written off and hence reduce profit.
Balance	The total amount of money outstanding on an account at any one time.
Balance Forward Accounting	<p>Balance forward accounting is a type of accounting where all transaction details remain on the ledger in full until the period end routine is run. During the month end procedure all transactions (except those in query which are dealt with separately) are cleared from the file and only a brought forward balance is displayed for the new month. Each period's total creditors balance is carried forward as a single balance figure. The number of balances carried forward depends upon the number of months aged debts you specify for the Purchase Ledger.</p> <p>When transactions, such as receipts, are posted for a previous month's transaction, they are allocated by month number, so that the appropriate balance is reduced at the month end. The advantage of this type of accounting is its economical use of disk space, which if short on your computer, may influence your choice of accounting method. Balance forward accounting cannot be used for foreign currency accounts.</p>
Balance Ledgers	A routine that ensures all data stored for a Sage 200 module is intact and has not become corrupted in any way.
Balance Sheet	A report that details the various assets and liabilities of a business at a point in time, usually the end of an accounting period. A Balance Sheet must always balance; debits must always equal the credits.

Bank Account Type	Bank accounts may be deposit or current. Deposit accounts are for holding monies longer term, when transactions are not made as regularly as they are for current accounts. Standing orders and direct debits cannot be set up on deposit accounts.
Bank Charges	If trading in foreign currency, you may incur charges as a result of the conversion to the bank account's currency. You may enter these in the Sales/ Purchase Ledger and Cash Book transaction entry routines. These charges are then posted to a bank charges account (profit and loss) within the Nominal Ledger.
Bank Payment	A transaction posted that reflects the payment for goods or services.
Bank Receipt	A transaction posted that reflects the receipt of money for goods or services.
Base Currency	The currency normally used by the Sage 200 user's company to carry out business transactions.
Base Unit	Used to determine the ratios that are applied to calculate the quantitative relationships between an item's units of measure.
Batch Numbered Item	A standard stock item assigned batch numbers, enabling a group of stock items to be traced from purchase through to sales.
Batch Processing	A method of accumulating and processing transactions together in a batch.
Bill of Materials (BOM)	A stock assembly and process costing system, which provides facilities to specify the structure of finished items in terms of sub-assemblies and components.
Bin	Secondary location point where a stock item is stored. The bin is the default secondary location provided with Sage 200 when using multiple locations.
BOM	See Bill of Materials.

Budget	An estimate of expected income or expenditure for expected activities over a specified period of time.
Buying Price Unit	The measure in which a purchased item is priced.
Buying Unit	The measure an item is bought in, such as metre, litre, case.

C

Call	When shares are issued only part of their cost is usually paid at the time of application and allotment. A call is a demand by the company for part or all of the outstanding sums to be paid.
Called Up Share Capital	The face value of shares for which payment has been called, although not necessarily made.
Capital	Amounts owed by a business to its owners, being the amounts injected in cash by the owners, together with any movement in the value of the business not made up by further cash injections or withdrawals.
Capital Employed	Capital generally defined as the money invested in the business. Shareholder's capital employed refers to share capital and reserves only, whereas total capital employed includes long term loans.
Capital Expenditure	Money spent on the acquisition of an asset, such as premises, motor vehicles, plant or machinery that are used within the business over a period of years.
Capital Gain	Profit made on selling an asset for more than its original purchase price.
Capital Gains Tax	Tax paid on the capital gain (profit) made on selling an asset for more than its original purchase price.
Capitalisation	The accounting process by which expenditures of the business relating to more than one accounting period are created as assets, so that they can be released to the Profit and Loss report in instalments over the accounting periods to which they relate.

Cash Book	<p>A book used to record details of cash moving in and out of the bank accounts.</p> <p>The Cash Book module lets you post cash transactions to nominal bank accounts and appropriate revenue and expense accounts.</p>
Cash Flow	<p>A measure of the liquidity of a business that concentrates on cash in and out rather than accounting profits and losses. Profitable businesses can fail if customers pay more slowly than the business pays its suppliers, and so cash flow, as well as profitability, should always be measured.</p>
Cash Flow Forecast	<p>A forecast of the liquidity or cash in and out of a business.</p>
Cash Payment	<p>A transaction posted that reflects the payment for goods or a service where there has either been no invoice (for example, buying petrol for a car where the money is handed over immediately the goods have been received), or the invoice is paid as soon as it is received thereby removing the need to post an invoice through the ledger. Instead of the money being paid directly out of the bank, the money is paid out of either the petty cash account or till account.</p>
Cash Receipt	<p>A transaction posted that reflects the receipt of money for goods or a service where there has been no invoice (for example, selling goods over the counter, the money is handed over immediately the goods have been received) or the invoice is paid when it is received thereby removing the need to post it through the ledger. Instead of the money being paid directly into the bank the money is paid into either the petty cash or into the till account.</p>
Chart of Accounts	<p>A list of all the categories a business uses to analyse income, expenditure, assets, liabilities and capital, together with the way such categories are assigned to the Balance Sheet or Profit and Loss financial statements.</p>
Closed Accounting Period	<p>The 'Closed' status means that the Nominal Ledger is not able to receive transactions from specific source modules for the accounting period that has been closed.</p>

Closing Balance	The balance of an account at the end, or close, of an accounting period.
Commercials Modules	Commercials modules within Sage 200 comprise the Stock Control and Sales and Purchase Order Processing modules.
Contra Entry	<p>An adjustment made to balance transactions in one ledger with another. For example, outstanding purchase ledger transactions may be balanced against outstanding sales ledger transactions where you sell to and buy from the same company.</p> <p>For example, you have sold goods to XYZ of the value of £200. You have bought goods from XYZ to the value of £100. Overall they owe you £100 (i.e. what they owe you less what you owe them). A contra entry matches up the £100 you owe them against £100 they owe you.</p>
Control Accounts	Accounts to which single balances analysed elsewhere in the accounting system are posted. Often the balances are posted from other ledgers. For example, the debtors control account records the amount of sales recorded in Sage 200. It is reduced by receipts from customers as they are posted into the system.
Consolidation	The process of combining the Nominal Ledger information for a set of different companies, where one is the main company and the other(s) subsidiaries.
Cost Analysis	A review and evaluation of costs.
Cost Centre (CC)	A segment of an organisation for which costs are required to be collected and formally reported on separately; for example, a company division such as sales or production.
Cost of Sales	The direct costs incurred as a result of making sales. For a retail company, this may mean the cost of purchasing goods, net of carriage and purchasing discounts, less the movement in the value of the stock. For a manufacturing company, it may mean the cost of producing the goods sold.

Cost Plus	A job charged as the value of materials and labour uplifted by a percentage.
Cost Variance	The difference between the actual cost paid for an item and the declared standard cost specified on the stock item.
Country Codes	EC countries each have a specific code to identify accounts that belong to that country. These have implications for VAT processing. The VAT implications of trading in EC countries are described in the <i>Sage 200 Accounting System Manager User Guide</i> .
Credit	One side of the double entry process, representing negative figures on the Balance Sheet (reductions in assets; increases in liabilities and capital), and income on the Profit and Loss financial statements.
Credit Control	The process of monitoring and reporting on accounts where money is owed to the business.
Credit Limit	The amount an account is allowed to owe at any one time.
Creditors	Third parties to whom money is owed by the business.
Criteria	Allow you to narrow down the amount of data displayed on a Sage 200 report. When you request a report within Sage 200, you will often be presented with the 'Criteria' window if it is relevant to the report. You can accept the default criteria, which will usually select all possible records, or you can select the output for the report by entering selections. The criteria offered will depend on each report.
CSV	Comma Separated Value file format. Sage 200 can import and export data in the CSV file format.
Current Account Balance	The total value of money outstanding on an account at that time.
Currency Adjustments	A gain or loss which emerges as a result of the difference in exchange rates between the time an invoice was issued on foreign currency accounts and payment was made.

Current Asset	An asset which can be easily realised. It can also be termed a liquid asset; for example, money in the bank or in petty cash, debtors or stock.
Current Liability	A current liability is a debt owed by the company; for example, creditors, accruals or an overdraft that will be cleared in the short term.
Current Postings	These are postings that are waiting in the Nominal Ledger current postings file, ready to be updated to the accounts in the 'Update Waiting Postings' routine. These postings have a transaction date earlier than the current Nominal Ledger period end date.
Current Transactions	These are the transactions that have not yet been removed from the account by closing the period. The length of time these remain on the account depends on the 'Keep transactions for' setting in the Sage 200 modules 'Ledger Settings'.
Customer and Supplier Analysis Codes	Codes used to group transactions on sales and purchase accounts according to a defined common attribute which can subsequently be used as report selection criteria.

D

Data File	Synonymous with company in Sage 200. A data file contains all of the data for a single Sage 200 company.
Day Book	A book that lists all the transactions in the order that they arise. There is a day book for different types of transactions, for example, a sales day book and a purchase day book.
Debit	One side of the double entry process, representing positive figures on the Balance Sheet (increases in assets; reductions in liabilities and capital), and expenditure on the Profit and Loss financial statement.
Debtors	Third parties from whom money is owed to the business.

Debtors Control	This is the balance sheet account to which postings are made when transactions are added to the Sales Ledger. For example, when you post an invoice, the total value of the invoices is debited to the debtors control account, while the sales analysis account is credited with the net goods value and the VAT output account is credited with the VAT amount.
Default Values	Settings that are used for all accounts unless specifically overridden at account level.
Deferred Postings	Postings whose transaction date is after the current Nominal Ledger period end date. These are stored in the deferred postings file and will not be updated into the ledger during the 'Update Waiting Postings' routines, as current postings are. Closing the period moves postings from the deferred file to the current one when their transaction date becomes earlier than the new period end date.
Delivery Note	Sent to the customer with goods to show what should be on the order. The recipient will normally sign to prove the order has been fulfilled. The document is retained in case of any future dispute.
Department (DP)	A subdivision of a cost centre where costs are required to be collected and reported on separately; for example, a sales area or a manufacturing depot.
Direct Debit	A recurring bank transaction. The first and last payment amounts may differ from the regular payment. They may be subject to VAT and the frequency of payment may be weekly, monthly, quarterly or some other specified period. As with standing orders, the necessary payment or receipt transactions are automatically posted using either a daily or monthly routine.
Direct Delivery	The ability to deliver goods directly to the customer based on the sales orders they raised, or deliver to a customer, supplier or other location not related to an initial sales order.

Direct Expenses	<p>Those expenses that are incurred in the actual manufacture and sale of the product or the sale and provision of the service (the expenses incurred by the business actually trading).</p> <p>For example, the wages of machine operators, the power to run the machines, the wages and commission of sales staff, the cost of advertising and any sales promotions.</p>
Discount	<p>The amount by which a bill is reduced. Discounts can be given for a variety of reasons: buying in bulk, spending large amounts, being a preferred customer or settlement discount.</p>
Dispute Codes	<p>Codes used to mark purchase invoices as disputed.</p>
Distributable Profits	<p>In company accounts these are the sums that are available for dividends to shareholders. While based on the net profit, they may be increased by undistributed profits from the previous year or reduced by the need to retain some for the reserves.</p>
Dividend	<p>The amount paid out per share. Usually described as a percentage of the face value (the original price) of one share. So a 10% dividend on a £1.00 share would be 10p.</p>
Double Entry Bookkeeping	<p>A system of book-keeping in which every transaction of a business is entered as a debit in one account and as a credit in another. As every transaction must have an equal or zero effect on both sides of the accounting equation, every positive amount entered (debit) must be mirrored by a negative amount or amounts (credit).</p>
Drawings	<p>Cash or goods taken from the business for the owners personal use. Drawings only apply to sole traders and partnerships. Drawings do not count as an expense in the Profit and Loss financial statement and must be included in the 'financed by' section of the Balance Sheet.</p>
Due Date	<p>The date by which an invoice should be paid. This is used for the Aged Creditors or Aged Debtors reports.</p>

E

EC Country	A country that is in the EC trading area, identified by its country code. These countries are required to follow specific trading procedures. The VAT implications of trading in EC countries are described in the <i>Sage 200 Accounting System Manager User Guide</i> .
Equity	The money invested in a business to get it started, together with any subsequent cash investments net of withdrawals (the interest of ordinary shareholders in a company).
Euro Currency in Transition	This is a currency which has joined the euro but is in a period of transition. During a transitional period both the euro and the country's currency may be used to trade simultaneously.
Exchange Differences	When trading in foreign currencies, changes in exchange rates may affect the profit and loss on a transaction. These exchange differences are posted to the Nominal Ledger 'Exchange Differences' account.
Expenses	Expenses are those items that the company buys which do not go to actually create that company's product or service. For example, stationery, petrol, promotional goods.

F

Factor House	A third party company that collects a supplier's debts on their behalf.
Factored Pricing	<p>Allows one stock line to be bought, sold and held in stock varying units.</p> <p>For example, aluminium wire could be bought in 2000m lengths, sold in lengths of 100m, 200m and 300m but may be held in stock in 1000m coils. Factored pricing allows you to convert the buying and selling prices from one unit to another, where required.</p>

FIFO	FIFO, or First In First Out, is an assumption that enables the cost of stock to be calculated. When sales are made the items sold are assumed to be the earliest purchased, so the cost of items in stock always reflect the most recent purchases.
Finance Charges	Charges are applied to customers who fail to pay within the time agreed. The charges may escalate depending on the length of time bills are unpaid.
Financials Modules	Financials modules within Sage 200 comprise of Sales, Purchase and Nominal Ledgers and the Cash Book.
Fixed Assets	Assets which the business intends to retain for the coming year rather than convert into cash. Typical fixed assets include property, office equipment and motor vehicles.
Fixed Price	The cost of the job is decided up front and is not based on what it has actually cost to complete the job.
Foreign Currency	Any currency other than base currency, in which an account operates. Currency processing implications are described in the <i>Sage 200 Accounting System Manager User Guide</i> .
Free of Charge Issue	Issuing stock to customers where no charge is made for the goods.
Free Stock	The amount of unallocated stock available at a given place, where place can be a location, warehouse or warehouses.
Free Text Item	Items that have not been defined in the Stock or Sales Order Processing module, and which may have lengthy descriptive text to be included in a quotation, pro forma invoice or order.
Full Order Entry	Orders for account customers in the Sage 200 Sales Order Processing system. Goods ordered in this way are despatched from the warehouse with a despatch note, and an invoice for payment is generated separately. Such orders may be subject to discount. Some payments may be received and entered at the same time as the order.

Future Accounting Period

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

G

General Ledger

See Nominal Ledger.

Goods Received Number (GRN)

The Goods Received Number, also known as GRN, is assigned to a record when goods or services are confirmed as received. It is also applied to a record when goods are returned to a supplier during the Confirmed Goods Returned activity.

Goodwill

An intangible asset of a business reflecting its commercial reputation and customer connections.

Group Accounts

These are used to group Nominal Ledger accounts for reporting purposes only.

Gross

The amount before any deductions are made.

Gross Margin

A measure of the profitability of a business by which the gross profit is divided by the sales. It is usually expressed as a percentage.

Gross Profit

The difference between total revenue from sales and the total cost of purchases or materials, with an adjustment for stock.

H

Held Journal Entry	Journal entries that have not yet been completed are called held. They are stored in a special file until such time as they are completed, when the postings within each journal entry will be moved either to the current or deferred postings files depending on their posting date. Entries may be held for several reasons; for example, the entered postings do not balance and further investigation is required, or authorisation is required from another user.
Historical transactions	These are transactions that have been transferred to the historical transactions file which is controlled by settings within each module.
Honorarium	A voluntary fee paid for a service that is usually free.

I

Intangible Assets	Assets, especially fixed assets, can be considered as tangible and intangible; tangible assets are physical entities, whereas intangible assets are conceptual. Intangible assets include copyrights, patents, goodwill. They are saleable but do not contain any intrinsic productive value.
Internal Issue	Issuing stock items requested by an internal department.
Intrastat	Supplementary Statistical Declarations (SSDs) are necessary for VAT registered businesses with a value of despatches of goods to other EC countries or of arrivals of goods from other countries exceeding a threshold.
Inventory Management	The process of managing your stock control.
Invoicing	The process of billing for payment.

J

Job Costing	A cost accounting system, which allocates costs to specific jobs.
Journal	A record that holds one or more transactions for posting. Synonymous with batch in batch processing.
Journal Entries	Double entry transactions that can only be entered directly in the Nominal Ledger module. These can be corrections to postings from the other ledgers or additional transactions that do not relate to the other ledgers.

L

Landed Costs	The costs incurred in shipping and handling products can be calculated separately from the product costs and logged to a separate Nominal Ledger account. If you choose to do this in Sage 200 you can maintain and track your shipping, handling and any importation costs independently.
Ledger Date	This dictates the end of the current period being processed.
Ledgers	The principal book in which the transactions of a business are recorded. The details of customers and their transactions are recorded in the Sales Ledger; purchasers and their transactions are recorded in the Purchase Ledger. All ledgers are amalgamated in the Nominal Ledger by the posting of balances from the individual ledgers. The Nominal Ledger also receives postings from the Cash Book and directly from journal entries for all other accounting transactions.
Liabilities	Amounts owed by a business to third parties including suppliers, banks, tax authorities and employees.
Liquid Asset	See Current Asset.

M

Margin	The purchase and sale of a goods item may be shown as $\text{Cost Price} + \text{Profit} = \text{Selling Price}$. The profit when expressed as a fraction or percentage of the selling price is known as the margin.
Mark-up	The purchase and sale of a goods item may be shown as $\text{Cost Price} + \text{Profit} = \text{Selling Price}$. The percentage added to the cost price to provide a profit is known as the mark-up.
Memo	Free format text entered against a specific account.
Memorandum Accounts	Whenever you are posting transactions to the Nominal Ledger using the journal entry facilities, the total of all postings in the batch needs to balance to ensure accurate double-entry book-keeping. However, any value associated with a memorandum account does not affect either the debit or credit total of the journal. This enables you to analyse values in more than one way without affecting the balance of accounts or the ledger as a whole.
Module	A term which denotes features based in and around an area of accounting. For example, sales are described and contained within the Sage 200 Sales Ledger module.
Month End	A specific processing routine available for each Sage 200 Financials module.
Multiple Locations	Used when stock is stored in several different places; for example, warehouses and bins.
Multiple Units	Used when stock is bought, stored and sold in different measures; for example, cases and bottles.

N

Net	The amount that remains after all deductions have been made.
Net Book Value	The original value of the asset less any depreciation charged to date.
Net Profit	This is calculated as gross profit less expenses.
Net Realisable Value	The amount that would be received for the immediate sale of stock, after accounting for any costs associated directly with the sale.
Net Worth	The value of a business as represented by subtracting its liabilities from its assets.
Nominal Account	An account within the Nominal Ledger used to collect costs or revenue for inclusion on the Profit and Loss and/or Balance Sheet financial statements.
Nominal Ledger	This ledger is updated by most of the transactions posted in all ledgers. It is the core of the accounting process. The balances on all of the nominal accounts make up the Trial Balance and therefore the Profit and Loss and the Balance Sheet financial statements.
Non-productive	The job is not invoiced to anyone. The cost is recorded for the company's own reference only.
Non-trading	This refers to nominal accounts and transactions that do not relate to the Sales or Purchase accounts.
Non Traceable Item	Any stock item not set to use batch/serial numbers and therefore cannot be traced from purchase through to sales.

O

On Hold Flag	An indicator that an account is in a query status for some reason. This prevents certain processing against this account until the flag is cleared.
Open Accounting Periods	Sage 200 now enables the system to have up to 20 accounting periods open at the same time. This status allows the Nominal Ledger to receive transactions from the source modules chosen. If more than one period is open at the same time, Sage 200 uses the date of the transaction to determine which open period will receive the posting.
Opening Balances	The balance of an account when it is initially opened, or the balance carried over from the previous accounting period (the closing balance).
Open Item Accounting	<p>Open item accounting is probably one of the most widely used methods for computerised accounts. It enables all outstanding transactions to remain visible on the account record, until such time as they are allocated and removed when the period is closed. Transactions, such as invoices, paid when payments are posted to the ledger, can be specifically allocated to the individual transaction to which they relate.</p> <p>Provided the whole outstanding transaction is allocated in this way, the Month End routine removes it, freeing disk space for new transactions. The details of the transactions however, remain on file until month end. All outstanding amounts, whether they are part allocated payments, disputed transactions or unpaid or part-paid invoices, remain on the ledger from one month to another, showing full details, until such time as they are fully allocated, and have exceeded the time limit denoted in the ledger setting 'Keep transactions for'. For more information see your Sales Ledger documentation and Purchase Ledger documentation.</p>
Operating Profit	This is calculated from gross profit, less the expenses incurred in trade. It will be the same as the net profit unless the business has other income from investments or expenditure on loan interest. These items are not considered in calculating the operating profit.

Operating Currency	Although the Nominal ledger only operates in your base currency, the trading accounts and bank accounts can operate in other currencies, as long as these are set up in your currency table in the Accounting System Manager. The currency each account uses is called their operating currency.
Order Acknowledgement	Raised once an order has been received to confirm with the customer that you are able to fulfil the order. An order acknowledgement will show the items along with confirmation of prices.
Order Line	The requested goods or services in an order, covering standard items, free text items, additional charges and comments.
Order Processing	Activities based around administrating orders and seeing them through to shipment or production.
Overdraft	A bank facility that allows customers credit with the bank so that the customer can use money that they do not currently have available.
Overheads	Business expenses, such as rent, that are not attributable directly to any department or product and can therefore be assigned only arbitrarily.
Overtrading	Engaging in more activities than can be properly financed by the company. This can often lead to bankruptcy and liquidation.

P

Paid Up Share Capital	That share capital for which all payments have been called up and made.
Payment Method	Used to define the payment types and capture payment values made at the point of sale within Sales Order Processing.
Payment Terms	These are the number of days agreed with a customer or supplier before an invoice must be paid.

Pending Transactions	Transactions that have not yet been posted to the ledgers. If a transaction is on hold (has an on hold flag entered against it) it remains pending until it is released for payment.
Period	The accounting period associated with a transaction. This is usually a calendar month within a year.
Period End Routines	Specific processing routines required for each Sage 200 module, such as the 'Month End' routine.
Phantom Item	An item created from a bill of materials (BOM). They are finished items that you would not sell to your customers or keep in stock. They are typically used to segment large BOMs and to assist in planning how to build a finished item.
Picking List	A list that can be printed to support the sales order despatch process. The list details the stock items and where they are stored.
POP	See Purchase Order Processing.
Point of Sale (POS) Processing	The processing of transactions generated from till sales. Sage 200 Wholesale and Retail provides the ability to process till transactions into your main Sage 200 accounting system.
Posting	The processing of an accounting transaction.
Posting Accounts	These are the only types of account to which a posting may be made which is reflected in the trial balance and other financial statements. This includes all the accounts of the profit and loss and balance sheet.
Precision	The value that defines the way a stock item is sold. For example, a pack of six items can be broken up and sold as individual items or the pack can be sold as one item.

Posting Date	<p>This is the date you post a transaction to the ledger or to the posting file. For example, if a transaction is posted to the waiting or pending posting file on one date and then updated to the ledger on another date, it is the first date which is classed as the posting date.</p> <p>Generally this is the same as the allocation date but if you give transactions an allocation date that is different from the system or today's date (for example, allocate the transactions retrospectively or put an account on hold), the posting date is the system date when the transaction is physically posted and so will be later than the allocation date.</p>
Prepayments	<p>The process of deferring expenditure and income to the accounting period in which it is incurred. This usually involves setting up an asset on the Balance Sheet for bills paid in advance, and then releasing that asset by instalments to the accounting periods in which the service is actually provided.</p>
Pre Receipt	<p>Specific to batch/serial numbered items that are set to permit negative stock levels, allowing the item to be allocated when there is insufficient stock available. A pre receipt is, in effect, a shortfall for the item that is satisfied when more stock is recorded into Sage 200.</p>
Price Band	<p>A way of offering different sales prices on items to different groups of customers. You define the price bands and then specify which customers belong to each band.</p>
Price Book	<p>A part of the Sage 200 Sales Order Processing module which allows extensive flexibility and control over prices and discounts.</p>
Primary Location	<p>Primary location point where a stock item is stored. The warehouse is the default primary location provided with Sage 200 when using multiple locations.</p>
Product Group	<p>A group of stock items of similar type and processing requirement.</p>
Profit	<p>The excess of revenues over outlays and expenses in a business.</p>

Profit and Loss on Exchange	See Currency Adjustments.
Profit and Loss Financial Statement	A report that categorises the income and expenditure of a business over an accounting period. The profit (or loss) of a business is its income less its expenditure; profit is analysed, along with gross profit (sales less the cost of those sales) and net profit (all income less all expenditure, before and after tax has been deducted).
Pro Forma Invoice	A request for payment before a service has been carried out. Most commonly used for new customers or those who are potential bad debtors.
Provision for Bad Debt	An amount put by for those debts which may not be paid. It appears as an expense on the Profit and Loss financial statement and is deducted from the debtors control account.
Purchase Credit Notes	These are issued by suppliers in order to cancel purchase invoices either in full or in part. They are normally issued when goods or services are faulty or when the purchase invoice was incorrect.
Purchase Discounts	Purchase discounts may be given for a variety of reasons: buying in bulk, spending large amounts, being a preferred customer or settlement discount.
Purchase Invoices	These are issued by suppliers as a request for payment in respect of the supply of goods or services.
Purchase Ledger	The Purchase Ledger keeps track of all invoices, credit notes and discounts sent to you by suppliers. It can be quickly referred to if you want to find the current status of any of the supplier accounts. The total balance outstanding should equal the balance of the creditors control account in the Nominal Ledger.

Purchase Order Processing

The administrative functions based around processing purchase orders. Purchase orders are documents that state the quantity, description and price of goods and services ordered, agreed terms of payment, discounts, delivery and all other agreements pertinent to the purchase and its supply.

The Sage 200 Purchase Order Processing module is where you can manage and track your purchase orders.

Purchase Payments

Payments made to suppliers in respect of invoices for the goods and/or services supplied.

Q

Quick Ratio

The liquid or quick ratio is current assets less stock to current liabilities.

Quotation

A statement of the current market price of a security or commodity.

R

Rapid Order Entry

A fast track method of order entry in the Sales Order Processing module. Orders are quickly keyed into the system using default prices and discounts for the customer, which you can change if you have the appropriate user permissions to allow you to do this.

Ratio Analysis

Technique for analysis of the business by comparing selected figures from the accounts.

Reconciliation

The process of agreeing accounting entries from one source, with entries from another source. The most usual reconciliation is a bank reconciliation, which matches transactions posted against a bank account with the statement received from the bank.

Recurring Journals

Journals set up once in the Nominal Ledger, which run automatically each financial period thereafter, according to the financial period specifications which have been set for the journal.

Report Category	For final accounts production, this is used in conjunction with the category. A single character code determines whether the account is a profit and loss item (P) or a balance sheet item (B).
Reserves	Movements in the value of a business not made up directly from cash injections and withdrawals. Principally, they reflect the net profit or loss of a business, together with any unrealised changes in the value of its assets.
Retention	An amount of money retained by a customer for a specified period of time after a service has been provided, to ensure that if anything should subsequently go wrong then it will be rectified.
Retrospective Aged Creditors/ Debtors Reports	The Retrospective Aged Creditors and Debtors reports show outstanding balances on each account, aged over the periods specified, compared with a specific ageing date.
Returns	Goods returned to the business by a customer, or by the business to a supplier.
Revaluation	A calculation to find the current base currency value of a transaction carried out in a different currency. This calculation produces different results at different times because of fluctuating exchange rates.
Reverse Transaction	A method of removing a transaction to correct an error so that your accounting records show the changes that you have made.

S

Sale or Return	Goods supplied on the understanding that if not sold on (by the customer/retailer) they may be returned without charge. Such transactions are best not recorded in the accounts, until the actual sales figures are known.
Sales Credit Notes	These are issued to customers in order to cancel sales invoices either in full or in part. They are normally issued when goods or services are faulty or when the sales invoice was incorrect.
Sales Discounts	Sales discounts may be allowed for a variety of reasons; for example, buying in bulk, spending large amounts, being a preferred customer or settlement discount.
Sales Ledger	The Sales Ledger keeps track of all invoices, credit notes and discounts sent to customers and all receipts received from customers. It can be quickly referred to if you want to find the status of any of the customer accounts. The total balance outstanding should equal the balance of the debtors control account in the Nominal Ledger.
Sales Order Invoice	VAT invoice sent to the customer, usually after goods have been dispatched. It lists the items received, including quantity, prices and any discounts.
Sales Order Item	A simple type of stock item, created and maintained in the Sales Order Processing module. There is no concept of stock quantity or stock level control associated with these items, and it is not possible to allocate these items.
Sales Order Processing	<p>The administrative functions based around processing sales orders. Sales orders are documents that state the quantity, description and price of goods and services ordered, agreed terms of payment, discounts, delivery and all other agreements pertinent to the sale and its supply.</p> <p>The Sales Order Processing module is where you can manage and track your sales orders.</p>
Sales Receipts	These are made when invoices are paid off by the recipient of the goods or services.

Secondary Location	Secondary location point where a stock item is stored. The bin is the default secondary location provided with Sage 200 when using multiple locations.
Serial Numbered Item	A standard stock item assigned serial numbers enabling single stock items to be traced from purchase through to sales.
Settings	Settings that control the way your Sage 200 modules operate.
Shortfall	An item's stock level that falls below zero. This can occur when the item permits negative stock levels, allowing the item to be deployed when there is insufficient stock available.
SOP	See Sales Order Processing.
Source Modules	The Sales Ledger, Purchase Ledger, Cash Book and Stock modules are all referred to as source modules because they are a source for the transactions accepted by the Nominal Ledger.
Standard Item	Stock, miscellaneous, or labour or service item, used to specify goods or services required on an order.
Stock	<p>The total goods or raw materials held by a business for the purpose of resale. Stock is valued in the balance sheet at the lower of cost or net realisable value.</p> <p>The Stock Control module is where you record stock details and track stock levels.</p>
Stock Unit	The unit of measure used to count the quantity of an item in stock.

Subcontractor	An individual who works on a job but is not employed directly by the company. There are two types of subcontractor: those who hold a certificate entitling them to handle their own income tax, and those who do not. Those with a certificate would not be set up on the company's payroll but would invoice the company direct and normally appear as a supplier in the Purchase Ledger. Those without a certificate would have their income tax deducted at source via the company's PAYE scheme. In both cases the cost of employing a subcontractor is charged directly to the job.
Supplementary Statistical Declarations	See Intrastat.
Surcharge	The opposite of discount, resulting in an increase in order value.
Suspense Account	The nominal account automatically updated when an invalid account is specified for a transaction. It is also used when you are unsure what to do with a value. The suspense account can be used as a holding account until you decide what to do with the value. The balance on the suspense account should ultimately be zero.
T	
Tax	Tax, normally referred to as Value Added Tax in the UK or Irish VAT in the Republic of Ireland, may be applied to sales and purchase transactions in certain circumstances. These circumstances are described in the <i>Sage 200 Accounting System Manager User Guide</i> .
Time and Materials	The cost of the job is the value of materials and labour attributed to the job.
Traceable Item	A batch/serial numbered item enabling stock items to be traced from purchase through to sales.
Trade Counter Entry	Simple order entry in the Sales Order Processing module. This is associated with over-the-counter sales. The customer picks the goods, pays immediately and you then ship the product.

Trade-ins	<p>An asset part-exchanged for another asset. This involves a sale and a purchase. The asset being sold has a net book value at the time of sale. If the selling price is more or less than this value, a profit or loss on sale is accounted for in the Profit and Loss financial statement.</p> <p>The selling price of the asset being disposed of is offset against the asset being acquired, the difference being paid to the supplier of the new asset.</p>
Trading Account	<p>Compares sales, stock used, and direct expenses to find the profit or loss made by simply buying and selling.</p>
Transaction	<p>A record of an exchange between one party and another, normally between your company and another company, usually a customer or a supplier.</p>
Transaction Analysis Codes	<p>Codes used to group items for reporting analysis.</p>
Transaction e-Mail	<p>A mechanism for sending and receiving order documentation using e-mail to support the order process in Sales Order Processing and Purchase Order Processing.</p>
Trial Balance	<p>A list of all the nominal accounts at a given time, together with their net balances, shown as either a debit or a credit balance. The double entry book-keeping system, if completed correctly, requires that the total of all debits equals the total of all credits. The balances should always be equal.</p>
Turnover	<p>(1.) The total sales figures for a company for a set period.</p> <p>(2.) The rate at which stock is sold and replaced.</p>

U

Unique Reference Number (URN)

The unique reference number assigned to a complete transaction to assist in tracing the progress of the transaction through Sage 200. This number is 12 digits long and comprises of: 3 digits for the user number, 2 digits for the source module in which the transaction was created, and a 7 digit sequential reference number.

Unit of Measure

The quantity in which a stock item is measured for purchase, sale or storage.

Unit Price

The price paid per unit of item purchased, or charged per unit of item sold.

Unpresented Cheques

Cheques paid out, which are passing through the bank clearing system, but have not yet been presented to the bank where the account is maintained.

Unquoted Investments

Investments not dealt in on a recognised stock exchange.

V

Valuation

Formal assessment of worth, for example, valuation of property.

VAT

Value Added Tax is applied to sales and purchase transactions in certain circumstances. These circumstances are described in the *Sage 200 Accounting System Manager User Guide*.

VAT Invoice

An invoice issued by a supplier registered for VAT showing the supplier's VAT registration number, the date of issue and the tax point.

VAT Outputs and Inputs

The HM Revenue and Customs department requires all businesses registered for VAT to account to them for all amounts of VAT charged on invoices (outputs) net of amounts incurred on purchase invoices (inputs).

VAT Receipt

A receipt showing the amount of VAT as a separate item, together with the issuer's VAT registration number.

VAT Registration Number	All businesses registered for VAT are given a registration number. This number must be printed on all invoices.
VAT Return	The form on which input and output VAT is declared to HM Revenue and Customs or your local tax authority.
VAT Tax Point	The date on which VAT eligible sales are completed.

W

Waiting Postings	Transactions that have not yet been posted to the Nominal Ledger. These can be updated using the Nominal Ledger 'Update Waiting Postings' routine.
Warehouse	Primary location point where a stock item is stored. The warehouse is the default primary location provided with Sage 200 when using multiple locations.
Working Capital	The excess of current assets less current liabilities.
Write Off	(1.) To cancel a bad debt or obsolete asset from accounts. (2.) To consider a transaction as a loss or set off (a loss) against revenues. (3.) To depreciate an asset by periodic charges. (4.) To charge a specified amount against gross profits as depreciation of an asset.

X

XML	Extensible Markup Language file format. Sage 200 can import and export data in the XML file format.
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Y

Yield	The annual income provided by an investment.
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Z

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