

Sage 200 Financials Datasheet

Managing the day to day running of your business, Sage 200 Financials has been developed to provide you with unrivalled business control and management reporting, utilising information held in the Nominal Ledger, Cash Book, Sales and Purchase Ledgers.

Description	Explanation	Benefit
Nominal Ledger		
Flexible nominal account structure	A flexible nominal code structure, including departments and cost centres. The structure can be created code by code, or by using an automated creation routine, to create a range of nominal codes, cost centres and departments.	Allows greater analysis for all management reports and enquiries. The enquiries can also use a hierarchical structure, giving combined views for all cost centres and departments.
Budget control	Track and control budgets. Annual budgets can be assigned, and custom budget profiles created, so you can calculate monthly budgets by percentage.	Quickly create monthly budget profiles, based on expected quiet and busy trading months. For example, you load the sales budget for each quarter end with a big push at year end.
Group accounts	Create custom group accounts to summarise the balance of many nominal accounts. These group accounts can be reported upon.	Retain a greater degree of granularity by maintaining multiple nominal accounts for similar business activities. However, you can easily view balances across these accounts for a quick, clear view. For example, you have different nominal codes for business expenses for different departments, but group them together for reporting purposes. Financial reports can be produced for individual or group configurations.
Batch journal entry and templates	Enter a batch of journals and if required, place transactions on hold for authorisation, before finally committing them to the Nominal Ledger. In addition, you can create templates to easily apportion fixed amounts or percentages across Nominal Ledger accounts - for example, to spread electricity bills across cost centres.	Higher degree of control and increases efficiency by saving valuable time.
Support for open or closed period accounting with up to 20 periods	Periods can be open, closed and re-opened as required; the following years period structure can also be set up in advance. Tight controls can be provided through a user access table and full auditability.	You can use up to 12 open periods. Alternatively you have the option of adopting a more flexible model by utilising analysis (with up to 20 periods in each financial year) or you can use closed period accounting.
Graphical analysis and presentation of nominal data	Bar charts and line graphs can be used to show balances and budget previously for current and up to 5 years previously. You can also attach graphs or other files to nominal accounts.	Quickly see how actuals compare with budgets.
Nominal Ledger drill-down	You can view the transaction debits in the form of a Profit and Loss and Balance Sheet as well as summarised Nominal Codes/Cost Centres and departments. From there you can view all your nominal accounts and all related transactions.	From a top-level view of your overall numbers, drill down to the detail in a few clicks. The nominal enquiries can also use a hierarchical structure, giving combined views for all cost centres and departments. For example, from an overall overheads figure, drill down to see where the major expenses are being incurred.
Online VAT return submission	HMRC legislation dictates that from the 1st April 2010, all companies with a turnover of more than £100,000 will have to submit their VAT Returns electronically. This feature provides a link to the HMRC Government Gateway, allowing you to electronically submit and pay your VAT Return online.	Ensures that you comply with legislation changes and makes it quicker and easier for you to submit your VAT Return.

Description	Explanation	Benefit
Automate pre-payment and accruals	Prepayments allow you to account for items that are paid in advance, (for example insurance). Accruals can be configured and automated to account for those items you pay in arrears such as electricity bills.	Improves efficiency by allowing you to process transactions quickly. Also allows you to account for quarterly or annual costs appropriately over the period to which they relate.
Flexible profit and loss and balance sheet design and reporting	You can have multiple Profit and Loss and Balance Sheet layouts, as well as the ability to import categories used in financial reports. Compare actuals against budget or prior year/prior period, utilising cost centre and departmental breakdown.	See the performance of individual areas of your business. Produce different formats of Profit and Loss and Balance Sheet for different people in your business.
Consolidation	Merge nominal ledger data from two or more separate companies for financial reporting. This can also be run for different companies using different currencies.	Financial statements can easily be produced for growing companies. If subsidiary companies operate in a different base currency to the head office, business-wide accounts can still be consolidated.
Transactional analysis	Transactions can be associated with an analysis code.	Enables you to report across nominal codes, cost centres and departments. For example, a newspaper company produces fortnightly free newspapers and would like to track the profit/costs associated with each run. Rather than creating a separate cost centre and department for each fortnightly edition, they can use a transactional edition analysis code for each transaction and therefore quickly gain the reports they require.
Foreign currency handling	For each nominal ledger transaction, the value in base currency is stored along with the currency and exchange rate of the originating document (for example a sales invoice raised in Euros). You can store foreign currency exchange rates as spot rates, period rates or a combination of both.	Management reports reflect the value of transactions in base currency and in the exchange rate applicable at the time of posting.
Cash Book		
Process foreign currency transactions	Receipts and payments for your suppliers and customers can be entered through either the cash book or the sales and purchase ledgers in different currencies, utilising period or spot rates.	The receipt/payment screens are simple to use, with foreign currency-related options only appearing if a customer/supplier operates in a different currency.
E-Banking facility	Allows supplier payments to be made through your banking software.	Allows for transactional information requests to be downloaded from the bank and reconciled when required.
Bank reconciliation	When you receive a bank statement, use this routine to reconcile it with the details of payments and receipts stored in the cash book account records. The E-Reconciliation facility allows bank reconciliation with your banking software on the same screen. Use the tick box next to each line to quickly and clearly identify and mark items which have been or are to be reconciled before saving the routine.	Allows you to reconcile bank statements with details of payments and receipts entered. Discrepancies can be recorded, along with other transactions such as bank and interest charges.
Automate standing orders and direct debits	Arrangements can be made to automate transactions on a monthly, quarterly or user defined basis.	You can instantly view all standing orders and direct debits, with details of the day they are paid, frequency, number of payments made, number still to pay etc.
Graphical analysis and presentation of bank data	Bar charts and line graphs can be used to show balances. You can also attach graphs or other files to bank accounts.	Quickly view the liquidity of all your accounts.

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Inter account transfers	Move money from one bank account to another. Transfers can be made between banks of the same currency or different currencies.	Inter-account transfers help you minimise overdraft interest and maximise interest earned on surplus funds. Sage 200 can help reflect this as well as saving time and eliminating the risk of error.
Grouped transactions in Cash Book	Allows you to drill down from the paying in slip to the individual postings.	The individual postings that make up a grouped transaction can be clearly and easily viewed.
Purchase Ledger		
User defined analysis codes	Each of your suppliers can be categorised using up to 20 analysis codes.	Detailed analysis can be produced using the user defined analysis codes. The codes can be linked to the purchase ledger and a list of valid values provided to ensure accuracy of the data captured. Detailed reports are produced from the purchase ledger using a number of analysis (codes for example, region, sales representative, industry type, customer rating, account manager, partner etc.)
Trading periods	The purchase ledger can utilise trading periods which can match the accounting period structure or have your own date range structure.	Provides flexibility as the purchase ledger can be configured to match the accounting period structure or to support a different structure (for example daily, weekly, fortnightly, monthly or a mixture.)
Graphical analysis and presentation of purchase ledger data	Bar charts and line graphs can be used to show turnover and aged balances. You can also attach graphs or other files to supplier accounts.	Quickly see how figures compare with previous years.
Transaction 'drill down' facility	Analyse supplier transaction details including nominal payment and tax analysis as well as any transactions under query (for example details of invoice items, payments made and notes recorded).	Saves you valuable time as you can drill to see transaction details from one screen.
Account and transactional drill around facility	View the status and details of any invoice or purchase order from with the supplier record or transaction enquiry. This flexible option supports drill down to individual line detail including receipt and invoice status. It also provides the option to re-print a document such as an invoice or GRN.	Improved flexibility and efficiency.
Authorisation	Purchase invoices, if above a user defined level, can be flagged prior to payments.	Enables greater cost control.
Batch data entry	Full batch control allows the amendment, addition to, or deletion of batched transactions, before committing them to the purchase ledger.	Keeps the system running quickly, as large batches of transactions can be kept as pending until you choose to commit them to the ledger.
Advanced currency handling	The Purchase Ledger will maintain turnover details of an account in both the operating currency of the supplier (utilising period and spot rates) and the base currency equivalent. Transactions raised in an operating currency can be revalued. A full audit of all currency loss or gains is available via a drill-down or report.	You can see the difference in aged credit due to exchange rate fluctuations and choose whether to revalue the debt or not. The system will also deal with both realised and unrealised exchange rate differences, providing a full audit of all losses or gains against a transaction. For example, you pay a supplier in \$US based on the daily or period exchange rates. You can then revalue the debt as required. If the payment is made at an exchange rate different to the invoice, Sage 200 will post the realised gain or loss at that point.
Factor house facility	Link suppliers to a factor house who recovers payment on their behalf.	Flexibility to fit in with your suppliers' business processes.

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Automated payments routine	Quickly identify all invoices overdue for payment and those that, if paid, will attract an early settlement discount. Payments can then be made electronically or cheques and/or remittance advice printed or e-mailed directly to the supplier or factor house.	Assists in cash flow management and speeds up payment processing.
Multiple trader contacts	Allows the storage of an unlimited number of contacts, roles, telephone numbers and other contact information.	Supplier contacts details can be stored and retrieved, giving greater flexibility, improved contact visibility and more informed staff.
Credit reference information	Information about a supplier's credit rating, account terms payment times and important dates can be stored on their record, along with the option to perform an on-line credit check.	Full visibility of important credit information in one place allows you to efficiently and effectively monitor, identify and report on your supplier status.
Sales Ledger		
User defined analysis codes	Each of customer can be categorised using up to 20 analysis codes.	Detailed analysis can be produced using the user defined analysis codes. The codes can be linked to the sales ledger, and a list of valid values provided, to ensure accuracy of the data captured. Detailed reports are produced from the sales ledger using a number of analysis codes; for example, region, sales rep, industry type, customer rating, account manager, partner etc.
Advanced currency handling	The sales ledger will maintain turnover details of an account in both the operating currency of the customer (utilising period and spot rates) and the base currency equivalent. Transactions raised in the operating currency against an account can be revalued and a full audit of all currency loss or gains is available to you via a drill-down or report.	You can see the difference in aged debt due to exchange rate fluctuations and choose whether to revalue the debt or not. The system will also deal with both realised and unrealised exchange rate differences, providing a full audit of all losses or gains against a transaction. For example, a customer pays you in \$US. Based on the daily or period exchange rates you can revalue the debt at a time that suits you. If the payment is received at a different exchange rate to the invoice Sage 200 will post the realised gain or loss at that point.
Credit reference information	Customer credit rating, account terms, payment terms can be stored directly against the customer record. Furthermore the credit control options also record key credit control dates, provide the ability to on-line credit check and automatically calculate your customers average time to pay.	Full visibility of important credit information in one place allows you to efficiently and effectively monitor, identify and report on your customer status.
Trading periods	The sales ledger can utilise trading periods which can match the accounting period structure or have your own date range structure.	Provides flexibility as the sales ledger can be configured to match the accounting period structure or to support a different structure, for example daily, weekly, fortnightly, monthly or a mixture.
Multiple trader contacts	Allows the storage of an unlimited number of contacts, roles, telephone numbers and other contact information.	More customer contacts details can be stored and retrieved giving greater flexibility, improved contact visibility and more informed staff.
Graphical analysis and presentation of sales ledger data	Bar charts and line graphs can be used to show turnover and aged balances. You can also attach graphs or other files, such as word documents, to customer accounts.	Quickly see how figures compare with previous years.
Head Office statement facility	You can specify whether statements should be copied, or sent exclusively, to a customer's head office.	Flexibility to fit in with your business processes.

Description	Explanation	Benefit
Transaction 'drill down' facility	Analyse customer transaction details including nominal, payment and tax analysis as well as any transaction under query (e.g. details of invoice items, payments made and any user notes recorded).	Saves you valuable time as you can drill to transactional level from one screen.
Account and transactional drill around facility	View the status and details of any invoice or sales order from with the customer record or transaction enquiry. This option supports drill-down to individual line detail, including allocation, dispatch and invoice status. You can also re-print a document such as an invoice or dispatch note.	Improved flexibility and efficiency.
Integrated credit management features	Enables you to produce debtors letters, statements, provisions for doubtful payers and bad debts, and the ability to place customer accounts on hold.	Manage and automate your credit control processes to improve bad debt and improve cash flow.
Batch data entry	Amend, add to or delete entries of batches of transactions, before finally committing them to the sales ledger.	Keeps the system running quickly, as large batches of transactions can be kept as pending until you choose to commit them to the ledger.

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