Sage Business Partner:
IDL Systems Limited
Tel: 0845 092 0926
Email: sales@idlsystems.co.uk
Web: www.idlsystems.co.uk

Sage 200
Project Accounting

The list of features below highlights the key features of the Sage 200 Project Accounting module. There is always the possibility that some features may be included in a later release, however it is not currently anticipated that this will be the case.

Note the term 'Project Accounting' is interchangeable with other terms such as 'Job Costing', 'Project Costing'.

Module Overview

Sage 200 Project Accounting is a highly configurable costing module applicable to a large range of different business types. The module can be adjusted to suit the needs of businesses requiring simple or detailed costing and analysis structures, while providing in depth analysis and reporting features to make sure projects remain on target and to maintain profit levels. Project Accounting has been developed from the extensive feedback gathered from over 2,000 customers and over 50 Sage Business Partners, as a result from the very outset Project Accounting has been developed to be flexible in its usage - for example allowing configurable integration points to the existing Sage 200 ledgers, configurable terminology and the ability to create an unlimited number of configurable analysis codes.
Read on for more detail.

Features	Explanation	Benefit
Project Reporting & Analysis		
Reporting and analysis of costs and revenues against targets/budgets that reflect real time costs/billings. Includes the ability to enquire and report on progress, costs, revenue, budget variance, committed costs and profitability.	The ability to extract detailed reports and analyse project profitability, costs and revenue is central to the Sage 200 Project Accounting offering. Sage 200 Project Accounting comes with a comprehensive set of reports and includes the ability to create new and customise existing reports (using the Sage 200 Report Writer).	Obtaining comprehensive project information in a timely and accurate manner improves profitability and aids decision making.
Detailed enquiries with drilldown and drill around functionality.	The Project Accounting enquiries provide summary or detailed information as required - including the ability to drill-down onto the detail behind a Project. For example a user will be able to view the total cost for a Project and then drill-down to the underlying data associated with that cost. Criteria within the enquiries can also be used to fine tune the information required, for example to answer what if scenarios like 'what is the costs associated with a particular supplier across all or a range of projects?' or 'on which projects has a particular employee worked in the past fortnight?'	Provides easy to view up to the minute analysis on projects. Allowing for instant decision making.

Continued overpage

Features	Explanation	Benefit
Configure Project Structure		
Configure Project Accounting to mirror the structure of projects in your business. Project Accounting provides an unlimited multi-tier structure which can be customised to suit the needs of any business. Each project structure can have its own user defined hierarchy (multi-level), terminology and characteristics such as analysis fields.	Project Accounting combines the essential ease of configuration with the depth and breadth of configuration options needed to match your project structure. The project structure you create in Project Accounting will therefore match your business model and associated cost and billing methods.	Project Accounting can quickly be designed to replicate your business structure. As a result the system can be up and running in a small amount of time, with the added bonus of user acceptance, familiarity and usability.
Customisable labels.	The Project Accounting terminology can be modified to match user/customer terms - making the system more relevant to the user. As a basic example the terminology 'Project' could be renamed to 'Job' or 'Event' or to whatever heading was appropriate.	Quicker adoption of the Project Accounting system as users identify the own terminology within the product.
An unlimited number of additional data fields can be added that allow the user to record information relevant to them.	Users can add analysis fields to projects (at any level of their chosen hierarchy) to track specific information - these additional fields can also be used in enquiries and reports. Further more the additional fields can have 'types' associated with them such as are they date, numeric, Y/N type fields as well as having the ability to reference ledgers such as presenting a list of suppliers.	Enquire and report on key information within your business utilising the analysis fields.
Create and maintain project groups and cost items that can be selected for project structures.	Each project can have its own structure which can be pre-defined and maintained, for example a labour cost group could contain, electricians, plumbers, painters etc.	New projects can be created quickly by pulling in the structure appropriate for that project.
Ability to change default configuration settings for individual projects.	Many of the project settings can be re-configured at the point of creating the individual project.	Allows one-off, unique projects to be handled.
Create new projects from templates, use historic projects for benchmarking, budgeting, and compiling templates.	New projects can be quickly created by using either an existing project or a project template as your blueprint. The existing projects can then be compared with your new project to establish profitability.	Rapid creation of new projects and improved profitability.
Support for cost and revenue budgets by period are supported, with option to roll up into a total project budget.	Cost & revenue headings can have budgets allocated against them. If required these budgets can be specified by period and rolled up to make the overall project budget.	Improved profit levels can be maintained by monitoring a projects performance against budget at each stage of its lifecycle.
Configurable Project Status.	Each stage of a project's life cycle can have a configurable status.	Creating your own user defined status, leads to improved understanding of exactly what stage a project is up to.
Convert Sales Order and Quotations in to Projects.	A Sales Order or Quotation produced via the Sage 200 Sales Order Processing module can be used to create a project.	Reduces the need to re-key information leading to rapid project creation.

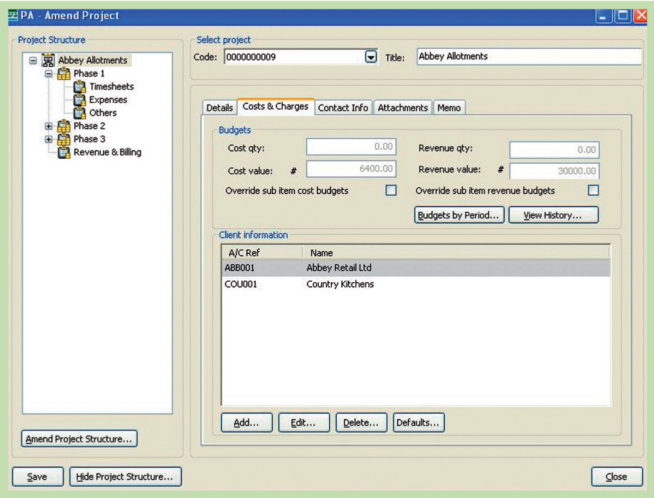
Continued overpage

Features	Explanation	Benefit
Cost Transactions - Purchases		
Analyse committed costs to projects.	Costs can be allocated to a project either at the time of placing an order, confirming goods received, or at the invoice payment processing stage.	Costs are entered earlier in the process improving visibility of actual costs.
Processing costs and allocating them to project is accurate and easy.	Continually capturing relevant costs to a project is a challenge for any business. Project Accounting supports cost capture from multiple points (ledgers/routines) and once only data entry.	Reduced re-keying of data.
Analyse Purchase Invoices and Credit Notes to projects.	Purchase Invoices and Credit Notes made within the Sage 200 ledgers can be allocated to projects.	Users utilising the Sage 200 Financial ledgers can allocate their transactions against projects.
Analyse purchase orders to projects.	Purchase orders at line item level can be allocated to projects and also include the option to specify whether the supplier should deliver directly to the project.	Projects can be allocated to purchase orders at the point of raising the order.
Allocate Purchase Order item lines to separate projects.	A Purchase Order can be split across multiple projects with different order lines being allocated to the appropriate projects.	Removes the need to enter a different purchase order for each project, therefore leading to reduced order creation for your suppliers.
Committed costs can be generated via Purchase Order Processing.	Establish what costs have been committed via a Purchase Order (and not yet invoiced or paid).	Tracking committed costs against a project can be essential to maintaining accurate costing records.
Cost Transactions - Stock Allocations		
Analyse stock allocations (appears as a commitment), issues and returns to projects	Transactions raised in the Stock Control module of Sage 200 can be allocated against a Project.	Stock held by a business can be allocated to a Project maintaining complete visibility of what resources are being used.
Cost Transactions - Labour/Timesheets/Payroll		
Maintain a labour resource hierarchy and apply cost/charge rates at any level of the hierarchy.	Project Accounting supports different charge/cost rates based on grades/skills profiles. Therefore, one person could have several cost rates depending on the work they are undertaking.	A team member acting in multiple roles of design, delivery and project management can bill time to client based on work against each activity type - therefore recording the correct costs for each type of activity undertaken.
Project item overhead absorption.	Within the Project settings a percentage uplift rate, or fixed uplifted rate can be applied to project items.	Enables more accurate overhead recovery against Projects.
Record timesheets for resources and analyse them to projects.	Accurate and timely collation/allocation of labour timesheets against a Project. Timesheets can be entered either in weekly, batch, import or via a remote timesheet entry option (see screenshot 4).	Fast and accurate time capture against projects improves revenue generation.
Record employee expense claims and analyse them to projects.	Expenses can be entered either by an individual, as a batch or remotely (see screenshot 5) by authorised system users.	Fast and accurate expense capture against projects improves revenue generation.
Remote time and expense entry.	Timesheets and expenses can be entered using an additional remote timesheet entry module. This web based product is ideal for employees such as consultants who spend most of their time out of the office and require a quick web based way of updating the time and expenses.	Provides a cost effective way for users requiring the ability to enter their time and expenses remotely.

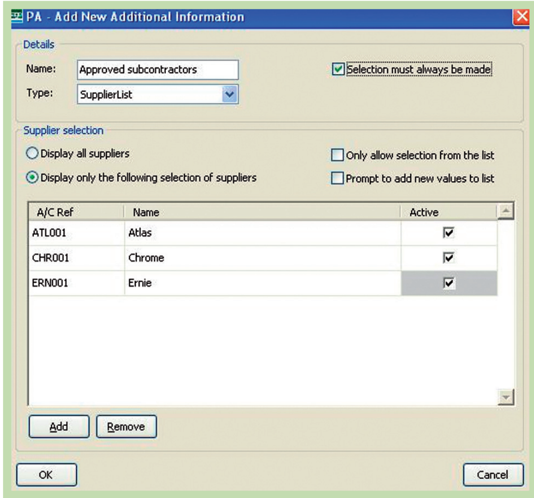
Continued overpage

Features	Explanation	Benefit
Cost Transactions - Labour/Timesheets/Payroll continued		
The ability to view and authorise timesheet hours & expense claims.	Business rules can be added to support businesses who authorise timesheets and expenses before they are committed.	Accurate time and expense postings can be maintained by ensuring the costs are correct before posting.
Import employee details from Payroll	Employee details recorded in your Sage Payroll product can be imported directly into Project Accounting.	No need to re-key employee details, reducing the installation time of Project Accounting.
Post timesheet information to Payroll	Timesheets can be posted back into Sage Payroll from Project Accounting.	No need to re-key employee timesheets from Project Accounting into Sage Payroll - improving efficiency and accuracy.
Miscellaneous Costing Features		
Post opening balances/adjustments.	Projects can be created at any point and opening balances posted against them. Projects can also be adjusted, eg. where a missed cost needs to be added.	Flexibility to create a Project at any point and cater for missed postings.
Analyse cost and revenue adjustments to projects.	Costs posted to the wrong Project can be adjusted to the appropriate project.	Mispostings can be adjusted quickly and easily.
Analyse accruals to projects	Accruals can be posted to projects and include the option to auto reverse.	Mispostings can be adjusted quickly and easily.
Billing - SOP/SL Financials Integration		
Analyse Sales Invoices and Credit Notes to projects.	Sales Invoices and Credit Notes made within the Sage 200 ledgers can be allocated to projects.	Users utilising the Sage 200 Financial ledgers can allocate their transactions against projects.
Billing - Sales Revenue Transactions		
Create a project invoice and/or credit note to send to a customer.	Projects can be billed using a number of billing methods and billed at their appropriate time. The Project Billing Schedule allows the user to specify at which point a bill or bills should be produced. A project can therefore be billed as a whole or in as many parts as required, for example, and initial bill, 50% complete bill and 100% complete bill. Alternatively, users wishing to bill the projects manually have the ability to do so.	Fast accurate recharge of incurred costs ensuing profit recovery and better cash flow.
The ability to mark costs as being billed.	Projects billed through the Sage 200 Sales Order Processing module can be marked for billing and an entry will be created in that module (for subsequent printing/posting). Customers utilising the Sage 200 Financial ledgers can mark costs as billed, resulting in a Sales Invoice being created in the Sales Ledger.	All costs are quickly and accurately billed, regardless of whether the Sage 200 Commercial modules or Financial ledgers only are used.
Integration		
Project Accounting utilises the Sage 200 SQL database.	Project Accounting is built upon the same database platform as Sage 200, therefore utilising industry standard SQL relational database technology.	Delivers scalability and security.
Definable integration touch points with the core Sage 200 ledgers.	As stated in the relevant section Project Accounting integrates into the Sage 200 Financial and Commercial ledgers. This integration can be configured as required within the Project Accounting options.	Allows tight control of which transactions can be posted to projects.
Project items can be coded to the appropriate Nominal Ledger structure.	Individual Project items in a Project can be coded to the appropriate Nominal Ledger code.	Project items can be coded to the appropriate Nominal Code to match financial reporting requirements.

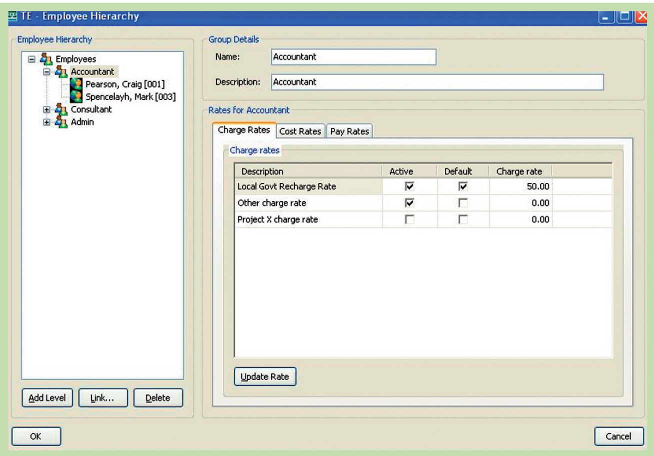
Continued overpage



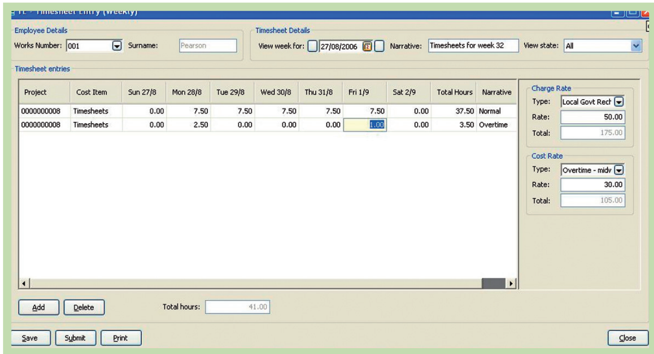
Screenshot 1: Project maintenance – showing budgeting, period budgeting and customers linked to project.



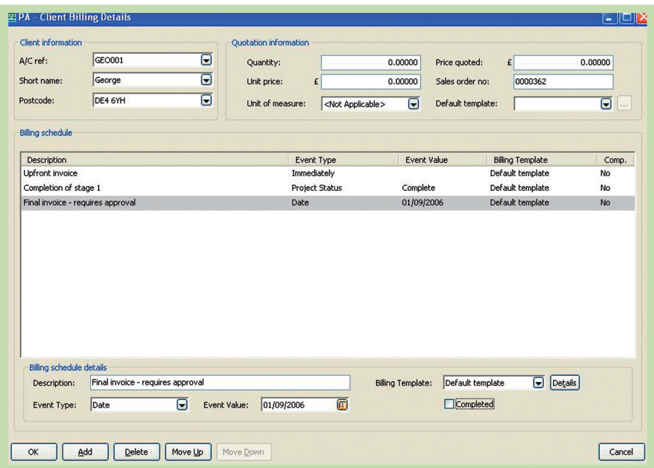
Screenshot 2: User-defined additional analysis fields – showing 200-data types and mandatory user options.



Screenshot 3: Resource hierarchy screen – showing resource structure, user-defined charging and cost rates.



Screenshot 4: Weekly/self service timesheet entry – showing week-to-a-page and cost/charge rate selection.



Screenshot 5: Billing schedule screen – showing event driven billing schedule ideal for reminding project managers when and how much to bill.

Sage (UK) Limited
North Park, Newcastle upon Tyne
NE13 9AA
Website: www.sage.co.uk