sage

200

New Features Guide

An introduction to Sage 200 Project Accounting

Effective project management keeps your business profitable and keeps you ahead of your competition. By maintaining control over your projects and budgets you can generate more revenue at reduced costs, reduce wastage and eliminate unproductive time spent on your projects.

Sage 200 Project Accounting is a new module in the Sage 200 suite and is a powerful, intuitive and highly configurable costing and analysis application. It is designed for service based businesses that require the ability to analyse costs and profit by project. It will provide you with in-depth analysis and reporting features that ensure that projects remain on track and profit levels are maintained.

The module has been designed from the outset by utilising customer feedback and as a result is capable of matching any size or type of project. The feedback from over 2,000 customers has led to an intuitive, yet highly flexible module; examples of this distinctive customer led feedback are listed below:

Configurable terminology

Imagine how easy it would be for a business to adopt a new piece of software, if that software used terminology that you and your employees understand? Sage 200 Project Accounting has been designed to do just that. For example Sage 200 Project Accounting, out-of-the-box uses terminology such as Projects, Project Cost Items and Customers. Using the configurable terminology those headings are changed in one place and immediately applied to the rest of the module. Therefore the software can be made to be instantly recognisable to you users regardless of the business service you provide.

Project settings

Sage 200 Project Accounting has been designed to offer an impressive range of features and functionality, allowing it to cater for businesses requiring simple or complex costing scenarios. However, if your business doesn't need all of the broad functionality that Sage 200 Project Accounting can provide - it can be quite simply turned off. As a result, if you disable a piece of functionality in the options, the corresponding entries are disabled on the user forms, removing confusion, avoiding data being keyed into the wrong fields and aiding user adoption of the system.

Integration

The Sage 200 Project Accounting module has been designed to link seamlessly with other Sage 200 modules. It links seamlessly with your Sage 200 Financials, Commercials and Payroll modules so that you can allocate and view transactions in your Sales, Purchase, Nominal, Stock Control, Sales and Purchase Order Processing modules to your projects. As a result there is no need to re-key information in your Project Accounting or other Sage 200 modules.

The following is a summary of the main features of the Sage 200 Project Accounting module.

Create simple or detailed project structures

Projects can be mapped to your business structure and include phases, cost items, or if required another project built in as a sub project of the main one. Furthermore budgets can be assigned to each level of your projects to help monitor progress. (fig 1)
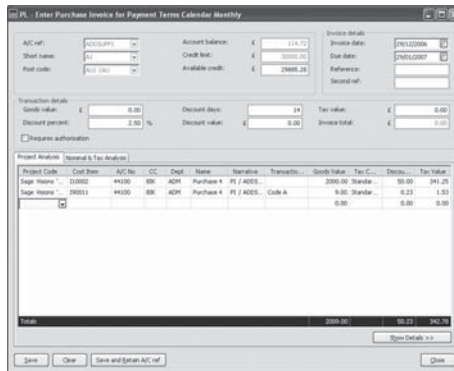
Fig.1
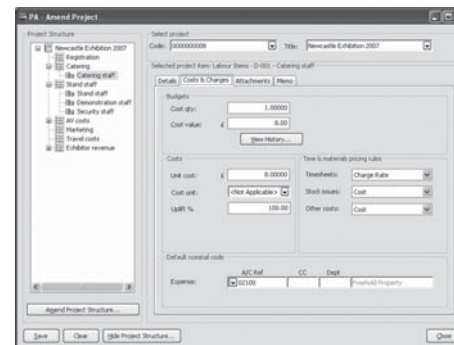
Record and process timesheet and expense claims for your employees. These can be entered manually within the Project Accounting module (fig 2), Imported from Sage Payroll or alternatively entered via our Web Time and Expenses module (available May 2007).
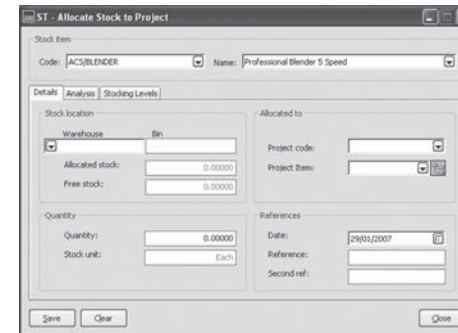
Fig.2
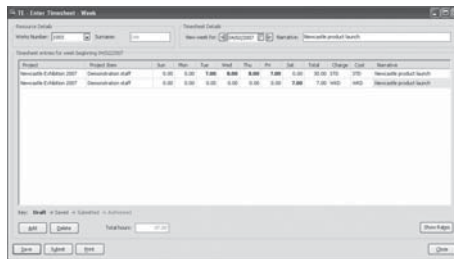
Record other cost transactions against projects, such as Purchase Invoices (fig 3).

Fig.3

Assign stock movements such as issues (fig 4), returns and allocations to project.

Fig.4

Nominal Journals for Project Accounting

Two new journal adjustment screens have been added in order to account for additional production costs, make adjustments to postings or to track any project expenses.

Analyse purchase orders and returns to projects

The item line of your purchase order whether it's for a standard stock item, a non-stock item or a free text item can be allocated to a project (fig 5).
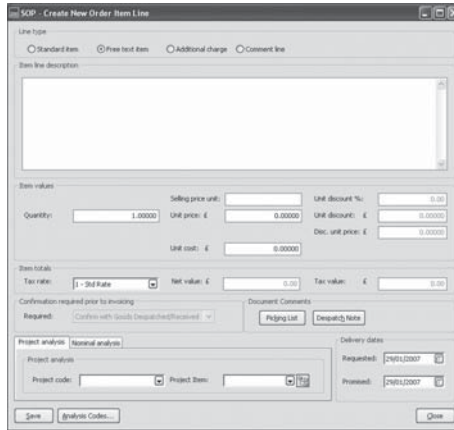
Furthermore, if your projects are off-site you can specify that stock associated with a project should be delivered direct to site.
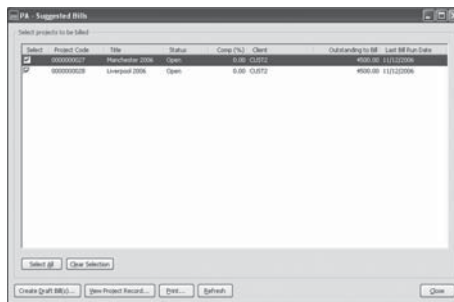
Fig.5
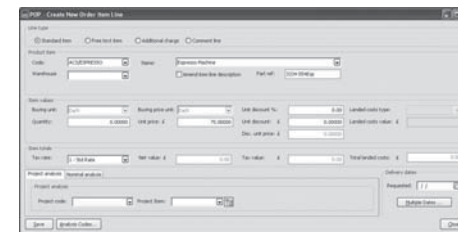
Analyse free text sales orders and quotations to projects (fig 6)

Fig.6

Automatically generate suggested bills (fig 7).
Suggested billing allows you to decide what to bill and when, giving you total control over what sales invoices for your projects are produced.

Fig.7

Project Enquiries (fig 8).

Project Accounting provides full drill down and drill around capabilities to analyse your project costs and revenues in complete detail, for example to measure your actual costs against budgets.
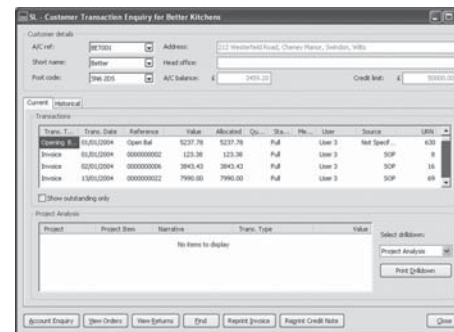
Fig.8

Transaction Enquiries

Analyse your project information from within your Sage 200 financial modules via the Project Analysis drilldown (fig 9). Project information is also available via the commercial modules, for example the Stock Item History will provide details of which item has been assigned to which project.

Fig.9

Improved Desktop Features

The Sales Order Processing module two new dashboard views (fig 10), enabling you to view details of realised order and order line profit in comparison to estimated profit.

Fig.10

Improved capabilities within filters on the dashboard allow for greater reporting and analysis, for example comparing one column to another (fig 11).

Fig.11

Improved import routines – The import routines in Sage 200 have been extended with two new import options.

A new stock import routine allows you to import your product group data directly into your Sage 200 stock control module.

The new nominal ledger report categories import allows you to import details required for your financial reporting.

Stock and Sales Order Processing enhancements – Several customer requested enhancements have been made to the way that the Sage 200 Sales Order Processing works with the stock control module. These improvements provide you with a greater level of control over the way your stock is handled within Sage 200.

These improvements include:

Improved Sales Order processing profitability

Sage 200 now holds the estimated profit and realised profit associated with a sales order and order line, increasing the accuracy of profitability reporting (fig 12).
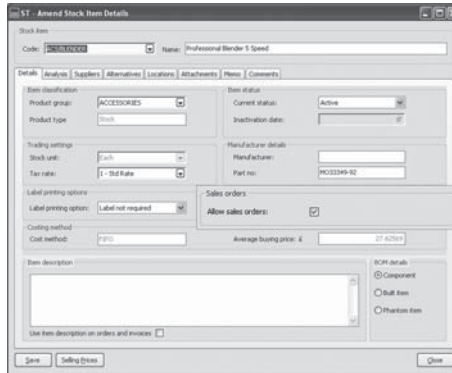
Fig.12

Improved stock control

Some stock items are not always available for sale, for example if they are used internally or in your manufacturing process. **The 'Allow sales orders' checkbox in Sage 200** allows you to decide if an item is available for sale on a **sales order (fig 13).**

Fig.13

Improved stock allocation

The stock allocation process has been extended in Sage 200 v4 to provide you with greater flexibility in deciding which stock is allocated to sales orders. For example, you can now allocate stock based on use-by date or sell by date, FIFO or by bin priority and minimum and maximum quantities.

Registering your software

Improved Traceability:

A number of new options have been provided to allow the auto generation of Serial and Batch Numbers. The options include formatting, length and choice over numbering (fig 14).

Fig.14
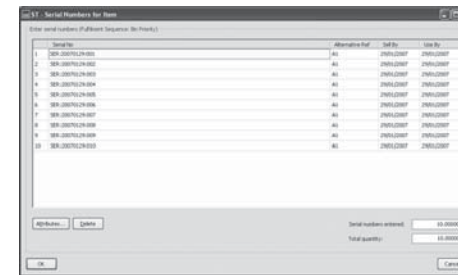
Batch and Serial Number Attributes – if enabled this option allows you to store additional information with your batch and serial numbers. For example, you could assign attributes for each person who performs a quality control check. As a result you can quickly see who was responsible for checking each stock batch (fig 15).

Fig.15
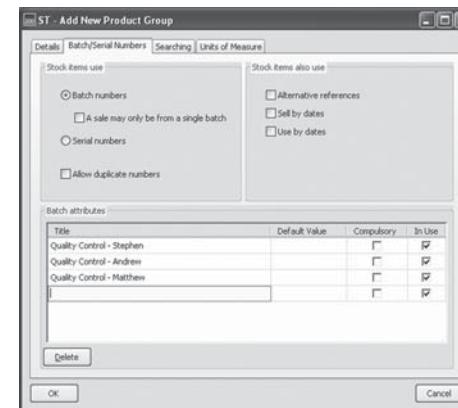
Purchase Order Processing

Allocate stock at the point of goods received - Sage 200 v4 allows you to allocate stock to waiting sales orders as soon as they arrive in your warehouse. As a result stock can be immediately allocated to outstanding sales orders improving efficiency and customer satisfaction.

Label Printing - A new label printing option is available in Sage 200. You can now generate labels for the goods that you receive from your suppliers (fig 16).
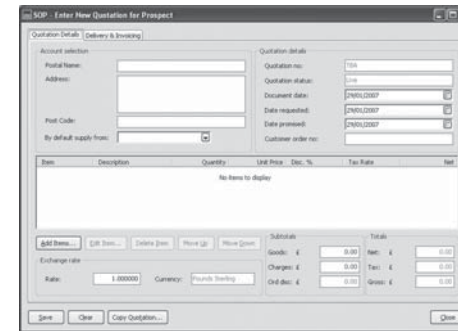
Fig.16
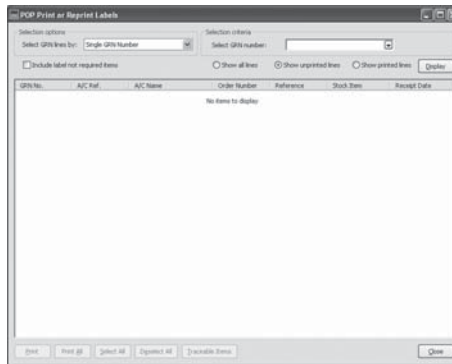
Prospect Quotations

Quotations can now be raised for potential customers who do not have an existing Sales Ledger account. As a result a new account can be created when the quotation is converted to a live order (fig 17).

Fig.17

Please consult your Sage 200 Business Partner for further details on Sage 200 Project Accounting or the new features introduced in this release.

Notes

Sage Customer Support 0845 111 5555

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