New Features Guide

Sage 200 v2010

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1

Introduction

This guide gives you a summary of the new features in version 2010 of Sage 200 Accounts.

Each new feature is summarised and basic information is provided on how to use each new feature.

> You should consult the Sage 200 online help for more information on specific features. You can open the online help and refer to the 'What's new in this version' section. From here you can click on links to the relevant sections of the online help.

Sage 200 v2010 has the following new features:

What's New	Description
Authorise purchase orders	New purchase authorisation process: - Specify who can authorise purchase orders. - Specify alternative authorisers. - Notify authorisers of pending purchase orders via email. - Allow authorisers to authorise purchase orders remotely.
Analysis codes	Improvements to how analysis codes are created and used across the Sage 200 Suite.
Submit your VAT Return online	Send your VAT Return to HMRC or Irish Revenue online.
Bank reconciliation	Save and recall an incomplete bank reconciliation.
Import transactions	Update the Cash Book when importing payments and receipts. Import foreign currency payments and receipts.
Revalue bank account	Revalue a bank account with a zero currency balance or a zero balance.
Store additional bank references	Record additional bank reference numbers for a supplier's bank account.
Amend exchange rates when printing invoices	Change the exchange rate when an invoice is printed.
Change the customer's address when re-printing invoices	Change the customer's address when re-printing invoices
Amend despatch and delivery dates	Enter a despatch or delivery date when confirming that goods are received and despatched in the Sales Order Processing module.
Receive text items with stock	Choose whether to confirm the receipt of free text items and service/labour items on purchase orders.
Print invoices with additional charge only lines	Print an invoice for an order that only contains an additional charge line.

What's New	Description
Stocktake improvements	Create more than one stocktake sheet per warehouse, and count your stock items by location (bin).
Stock valuation report	Produce a stock valuation report for a date in the past.
Control access to projects	Link your Sage 200 users to specific projects. Choose which Sage 200 users can enter timesheets and expense claims on behalf of other users.
Period budgets for your projects	Enter period budgets on the costs and charges tab of the Amend Project window. The Allow budgets to be displayed by accounting period option in the budgeting settings has been removed.
Project reports and workspaces	New reports and workspaces designed to give you more choice and flexibility when interacting with your Project Accounting data.
Information Management	You can now display information on your workspaces as a chart. You do this by creating a chart content part. There are several new workspaces included in Sage 200 v2010. These include: ▪ Workspaces containing charts. ▪ Workspaces related to authorising purchase orders. ▪ Workspaces for projects.
Report Designer	The Report Designer module has been re-designed and now includes improvements to: ▪ Exporting reports to excel. ▪ The Join Editor. ▪ Adding criteria to reports. ▪ Adding filters to reports.

2

Purchase order authorisation

Sage 200 v2010 has a new purchase order authorisation process. This gives you full control over the your authorisation process, making the process more secure. The out of office functionality helps to keep the workflow going when a person is not available to authorise orders. You can use the remote authorisation functionality to see when orders require your attention.

You now create authorisation rules for your purchase orders. You can:

- Decide which purchase orders require authorisation (by value and /or *order originator*) and who can authorise them.

  To do this, you set up authorisation rules.
- Require purchase orders to be authorised by more than one *authoriser*.

  To do this, you create your authorisation rules in rule groups.
- Require purchase orders, relating to your projects, to be authorised by a *project manager*.

  To do this, you create authorisation rules for project managers. Once set up, a purchase order must be authorised by a project manager when:
  - The project has been assigned a project manager.
  - The order has a line relating to that project.
  - If you have set a value on your rule, the total value of the purchase order is above this value.
- Specify *alternative authorisers* when your usual authorisers are not available.

  To do this, you set up alternative authorisers. You can set this up when your usual authoriser is out of the office or on holiday.
- Choose whether to allow your unauthorised purchase orders to be processed.

  To do this, you change your SOP settings.

- Specify a single Sage 200 user or role to authorise all your purchase orders, regardless of the authorisation rules.

  To do this, you set up a Super Authoriser.
- Choose to notify your authorisers and originators that purchase orders are pending by email.

  To do this, you set up email notifications. Once set up, an email message is sent automatically to the order originator and authoriser, each time a purchase order requires authorisation.
- Allow users to authorise their purchase orders outside the Sage 200 application.

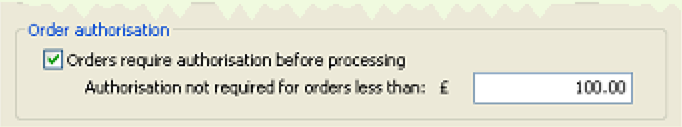
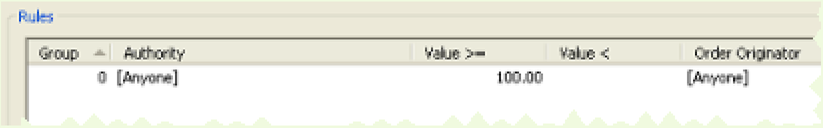
  To do this, you install the Remote Authorisation web site. Once set up, your Sage 200 users can view and authorise their purchase orders via this web site.

> See the Purchase Order Authorisation help topics and FAQ's in the Sage 200 help for more information.

Upgrading from Sage 200 v2009 to Sage 200 v2010

If you have set an authorisation limit for your purchase orders in Sage 200 v2009, an authorisation rule will be created in Sage 200 v2010 for orders above the same value.

For example:

Sage 200 v2009	**Open:** POP Utilities > System Set Up > POP Settings | Order Entry.  Order authorisation ☑ Orders require authorisation before processing Authorisation not required for orders less than: £ 100.00
Sage 200 v2010	**Open:** POP Utilities > System Set Up > Maintain Authorisation Rules.  Rules Group | Authority | Value >= | Value < | Order Originator 0 | [Anyone] | 100.00 | | [Anyone]

Set up your authorisation process

The purchase order authorisation process in Sage 200 v2010 has several options. You can choose to set up the following:

- Set up authorisation rules.

  Open: Purchase Order Processing > POP Utilities > System Set Up > Maintain Authorisation Rules.

  a. Click Add to create a new rule.

- Create rule groups for authorisation rules.

  Open: Purchase Order Processing > POP Utilities > System Set Up > Maintain Authorisation Rules.

  a. Enter a Rule Group for your authorisation rule.

- Create authorisation rules for project managers.

  To assign a project manager to a project:

  Open: Project Accounting > Amend Project.

  a. Select the project or sub-project's Cost and Charges tab.
  b. Select the project manager from the Sage 200 user name drop-down list.

  To set a project manager as an authoriser:

  Open: Purchase Order Processing > POP Utilities > System Set Up > Maintain Authorisation Rules.

  a. Select Project Manager as the authoriser for an authorisation rule.

- Choose whether unauthorised purchase orders can be processed.

  You cannot print an unauthorised purchase order.

  To allow processing of unauthorised purchase orders:

  Open: Purchase Order Processing > POP Utilities > System Set Up > POP Settings | Order Processing.

  a. Select Allow processing of unauthorised orders to record the receipt of goods, or the receipt of the purchase invoice, for unauthorised purchase orders.

  If this option is cleared, you cannot receive goods or record the purchase invoice, if a purchase order is not authorised.

  Note: This option is selected by default.

- Set up alternative authorisers.

  To set up alternative authorisers:

Open: Purchase Order Processing > POP Utilities > System Set Up > Maintain Alternative Authorisers.

a. Click Add to select Alternative authorisers.

To allow your usual authorisers to set their own alternatives:

Open: Purchase Order Processing > POP Utilities > System Set Up > Authorisation Out of Office.

a. Select an Alternative authoriser.

- Set up a Super Authoriser.

  Open: Sage 200 System Administration > Features > Purchase Order Processing > Administration.

  a. Right-click Purchase Order Super Authoriser Permission and select Role Authorisation.

  b. Add the role that you want to assign as the Super Authoriser to the Authorised Roles list.

- Set up email notifications.

  a. Enter your email server settings.

     Open: Sage 200 System Administration > Messaging > Email Settings.

     i. Click Edit.

     ii. Enter your email server settings.

  b. Enter the Sage 200 Notifications web service address.

     Open: Sage 200 System Administration > Messaging > Notifications Service.

     i. Click Edit.

     ii. Enter the Notifications Web Service Address.

  c. Choose to use email notifications.

     Open: Sage 200 System Administration > Messaging > Purchase Order Authorisation.

     i. Click Edit.

     ii. Select Use email notifications.

  d. Enter an email address for each Sage 200 user receiving email notifications.

     Open: Sage 200 System Administration > Users.

    i. Select a Logon Name.
    ii. Select the General tab and choose Receive Notifications via Email.
    iii. Select the User details tab and enter the user's email address.

- Set up Remote Authorisation.
  a. Install the remote authorisation web site.
    i. Select Remote Authorisation from your Sage 200 installation file.

  b. Set up the Sage Notifications web service:

    Open: Sage 200 System Administration > Messaging > Notifications Service.

    i. Click Edit.
    ii. Enter the Web Service Address.

    This is the location of the Sage Notifications web service.

    For example:

    http://*name of machine where Sage 200 web server installed*/Sage200WebServices/SageNotificationsService.asmx.

  c. Add a link to the remote authorisation website on email notification messages.

    Open: Sage 200 System Administration > Messaging > Purchase Order Authorisation.

    i. Click Edit.
    ii. Select Include Remote Authorisation link in Email to add a link to the remote authorisation website on email notification messages.
    iii. Enter the Remote Authorisation Web Address.

    This is the location of the Remote Authorisation website.

    For example: http://*name of machine where Sage 200 remote authorisation web service installed*/Sage200Remote Authorisation.

3

Analysis codes

The creation and use of analysis codes has been streamlined across the Sage 200 suite. This makes it quicker and easier to get information and reports from Sage 200.

You can still use analysis codes to sort and report on your Sage 200 data, however the way that you set up analysis codes has changed.

All analysis codes and their values are created in the Accounting System Manager module. You apply these analysis codes to the Sales Ledger, Purchase Ledger, Sales Order Processing, Purchase Order Processing and Stock Control, BOM and Manufacturing modules. You can use up to 20 analysis codes per module.

If required, you can use a different Field Label for each analysis code to show which module it is being used in. For example, you could have an analysis code of Region that is used for both your sales and purchases. You set up a Region analysis code in the Accounting System Manager and then create a Field Label of Sales Region in the Sales Ledger and Purchase Region for the Purchase Ledger.

For users of previous versions of Sage 200, the analysis codes will have been upgraded so that they work in Sage 200 v2010. Please see Upgrading analysis codes from Sage 200 v2009 to v2010 for detailed information.

To set up analysis codes in Sage 200 v2010

1. Create all the Analysis codes and Values in the Accounting System Manager module:
    a. Open: ASM > Settings > Maintain Analysis Codes.

       If applicable, specify which is the Default value.

   b. Choose:
      - Enter Free Text if you want Sage 200 users to be able to change the Value when adding the code to an account, order or transaction.
      - Add New On Entry, if you want Sage 200 users to be able enter a new Value when adding the code to an order or transaction.

2. Choose which analysis codes you want to use. You must do this in each module.

   You can specify a different Field Label for the analysis codes for individual modules. The Field Label is used as report criteria, as a column in workspaces and as the Analysis Code within the module.

   Open: SL > Utilities > Ledger Set Up > Maintain Analysis Codes.

   Open: PL > Utilities > Ledger Set Up > Maintain Analysis Codes.

   Open: SOP > SOP Maintenance > Maintain Analysis Codes.

   Open: POP > SOP Maintenance > Maintain Analysis Codes.

   Open: SC > Stock Maintenance > Maintain Analysis Codes.

   Open: BOM > Utilities > System Set Up > BOM settings | Analysis Codes.

   Open: Estimating Records > Amend Estimate - Full | Analysis Codes.

   Open: Works Orders > Records > Batch > Amend Works Order | Analysis Codes.

   Open: Works Orders > records > One-off > Amend Works Order | Analysis Codes.

3. In the Sales Order Processing and Purchase Order Processing modules, click Edit and choose:
   - Allow analysis code to be amended for each order/return if the value can be changed when the order/return is entered.
   - Get default value from customer code to use the default values set in the customer/supplier account.
   - Use stock item history value for to add this analysis code to related stock transactions for the stock item in the Stock Control module.

4. In the Sales Order Processing and Purchase Order Processing modules, analysis codes are added to the order or return header and to individual lines.

   Choose whether you want to Allow amendments of analysis codes on the order header and /or order lines in the SOP and POP settings:
   - Open SOP > SOP Utilities > System Set Up > SOP Settings | Order Entry.
   - Open POP > POP Utilities > System Set Up > POP Settings | Order Entry.

Upgrading analysis codes from Sage 200 v2009 to v2010

Although analysis codes are set up differently in Sage 200 v2010, you can use the analysis codes in the same way and generate the same reports as in v2009.

All analysis codes and their values that have been used in Sage 200 v2009 are created in the Accounting System Manager module in v2010. All the analysis codes will have the Enter as Free Text and Add New Value options selected automatically.

If you have used the same analysis code in two places in Sage 200 v2009, it will be created as two separate analysis codes in v2010. One of the code names will contain a (1).

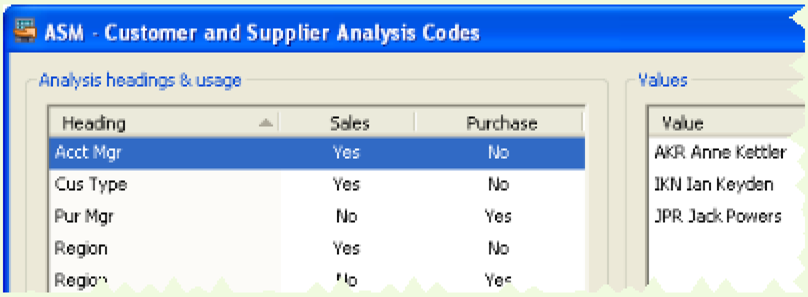
For example, you have used the analysis code Region for both the Sales Ledger and Purchase Ledger in v2009. In v2010, you will have analysis codes of Region, and Region (1). The values for Region will be taken from the Sales Ledger. The values for Region (1) will be taken from the Purchase Ledger.

- Customer and supplier analysis codes and values in v2009 will be created as analysis codes and values in the Accounting System Manager module. These are applied to the Sales and Purchase Ledger in v2010.

Note: In Sage 200 v2010, you can have up to 20 analysis codes assigned to each customer or supplier. When you upgrade to Sage 200 v2010, the first 20 of the trader analysis codes from previous versions of Sage 200 will be mapped to the new analysis codes in v2010. If you have more than 20 trader analysis codes, the remainder will not be converted.

The following table shows an example of how customer and supplier analysis codes set up in v2009, will appear in v2010.

<table>
<tr>
<td rowspan="1">Sage 200 v2009</td>
<td>ASM</td>
<td>
Open: Accounting System Manager > Settings > Customer and Supplier Analysis Codes.



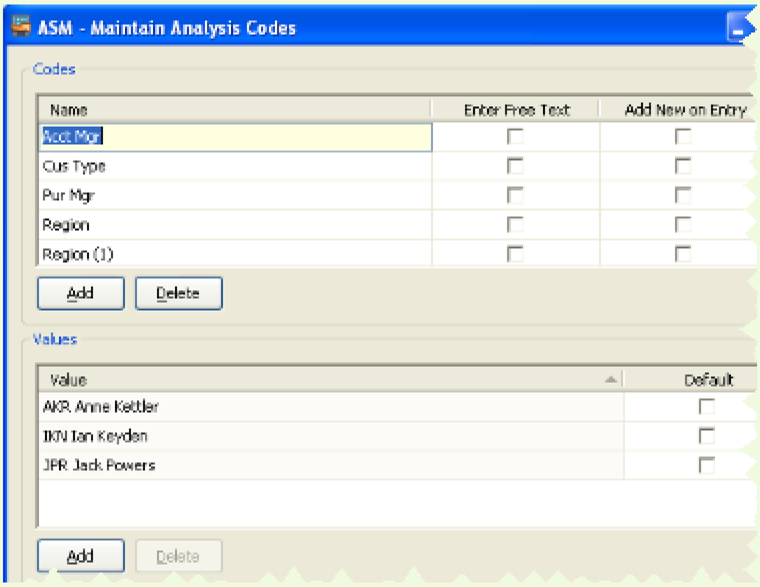
ASM - Customer and Supplier Analysis Codes

Analysis headings & usage

<table>
<tr><th>Heading</th><th>Sales</th><th>Purchase</th></tr>
<tr><td>Acct Mgr</td><td>Yes</td><td>No</td></tr>
<tr><td>Cus Type</td><td>Yes</td><td>No</td></tr>
<tr><td>Pur Mgr</td><td>No</td><td>Yes</td></tr>
<tr><td>Region</td><td>Yes</td><td>No</td></tr>
<tr><td>Regio</td><td>lo</td><td>Ye</td></tr>
</table>

Values

<table>
<tr><th>Value</th></tr>
<tr><td>AKR Anne Kettler</td></tr>
<tr><td>IKN Ian Keyden</td></tr>
<tr><td>JPR Jack Powers</td></tr>
</table>
</td>
</tr>
<tr>
<td rowspan="3">Sage 200 v2010</td>
<td>ASM</td>
<td>
Open: Accounting System Manager > Settings > Maintain Analysis Codes.



ASM - Maintain Analysis Codes

Codes

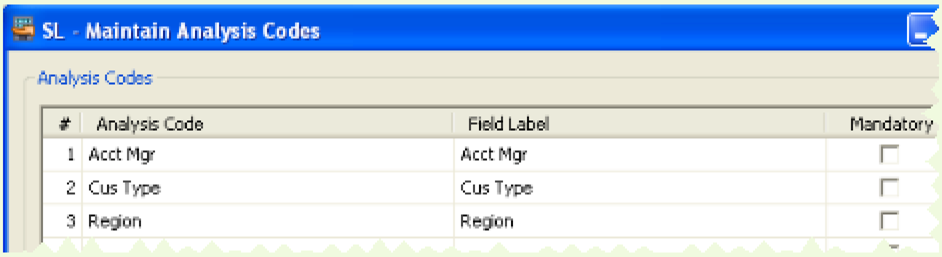
<table>
<tr><th>Name</th><th>Enter Free Text</th><th>Add New on Entry</th></tr>
<tr><td>Acct Mgr</td><td>☐</td><td>☐</td></tr>
<tr><td>Cus Type</td><td>☐</td><td>☐</td></tr>
<tr><td>Pur Mgr</td><td>☐</td><td>☐</td></tr>
<tr><td>Region</td><td>☐</td><td>☐</td></tr>
<tr><td>Region (1)</td><td>☐</td><td>☐</td></tr>
</table>

Add Delete

Values

<table>
<tr><th>Value</th><th>Default</th></tr>
<tr><td>AKR Anne Kettler</td><td>☐</td></tr>
<tr><td>IKN Ian Keyden</td><td>☐</td></tr>
<tr><td>JPR Jack Powers</td><td>☐</td></tr>
</table>

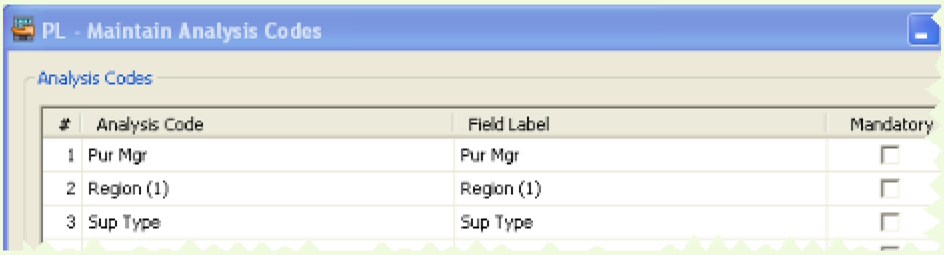
Add Delete
</td>
</tr>
<tr>
<td>SL</td>
<td>
Open: Sales Ledger > Utilities > Ledger Set Up > Maintain Analysis Codes.



SL - Maintain Analysis Codes

Analysis Codes

<table>
<tr><th>#</th><th>Analysis Code</th><th>Field Label</th><th>Mandatory</th></tr>
<tr><td>1</td><td>Acct Mgr</td><td>Acct Mgr</td><td>☐</td></tr>
<tr><td>2</td><td>Cus Type</td><td>Cus Type</td><td>☐</td></tr>
<tr><td>3</td><td>Region</td><td>Region</td><td>☐</td></tr>
</table>
</td>
</tr>
<tr>
<td>PL</td>
<td>
Open: Purchase Ledger > Utilities > Ledger Set Up > Maintain Analysis Codes.



PL - Maintain Analysis Codes

Analysis Codes

<table>
<tr><th>#</th><th>Analysis Code</th><th>Field Label</th><th>Mandatory</th></tr>
<tr><td>1</td><td>Pur Mgr</td><td>Pur Mgr</td><td>☐</td></tr>
<tr><td>2</td><td>Region (1)</td><td>Region (1)</td><td>☐</td></tr>
<tr><td>3</td><td>Sup Type</td><td>Sup Type</td><td>☐</td></tr>
</table>
</td>
</tr>
</table>

Sales Order Processing and Purchase Order Processing analysis codes

- Analysis codes and values set up in v2009 as specific to SOP or POP will be created as analysis codes and values in the Accounting System Manager module and applied to the Sales Order Processing or Purchase Order Processing modules in v2010.
- If an analysis code in v2009 has a default value specified, this value will be selected as the default value for that code in the Accounting System Manager in v2010.
- If a SOP or POP analysis code is created without a default value in v2009, the analysis code will be created in v2010 in the Accounting System Manager with a blank default value.
- Any analysis codes in v2009 that have a blank default value, will also have a blank value in v2010 in the Accounting System Manager and will be Mandatory.

  A blank default value occurs in v2009 when Left Blank is selected and Amended for each order line is not.
- If you use analysis codes from the customer or supplier accounts for your sales and purchase orders in v2009, these analysis codes will have the Get default from customer code option selected in v2010.
- Any analysis codes in v2009 that have the Include analysis code in the item history option selected, will have the Use stock item history value option selected in v2010.
- In Sage 200 v2010, you can add analysis codes to additional charge and comment lines on SOP and POP orders, quotes and pro formas. This was not possible in previous versions of Sage 200.
  When upgrading to Sage 200 2010, any orders created in previous versions of Sage 200 will not have analysis codes values added to additional charge and comment lines.

  In Sage 200 v2010, where you have used Mandatory analysis codes on your SOP and POP orders, Sage 200 expects to see analysis code values on your additional charge and comment lines. Therefore, when you amend an order in Sage 200 v2010 which has Mandatory analysis codes applied, you will see a Line analysis code error message.

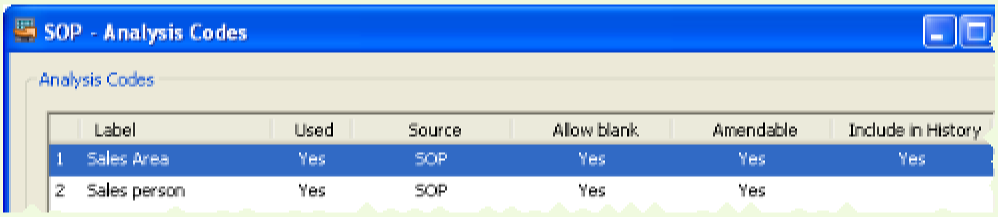
  To resolve this you can either:

  - Add the relevant analysis code values to the additional charge and comment lines when amending the order.

- Remove the Mandatory setting from the analysis codes in the SOP and POP modules.

The following table shows an example of how SOP / POP analysis codes, set up in the Sales Order Processing and Purchase Order Processing modules, will appear in Sage 200 v2010.

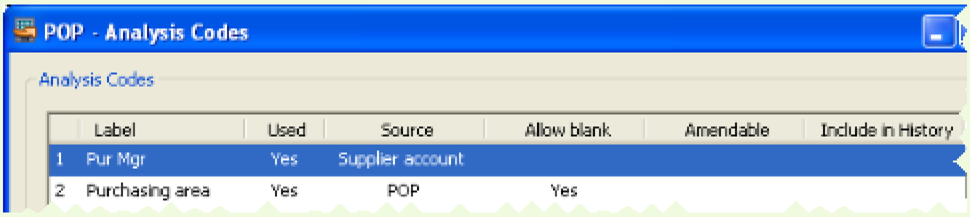
<table>
<tr>
<td>Sage 200 v2009</td>
<td>SOP</td>
<td>
Open: Sales Order Processing > SOP Maintenance > Analysis Codes.



SOP - Analysis Codes

Analysis Codes

<table>
<tr><th></th><th>Label</th><th>Used</th><th>Source</th><th>Allow blank</th><th>Amendable</th><th>Include in History</th></tr>
<tr><td>1</td><td>Sales Area</td><td>Yes</td><td>SOP</td><td>Yes</td><td>Yes</td><td>Yes</td></tr>
<tr><td>2</td><td>Sales person</td><td>Yes</td><td>SOP</td><td>Yes</td><td>Yes</td><td></td></tr>
</table>
</td>
</tr>
<tr>
<td></td>
<td>POP</td>
<td>
Open: Purchase Order Processing > POP Maintenance > Analysis Codes.



POP - Analysis Codes

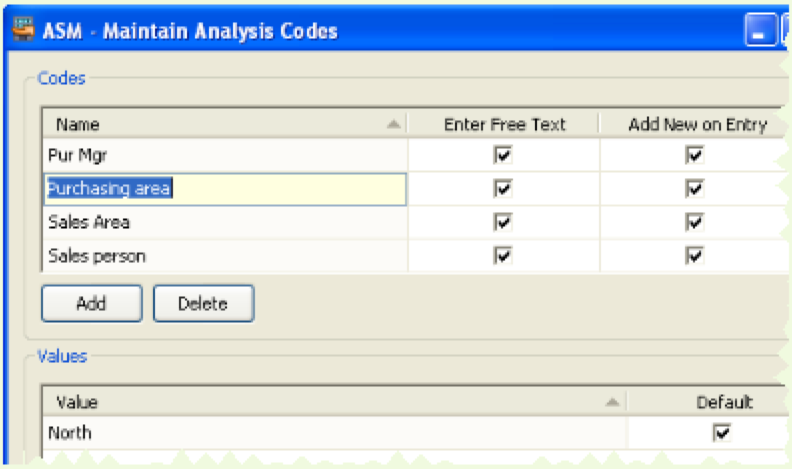
Analysis Codes

<table>
<tr><th></th><th>Label</th><th>Used</th><th>Source</th><th>Allow blank</th><th>Amendable</th><th>Include in History</th></tr>
<tr><td>1</td><td>Pur Mgr</td><td>Yes</td><td>Supplier account</td><td></td><td></td><td></td></tr>
<tr><td>2</td><td>Purchasing area</td><td>Yes</td><td>POP</td><td>Yes</td><td></td><td></td></tr>
</table>
</td>
</tr>
</table>

Sage 200 v2010

ASM

Open: Accounting System Manager > Settings > Maintain Analysis Codes.



ASM - Maintain Analysis Codes

Codes

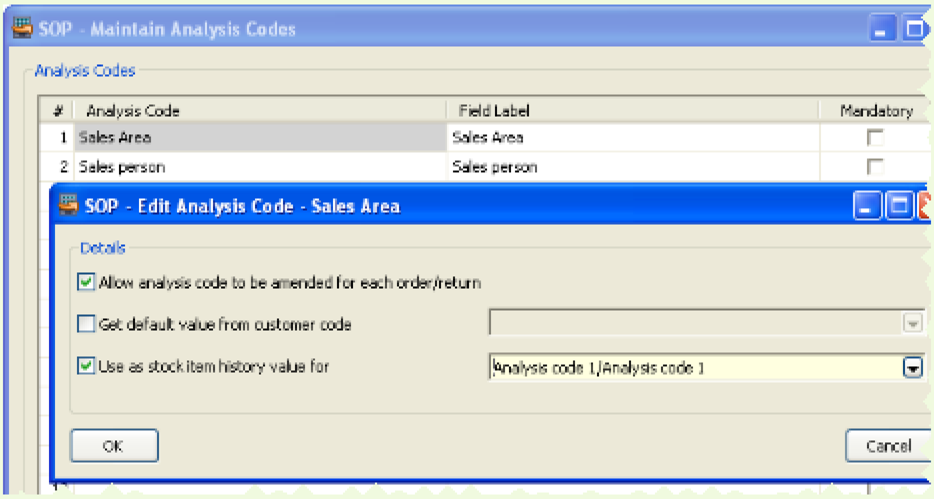
Name	Enter Free Text	Add New on Entry
Pur Mgr	☑	☑
Purchasing area	☑	☑
Sales Area	☑	☑
Sales person	☑	☑

Values

Value	Default
North	☑

SOP

Open: Sales Order Processing> SOP Maintenance > Maintain Analysis Codes.



SOP - Maintain Analysis Codes

Analysis Codes

#	Analysis Code	Field Label	Mandatory
1	Sales Area	Sales Area	☐
2	Sales person	Sales person	☐

SOP - Edit Analysis Code - Sales Area

Details

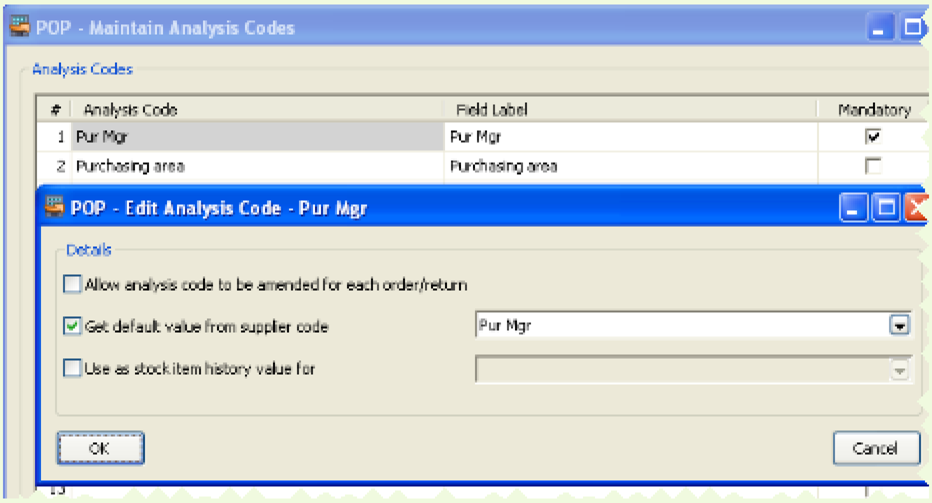
☑ Allow analysis code to be amended for each order/return

☐ Get default value from customer code

☑ Use as stock item history value for: Analysis code 1/Analysis code 1

POP

Open: Purchase Order Processing > POP Maintenance > Maintain Analysis Codes.



POP - Maintain Analysis Codes

Analysis Codes

#	Analysis Code	Field Label	Mandatory
1	Pur Mgr	Pur Mgr	☑
2	Purchasing area	Purchasing area	☐

POP - Edit Analysis Code - Pur Mgr

Details

☐ Allow analysis code to be amended for each order/return

☑ Get default value from supplier code: Pur Mgr

☐ Use as stock item history value for

Stock Control analysis codes

- Analysis codes that have been used for stock transactions in v2009, will be created as three analysis codes in the Accounting System Manager. They are applied to the Stock Control module in v2010 in the new Stock Maintenance > Maintain Analysis Codes window.

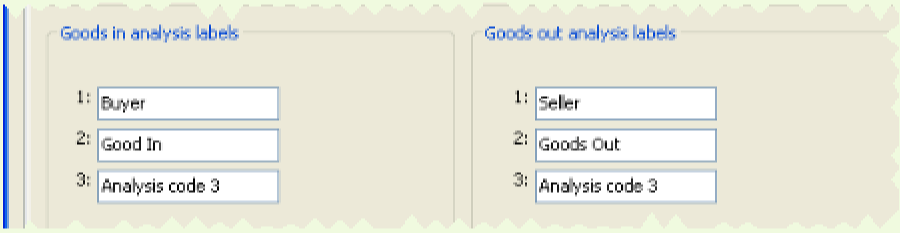
  Each analysis code name in v2010, is made up of the Goods In Label followed by the Goods Out Label. This is set in the Stock Control Settings|Configurable Names in v2009. For example, Goods In 1/Goods Out 1.
- The analysis codes created in the Accounting System Manager in v2010 will not have any values, as the values were entered as free text in v2009.

  This also allows you to continue to enter free text values on stock transactions in v2010.

The following table shows an example of how stock analysis codes will appear in Sage 200 v2010.

Sage 200 v2009 — **SC**

Open: Stock Control> Utilities > System Set Up > Stock Control Settings | Configurable Names.



Goods in analysis labels

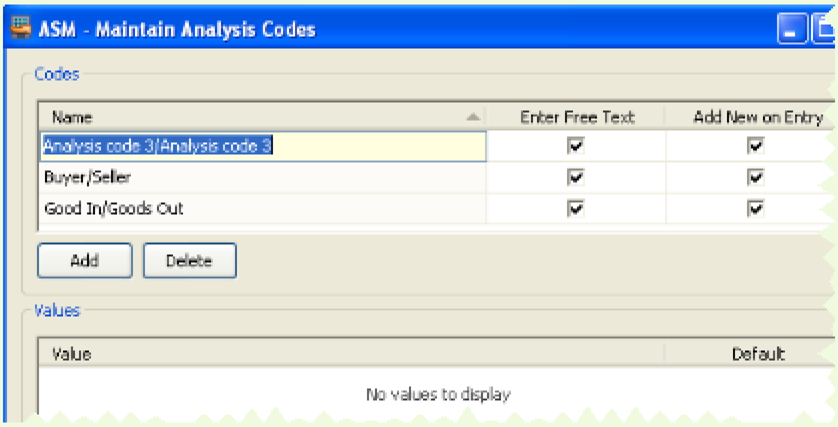
1: Buyer
2: Good In
3: Analysis code 3

Goods out analysis labels

1: Seller
2: Goods Out
3: Analysis code 3

Sage 200 v2010 — **ASM**

Open: Accounting System Manager > Settings > Maintain Analysis Codes.



ASM - Maintain Analysis Codes

Codes

Name	Enter Free Text	Add New on Entry
Analysis code 3/Analysis code 3	☑	☑
Buyer/Seller	☑	☑
Good In/Goods Out	☑	☑

Add
Delete

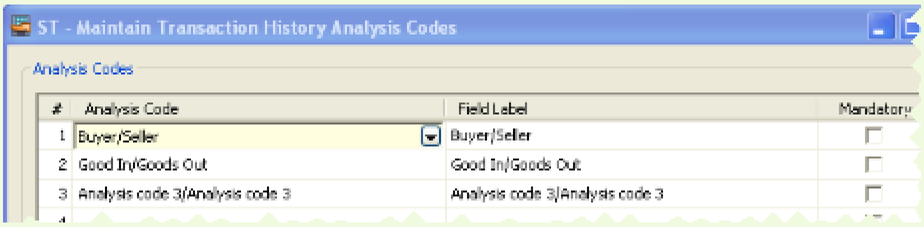
Values

Value	Default

No values to display

Sage 200 v2010 — **SC**

Open: Stock Control> Stock Maintenance > Maintain Analysis Codes.



ST - Maintain Transaction History Analysis Codes

Analysis Codes

#	Analysis Code	Field Label	Mandatory
1	Buyer/Seller	Buyer/Seller	☐
2	Good In/Goods Out	Good In/Goods Out	☐
3	Analysis code 3/Analysis code 3	Analysis code 3/Analysis code 3	☐

4

Online VAT submissions

You can now submit your VAT form directly to the HMRC or Irish Revenue from Sage 200. You can also pay your VAT via Sage e-banking (UK only).

HMRC legislation changes have meant that from 1st April 2010, all companies with an annual turnover of more than £100,000 must submit their VAT returns electronically.

The new online VAT submissions functionality in Sage 200 v2010, ensures that you can comply with HMRC regulations. It is also quicker and easier to submit and pay your VAT return.

UK online VAT submissions

The VAT Return is submitted to the HMRC via the HMRC gateway. You must enter your HMRC user ID and password to use this service.

You must have a valid UK VAT registration number. This number must be entered in the company details section of Sage 200. Your country code must be set to UK and your base currency must be Pound Sterling.

If required, you can make manual adjustments to the total box values on the VAT Return before submitting the form.

If you submit your VAT Return online, you must also pay your VAT electronically. You can do this by using the Sage e-banking service.

Irish online VAT submissions

When you select Produce a VAT Return, a VAT 3 file is created. The VAT 3 file contains your VAT 3 Return information in the file format required by the Irish Revenue.

Choose where to save the file on your PC. You must then submit this file to the Irish Revenue via your ROS (Revenue On-line Service) account.

Your country code must be set to Ireland in your company details. Your base currency must be set to the Euro. You must enter your ROS Registration number in your company details.

If required, you can make manual adjustments to the total box values on the VAT Return form before creating the file.

To submit your VAT online (UK only)

1. Enter your VAT submission details in the Nominal Ledger settings.

   Open: Utilities > Ledger Setup > Ledger settings | VAT submissions.

2. When you Produce the VAT return, enter your VAT credentials.

   Enter your User ID and Password for the HMRC Online services. Your VAT return is submitted to the HMRC.

   If it is not successful you can re-submit the return from the Period Routines > VAT Analysis | Complete periods totals window.

3. To pay your VAT return online:

   Open: Cash Book > Other Transactions > VAT Return Payment.

   Enter your bank account details.

To submit your VAT return online (Ireland only)

1. Enter your VAT submission details in the Nominal Ledger settings.

   Open: Utilities > Ledger Set Up > Ledger Settings | VAT Submissions.

2. When you Produce the VAT Return, choose where to save your VAT 3 file.

   Send the VAT 3 file to the Revenue via your Revenue Online Services (ROS) account.

5

Save an incomplete bank reconciliation

You can save a bank reconciliation as a draft. This allows you to save a partly completed reconciliation. You can then recall the reconciliation and complete it at a later date without losing the work that you have already done. This also improves your security as you can close the bank reconciliation and then pick it up later at the same stage.

To save an incomplete bank reconciliation

Open: Period End Routines > Bank Reconciliation.

1. Reconcile your bank statement.
2. To save a partially complete bank reconciliation, click Save draft.

   Once saved:

   - The reconciled status of all the selected transactions is changed to Draft.
   - The Statement Value of each transaction is saved.
   - The Statement date, Page number, Statement opening balance and Projected Closing Balance are retained.

3. To recall a draft bank reconciliation:

   Select the bank reconciliation required from the list and choose one of the following options:

Recall	The saved bank reconciliation details appear in the Bank reconciliation window. Complete the bank reconciliation in the usual way.

Delete	Select this to delete a draft bank reconciliation. Once deleted: • The Statement value check box is cleared for each reconciled transaction. • The Statement value returns to 0 (zero) for each reconciled transaction. • The Projected Balance is cleared. • The Closing Balance and Uncleared Balance are recalculated.
Start New	Select this to start a new bank reconciliation. Complete the reconciliation in the usual way. **Note:** The new bank reconciliation does not include transactions that have been saved on a previous draft reconciliation. These saved transactions appear on the new reconciliation with a Reconciled Status of Draft. You must delete the draft reconciliation to include these transactions in the new reconciliation.

6

Revalue a bank account with a zero balance

You can now revalue a bank account when the foreign currency bank balance, or the base currency bank balance is zero. This was not possible in previous versions of Sage 200.

Accounting conventions require bank balances for non-base currency bank accounts to be expressed in the balance sheet at a fixed stated exchange rate. This allows you to correctly account for you bank balances on the nominal ledger.

Revaluing a bank account where the foreign currency balance is zero

You can revalue a bank account where the foreign currency balance of the account is zero, but the base currency balance has a value.

This sets the base currency balance of the account to zero. No Old rate is calculated. A nominal ledger adjustment is posted for the value of the base currency balance.

Revaluing a bank account where the base currency balance is zero

You can revalue a bank account where base currency balance of the account is zero, but the foreign currency balance has a value.

You specify a new exchange rate for the bank account. The base currency value of the account is calculated using the foreign currency balance and the new exchange rate. No Old rate is shown. A nominal ledger adjustment is posted.

Note: You cannot revalue a bank account if the foreign currency account balance and the base currency account balance are zero.

To revalue your bank account

Open: Cash Book > Period End Routines > Foreign Bank Revaluation.

1. Select the Bank account that you want to revalue.

   If the foreign currency balance of the account is zero, confirm that you also want to make the base currency value of the account, zero.
2. Enter the Revaluation date.
3. If the currency is amendable, enter the New rate of exchange.

   The Exchange difference value is automatically calculated and displayed.
4. To revalue the bank account, click Save.

7

Import transactions to the Cash Book

You can use the Sales Ledger and Purchase Ledger Import Transactions options to import customer transactions generated from another software package into Sage 200.

You can also post receipts and payments to the Cash Book and import foreign currency receipts and payments. This means that you no longer have to enter a separate transactions into the Cash Book.

To import transactions to the Cash Book

1. Prepare an import file in CSV and XML format.

   > ? See the Sage 200 help for more information about how to prepare the import file.

2. Open Purchase Ledger > Utilities > Import > Import Transactions or Sales Ledger > Utilities > Import > Import Transactions.

   To import transactions to the Cash Book and/or import foreign currency transactions, select Update the Cash Book.

8

Additional bank reference numbers

You can now store various reference numbers associated with your suppliers' bank accounts. A new Bank tab has been added to the Supplier Account and all supplier bank account details are stored on this new tab. This is including the bank details that were previously entered on the Payments tab.

The additional reference number fields available are all for information only. They allow you to store numbers for your suppliers such as:

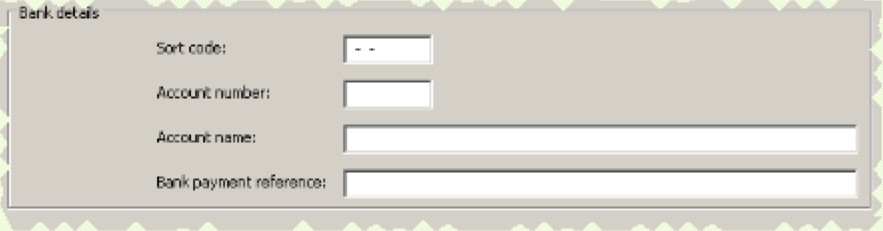
- IBAN number.
- BIC/Swift number.
- Roll number.
- BAC's reference number.
- Additional reference.

  This can be any other reference you require and can be in an alpha-numeric format.

The following table shows how the bank reference numbers appear in Sage 200 v2010.

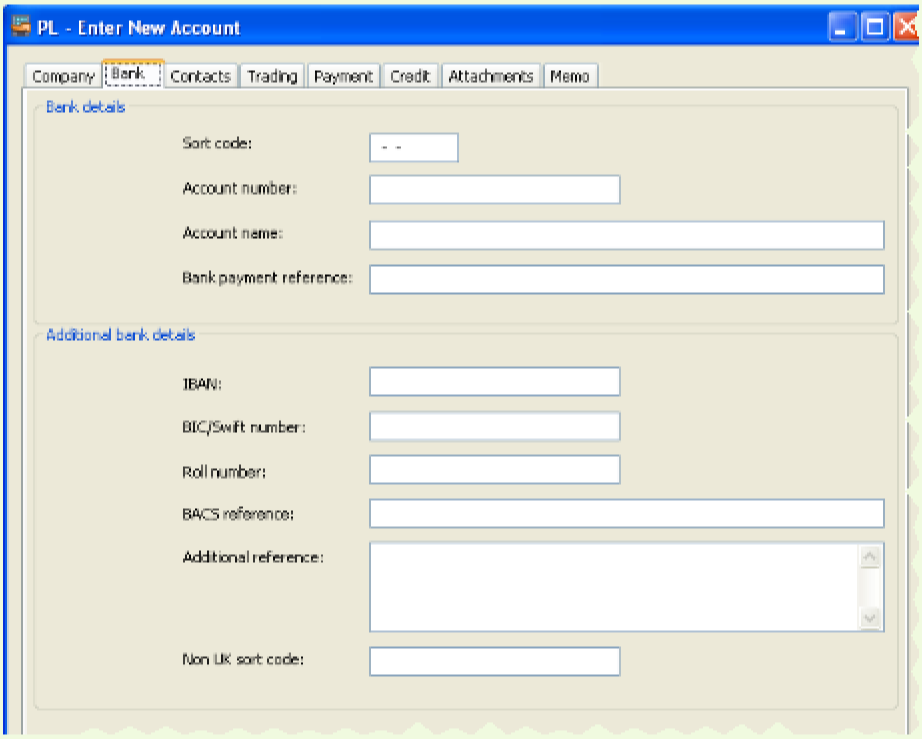
Sage 200 v2009

Open: Purchase Accounts > Enter New Account| Payment.


Bank details
Sort code:
- -
Account number:
Account name:
Bank payment reference:

Sage 200 v2010

Open: Purchase Accounts > Enter New Account | Bank.


PL - Enter New Account
Company
Bank
Contacts
Trading
Payment
Credit
Attachments
Memo
Bank details
Sort code:
- -
Account number:
Account name:
Bank payment reference:
Additional bank details
IBAN:
BIC/Swift number:
Roll number:
BACS reference:
Additional reference:
Non UK sort code:

In addition you can store your bank accounts IBAN number in the Cash Book.

Open: Cash Book > Cash Book Accounts > Enter New Account | Account details, or Cash Book > Cash Book Accounts > Amend Account Details | Account details.

To store additional bank references for your suppliers

Open: Purchase Ledger > Purchase Accounts > Enter New Account | Bank, or Purchase Ledger > Purchase Accounts > Amend Account Details | Bank.

- Enter the relevant reference numbers.

9

Change the exchange rate on invoices and credit notes

This allows you to change the exchange rate used when printing an invoice. There is now no need to amend the sales orders before the invoices are printed or to send customers additional invoices or refunds due to currency fluctuations.

For your foreign currency invoices or credit notes, you can choose to:

- Use the current exchange rate for the invoices or credit notes being printed.
- Apply a new exchange rate to the invoices or credit notes being printed.

As long as your selected the relevant settings in the Accounting System Manager, there is an additional Exchange Rates tab on the following windows:

- Sales Order Processing > Document Printing > Print Invoices.
- Sales Order Processing > Document Printing > Print Credit Notes.
- Project Accounting > Billing > Print Invoices.
- Project Accounting > Billing > Print Credit Notes.

If the exchange rate is Amendable, you can edit the exchange rate on this tab before printing the invoice.

If the customer uses a single exchange rate, you can save the new rate to the exchange rate table when you print the invoice.

If the customer uses a period exchange rate, the new rate is only applied to the invoices printed.

To change the exchange rate on an invoice or credit note

1. Select the following settings in the Accounting System Manager.

   Open: Settings > System Settings | Operational Settings.

Use exchange rates when printing invoices and credits	Select this to use the exchange rate set in the exchange rate table when an invoice or credit note is printed. • If the customer uses a single exchange rate, the invoice uses the exchange rate set in the exchange rate table. • If the customer uses a period exchange rate, the invoice uses the exchange rate based on the invoice date. **Note:** If this option is selected, Tax Only Invoices/Credit Notes and Trade Counter sales orders will always use the exchange rate set in the exchange rate table, regardless of the exchange rates entered on the Tax Only Invoice / Credit Note or Enter Sales Order - Trade Counter windows. Clear this option to use the exchange set when the sales order was entered.
Edit exchange rates when printing invoices and credits	Select this to change the exchange rate on an invoice when it is printed. **Note:** The currency must be amendable.

2. From the relevant Print Invoices or Print Credit Notes window, select the Exchange Rates tab.

   Enter the new exchange rate in the relevant column.

10

Reprint an invoice or a credit note with a new address

You can now change a customer's address when reprinting an invoice or credit note, if required. You can enter a new address or copy the address from the customer's account. You no longer need to change a customer's address in their account and then re-print the invoices.

To change an address on an invoice or credit note

Open: Document Printing > Reprint Invoice or Document Printing > Reprint Credit Note.

1. To change the address on the invoice or credit note, click Amend Address.
2. Enter the new address or click Copy from Customer to copy the address from the customer's account.
3. Click Save to add the new address to the invoice or credit note.

11

Print invoices and credit notes containing an additional charge only

You can now print an invoice or a credit note that only contains an additional charge line.

You can enter a sales order or return for an additional charge only. This means that you can generate charges and refunds on their own when necessary.

When you save a sales order or sales return that only contains an additional charge line, a message will appear. You then select whether to print the invoice or credit note immediately. Click Yes if you want to print the invoice or credit note with the additional charge only.

Note: You cannot record a payment with an order that only contains additional charges.

12

Specify a despatch date or delivery date

In the Sales Order Processing module, you can specify a despatch date or a delivery date, when confirming the despatch of goods or the return of goods.

This provides you with more flexibility and accuracy. If your company records the despatch of goods, but does not physically move the items for a number of days, you can now account for that delay in Sage 200.

This despatch or delivery date is used to:

- Record any stock transactions generated when despatching the order or recording the return of goods.
- Update the allocated quantities and stock history.
- Record the cost of sales posting if you have chosen to Generate COS posting for SOP in your Stock settings.

To specify a despatch date or a delivery date

Open: Order Processing > Goods Despatched and Received > Confirm Goods Despatched or Order Processing > Goods Despatched and Received > Confirm Goods Received.

1. Select the orders to despatch.
2. Enter a date in the Despatch date or Delivery date box. This defaults to the system date.

13

Receive text items and service/labour items with stock

You can choose whether to confirm the receipt of free text items and service/labour items on purchase orders. This allows you to check that the requested free text item or service/labour item has been received, before processing the invoice.

This makes it quicker and easier to process all types of items at the same time. It also gives you a consistent approach across sales order and purchase order processing.

To receive text items and service/labour items with stock

Open: POP Utilities > System Set Up > POP Settings | Order Processing.

1. Select from the following options for Text order lines and Service/Labour lines:
    - Confirm with Goods Received.

      Once selected Service and Free Text lines are confirmed using the POP - Confirm Goods Received window. Both stock and free text items appear on the receipt. A warning is given if the invoice is processed before receipt of the service.
    - Confirm as Service/Free Text.

      Once selected Service and Free Text lines are confirmed using the POP - Confirm Services Received window. The POP - Confirm Goods Received window is still used for normal stock items. Stock and free text items appear on separate receipts.

- Confirmation not required.

  Select this option if the service/free text line does not require receipt. You can enter the order, print an optional document, and record the invoice afterwards.

  If you select Confirmation not required from the drop-down lists, orders for such items are not required to undergo goods received processing. You will see no warnings to say that the goods have been received when entering the invoice.

2. If you select Confirm with Goods Received or Confirm as Service/Free Text, you can also choose to include the amounts for these items when creating purchase order and return accruals. If you include the amounts, these are added to the Value to be Accrued column in the Purchase Order and Return Accruals window.

14

Stocktake improvements

Changes have been made to the stock take in Sage 200, allowing you to count stock by bin location and across different warehouses at the same time.

You can now create more than one stocktake list for a warehouse, and you can count your stock items in two ways:

- By stock item.

  As in previous versions, this displays a list of all stock items stored in the selected warehouse. You can select the items individually or use the Auto Select option.
- By location (bin).

  This displays a list of all the bins in the selected warehouse. Select the bins that you want to count. All stock items in the selected bin/s are included on the stocktake sheet.

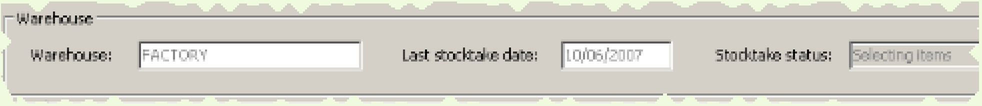
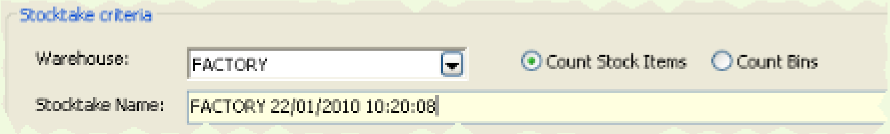
  The stocktake sheets show the stock items in short name order for each bin. Each bin prints on a separate page.

  Note: The bin names in Sage 200 are not case-sensitive. Therefore bins with the same name but with different cases, such as BIN, Bin, or bin, are all treated as a single entity.

You can create multiple stocktake sheets for each warehouse. However, each stocktake sheet for the same warehouse must use the same method of counting the stock. For example, once you create a stocktake sheet for a warehouse to Count items by bin, all other new stocktake sheets are also set to Count items by bin, until the stocktake sheets are deleted or completed.

An individual stock item or bin can only appear on a stocktake sheet once. For example, if you have included 'BIN 1' on a stocktake sheet, ' BIN 1' does not appear on the list of bins for any new stocktake sheets, until the stocktake sheets are deleted or completed.

The following table shows how the manage stocktake option has changed in Sage 200 v2010:

Sage 200 v2009	**Open:** Stock Control > Adjustments > Manage Stocktake.  Warehouse Warehouse: FACTORY Last stocktake date: 10/06/2007 Stocktake status: Selecting Items
Sage 200 v2010	**Open:** Stock Control > Adjustments > Manage Stocktake.  Stocktake criteria Warehouse: FACTORY ● Count Stock Items ○ Count Bins Stocktake Name: FACTORY 22/01/2010 10:20:08

To create a stocktake sheet

Open: Stock Control > Adjustments > Manage Stocktake.

1. The stocktake lists includes the name of the stocktake and the counting Method.

   Select Show completed stocktakes to view stocktake sheets with a Complete status.
2. Click New List.
3. Select the warehouse from the drop-down list.
4. Enter a name for the stocktake sheet. This defaults to the name of the warehouse and the current date and time.
5. Choose how you want to count your stock and click Display.
   a. Count stock items

      Select this to count specified stock items in the warehouse.
   b. Count bins

      Select this to count all the stock items stored in a specified bin.
6. Select the stock items that you want to count.
7. Click OK to save the stocktake sheet.

15

Stock valuation report

You can now use the Valuation report to see your stock item levels and their value at the end of a specified date in the past. This allows you to continue processing at the month end knowing that you can print your stock valuation reports later.

If you produce a Valuation report for current date, the stock levels and value are calculated for:

- Confirmed items only.

  Confirmed stock items are where the cost of an item is already known and recorded
- Confirmed plus the unconfirmed stock items.

  Unconfirmed stock items are where goods have been received, but the actual cost is not known.

In Sage 200 v2009, the stock value was calculated for the Confirmed plus unconfirmed stock level only.

If you produce the report retrospectively, only the confirmed stock levels and value are included.

How the stock levels and value are calculated for a retrospective valuation report

- Quantity.

  This the confirmed stock level for the item. The retrospective quantity is calculated by reversing the transactions entered for the stock item from the current date back to the specified valuation date.

- Value.

  This is the value of the confirmed stock level (Quantity).

The retrospective stock value is calculated differently depending on the Costing Method used for each stock item.

See the Sage 200 online help for more information and examples of how the stock value is calculated.

To produce a retrospective stock valuation report

1. You must have:
    - Chosen to Keep movement history on the product group for all the stock items you want to include on the report.
    - Made sure you have not deleted your stock transaction history for the date you want to run the report.
2. Produce the stock valuation report:
    a. Open:Stock Control > Reports > Status > Valuation.
    b. Enter the date in the past that you want to run the report for, as the Valuation date.

       The stock levels and value are calculated as at the end of the day specified.

The next section lists some commonly asked questions about the stock valuation report.

FAQs: The stock valuation report

1. Why is my retrospective stock valuation report different to my current stock valuation report run for the same date?

   This can be due to the following:

   - If the current stock valuation report includes the value of both confirmed and unconfirmed stock items.
   - If you have revalued your stock, for stock items using the FIFO and Actual costing methods.
   - If you have recorded stock items in your warehouse as 'sold' before you have recorded the same stock items as 'received'.
   - If the standard cost price on a stock item is changed more than once in the same day, and the current valuation report was produced before the final price change.
   - If transactions have been backdated.
   - If you have chosen to Update stock quantities when the invoice is posted in the SOP settings.

2. When I produce a retrospective stock valuation report, why are some items not shown on the report?

   - The stock item has stock level of zero for the date specified on the report. Stock items with a level of zero are excluded from the report.
   - The stock item has no cost or transaction history for the valuation date specified for the report.

     If this is the case, the following message is printed at the end of the report: Stock items will be excluded from this report if no cost or transaction history is available for the selected date.

     This occurs if you have deleted the archived stock history for that item.

3. I've upgraded to Sage 200 v2010; why are stock items using standard or average costing methods not included on a retrospective valuation report?

   - This is because prior to Sage 200 v2010, there was no history of the changes to standard and average cost of a stock item.

     When you first upgrade to Sage 200 v2010, your standard and average cost history will be updated with your stock item's current standard and average cost prices. Any subsequent changes to the standard and average cost prices of your stock items, will be recorded. This allows you use a retrospective stock valuation report for your stock items that use the standard and average costing methods after the date you upgrade to Sage 200 v2010.

16

Control who can enter timesheets and expense claims for your projects

If you are using the Project Accounting module, you can link your Sage 200 users, listed as Resources, to specific projects. Once linked, you can use Project Filtering to make sure your resources can only enter timesheets and expense claims for those linked projects.

This will make it quicker for your users to enter timesheets as they will only see the projects on which they are working. It also reduces the possibility of entering items against the wrong project.

You can set this up by project or by resource.

In addition you choose whether your Resources can enter timesheets and expense claims on behalf other people. You can use Resource Filtering to decide which Sage 200 users can enter timesheets and expenses on behalf of other resources. You set up two lists of resources:

- Can enter for

  These are the people (other resources), that this resource can enter timesheets and expense claims for.

- Can be Entered By

  These are the people (other resources), that can enter timesheets and expense claims on behalf of the specified resource.

To set up project filtering

1. To set project filtering up by project:

   Open: Project Maintenance > Manage Project Filtering (by Project).

   a. Select the project from the Code drop-down list.
   b. Add the relevant resources to the project.

2. To set up project filtering by resource:

   Open: Project Maintenance > Manage Project Filtering (by Resource).

   a. Select the resource from the Code drop-down list.
   b. Add the relevant projects to the resource.

3. To activate project filtering, you must select Filter Projects on each resource's record.

   Open: Project Accounting > Project Maintenance > Resources.

   a. Select Filter Projects.

   If this is not selected, the resource will be able to enter timesheets and expense claims for all projects.

To set up resource filtering

1. Make sure your resource has permission to enter timesheets and expenses on behalf of other people. This is set in the Resource record:

   Open: Project Accounting > Project Maintenance > Resources.

   a. Select the relevant Permissions.

2. Set up your resource filtering:

   Open: Project Accounting > Project Maintenance > Manage Resource Filtering.

   a. Select the resource.
   b. Select the Can Enter For tab.

      Add the other resources that this resource can enter timesheets and expense claims for.

   c. Select the Can be entered by tab.

      Add the resources who can enter timesheets and expense claims for this resource.

3. To activate resource filtering, select Filter resources on the relevant resource records.

   If this is not selected, the resource will be able to enter timesheets and expense claims for all other resources.

17

Period budgets for projects

You now enter your period budgets when you create or amend your project. This allows you set period budgets on any item. Your budgets are totalled and carried forward, up each level in the project structure. For example, if you use project item budgets, these are added together to create the budget for the relevant group level.

The Allow budgets to be displayed by accounting period option in the Budgeting settings has been removed. You must now select Use period budgets for your project, group, or project item, on the Costs and charges tab.

You enter the quantity and value for each relevant period. The budgets are totalled and displayed on the Costs and charges tab. You cannot enter period budgets and total budgets for the same level of the project hierarchy.

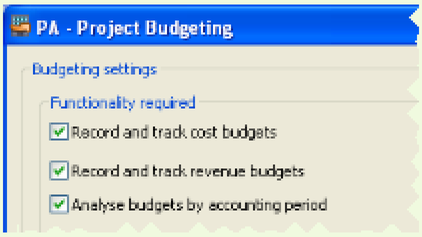
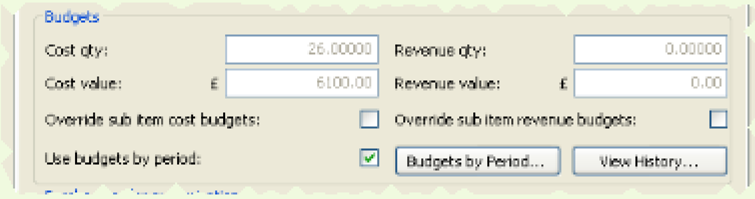
If you report or enquire on your project by period, only the relevant period budgets will be displayed and totalled.

> ? The reports and enquiries calculate period budgets differently depending on how the period budgets have been applied to project hierarchy. Search for the 'Enter budgets' topic in the Sage 200 help for more information.

Upgrading from Sage 200 v2009 to Sage 200 v2010

If you have entered period budgets for an item in v2009, this item will automatically have the Use period budgets option selected in v2010.

The following table shows how to activate period budgets in Sage 200 v2009 and in Sage 200 v2010.

Sage 200 v2009	**Open:** Project Accounting > Utilities > System Set Up > Project Accounting Settings | Features > Budgeting Settings.  PA - Project Budgeting Budgeting settings Functionality required ☑ Record and track cost budgets ☑ Record and track revenue budgets ☑ Analyse budgets by accounting period
Sage 200 v2010	**Open:** Project Accounting > Projects > Amend Project.  Budgets Cost qty: 26.00000 Revenue qty: 0.00000 Cost value: £ 6100.00 Revenue value: £ 0.00 Override sub item cost budgets: ☐ Override sub item revenue budgets: ☐ Use budgets by period: ☑

To enter period budgets

Open: Projects > Amend Project.

1. Select the relevant project, group, or project item from the project structure.
2. To enter your budgets, select the Cost and Charges tab.
3. To enter period budgets, select Use period budgets. Click Budgets by Period to enter your budget quantities and values for each relevant period.

Note: If you have entered period budgets and then clear the Use budgets by period option, the period budget values are removed.

18

Project reports and workspaces

New reports and workspaces have been added to the Project Accounting module for Sage 200 v2010. They have been designed to give more choice and flexibility when interacting with your project data.

New project reports

- Cost Analysis report.
- Cost Analysis (by Structure) report.
- Revenue Analysis report.
- Revenue Analysis (by Structure) report.
- Profitability Breakdown report.
- Profitability Breakdown (by Structure) report.
- Cost Transactions report.
- Nominal Transactions report.
- Revenue Transactions report.

Note: You can choose to separate each level of the project hierarchy on the ...by Structure reports. To enter a separator, open Project Accounting > Utilities > System Setup > Project Accounting Settings | Miscellaneous, and enter your preferred Hierarchy separator.

Project Accounting workspaces

- Projects workspace.

  This workspace shows the status and details of your projects for the current period.
- Project Actual Costs by Period workspace.

This workspace shows the actual costs for your projects split over each period in the current financial year.

- Project Actual Net Profit by Period workspace.

  This workspace shows the net profit for your projects split over each period for the current financial year.

- Project Profitability workspace.

  This workspaces shows the net profit for the current period and the net profit to date for your projects.

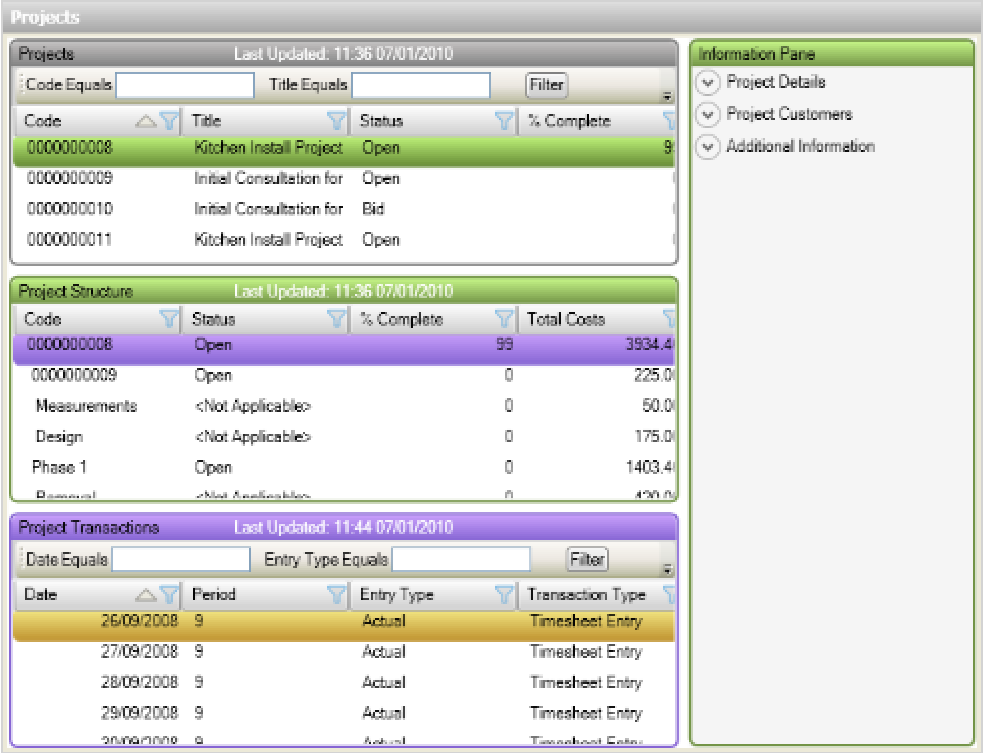
To access the new project accounting reports

Open: Project Accounting > Reports > Analysis.

Open: Project Accounting > Reports > Transactions.

To access the project accounting workspaces

- Select Workspaces from the navigation bar.



Projects Last Updated: 11:36 07/01/2010

Code Equals Title Equals

Code	Title	Status	% Complete
0000000008	Kitchen Install Project	Open	9
0000000009	Initial Consultation for	Open	
0000000010	Initial Consultation for	Bid	
0000000011	Kitchen Install Project	Open	

Project Structure Last Updated: 11:36 07/01/2010

Code	Status	% Complete	Total Costs
0000000008	Open	99	3934.4
0000000009	Open	0	225.0
Measurements	<Not Applicable>	0	50.0
Design	<Not Applicable>	0	175.0
Phase 1	Open	0	1403.4

Project Transactions Last Updated: 11:44 07/01/2010

Date Equals Entry Type Equals

Date	Period	Entry Type	Transaction Type
26/09/2008	9	Actual	Timesheet Entry
27/09/2008	9	Actual	Timesheet Entry
28/09/2008	9	Actual	Timesheet Entry
29/09/2008	9	Actual	Timesheet Entry

Projects workspace

Information management

You can now display information on your workspaces as a chart. You do this by creating a chart content part. You choose the type of chart and the information you want to use for the axes and chart values.

When creating a chart you can:

- Choose the type of chart. These include pie, column, bar, line, scatter, and area charts.
- Choose the maximum number of records you want to display on your *x axis*.
- Sort the displayed data on the chart. You can sort the data using visible data fields, or by using data fields that are not displayed.
- Set your own scale for the *y axis* or use the automatic scale.
- Show the values on your displayed data fields. You can also choose the format of the values displayed.
- Include a plot line.
- Display the legend on the chart. The legend shows the names and colours of the displayed data fields.
- Filter the data displayed on the chart. You can also filter by the data that is not displayed on the chart.
- Group the data displayed on the chart.

Workspaces containing charts

In sage 200 v2010, the following workspaces contain charts:

- Allocated stock workspace.
- Live sales order status workspace.
- Credit control workspace.
- Sales document workspace.
- Payment control workspace.
- Purchase document workspace.
- Nominal transactions workspace.
- Projects workspace.

To create a chart content part

Open: Tools > Workspace Designer > Content Part Designer.

1. Click New.
2. Select Chart from the Content Part Type drop-down list.

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Report Designer

Sage 200 v2010 includes a new Report Designer module.

The new Report Designer module includes the following:

- Improvement to Variables.

  There is a new Variables browser. This has a Find option to make searching for database tables easier.

- Improvements to exporting reports to an Excel spreadsheet.

  Report Designer now works out the best place for column and row boundaries on the report.

  There is a new Excel Export options window. Use this to choose what sections include in the report.

- Improvements to criteria.

  The process of creating new criteria for report has been simplified. You can now create report criteria using the Advanced Criterion window rather then the Expression Editor.

- Improvements to filtering.

  The process of creating filters has been simplified. You can create filters using the Modify Filters window rather than the Expression Editor.

- Improvements to the Join Editor.

  You can now select and add related tables using the Join Editor.

- Multiple printer support.

  You can now choose to print different sections of a single report using a different printers or printer trays.

- Barcodes.

  You can now add barcodes to your reports.

- Protecting your pdf reports.

  You can restrict access to confidential information and stop anyone copying or printing it's contents.
- Spell checker.

  A spell checker is now included in Report Designer.

Please see the Report Designer help for further information.

Upgrading from Sage 200 v2009 to Sage 200 v2010

All the standard Sage 200 reports have been reconfigured for the new Report Designer. All standard reports in Sage 200 now have a .report, .layout, .letter or .label file extension.

If you have created your own reports using earlier versions of Sage 200, these reports have a .srt, .sly, .slt or .slb file extension. You can edit these reports using the previous version of Report Designer or convert them to the new Report Designer file extensions.

Both the old and the new version of Sage Report Designer are available in Sage 200 v2010. You can open previously edited reports and any reports created by your Business Partner or a third party developer in the old Report Designer module.

To open the new Report Designer:

Open: Report Designer > Report Designer.

To access reports via the previous version of Report Designer:

Open: Report Designer > Legacy Report Designer.

1. Select Legacy Financials Reports, legacy Commercials Reports or Legacy Project Reports, depending on the report you want to edit.
2. The Report Designer opens.

To convert your reports to the new Report Designer file extensions, see the Upgrading Report Designer section in the Deployment and Installation Guide for the Sage 200 Suite v2010.