



POWER TO RUN YOUR BUSINESS

sage

# MMS Line 50 Upgrade Guide

'Sage MMS is a very flexible and user-friendly product. I am really impressed by how much we can customise our Sage MMS, although the standard set up is excellent too. Being able to export data into other software packages and to change the design of reports has been a great benefit to us.'

**Jamie Dennis, Director, Industrial Ancillaries Ltd**



# MMS Line 50 Upgrade Guide

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# Outgrowing Sage Line 50

At Sage, we want to provide you with the software that works hardest for your business. However, company growth and development can put pressure on your software, leading to a system that no longer matches your requirements. Common changes undertaken by Sage Line 50 customers include expanding their product range, increasing their employee numbers, and starting to trade in foreign currencies. Changes like these are the trigger to reassess a business system and look at new ways of doing things.

As your business grows, you will need more and more information to keep your business on track, to respond to changes, and to make plans for the future. A single, integrated system that runs right through your business ensures that everyone, from Financial Director to Warehouse Manager, from Sales and Marketing to Customer Service, has the right information at the right time. Ask yourself if your current software solution can handle your development. If the answer is “no” or even just “not sure”, then it’s time for your business to consider upgrading to Sage MMS.



## Introducing Sage MMS

Sage MMS is Sage’s latest mid-range business solution, built on the .NET platform. It is a powerful accounts and trading solution with unrivalled usability and customisation capability. Straightforward to implement and easy to learn, Sage MMS offers the ideal solution ‘out of the box’ to many companies with complex business processes. Sage MMS is the ideal upgrade path for many Sage Line 50 customers who are experiencing growth.

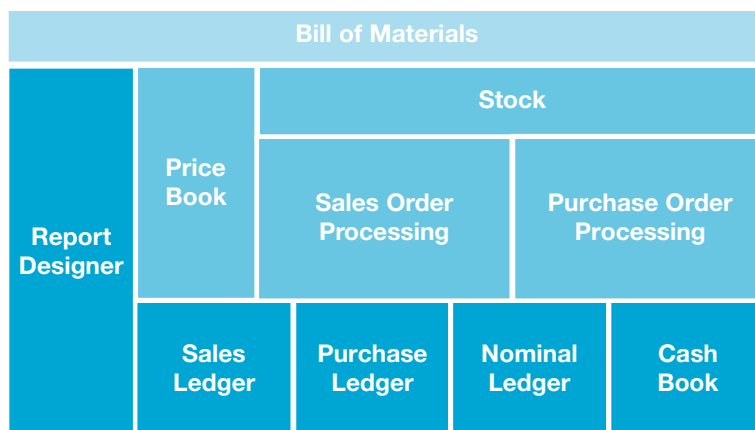
# Sage MMS - The powerful accounts and trading solution that flexes to your business.

Sage MMS shares the same look and feel as Sage Line 50, and even uses some of the same shortcut keys as in your Line 50 program. It is quick to implement and learn your way round, and can be easily customised to suit your specific requirements. It really is a 'hands-on' solution, designed to help every area of your business work smarter.

## Sage MMS: Overview

- Made up of powerful modules, designed to work together to help your business run more smoothly.
- Offers detailed reporting and analysis, to help you make more informed decisions.
- Provides you with unparalleled control over your business, from core financials to supply chain.
- Flexes to match the way your business actually works.
- Quick to install and easy to use - you are up and running in days, with minimum disruption.
- Reliable, backed by over 20 years of Sage software development.
- Network-ready, supporting multiple users simultaneously.
- Can be easily upgraded to from Sage Line 50

## Sage MMS Structure



## Sage Business Partners

Sage has built up a wide network of Business Partners. This channel enables us to provide a local presence and to offer you a more personalised service. Your Sage Business Partner is able to offer a completely tailored service, from the initial consultation and software demonstration through to installation, implementation, training and support. The flexible architecture of Sage MMS allows your Business Partner to customise the solution to exactly match your individual business processes and requirements.

## About this Guide

This guide highlights the feature differences between Sage Line 50 v10 and Sage MMS. Your Business Partner will be able to work with you to understand how these could meet the changing needs of your business.

## System Wide

Feature	Explanation	Benefit	Example
<b>Multiple users</b>	Support for higher user counts (typically up to 16 users although there is no 'hard' limit - it depends on system usage).	Supports growth in a business where additional users are required.	
<b>Security</b>	Advanced security options allowing tailored menus per user (see also Sales Order Processing for User Permissions).	Access to each area of the system is precisely controlled.	A junior purchasing staff member only has access to supplier enquiry screens plus certain Purchase Order processing screens. The Nominal Ledger, with sensitive data, is off limits.
<b>Alerts</b>	Intelligent, colour-coded alerts appear in the relevant field when a user's action could cause a problem. Amber alerts are advisory and allow the user to continue, while red alerts do not allow the user to proceed. In either case an explanation of the problem appears when the cursor is placed over the alert.	Help prevent input errors without interrupting workflow.	An invoice amount being entered will take a customer over their credit limit. The invoice amount is highlighted in amber and advisory text appears when the cursor is hovered over it. This particular user is allowed to override credit limits so can carry on if they wish.
<b>Amendability</b>	Sage MMS can be amended to remove and add screens, fields and custom controls.	The solution can be precisely tailored to meet the individual needs of the business.	A consignment number is needed for each order. The Sage Business Partner adds this as a new field to the Sales Order entry and enquiry screens. Or, you wish to automatically e-mail a customer with a picture of the product and price details when a quotation is raised. A custom script is authored and deployed by the Sage Business Partner to accomplish this.
<b>Integration</b>	Third party applications can be fully integrated with Sage MMS.	Sage MMS becomes part of a complete front- and back-office solution.	Forms can be created in Sage MMS to enter data into a third party application.
<b>Advanced Multi-currency</b>	Sage MMS contains advanced multi-currency features.	Where an increasing proportion of your trade is with foreign-currency suppliers and customers, Sage MMS offers advanced capability.	Maintain currency-specific product pricing and discounts; allow a customer to pay in more than one currency (for example, a French customer might generally pay you in Euros but might occasionally want to pay you in \$US or pounds sterling).
<b>Archiving</b>	When information is archived in Sage MMS it can be easily accessed and viewed in the same way as current information.	Information can be archived off to speed up the 'live' system but the same enquiry screens are used to access live and archived information - saving time when searching for specific information.	

# Nominal Ledger

Feature	Explanation	Benefit	Example
<b>Management analysis</b>	A flexible nominal code structure including departments and cost centres.	Allows a greater depth of analysis for all management reports.	In a kitchen company, ready-made items are sold as well as bespoke items. There's only one sales department, but P&Ls for the two different types of sales need to be tracked.
<b>Budget control</b>	Track and control budgets. Annual budgets can be assigned and custom budget profiles created to calculate monthly budgets by percentage.	Quickly create monthly budget profile based on expected quiet and busy trading months.	You load the sales budget for each quarter end with a big 'push' at year end.
<b>Support for 13 period accounting</b>	Sales and Purchase Ledgers can be configured to have 13 periods in each financial year.	13 periods in each trading year results in equal (28 day) accounting periods, allowing for more accurate comparisons of costs and revenues.	
<b>Graphical representation of nominal data</b>	Bar charts and line graphs can be used to show balance and budget for current and up to 5 previous years.	Quickly see how actuals compare with budgets.	
<b>Batch journal entry</b>	Place transactions on hold for authorisation before finally committing them to the Nominal Ledger.	Higher degree of control.	
<b>Pre-payments and accruals</b>	Automated routines allow these to be posted at any time, not just at month end.	You can get an accurate picture of your finances at any point in the month - not just at month end.	
<b>Flexible profit &amp; loss and balance sheet reporting</b>	Compare actual against budgets or prior year/prior period, utilising cost centre and departmental breakdown.	See the performance of individual areas of the business.	In the example of a kitchen supplier, are bespoke kitchen operations cost-effective?
<b>Group accounts</b>	Create custom group accounts to summarise the balance of many nominal accounts. These group accounts can be reported upon.	Retain a great degree of 'granularity' by maintaining multiple nominal accounts for similar business activities, but easily view balances across these accounts for a quick, clear view.	You have different nominal codes for business expenses for different departments, but group them together for reporting purposes.
<b>Consolidation</b>	Merge Nominal Ledger data from two or more separate companies for financial reporting, in different currencies if required.	If subsidiary companies operate in a different base currency to the head office, business-wide accounts can still be consolidated.	

## Sales Ledger

Feature	Explanation	Benefit	Example
<b>Trade in up to 100 foreign currencies</b>	The Sales Ledger will maintain turnover details of an account in both the operating currency of the customer and the base currency equivalent.	You can see the difference in aged debt due to exchange rate fluctuations and choose whether to revalue the debt or not.	A customer pays you in \$US. Based on the daily exchange rates you can revalue the debt at a time that suits you.
<b>Head office statement facility</b>	You can specify whether statements should be copied, or sent exclusively, to a customer's head office.	Flexibility to fit in with your customers' business processes.	Customer A wants all invoices sent to the branch that's placed the order, with a copy to Head Office; customer B wants invoices only sent to Head Office.
<b>Advanced credit management facilities</b>	Includes debtors letters, statement production, provisions for doubtful and bad debts and the ability to place customer accounts on hold.	A full suite of credit management tools including bad debt provision helps manage cashflow.	
<b>Batch data entry</b>	Amend, add to or delete entries of batches of transactions, before finally committing them to the Sales Ledger.	Keeps the system running fast, as large batches of transactions can be kept as 'pending' until you choose to commit them to the ledger.	

## Purchase Ledger

Feature	Explanation	Benefit	Example
<b>Trade in up to 100 foreign currencies</b>	The Purchase Ledger will maintain the turnover details of an account in both the operating currency of the supplier and the base currency equivalent.	You can see the difference in your aged debt with suppliers due to exchange rate fluctuations - helps you choose when to pay the debt.	You pay a US supplier in \$US, and choose an opportune time to pay based on daily \$/£ exchange rate differences.
<b>Factor house facility</b>	Link suppliers to a factor house who recovers payment on their behalf.	Flexibility to fit in with your suppliers' business processes.	
<b>Automated payments routine</b>	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.	Assists in cash flow management and speeds up payment processing.	

## Cash Book

Feature	Explanation	Benefit	Example
<b>Process foreign currency transactions</b>	Receipts and payments for your suppliers and customers can be entered through either the Cash Book or the Sales and Purchase Ledgers in up to 100 currencies.	The receipt/payment screens are simple to use, with foreign currency-related options automatically only appearing if a customer/supplier operates in a different currency.	
<b>Automate Standing Orders and Direct Debits</b>	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.	
<b>Graphical representation of bank account data</b>	Bank balances can be displayed graphically.	Quickly view the liquidity of all accounts.	

## Stock

Feature	Explanation	Benefit	Example
<b>A stock item may have a serial number associated with it</b>	Each item can have a serial number.	Track high value items (or other items requiring a unique ID) through the sales process, and purchasing process if necessary.	(a) Multiple computers get assembled and sold into a customer over a period of time, each with a warranty date associated with date of purchase by customer. (b) Mobile phone SIM cards are sold, each with a unique ID.
<b>Supplier serial numbers can be entered when goods are received, or new serial numbers can be self-generated</b>	Serial numbers may be created by the original manufacturer of the item and used by the distributor - or may be disregarded and the distributor's own serial numbers generated. MMS can handle both scenarios.	Flexibility: fits in with the company's way of using serial numbers.	(a) SIM cards retain their original ID from manufacturer through distribution to end customer. (b) Computers are bought in from a manufacturer, then customised with industry-specific software and hardware. The company needs each to have a new serial number indicating their own configuration.
<b>Serial numbers do not have to be unique</b>	Generally, serial numbers will be unique (particularly if self-generated). However this may not be the case if multiple suppliers are used for serial numbered items.	Flexibility to fit in with supplier serial number schemes.	Supplier x serial number for product a is the same as supplier y serial number for product a or b.
<b>Serial numbers can be autogenerated</b>	Numeric-only serial numbers can be autogenerated by entering a starting serial number and the quantity to be generated.	Saves time when entering large quantities of serial numbers.	100 SIM cards with consecutive numeric ID numbers are purchased and put into stock. Rather than key all ID numbers individually, the first serial number is entered and the remaining 99 autogenerated.
<b>A stock item may have a batch number associated with it</b>	A stock item may have a batch number associated with it.	Track items which need to be purchased, stored and sold in batches.	Wallpaper is bought and sold in batches to ensure colour consistency.
<b>Product Groups are definable as 'Traceable'</b>	Each Product Group has traceability enabled or disabled. Within an enabled group, serial and/or batch numbers may be used for each individual product if desired.	It is simple to manage traceable items, particularly if only a limited number of items are traceable.	Within their huge range of products, a DIY supplier sells only wallpaper that needs to be batch-controlled.

# Stock

Feature	Explanation	Benefit	Example
<b>Traceability numbers can be entered on receipt or subsequently</b>	Serial or Batch numbers do not have to be entered at the point that goods are received.	Flexibility to adopt the best process in each instance.	Quality checks or tests are carried out before the goods are sold.
<b>Traceable items can be specified on a picking list or defined during the 'pick and pack' process</b>	It may be more appropriate to specify the items to be sold at the Sales Order Entry stage, or (especially if there are many items the same in the warehouse) to simply record which ones are picked. Items specified on the picking list can be amended at despatch if necessary - e.g. if the specified item is found to be broken.	Flexibility to adopt the best process in each instance.	(a) Warehouse staff need to pick a customised computer with a specific configuration. (b) Warehouse staff pick the monitor box on the top of the pile.
<b>Traceable items can have 'sell-by' and 'use by' dates associated with them.</b>	Traceable items can have 'sell by' and 'use by' dates associated with them.	Effective management of perishable goods.	Food wholesaler sells dairy products with 'sell by' and 'use by' dates - so knows which products to sell first.
<b>Traceable items can have an alternative reference</b>	A new field allows an alternative reference number to be entered for each traceable stock item.	Increased flexibility.	Original computer manufacturer serial number can be recorded along with self-generated serial number for customised item, should a warranty issue arise with the original manufacturer.
<b>Short and extended stock descriptions</b>	A short description of 60 characters is available for each stock item along with along description with unlimited characters.	Fuller and more detailed product descriptions can be used for websites, invoices and other documents.	Use a concise product description on an invoice but a full product description on the website.
<b>Choice of description used for orders/invoices.</b>	You can choose to use long or short description as appropriate.	More presentable, appropriate and informative documentation.	Some products may need a longer product description (e.g. computer systems with different configurations).
<b>Ability to make stock item inactive</b>	You can set a flag to make a stock item inactive, so that it can't be ordered but remains on the system with full history.	You won't lose the history of a stock item that is no longer used, but staff won't be able to order it (and it won't appear in drop-down lists when selecting products for an order, so will speed up order entry).	Extreme example: If a problem has been found with a product, you would want to know details of every transaction without staff being able to continue selling it. The same could apply to a product that's simply been superceded.
<b>Stock item search categories</b>	Each stock item has specific fields that can be populated with keywords, used when searching for particular products.	You don't need to know stock codes to find items. Quickly find items based on product characteristics appropriate to your product lines; speed up order entry and improve customer service by quickly being able to offer a selection of products to meet customers' requirements.	Find all blue shirts in size 16.
<b>Unlimited suppliers per item</b>	The system stores additional information such as price last paid, lead time, invoiced YTD and when supplied.	Greater flexibility, assisting you to purchase from multiple suppliers.	Ideal when you always need to secure the best prices on high-volume, low-value commodity items that are readily available from multiple sources.

# Stock

Feature	Explanation	Benefit	Example
<b>Unlimited alternative stock items</b>	Unlimited alternatives to each stock item can be listed, with a preferred alternative specified.	Allows you to quickly specify a range of alternatives if a product is out of stock.	Batteries - many brands are available for each type, and for many consumers these are interchangeable.
<b>Unlimited buying prices per item</b>	The system keeps accurate record of all buying prices for all individual stock items.	Supports margin-based selling (ie cost-plus).	I have 100 of this product in stock - I paid £40 for 50 of them, 20 cost £45 and 30 cost £42.
<b>Full, independent stock location management</b>	If your business operates one or more locations (for example, warehouses divided into bays), Sage MMS can help you manage these effectively. Each location can be operated independently in terms of replenishment, sales, reporting and stock takes.	All warehouses can always have essential items in stock. Could save time and money as a complete order could be fulfilled from a single warehouse.	
<b>Drill down on allocation/on order totals to Sales/Purchase Orders</b>	Drill down to Sales Orders and Purchase Orders. Easily view which customers have been allocated a particular product.	Allows you to prioritise orders more effectively.	An order comes in from a very important customer for a product that's already allocated to other customers. You can quickly see who it's allocated to, and decide who should get the product.
<b>'Real World' stock take process</b>	Most larger businesses don't shut a warehouse to do a stock-take - they'll only count the most valuable items, or schedule stock-takes for particular products (cyclical stock-takes). Sage MMS supports both methods.	Sage MMS works the way you work.	You decide to count only items worth more than £50 that are due for a count.
<b>Monthly trading/profitability enquiry</b>	You can view the activity for each product by month in terms of sales and purchase volumes and prices.	Greater control and understanding of product activity.	
<b>Ability to prevent sales from named warehouse / stock location</b>	A particular stock location can be flagged so that sales cannot be made from it. An example would be a bonded warehouse or a location for returned goods.	Prevent sales of product that should not be sold.	You may have a warehouse or stock location that is bonded, quarantined, undertaking a stock take or that contains damaged goods - MMS will allow you to prevent sales from that warehouse.
<b>Three analysis codes per stock transaction</b>	Three customisable fields can be populated for each stock transaction.	More comprehensive information about each stock movement can be recorded and reported on.	If a stock item moves to manufacturing, who requested it? Or if promotional items are booked out to be used at a particular exhibition, this can be recorded (in such a case, the transaction wouldn't go via SOP so wouldn't be recorded elsewhere).
<b>Specify areas for internally issued goods</b>	Stock can be issued internally to individual areas of a business (as opposed to the departments defined in the Nominal Ledger).	Track internal usage of supplies; increase efficiency, accountability and budget control.	See how much stationery is used by a particular team within a department.

## Price Book

Feature	Explanation	Benefit	Example
<b>Supports simple and complex pricing schemes</b>	MMS helps you easily manage prices and discounts across your customer base. MMS Supports discount-based and price-band based price schemes. You can create 'communities' of customers to attach to either. Price schemes can therefore be as simple, or complex as your business requires.	You can create a complex pricing or discount scheme, then apply it to multiple customers without having to recreate it each time. By categorising your customers in this way you can easily make sense of the pricing that should apply to each.	You may have a pricing scheme based on discounts or on standard product price bands - Sage MMS will support both.
<b>Unlimited prices per item</b>	You can create unlimited price bands for each stock item, and rename these bands as you wish.	With unlimited price bands, Sage MMS supports more detailed pricing schemes; and with custom labels it's easier to understand and maintain prices.	You could have one price band for Retail, one for Platinum customers, one for Web sales.
<b>Prices in foreign currency</b>	A given price band can be set up with a particular currency. You can then attach customer price groups to that price band.	Easily manage prices in more than one currency.	A firm supplies the same products to the UK and countries in the Eurozone. Products are set up with dual pricing and customers are then specified as Euro or Sterling customers.
<b>Prices for different stock units of measure</b>	Set a specific price for each unit of measure (e.g. bottle, case and crate). This can be based on a multiple of the base price, or a special price for that quantity.	You can be flexible enough to easily sell products in quantities that suit different customers.	A wine merchant could offer £5 for individual bottle, £55 per 12-bottle case, £100 for 24-bottle crate.
<b>Unlimited quantity breaks for discounts</b>	Unlimited quantity discount breaks can be defined.	Greater flexibility, particularly for businesses supplying a wide range of large and small customers.	Stationery could be purchased in small quantities by individuals or departments, or much larger quantities by centralised purchasing departments.
<b>Price book validation</b>	A validation routine checks that no price / discount combinations result in negative prices or margins below required levels.	You can be sure that your pricing schemes are sensible.	

## Sales Order Processing

Feature	Explanation	Benefit	Example
<b>Deal with customer queries about existing orders swiftly</b>	List all orders, filtering by order number, invoice number or customer if required, and drill down to view the original order.	Deal with customer queries quickly and efficiently.	
<b>'Price and Availability' queries dealt with quickly</b>	With the Customer Pricing Summary enquiry screen, you can deal with speculative pricing and availability queries for a particular stock item without creating a quotation or sales order. This includes calculating any applicable discounts, being able to view stock balances across locations, plus being able to view any live sales and purchase orders for that stock item.	Quickly answer customer price/availability queries without entering a quotation or sales order.	

# Sales Order Processing

Feature	Explanation	Benefit	Example
<b>Reduce data entry</b>	Many fields can be set with default values.	Reduce the number of keystrokes and accelerate order entry.	Defaults can be set for customer delivery address, nominal code to post to for customer and cash sales, and warehouse to supply from.
<b>Choice of full or rapid order entry</b>	Rapid order entry assumes that standard pricing and delivery addresses are used. Orders can be entered with just a few keystrokes. Full order entry facilitates complete flexibility - change discounts, add non-stock items, free text items etc. Switch from one to the other as necessary.	Rapid order entry is ideal for quick entry of straightforward orders - resulting in quicker service and happier customers. If something out of the ordinary is needed, a click of a button takes them to Full Order Entry mode.	Using Rapid Order Entry, an operator realises that a different delivery address will be needed for a customer order. No problem - a click of a button takes them to Full Order Entry mode where they can do this.
<b>Trade Counter processing</b>	This order entry mode supports the sales model where goods are taken away by the customer on the spot; this could be on account or a cash transaction could take place. With a single routine MMS creates an order, allocates and dispatches stock, generates and prints an invoice.	Fast processing of orders at the counter - quicker service, happier customers.	A builder's merchant mainly supplies account customers by delivery, but has a trade counter where the public can buy items or account customers can quickly take away products with an invoice.
<b>Mix order entry types within a business</b>	One part of the business could use Trade Counter, another Full Order Entry, and another Rapid Order Entry.	Rather than one size fits all, different operators or departments can use an order entry system that suits them.	The warehouse has an outlet which uses the Trade Counter module while telesales in the office upstairs use a mix of Rapid and Full Order entry.
<b>Record payments with orders</b>	Easily take a deposit for an order (record whether full payment or deposit is received when an order is created).	Easily take deposits for high-value items and manage the subsequent payment of balances.	An account customer sends a cheque with their order for £75, but the cheque doesn't cover the order which is actually for £100. A quick call to the customer and they agree to put the balance on account. Sage MMS automatically creates an invoice that shows £75 paid and £25 still owing.
<b>Payment Method for each order stored</b>	Allowable payment methods can be pre-defined, and recorded at order entry.	Assists in reconciling expected vs actual receipts.	According to the system, the day's takings on the Trade Counter should be £1500 Switch, £75 Amex, £2000 cash. At cashing up this can be quickly reconciled against actual receipts.
<b>Profit Levels</b>	Profit levels can be shown for the full value of an order (as well as for individual line items), at order entry. This is useful to see whether the overall profitability of an order meets requirements even if individual line items do not.	Give sales people margin guidelines to allow them to win sales while protecting your profit.	
<b>Easily monitor status for order line items</b>	At an order header level, you can toggle between seeing the price details for all line items, or order status (e.g. Allocated, Dispatched, Invoiced) for all line items - without even having to drill down.	Quickly see the status of sales order items to give better customer service and save time.	Your customer calls to query an order. You see that no line items have been dispatched but 4 out of 5 have been allocated. You see that the remaining line item is waiting on a back-to-back PO. To investigate further, you drill down to see the status of that PO.

# Sales Order Processing

Feature	Explanation	Benefit	Example
<b>Show discount calculation during order entry</b>	If authorised, staff can see which discounts have been applied to arrive at a particular price on an order - useful if complex pricing schemes are used.	Quickly and confidently answer when a customer queries a price.	
<b>View stock availability at order entry</b>	Stock balances can be viewed across all locations without leaving the order entry screen.	User can give accurate information to customer about availability without leaving the Sales Order Entry screen.	Customer asks for 2 of an item, but the system tells the operator that there is insufficient stock in the default warehouse. Clicking a button shows that there is 1 available in the default warehouse but a further 30 in another warehouse. Operator places an order to ship from the other warehouse.
<b>Extended support for repeat order</b>	You can filter repeat orders so that only due orders are shown.	Speed up processing of orders from your regular customers.	
<b>Automatic or manual stock allocation</b>	MMS affords great flexibility in allocating stock to orders. Allocations can be made manually, or by a choice of automatic methods - order number (first come - first served), by prioritising certain customers or scheduling against due delivery dates.	Ensure that important customers are automatically given priority.	Without manual intervention, an order from a customer you need to keep happy is allocated stock over a cash customer.
<b>User privileges</b>	Set up users with their own variable rights to change prices, override credit hold, view profit etc, as appropriate.	Empower sales people to have appropriate responsibility and therefore speed up the sales process.	An order being placed to a Sales Team Leader would just take a customer over their credit limit. Team leader can enter the order where a junior member of staff could not.
<b>Six analysis codes per order line and order header</b>	Each order line can be accompanied by up to 6 custom analysis codes, with a further 6 for the order header. These can be used for reporting.	Sales can be analysed to a superb level of detail, to suit the individual business.	A sales line item could be identified not only by sales person but also by lead source and coupon code.
<b>Unlimited additional charges per order</b>	Unlimited charges for delivery, carriage etc can be set up.	Greater flexibility.	You have additional charges for carriage, weekend dispatch, installation/demonstration etc.
<b>Cancelled order lines file</b>	Keep a full history of cancelled items for analysis.	Analyse cancelled items for patterns.	Have customers been claiming volume discounts then cancelling? Is a sales person cancelling orders the day after month end? Is a particular product always getting cancelled, because it's always out of stock?
<b>Part dispatch</b>	Sage MMS allows part dispatch without editing the order.	Flexibility to ship product as it suits you.	The whole quantity won't fit on the van - you'll need to send some today and the rest tomorrow.
<b>View alternative stock items during order entry</b>	Sage MMS can quickly suggest alternatives if a product is out of stock.	Offer a speedy and helpful service to your customers.	Batteries - many brands are available for each type, and for many consumers these are interchangeable.

# Purchase Order Processing

Feature	Explanation	Benefit	Example
<b>Effective supply chain management</b>	Easily manage all your purchase orders, quickly finding individual orders and drilling down to view the details.	Save time when dealing with order queries.	
<b>Order generation with price negotiation</b>	Create purchase orders manually if you wish; alternatively, the system can compile lists of what you should order based on shortfall (by warehouse, if necessary) and what's required for back-to-back orders. Then choose who to buy from and what to pay (the system defaults to the last buy price). If you wish, Sage MMS will then create a set of reports to base your negotiations on; once you're satisfied that you've got the best deal it will create and collate a series of purchase orders for you.	Saves time, organises workflow, cuts down on reams of paperwork, improves efficiency.	You get Sage MMS to calculate what product is needed to replenish stock at your three warehouses. It presents you with the prices you last paid from a selection of suppliers for those items, and you ring those suppliers to negotiate from there.
<b>Full link for "Back to Back" orders</b>	Each Purchase Order line knows which Sales Order line it is for. With this full link between SO's and PO's, you can see the effect of the non-availability of a product on a particular PO, or the effect on a PO of the cancellation of a SO line.	Ensures that you can quickly identify which customers will be affected by non-availability of a product (and demonstrate good customer service by informing them quickly).	Your supplier is unable to supply a line item on a PO from you, and cancels that line. You quickly see that you have a customer waiting for that item, and proactively contact them to inform them (and offer an alternative).
<b>Disputed invoices</b>	You can record a purchase invoice but flag it up as disputed. It won't go through to the Purchase Ledger until the dispute has been resolved - either by accepting it 'as is' or matching it to further deliveries or a credit note. You can also generate reports on disputed items.	Rather than having 'problem' invoices sat on a desk and not entered at all, or entered into the system 'as is' and applied to the ledgers directly, they'll be separately identified in the system - making it easier to identify their status.	You order 10 items for a total of £1000, but the invoice shows 9 for a total of £1000. You want the goods urgently so you ask the supplier to forward on the missing item, and accept the invoice against the goods actually received.
<b>Standard cost variance processing</b>	If you use standard costs, there may be a variance between the actual purchase price and the standard cost. This would traditionally need reports, journals and calculations to clear. Sage MMS keeps a running variance for each stock item, with a process to clear these down to an appropriate nominal code.	Minimises work required to clear variances.	You buy for £10 but your standard cost is £11. You sell the item based on the £11, leaving £1 'floating about'. Sage MMS keeps track of this and clears down to a nominal code you call Stock Value Adjustments.
<b>Order line history</b>	You can view receipt and invoice entries, for full traceability of orders.	See the complete 'story' of an order line - invaluable when troubleshooting an order.	You've received 5 items but were invoiced 4; you can see when they were received, whether they were on one or more orders etc - and therefore have all facts to hand when you call the supplier to query.
<b>GRN (Goods Received Note) processing</b>	Sage MMS supports 2 way invoice matching (i.e. match order to invoice) and 3-way matching (match order, invoice and goods received note).	You get full control when matching up the order, the invoice and the delivery - including where there are multiple order and delivery note numbers.	You order 10 items; these are invoiced on two separate invoices and arrive in three deliveries of 6, 2 and 2 respectively. Line 100 v9 allows you to fully track this process.
<b>Delivery address per order line</b>	Specify different addresses for line items on the same PO.	Save time and paperwork by creating single orders for a supplier - even when the goods are needed at different warehouses.	You have three warehouses, and want to replenish stock at all three from the same supplier. Rather than create three POs, you can put the entire order on one.

## Purchase Order Processing

Feature	Explanation	Benefit	Example
<b>Incomplete orders</b>	You can write off incomplete orders.	In the real world, you don't always get exactly what you ordered - for all sorts of reasons. Sage MMS reflects this.	You order some goods from a supplier who send all but two items which are out of stock. They remain out of stock and are subsequently discontinued. You write the order off.
<b>Matching invoices to orders</b>	MMS will calculate a running total when matching invoice line items to orders - making it easier to spot errors as you go.	Save time and make the matching of orders and invoices less error-prone.	You place an order with a supplier for many line items; there's a mismatch when the invoice arrives and Sage MMS allows you to quickly establish which line item is wrong.
<b>Six analysis codes per order line and order header</b>	Each purchase order line can be accompanied by up to 6 custom analysis codes; a further 6 are available on the order header. These can be used for reporting.	Purchases can be analysed to a superb level of detail, to suit the individual business.	Specify which department an order line is destined for, whose budget it should come from, if it's for internal use, for a particular promotion, etc.
<b>Unlimited additional charges</b>	Unlimited charges for delivery, carriage etc can be set up in advance and selected for a PO. Alternatively, ad hoc additional charges can be created at the time of order entry.	Greater flexibility.	You can account for additional charges for carriage, weekend despatch, installation/demonstration etc.
<b>Cancelled order lines file</b>	MMS can keep a full history of cancelled items for analysis.	Analyse cancelled items for patterns.	Is a particular product from a particular supplier always getting cancelled, because it's always out of stock? If so, should you look at a different supplier as first choice?

POWER TO RUN YOUR BUSINESS

The Sage logo, featuring the word "sage" in a white, lowercase, sans-serif font, set against a dark green background.

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