

# Sage Enterprise and Sage CS/3 Financials

**Sage Enterprise and Sage CS/3** are totally web-enabled financial, distribution and manufacturing solutions providing an advanced level of functionality. Sage Enterprise is for the Windows NT platform whilst Sage CS/3 is a well-proven UNIX-based solution.

Both products offer a huge range of options that can be fully adapted and configured to meet an organisation's requirements.

Financials	Sage Enterprise & CS/3
General Ledger	■
Cash Management	■
Accounts Payable	■
Accounts Receivable	■
Fixed Assets	□
Job Costing	□
BACS	□
Report Writer	□
Payroll	□
Credit Management	□
GL Consolidation	□
Inter Entity Accounting	□
Project Accounting	□
Budget Management	□
Project Billing	□
Vote Ledger	□
Absorption Costing	□
Commercial Papers	□
European BACS	□

■ Core □ Optional

## Optional Modules

### Fixed Assets

Fixed Assets provides a register of company assets, calculates their depreciation, and maintains a depreciation history. It integrates directly with General Ledger and Accounts Payable.

Recorded information for each asset includes transfer date, capital costs, written down value, insurance value and serial number. Associate attachments (add-on assets) can be defined for each asset, in order to ensure that they all depreciate by the same method and to the same end date. A detailed history of activities affecting the value of each asset is automatically maintained, including addition, depreciation, adjustments and disposal.

Depreciation attributes can be defined for each asset, including depreciation method, (straight line or reducing balance), and depreciation frequency.

Depreciation charges can be spread evenly through the year or weighted in-line with other expenditure. Depreciation figures are held for the current depreciation period, the year-to-date and the cumulative life of the asset.

- **Multiple values maintained**
- **Multiple depreciation methods**
  - Straight line
  - Reducing balance
- **Flexible weighting of depreciating periods**
- **Additions, Adjustments and Disposals**

### Job Costing

The Job Costing module records the expenditure and income for each job, or project, held in the system. Separate figures are held for each type of associated expense and revenue, enabling comprehensive analysis of the constituents of every job. The relationship between budgeted or

forecast figures and the actual expenditure and revenue can be monitored, in order to ensure strict financial control.

Job Costing is fully integrated with other modules. Expenses and revenues can be posted directly from Accounts Payable and Accounts Receivable, stock issues can be posted directly from Inventory Control, and timesheet details can be posted directly from Payroll Management.

- **Unlimited number of jobs**
- **Transactions types**
  - Revenues
  - Expenses
  - Stock issues
  - Payroll details
  - Timesheets
- **Budgets and forecasts by job**
- **Period-to-date and cumulative transaction summaries**
- **Variance analysis and reporting**
- **Financial and Manufacturing integration**

### BACS

Process payments for purchases, receipts for sales, and salaries using Bankers' Automated Clearing Services Ltd (BACS). BACS provides a method of making corporate payments directly into bank or building society accounts. Transfers are made automatically from data input to BACS by users daily, weekly, monthly, or at other suitable intervals. BACS supports data transfer by several methods, including telecommunications, 5¼" diskette and ½" tape.

The computers at BACS validate incoming files of transactions and record their content. The individual transactions are sent to the destination banks for posting to the appropriate accounts.

- **Different payment types**
- **Multiple payment media**
- **Password security**
- **Full financial integration**

## Sage Enterprise and Sage CS/3 Financials

### Report Writer

The Report Writer module provides an intuitive user interface for the creation of user-defined reports using Sage Enterprises Report Writer Language (RWL). RWL is an intermediate language designed specifically for the production of reports using the system database.

### Payroll

Payroll is extremely flexible and can help you with the different pay needs of your company, e.g. weekly and monthly paid employees, payments processed in cash or by credit transfer.

Payroll provides for calculation of nett pay for employees, and keeps track of pay and deductions throughout the tax year. Personal details, job details, tax and NI details, payment methods, and standard or individual pay items can be maintained for each employee.

The statutory information held for each employee includes: calculated deductions of income tax; current year-to-date cumulative tax information; provision for automatic calculation of week 53 deductions and tax refunds; K codes and NIC 1A contributions.

Payroll provides an unlimited number of pension schemes, including Contracted Out Money Purchase pension schemes (COMPS). Flexible pension reports show the employee's and employer's minimum contributions, and the premium payments for each pension scheme. Reports also highlight total value of rebates and premiums for each pension scheme.

Payroll is fully integrated with other Enterprise modules including Job Costing, General Ledger, Cash Management, BACS, SSP and SMP.

Flexible payslips, printed cheques and credit transfer slips, staff listings and pension reports can be created, in addition to the statutory reports (P45s, P14/P60s, P35s, and P11s).

- **Employee information**
  - Personal and job details
  - Payment method(s)
  - Payment items
- **Statutory Information**
  - Automatic calculation of deductions
  - Current and year-to-date cumulative tax
  - Ability to cope with tax refunds
  - Maintenance of NI tables
- **Unlimited number of pension schemes**
- **Flexible payslip content**
- **Financial integration**

### Credit Management

Credit Management provides a centralised credit control function with an integrated transaction enquiry and call logging process. Full diary management is supported with automated 'target call' lists by credit controller.

Call logging supports entry of free-format text, cheque promise dates, ad hoc generation of statements and reminder letters, and simple cash flow forecasting.

- **Integrated call history and open item enquiry**
- **Diary management with automatic 'to do' lists**

- **Instant statements and customisable reminder letters**
- **Promise cheque entry and reporting**

### GL Consolidation

Consolidation provides a fast and easy period-end process for organisations with more than one legal entity. Subsidiary Chart of Account structures are automatically mapped to the holding company reporting structure. The process will automatically translate from the subsidiaries' local currency to the reporting currency incorporating international accounting standards. Multiple levels of consolidation can be configured for those organisations with very complex legal entity structures.

- **Financial period mapping**
- **Accommodates different accounting structure**
- **Closing or temporal rate methods**
- **Multicurrency translations**
- **Detailed auditing facilities**

### Inter Entity Accounting

General Ledger journal processing enables entry of Inter-Unit accounting information i.e. *target* and *source* entities, and General Ledger account code mapping rules. Inter-Unit Audit files are used to generate ASCII format files, which are in turn used to transport Inter-Unit journals from one Inter-Unit company to another.

### Project Accounting

Project Accounting is comprised of Project Ledger and Resource Ledger.

The Project Ledger is a user-defined cost repository mechanism designed specifically for project-based business. The module offers a complete slice-and-dice approach where data can be analysed from all angles and across any part of the organisation. It enables you to follow a project from its embryonic stages right through to full maturity.

- **Unlimited user-defined project hierarchies**
- **User-defined General Ledger integration**
- **Cost capture from all areas of the business**
- **Budgetary control**
- **Commitment control**
- **Reporting and enquiries**
- **Drill down enquiries**
- **Project analysis**
- **Actual, budget, variance and commitment analysis**

The Resource Ledger allows the capture and subsequent costing and analysis of resources against projects and project activities. It incorporates a wide variety of timesheet recording methods specifying time spent by a resource against a Project Ledger project.

- **User-defined resource types (people, rooms, equipment, etc.)**
- **Comprehensive time recording**
- **Full integration into the Project Ledger**
- **Automatic departmental recharges**

## Sage Enterprise and Sage CS/3 Financials

### Budget Management

Budget Management provides users in both the commercial and public sectors, with additional budgetary controls over and above the standard 'balance' based budgeting facilities provided within the General Ledger. It is possible to define an unlimited number of budget sets, which may be used to segregate initial budgets, supplementary budgets and any budget transfers (virements). Transaction-based double-entry budget journals are fully supported, which can include user-defined period/year-based profiles, and budget reserve draw downs.

### Project Billing

The Project Billing module provides for the specific requirements of project-related billing and accounts postings. Fully integrated with the Project Ledger and Resource Ledger, this module allows an organisation to define the services you provide to customers and subsequent rules for when and what to invoice.

- Fixed-price stage payments
- Time and material invoices
- Revenue/Cost accruals
- Revenue recognition
- Invoice recommendations

### Vote Ledger

Vote Ledger enables users to maintain dual General Ledgers, one maintaining an analysis of all payments and receipts, and the second for standard accrual accounting. Each of the two

General Ledgers can have different Charts of Accounts. Vote Ledger can also operate on a grossed-up basis where VAT elements are automatically associated with the appropriate expense and income account codes.

### Absorption Costing

The Absorption Costing module has been designed to allow organisations to maintain both budgetary and actual period-based statistics, which can then be used as part of an absorption costing process. Users are able to create an unlimited number of statistical sets such as headcount or floor space, which can be configured to cross-reference each other and create service-level recharges across internal departments. The statistical data can be used within the account balance cascade and journal process, as the basis of reallocating costs on a pro rata basis, fixed-charge basis or even a user-defined rule set.

### Commercial Papers

The production and processing of Commercial Papers (also known as Letters of Credit) is catered for in both Accounts Receivable and Accounts Payable. Commercial Papers can be generated from a number of sources, including sales invoices/statements and purchase invoices/statements.

The functionality supports payment by instalments, charges for overdue papers, forbidden due dates by customer, and variable print formats.

Papers can be generated as either 'accepted' or 'rejected', and after presentation to bank can be classed as 'honoured' or 'dishonoured' based on the payment receipt date. Automatic honouring of commercial papers on presentation to the bank can be defined by Payment Type.

Both local and foreign transactions are supported, including triangulation rules and dual currency processing for the transition phases of EMU.

Flexible General Ledger integration is provided by payment type. These controls include the letter status that should generate postings, and which General Ledger accounts should be used for a particular payment type and status combination.

An optional risk period can be defined for each payment type which represents the number of days following the due date of a commercial paper during which time it may be rejected by the bank and therefore dishonoured. The value of commercial papers 'at risk' is tracked throughout the customer credit validation process within Accounts Receivable and Sales Order Processing.

#### ▪ Flexible paper creation

- Sales Invoicing
- Accounts Receivable invoicing and statements
- Purchase Invoicing
- Accounts Payable invoicing and statements
- Manual input

- Payment by instalments
- Flexible due calculation
- Optional charges
- Credit validation of papers 'at risk'
- User configured General Ledger integration

### European BACS

European BACS extends the BACS functionality to support flexible definition of output formats for multinational requirements, including the facility to split a single payment run into multiple output formats. For example, a customer in the Netherlands might want to pay suppliers in Belgium and France in a single remittance advice run.