

POWER TO RUN YOUR BUSINESS

sage

MMS

The powerful accounts and trading solution that flexes to your business



Contractor service provider Nationwide Services is one of over 10,000 UK companies who use Sage Line 100 and MMS to help run their business.



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Introduction

Sage, the world's leading supplier of business management solutions, has been providing software and support to businesses like yours for more than 23 years. Over this time, we've built up a deep understanding of the needs of all sizes and types of business. Using this insight we constantly develop our products and services in order to meet customer requirements.

A network of support

Supported by our unrivalled customer service and our close relationships with business partners and developers we can provide the right business management solution for you - whatever the size and nature of your company.

With over 4.5 million Sage customers worldwide, 650,000 in the UK, the network of people relying on Sage systems is growing - many include your customers and suppliers. In this increasingly connected world, becoming a Sage customer will enable you to do business more efficiently with the thousands of other companies who also rely on Sage.

We've also developed a close relationship with accountants in practice, many of whom use Sage software themselves; in fact, over 90% of accountants recommend Sage.



"At Sage, we understand that mid-sized and larger businesses have varied and complex requirements. From accounting and payroll through to CRM and ERP, we offer scalable, integrated software solutions to meet their needs."

**Paul Stobart, CEO, UK and Ireland Region,
Sage (UK) Limited**

Software that grows with your business

If you thought Sage was only for small businesses, think again. We have software solutions designed specifically for larger businesses too – already used by many thousands of customers. In fact, we count over 37% of UK businesses with 50-500 employees amongst our customers.

At Sage, we understand that larger businesses have specific requirements. While off-the-shelf business software will be fine for most first-time buyers, many businesses reach a size and complexity where the software must map more accurately to their processes. We have scalable solutions that will automate financial management, Enterprise Resource Planning (ERP), payroll, sales and marketing activities.

Sage provides industry-specific solutions, too. We already have software that's designed specifically for construction, manufacturing and retail businesses - which integrates with Sage accounts and ERP products to create an efficient, business-wide management system. Many other industries are served with third-party solutions that link to Sage products.

The result? A business management system that works for your kind of company.

Solutions for larger or more complex businesses

Sage offers a complete range of solutions for all sizes and types of businesses, so as your business grows, your Sage system can grow with you.

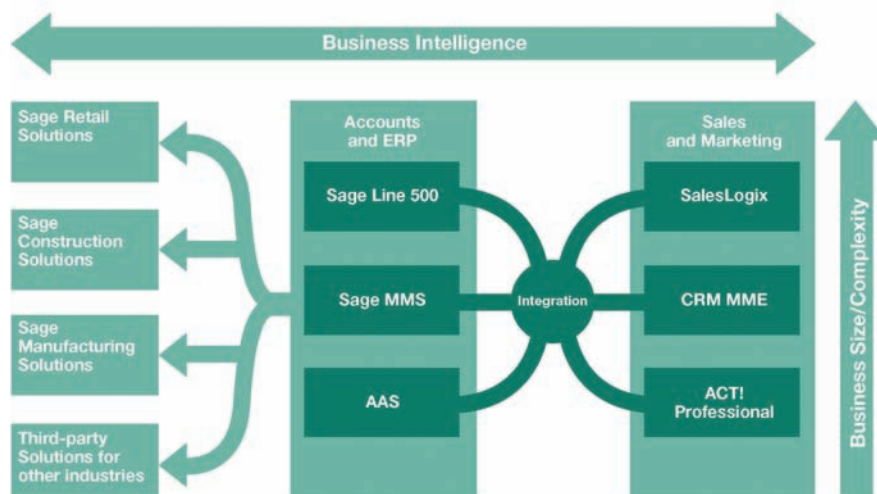
- **Sage Line 50** is the UK's most popular small business accounting solution. It is the perfect solution for growing businesses who require a powerful accounting system that will accommodate their changing business needs.
- **Sage MMS** is Sage's latest mid-range accounts and trading solution, with the best in technology, usability, customisation and business processes. 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 also an ideal upgrade path for many Sage Line 50 users who are experiencing rapid growth.
- **Sage Line 100** is an established mid-range accounting and business management software solution with access to the UK's widest range of third party developers and specialist solutions.

- **Sage Line 200/Line 500** are sophisticated ERP systems for larger companies with complex processes who are looking to gain full control of their business across finance, distribution, manufacturing, services and e-business operations.

Sage MMS integrated business solutions

The ability to share information between front and back office systems has been identified as providing clear competitive advantage for companies that successfully introduce it. As part of our commitment to providing real business advantage through linking our leading products together, we offer you the choice of integrating Sage MMS to our market-leading Customer Relationship Management systems – ACT!, SalesLogix and Sage CRM MME (Mid Market Edition).

By integrating any of our CRM products with Sage MMS, your company will maximise its IT investment by providing fuller, more timely and more meaningful information to all key staff. This will give you operational and strategic advantages that will repay you time and again.



Sage MMS - driving your business forward

As a developing business, you're probably already using a number of different software packages to automate many of your key business processes.

However, is your current system supporting your growth, or is it holding you back?

With growth and change comes complexity. You might be taking on new customers and suppliers and need a system that can cope with an increased volume of transactions. You might have an expanding accounts department and need to give additional users access to your system. Or you might be starting to move into overseas markets and need a system that can handle multiple currencies.

Sage MMS is made up of powerful business modules, which are designed to work together to help your operation run more smoothly. Sage MMS combines ease of learning and use with high productivity. Sage MMS can also be installed, configured and amended in an upgrade-safe way.

From core financials to supply chain, Sage MMS offers you vital business control.

■ Quickly installed

Sage MMS is quick to install and easy to use. Which means that you can be up and running in a matter of days, with minimum disruption to your business.

■ Reassuringly reliable

With over 650,000 Sage customers, our business solutions are tried and tested and are supported by a national network of accredited Business Partners.

■ Multi-user, multi-company and multi-currency

Sage MMS is network ready, allowing typically up to 50 users simultaneous access to the program. It also accommodates multiple companies, allowing you to consolidate subsidiaries for management reporting. Additionally, it supports multi-currency trading, and will automatically manage any exchange rate fluctuations.

■ SQL

Sage MMS v3.5 is built upon industry standard SQL relational database technology. This technology provides a number of benefits including scalability, security, self tuning, robust data integrity and easy integration with other applications.

■ The Sage MMS workspace

The main screen of Sage MMS can display key, 'dashboard information' such as trading headlines, top customers by turnover or stock items that need re-ordering - with full drill-down to detail. These 'views' can be customised by your Sage Business Partner to meet the needs of each individual in your business ensuring maximum productivity.

■ Customisable

Our developer community is able to customise Sage MMS to the specific requirements of your business.

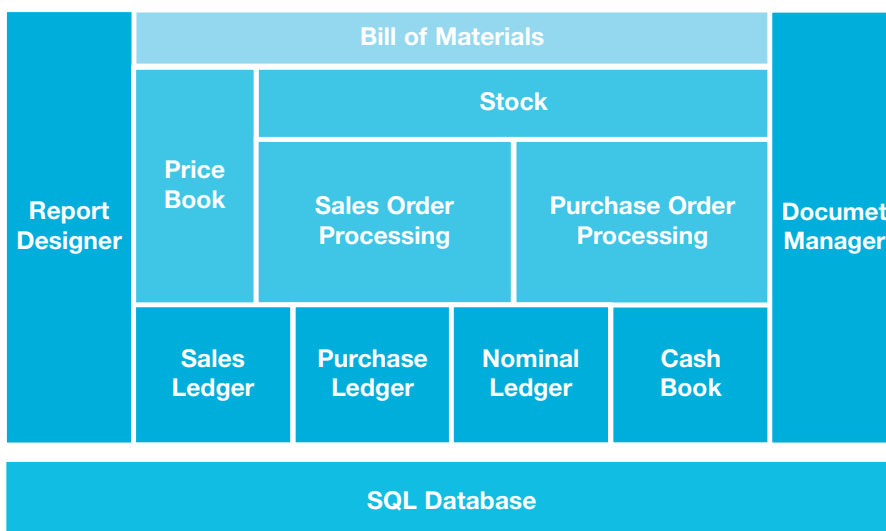
■ Document Manager

The Sage MMS Document Manager module enables businesses to create and send professional, looking documents such as statements invoices, delivery notes, quotes by merging information from Sage MMS. There is no longer a need to use expensive pre-printed stationary. Turn to **page 18** to find out more information on how the new module can save your business money.

■ ACT! v8.2 integration

Sage MMS v3.5 integrates with ACT! v8.2, Sage's entry level CRM system, allowing businesses to manage both their financial information and their business contacts in one place. Integration between Sage MMS and ACT! provides businesses with a consistent and single view of their business contacts. A single source of shared information reduces the duplication of data entry, increases the accuracy of data held, improves visibility of the customer and customer service and staff satisfaction levels.

Sage MMS Structure



Sage MMS Financial Suite - the heart of your system

The Financial Suite contains the following modules

Nominal Ledger

At the heart of your business, the Sage MMS Nominal Ledger provides you with a wealth of reporting and business management information. Its multi-level structure allows cost centre and departmental breakdown, giving you total flexibility to track budgets and produce profit and loss reports by product, sales region or even individual departments. It simplifies managing your VAT, whilst providing comprehensive analysis of VAT details.

Key Features and Benefits

■ Process transactions quickly and efficiently

Create templates for recording repetitive transactions like payroll values. The prepayments option allows you to cater for items that have been paid in advance, such as insurance. Accruals can be configured and automated to cater for anything you pay in arrears, such as electricity bills. You can also place transactions on hold with the batch postings facility.

■ Budgetary control to monitor performance

You can track performance by assigning annual or monthly budgets. You can also calculate monthly budgets by percentage, and export to third party applications for further analysis.

■ VAT Returns made simple

The screen actually replicates a printed VAT Return. Analyse the figures produced using the drill-down facility.

■ Consolidation

If you need to report on different companies within your organisation, you can merge Nominal Ledger data from separate companies for financial reporting. This includes companies operating in different currencies, as the software converts values to the base currency of the parent company.

Cash Book

The Cash Book controls all of your bank, investment and cash accounts, with the ability to configure all Standing Orders and Direct Debits. It offers multi-currency processing and advanced bank reconciliation, including links to online banking services.

Key Features and Benefits

■ Automate Direct Debits and Standing Orders

Arrangements can be made to automate transactions on a monthly, quarterly or user-defined basis.

■ Save time and money with Bank Reconciliation

Reconcile bank statements with details of payments and receipts entered. Discrepancies can be recorded, along with other transactions like bank and interest charges.

■ Foreign Bank Accounts & Electronic Banking

Caters for your different banking requirements.

The Sage MMS workspace or 'desktop' views can be customised to feature the user's own choice of view.

The screenshot displays the Sage MMS V13 - HomeStyle Kitchens Ltd (V3) workspace. The interface is divided into several panes:

- Sales Ledger:** Shows a list of sales accounts on the left and a table of Outstanding Sales Invoices in the center. The table has columns for Account, Reference, Date, and Value.

Account	Reference	Date	Value
ABE001	000000319	30/09/2005	1212.81
ABE001	000000321	28/09/2005	9320.31
BET001	000000309	28/09/2005	3499.20
CHE001	000000310	28/09/2005	1625.25
COU001	000000320	16/06/2005	4706.97
FE001	000000319	30/09/2005	3001.99
FE001	000000302	17/06/2005	2214.13
FUT001	000000305	11/06/2005	989.76
GPE001	000000300	17/06/2005	1900.72
JM001	000000305	11/06/2005	2529.10
KIT002	000000290	21/05/2005	1432.50
KIT002	000000311	29/08/2005	5929.63
KNO001	000000320	28/09/2005	2802.15
NAH001	000000306	10/06/2005	1909.00
NAH001	000000303	15/07/2005	4525.62
NEE001	000000319	28/09/2005	7065.90
NOV001	000000301	17/06/2005	2160.34
OTT001	000000294	15/07/2005	7086.25
RE001	000000317	28/09/2005	907.61
SAN001	000000318	28/09/2005	1083.26
SOM001	000000296	15/07/2005	1127.40
STV001	000000306	11/06/2005	297.95
TOT001	000000316	28/09/2005	1145.63
TOT004	000000298	15/07/2005	1401.47
TOT004	000000315	28/09/2005	13109.83
TOT006	000000314	28/09/2005	17244.89
TTC001	000000297	15/07/2005	5358.31
TTC001	000000300	10/06/2005	10242.77
TUL001	000000313	28/09/2005	16329.82
TUL001	000000322	30/09/2005	1267.23
- Customer Balances:** Shows a table of customer account balances with columns for Account, Amended Account, and Balance.

Account	Amended Account	Balance
TUL001		17607.15
TOT006		17244.89
TTC001		15601.00
TOT004		14511.30
ABE001		9533.07
OTT001		7086.25
NEE001		7065.90
KIT002		5939.63
FE001		5234.04
COU001		4706.97
W4H001		4188.99
BET001		3499.20
KNO001		2802.15
- Active Account Master:** Shows details for account BET001, including Account Name (Beta Kitchens), Memo (Contact Andy Lamson regarding the...), Memo Created (DAVE), and Memo Date (10/04/2006).

Sales and Purchase Ledger

Sage MMS offers total control for managing your customers and suppliers, no matter what currency they trade in. In-depth analysis and key business information is all yours at the touch of a button. These ledgers are designed to allow you to enter data quickly, by specifying defaults that suit your processes. You can attach all relevant documents to customer or supplier records, as well as details of individual trading terms. And if you have large volumes of transactions, invoice processing can be batch controlled.

Key Features and Benefits

Quickly locate and interrogate transaction data

All details are within easy reach. Drill down to analyse transactions under query.

Designed for rapid data entry

Both ledgers can be configured with numerous defaults to speed up the data entry process, and ensure compliance with agreed terms of business. For example, VAT can be applied at the standard rate automatically but easily changed; and in the Purchase Ledger a 'For Authorisation' flag set automatically on invoice transactions over a certain value. When entering transactions such as invoices, colour-coded warnings assist in preventing errors while not interrupting your workflow. Transactions can be batched up and applied to the ledgers at 'off-peak' times to optimise system speed.

Process Foreign Currency transactions

You can trade in up to 100 foreign currencies, setting up each supplier or customer account with an operating currency. Balance and turnover will be maintained in base and foreign currency within the ledgers. Payments and Receipts can be made through the Cash Book or Sales/Purchase Ledgers, and exchange rate fluctuations are dealt with by calculating 'gains' and 'losses' and posting them to specific nominal accounts.

Credit Control

The Sales Ledger provides the best tools to manage your debtors, with the flexibility to analyse absolute or overdue debt against customisable ageing periods.

Automate Payments

The Purchase Ledger allows you to quickly identify all invoices overdue for payment and those that, if paid, will qualify for settlement discount.

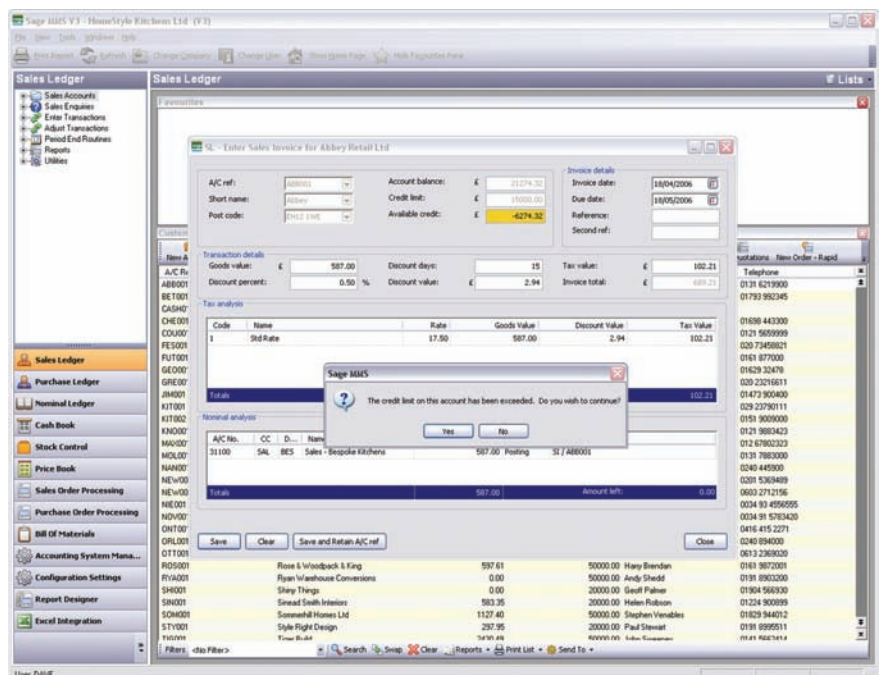
Automatic error correction

Should you post a transaction incorrectly, Sage MMS can automate the necessary accounting processes to reverse it, updating the audit trail in the process.

Report Designer

At the heart of your financial and commercial operations, Sage MMS holds a wealth of information about all aspects of your business. This information can be presented back to you in a coherent and flexible way, enabling you to understand the shape of your business and equipping you to make informed decisions. Turn to **page 17** for more information about Sage Report Designer and the other tools that Sage MMS offers.

Data can be entered quickly while colour-coded warnings ensure that workflow is not interrupted unnecessarily when there is a potential problem.



Sage MMS Financial Suite

- features at a glance

Nominal Ledger

Flexible account structure

Account Number, Cost Centre and departmental analysis.

Set and track budgets

Annual and monthly budgets can be assigned, and budget profiles created to calculate monthly budgets by percentage.

Create memorandum accounts

Memorandum accounts are not included in the totals for financial statements, but are still reported on.

Journal Templates

Create templates to easily apportion fixed amounts or percentages across Nominal Ledger accounts - for example, to spread electricity bills across cost centres.

Define up to 20 accounting periods

The comprehensive open period accounting structure offers flexibility with tight controls.

Attach a file to a Nominal account

(E.g. a spreadsheet or graph.)

Graphical analysis and presentation of Nominal data

(E.g. bar charts and line graphs can be used to show balance and budget for current and previous years.)

Ability to change the nominal code on the free text invoices

Drill Down Facility

Drill down through Profit & Loss, Balance Sheet accounts and summarised Nominal Codes/Cost Centres and departments.

Batch journal entry

Place transactions 'on hold' for authorisation or amendment, before finally committing them to the Nominal Ledger.

Automate Pre-payment and Accruals

Easy-to-use VAT Return procedure

Flexible Profit and Loss and Balance Sheet layout design

Unlimited transaction history

Group Analysis

Group Nominal accounts for reporting purposes.

Consolidation

Merge Nominal Ledger data from two or more separate companies for financial reporting.

Transactional analysis

In addition to Cost Centre and Department, assign a transaction to a customisable analysis code - for example to report by project or job.

Cash Book

Process foreign currency transactions

Receipts and payments for your suppliers and customers can be entered through either the Cash Book or the Sales and Purchase modules in up to 100 foreign currencies.

e-Banking facility

Allows supplier payments to be made through your banking software.

Bank Reconciliation

When you receive a bank statement, use this routine to reconcile it with the details of payments and receipts stored in the Cash Book account records. e-Reconciliation facility allows bank reconciliation with your banking software on the same screen.

Automate Direct Debits and Standing Orders

Arrangements can be made to automate transactions on a monthly, quarterly or user defined basis.

e-Mail direct from a bank record and launch the bank's website.

Attach a file to a bank account

(E.g. word processing documents and spreadsheets).

Graphical analysis and presentation of bank data

(E.g bar charts compare the current year's bank account balances to last year's).

Inter Account Transfers

Move money from one bank account to another. Transfers may be between banks of the same currency or different currencies.

Grouped transactions

Cash Book group transactions function allows drill down from the paying in slip to the individual postings.

Multiple selections on the bank reconciliation forms

A tick box option next to each line clearly identifies items which are marked for reconciliation before saving the routine.

Sales Ledger

Currency management

The Sales Ledger will maintain turnover details of an account in both the base currency and the operating currency of the customer - using spot rates or period rates, or a combination.

Define terms of business for each customer account

(E.g. agreed number of days for settlement of payments, settlement discount and credit limit).

Create individual price lists for your customers

Unlimited analysis codes

Produce detailed analysis of your customers using the unlimited analysis codes. The codes created can be linked to the Sales or Purchase Ledger (or both) and a list of values provided to ensure accuracy of the data captured.

Trading periods

The Sales Ledger can utilise trading periods for extra analysis which can match the opening period accounting structure or have their own date range structure.

e-Mail direct from customer records and launch your customers' websites

Multiple trader contacts

Unlimited number of contacts, roles telephone numbers and other contact numbers can be held for customers.

Purchase Ledger

Define terms of business for each supplier account

(E.g. agreed number of days for settlement of payments, settlement discount and credit limit).

Unlimited analysis codes

Produce detailed analysis of your suppliers using the unlimited analysis codes. The codes created can be linked to the Sales or Purchase Ledger (or both) and a list of valid values provided to ensure accuracy of the data captured.

Trading periods

The Purchase Ledger can utilise trading periods for extra analysis which can match the opening period accounting structure or have their own date ranged structure.

e-Mail direct from supplier records and launch your supplier's websites.

Attach a file to a supplier's account

(E.g. word processing documents, images and spreadsheets).

Graphically analyse and present supplier data

(E.g. bar charts show turnover and aged balances).

Transaction 'drill down' facility

Analyse supplier transactions under query (e.g. details of invoice items, and payments made).

Unlimited transaction history

Attach a file to a customer's account

(E.g. word processing documents, images and spreadsheets).

Head Office Facility

Controls if/where statements are sent.

Graphically analyse and present customer data

(E.g. bar charts show turnover and aged balances).

Transaction 'drill down' facility

Analyse customer transactions under query. (e.g. details of invoice items, and payments received).

Unlimited transaction history

Integrated credit management features

Include: debtors letters, statement production, provisions for doubtful and bad debts, and the ability to place customer accounts on hold.

Batch data entry

Amend, add to or delete entries of batches of transactions, before finally committing them to the Sales Ledger.

Credit reference information

Customer credit rating, account terms, payment terms can be stored directly against the customer record.

Batch data entry

Amend, add to or delete entries of batches of transactions, before finally committing them to the Purchase Ledger.

Currency management

The Purchase Ledger will maintain turnover details of an account in both the base currency and the operating currency of the supplier - using spot rates or period rates, or a combination.

Send payments to a factor house

Send payments to a company that collects supplier debts on their behalf.

Automate payments

Quickly identify all invoices overdue for payment and those that if paid, will qualify for settlement discount. Payments can then be made electronically or cheques and/or remittance advice printed.

Flexible Cheque and Remittance Advice Design

e-Banking facility to post supplier payments directly through your banking software.

Credit reference information

Supplier credit rating, account terms, payment terms can be stored directly against the supplier record.

Multiple trader contacts

Unlimited number of contacts, roles telephone numbers and other contact numbers can be held for supplier.

Sage MMS Commercial Suite

In addition to the core Financial modules, the Commercial Suite also contains the following

Sage MMS Sales Order Processing

The Sage MMS Sales Order Processing module gives you control of the entire procedure, from capturing the order and ensuring stock availability, to dispatching goods and creating the invoices. All documentation is produced efficiently as part of this workflow, including picking lists, order acknowledgments, delivery notes and invoices.

Sage MMS has been designed to ensure that orders are entered quickly and accurately, and that customer queries can be dealt with promptly and with confidence.

Key Features and Benefits

■ Choice of Full, Rapid and Trade Counter order entry

In Rapid order entry mode, standard pricing and delivery addresses are used and orders can be entered with just a few keystrokes. Full order entry mode allows for full flexibility - you can change discounts and add non-stock items, free text items etc. You can switch from one to the other as necessary. Trade Counter order entry quickly creates an order, allocates and dispatches stock, generates and prints an invoice.

■ Margin and discount analysis

If authorised, staff can view the margin of a sales order at overall and line item levels, to allow instant price negotiation. The discounts applied to a particular item can also be called up - allowing customer queries to be easily answered.

■ Search categories and alternative items

Using the custom search categories for each stock item, products matching customer requirements can easily be located during the sales order entry process. Alternative items can be instantly called up if the desired item is out of stock.

■ Sales order details are easily accessible

Sage MMS has an intuitive user interface, which allows you to efficiently manage all your sales orders, finding an individual order quickly and easily. From there you can drill down to see full details of the order and how it is progressing.

■ Integrates with other Sage MMS modules

By working with the Stock and Price Book modules, plus the Sales Ledger, the Sales Order Processing module ensures that pricing control and credit management are handled smoothly and efficiently. Once orders are processed, all relevant information is updated automatically throughout the system, including stock records, customer balances, VAT return and management reports.

■ Process foreign currency orders

Sage MMS enables your customers to place orders with you in their

own currency, and all order documentation is produced using the appropriate currency. Exchange rates are controlled by you and applied either at order entry or at the invoicing stage. This allows you to manage the risk of exchange rate fluctuations.

■ Quotations and Pro Formas

The Sales Order Processing module allows you to quickly create quotations, using existing templates for even greater speed if required. Creating new account customers on the fly and converting quotations to sales orders are simple tasks. Pro Forma invoices can also be created with ease and converted to sales orders.

■ Advanced sales order management

Sage MMS manages repeat orders in a very straightforward way. You can also manage back-to-back orders (in conjunction with the Purchase Order Processing module), drilling down on a sales order to view any linked purchase orders.

■ Fulfilment methods

Customer orders can be fulfilled using a number of methods including from your own stock, from a supplier via stock and from a supplier direct to the customer.

Sage MMS Purchase Order Processing

Sage MMS manages the entire Purchase Order Processing procedure, from creating a purchase order to checking goods received against purchase order and supplier invoice. Automated processes help you to manage your supply chain with confidence and efficiency - ensuring that the correct goods are always received and paid for.

Key Features and Benefits

■ Straightforward supply chain management

Sage MMS allows you to easily manage all your Purchase Orders, quickly finding individual orders and drilling down to view the details.

■ Integrates fully with other Sage MMS modules

By working with the Stock Module and Sales Ledger, the Purchase Order Processing module ensures that once goods are received they are available to your customers. As soon as the invoice is matched with goods received, all relevant information is updated automatically throughout the system, including stock pricing, supplier balances, VAT return and management reports. Full links to the Sales Order Processing module allow you to see which customer orders are linked to a particular purchase order.

■ Manual or semi-automatic Purchase Order Processing

You can 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. You can then choose who

to buy from and what to pay. 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.

■ Full matching of POs to invoices and deliveries

2-way or 3-way GRN matching is supported, and Sage MMS calculates a running total when matching invoice line items to orders - making it easier to spot errors as you go.

■ Disputed invoices

Sage MMS allows you to record the 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.

■ Full Back to Back ordering

When you enter a sales order for an item not normally carried in stock, a

purchase order can be automatically raised to the item's supplier.

However, you have the flexibility to choose whether to use any on-hand stock first - ensuring stock is managed and controlled as the business requires.

■ Direct Delivery

Purchase Order items can be delivered to a number of delivery addresses including your premises, customers, suppliers and ad hoc addresses.

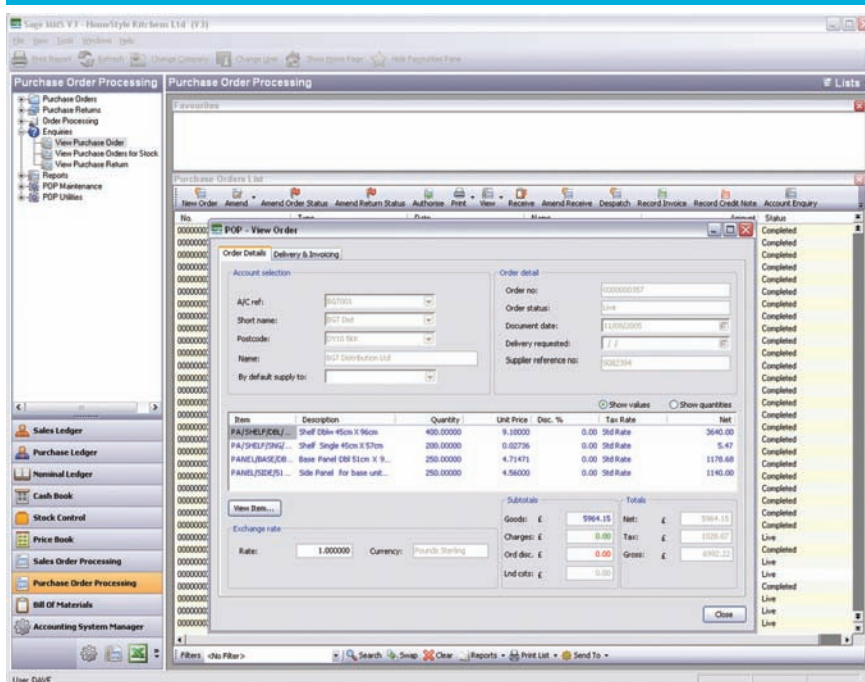
■ Process foreign currency orders

Sage MMS enables you to source goods worldwide, purchasing in up to 100 currencies.

■ Advanced purchasing process management

From ensuring that only authorised personnel place orders, to rejecting unexpected or incorrect deliveries and highlighting any invoice discrepancies, Sage MMS controls the process every step of the way.

Manage your entire Purchase Order Processing procedure easily and quickly. Drill down to view detail on individual orders.



Sage MMS Commercial Suite

continued...

Sage MMS Stock Control

Whether your requirements are simple or complex, Sage MMS provides a complete inventory and warehouse management solution.

Key Features and Benefits

- **Stock record details are easily accessible**

Sage MMS has an intuitive user interface, which allows you to call up the full details of an item quickly and easily. All information can be viewed in an instant, including supplier details, stock levels, stock location, and stock history. This means you always know how you arrived at your current stock levels - by understanding where your products came from, where they are now, when they were sold, and at what price they were sold. From summary information, you can quickly drill down to transaction level.
- **Serial number controlled stock items**

Each item can have a serial number; you can choose whether this has to be unique. You can specify whether the serial number must be entered when goods are received. Numeric serial numbers can be auto-generated. There's great flexibility in processing - serial-numbered items can be specified on a picking list, or defined during the 'pick and pack' process. Serial-numbered items can have 'Sell By' and 'Use By' dates associated with them.
- **Batch number controlled stock items**

Items can be associated with a batch number. As with Serial Numbers, you have full flexibility as to when batch numbers are specified. You can specify whether items for sale must be taken from the same batch, and set 'Sell By' and 'Use By' dates.
- **Unlimited suppliers for stock items**

Specify unlimited alternative suppliers for each stock item with details including, price history, lead time, part reference and purchase history. Against each supplier a last price and list price can be recorded, either price can be used when raising purchase orders.
- **Units of measure**

You can buy, store and sell the same stock items in different quantities. For example, you could buy tiles by the pallet, store by the box and sell by the square metre.
- **Search categories**

You can set up unlimited categories to suit your product lines; these can be used for reporting purposes or to assist in locating products during the sales order entry process.
- **Inactive stock items**

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.
- **Internally-issued goods**

Stock issued internally to individual areas of a business (as opposed to the departments defined in the Nominal Ledger) can be recorded, to assist in monitoring internal usage.
- **Stock taking procedure**

With Sage MMS, you can produce reports to assist in making a comparison between physical stock amounts and computer stock levels. You can also make adjustments to the total stock, if appropriate, to deal with any anomalies in these levels. Cyclical stock takes are supported - i.e. scheduling counts for individual items as required.
- **Manage stock in multiple locations**

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. You can prevent sales from individual stock locations - for example, a bonded warehouse.
- **Integration**

The Stock module integrates closely with Sales and Purchase Order Processing modules and the Price Book - ensuring that purchase orders are placed with the correct supplier at the right price, and that sales orders are fulfilled efficiently. You can drill down from 'allocated' and 'on order' totals to the linked sales and purchase orders, to easily view which customers have been allocated a particular product. The Stock module also integrates with Sage MMS Bill of Materials.

Sage MMS Price Book

Price Book allows you to easily manage prices and discounts across your customer base.

Sage MMS supports two types of pricing schemes - discount-based and price-band based, and allows you to create 'communities' of customers to attach to either kind of scheme - or combinations of the two.

Key Features and Benefits

■ Unlimited prices per item

Sage MMS offers unlimited price bands for each stock item. These bands can be used and named as you wish - for example, a trade price, retail price, web price etc. The currency for each price band can also be specified.

■ Unlimited quantity breaks for discounts

You can set up discounts based on as many quantity breaks as required.

■ Customer price and discount groups

You can create customer price groups or 'communities' to attach to individual price schemes.

■ Integrates with other Sage MMS modules

Price Book links fully with the Sales Order Processing and Stock Control modules to ensure that your pricing schemes are consistently and

■ Import and export prices

You can import and export price lists in .csv or .xml formats, making it easy to create and manipulate special promotional price lists then restore the original pricing when required.

■ Complex pricing made simple

Sage MMS Price Book is powerful enough to support very complex pricing models. However, this is made simple to manage with a summary screen showing you which price bands and discounts apply to each customer.

■ Price book validation during sales order entry

When entering sales orders, you can instantly see the margin on an individual product sale (if authorised to do so). Additionally, you can see how the price for each item has been arrived at - helping answer customer queries quickly.

Price Book allows you to easily manage prices and discounts across your customer base.

The screenshot shows the Sage MMS Price Book application. The main window displays a 'Standard Price List' with the following data:

Item Code	Item Name	Product Group Code	Unit
CA/WALL/H33/DK	Oak Wall Cabinet H33cm	CABNETS	Each
WT/WHITE/LAM/80	White Laminated Worktop 80cm Len.	WORKTOPS	Each
WT/WHITE/LAM/120	White Laminated Worktop 120cm Len.	WORKTOPS	Each
WT/GRY/LAM/80	Matte Grey Laminated Worktop 80cm Len.	WORKTOPS	Each

The 'PB - Prices for Stock Items' dialog box is open, showing the following 'Price Band Name' table:

Price Band Name	Use	Price	Currency
Standard	<input checked="" type="checkbox"/>	52.05000	Pounds Sterling
Selling Band 2	<input type="checkbox"/>	47.80000	Pounds Sterling
Selling Band 3	<input type="checkbox"/>	56.00000	Pounds Sterling
Selling Band 4	<input checked="" type="checkbox"/>	0.00000	Pounds Sterling
Selling Band 5	<input checked="" type="checkbox"/>	0.00000	Pounds Sterling

Sage MMS Commercial Suite

- features at a glance

Sales Order Processing

Order documentation

Order acknowledgements, picking lists, delivery notes and invoices.

User privileges

Configurable user rights for margin calculation, discounting and other options.

View stock availability

Availability of stock across locations can be easily viewed at order entry.

Flexible order cycle

Configure the system to match your company's workflow.

Transaction e-Mail

Sales Orders can be received electronically from customers via BASDA compliant XML messages, and received into Sage MMS.

Goods returned / Credit note facility

Foreign currency orders

Accept orders in up to 100 currencies.

Prioritise customers when fulfilling orders

Rate each customer by importance to ensure that stock is allocated to your most valuable contacts first.

Support for flexible pricing and discounts

In conjunction with Price Book, complex pricing schemes can be easily adopted and managed.

Price and Availability Queries

Quickly deal with speculative 'price and availability' queries for customers, with applicable discounts.

Control of tax code

The tax code on the customer record can be set to override the stock item tax code on a sales order line.

Multiple invoice layouts

A default layout and a customer specific layout can be created.

Purchase Order Processing

Order authorisation

A rule can be set up to require supervisor authorisation on orders.

Returns and credits

Manage the return of goods to your suppliers, recording reasons if required.

Order comments

Can be for internal use only, or can appear on supplier documentation.

Foreign currency orders

Place orders in up to 100 currencies.

Transaction e-Mail

Purchase Orders can be sent electronically to suppliers via BASDA-compliant XML messages.

Order matching

Checks that goods received match your purchase order, supplier invoice and delivery note.

Cancelled Orders

Record cancelled line items for analysis.

Goods received

Prices can be updated at the goods received stage, per stock item.

Negative invoice lines

Negative free text items will be allowed on a sales order to represent any part exchanges agreed as part of the order.

Multiple delivery addresses

Orders can be delivered to a number of different addresses, including sub contractors and ad hoc addresses. You can mix addresses on the same order if required.

Full link 'Back to Back' orders

A purchase order can be raised automatically against an item that is not normally carried in stock.

Repeat orders

Customer order templates can be saved and run on a weekly, monthly, quarterly or user-defined basis.

Duplicate orders

Create a new order based on a previous one, to save having to re-key the same information again.

Order comments lines

Can be for internal use only, or can appear on customer documentation.

Order consolidation

Multiple orders can be grouped onto a single sales invoice.

SSD (Intrastat) return

Required entries for these returns are collected automatically.

Custom analysis codes

Analysis codes at order header and order line level can be used for reporting.

Archiving

Older information can be archived to speed up performance, but is readily available for viewing and analysis.

Landed costs

Stock items can be flagged as using landed costs, which can either be a percentage cost or fixed amount.

Multiple delivery addresses, including direct delivery

Orders with your suppliers can be delivered to a number of different addresses, including your own different premises, customers, suppliers, sub contractors and ad hoc addresses. You can mix addresses on the same order if required.

Automatic accrual

Ensures that management reports are accurate between receipt and invoicing of goods at period ends.

Preferred suppliers

Flags attempted use of non-specified suppliers.

Consolidate purchase orders

Reconcile multiple purchase orders to a single supplier invoice.

SSD (Intrastat) return

Required entries for these returns are collected automatically.

Custom analysis codes

Analysis codes at order header and order line level can be used for reporting.

Archiving

Older information can be archived to speed up performance, but is readily available for viewing and analysis.

Landed costs

Stock items can be flagged as using landed costs, which can either be a percentage cost or fixed amount.

Stock Control

Serial number controlled items

Track high value items, or other items requiring a unique ID.

Batch number controlled items

Track items which need to be purchased, stored and sold in batches.

Sell By and Use By dates

Serial and batch traceable items can have 'Use By' and 'Sell By' dates associated with them.

Comprehensive stock records

Full details of your products readily to hand.

Short and extended stock descriptions

Fuller and more detailed product descriptions can be used for websites, invoices and other documents.

Inactive items

Prevent sales stock items while retaining full history for reporting purposes.

Manage stock in multiple locations

Set up multiple warehouses and bins, managing their stock levels independently.

Flexible Costing methods

FIFO, Standard and Average costing methods are supported, plus Actual costs for batch and serial numbered items.

Archiving

Older information can be archived to speed up performance, but is readily available for viewing and analysis. Traceable items can also be archived.

Units of Measure

Buy and sell the same stock item in different units.

Search Categories

Custom fields can be populated with keywords, used when searching for particular products.

Comment lines

Default comments from the stock file can appear on picking lists and despatch notes; you can also amend or replace these comments at order entry.

Alternative stock

If first choice is out of stock, the system will readily suggest the nearest alternative equivalent stock item.

In-built stock taking procedures

Supports cyclical stock taking for individual items.

Internally-issued goods

Track internal use of stock items.

Attachment of files to a stock record

Attach technical specifications, product images or other documents to each stock record.

Service-type stock

Store details of service-type items - for example, carriage, labour rates and service charges.

Custom analysis codes

Three customisable fields can be populated for each stock transaction, for detailed reporting.

Negative items

Stock levels of negative stock items can be recorded on the system to give a 'real' stock level value.

'Unspecified' bin

The 'unspecified' bin can be renamed to match customer requirements.

Supplier price lists

A list and last price can be ordered against a stock item linked to a supplier. List or last price can also be specified at point of ordering.

Landed costs

Stock items can be flagged as using landed costs, which can either be a percentage cost or fixed amount.

Price Book

Unlimited prices per item

Unlimited price bands can be created for each item, and renamed.

Price band deletion

Unused price bands can be deleted.

Price band on a customer record

The ability to link price bands and default discount groups to customers, can also be done within the customers record itself.

Multi-currency

Price bands can be allocated to up to 100 different currencies.

Customer price and discount groups

Create customer price groups or 'communities' to attach to individual price schemes.

Unit of measure pricing

Set a specific price for each unit of measure (e.g. bottle, case and crate).

Unlimited quantity breaks

Margin calculation

If authorised, margin can be displayed during order entry to facilitate price negotiation.

Discount calculation

If authorised, the discounts making up a price can be displayed during and after order entry to quickly answer customer queries.

Import/Export

Price lists can be imported and exported from spreadsheets.

Price lists

Create price lists showing standard prices or for specific customers or customer groups.

Sage MMS - Bill of Materials

Key Features and Benefits

■ Precise Costing

Detailed costs can be built in for each unit or build run. Additionally, you can allocate a proportion of a fixed cost/operating overhead to a run, based on an average number of units per run.

If a component changes, the rolled-up costs can be calculated automatically if desired. For components that do not use the standard costing method, the system will re-calculate the rolled-up cost of the finished goods upon allocation.

■ Flexible Nominal Ledger analysis

Stock use can be summarised to a single line for each nominal account when posting to the Nominal Ledger, or split out to multiple lines by component. Summarising nominal postings significantly reduces the volume of Nominal Ledger transactions, improving performance.

■ Easily manage multiple Bills of Materials

Multiple versions of a BOM can be stored and used, one of which is 'live' at a given time.

With powerful Version control, only one person can edit or change a BOM at any one time, and other users are aware that a BOM is being edited. Full change history is stored for each BOM. Old BOMs can be marked as 'Dead' or 'Obsolete'. Obsolete BOMs can be revived but not built from, and Dead BOMs can be permanently deleted if required.

■ Intuitive operation

The Bill of Materials module shares the same outstanding usability as the rest of the Sage MMS system with uncluttered screens and intuitive navigation. As the the same process and screens are used whether performing a trial build, allocating stock or actually building items, the learning curve is less steep.

■ Multiple views of BOM structures

Four views of BOMs are available. Tree view allows drill-down through all levels and branches of the BOM. Top level view shows only the first level of components below the finished item.

Bottom level view shows only the end points of each of the BOM branches. Consolidated view shows rolled-up totals of all components used.

■ Flexible build options

The system can be configured to always build subassemblies, or always use from stock, or allow choice in each case. Picking lists can be produced at the time of allocation or separately.

■ Customised BOMs and 'Specials'

Users can replace individual items, add new items or amend quantities of existing items.

A 'Partial Build' feature means that if for some reason you don't need to build all the items that raw materials have been allocated for, you can enter the quantity you have actually built. In addition, the system can cope with the situation where finished goods are built without allocating raw materials first, for expedited builds.

Features

Unlimited BOM levels

BOMs can be created using unlimited sub-levels.

BOM line types

Each BOM can contain multiple lines representing a stock item, subassembly, cost item, document or comment.

BOM history

Complete history of changes within each BOM is stored.

'On Hold' feature

BOMs can be placed on or off hold, with user-definable reason codes.

Support for serial and batch numbers

Comprehensive support for serial and batch numbers on raw material and finished goods levels.

Common or standalone subassembly usage

Subassemblies within BOMs can be self-contained, or be shared.

Rolled-up cost generation

If desired the system can automatically recalculate rolled-up costs when a component changes.

Support for 'Phantom' BOMs

You can create intermediate items that are never held in stock but are standalone constituents of another finished good.

Replace or delete items

An item can be globally replaced or deleted throughout all BOMs with full control over where changes or deletions are made, including intelligent support for partially-built finished goods.

Where Used inquiry

You can choose whether to view immediate parents, top level parents or a complete hierarchy.

Multi-Item Builds

Allows multiple finished items to be included in stock calculations and allocations to ensure finished goods that have similar constituents cannot use each other's raw materials.

Trial Build

Displays the quantity of raw materials required, including any shortfalls and alternative sources of shortfall items to allow you to plan your build sequences.

Allocation reference numbers

A reference number allows for easy identification of a particular allocation for a manufacturing run - and the subsequent build.

Sage MMS - Reporting and Financial Analysis

Key Features and Benefits

■ Budgetary Control

A key strength of Sage MMS is its advanced budgetary control plus its ability to analyse the performance of cost centres and departments within your business. Analysis of budgets versus actuals can be viewed graphically, with the option of displaying up to five years of historical data, and the coming year's budgets. By drilling down to the individual transactions you can easily see the detail behind those trends.

Support is also provided for the consolidation of multiple companies, including those with different operating currencies.

■ Analysis Tools

Throughout the system, custom analysis codes allow you to 'slice and dice' information any way you want. For example, you may choose to categorise your customers by region, sales person and account type, so you can analyse sales performance across these categories.

■ Report Designer

Sage MMS is supplied with over 250 ready-made reports covering all aspects of the system, plus a wide range of documents such as credit letters and invoice layouts for everyday use in your business.

With the inbuilt WYSIWYG Report Designer tool, you can easily customise these reports and documents or add new ones from scratch. The same Report Designer is used in Sage MMS as in Sage Line 50 - so it will be familiar to anyone who has used Line 50 before. New fields can be added using a wizard; using the in-built Expression Engine, you can add fields which calculate values 'on the fly', based on custom formulae. Logos and other graphics can easily be added to customise your reports and documents.

When you run a report, a powerful filter helps you select the information to be retrieved. This includes any appropriate custom analysis codes. For example, you could run a sales report based on a particular region or salesperson. You can save particular 'views' for future use, and frequently-used reports can be added to the Sage MMS menu for easy access.

Reports and other documents can be previewed, e-mailed, printed directly or sent to a print manager for printing at a convenient time. Access rights for the print manager can be set to ensure that sensitive documents are not accessed inappropriately.

■ Drill Downs

From the main screen of Sage MMS and throughout the system, key business information is readily available. Intelligent drill downs allow you to view detailed information, to transaction level if required. Additionally you can drill across to view all related information.

For example, you can view the Nominal Ledger as a Profit & Loss and Balance Sheet, drilling down to view nominal accounts and all related transactions.

■ Excel Integration

Enhanced Excel integration allows information from Sage MMS to be quickly and easily uplifted into an Excel spreadsheet without the need to re-key or manually export or import data.

A library of Excel functions is supplied to allow information to be pulled from MMS into Excel for analysis. Sample spreadsheets are supplied for Profit and Loss, Balance Sheet and Key Performance Indicators. It is easy to amend these or create new spreadsheets to suit your own business.

■ Other integration

Via industry-standard ODBC connectivity, Sage MMS can be linked to a host of other desktop applications for analysis or other integration.

Features

Budgetary Control

Budgets can be set for the current and next year for each nominal code; up to three custom budget profiles can be defined and applied.

Cost Centres and Departments

To help analyse the performance of different areas of your business, nominal codes can be assigned to different Cost Centres and Departments.

Graphical Analysis of Budgets vs Actuals

Display up to five years' historical data and the coming year's budgets.

Custom Analysis Codes

Throughout the Sage MMS system, custom analysis codes can be defined, allowing you to analyse information across many dimensions.

Sage Report Designer

A comprehensive range of ready-made reports and document layouts is supplied with Sage MMS, along with a powerful report designer which can be used to tailor them. The report designer can also be used to create new documents and reports from scratch.

Drill-Downs and Drill-Throughs

Throughout the Sage MMS system, key business information is readily available. You can drill down to view detailed information, to transaction level if required, and drill through to view related information.

ODBC Connectivity

Information from Sage MMS can be read by many other applications via industry-standard ODBC connectivity, for external analysis or other use.

Sage MMS Document Manager

The new Document Manager module enables high quality business documents to be easily designed and the documents you send out every day such as statements, notes, invoices, and quotes can now be created quickly and easily by merging information held in Sage MMS such as your company logo.

You can then choose how these documents are dispatched - by email, fax or post, giving you both control and flexibility.

Features and Benefits

- **Professional looking documents**
Sage MMS Document Manager merges information from your with form designs, such as your company logo and branding, and produces professional looking documents that can be instantly faxed or emailed.
- **Rapid Return on Investment**
Low cost of ownership and a rapid return on investment means that your business will immediately feel the benefits of a smooth running, paperless environment.

Use the ROI calculator on the Sage MMS section on www.sage.co.uk to calculate the cost saving that you could benefit from by using Sage MMS Document Manager.
- **Intelligent delivery**
More and more businesses today are using email to send their documents out in an attempt to cut costs and save time. The Document Manager ensures that you achieve this by enabling you to generate professional looking emails directly from your Sage MMS business solution saving you time, money and eliminates postal costs.

However if your contacts do not have email addresses Sage Document Manager offers you the flexibility of sending the page by fax and, alternatively if the customer or supplier does not have a fax the other option you are given is to print the document.

- **Eliminate wastage of out dated stationary**
By using the backdrops that exist in the Sage MMS Document Manager, there is no longer a need to use pre-printed stationary. The Documents can now be printed directly onto plain paper, as well as maintaining a professional look and feel, it also the quickest and easiest way of cutting down stationery costs.
- **Efficient archiving**
Sage MMS Document Manager can also offer you an efficient, easily accessible document archiving system. Instant retrieval of any document is possible in just a few steps, reducing paper-chasing and a clear audit trail increases clarity and saves time.

Support Services - helping you to get the most from Sage

The Sage Business Advice Team

If you need help in selecting the right Sage solution for your business, you can phone one of our experienced Business Advisors. They will discuss your needs with you, provide you with detailed product information and, if appropriate, put you in touch with a local Sage Accredited Business Partner.

Sage Accredited Business Partners

Sage has an extensive network of Business Partners. These are situated throughout the UK, so wherever your business is based, you can be sure of finding a local Sage Business Partners to select, install and support your Sage system.

Sage Business Partners combine in-depth industry expertise with a detailed knowledge of the Sage product range. They will meet with you, often at your premises, to discuss your needs and identify the most appropriate solution for your business. They will then help install it and ensure that it is configured to meet the specific requirements of your business. They can also advise you of any hardware requirements, help train your staff to use the new software and provide ongoing technical support.

Sage Annual Licence Plan

The Sage Annual Licence Plan (SALP) ensures that your Sage MMS continues to support your business as it grows.

Benefits include:

- **Updates:** SALP provides you with legislative updates for Sage MMS. This ensures that your accounting system continues to comply with current legislation.
- **Directors' Briefings:** SALP offers you unlimited access to a password-protected area of www.sage.co.uk, including over 100 invaluable business guides.
- **Discounts on Sage stationery:** SALP qualifies you for discounts on standard and bespoke Sage Stationery.
- **Special promotional offers:** From time to time Sage will announce special promotional offers for SALP members that will complement Sage MMS.
- **Upgrades**
Sage MMS has an exciting roadmap of developments, SALP ensures that you benefit from these.

Finance Options from Sage

At Sage, we recognise the upfront costs associated with purchasing and installing a new IT system can often be a barrier to acquiring the solution your business really needs. This is why we have created a variety of Finance options, allowing you to spread the cost of payment, and enabling you to purchase the best possible solution for your business, with no compromises.

Microsoft® SQL options

Sage MMS v3 requires an approved third-party database management system to operate - currently either Microsoft SQL Server™ 2000 Standard Edition or Microsoft SQL Server 2000 Enterprise Edition.

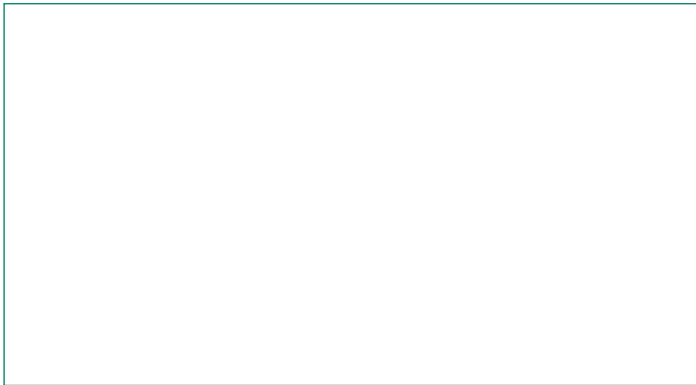
If required, Sage can supply you with embedded or full versions of Microsoft SQL Server when you purchase Sage MMS. In addition, we offer highly recommend Microsoft Software Assurance - allowing you to adopt updated versions of Microsoft SQL as they become available and certified for Sage MMS.



'Sage MMS is easy to implement, easy to use and has the potential to develop with the business as it grows. And my staff like it too.'

Chris Fenn, Financial Director, Fusion People

Your Sage Business Partner:



System Requirements

The hardware requirements for Sage MMS will vary depending on the usage pattern on each workstation. Please see www.sage.co.uk or consult your Sage Business Partner for details.



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