



POWER TO RUN YOUR BUSINESS

sage

MMS New Features Guide

The powerful accounts and trading solution that flexes to your business

New Features Guide

Welcome to Sage MMS v3.5!

Version 3.5 is the next release of our highly successful Mid Market Solution and has been designed with our customer's needs in mind; in fact Sage MMS v3.5 was primarily designed from customer feedback.

Our extensive customer research and workshops involved customers, business partners and accountants - resulting in an impressive list of new features and enhancements.

The release of Sage MMS v3.5 also highlights the time and efficiency benefits that can be made by utilising the latest development technologies; with this version we have improved the proposition for our customers migrating from Sage Line 50 & Sage Line 100, strengthened the existing product to match customer demands, added new functionality and introduced a new module.

We've used your comments and requests to make the changes that matter to you. So when you told us that you wanted to work from lists of information, for example a list of customers, that's exactly what we did and it's made a big difference. Sage MMS v3.5 now offers several different ways to use the product making the tasks you perform on a daily basis quicker and easier - all coupled with a new, modern look and feel. But that's not all; this guide will take you through a number of the new features we've introduced in version 3.5.

We're sure you'll benefit from the care and attention we've put into making Sage MMS v3.5 and will find the enhancements made to this version useful in all aspects of your business.

Yours sincerely,



Chris Hawley
Sage MMS Product Manager

The new Sage MMS Desktop allows you to view and efficiently perform a range of tasks on your company data. The Desktop is truly versatile and can be customised to suit the way that you work.

You can work in a number of different ways using the following new desktop features:

List Based User Interface(s) – The new list based User Interface(s) are a familiar interface, if you have previously used or upgraded from Sage Line 50. The 'Lists' display is a list of information related to the selected module, such as a list of Nominal accounts in the Nominal Ledger. What's more, each module also allows you to launch a number of options related to the list. For example, in the screenshot below, a number of Nominal Codes are selected. From this selection a number of options are available from the toolbar such as raising a journal entry for the selected Nominal Codes.



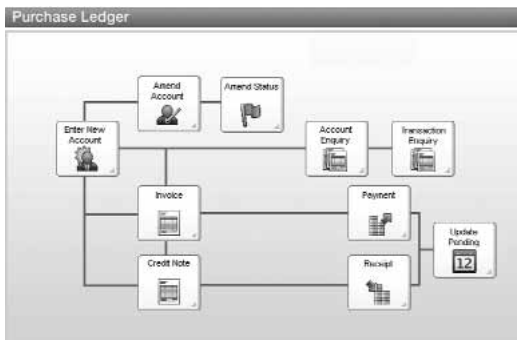
Account Number	CC	Date	Name	Type
4110	4110	4/19	Cost of Sales - Default	Posting
4111	4111	4/19	M.Sales - Multiuser	Posting
4112	4112	4/19	Total Debt - Group	Group
11200	4112		Subsidiary Control	Posting
11200			SA - Subsidiary for J.S.	Posting
41111			M.S. Web sales for J.S.	Posting
41120			Sales Default	Posting
41130			Stock Issues - Default	Posting
41130			Cost of Sales - Default	Posting
41140			WIP Sales Inventory	Posting
41140			Inventory - Inventory	Posting

Views – 'Views' are similar to 'Lists' and display key information related to the selected module. 'Views' are designed to provide you with key information when you open the Sage MMS product, normally retrieved by running a report or enquiry. However by using 'Views', information such as a list of overdue sales invoices or customer and supplier overdue balances are automatically presented to you when you open Sage MMS. Several different 'Views' may be displayed according to the module you have selected.

It is important to note that 'Views' are dynamic and can be searched in order to find a particular record(s), exported to Microsoft™ Excel, printed, reported on, configured (for example additional columns can be added) and most importantly, actions can be launched such as amending an account or running a transaction enquiry.

Account Number	Account Name	Balance
1000000000	1000000000	1.866.71
111000	111000	1.742.00
112000	112000	1.500.00
113000	113000	1.400.00
114000	114000	1.300.00
115000	115000	1.200.00
116000	116000	1.100.00
117000	117000	1.000.00
118000	118000	900.00
119000	119000	800.00
120000	120000	700.00
121000	121000	600.00
122000	122000	500.00
123000	123000	400.00
124000	124000	300.00
125000	125000	200.00
126000	126000	100.00
127000	127000	0.00
128000	128000	0.00
129000	129000	0.00
130000	130000	0.00
131000	131000	0.00
132000	132000	0.00
133000	133000	0.00
134000	134000	0.00
135000	135000	0.00
136000	136000	0.00
137000	137000	0.00
138000	138000	0.00
139000	139000	0.00
140000	140000	0.00
141000	141000	0.00
142000	142000	0.00
143000	143000	0.00
144000	144000	0.00
145000	145000	0.00
146000	146000	0.00
147000	147000	0.00
148000	148000	0.00
149000	149000	0.00
150000	150000	0.00

Process Maps - Process maps provide a diagrammatic representation of the business workflow associated with a particular module. For example, the Purchase Ledger process map below shows the flow of tasks from entering a new account, producing invoices and credit notes, to making payments and receipts.

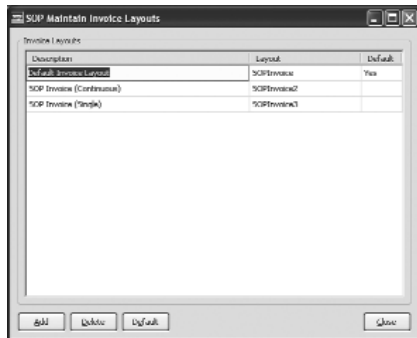


Home Page - You can set up your 'Home Page' to display a selection of 'Views' or 'Lists' relating to information available from different modules.

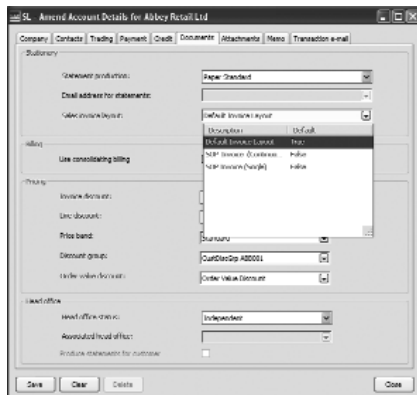
Multiple Invoice Layouts

The invoice printing routine in MMS has been extended to support multiple invoice layouts enabling you to choose a specific stationary layout during the invoice print routine. This new feature also allows you to apply individual layouts to each MMS customer record. The invoice layout applied to the customer, overrides the system default layout at print time. This means that when a range of customer invoices is printed, the system uses the required customer invoice format for each customer.

Set up the layouts you require and specify the default layout to be used by MMS.



Apply the invoice layout to a customer record.



Supplier Price Lists

MMS now supports a supplier 'list price' as well as a 'last price paid' for stock items. When you select a stock item for an order (where the supplier on the order is linked to the stock item), the system shows the price for the item based upon the 'Price Source' default setting ('last price' or 'list price') stored on the stock item supplier record.

A new 'Maintain Supplier Prices' form also makes it easy for you to specify a single supplier and then view the stock items linked to this supplier, view the last price paid for items, amend the list price, set expiry dates on supplier prices and amend the setting for the purchase order price source.

Supplier Account:

A/C Code: [501001] [v]
Stock Name: [DGT Clat] [v]
Postcode: [CV12 5XU] [v]

Stock Items

Code	Supplier	Stock Code	Last Order P...	Last Order D...	Supplier List Price	List Price Update...	List Price Expiry	Price Source
PH(TAP)EURE(TIR	TAP-21-442544		15.40000	26/11/2004	0.00000			Last Buying Price
PH(LAP)EURE(FEJH	TAP-21-442544		17.40000	26/11/2004	0.00000			Last Buying Price
PH(LAP)EURE(ME1b	TAP-21-442544		33.80000	26/11/2004	0.00000			Last Buying Price
PH(TAP)EURE(MH...	TAP-21-442544		15.30000	22/06/2001	0.00000			Last Buying Price
PH(EUR)EURE(SINGLE	SH-20-224544		0.00000		0.00000			Last Buying Price
PH(EUR)EURE(DOUBLE	SH-20-442533		76.80000	26/11/2004	0.00000			Last Buying Price

[Edit] [Add] [Remove] [Close]

POP - Maintain Supplier Prices

Supplier Account

Supplier Name: Stock Item: Postcode:

Stock Item

POP - Edit Supply Details for Supplier: BGT Distribution Ltd

Stock Item: Code: P91TAP/DUAL/CI/BOPE Name: Dual Control Hubs Tap Chrome

Supplier Details

Supplier stock code: 222-01442254

Quantity year to date: 70.00000

I AANTRW: ID (Days) M

Value year to date: 1002.20000

Usual order quantity: 20.00000

Minimum order quantity: 0.00000

Supplier prices

Supplier list price: 0.00000

Last order date: 20/11/2004

Last price received: / /

Last order quantity: 09.00000

List price supply: / /

Last Order Price: 13.40000

Price source: Last Supply Price

Currently on order: 0.00000

Unfilled orders

Not Applicable

Percentage Based

Value Based

OK Cancel

The 'Stock Item Supplier' form has also been updated to show the 'list price' and 'last price' making it easy to compare prices across multiple suppliers.

MMS v3.5 also enables you to import prices for stock items from a supplier, using either your part number or your supplier's. The import facility can also be used to create new stock item supplier records where a supplier has not previously held a stock item.

POP - Import Stock Item Supplier Prices

Import Options

Validate supplier prices only Validate and import supplier prices

Stock Item Suppliers

Create stock item suppliers during import routine using a stock item code

Account Selection

A/C ref: BGT001

Short name: BGT Dist

Postcode: DV10 5JK

OK Cancel

Control of tax code

A new setting is available on the MMS customer record that provides you with the choice to override the tax code on sales orders. When you create a new sales order or return with this override set, the tax code from the customer record is applied. This is useful for charities and other zero-rated organisations.

Header	Value
Account type	
Order type	
Region	

Multi-select Bank Reconciliation

Using the revised 'Bank Reconciliation' form in Cash Book, you can now reconcile:

- Single transactions
- Multiple transactions
- All transactions that have not been reconciled up to the statement date
- All transactions - with the ability to unreconcile specific transactions from the list.

Credit Reference Fields

MMS v3.5 seamlessly enables customer and supplier credit information to be migrated from Line 50 to Sage MMS v3.5. For existing MMS customers, a range of credit control information can now be stored. This includes the ability to set up credit reference bureaus and perform on-line credit checks. The credit reference information also records the average length of time it takes for customers to pay their invoices.

The screenshot shows a software window titled "Amend Account Details for Mellor Kitcham". It features a tabbed interface with "Supplier" selected. The "Credit terms" section contains several dropdown menus and text boxes: "Trading terms (days)" is "60 days", "Credit reference" is "N/A", "Dunnett" is "As Credit Checking", "Average time to pay (days)" is "0", "Credit control" is "Credit", "Invoice approval" is "Y", and "Finance manager" is "No Change". The "Credit review" section has a table of dates with checkboxes: "A/C opened" (30/04/2006) [checked], "Last credit review" (30/04/2006) [checked], "Next credit review" (30/10/2006) [checked], "Date when due" (31/03/2006) [checked], and "Date reviewed" (31/04/2006) [checked]. A "Memo" field is present but empty. Buttons for "Zero", "Clear", "OK", and "Cancel" are at the bottom.

Grouped Transactions in Cash Book

The grouped transaction processing routine in MMS Cash Book enables you to enter multiple sales or purchase payments/receipts, for a single bank account. When you save the entries, MMS makes a posting to the sales or purchase ledger for each payment or receipt you have entered, however a single posting is made to the Cash Book for the sum of each sales or purchase transaction.

The 'Cash Book Transaction Enquiry' feature allows you to drill down on a bank transaction to view the corresponding sales or purchase transactions underneath.

Addition of Price Band to Customer Record

MMS v3.5 allows you to select additional price book information (such as the price band, discount group and order value discount) either when you first create the customer record or as part of customer record maintenance.

The screenshot shows the 'Amend Account Details for Ashby (Sales) Ltd' window. The 'Defaulting' section includes 'Subject to conditions' (Super Standard), 'Fund affected by discounts' (empty), and 'Subs price book' (Default Branch/Group). The 'Billing' section has 'Line reconciling billing' (unchecked). The 'Pricing' section includes 'Invoice discount' (0.00%), 'Line discount' (0.00%), 'Price band' (Standard), 'Discount group' (CutDiscBy ADD01), and 'Order value discount' (Order Value Discount). The 'Misc other' section includes 'Lead office status' (Independent), 'Accounted for effect' (empty), and 'Produce statements for customer' (unchecked). Buttons for 'Save', 'Clear', 'Print', and 'Done' are at the bottom.

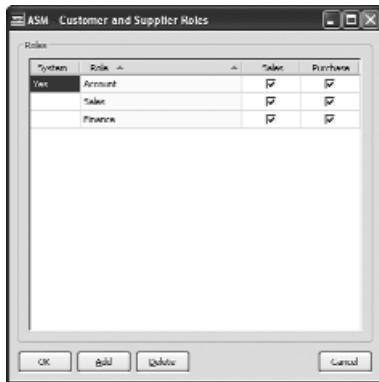
Deletion of Price Bands

MMS v3.5 includes the option to delete Price Book price bands that are no longer required.

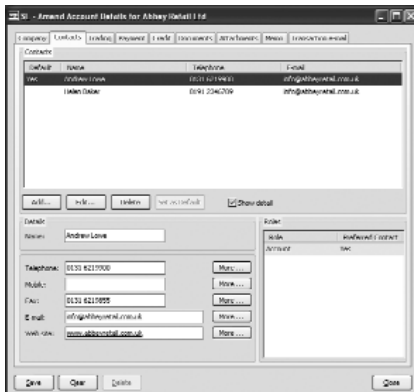
Multiple Contacts on Customer/Supplier Records

MMS v3.5 recognises that you may need to hold the details of more than one 'contact' (the person in the customer or supplier company who you contact when you have an issue or need more information) for each customer or supplier record. As a result the 'Contacts' facility has been enhanced on the customer and supplier records to allow multiple contact names, contact details (such as multiple telephone numbers, mobiles, e-mail addresses etc.) and contact job roles to be recorded.

Job roles are set up in Accounting System Manager.



Contact names are added, maintained and job roles applied in the customer and supplier records.

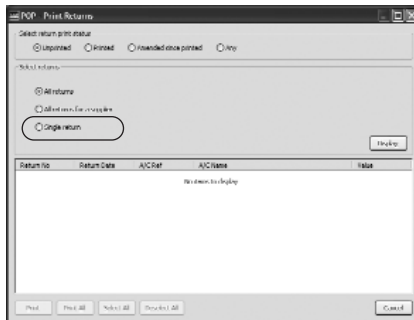


Amend Goods Received – Sales Returns

Any mistakes you make during the processing of a sales order return can now be easily rectified after the initial goods received stage, using the 'Amend Goods Received' form. This removes the need for you to post extra transactions to rectify the errors at a later date.

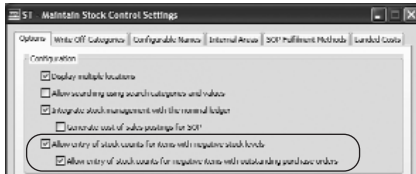
Printing a single PO Return

MMS v3.5 now offers you greater flexibility when printing your purchase order returns notes by enabling you to print single returns notes.



Stock take items with negative balances

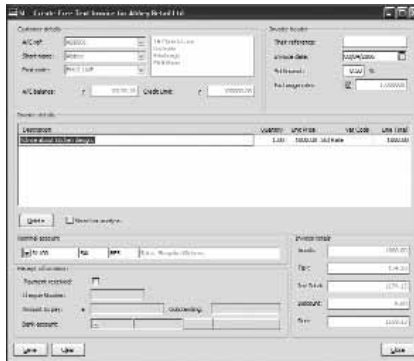
If required the stock take process in MMS v3.5 can be configured to allow stock counts for items with negative stock levels. At the time of entering the stock count, you will be warned that outstanding receipts exist and shown the outstanding quantity - allowing you to make more informed stock control decisions.



This feature can also be extended to allow stock counts for items with outstanding purchase order receipts.

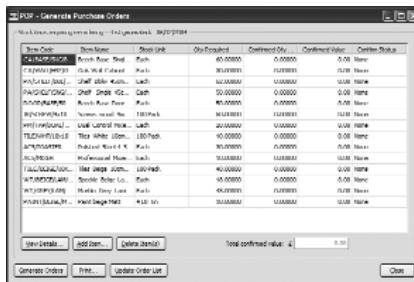
Change nominal code on free text invoicing

At the point of raising a free text invoice, MMS v3.5 allows you to change the nominal code used on free text invoicing.



Clear all or remove single item during generate order process

MMS v3.5 offers improved purchase order management by allowing the removal of items from the 'Generate Orders' list. Using the standard CTRL and SHIFT key commands you can now select a single item, a combination of items, all items or a group of items to delete from your next purchase order run.



It is also possible to re-generate the list of required items, for example, to take account of recent sales order demands.

Amend Receipts for SOP Returns

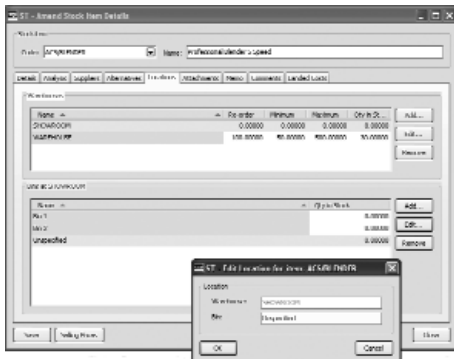
MMS v3.5 includes the ability to amend Sales Order Processing receipts (as per the amend goods dispatched routine).

Negative lines of invoices

MMS v3.5 supports negative prices on free text items enabling part exchanges or even deposit redemptions.

Renaming of the unspecified bin

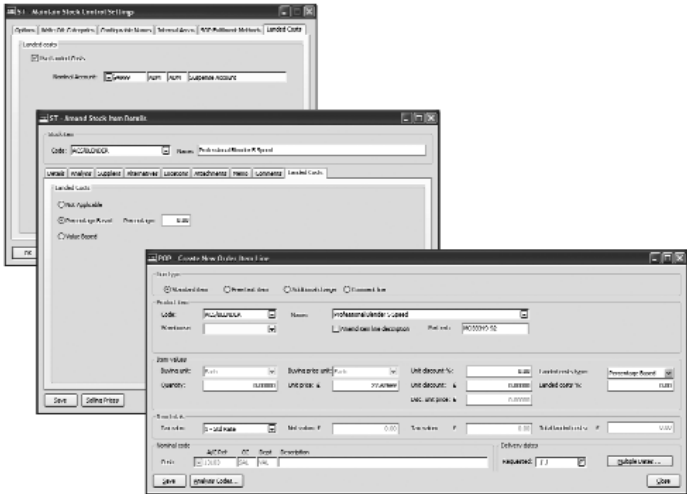
In MMS v3.5 every stock item that maintains a stock level has a default bin location linked to it. The default bin location, which is automatically created by the system, can now be renamed from the default of "unspecified". MMS v3.5 also has the ability to delete the bin (one bin must always exist).



Landed Costs

"Landed costs" refer to the capture and accounting of any costs associated with the shipping, handling and importation of stock items on purchase orders. These additional costs are often invoiced separately and may span multiple purchase orders for inventory items.

Once enabled, landed costs in MMS v3.5 can be either percentage or value based, with postings being made to the nominal account specified to control landed costs. Landed costs can be set up at all levels of the product hierarchy, from the product group to the stock item supplier level and purchase order processing order line level.



Archiving of Traceable Items

In MMS v3.5 order lines involving traceable items now capture the relevant traceable item information as they are archived.

You can archive a single item, a single product group or all traceable items. Simply specify a date and MMS finds every traceable item record that has been fully issued with a last activity date earlier than the one you have specified.

EC Sales list in XML format

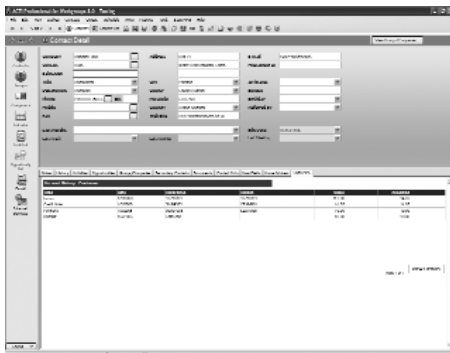
From June 2006, all submissions for EC Sales must be made via the electronic submissions upload link provided on the HM Revenue and Customs website. You can now use the EC Sales List report, provided by Sage MMS v3.5 in XML format to submit your data.

ACT! V8 Integration

MMS v3.5 provides integration with the Sage ACT! v8.02 CRM product. MMS customer account information can be linked to ACT! contact detail records to provide key financial data to users utilising the ACT! product.

Using ACT! with Sage MMS v3.5, you can:

- use the 'Turnover' feature to view trading details for each of the periods in the current year. Monthly turnover figures for invoices, credit notes and receipts/payments are displayed.
- view summary details of transactions on the account by selecting 'View History'.
- Drill down and utilise MMS forms (depending on whether the contact is linked to a customer or supplier within MMS) by launching:
MMS Sales Orders or Purchase Orders for the entry of orders from ACT!, Sales and Purchase Enquiry Details and Stock Item Details. If the contact is linked to a customer, you can also drilldown to create new free text invoices in the Sales Ledger and quotations or new orders in Sales Order Processing.





MMS Document Manager (optional module)

The Sage MMS Document Manager module enables you to instantly e-mail, fax, print and record all documents from your Sage MMS system. This includes statements, invoices, remittances, delivery notes, sales and purchase orders, quotations and much more.

The Sage MMS Document Manager merges information from Sage MMS with form designs, such as your company logo and branding and delivers those documents automatically in the format of choice for that customer or supplier. As a result, with a couple of clicks, large batches of professional looking documents such as statements and invoices are automatically produced, faxed or e-mailed (or printed if that is the contact's preferred medium), thereby reducing your printing, postage and administration costs - the documents can also be automatically archived as PDF attachments against your customer and supplier records for future viewing.

Key benefits of the MMS Document Manager include:

- Dramatically reduce your costs by delivering your documents by fax and e-mail
- Place your company logo, branding, image and design on all outgoing documents
- Intelligent delivery means the MMS Document Manager knows what to fax, what to e-mail and what to print
- Electronically store all your documents so you can retrieve them whenever you need them



Notes
