# sicon

additions guide for Sage

Enhancing your Sage experience with innovative business systems software

www.sicon.co.uk

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# Sicon have been developing software applications for integration with Sage for over 18 years and are now well established as one of the leading software developers in the UK and Ireland.

Designing and developing applications solely for Sage 200 we produce innovative, high quality and highly functional business systems software.

Using our experience from many business sectors we have created a broad range of products addressing various business systems requirements. From a simple document scanning and archiving solution to a 2,000 user web based requisition, timesheet and expenses entry system with multi-level authorisation.

All software design and development is carried out by our teams of product managers and developers based at our Head Office in Bury St Edmunds and around the UK.

For more information on our innovative range of additions for Sage 200 or to arrange a demonstration of the products included within this brochure, please speak to your Sage Business Partner or contact us directly.

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SUMMARY
Financial Highlights

# siconfinancials

This section covers the Sicon modules typically used by finance teams to streamline common financial and business processes.

These modules may simply enhance existing Sage 200 modules to provide extended functionality or provide entirely new modules and processing tools that are fully integrated with many of the standard Sage 200 modules.

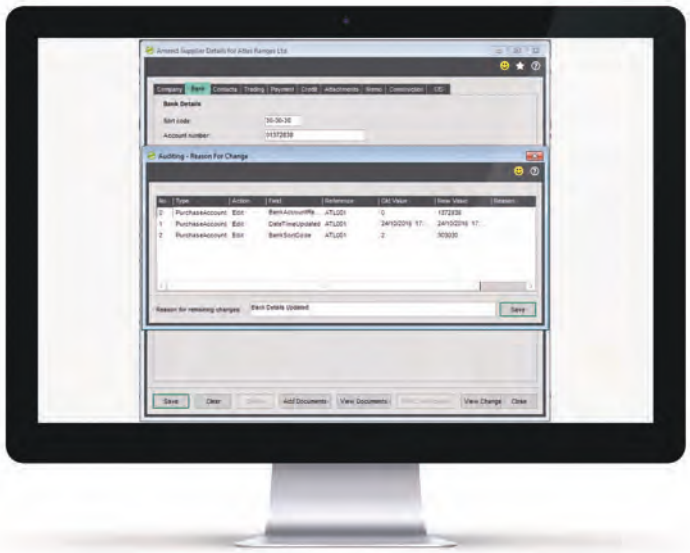
**Sicon Financial Modules for Sage 200**

- **Audit Log:** Track changes to core Sage 200 and Sicon modules.
- **Cash Flow Manager:** Real time drag and drop interface for cash management and projections.
- **Contract Manger:** Manage repeat billing, deferred income and costs.
- **Document Management (DMS):** Scan and attached documents while you work in Sage 200.
- **Enhancement Packs:** Over 90 enhancements for Sage 200.
- **Fixed Assets:** Manage your assets in this integrated and highly functional module.
- **Intercompany Transactions:** Carry out purchase invoice apportionment, nominal journals, cash transfers and stock transfers.
- **Direct Debit Integration:** Collect funds faster and more efficiently with better cash flow, improved customer service and easy budgeting.
- **Task & Contact Manager (TCM):** A simple contact management system with notes, actions, tasks and reminders plus simple mobile and e-marketing integration.

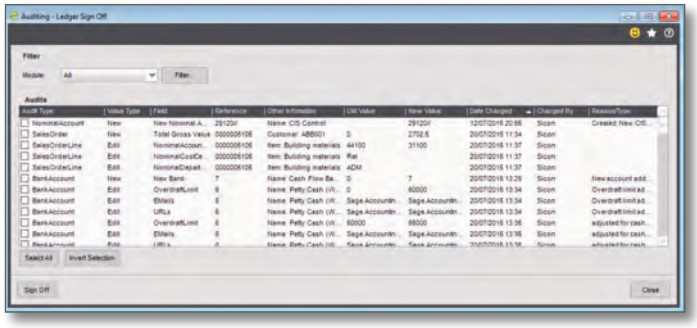
# Audit Log

This is a fully integrated module written specifically for Sage 200. Designed to track field level changes to core financial modules, sales and purchase order processing modules, stock and price book. Options for 'Silent' change logging or user prompted reasons for change which are configurable per Sage module.

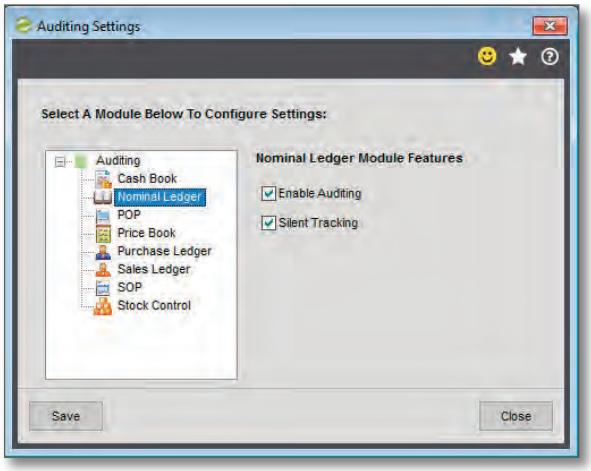
- Installed and maintained within Sage 200.
- Runs with all Sage 200 Companies at no extra cost.
- Available for all Sage 200 users based on permissions at no extra cost.
- Seamlessly integrated in to the Sage 200 screens and processes.
- Track changes made to core module data including purchase ledger bank details.
- Choose which Sage 200 modules you need to record changes in.
- Record changes in silent logging mode or select to force a reason and description for the change.
- A sign-off process provides a full list of every change made.
- Users can be restricted from signing off their own changes.
- Sage 200 based reports available to review all historical changes made in each module.
- Sage 200 modules included in the audit log:
  - Nominal Ledger
  - Sales Ledger
  - Purchase Ledger
  - Cash Book
  - Stock Control
  - Sales Order Processing
  - Purchase Order Processing
  - Price Book



Forced To Enter Change Details After Amending Purchase Ledger Bank Details.



Audit Log Sign Off Screen Showing Changes Made By Users



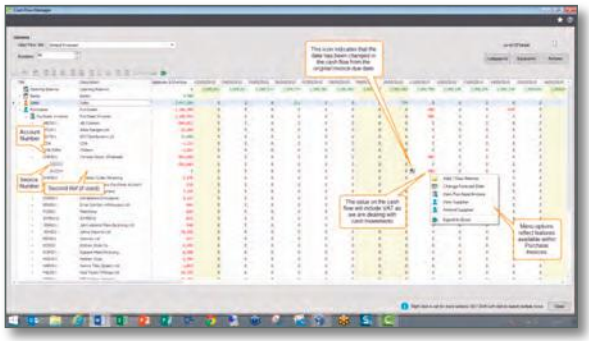

Options To Enable Auditing In Each Sage 200 Module

# Cash Flow Manager

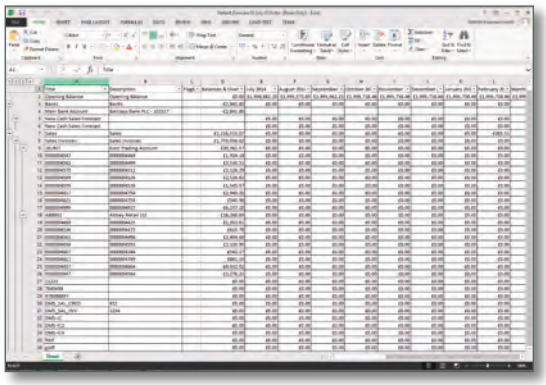
Sicon Cash Flow Manager is designed specifically as an enhancement for Sage 200. Fully integrated with the Sage 200 financial ledgers and order processing modules this is a simple module to use. Design your cash flow format including bank accounts, sales and purchase invoices, sales and purchase orders, nominal and ad-hoc spending. Use the drag and drop interface to adjust income and expenditure to reflect expected cash impact without amending the due dates of each document.

- Installed and maintained within Sage 200.
- Runs with all Sage 200 Companies at no extra cost.
- Available for all Sage 200 users based on permissions at no extra cost.
- Design your specific cash flow management structure, select a timeframe and display options.
- Include bank accounts, sales ledger and purchase ledger invoices, nominal ledger budgets plus Sales and Purchase orders into the structure.
- Add ad-hoc income and expenditure into the plan for un-budgeted items.
- Enter sales forecasts where cash receipts are based on retail or cash activities.
- Flag sales invoices as bad debts to exclude from cash flow summary.
- Filter the cash flow to show banks and transactions in specific currencies.
- Load the forecast and use the drag and drop functionality to move items to their expected cash impact date.
- Export the forecast to Excel.
- Build a specific cash flow forecast structure to allow long term planning of income and expenditure.
- Load up to 5 years of cash flow forecasts using the current position plus nominal budgets.
- Amend the forecast and budgets from within the drag and drop interface to create future income and expenditure scenarios.
- Can be used to assist credit control by adding and reviewing existing invoice memo's.
- Add notes to all transactions from within the cash flow.
- Forecast cash takings for businesses who deal directly with the public in shops or other cash based service industries using the Cash Sales Forecast.
- Customer average time to pay option can be used instead of customer standard terms.
- Day, week and month view is available across the module.
- Cash Flow can include contracts from Sicon Contract Manager, as well as applications and retention's from Sicon Construction Manager.

Cash Flow Settings



Cash Flow - Forecast Purchase Invoice Detail



Export Cash Flow to Excel

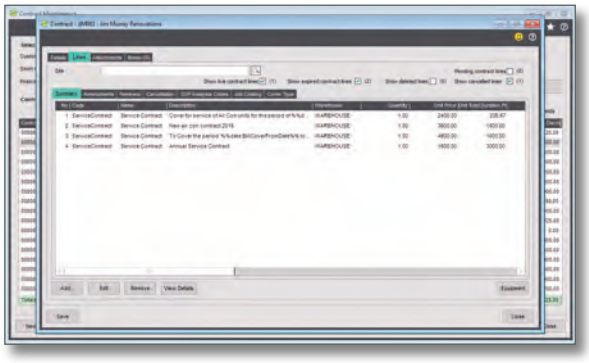
# Contract Manager

Contract Manager is an additional module for Sage 200, designed to control periodic invoicing and the management and reconciliation of the deferred income and cost postings. Optional integration to costing packages can provide profitability on contracts. This module is operated entirely within the Sage 200 environment. Contracts can be manually entered or created from the posting of sales orders with contract items included.

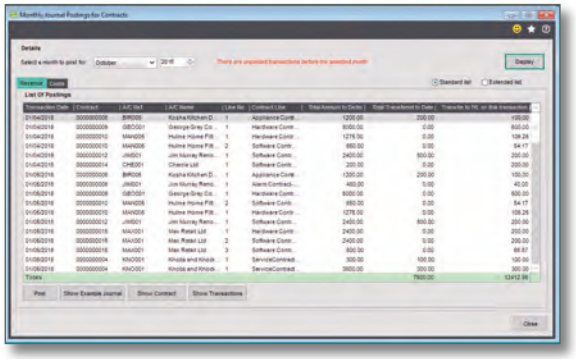
- Installed and maintained within Sage 200.
- Available to all users and within all Sage Companies at no extra cost.
- Manage the renewal reminders and invoice processing of recurring contracts.
- Invoicing periods can be set to any divisible duration of the contract, e.g. monthly, quarterly, annually.
- Each sales order and invoice includes the period of cover (from and to dates) clearly defining the billing duration.
- Manage deferred income and costs and the associated monthly nominal postings from balance sheets to profit and loss.
- Process contract amendments to generate invoices or credits to adjust the contracts mid term.
- Setup renewal pricing and changes ahead of the renewal process to allow printing of the reminders with new details.
- Contract reconciliation enquiry provides analysis of deferred income and cost postings by customer and contract items.
- Sage 200 report designer based amendable layouts and reports are available for contract reminders and contract analysis.
- Create sales orders with contract details included and automatically create new contracts when sales orders are saved.
- With the addition of the Sicon Job Costing module it is possible to analyse the profitability of the contract*.

** Additional cost - please see the price list.*

Contract Manager Reconciliation



Contract Manager View Contract Line

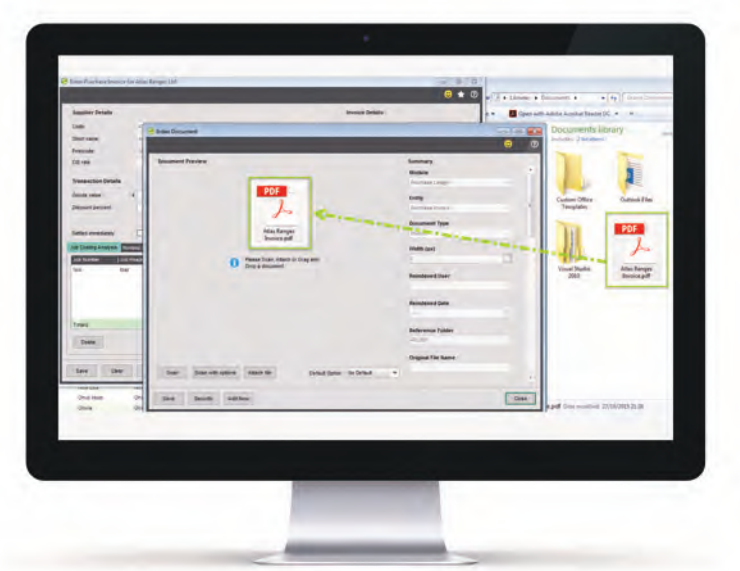


Contract Manager Deferred Income Journal Posting

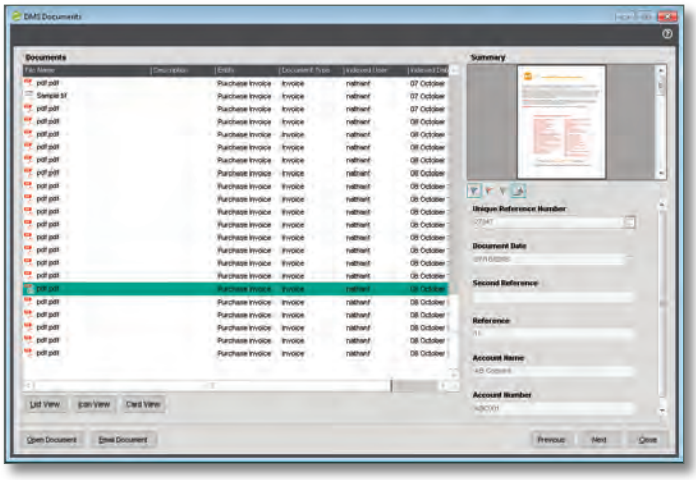
# Document Manager (DMS)

Allows users to scan and retrieve documents while they work in Sage 200, with no additional document management software or indexing steps required. The document indexing information is stored within the Sage 200 SQL database for fast searching. The documents are stored within the Sage 200 attachments path to ensure all documents are backed up within your Sage backup plan.

- Installed and maintained within Sage 200.
- License users can scan and attach documents or just view documents.
- Available within all Sage Companies at no extra cost.
- Documents can be scanned or attached within the standard Sage 200 screens with no additional document management software required.
- Drag email attachments only into DMS.
- Retrieve documents directly from Sage 200 accounts, orders and transactions.
- Save time and space (estimated at more than 20% of administrative time).
- Sicon DMS touch points within Sage 200 include:
  - Suppliers: Account and transaction based documents including purchase invoices and credit notes, Payment authorisation.
  - Customers: Account and transaction based documents including purchase invoices and credit notes
  - Nominal Ledger: Store copies of Journals calculations in paper or Excel formats.
  - Sales Orders: for example customer purchase orders, signed delivery documents, export documents, etc
  - Purchase Orders: for example purchase contracts, delivery documents etc
- Stock Control: item specification documents, change documents
  - Bank: statements stored with each bank reconciliation and general bank correspondence.
  - Add your own custom document types to any of the modules within the DMS application.
  - Add mandatory attributes to document types to capture additional information.
- Documents can be viewed outside of Sage via a browser/tablet interface (requires a license).
- Works with Twain compatible scanners or network copiers.
- DMS integrates with the Sicon WAP system to show documents added within Sage 200 on the documents that require approval in the WAP system.



Scan, Attach or Drag & Drop Images During Purchase Invoice Entry



Document Preview Pane

# Enhancement Pack

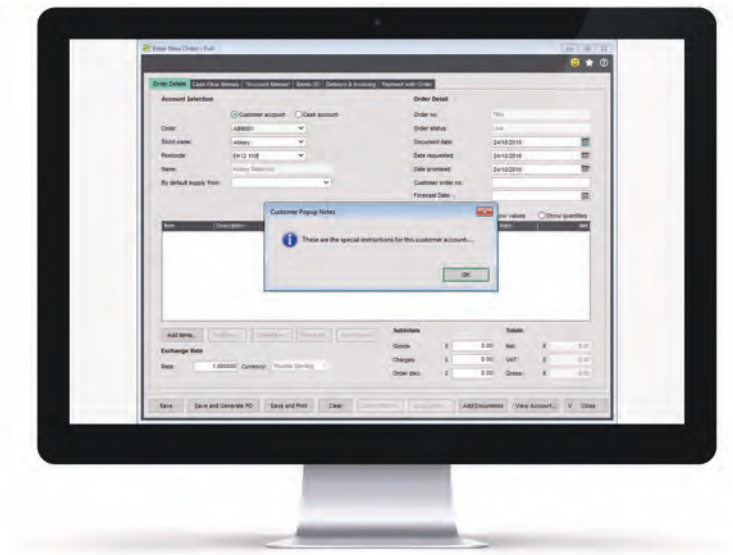
Sicon has created many enhancements for Sage 200 that are too small to become products on their own. In order to make these readily available, we have included over 90 enhancements and utilities to our Enhancement Pack modules.

- Installed and maintained within Sage 200.
- Runs within all Sage 200 companies at no additional cost.
- Available for all Sage 200 users based on permissions at no additional cost.

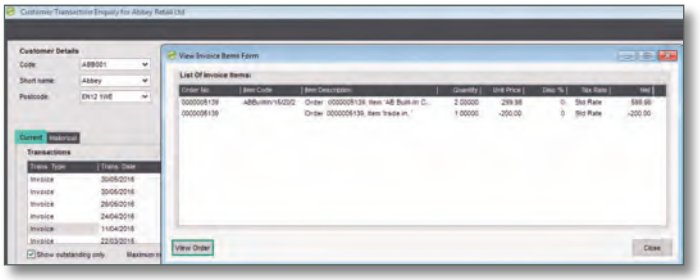
**Enhancement pack features include:**

- Multi module features including pop-up notes for customers, suppliers and stock items.
- Memo tabs for SOP, POP and order processing exchange rates updated after ASM updates.
- New Account /Stock item prompt list, existing account numbers / stock codes listed.
- Nominal ledger journal import with tax.
- Price bands by delivery location and update prices and discount groups by percentage.
- Purchase ledger auto duplicate warning and reprint remittance from Transaction Enquiry.
- Purchase Order Accruals with detailed narrative and supplier price and quantity breaks.
- Hold all sales orders when customer account placed on hold, reason for SOP return.
- Copy a sales order to a return, display customer memo in SOP, force Proforma entry.
- Import SOP delivery addresses and SOP special prices by date range.
- Use stock item updater to make bulk changes to stock items.
- Hide stock item bins with no stock levels.
- Maintain customer stock codes on stock items and search in customer codes in SOP.

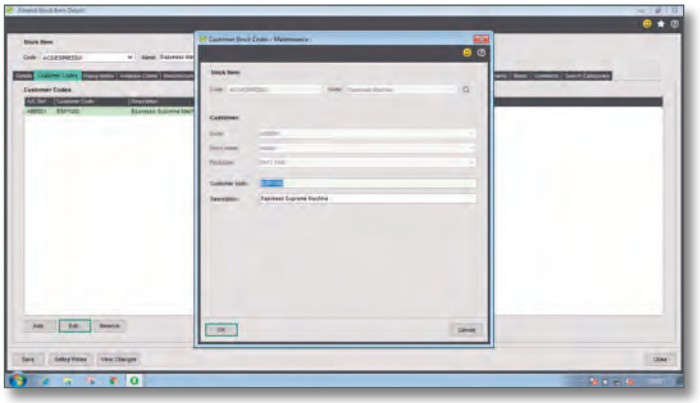
*NB: SOP functions are available when entering a full order on Sage 200.*



Customer Pop-Up Notes On Sales Order Processing



View Invoice Details



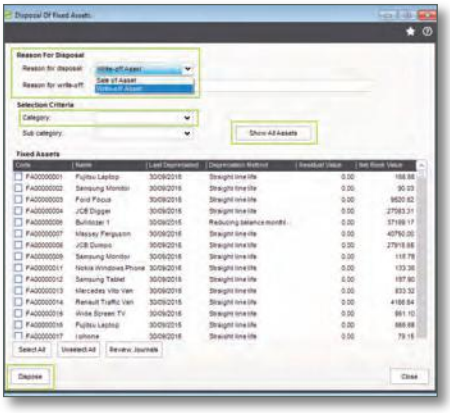
Customer Stock Code

# Fixed Assets

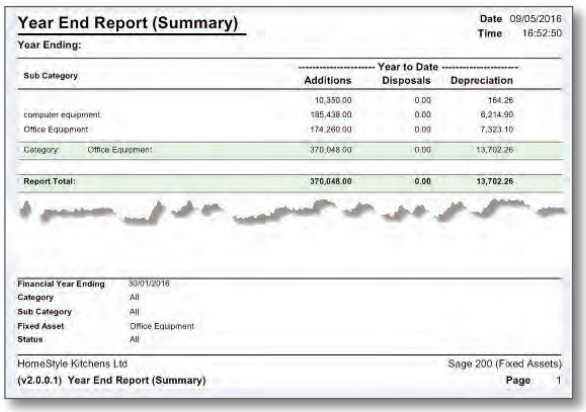
Manage your Fixed Assets with this fully integrated asset management solution for Sage 200. Linking directly to the financial ledgers and month end processes this is a simple module to use. Incorporating list views and workspaces plus a host of standard Sage 200 reports.

- Installed and maintained within Sage 200.
- Available within all Sage Companies at no extra cost.
- Unlimited assets available in each Sage company.
- Available for all Sage 200 users based on permissions at no extra cost.
- Import your Assets from Excel.
- Period driven depreciation postings linked to the Sage 200 period end routine.
- Create assets from the Sage 200 Purchase Ledger Invoice entry screen.
- Standard depreciation methods supported. - straight line, reducing balance, sum of digits.
- Calculate depreciation based on the number of days in the month.
- Mass change of depreciation type, percentage or life.
- Memo's and attachments per asset.
- Record maintenance and repair costs against existing assets.
- Integrates with Sage Project Accounting and Sicon Job Costing for depreciation postings.
- User defined Asset categories and sub categories.
- 150 analysis codes are available to configure across multiple custom tabs for each asset.
- Fixed Assets can be created into a structure to indicate how they are linked.
- Transaction history of depreciation, employees, location and nominal codes.
- Disposal and Revaluation process wizards included.
- Year-end process to handle current to brought forward adjustments with full nominal ledger integration.
- Reports are available in standard Sage report designer format and can be amended.
- Depreciation forecasts provided to help with budgeting future year's depreciation.

Multiple Asset Depriciation Amendment



Multiple Asset Disposal Process

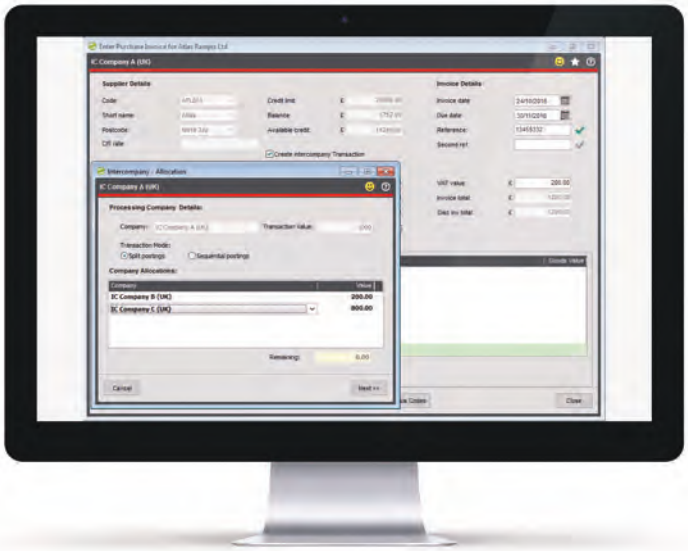



Statutory Year End Reporting

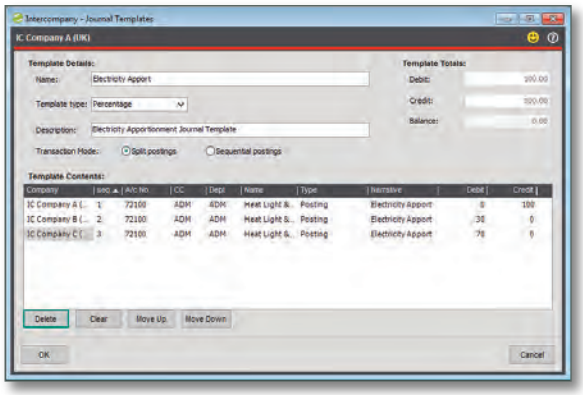
# Intercompany Transactions

The Sicon Intercompany module is designed specifically as an enhancement for Sage 200. Fully integrated with the Sage 200 financials ledgers, order processing and stock control module processes, users can carry out purchase invoice apportionment, nominal journals, cash transfers and stock transfers. Nominal journals or sales and purchase VAT invoices will automatically be created between any of the Sage 200 companies configured within the Sage system.

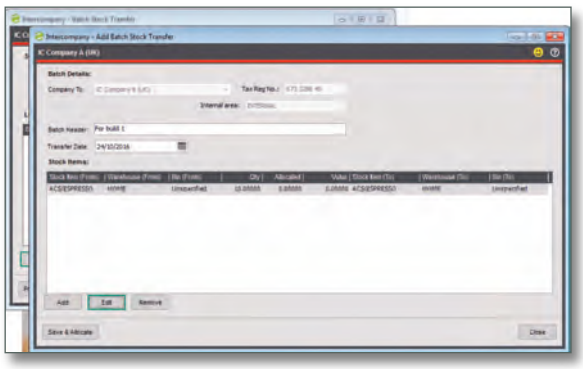
- Installed and maintained within Sage 200
- Runs with all Sage 200 Companies at no extra cost.
- Available for all Sage 200 users based on permissions at no extra cost.
- Create VAT Invoices or Nominal Journals based on company to company VAT relationship.
- Enter Purchase Invoices and apportion to other Sage 200 companies.
- Post cash and pay invoices in subsidiary companies.
- Carry out stock transfers with appropriate financial transactions automatically created.
- Handles companies in foreign base currencies.
- Exclude Nominal codes where Intercompany VAT invoices are not required.
- Facilities for Nominal Journal Templates to handle repeat postings.
- Print sales and purchase VAT invoices for intercompany posting.



Purchase Invoice Intercompany Split Posting Transaction



Intercompany Journal Templates



Stock Transfer

# Direct Debit Integration

The Sicon Direct Debit Integration module makes collecting funds simpler, faster and more efficient for you and your customers. Better cash flow, improved customer service and easy budgeting. With this module, you will be able to enjoy the benefits of timely payments, without the added hassle of chasing invoices.

- Installed and maintained within Sage 200.
- Available to all users and within all Sage Companies at no extra cost
- Import Customer Bank Details.
- Submit Direct Debit Instructions: Prepare a CSV. file to send to the Payers Bank for approval.
- Print off Suggested Direct Debit Collection Listing.
- Amend the Direct Debit Suggestions
- Generate and send Direct Debit Collection Notices to customers.
- Process Direct Debits: process/generate the CSV file to prepare for the direct debit collection based on sales ledger account outstanding invoices.
- Split invoices to be collected over 12 months
- Specify whole account collection by DD or limit to flagged transaction or Sicon Contract Manager invoices only.

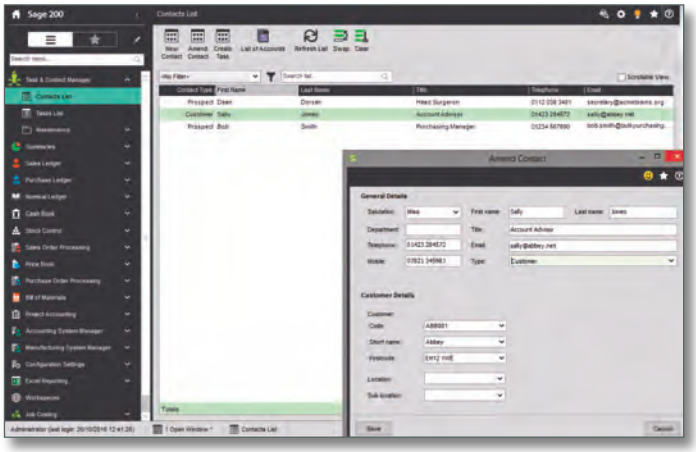
Processing Direct Debits

# Task & Contact Manager (TCM)

Sicon Task & Contact Manager (TCM) is a contact, notes and reminder system that is fully integrated with Sage 200. Aimed at customers who feel a full CRM system is too complex for their requirements and need a simple contact management system with notes, actions, tasks and reminders plus simple Mobile and e-marketing integration.

- Installed and maintained as an add-on within Sage 200.
- Create contact records for prospects, engineers, admin contacts or prospective suppliers without creating sales or purchase ledger accounts.
- Option to create accounts later and link the contact record details to them.
- Create additional contacts against sales and purchase accounts where the users have no access to the sales ledger.
- Use these linked contacts in Sicon Hire and Service Manager.
- Keep notes and actions completed or set task and reminders for yourself or other users on sales orders, purchase orders, stock items or other Sage 200 modules.
- A Sage 200 Desktop list provides a list of task, actions and reminders assigned to the user.
- Pop-up reminders are provided for tasks and notes with due dates & times.
- Filter contacts based on user definable criteria to produce e-marketing lists.
- Mobile integration provided for external sales personnel including access to accounts data and products/sales history plus client visit reports.
- Data security maintained between allocated sales staff and customer sales data.
- Notification to salesperson of accounts that have falling sales activity based on configurable rules.
- Notification to sales people of reminders set for them in Sage 200 against orders and accounts.
- Notification of overdue activities.
- Simple 'per named user' licensing for both Sage 200 and mobile users.
- Activity reports available for any user on all activities completed or scheduled to complete.
- Reports available in Sage 200 report designer to allow simple amenability and new report creation.

Amending a Task via the Task Desktop List



Amending a Contact via the Contacts Desktop List

# siconcommercials

The Sicon Commercial Modules are designed to provide solutions to complex business processes in specialist market sectors. These modules link with many of the standard Sage 200 modules to provide a truly integrated solution with no duplication or synchronisation of any data.

Mobile device integration is important to our clients so we have made tablet interfaces available for service engineers, Shop Floor Data Capture and barcoding available for manufacturers and Web updates are provided for Surveyors needing to value supplier applications in the construction sector. Sales teams can access & update client data and create sales reports while on the road while responding to notes and reminders from the office staff.

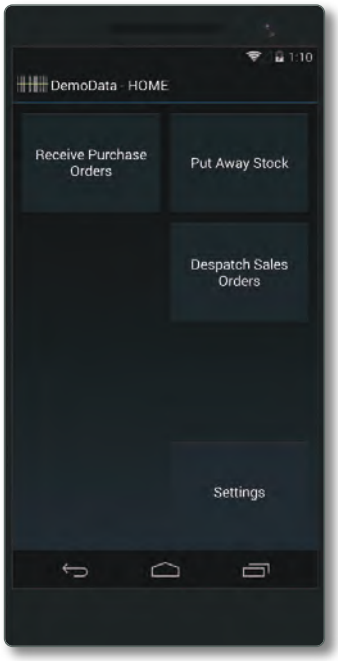
**Sicon Commercial Modules for Sage 200**

- Barcoding & Warehousing
- Construction Manager & CIS
- Distribution Manager
- Hire Manager
- Service Manager
- Manufacturing
- Job Costing
- Works Order Processing
- Kitting
- Material & Resource Planning

# Barcoding & Warehousing

The Sicon Barcoding & Warehousing module is integrated in real time with the Sage 200 stock and order processing modules, plus it fully supports all of the Sicon additions including Job costing for issues and returns, works orders for picking and building assemblies and distribution manager for pre-allocation of stock at goods in.

- Installed and maintained within Sage 200.
- Will run on any Android device.
- Receive purchase orders, and put away into existing or new bins.
- Pick & despatch sales orders.
- Issue & return stock to internal/jobs.
- Pick stock for Sicon Works Orders & Kits and build when pick complete.
- Pick stock for Sicon stock transfer (Service Manager and warehouse replenishment)
- Add 'found' stock.
- Write off damaged stock.
- Complete a Stock take for both traceable and non-traceable items.
- Transfer stock in the warehouse, even if it is allocated.
- Allocate received stock to Sales orders using back to back or Sicon pre-allocations processing
- The Sage 200 report designer supports many barcode formats as standard.
- Layouts are provided in the Sage 200 report designer to:
  - print barcode labels at goods in
  - print warehouse bin location labels
  - print barcodes on purchase orders, sales orders, job sheets and works orders.
- Additional license required per barcode device.
- What you will need to provide:
  - Wireless Network covering your warehouse area(s).
  - Your chosen handset hardware options.
- Handheld device options are endless but here are some examples of what is available:
  - Low cost option: e.g. Samsung Tab A6 (Android) plus rugged case, with Koolertron Bluetooth trigger scanner. Total around £150
  - Ruggedized option: e.g. JM Prime at around £400.




Home Screen

Pick and Despatching Sales Orders

Receive Purchase Orders

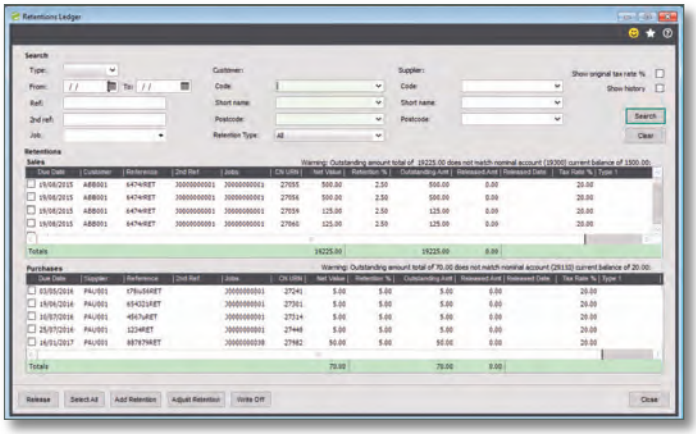
Put Away Stock

# Construction Manager and CIS

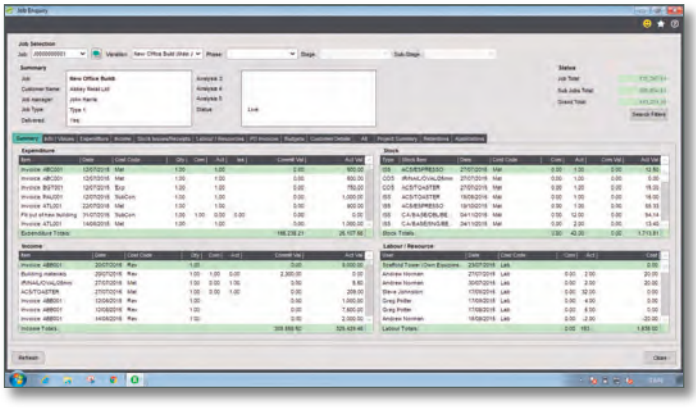
Sicon Construction Manager is a set of add-on modules for Sage 200, based around the well-established Sicon Job Costing module to capture costs from purchase orders, purchase invoices, stock issues, cash transactions and labour to create reliable and accurate costings linked directly to transactions processed within Sage 200. Handling CIS, CITB, Applications, Retentions and Valuations and Payments.

- Installed and maintained within Sage 200.
- Available to all Sage 200 companies and users, with permissions, at no additional cost.
- Sub-Contractors are setup within the Sage 200 purchase ledger with relevant CIS, CITB and retention details.
- Sicon Job Costing captures costs and revenues for each job, phase, stage and sub stage.
- Record stock issues, purchase orders, purchase invoices, labour, cash book and nominal costs against each job.
- Customer applications are processed within a dedicated applications module. Agreed valuations are recorded against each application and relevant invoices generated with detailed cumulative summary data.
- The Retentions ledger stores all supplier and customer retentions with release dates and options.
- Print customer applications and manage cumulative valuations and invoice processing.
- Supplier Applications are logged, valued and umulative figures updated with options to generate Self-bill invoices or to reconcile to invoices received from the supplier.
- Detailed aged application and retention reports are included within the construction module.
- CIS is calculated on paid or allocated invoices based on nominal coding or subcontractor percentage deductions.
- Print subcontractor payment statements from Sage 200 before submission of CIS.
- HMRC Approved online submissions of CIS and subcontractor verifications.
- Job Period Enquiry enables period by period accounting and accrual adjustments.

Customer Applications Ledger



Retentions Ledger



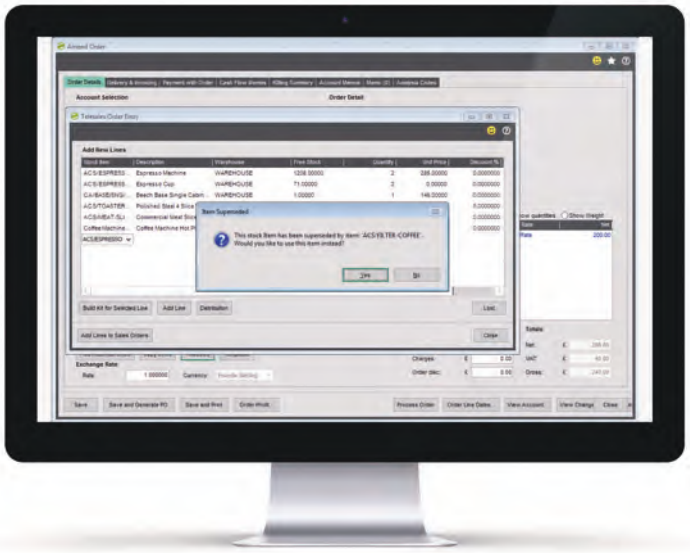
Job Costing Enquiry

# Distribution Manager

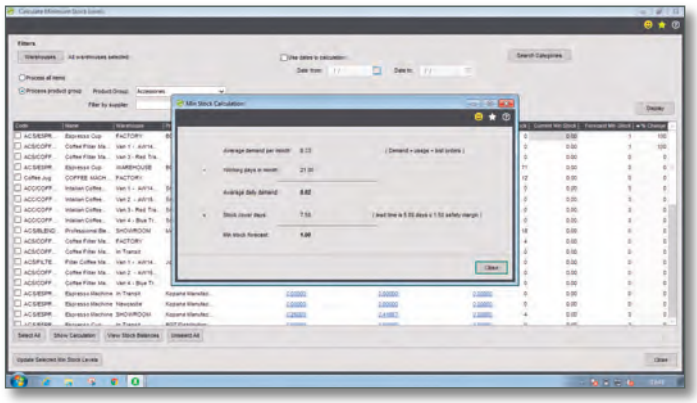
Sicon Distribution Manager is designed specifically as an enhancement for Sage 200. Fully integrated with the Sage 200 Stock and Order Processing modules. Designed to manage the requirements of distribution organisation's to improve costing, reduce stock holdings, manage seasonal trends, increase telesales productivity and incorporate sales forecasting within future stock projections and suggested purchase order creation.

**Distribution Manager - Standard**

- Installed and maintained within Sage 200.
- Runs with all Sage 200 Companies at no extra cost.
- Available for all Sage 200 users based on permissions at no extra cost.
- Enhanced stock balances shows 'Forward Orders' quantity with drill down to unallocated sales orders, outstanding Purchase Orders, Quotes and Proformas.
- Enhancements to SOP, POP & Stock
- Sales Order 'Back Order' management system to easily control allocation of orders based on promised date.
- Cumulative daily stock balances created to see when stock will run out.
- Drill down on enhanced stock item balances to show future stock movement, unallocated sales orders, quotes and proformas, detail of stock allocated to sales orders and purchase order status.
- Rapid order entry functions provided by historical order lines, copy orders, use SOP templates and a dedicated rapid order entry screen all offering drill down functions.
- New SOP status for 'Whole Order Ship' and 'Deliver with next order'.



Telesales Order Entry With Superseded Stock Warning



Min Stock Calculation

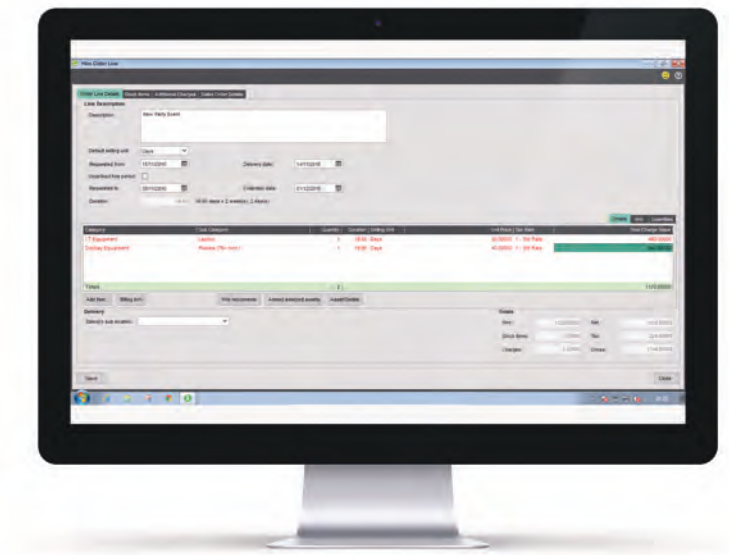
**Distribution Manager – Advanced**

- Dynamic calculation of Min stock levels based on sales/usage history plus supplier lead time and defined safety margin to create xx days of stock cover.
- Advanced long lead time item profiling with expected orders.
- Suggested Purchase orders created for stock demand, shortages and imported sales forecasts.
- Suggested purchase orders are also created for supplier via stock and direct deliveries to allow all purchase ordering processing to be managed in a single screen.
- 'Pre-Allocate' stock - a virtual allocation of outstanding purchase orders to a sales order which are auto allocated at goods received.
- Warehouse (e.g. Van stock) replenishment with stock transfer tracking and documentation.
- Lost Order analysis captures sales that could not be completed due to no stock or other reasons. Details used in the min stock calculation routine to help reflect a more accurate theoretical sales figure for the period.
- Material Planning creates suggested purchase orders for stock shortages based on supplier lead times and min order quantities, min stock levels, unallocated sales orders and imported sales forecasts. Other demand is generated from Sicon Kitting, Sicon Service Manager, Sicon Job Costing and Sicon Works Order Processing.
- Advanced 'Landed Cost' management per supplier with imports from CSV.
- Update supplier lead time (plus safety margins) and landed cost information can easily be applied to related stock items from supplier account configuration.
- Sales Order Allocation screen to allow allocation of stock deliveries to multiple sales orders in a single screen. Stock can also be unallocated from multiple sales orders.

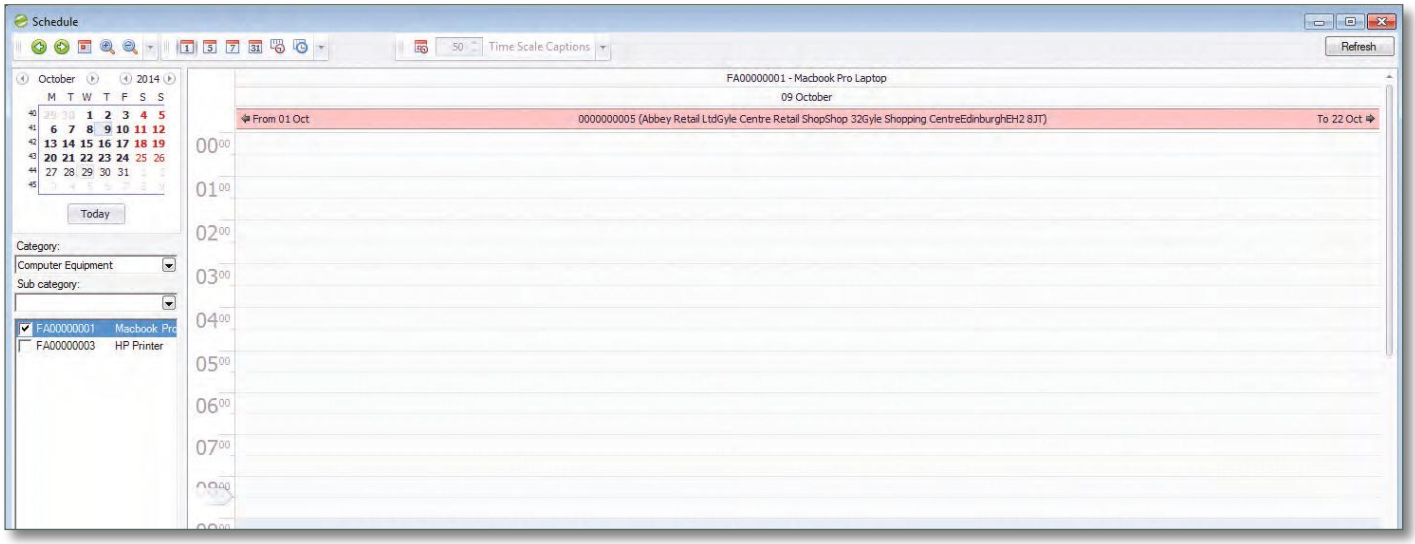
# Hire Manager

The Sicon Hire Manager is designed specifically as an additional module for Sage 200. Fully integrated with the Sicon Fixed Assets (included with hire manager), Sage 200 Stock and Order Processing modules. Designed to manage the requirements of hire organisation's needing to create hire documentation, schedule people and equipment, control pricing and generate one off or periodic invoices for the items on hire.

- Installed and maintained within Sage 200.
- Runs with all Sage 200 Companies at no extra cost.
- Available for all Sage 200 users based on permissions at no extra cost.
- Flag specific Sicon Fixed Assets to be made available for hire.
- Stock items can be transferred to Fixed Asset and made available for Hire.
- Flag assets with calibration or service dates. They will become unavailable if they expire.
- Force items to be inspected upon return before being available for hire again.
- Back to Back hire: Hire in equipment and e-hire out.
- Simple scheduling and diary view of assets.
- Maintains an on-hire diary view for every hire asset.
- Identify conflicts and issues with items being extended or returned late.
- Graphical user interface shows multiple assets availability in a single view.
- Schedule by Asset category when hiring multiple items.



Hire Order Entry Screen




Hire Diary Scheduler

# Service Manager

Sicon Service Manager is designed specifically as an enhancement for Sage 200. Fully integrated with the Sage 200 financial, stock and order processing modules, Service Manager is simple to learn and to use. Log service cases within Sage 200 (or create via Sage CRM) to allow scheduling of engineers, allocation of stock and transfer of stock to engineers. Manage the profitability of call out jobs and service contracts. Tablet interface licenses available for service engineers to update case details, use stock, book time and complete work.

- Installed and maintained within Sage 200
- Runs with all Sage 200 Companies at no extra cost.
- Available for all Sage 200 users based on permissions at no extra cost
- Log Service cases against customers, with or without contracts, against equipment, locations and sub locations for specific contacts per case.
- Manage equipment under warranty or covered by a service contract. Full history of cases, equipment and the parts used on them.
- Assign service cases to a team (e.g. internal support for initial fix then on to external field service), allocate to an engineer and schedule using the flexible calendar.
- Allocate parts required for any service/repair.
- Despatch stock to external engineers or customer sites.
- Track service levels per case with colour coding and countdown timer to expiry.
- Setup contracts for warranty or chargeable services.
- Manage annual or periodic invoicing of contacts with deferred income (DI) management and monthly journals, included when using the Sicon Contract Manager (Contract Manager included in Service Manager).
- Generate contract reminders and renewals ahead of renewal dates.
- Track profitability of Contracts and Service cases using the Sicon Job Costing module which is included in the Service Manager package.
- Based on equipment service intervals regular visits can be generated as service cases.
- Engineers can be assigned post code areas to allow simple geographical allocation of cases.
- The skills matrix guides cases to be assigned to the most suitable engineer available to fix a specific type of fault.
- The Engineer diary scheduler can show booked appointments, holidays, training and any other related tasks.
- **Mobile Engineer Tablet Interface:** Running on Android, IOS or Windows based Tablets and offering both online and offline operation with sync of new cases.
- The engineer can update work carried out, issue parts allocated for the case or from his vehicle, and complete the case ready for the service admin staff to check, bill and close.

Service Manager Diary Scheduler Screen

Service Manager Engineer Tablet Interface

# Manufacturing

Sicon Manufacturing is a set of additional modules for Sage 200, integrated with Stock, BOM, Sales and Purchase Order Processing. Including modules for Job Costing, Works Order Processing and Estimating, this package can be configured for one-off job costed manufacture or high volume repeat production manufacture. Material and Resource Planning provides suggested works orders and purchase orders plus a rough cut capacity plan at labour and machine levels.

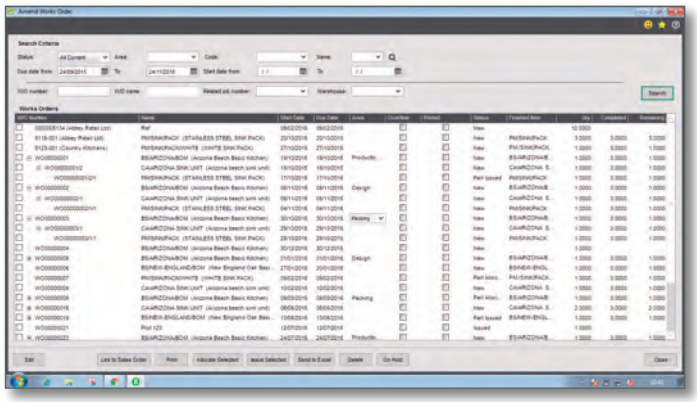
- Installed and maintained within Sage 200.
- Runs within all Sage 200 companies at no extra cost.
- Available for all Sage 200 users based on permissions at no extra cost.
- Includes the following features:
  - Job Costing
  - Works Order Processing
  - Estimating and Capacity Planning
  - Material Planning
  - Resource Planning
  - Labour Recording

- Integration with Sage 200 modules:
  - Uses the standard Sage 200 BOM to create Works Orders.
  - Purchase Ledger Invoices can be linked to one or more Jobs.
  - Issue stock to jobs and/or works order depending on business requirements.
  - Link Sales and Purchase Orders to Jobs to create commitments.
  - Works Orders can be created and linked to Sales Orders and Jobs.
  - Stock costing methods and traceability are included in all modules.

- For Shop Floor data capture purchase the Sicon WAP Timesheet/T&A Module:*
  - Options for works order component amendments and labour bookings.
  - Time can be booked directly to works orders or jobs via the Sicon WAP Timesheets module to provide additional workflow and authorisation. *
  - WAP Touch screen terminals include robust 15" iiyama touch screens and HP windows embedded thin client terminals to provide a generic user interface.*

** See price list for the WAP Timesheet/T&A and touch screen options.*

Sicon Manufacturing Integration Diagram
With Sage 200 Modules

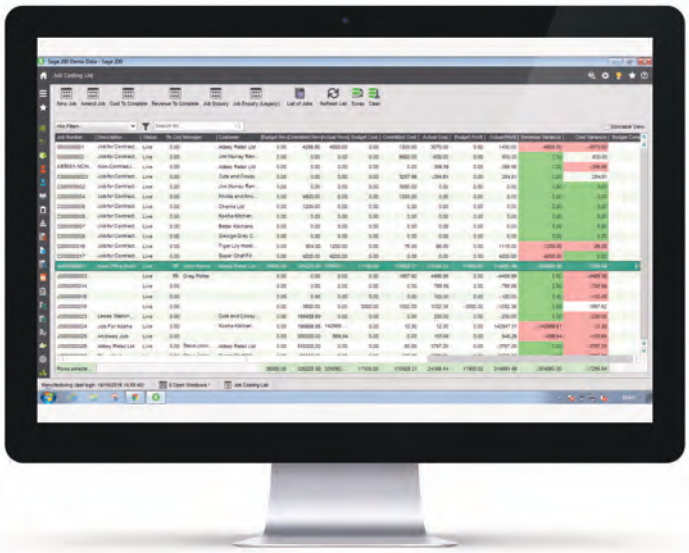


Works Order List

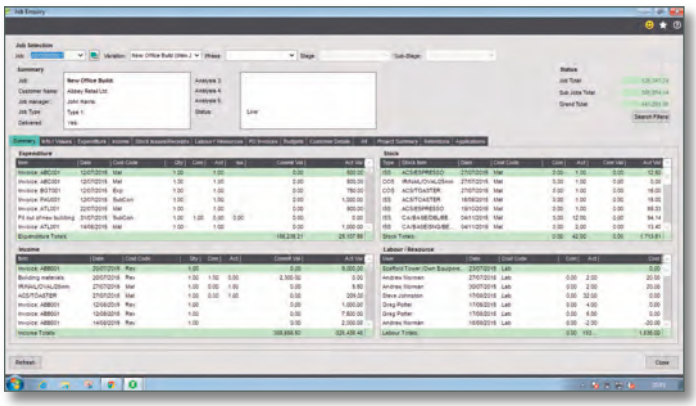
# Job Costing

Sicon Job costing is designed specifically for Sage 200, integrating with Purchase ledger, SOP, POP, Stock, Time Recording and Works Order Processing.  It provides solutions for clients in manufacturing, construction, software development and all types of contract management.

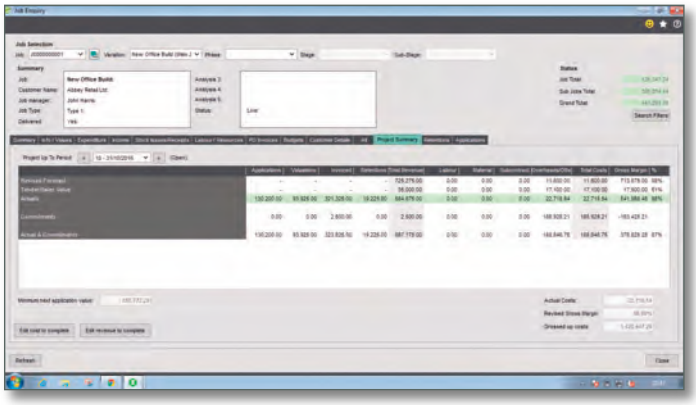
- Create Jobs manually, or automate from Sales Order Processing.
- Enter Purchase invoices and link to one or more jobs.
- SOP and POP lines can be linked to jobs and shown as commitments.
- Stock can be linked to jobs via Stock Control, Internal Issues and Returns. Allocated stock is shown as committed stock usage.
- Complex job structures can be created with linked works orders allowing allocation of stock to jobs and assisting the material planning process.
- Labour is recorded directly into job costing but can be planned on the built in scheduler to create committed labour.
- Detailed WIP reporting included with standard Sage 200 reports.
- 100% reconciliation between nominal ledger transactions and jobs.
- Job enquiry and management screen provide a simple view of jobs, showing all costs, revenues and budgets with drill down to detail and history.
- Instantly identify outstanding sales and purchases as commitments.
- Jobs are quick and simple to setup, just one click will create a job.
- Most data input is carried out in the normal Sage modules removing duplication.
- Budget by cost heading and optionally by period and cost heading.
- Custom job management tabs and fields with linked workspaces available.
- Drill down to sales orders, purchase orders, purchase invoices, stock transactions (works orders when purchased) and any related documents.
- Create phase, stages and sub stages within jobs.



Desktop List View



Job Costing Summary Screen

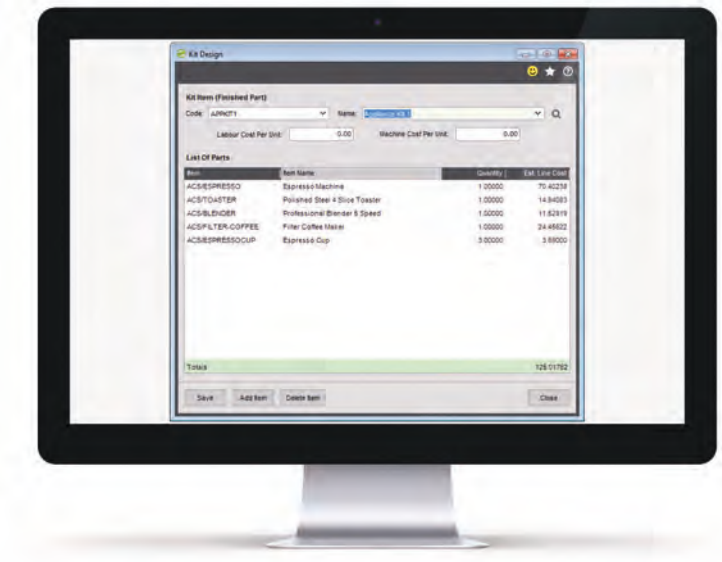


Job Summary and Cost to Complete

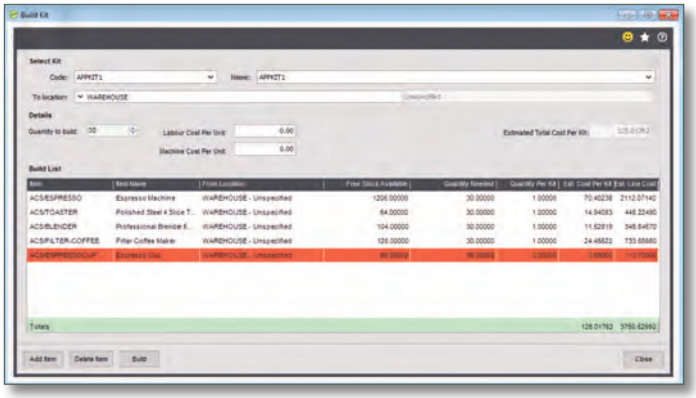
# Kitting

The Kitting module is a fully integrated module that runs within Sage 200. Create single level parts lists using Sage 200 stock items that can be allocated and issued to make a finished product. Kits can be built manually or within a Sales Quote and Sales Order. Where Sage 200 Bill of Materials is too complex, Kitting provides an alternative solution.

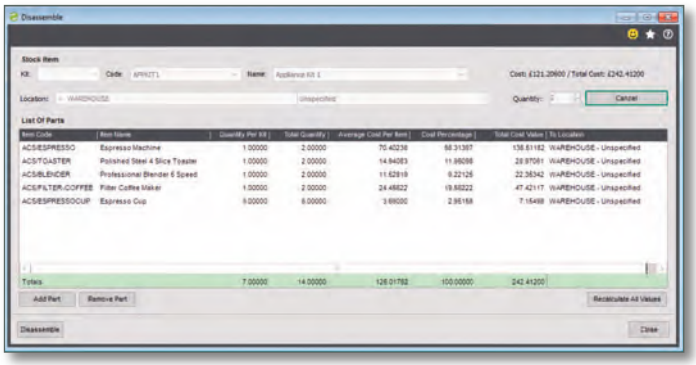
- Installed and maintained within Sage 200.
- Runs with all Sage 200 Companies at no extra cost.
- Available for all Sage 200 users based on permissions at no extra cost.
- Manually design and build kits from the Sage 200 stock item list.
- The cost of all the components in the kit are added to create the exact cost of the finished item.
- Nominal accounts are controlled for items being issued and added to stock.
- The Kitting module supports full Sage 200 stock traceability methods.
- Enter a new sales quote or order and check kit component availability and cost.
- Selectively convert quotes to sales orders with kits copied.
- Build kits within SOP to create free stock of the finished items.
- Kit cost and selling prices can update the sales order line details.
- Create a brand new kit within a Sales Order line where ad-hoc kits are required.
- System permissions control the various operating functions.
- Manually dissemble a kit using current average cost prices.
- Enter a sales return and disassemble a kit when booked in.
- Produce a pick list report for the items used and amended in a kit build.
- All reports are built within the Sage 200 report designer and are all amendable.
- Reports are included for all kit designs, pick lists and custom kit builds.
- Ideal for simple kit assembly with the ability to amend the components.



Design Kits Using Sage 200 Stock Items



Build Kits Within The Kitting Module
or From Sales Order Processing



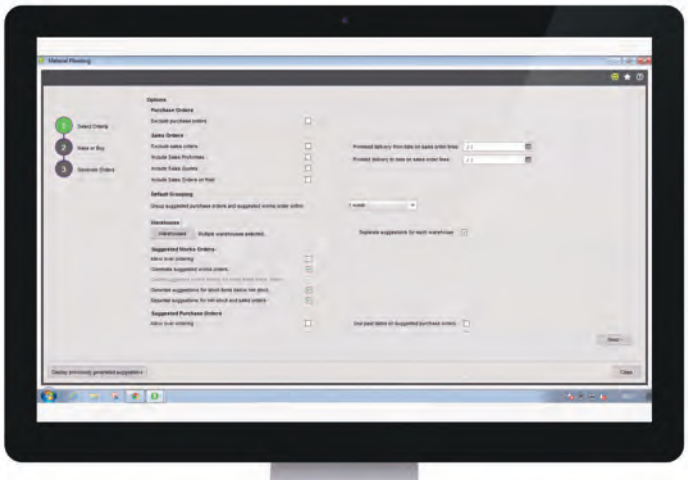
Dissasemble Kits

# Material and Resource Planning

Material and Resource Planning is designed specifically for Sage 200. Based on material demand from sales and purchase orders, forecast sales orders, free stock and min stock levels plus the Sicon Works Orders module, a list of suggested works orders and suggested purchase orders are created. Weekly labour and machine capacity demand is created from Works Orders and generates a rough cut capacity plan.

## Material Planning

- Create suggested works orders and suggested purchase orders to replenish stock shortages now and planned into the future.
- Shortages are derived from outstanding works orders, sales orders, kits, stock transfers purchase orders, forecast. Orders and min stock levels.
- Purchase order suggestions are driven by supplier lead time, usual and min order quantities.
- Works order due dates are based on supplier and production lead times.



Material Planning Screen

## Resource & Capacity Planning

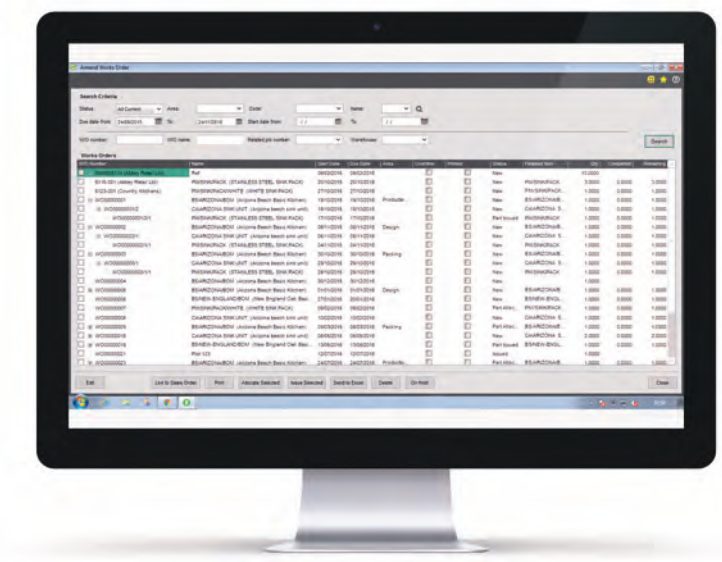
- Create departments and routings that emulate your business process.
- Link Labour Register items to departments.
- Set available hours per Labour Register item at weekly or daily level.
- Create daily/weekly graphical schedule for labour and machine capacity.
- Graphical drill down plan shows labour and machine availability.
- Drill down to amend works order dates to smooth overloads.
- Calculate the next possible delivery date from sales order processing for manufactured items based on capacities and material availability.
- GANT Chart and critical path for planning production workload.
- Plan capacity by labour, machine and production area. Create availabilities for labour and machine resources taking into account shutdown, maintenance periods and holiday.
- Calendar view with drag and drop interface to adjust the production plan by moving works orders and sub-assemblies in real time.
- Daily works order list showing todays, tomorrow and overdue workload.

Capacity Plan Graph

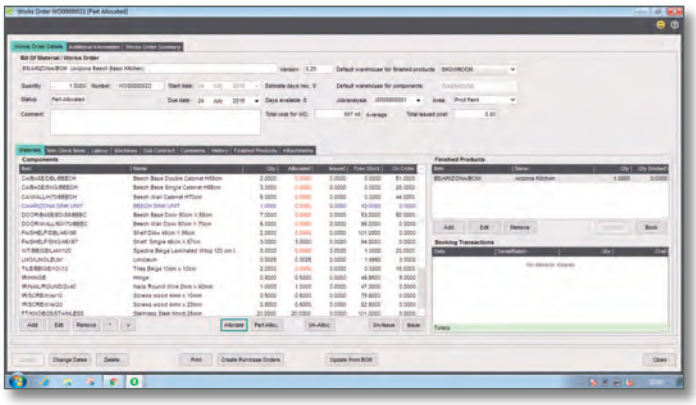
# Works Order Processing (WOP)

Sicon Works Order Processing is designed specifically for Sage 200, integrating with BOM and Stock Control. It provides enhanced functionality to the Sage 200 BOM module and is an ideal addition for clients in manufacturing who need a simplified stock allocation and issuing process with the ability to amend works orders during assembly.

- Create Works Orders from the standard Sage 200 BOM's with version control.
- Create Works Orders from WOP Templates.
- Allocated and issues stock with full Sage 200 traceability support.
- Add and remove components, labour and machine items.
- Allocate all component items or individual items and part allocate.
- Back flush process across linked Works Orders with traceable item support.
- Over-runs can be booked to stock without the need to add more components.
- Uses standard component costing method for accurate cost roll-up.
- Add non-stock items to works orders for sub contract costs.
- Option to explode multi-level BOM's into a single Works Order list.
- Works Order stock shortages can be identified by report and are included in the material planning routine.
- Sage stock transaction history shows WOP issues and bookings.
- Link works orders to Jobs for rolled up costing of complex builds.
- Integrates with the Sicon Barcoding & Warehousing module for picking of Works Orders.



Amend Works Order



Works Order Parts Allocated Screen

## Estimating

Estimates can be built up in the same way as a Works Order from a Sage 200 BOM or from scratch.

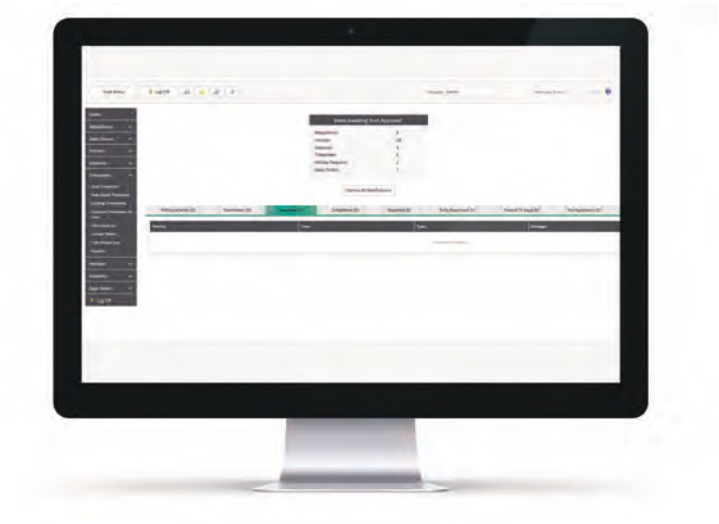
- Add components, labour, machine, comments and non-stock costs to create accurate estimated finished products costing.
- Future buy prices can be entered into the estimates if different from the current buy prices in Sage.
- Works Orders, Jobs or both can be created from an Estimate.
- Create and link an estimate to a sales order quotation.
- Quotation pricing can be derived from selling prices for components or from a mark-up on the cost of the works order elements.

siconWAP
WAP for Sage - Please Log In
Log on
Username
Password
Remember me (not advised for shared / public computers)
Change Password

# sicon wap

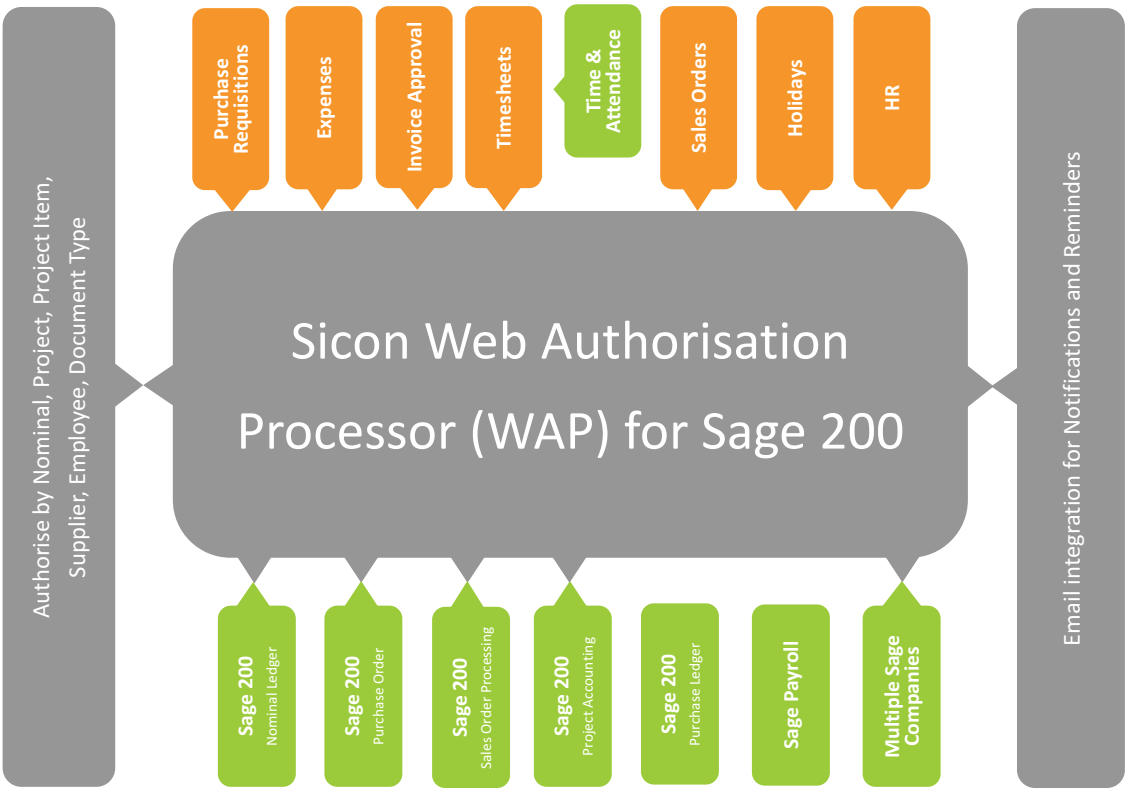
WAP is a locally installed web based application designed specifically for real-time integration with Sage 200. Providing data entry and approval processing for business documents including Requisitions, Invoices, Expenses, Timesheets, Holidays, Sales Orders and HR. Approvals can be based on parameters such as nominal code, project/job, user, document type and value. Real-time analysis of committed costs, nominal and project actual costs against budgets.

- Web based application linked directly to one or multiple Sage companies.
- Scalable from 1 to over 2000 users.
- CSV Imports for users and approval routes.
- Approval limits and entry limits per user.
- Approval by single or groups of users per approval step.
- Mandatory users included if over budget
- Mandatory users regardless of values.
- Custom field values to drive approval behavior
- Custom / ad-hoc approval routes available.
- Integrate with Sage Project Accounting or Sicon Job Costing
- Integrated email notifications and reminders included within the product.
- Restricted nominal code, project/Job code and expense items per user.
- Interactive reports with option to export to Excel.
- Integrated with Sicon DMS and Draycir Document capture for document management images.



Sicon WAP Home

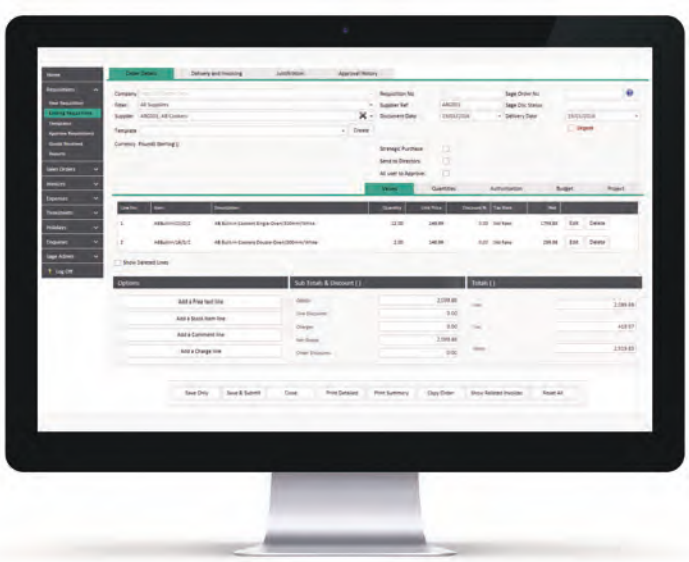
- WAP Apps now available for timesheets, expenses, holidays requisitions and invoice approval.



# WAP Purchase Requisitions

Raise purchase requisitions using Sage 200 suppliers, nominal's, stock items or free text, project's and budgets. Automatically create purchase orders into Sage 200 after the requisition is approved.

- Purchase Order entry and approval limits can be set per user.
- Raise free text, stock, additional charge and comment order lines.
- Add justification documents and notes to each requisition.
- Use approved suppliers and supplier part number search for stock items.
- Create rapid requisitions from templates for each supplier.
- Automatically create purchase orders in Sage 200 once requisitions are authorised.
- Print orders when approved and email to supplier from WAP. New Layout designer allows flexible Purchase Order design.
- Confirm Goods Received via the WAP web interface.
- Could be used with Sage 200 Financials only.



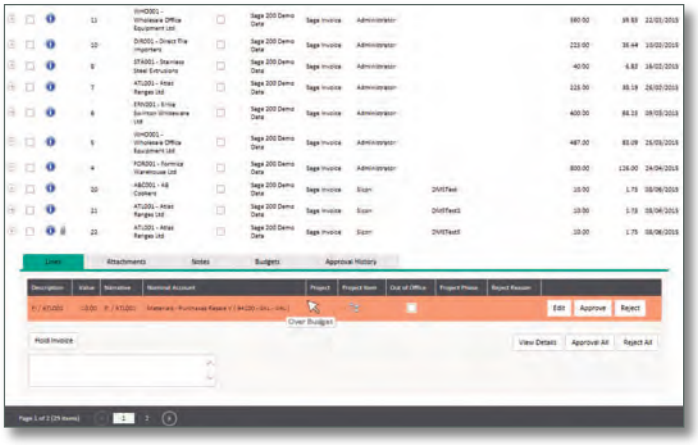
Entering A New Purchase Requisition

# WAP Invoice Approval

Automatically pick up Sage 200 unauthorised invoices plus scanned images. Create invoices in WAP to allow flexible amendment of VAT and projects during approval. Route invoices for multi-level approval within the WAP system.

- For Sage 200: Invoices are entered into the Sage 200 purchase ledger for authorisation.
  - the 'requires authorisation' flag in Sage purchase ledger triggers the invoices to upload to the WAP system for approval.
- For Invoices entered into WAP.
  - Enter into WAP to allow amendment of VAT and projects/jobs during approval. Once approved the invoices are posted to Sage 200.
  - View unauthorised WAP invoices from Sage 200 purchase ledger enquiry.
- Integrated with Sicon DMS and other document scanning solutions
- Drill back from the invoice to see the original Purchase request in WAP.
- Amend invoices before approval.
  - invoice lines can be amended by the approvers.
  - invoice lines can be split across multiple nominal codes and jobs or projects (when entered into WAP).

Viewing A Document Attachment In WAP

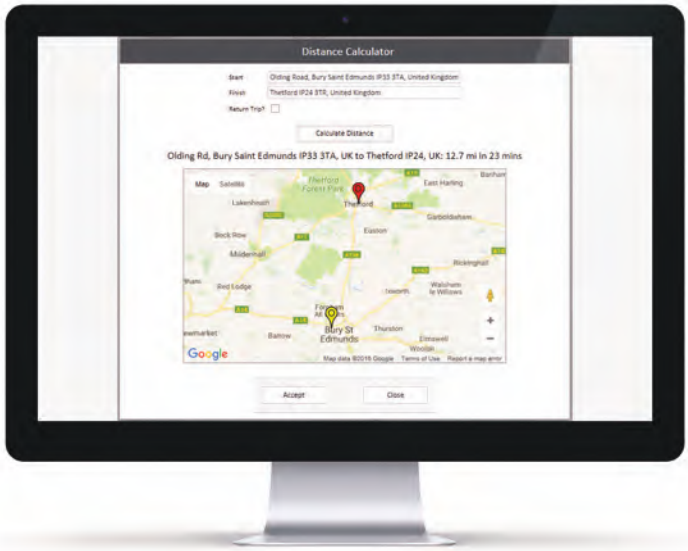


Over Budget Warning

# WAP Expenses

Streamlined expenses processing via a browser or mobile app, with multi option approval routings based on user, project, nominal codes etc. Expense items are preconfigured per user making selection choices easy, with max claim values per user and claim location. Optional Subsistence claims process with configurable grades and rates to comply with HMRC guidelines. Mileage claims use the integrated Google Maps distance calculator to assist with data entry with additional features for multi stop journeys, deduct normal work commute miles, return journey.

- Expenses are entered into the WAP system.
  - item lines for mileage based on type of car used
  - track private and business mileage
  - multiple item lines for expenses
- Expense types allocated per user.
  - configure nominal, VAT and limits per user by expense type.
- Approved expenses are posted to Sage.
  - each user has a configured purchase ledger account setting.
  - approved invoices are posted to the purchase ledger account and can be held on query waiting for documentation to follow.
- Attach supporting documents or print expense claim vouchers.
  - scanned copies of receipts can be attached to each expense claim.

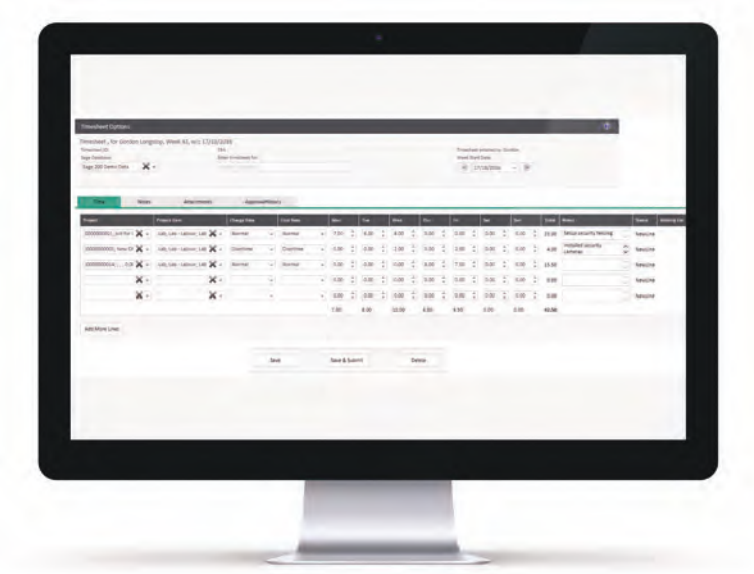



Entering Mileage - Google Maps

# WAP Timesheets

Enter timesheets via the WAP web based interface via PC or mobile device. Track cost, charge and pay rates based on work patterns. Weekly timesheets are submitted for approval when contracted hours are completed with approval options including submitting user or projects selected in the timesheet. Option to track allowances via timesheets such as overnight stay, late working, overseas travel.

- Enter time directly against jobs / projects and cost headings.
  - jobs / projects and activities can be configured against each employee.
- Build work patterns and assign users to specific work patterns.
- Create open flexible work patterns with Time off in lieu (TOIL) accruals and deductions.
- Includes an integrated Time and Attendance solution.
  - record users in and out of a building by access point (additional hardware cost).
  - manage time on site to standard working day and overtime calculations.
  - touch screen terminals provide an intuitive user interface.
- User enquiry facility to check time prior to submission.
- Designed for production/non IT user and professional users.
- Running in a web browser, this application is available on any Windows PC and most mobile devices.
- Fire List included with Time and Attendance.
  - The system can produce a fire list per terminal location or assembly point.

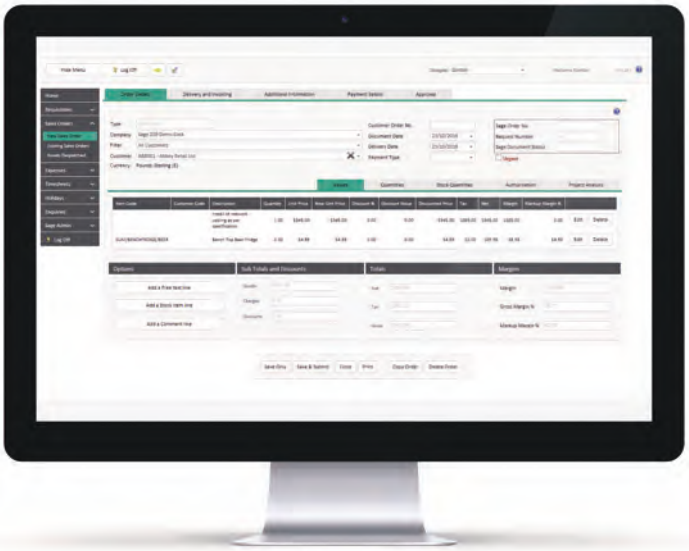


Entering Rapid Timesheets

# WAP Sales Orders

Raise sales orders using Sage 200 customers, for stock items or free text entry, using information from projects and special pricing from the Sage 200 price book. Automatically create sales orders into Sage 200 after the order is approved.

- Sales order entry and approval limits can be set per user.
- Raise free text, stock, additional charge and comment order lines.
- Add justification documents and notes to each sales order.
- Use customer part numbers (requires the Sicon Enhancement Pack) search to identify stock items.
- Automatically create sales quotes and sales orders in Sage 200 once authorised.
- Print sales orders when approved and email to customer from WAP.
- Advanced stock movements and landed costs when used with Sicon Distribution.

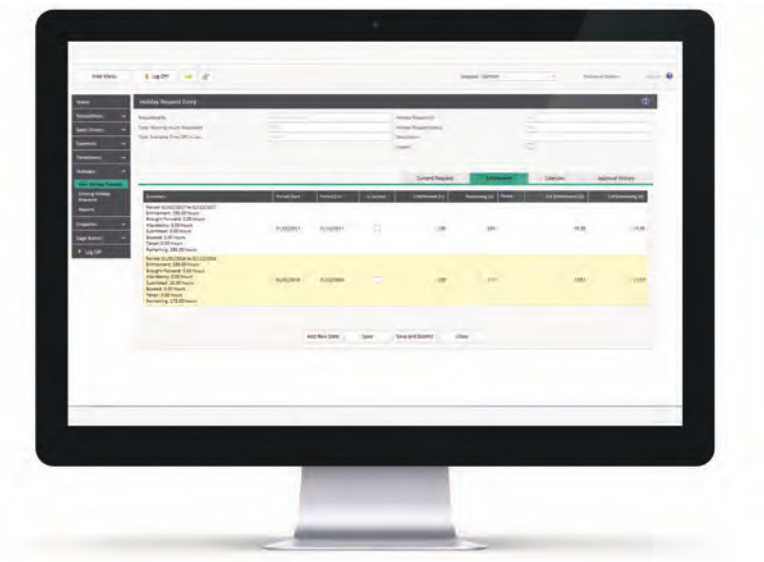


Enter New Sales Order

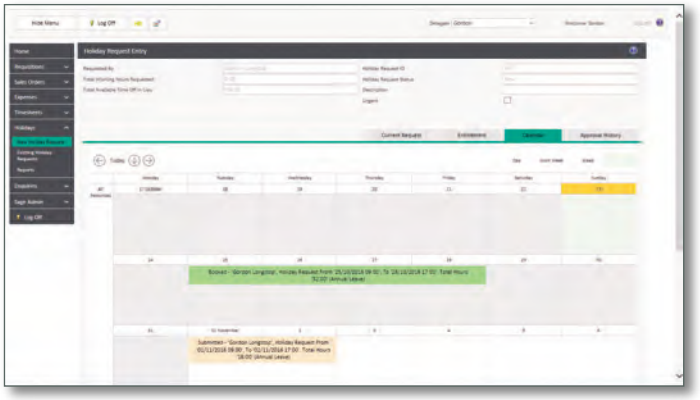
# WAP Holidays

Raise holiday requests based on annual entitlements, with conflicting user checks, mandatory holidays/shutdowns and departmental rules. Calendar views allow approvers to see other bookings in their business units.

- Users can raise holiday requests in the WAP application and submit them for approval.
- Users are linked to holiday work patterns to determine how many hours per day they would have worked in any specific day of the week.
- Configurable approval routes per person - each person can have a specific approval route that may require one or more people to approve a new holiday request.
- Stop holiday clashes by configuring people that cannot be on holiday at the same time.
  - Users are informed of clashes with other members of staff.
- View conflicting users and business unit users diaries when booking holidays.
- Automatically updates bank holidays for each new year created.
- Special holidays can be manually added to the holiday register.
- Each special holiday can either reduce the holiday entitlement e.g. Christmas Shutdown or give an additional day off e.g. Queens Silver Jubilee.
- Holidays can update user's timesheets if both modules are being used together. This ensures a complete timesheet is created for each week.
- Approved holidays can create a diary appointment for the originator.



Holiday Entitlement



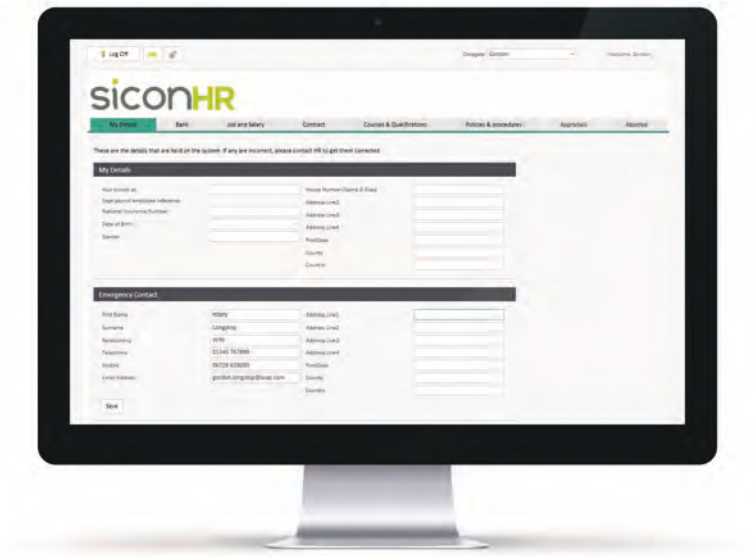
Holidays Diary

# WAP HR

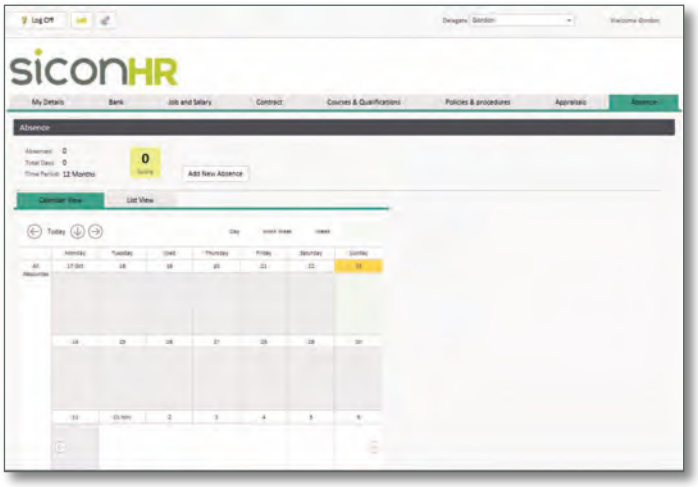
HR

The Sicon WAP HR module provides self-service access for WAP users to view HR information stored about them and update any key information such as bank details, next of kin, book planned absence, review qualification details and expiry dates. Providing a simple way to distribute new company policies and other information to all team members plus monitor staff absence using the Bradford factor scoring system.

- Running as a separate module within the Sicon WAP system.
- Web Self Service Interface for users to update key user information.
- Store qualifications and expiry dates.
- Receive notification on qualifications due to expire.
- Current Job, salary and benefits.
- Support for multiple jobs in an establishment organisation.
- Current job role contract details.
- Appraisals history.
- Log and monitor Absence history and Bradford factor scoring.
- Policies and Procedures distribution and user acceptance tracking.
- Links to WAP holidays to allow booking of unpaid absence.
- Links to WAP timesheets to track working to contracted hours.
- Links to WAP expenses module.
- WAP HR Self Service allows expense account bank and address details to be updated directly into Sage 200.
- Links to WAP expenses to provide nominal code, cost centre and department override based on job role and activity.
- Reports provided within WAP.




Home Screen




Absence Record

Your Sage Business Partner Contact Details

sicon

additions for Sage 200

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