

Sage 200c Financials Datasheet

Managing the changing complexities of your business, Sage 200c is a flexible, customisable solution with a choice of deployment (on Financials has been developed to provide you with unrivalled premise or online) and payment.

Our solution is designed with our business control and management reporting, utilising information customers in mind. It's easy, simple and quick to use and held in the Nominal Ledger, Cash Book, Sales and Purchase Ledgers.

Sage 200c has an intuitive, modern interface, easy navigation, toolbars and search to make sure you can get to the information you need quickly and easily.

We've also provided tools to make extracting and interpreting information easy, in a format you know how to use – Excel™.

Description	Explanation	Benefit
Reporting		
Excel Reporting	<p>Customer research shows that customers want better reporting and the ability to run more detailed analysis within Excel.</p> <p>As 97% of customers use Excel and frequently export data to run more detailed analysis we have provided Excel Reporting for Sage 200c.</p> <p>All Excel reports for Sage 200c can be quickly and easily customised by users. For example, customers can add additional worksheets, pivot tables, formulae and charts to an Excel report and upload the workbook into Sage 200c in one click. They can also be refreshed with new data with one click from within Sage 200c.</p> <p>Customers receive free nominal, customer, supplier and stock item Excel Reports out of the box. If you subscribe to Sage 200c Services, you receive additional reports, such as financial layouts and detailed stock reports.</p>	<p>Excel reporting for Sage 200c allows customers to report on data and perform more detailed analysis using the familiar format with Excel. They can also quickly extract the data that they want and filter, format, pivot and run deeper analysis whilst retaining the familiar layouts for Sage 200c reports.</p> <p>It's easier to use and more efficient, with no setup required and full utilisation of Sage 200c report layouts.</p>
Commitment reporting	<p>You can now track your committed expenditure against your actual spend and your budget, using three new Excel reports. Your committed expenditure is calculated from the value of purchase orders that have been raised but not yet invoiced.</p>	<p>Enables you to analyse your budgets more effectively, by taking into account committed expenditure.</p>

Description	Explanation	Benefit
Nominal Ledger		
Fixed Assets Register	<p>Our customer research shows that over 40% of customers have a requirement to handle fixed assets within Sage 200c so we have introduced a simple fixed asset register as part of the nominal ledger.</p> <p>Customers can create/amend/view/delete/import an asset record and post to the nominal ledger accordingly. They can choose to depreciate using either straight line or reducing balance methods, or write off fully if required.</p> <p>Customers can also view fixed assets via a dedicated workspace as well as report via Fixed Assets Detail and Fixed Asset Valuation reports</p>	Enables customers to effectively record assets and manage depreciation within Sage 200c.
Imports: Nominal	Imports available to enable the import of cost centres and departments. Users will be prompted as to whether the import should overwrite existing departments or not – default will be to overwrite. In addition, the import nominal budget routine has been enhanced to allow users to import up to 5 years' budgets (current plus 4). This feature supports the import of annual and profiles budgets.	Removes some of the limitations of the nominal account import routines by enhancing the type of data that can be imported.
Flexible nominal account structure	A flexible nominal code structure, including departments and cost centres. The structure can be created code by code, or by using an automated creation routine, to create a range of nominal codes, cost centres and departments.	Allows greater analysis for all management reports and enquiries. The enquiries can also use a hierarchical structure, giving combined views for all cost centres and departments.
Budget control	Track and control budgets. Annual budgets can be assigned, and custom budget profiles created, so you can calculate monthly budgets by percentage.	Quickly create monthly budget profiles, based on expected quiet and busy trading months. For example, you load the sales budget for each quarter end with a big push at year end.
Report category budgets	These are budgets that you can set against your report categories. You can use them to check that you've set your nominal account budgets up correctly. This is useful if you have a budget amount that covers more than one nominal account. Here you choose a report category, set a budget and allocate the nominal account budgets to this overall figure.	This helps you to check that you've allocated your budget correctly.
Budget reporting	<p>Budget reporting has been enhanced and improved:</p> <p>Business managers can track the budget for the whole organisation, using the new Budget Overview excel report.</p> <p>Budget holders can see their budgets in real time using the My Budget Overview workspace.</p> <p>Managers and finance officers can report on and distribute budgets by cost centre and department using the new Budget Statement Breakdown reports.</p>	Reporting has been improved to help you keep track of your budgets.

Description	Explanation	Benefit
Nominal Ledger continued...		
Group accounts	Create custom group accounts to summarise the balance of many nominal accounts. These group accounts can be reported upon.	Retain a greater degree of granularity by maintaining multiple nominal accounts for similar business activities. However, you can easily view balances across these accounts for a quick, clear view. For example, you have different nominal codes for business expenses for different departments, but group them together for reporting purposes. Financial reports can be produced for individual or group configurations.
Batch journal entry and templates	Enter a batch of journals and if required, place transactions on hold for authorisation, before finally committing them to the Nominal Ledger. In addition, you can create templates to easily apportion fixed amounts or percentages across Nominal Ledger accounts - for example, to spread electricity bills across cost centres.	Higher degree of control and increases efficiency by saving valuable time.
Support for open or closed period accounting with up to 20 periods	Periods can be open, closed and re-opened as required; the following years period structure can also be set up in advance. Tight controls can be provided through a user access table and full auditability.	You can use up to 12 open periods. Alternatively you have the option of adopting a more flexible model by utilising analysis (with up to 20 periods in each financial year) or you can use closed period accounting.
Graphical analysis and presentation of nominal data	Bar charts and line graphs can be used to show balances and budget previously for current and up to 5 years previously. You can also attach graphs or other files to nominal accounts.	Quickly see how actuals compare with budgets.
Nominal Ledger: drill-down	You can view the transaction debits in the form of a Profit and Loss and Balance Sheet as well as summarised Nominal Codes/ Cost Centres and departments. From there you can view all your nominal accounts and all related transactions.	From a top-level view of your overall numbers, drill down to the detail in a few clicks. The nominal enquiries can also use a hierarchal structure, giving combined views for all cost centres and departments. For example, from an overall overheads figure, drill down to see where the major expenses are being incurred.
Online VAT return submission	HMRC legislation dictates that from the 1st April 2010, all companies with a turnover of more than £100,000 will have to submit their VAT Returns electronically. This feature provides a link to the HMRC Government Gateway, allowing you to electronically submit and pay your VAT Return online.	Ensures that you comply with legislation changes and makes it quicker and easier for you to submit your VAT Return.

Description	Explanation	Benefit
Nominal Ledger continued...		
Automate pre-payment and accruals	Prepayments allow you to account for items that are paid in advance, (for example insurance). Accruals can be configured and automated to account for those items you pay in arrears such as electricity bills.	Improves efficiency by allowing you to process transactions quickly. Also allows you to account for quarterly or annual costs appropriately over the period to which they relate.
Flexible profit and loss and balance sheet design and reporting	You can have multiple Profit and Loss and Balance Sheet layouts, as well as the ability to import categories used in financial reports. Compare actuals against budget or prior year/prior period, utilising cost centre and departmental breakdown.	See the performance of individual areas of your business. Produce different formats of Profit and Loss and Balance Sheet for different people in your business.
Consolidation	Merge nominal ledger data from two or more separate companies for financial reporting. This can also be run for different companies using different currencies.	Financial statements can easily be produced for growing companies. If subsidiary companies operate in a different base currency to the head office, business-wide accounts can still be consolidated.
Transactional analysis	Transactions can be associated with an analysis code.	Enables you to report across nominal codes, cost centres and departments. For example, a newspaper company produces fortnightly free newspapers and would like to track the profit/costs associated with each run. Rather than creating a separate cost centre and department for each fortnightly edition, they can use a transactional edition analysis code for each transaction and therefore quickly gain the reports they require.
Foreign currency handling	For each nominal ledger transaction, the value in base currency is stored along with the currency and exchange rate of the originating document (for example a sales invoice raised in Euros). You can store foreign currency exchange rates as spot rates, period rates or a combination of both.	Management reports reflect the value of transactions in base currency and in the exchange rate applicable at the time of posting.
Simple cash flow report	<p>Following customer feedback we have introduced the ability to produce a simple cash flow forecast report that allows customers to enter budget values for nominal accounts for up to five future years, as well as design their own financial statement layouts, based on this budget data.</p> <p>The cash flow report allows a customer to:</p> <ul style="list-style-type: none"> • Report on Sage 200c budget data to the end of next financial year • Report on Sage 200c data combined with external data for up to five years (this year and next year budget from Sage 200c and remainder from spread sheet) • Report using external spread sheet values only. <p>For each accounting period the report will show information for Cash in Hand, Value for each income heading, Total cash receipts, Value for each expenditure heading, Total cash paid out and Closing cash position.</p>	Enables customers to quickly and easily obtain an accurate view of the financial state of the organisation based on actuals and budgets for up to five years. Produce financial statements in familiar formats that aid business planning and funding applications. Enhanced import routines to allow the import of budgets using the profiles, and to import multiple future years budgets.

Description	Explanation	Benefit
Nominal Ledger continued...		
Analysis codes	Analysis codes allow you to add information unique to your business to your accounts for more in depth reporting.	Analysis codes have always been available to add to your customers, suppliers, stock items, sales and purchase orders. You can now set them up and add them to your nominal accounts as well.
Error corrections	You can now make corrections to customer and supplier transactions from a single screen. Correcting and reversing transactions has been combined into a single option on the menu. Change all the information on a transaction including the date, nominal account and amount. Correct foreign currency invoices and credit notes.	Enables you to easily correct common errors.

Description	Explanation	Benefit
Cash Book		
Short term cash flow projection	<p>Customers can produce a short term cash projection within Sage 200c similar to the cash projection within Sage 50. Short term cash projection allowing the forecast of the amount of cash available in the bank accounts after outstanding transactions have been paid.</p> <p>The short term cash flow projection forecast is built on cash book data and is generated using a date range with predefined options of next 7 or 14 days, next month, next 2 or 3 months together with the ability to manually define the date range. The forecast can be based on a single bank account, a range of bank accounts or all bank accounts. The system uses the current book balance (as at) of the selected account(s) in base currency to produce an opening balance for the forecast. The forecast is then constructed based upon regular payments, forecasted payments, regular receipts and forecasted receipts.</p>	<p>Allows customers to quickly and easily manage cash flow by understanding the short term financial position instantly by easily seeing who owes money and identify outstanding expenses.</p> <p>Allows customers to immediately see the impact of an unexpected expense or a delay in the processing of an unexpected receipt. Ensures consistency as customers moving from Sage 50 now have a familiar cash flow projection screen.</p>
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 ledgers in different currencies, utilising period or spot rates.	The receipt/payment screens are simple to use, with foreign currency-related options only appearing if a customer/supplier operates in a different currency.
E-Banking facility	Allows supplier payments to be made through your banking software.	Allows for transactional information requests to be downloaded from the bank and reconciled when required.
Bank reconciliation	<p>When you receive a bank statement, use this to reconcile it with the details of payments and receipts stored in the cash book account records.</p> <p>You can reconcile from a paper statement, or use bank feeds or e-Banking to reconcile transactions that you have downloaded from your bank.</p>	<p>Allows you to reconcile bank statements with details of payments and receipts entered.</p> <p>Discrepancies can be recorded, along with other transactions such as bank and interest charges.</p>

Description	Explanation	Benefit
Cash Book continued...		
Bank feeds	You can use our secure bank feeds service to download transactions from an online bank account, and then reconcile your downloaded bank transactions with those in Sage 200c.	This reduces the time that you spend reconciling your bank transactions, and ensures your accounts are up to date and accurate.
Automate standing orders and direct debits	Arrangements can be made to automate transactions on a monthly, quarterly or user defined basis.	You can instantly view all standing orders and direct debits, with details of the day they are paid, frequency, number of payments made, number still to pay etc.
Graphical analysis and presentation of bank data	Bar charts and line graphs can be used to show balances. You can also attach graphs or other files to bank accounts.	Quickly view the liquidity of all your accounts.
Inter account transfers	Move money from one bank account to another. Transfers can be made between banks of the same currency or different currencies.	Inter-account transfers help you minimise overdraft interest and maximise interest earned on surplus funds. Sage 200c can help reflect this as well as saving time and eliminating the risk of error.
Grouped transactions in Cash Book	Allows you to drill down from the paying in slip to the individual postings.	The individual postings that make up a grouped transaction can be clearly and easily viewed.

Description	Explanation	Benefit
Purchase Ledger		
Rapid purchase invoice entry	You can now enter purchase invoices on a single screen using a grid entry form. We've also added function keys so invoice entry can be totally driven from the keyboard for even faster data entry.	You can enter purchase invoices more quickly.
Improved imports: import email and website address	The existing import routines have been extended to allow the import of email address and website address for preferred contact for customer/supplier accounts	Removes some of the limitations of the customer\supplier account import routines by enhancing the type of data that can be imported.
Summary pages	All summary pages are highly visual and interactive. For example, customers can zoom-in to focus on specific areas of a chart and drill into chart segments. These enable customers to see performance of each of these areas at a glance.	Quickly view the liquidity of all your accounts.
User defined analysis codes	Each of your suppliers can be categorised using up to 20 analysis codes.	Detailed analysis can be produced using the user defined analysis codes. The codes can be linked to the purchase ledger and a list of valid values provided to ensure accuracy of the data captured. Detailed reports are produced from the purchase ledger using a number of analysis (codes for example, region, sales representative, industry type, customer rating, account manager, partner etc.)
Trading periods	The purchase ledger can utilise trading periods which can match the accounting period structure or have your own date range structure.	Provides flexibility as the purchase ledger can be configured to match the accounting period structure or to support a different structure (for example daily, weekly, fortnightly, monthly or a mixture.)
Graphical analysis and presentation of purchase ledger data	Bar charts and line graphs can be used to show turnover and aged balances. You can also attach graphs or other files to supplier accounts.	Quickly see how figures compare with previous years.
Transaction 'drill down' facility	Analyse supplier transaction details including nominal payment and tax analysis as well as any transactions under query (for example details of invoice items, payments made and notes recorded).	Saves you valuable time as you can drill to see transaction details from one screen.
Account and transactional drill around facility	View the status and details of any invoice or purchase order from with the supplier record or transaction enquiry. This flexible option supports drill down to individual line detail including receipt and invoice status. It also provides the option to re-print a document such as an invoice or GRN.	Improved flexibility and efficiency.

Description	Explanation	Benefit
Purchase Ledger continued...		
Authorisation	Purchase invoices, if above a user defined level, can be flagged prior to payments.	Enables greater cost control.
Batch data entry	Full batch control allows the amendment, addition to, or deletion of batched transactions, before committing them to the purchase ledger.	Keeps the system running quickly, as large batches of transactions can be kept as pending until you choose to commit them to the ledger.
Advanced currency handling	The Purchase Ledger will maintain turnover details of an account in both the operating currency of the supplier (utilising period and spot rates) and the base currency equivalent. Transactions raised in an operating currency can be revalued. A full audit of all currency loss or gains is available via a drill-down or report.	<p>You can see the difference in aged credit due to exchange rate fluctuations and choose whether to revalue the debt or not.</p> <p>The system will also deal with both realised and unrealised exchange rate differences, providing a full audit of all losses or gains against a transaction. For example, you pay a supplier in \$US based on the daily or period exchange rates.</p> <p>You can then revalue the debt as required. If the payment is made at an exchange rate different to the invoice, Sage 200c will post the realised gain or loss at that point.</p>
Factor house facility	Link suppliers to a factor house who recovers payment on their behalf.	Flexibility to fit in with your suppliers' business processes.
Automated payments routine	Quickly identify all invoices overdue for payment and those that, if paid, will attract an early settlement discount. Payments can then be made electronically or cheques and/or remittance advice printed or emailed directly to the supplier or factor house.	Assists in cash flow management and speeds up payment processing.
Multiple trader contacts	Allows the storage of an unlimited number of contacts, roles, telephone numbers and other contact information.	Supplier contacts details can be stored and retrieved, giving greater flexibility, improved contact visibility and more informed staff.
Credit reference information	Information about a supplier's credit rating, account terms payment times and important dates can be stored on their record, along with the option to perform an on-line credit check.	Full visibility of important credit information in one place allows you to efficiently and effectively monitor, identify and report on your supplier status.
Hide accounts	You can hide accounts so they're not displayed on the Customers or Suppliers list and not shown on lookup lists.	This helps to prevent transactions being entered for these accounts in error and makes your lookup smaller and more efficient.

Description	Explanation	Benefit
Sales Ledger		
Improved imports: import email and website address	The existing import routines have been extended to allow the import of email address and website address for preferred contact for customer/supplier accounts	Removes some of the limitations of the customer\supplier account import routines by enhancing the type of data that can be imported.
Triangulated goods on the EC Sales List (ESL).	A check box 'Triangulated' exists in the Sales Ledger and Sales Order entry forms. This is disabled until a customer is selected with a country code belonging to the EU and which is different from the base company's country code. By flagging the box, EU Triangulation will be applied to the transaction. In addition, un-posted sales ledger transaction batches have also been extended to include the indicator.	Enables support for reporting triangulated goods on the EC Sales List. Building upon the manual functionality available in Sage 50, ensuring that Sage 50 functionality is not only maintained but improved for those customers upgrading from Sage 50.
User defined analysis codes	Each customer can be categorised using up to 20 analysis codes.	Detailed analysis can be produced using the user defined analysis codes. The codes can be linked to the sales ledger, and a list of valid values provided, to ensure accuracy of the data captured. Detailed reports are produced from the sales ledger using a number of analysis codes; for example, region, sales rep, industry type, customer rating, account manager, partner etc.
Advanced currency handling	The sales ledger will maintain turnover details of an account in both the operating currency of the customer (utilising period and spot rates) and the base currency equivalent. Transactions raised in the operating currency against an account can be revalued and a full audit of all currency loss or gains is available to you via a drill-down or report.	You can see the difference in aged debt due to exchange rate fluctuations and choose whether to revalue the debt or not. The system will also deal with both realised and unrealised exchange rate differences, providing a full audit of all losses or gains against a transaction. For example, a customer pays you in \$US. Based on the daily or period exchange rates you can revalue the debt at a time that suits you. If the payment is received at a different exchange rate to the invoice Sage 200c will post the realised gain or loss at that point.
Credit reference information	Customer credit rating, account terms, payment terms can be stored directly against the customer record. Furthermore the credit control options also record key credit control dates, provide the ability to on-line credit check and automatically calculate your customers average time to pay.	Full visibility of important credit information in one place allows you to efficiently and effectively monitor, identify and report on your customer status.
Trading periods	The sales ledger can utilise trading periods which can match the accounting period structure or have your own date range structure.	Provides flexibility as the sales ledger can be configured to match the accounting period structure or to support a different structure, for example daily, weekly, fortnightly, monthly or a mixture.

Description	Explanation	Benefit
Sales Ledger continued...		
Multiple trader contacts	Allows the storage of an unlimited number of contacts, roles, telephone numbers and other contact information.	More customer contacts details can be stored and retrieved giving greater flexibility, improved contact visibility and more informed staff.
Graphical analysis and presentation of sales ledger data	Bar charts and line graphs can be used to show turnover and aged balances. You can also attach graphs or other files, such as word documents, to customer accounts.	Quickly see how figures compare with previous years.
Head Office statement facility	You can specify whether statements should be copied, or sent exclusively, to a customer's head office.	Flexibility to fit in with your business processes.
Transaction 'drill down' facility	Analyse customer transaction details including nominal, payment and tax analysis as well as any transaction under query (e.g. details of invoice items, payments made and any user notes recorded).	Saves you valuable time as you can drill to transactional level from one screen.
Account and transactional drill around facility	View the status and details of any invoice or sales order from with the customer record or transaction enquiry. This option supports drill-down to individual line detail, including allocation, dispatch and invoice status. You can also re-print a document such as an invoice or dispatch note.	Improved flexibility and efficiency.
Free text credit note	Customers can create and print free text credit notes within the sales ledger.	Improved UI and customer experience with the introduction of new and enhanced functionality. Enables customers to reduce the turnover for the relevant customer's account. Increased flexibility and efficiency.
Integrated credit management features	Enables you to produce debtors letters, statements, provisions for doubtful payers and bad debts, and the ability to place customer accounts on hold.	Manage and automate your credit control processes to improve bad debt and improve cash flow.
Batch data entry	Amend, add to or delete entries of batches of transactions, before finally committing them to the sales ledger.	Keeps the system running quickly, as large batches of transactions can be kept as pending until you choose to commit them to the ledger.
Hide accounts	You can hide accounts so they're not displayed on the Customers or Suppliers list and not shown on lookup lists.	This helps to prevent transactions being entered for these accounts in error and makes your lookup smaller and more efficient.

Description	Explanation	Benefit
Payments		
Sage Pay	Pay Now is a button that you can add to your invoices, statements and chase letters. When your customer receives your invoice or statement, they can pay you straight away by clicking this button.	This enables your customers to pay you directly on receiving an invoice, statement or chase letter.
Sage Payments	Sage Payments is an easy and secure way to pay your suppliers or HMRC (for VAT) directly from Sage 200c. A Sage Payments account is a secure virtual wallet (also known as an e-wallet). You add funds to your Sage Payments account, which has an e-money balance, and then use this to make approved payments directly from Sage 200c.	You can pay your suppliers or HMRC (for VAT) directly from Sage 200c.

Description	Explanation	Benefit
General		
Workspaces	<p>Workspaces are general purpose screens which contain all the information currently available through the main enquiry screens in the application. The majority* of enquiry screens have adopted the workspace UI, with a range of new workspaces which are web enabled and are available both through the desktop and through the web client. Workspaces can be accessed via the web client regardless of how the customer has deployed the solution. You have a choice of desktop list or workspace view. Workspaces are grouped by module and categorised by actions and reports.</p> <p>A conversion tool is available to allow the migration of bespoke workspaces from older versions.</p> <p>*Project Accounting enquiry screens remain as is</p>	<p>Data and actions which have traditionally been available via the menu and list view are now available and actionable via a single screen. Tailored to the user's role. All workspaces are easily configured by the user to meet their individual needs. In addition, workspaces can easily be customised and extended via the workspace designer.</p> <p>Anytime, anywhere read access to all workspaces using supported PCs\ laptops and devices running a supported web browser – please see full system requirements for more details.</p>
Desktop lists	<p>Desktop lists available within Sage 200c with toolbars which dynamically re-size to ensure all options are visible. Customers can make filters 'public' within their organisation, so they can be shared with other Sage 200c users. Filters are stored within the database which means they are retained throughout an upgrade.</p> <p>Free text search allows customers to search across all visible columns within a desktop list and totals row for lists enables customers to select individual rows on screen and view totals of any numeric columns at the bottom of the screen.</p> <p>Choose from a scrollable view, meaning you can use a more traditional scroll bar. When in this mode, the application will return the first 1000 rows of data.</p> <p>Where applicable, analysis codes can be added to desktop lists via the column picker and you can customise them. For example, customers can now combine Google maps, charts, graphs.</p>	<p>This delivers enhanced performance and makes it easy to use. Upgrade safe filters prevent customers' desktop filters being lost following an upgrade.</p> <p>It provides consistency of available fields within column picker and flexibility to create bespoke desktop lists.</p>

Description	Explanation	Benefit
General continued...		
Application homepage	<p>Upon opening the product customers are presented with a choice of three areas – getting started, homepage favourites and frequently accessed. Alternatively, customers can set any list view, process map or workspace as their homepage.</p>	<p>Allows customers to have immediate and one click access to the areas of the product that they want to use, improving navigation and enabling greater efficiency.</p> <ul style="list-style-type: none"> • Getting started: designed for new users with one click access to the Help Centre, in product help videos, and quick links to key areas of the software. • Homepage favourites: a designated area for customers to add links to the functions they use the most. For example, if a customer's role involves entering sales orders they can add the sales order entry form to the homepage favourites screen and have one click access to sales orders entry form upon opening the product. • Frequently accessed: the application learns what you do and when you do it, providing one click access to those functions upon start-up. It's personalised, so if customers perform different activities on different days the application tailors itself around them. For example, if they perform bank reconciliation on a Monday, do debt chasing on Tuesday, and do stock control on Wednesday the application will present quick links to these areas on each of the relevant days.
Usability	<p>Great usability across all ledgers including Nominal, Sales, Purchase and Cash book. The Narrative data entry field allows up to 6000 characters to be entered.</p> <p>The following workspaces allow for unlimited narrative size for display purposes using a tooltip of up to 200c characters (ellipse symbol indicates the field contains more than 200c characters):</p> <ul style="list-style-type: none"> • Nominal Current Pending Posting and Nominal Deferred Pending Postings – Details • Nominal Archived Transaction Enquiry and Nominal Current Transaction Enquiry – Transaction Detail <p>All reports that currently include the Narrative field display the amount of text that fits within the current column width of the report. Where the narrative text length exceeds the column width the report is appended with “...” to indicate that there is more text</p>	<p>Delivers easy data entry and use and allowing customers to capture more data against individual transactions.</p>
Colour-coded companies	<p>Add the company name and a coloured stripe to the banner on every form</p>	<p>Enables greater usability and efficiency by preventing customers from accidentally entering data into the incorrect company.</p>