



Guide to Migrating Data Sage 50 to Sage 200

sage

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Issue date: 28/04/2011

Pbn No: 14255

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Introduction

This guide is designed to provide Sage 200 Business Partners and customers with all the information required to migrate data from Sage 50 to Sage 200, using the Sage 50 to Sage 200 Data Migration tool. Use this tool to migrate data from Sage 50 Accounts v2011 to Sage 200 v2011.

Note: To migrate data from Sage 50 Manufacturing, Sage 200 BOM, Sage Line 100 or Sage MMS to Sage 200, you must use the Sage 200 Data Migration Tool. This can be found on the support area of the Sage website.

Your 'Financials' (Company, Nominal Ledger, Customer, Supplier, and Bank) data always migrates. In addition, you can choose to migrate:

- Commercials data (Sales Order Processing, Invoicing, Purchase Order Processing and Products).
- Bill of Materials data.

Prerequisites

Before you can migrate your data to Sage 200, you must have installed:

- Sage 50 Accounts v2011.
- Sage 200 v2011.

Before you begin

- We recommend that you carry out a test migration. You can then use this test database to:
 - Make sure all the migrated data appears as expected.
 - Identify any issues with your migrated data.

- Allow new users of Sage 200 to become familiar with the product before processing live data.
- You must make sure all your data is backed up to a secure location.

How to use this guide

This guide covers two key areas; how your Sage 50 data migrates to Sage 200, and how to use the Migration tool.

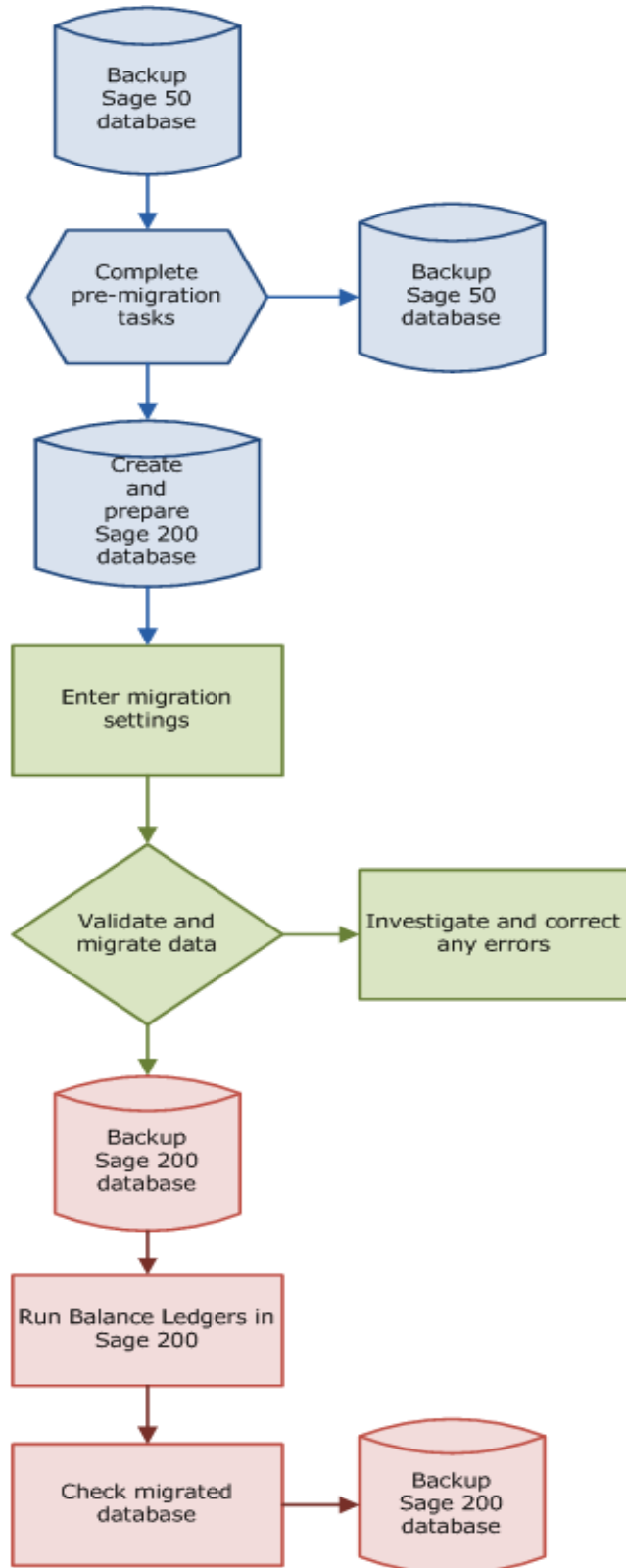
We strongly recommend that you read [How your Sage 50 data migrates on page 5](#) before starting to migrate your data. This section explains:

- How your Sage 50 data migrates to Sage 200.
- When Sage 50 data is not migrated to Sage 200.
- The options you can choose in the Migration tool, and how this affects your migrated data.

The migration process

This diagram shows the recommended migration process.

Preparation





How your Sage 50 data migrates

Sage 50 and Sage 200 differ in a number of ways; you are not making a like for like copy of your data when you migrate from Sage 50. Before you migrate your data you must make sure you understand how the automatic data migration works, what data is not migrated and how the options you choose in the Migration tool affect your migrated data.

In addition, there are various settings within Sage 200 which determine how your data is stored and processed. Some of these settings are set for you as a result of the migration, some you must set in the Sage 200 database before the data is migrated.

This section explains:

- How your data is migrated from Sage 50 to Sage 200.
- How the options that you choose, both within the Sage 200 product and within the Migration tool, affect the migrated data.

General considerations

Some fields in Sage 200 allow fewer characters than those in Sage 50. In these cases, the data is migrated up to the field length allowed in Sage 200.

Some fields in Sage 200 do not allow certain characters which may be allowed in Sage 50. In these cases, the data is migrated without characters that are restricted in Sage 200.

How Company and Nominal Ledger data migrates

Company Addresses

In Sage 50 you can enter a main company address and alternative delivery addresses for your company. In Sage 200 you can only have one company address.

The address listed in the *Company Preferences* in Sage 50 is migrated as the company address in Sage 200. The Sage 50 company delivery addresses are not migrated.

Accounting periods

Sage 200 uses period accounting. This feature does not exist in Sage 50. When you create a new company in Sage 200, 12 accounting periods are automatically created. These periods correspond to the calendar months from the start month of your financial year.

When the data is migrated, the number of open periods is automatically set to 12 in the *Accounting System Manager > System Settings*. All periods in the current financial year are set to *Open*.

Chart of Accounts

In Sage 50, each nominal account has a *Name* and *Reference*, and is assigned to a *Type* and *Category* (such as *Sales / Product Sales*).

In Sage 200, each nominal account has a *Name* and a *Reference*, and is assigned to a *Report Category* (such as *31 / UK Sales*). The report categories are used to determine whether the nominal account is a *Balance Sheet* or a *Profit and Loss* account. They are also used to group the nominal accounts under the relevant headings on the *Financial Statement Layouts* in Sage 200.

The *Chart of Accounts* in Sage 50 is used to create the *Report Categories* in Sage 200. Each *Type* and *Category* in Sage 50 becomes a *Report Category* in Sage 200. The parent *Types* are given single numbers and the *Categories* a related 3 digit number.

You must make sure that all your nominal accounts are included on the *Chart of Accounts* in Sage 50 **before** you migrate the data. This ensures that all of your nominal accounts in Sage 200 have the correct *Report Category*.

[See an example](#)

Sage 50 Type	Sage 50 Category	Sage 200 Report Category
Sales		1 - Sales

Sage 50 Type	Sage 50 Category	Sage 200 Report Category
	Product Sales	101 - Product Sales
	Export Sales	102 - Export Sales

Nominal Accounts

When the data is migrated, a nominal account is created in Sage 200 for every nominal account in Sage 50. The Sage 50 N/C and Name is used as the A/C Ref and Name in Sage 200. All Sage 50 nominal accounts are migrated to Sage 200 as Posting accounts.

You can choose to create cost centres or departments for your nominal accounts in Sage 200. See [Creating cost centres and departments in Sage 200 on page 13](#).

Default Nominal Accounts

Sage 200 maintains a list of default nominal accounts. When the data is migrated, the default nominal accounts in Sage 200 are taken from any nominal accounts in Sage 50 that are specified as *Control Accounts*.

Sage 200 maintains some default nominal accounts that are not specified as *Control Accounts* in Sage 50. You must specify which Sage 50 nominal accounts you want to use in the Migration tool.

[See how Sage 200 default nominal accounts are created](#)

Sage 50 Control Account	Sage 200 Default Nominal Account	Migrated as Sage 200 Default nominal account	Specify in Migration tool
Debtors Control	Debtors Control	Y	

Sage 50 Control Account	Sage 200 Default Nominal Account	Migrated as Sage 200 Default nominal account	Specify in Migration tool
Creditors Control	Creditors Control	Y	
Default Bank	Bank Account	Y	
VAT on Sales	Default Tax Output	Y	
VAT on Purchases	Default Tax Input	Y	
Sales Discount	Discount Allowed	Y	
Purchase Discount	Discount Taken	Y	
Default Sales	Default Sales	Y	
Accruals	Accruals	Y	
Prepayments	Prepayments	Y	
Bad Debts	Bad Debt Expense	Y	
Mispostings		N	N
Suspense	Suspense	Y	
Credit Charges	Bank Charges		Y
Exchange Rate Variance	Exchange Differences		Y
Retained Earnings	Accumulated Profit	Y	
VAT Liability		N	N
Manual Adjustments		N	N
	Stock Issues		Y
	Stock Write Offs		Y

Transactions

All posted transactions in Sage 50, for the current and previous years, are migrated to Sage 200 as posted nominal transactions.

Note: Transactions with a zero value are not migrated.

Future transactions

Sage 50 allows you to enter transactions in a future financial year. These future transactions are then included in the overall balance of the associated nominal accounts.

In Sage 200, transactions entered for a future financial year are held in a deferred postings file. These transactions are not included in the balance of associated nominal accounts.

If you migrate your Sage 50 data with future transactions, you will have differences in your total nominal account balances once the migration is complete. The future transactions will be held in the deferred postings file until you run the year end process and open the relevant periods.

Transaction enquiries

The *Transaction Enquiry* screen in Sage 200 displays all transactions posted to a specified nominal account. This includes a detailed breakdown of related postings to other nominal accounts.

If you have entered a nominal journal in Sage 50 with a single reference and for the same date, you cannot view the detailed breakdown of related postings for this transaction on the transaction enquiry in Sage 200.

Posting transactions to the nominal ledger

In Sage 50, all transactions are automatically posted to the nominal ledger when they are entered in other modules. In Sage 200, you can choose whether to post your transactions to the nominal ledger as soon as they are entered in other Sage 200 modules. To do this you must select *Update Nominal Ledger* immediately once transactions are entered in the *System settings* in the *Accounting System Manager* module.

VAT

Tax Codes

Your Sage 50 tax rates are migrated to Sage 200 when either;

- they have a description in Sage 50, or
- they are flagged as in use in Sage 50.

Two additional tax codes are created by default in Sage 200; *Reverse Charge Sales* and *Reverse Charge Purchases*. If you already have tax codes set up in Sage 50 for

reverse charges, these Sage 50 tax codes are migrated to Sage 200 and are selected to be included on the VAT return.

VAT transactions

Sage 50 stores details of VAT transactions differently to Sage 200.

Unreconciled VAT transactions are migrated to Sage 200 to allow you to produce your next VAT return when it is due.

We recommend that you print a draft VAT return **before** you migrate the data. This will help you check the data has migrated correctly.

However, details of historic reconciled VAT transactions are **not** migrated to Sage 200.

In Sage 200, you can only view the total VAT liability for VAT returns previously reconciled in Sage 50. You cannot view information about the individual totals that make up these VAT returns.

You must use Sage 50 if you want to see the details of the transactions entered on reconciled VAT returns.

How changes to VAT rates are applied in Sage 50 and Sage 200

When you change a VAT rate in Sage 50, your un-posted purchase orders, sales orders, invoices and credit notes retain their original VAT rate.

A list of these orders and invoices is displayed when you select *Warnings* in the *Migrate Data* section of the Migration tool.

You can either:

- Update the VAT rate on each relevant order line in Sage 50.
- Continue with the migration.

If you continue with the migration, the VAT on these orders and returns is recalculated when you run *Balance Ledgers* in Sage 200, or when you view or process the order in Sage 200.

See [Run Balance Ledgers in Sage 200 on page 108](#).

e-VAT Submissions

If you use e-VAT Submissions in Sage 50, your VAT Submission details are not migrated to Sage 200. You must re-enter these before you submit your VAT return online from Sage 200.

Currencies

Only currencies with an exchange rate set in Sage 50 are migrated to Sage 200. The exchange rate set in Sage 50 is migrated to Sage 200.

The euro exchange rate is added to the base currency record in Sage 200.

If you do not use the Euro currency in Sage 50, it is created for you in Sage 200 during the migration process. However, no exchange rate is set.

Prepayments and accruals

Sage 50 processes prepayments and accruals at the end of each month. Sage 200 processes all the prepayments and accruals transactions at one time, and posts them into future months.

If you choose to migrate prepayments and accruals:

- Prepayment and accrual transactions that are already posted in Sage 50 are migrated as current transactions.
- Prepayment and accrual transactions in the current financial year, that have not been processed in Sage 50, are migrated as pending transactions.
- Prepayment and accrual transactions in future financial years, are migrated as deferred transactions.

Intrastat

Your confirmed Intrastat despatches and arrivals are not migrated. We recommend that you generate an Intrastat return before you migrate the data.

In Sage 50, Intrastat entries are generated when sales and purchase orders are despatched and received. You must continue to record your Intrastat entries in the same way after the data is migrated to Sage 200. To do this you must select the following settings in Sage 200, before you migrate the data:

- SOP Settings > Intrastat > Generate Intrastat for sales orders.
- SOP Settings > Intrastat > Include entries based on Despatch/receipt date.
- POP Settings > Printing > Generate Intrastat for purchase orders.
- POP Settings > Printing > Include entries based on Receipt/return date.

All relevant Live sales orders and purchase orders migrated to Sage 200, are then entered on the Intrastat Return when they are processed.

Audit trail

The audit trail is not migrated to Sage 200.

If you have cleared the audit trail in Sage 50, you may see an adjustment to the suspense account when you run [Balance Ledgers](#) in Sage 200. See [Run Balance Ledgers in Sage 200 on page 108](#).

The following information is not migrated:

- Accountant Details
- Countries
- Fixed Assets
- Intrastat transactions
- Reconciled VAT transactions

Creating cost centres and departments in Sage 200

In Sage 50 you can link your transactions to a **Department**. This is specified on each transaction but is not linked to your nominal accounts. The Sage 50 departments have reference numbers (0 - 999) as well as names.

Sage 200 uses **Cost Centres** and **Departments**. In Sage 200 you have separate nominal accounts for your cost centres and departments. Each nominal account can have a cost centre and /or department assigned. Each cost centre and department is assigned a code. This code then forms part of the Nominal Account reference.

For example, in Sage 200 you may have a cost centre called London with the code **LON**, and a department called Administration with the code **ADM**. If both the cost centre and department are assigned to the nominal account **4000**, the account reference would be **4000 LON ADM**. You would then have two nominal accounts **4000** and **4000 LON ADM**.

In Sage 200, you can also choose whether you want to use cost centres / departments with your profit and loss nominal accounts only, or with your balance sheet nominal accounts as well.

You must decide how you want to create your nominal accounts in Sage 200. You can use your Sage 50 departments as cost centres or as departments in Sage 200. The options you choose affect how your data is migrated to Sage 200.

This section covers the following:

- Creating nominal accounts with cost centres or departments in Sage 200.
- The Trial Balance
- Nominal Account Budgets

Creating Nominal accounts with cost centres or departments in Sage 200

The following table shows how you can use nominal accounts in Sage 200 and the option(s) to choose in the migration tool. This is followed by a detailed explanation of how your data migrates in relation to the option(s) chosen.

Nominal accounts in Sage 200	Options to select in the Migration Tool
<p>1. Do not use cost centres or departments with nominal accounts.</p> <p>See Do not use cost centres or departments with your nominal accounts on page 14.</p>	<ul style="list-style-type: none"> ■ Create departments from Sage 50 departments but do not link to nominal accounts.
<p>2. Use cost centres with balance sheet and profit and loss nominal accounts.</p> <p>See Use cost centres or departments with balance sheet and profit and loss nominal accounts on page 15</p>	<ul style="list-style-type: none"> ■ Create nominal accounts and cost centres from Sage 50 Departments
<p>3. Use cost centres with profit and loss nominal accounts only.</p> <p>See Use cost centres or departments with profit and loss nominal accounts only on page 20</p>	<ul style="list-style-type: none"> ■ Create nominal accounts and cost centres from Sage 50 Departments ■ Link Sage 200 cost centres and departments to Profit and Loss Nominal account only
<p>4. Use departments with balance sheet and profit and loss nominal accounts.</p> <p>See Use cost centres or departments with balance sheet and profit and loss nominal accounts on page 15</p>	<ul style="list-style-type: none"> ■ Create nominal accounts and departments from Sage 50 Departments
<p>5. Use departments with profit and loss nominal accounts only.</p> <p>See Use cost centres or departments with profit and loss nominal accounts only on page 20</p>	<ul style="list-style-type: none"> ■ Create nominal accounts and departments from Sage 50 Departments ■ Link Sage 200 cost centres and departments to Profit and Loss Nominal account only

Do not use cost centres or departments with your nominal accounts

Select the following option in the migration tool:

- Create departments from Sage 50 departments but do not link to nominal accounts

How your data migrates

- A Sage 200 department is created for every Sage 50 department with a Name.
- Your nominal accounts are not linked to cost centres or departments.
- Your transactions are migrated without their department specifications.

Use cost centres or departments with balance sheet and profit and loss nominal accounts

Select one of the following options in the migration tool:

- Create nominal accounts and cost centres from Sage 50 Departments
This creates a Sage 200 nominal account and relevant cost centre for each Sage 50 department that has transactions posted to it. The related transactions are migrated to the nominal account and cost centre.
- Create nominal accounts and departments from Sage 50 Departments
This creates a Sage 200 nominal account and relevant department for each Sage 50 department that has transactions posted to it. The related transactions are migrated to the nominal account and department.

How your data migrates

1. A nominal account with either a cost centre or a department is created in Sage 200 for each department that has transactions posted to it in Sage 50.

[See an example](#)

You have used departments 1 and 2, with Nominal Account 4000 (P and L) and Nominal account 1001 (BS) in Sage 50.

The following nominal accounts are created in Sage 200:

- 4000
- 4000 1
- 4000 2
- 1001
- 1001 1
- 1001 2

2. In Sage 50, your nominal account balances are not broken down by department. In Sage 200, each cost centre and department is a separate nominal account with its own balance. During the migration process, transactions assigned to each Sage 50 department are migrated to the relevant nominal account and cost centre, or nominal account and department in Sage 200.

Any transactions without a Sage 50 department (i.e. department 0) are added to the balance of the nominal account without a cost centre or department.

[See an example](#)

In Sage 50 your Nominal Account 4000 (Profit and Loss) has a balance of £1000 and your nominal account 1100 (Balance Sheet) has a balance of £500. This is made up of the following transactions:

Account Number	Department	Transaction	Amount	Total Account Balance
4000	0	Sales Invoice	150	
	0	Sales Invoice	50	
	1	Sales Invoice	500	
	2	Sales Invoice	230	
	2	Sales Invoice	70	1000
1100	1	Sales Invoice	200	
	2	Sales Invoice	300	500

This will migrate to Sage 200 in the following ways:

- Sage 200 costs centres from Sage 50 departments.

Sage 200 Acc No.	Cost Centre	Dept	Transaction	Amt	Account Balance
4000			Sales Invoice	150	
			Sales Invoice	50	200
4000	1		Sales Invoice	500	500
4000	2		Sales Invoice	230	
4000	2		Sales Invoice	70	300
1100	1		Sales Invoice	200	200
1100	2		Sales Invoice	300	300

- Sage 200 departments from Sage 50 departments.

Sage 200 Acc No.	Cost Centre	Dept	Transaction	Amt	Account Balance
4000			Sales Invoice	150	
			Sales Invoice	50	200
4000		1	Sales Invoice	500	500
4000		2	Sales Invoice	230	
4000		2	Sales Invoice	70	300
1100		1	Sales Invoice	200	200
1100		2	Sales Invoice	300	300

3. The default nominal account on each of your customer, supplier and stock item records in Sage 200 has a related cost centre and/or department.

In Sage 50 you can specify a default department for your customer, supplier and product records. This default department is added to the default nominal account on your Sage 200 customer, supplier and stock items records as a *Cost Centre* or *Department*, depending on which option you select in the Migration tool.

For example, if your Sage 50 customer record has the default nominal accounts 4000 and default department 1, the default nominal account for the customer in Sage 200 will be 4000 1.

4. If you have 'cleared' any transactions from your Sage 50 database (using the *Clear Audit Trail* option), the value of these transactions will be included in the Nominal Account balance with no associated cost centre or department, even if they were originally associated with a department.

5. Default balance sheet control accounts are created in Sage 200 for each Sage 50 department that has relevant transactions posted to it. These control accounts are
 - a. Debtors Control Account
 - b. Creditors Control Account
 - c. Sales Tax Control Account
 - d. Purchase Tax Control Account

In Sage 200 you can create separate balance sheet accounts for your cost centres or departments. You can choose to post transactions to separate default balance sheet nominal accounts. They are posted according to the cost centre or department held as the default nominal account on the customer or supplier record.

When the data is migrated, all transactions associated with a department in Sage 50 are posted to the balance sheet nominal accounts with the relevant cost centre or department in Sage 200.

For example, if you have sales transactions that have been posted to departments 0, 1 and 2 in Sage 50, they are migrated to three Debtors Control Accounts (1100, 1100 1, and 1100 2) and three Sales Tax Control accounts (2200, 2200 1, and 2200 3) in Sage 200.

If you want to continue to post your transactions to the separate default balance sheet nominal accounts in Sage 200, you must select the [Split postings between cost centres for balance sheet accounts](#) setting in [System Settings](#) in the Accounting System Manager module in Sage 200. This setting is **not** selected by default. To make sure that your transactions continue to post in this way, you must select this setting after the data has migrated.

After the data has migrated, only customer records in Sage 50 that have a default department specified, will continue to have transactions posted to the separate balance sheet nominal accounts.

[See an example](#)

In Sage 50 you have Customer A who has a default department of 1 specified on their customer record. Customer B has default department 0.

- a. In Sage 50, you have enter a sales invoice for both customers for £100 and assigned them to department 1.
- b. The data is migrated to Sage 200. Both these transactions are posted to Debtors Control Account 1100 1.
- c. You enter another invoice for both customers in Sage 200.
- d. For Customer A the invoice is posted to Debtors Control Account 1100 1.

- e. For customer B the invoice is posted to Debtors Control Account 1100. This is because the Default Nominal Code for Customer B does not have a cost centre or department assigned.

Use cost centres or departments with profit and loss nominal accounts only

Select one of the following options in the migration tool:

- Create nominal accounts and cost centres from Sage 50 Departments
This creates a Sage 200 nominal account and relevant cost centre for each profit and loss nominal account in Sage 50 which has transactions linked to a department posted to it. The related transactions are migrated to the nominal account and cost centre.
- Create nominal accounts and departments from Sage 50 Departments
This creates a Sage 200 nominal account and relevant department for each profit and loss nominal account in Sage 50 which has transactions linked to department posted to it. The related transactions are migrated to the nominal account and department.

Plus the following option:

- Link Sage 200 cost centres and departments to Profit and Loss Nominal account only

How your data migrates

1. A Sage 200 nominal account with a linked cost centre or department is created when the following conditions are met in Sage 50:
 - a. The nominal account is a profit and loss nominal account.
 - b. Transactions linked to departments are posted to the nominal account.

See an example

You have used departments 1 and 2, with Nominal Account 4000 (P and L) and Nominal account 1001 (Balance Sheet) in Sage 50.

The following nominal accounts are created in Sage 200:

- 4000
- 4000 1
- 4000 2
- 1001

2. In Sage 50, your nominal account balances are not broken down by department. In Sage 200, each cost centre and department is a separate nominal account with its own balance.

Transactions posted to profit and loss nominal accounts and assigned to a Sage 50 department are migrated to the corresponding nominal account and cost centre, or nominal account and department in Sage 200.

Transactions posted to profit and loss nominal accounts without a Sage 50 department (i.e. department 0) are added to the balance of the nominal account without a cost centre or department.

Transactions posted to balance sheet nominal accounts are migrated to the corresponding nominal account in Sage 200. The department specifications for these transactions are not migrated.

[See an example](#)

In Sage 50 your nominal account 4000 (P and L) has a balance of £1000 and your nominal account 1100 (Balance Sheet) has a balance of £500. This is made up of the following transactions:

Account Number	Department	Transaction	Amount	Total Account Balance
4000	0	Sales Invoice	150	
	0	Sales Invoice	50	
	1	Sales Invoice	500	
	2	Sales Invoice	230	
	2	Sales Invoice	70	1000
1100	1	Sales Invoice	200	
	2	Sales Invoice	300	500

This will migrate to Sage 200 in the following ways:

- Sage 200 costs centres from Sage 50 departments.

Sage 200 Acc No.	Cost Centre	Dept	Transaction	Amt	Account Balance
4000			Sales Invoice	150	
			Sales Invoice	50	200
4000	1		Sales Invoice	500	500
4000	2		Sales Invoice	230	
4000	2		Sales Invoice	70	300
1100			Sales Invoice	200	
			Sales Invoice	300	500

- Sage 200 departments from Sage 50 departments.

Sage 200 Acc No.	Cost Centre	Dept	Transaction	Amt	Account Balance
4000			Sales Invoice	150	
			Sales Invoice	50	200
4000		1	Sales Invoice	500	500
4000		2	Sales Invoice	230	
4000		2	Sales Invoice	70	300
1100			Sales Invoice	200	
			Sales Invoice	300	500

3. The default nominal account on each of your customer, supplier and stock item records in Sage 200 has a related cost centre and/or department.

In Sage 50 you can specify a default department for your customer, supplier and product records. This default department is added to the default nominal account on your Sage 200 customer, supplier and stock items records as a *Cost Centre* or *Department*, depending on which option you select in the Migration tool.

For example, if your Sage 50 customer record has the default nominal account 4000 and default department 1, the default nominal account for the customer in Sage 200 will be 4000 1.

4. If you have 'cleared' any transactions from your Sage 50 database (using the *Clear Audit Trail* option), the value of these transactions will be included in the Nominal Account balance with no associated cost centre or department, even if they were originally associated with a department.

The trial balance in Sage 50 and Sage 200

If you choose to create cost centres or departments in Sage 200, the trial balance in Sage 200 may not match the trial balance in Sage 50. This is because there will be additional account balances in Sage 200. In addition the debit and credit totals may be different to the account balances in Sage 50.

[See an example](#)

In Sage 50 you have entered the following transactions:

Account number	Department	Debit Value	Credit Value	Account balance
001	0	£123.00		
001	1		£23.00	100.00
002	0		£100.00	100.00

In Sage 50 these appear on the trial balance as follows:

Account Number	Debit	Credit
001	100	
002		100
Total	100	100

In Sage 200, they are appear on the trial balance as follows:

Account Number	Debit	Credit
001	123.00	
001 1		23.00
002		100.00
Total	123.00	123.00

Nominal account budgets

If you have used:

- Advanced / Nominal code budgets in Sage 50:

The nominal account budget values are posted to the corresponding nominal account with **no** cost centre or department.

- **Advanced / In depth budgets in Sage 50:**

- If you have selected to create Sage 200 nominal accounts, with associated cost centres or departments, from your Sage 50 departments:
The nominal account budget values are migrated to the corresponding nominal account and cost centre, or nominal account and department, depending on your migration options.

[See an example](#)

In Sage 50, nominal account 4000 has a monthly budget of 200 for department 1 and 300 for department 2.

In Sage 200, nominal account 4000 1 will have a monthly budget of 200. Nominal account 4000 2 will have a monthly budget of 300.

- If you have selected to create nominal accounts with associated cost centres or departments for profit and loss account only, the nominal account budgets are migrated in the following way:
 - Profit and loss nominal accounts
The nominal account budget values are migrated to the corresponding nominal account and cost centre, or nominal account and department.
 - Balance sheet nominal accounts
The Sage 50 nominal account budget values for each department are amalgamated and migrated to the corresponding balance sheet nominal account with no cost centre or department.
- If you have selected **not** to create Sage 200 nominal accounts with associated cost centres and departments, from your Sage 50 departments:
The Sage 50 nominal account budget values for each department are amalgamated and migrated to the corresponding nominal account with no cost centre or department.

[See an example](#)

In Sage 50, nominal account 4000 has a monthly budget of 200 for department 1 and 300 for department 2.

In Sage 200, nominal account 4000 will have a monthly budget of 500.

- **Advanced / Overview budgets in Sage 50:**

No budget values are migrated to Sage 200.

- **Standard budgets in Sage 50:**

The budget values are migrated to the corresponding Sage 200 nominal account with **no** cost centre or department.

How Bank data migrates

Bank Accounts

Your Sage 50 bank record details are migrated to create Sage 200 **Cash Book Accounts**.

The bank account that is set as the default bank account in Sage 50 is also set as the default bank account in Sage 200. The default bank account in Sage 200, must be in the same currency as your Sage 200 base currency.

If your Sage 50 default bank account is in a different currency, you must change the default bank account, in Sage 50, before the data is migrated.

Bank sort codes

In Sage 200, the bank sort code can only contain six digits.

When the data is migrated, this is checked by the migration tool. All non-numeric characters are removed, and the remaining six digit number is migrated to Sage 200. You cannot migrate the data if the bank sort code in Sage 50 does not contain six digits.

Information not migrated

- E-banking

You can use the Sage e-Banking facility in Sage 50 and Sage 200.

As Sage 200 stores the information differently to Sage 50, your e-banking details are not migrated. You must re-enter your e-banking details in Sage 200 after the data has migrated.

- Minimum Limit.

Sage 200 does not store a minimum limit on your bank accounts, so this is not migrated.

Bank transactions

You can choose whether to migrate your bank transactions in the Migration tool.

- If you choose to migrate your transactions, all bank transactions are migrated from Sage 50, including details of your bank reconciliation.

- If you do not want to migrate bank transactions to the Cash Book in Sage 200, the migration process creates a single opening balance transaction for each of your bank accounts in Sage 200. This is calculated from the total of the cash book transactions for each bank account in Sage 50.

When the data is migrated, this opening balance transaction is marked as reconciled in Sage 200. Therefore, if you do not want to migrate your bank transactions, you **must** make sure all your bank accounts are fully reconciled before you migrate the data.

Transaction Types

Sage 50 uses a two letter code to identify each type of transaction. The following table shows the transaction types created in Sage 200 for each Sage 50 transaction type.

Sage 50	Sage 200
VP	Payment
VR	Receipt
CP	Payment
CR	Receipt
BP	Payment
BR	Receipt
PA	Payment
PP	Payment
PR	Receipt
SA	Receipt
SR	Receipt
SP	Payment
JC	Payment
JD	Receipt

Opening Balances

In Sage 50, opening balances for bank accounts are posted to the nominal ledger.

In Sage 200, opening balances for bank accounts are not posted to the nominal ledger.

The bank account opening balance transactions are migrated to Sage 200. However, only one side of these transactions is displayed in the transaction enquiry screens.

Bank Reconciliation

If you choose to migrate your cash book transactions, details of your bank reconciliation in Sage 50 are migrated to Sage 200. When you reconcile your bank statement using Sage 200, the last reconciled balance from Sage 50 is displayed, and the relevant transactions are marked as reconciled.

If you have saved a draft bank reconciliation in Sage 50, this is not migrated to Sage 200. We recommend that you complete any draft bank reconciliations before you migrate the data.

In Sage 200, you can also view your [Statement Balances](#) on each bank account. No information is migrated here. Your statement balances will update once you have reconciled using Sage 200.

Bank accounts set to not reconcile in Sage 50.

In Sage 50 you can choose not to reconcile a bank account. When you choose the [No bank reconciliation](#) option for a bank account in Sage 50, all transactions entered for that bank account are marked as reconciled. You can decide to reconcile this account at a later date. The reconciled flag is then automatically removed from all the transactions posted to that bank account.

This option is not available in Sage 200. When Sage 50 bank accounts that have the [No bank reconciliation](#) option selected are migrated, all transactions posted to those bank accounts are marked as reconciled in Sage 200.

Bank accounts with an opening balance and no reconciled transactions

If you have a bank account with an opening balance in your Sage 50 data, but that bank account does not have any reconciled transactions, a statement balance is not migrated to Sage 200.

To resolve this, you must reconcile a least one transaction in the bank account before you migrate your data.

Nominal Accounts

In the Migration tool you specify which Sage 50 nominal accounts you want to use for your [Bank Charges](#) and [Exchange Rate Differences](#).

The nominal accounts you choose here are migrated as the default nominal accounts in the Nominal Ledger, and are specified on each bank account in the Cash Book.

Recurring Bank Transactions

Your recurring bank transactions are migrated to Sage 200 as **Standing Orders and Direct Debits** in the Cash Book.

In Sage 50, you can choose to **Suspend** a recurring bank transaction. This is not possible in Sage 200. Suspended recurring bank transactions in Sage 50 are not migrated to Sage 200.

When the data is migrated, you can amend the entry details for the migrated standing orders and direct debits. However, you cannot view the details of previously posted payments and receipts.

Cheques

In Sage 50, you can print cheques using the **Cheque list** option.

In Sage 200, supplier cheques are generated from the Purchase Ledger.

Therefore, the **Cheque list** in Sage 50 is not migrated. We recommend that you print your cheques from Sage 50 before you migrate the data.

How Customer and Supplier data migrates

Customer and supplier records

Your Sage 50 customer and supplier record details are migrated to Sage 200 as customer and supplier accounts.

Addresses and contacts

Customers

The Registered address for each customer record in Sage 50 is migrated as the main company address for the customer account in Sage 200.

All the contact details for each Sage 50 customer are migrated to the customer account (Contacts tab) in Sage 200. The contact for the registered address is marked as the default contact and the preferred contact for the Account role. The contact set in the address Preferences in Sage 50 for Statements is set as the preferred contact for the Send Statement to role on the customer account in Sage 200.

All the address details for each customer in Sage 50 are migrated as Customer Delivery Addresses in the Sales Order Processing module. The address set as the default delivery address in Sage 50 is also set as the default delivery address in Sage 200.

In Sage 50 you can enter customer addresses with the same description but in different cases. For example, registered address and Registered Address.

In Sage 200, customer address descriptions are not case sensitive and cannot be duplicated.

If you have any duplicated customer address descriptions in Sage 50, you must re-name them before you migrate the data. This is checked by the migration tool when you validate your settings and relevant messages are displayed.

Suppliers

In Sage 50, you can store additional delivery addresses for your suppliers, as well as additional contact details.

In Sage 200, you can only store one address for each supplier, although you can store additional contact details.

When the data is migrated, the Registered address for each supplier in Sage 50 is migrated as the main company address for the supplier account in Sage 200.

The contact details for each Sage 50 supplier are migrated to the supplier account (Contacts tab) in Sage 200. The contact for the Registered address is marked as the

default contact and the preferred contact for the **Account** role. The contact set in the address Preferences in Sage 50 for Remittances is set as the preferred contact for the **Send Remittance to** role on the supplier account in Sage 200.

The address details for the **Contact address** and **Delivery address** types are not migrated.

Segmented addresses

In Sage 200, you can choose to use segmented addresses for customer and supplier accounts. This allows you to enter the **City** and **County** on separate lines in the address. To do this, you must select **Use segmented addresses** in the **System Settings** in the Accounting System Manager.

When the data is migrated, this setting is not selected. If you want to use segmented addresses in Sage 200, you must select this option after the migration is complete.

Account status

In Sage 50, you can maintain several **Account Statuses**. Sage 200 only has a single **On Hold** status. When you migrate your data, all customers and suppliers with a status of **Y** against the **On Hold** option in Sage 50, are placed **On Hold** in Sage 200. The individual Sage 50 statuses are not migrated.

Sales prices and discounts

Sage 50 **Price Lists** and **Special Customer Prices** are migrated to the Sage 200 **Price Book**. For more information, see [Pricing and discounting on page 36](#).

The customer **Discount %**, set on the **Defaults** tab of the customer record in Sage 50, is migrated as the **Line Discount** on the Sage 200 **Customer Account** (**Documents** tab).

Custom Fields

The customer and supplier **Custom Fields** in Sage 50 are migrated as **Analysis Codes** in Sage 200.

Each custom field label becomes an analysis code in Sage 200. Each custom field, specified in the customer and supplier accounts, becomes an analysis code value. If you have not specified a custom field on any of your customer or supplier accounts, a blank value is created in Sage 200.

The analysis codes are then assigned to the customer and supplier accounts. Any customer or supplier records that have a custom field in Sage 50, have analysis codes and values in Sage 200.

See an example:

Sage 50		Sage 200	
Customer Custom Field Label	Customer Custom Field	Analysis Code	Value
Area Manager	Bob Johnson	Area manager	Bob Johnson
Area	North	Area	North

Supplier bank details

The supplier bank details in Sage 50 are migrated to Sage 200.

In Sage 200, the bank sort code can only contain six digits.

When the data is migrated, this is checked by the migration tool. All non-numeric characters are removed, and the remaining six digit number is migrated to Sage 200. You cannot migrate the data if the bank sort code in Sage 50 does not contain six digits.

Memos and attachments

- Customer supplier Memos on the **Memo** tab in Sage 50 migrate to the **Memo** tab on the Customer and Supplier account in Sage 200.
- Attachments migrate to the **Attachment** tab on the customer and supplier account in Sage 200.
- Memos on the **Credit Control** tab in Sage 50 migrate to **Credit** tab in Sage 200.

Note: Only the first 1000 characters of Credit Control memos will migrate to Sage 200.

Information not migrated to Sage 200

The following information is held on your Sage 50 customer and supplier records, but is **not** migrated to Sage 200:

- Communication details
- Diary events
- Customer Bank Details

Customer and supplier transactions

You can choose whether to migrate your customer and supplier transactions in the Migration tool.

- If you choose to migrate your transactions, all sales and purchase transactions are migrated from Sage 50.
- If you do not want to migrate your transactions, the migration process creates an opening balance, per tax code, for each of your customer and supplier accounts in Sage 200.

These opening balances are not allocated in Sage 200. If required, you can allocate the opening balance credits to the opening balance debits after the data has migrated.

Note: If you have processed any transactions in Sage 50 Accounts using Sage Pay, the Sage Pay details associated with your transactions are not migrated to Sage 200. Sage 200 can only report on Sage Payment details entered via Sage 200.

Transactions with the same date and reference

In Sage 50, when you enter several batch invoices or credit notes for a customer or supplier with the same date and reference, they are saved on the **Audit Trail** as a single 'header' transaction. You can see details of the individual lines in the customer and supplier **Activity**.

The 'header' transaction is migrated to Sage 200 with a single URN number. The line details are not displayed in the Sage 200 **Transaction Enquiry** screen.

See an example

- In Sage 50 you have two batch invoices for a customer:

Customer	Date	Reference	Value	No
Jones	30/04/11	April	50	473
	30/04/11	April	100	474

On the Sage 50 Audit trail, this transaction appears as no 473 for £150.

- The transaction is migrated to Sage 200 in the following way:

Customer	Date	Reference	Value	URN No
Jones	30/04/11	April	150	473

Transaction Types

Sage 50 uses a two letter code to identify each type of transaction. The following table shows the transaction types created in Sage 200 for each Sage 50 transaction type.

Sage 50	Sage 200
PI	Invoice
PA	Payment
PC	Credit Note
PP	Payment
PD	Credit
PR	Receipt
SI	Invoice
SA	Receipt
SC	Credit Note
SR	Receipt
SD	Credit
SP	Payment

In Sage 200, these transaction types are used on the [Transaction Enquiry](#). This shows a detailed breakdown of each transaction, including information about how transactions are allocated. The allocation information is not shown on the [Transaction Enquiry](#) screen in Sage 200 for the following transactions:

- Sales credits allocated to customer refunds in Sage 50.
- Write offs

Recurring Sales and Purchase Invoices

In Sage 50 you can create recurring sales and purchase invoices and orders. Sage 200 does not have recurring invoices and sales orders, so this information is not migrated.

Allocations

All allocations in Sage 50 are recreated in Sage 200 using the Sage 50 audit information.

Finance Charges

In Sage 50, you set up you set up your finance charge percentage in the [Configuration Editor](#). This finance charge percentage is then applied to all the transactions you select using the [Credit Charges wizard](#).

In Sage 200, you can set up to 20 different interest rates for your finance charges in the Sales Ledger settings. You then choose which finance charge rate you want to use for each customer. When you apply the finance charges, the percentage charge specified for each customer is applied to the relevant transactions.

As the finance charges are handled differently in each program, no finance charges are migrated from Sage 50. Each customer account in Sage 200 will default to **No Charge**. After the data is migrated, you must set up your finance charges and apply the rates to each customer account.

Aged Debtor and Aged Creditor reports

When the aged debtor or aged creditor reports are run in Sage 50, the customer and supplier account balances are rounded down to two decimal places.

When the aged debtor and aged creditor reports are run in Sage 200, the customer and supplier account balances are rounded up to two decimal places.

This means that the aged debtor and aged creditor reports in Sage 50 may have different balances to the corresponding reports in Sage 200.

Pricing and discounting

Sage 50 and Sage 200 use different methods for calculating the selling price of stock items.

In Sage 50 you can set up various selling prices and discounts for your customers. They are listed on the **Defaults** tab of the customer record, and on the **Pricing Structure** of the product record.

In Sage 200, **price bands** and **discount groups** are set in the **Price Book** module. **Invoice discounts** and **Line discounts** are set on the customer account (**Documents** tab).

Sage 50 pricing methods

- **Standard sales price**
This is the **Sales Price** for a product entered on the product record. This is the default price for the product.
- **Price Lists**
Each price list contains a price for a specified list of products. This price can be fixed, a percentage increase or decrease from the standard sales price, a value increase or decrease from the standard sales price, or a percentage increase or decrease from the cost price of the product.
Customers are then associated with the price list.
- **Special customer prices**
A price is specified for a product and an individual customer account. This price can also be fixed, a percentage increase or decrease from the standard sales price, a value increase or decrease from the standard sales price, or a percentage increase or decrease from the cost price of the product.
- **Invoice Value**
These are set up in the **Customer Defaults** in Sage 50. An invoice value and related discount is specified. You specify whether a customer receives the invoice value discounts as an **Additional Discount** on the customer record.
- **Quantity break discounts**
Quantity break discounts are set on the **Discounts** tab of the each product record. You specify whether a customer receives the quantity discounts as an **Additional discount** on the customer record.
- **Discount %**
This is set on the customer record and is applied to every invoice for that customer. This is in addition to any other discounts that may be applied.

Sage 200 pricing methods

- Price bands

Each price band contains a price for **all** stock items. There is a default **standard price band**. A customer can be linked to one price band. If no price band is specified, then the customer account is linked to the **standard price band**.

- Order value discount bands

This is a list of monetary values with an associated percentage discount. When a sales order amount is more than the amount specified on the band, the customer receives the specified discount.

A customer can be linked to one order value discount band.

- Product group discounts

These are discounts that are applied to all stock items in a specified product group. You can have more than one set of discounts for each product group.

The discounts are either a flat rate percentage, or a percentage based on the quantity ordered.

The discounts are associated with a **customer discount group**. This is a group of customers who all have the same discounts. A customer can only belong to one **customer discount group**.

- Stock item discounts

These are discounts that are applied to individual stock items. You can have more than one discount set up for each stock item.

The discounts can be:

- A flat rate percentage.
- A percentage based on the quantity ordered.
- A flat rate amount.
- An amount based on the quantity ordered.

The discounts are associated with a **customer discount group**. This is a group of customers who all have the same discounts. A customer can only belong to one **customer discount group**.

- Invoice and Line Discounts

These are set on the **Documents** tab of the customer account in Sage 200.

The **Invoice Discount** is a percentage value applied to the total goods value of a sales order. This is in addition to other available discounts.

The **Line Discount** is a percentage value applied to each line of a sales order. Where there is more than one discount available for a line the largest discount is usually applied.

You can choose how you want to migrate your Sage 50 selling prices into Sage 200.

You can:

- Migrate your Sage 50 price lists to Sage 200 Price Bands.
- Migrate your Sage 50 price lists as Stock item discounts.

Migrating price lists as price bands

Price lists

When the data is migrated, the price bands are created in Sage 200 in the following way:

- A standard price band is created in Sage 200. This price band uses the standard sales price, listed on the product records in Sage 50, for all the stock items in Sage 200.
- Additional Sage 200 price bands are created from each Sage 50 price list.
- Any stock items, that are not listed in the Sage 50 price list, are set to Use standard in the new Sage 200 price band.

- All of the stock items listed in the Sage 50 price list, are given a price in the Sage 200 price band. The Sage 200 price bands only use fixed prices.

See how the price band prices are calculated

Price calculation method in Sage 50	How the new price is calculated in Sage 200
Fixed price	The price is copied from the Sage 50 price list.
Standard sales price	The Sales Price from the Sage 50 product record is used. Note: The Use Standard option is not selected in the Sage 200 price band.
Decrease sales price by %	The Sage 50 Sales price is reduced by the specified %. This value is used as the price for the stock item in the Sage 200 price band.
Decrease sales price by value	The Sage 50 Sales price is reduced by the specified value. This new value is used as the price for the stock item in the Sage 200 price band.
Increase sales price by %	The Sage 50 sales price is increase by the specified %. This new value is used as the price for the stock item in the Sage 200 price band.
Markup % on cost price. Markup value on cost price	The Sales Price from the Sage 50 product record is used. The Use Standard option is automatically selected in the Sage 200 price band. Note: Sage 200 has no method for calculating sales prices from cost prices. Therefore, it is not possible to use the markup price from the Sage 50 price list for the Sage 200 price band.

- Any customers linked to a Sage 50 price list, are linked to the corresponding price band in Sage 200.

Customers who are not linked to any Sage 50 price lists, are linked to the Standard price band in Sage 200.

Note: Foreign currency price lists are also migrated from Sage 50. To make sure the correct exchange rate is used to calculate foreign currency prices, you must Recalculate Prices in Sage 50 before you migrate the data.

Special customer prices

The special customer prices are migrated to Sage 200, though they may not always be applied to a sales order. In Sage 50, where there is a special customer price, this is always applied to a sales order in preference to price list prices. Sage 200 always applies the cheapest available price.

Each product in Sage 50 may have a special price per customer. Therefore, the special customer prices are migrated to Sage 200 as **Stock item discounts**.

The stock item discounts are created in the following way:

- A customer discount group is created in Sage 200 for each customer associated with a special price.

- A stock item discount is created for each stock item with a special customer price.

See how the stock item discount prices are calculated

Price calculation method in Sage 50	How the new price is calculated in Sage 200
Fixed price	The Sage 200 stock item discount Type is set to Special Price. The special price is the Sage 50 special customer price.
Standard sales price	The Sage 200 stock item discount Type is set to Special Price. The special price is the Sales Price from the Sage 50 product record.
Decrease sales price by %	The Sage 200 stock item discount Type is set to Percentage and Flat rate discount is selected. The percentage decrease from the Sage 50 price list is used as the percentage discount for Sage 200 stock item discount.
Decrease sales price by value	The Sage 200 stock item discount Type is set to Amount. The Sage 50 sales price is reduced by the value specified in the Sage 50 price list. This value is used as the amount for the stock item discount in Sage 200.
Increase sales price by %	The Sage 200 stock item discount Type is set to Percentage and Quantity break discounts is selected. The quantity break Quantity ... is set to 1. The Value is set to the percentage increase specified in Sage 50. The Modifier is set to Surcharge, for the Sage 200 stock item discount.
Markup % on cost price. Markup value on cost price	The Sage 200 stock item discount Type is set to Special Price. The special price is the Sales Price from the Sage 50 product record. Note: Sage 200 has no method for calculating sales prices from cost prices. Therefore it is not possible to use the markup price from the Sage 50 special price for the Sage 200 stock item discount.

- The stock item discount is then associated with the relevant customer discount group.

Note: Special customer prices for Non-stock and Service products are not migrated.

Invoice value discounts

In Sage 50, discounts are always entered for each line of a sales order or invoice.

In Sage 200, discounts can be entered for the whole order and for each line. When an order is saved, Sage 200 will apply whole order discounts in addition to any line discounts.

Invoice value discounts are migrated to Sage 200 as **Order Value Discounts**. Order value discounts are applied to the whole order in Sage 200 (entered on the Delivery and Invoicing tab).

The Sage 200 order value discounts are created in the following way:

- A **Standard Order Value Discount band** is created from the invoice value discounts set in Sage 50.
- This **Standard Order Value Discount band** is **not** linked to any customers.

This is because when the data is migrated, the invoice value discounts in Sage 50 are migrated as line discounts in Sage 200. To make sure the discounts are not applied twice to sales orders in Sage 200, invoice value discounts are not linked to any customers.

To continue to use invoice value discounts in Sage 200, you must link the relevant customers to the **Standard Order Value Discount band**, after the data has migrated. However, if you have outstanding orders that have migrated from Sage 50, the order value discount will be applied in addition to existing line discounts.

See an example

- You have a 5% invoice value discount applied to a sales order in Sage 50.
- When the data is migrated, the 5% discount is applied to the sales order line in Sage 200.
- If you also link the customer for this order to an order value discount band, an extra 5% order value discount is applied to the whole order value, making the total discount 10%.

Customer Discount %

The **Discount %**, set on the Sage 50 customer record, is migrated as the **Line discount** set on the **Documents** tab of the Sage 200 customer account.

Quantity break discounts

These are **not** migrated to Sage 200.

In Sage 200 quantity break discounts are set up in the Price Book module as **Stock Item Discounts**, and are then linked to customers using **Customer Discount Groups**.

Sage 50 special prices are also be migrated to Sage 200 as **Stock Item Discounts**, and linked to customers using **Customer Discount Groups**.

In Sage 200, a customer can only be linked to one **Customer Discount Group**. It is not possible to migrate both pricing methods.

Migrating price lists as stock item discounts

Price lists

When the data is migrated, the stock item discounts are created in Sage 200 in the following way:

- A **standard price band** is created in Sage 200. This price band uses the **standard sales price**, listed on the product records in Sage 50, for all the stock items in Sage 200.
- A **customer discount group** is created in Sage 200 for each Sage 50 price list.

- A stock item discount is created for each stock item in a price list.

See how the stock item discount prices are calculated

Price calculation method in Sage 50	How the new price is calculated in Sage 200
Fixed price	The Sage 200 stock item discount Type is set to Special Price. The special price is the price from the Sage 50 price list.
Standard sales price	The Sage 200 stock item discount Type is set to Special Price. The special price is the Sales Price from the Sage 50 product record.
Decrease sales price by %	The Sage 200 stock item discount Type is set to Percentage and Flat rate discount is selected. The percentage decrease from the Sage 50 price list is used as the percentage discount for the Sage 200 stock item discount.
Decrease sales price by value	The Sage 200 stock item discount Type is set to Amount and Flat rate discount is selected. The value of the decrease from the Sage 50 price list is used as the discount amount for the Sage 200 stock item discount.
Increase sales price by %	The Sage 200 stock item discount Type is set to Percentage and Quantity break discounts is selected. The quantity break Quantity ... is set to 1. The Value is set to the percentage increase specified in the Sage 50 price list. The Modifier is set to Surcharge for the Sage 200 stock item discount.
Markup % on cost price.	The Sage 200 stock item discount Type is set to Special Price. The special price is the Sales Price from the Sage 50 product record.
Markup value on cost price	Note: Sage 200 has no method for calculating sales prices from cost prices. Therefore, it is not possible to use the markup price from the Sage 50 special price as the Sage 200 stock item discount.

- The stock item discount is associated with the relevant customer discount group.

Note: Foreign currency price lists are also migrated from Sage 50. To make sure the correct exchange rate is used to calculate foreign currency prices, you must **Recalculate Prices** in Sage 50 **before** you migrate the data.

Special customer prices

The special customer prices are also migrated to Sage 200 as stock item discounts.

- A customer discount group is created in Sage 200 for each customer associated with a special price.

- A stock item discount is created for each stock item with a special customer price.

See how the stock item discount prices are calculated

Price calculation method in Sage 50	How the new price is calculated in Sage 200
Fixed price	The Sage 200 stock item discount Type is set to Special Price. The special price is the Sage 50 special customer price.
Standard sales price	The Sage 200 stock item discount Type is set to Special Price. The special price is the Sales Price from the Sage 50 product record.
Decrease sales price by %	The Sage 200 stock item discount Type is set to Percentage and Flat rate discount is selected. The percentage decrease from the Sage 50 price list is used as the percentage discount for Sage 200 stock item discount.
Decrease sales price by value	The Sage 200 stock item discount Type is set to Amount. The Sage 50 sales price is reduced by the value specified in the Sage 50 price list. This value is used as the amount for the stock item discount in Sage 200.
Increase sales price by %	The Sage 200 stock item discount Type is set to Percentage and Quantity break discounts is selected. The quantity break Quantity ... is set to 1. The Value is set to the percentage increase specified in Sage 50. The Modifier is set to Surcharge for the Sage 200 stock item discount.
Markup % on cost price. Markup value on cost price	The Sage 200 stock item discount Type is set to Special Price. The special price is the Sales Price from the Sage 50 product record. Note: Sage 200 has no method for calculating sales prices from cost prices. It is not possible to use the markup price from the Sage 50 special price as the Sage 200 stock item discount.

- The stock item discount is associated with the relevant customer discount group.

In Sage 50, a customer can be associated with a price list and a special customer price. In Sage 200 customers can only belong to one Customer discount group. In this

case, the special customer price is used to calculate the stock item discount in Sage 200.

Note: Special customer prices for Non-stock and Service products are not migrated.

Invoice value discounts

In Sage 50, discounts are always entered for each line of a sales order or invoice.

In Sage 200, discounts can be entered for the whole order and for each line. When an order is saved, Sage 200 will apply whole order discounts in addition to any line discounts.

Invoice value discounts are migrated to Sage 200 as **Order Value Discounts**. Order value discounts are applied to the whole order in Sage 200 (entered on the Delivery and Invoicing tab).

The Sage 200 order value discounts are created in the following way:

- A **Standard Order Value Discount band** is created from the invoice value discounts set in Sage 50.
- This **Standard Order Value Discount band** is **not** linked to any customers.

This is because when the data is migrated, the invoice value discounts in Sage 50 are migrated as line discounts in Sage 200. To make sure the discounts are not applied twice to sales orders in Sage 200, invoice value discounts are not linked to any customers.

To continue to use invoice value discounts in Sage 200, you must link the relevant customers to the **Standard Order Value Discount band**, after the data has migrated. However, if you have outstanding orders that have migrated from Sage 50, the order value discount will be applied in addition to existing line discounts.

See an example

- You have a 5% invoice value discount applied to a sales order in Sage 50.
- When the data is migrated, the 5% discount is applied to the sales order line in Sage 200.
- If you also link the customer for this order to an order value discount band, an extra 5% order value discount is applied to the whole order value, making the total discount 10%.

Customer Discount %

The **Discount %**, set on the Sage 50 customer record, is migrated as the **Line discount** set on the **Documents** tab of the Sage 200 customer account.

Quantity break discounts

These are **not** migrated to Sage 200.

In Sage 200, quantity break discounts are set up in the Price Book module as **Stock Item Discounts**. They are linked to customers using **Customer Discount Groups**.

The price bands and special prices are also migrated to Sage 200 as **Stock Item Discounts**. They are linked to customers using **Customer Discount Groups**.

In Sage 200, a customer can only be linked to one **Customer Discount Group**. You cannot migrate both pricing methods.

Supplier price lists

The **Supplier Price Lists** are not migrated from Sage 50.

If required, you can enter the stock item prices per supplier on the supplier tab of the stock item record after the data has migrated.

See [Supplier details on page 54](#).

How Products data migrates

Product Categories

Sage 50 uses **Product Categories** to group products. The product type (**Stock**, **Service**, **Non-Stock**) in Sage 50 is specified on the product record. It is not related to the product category. In Sage 50 you can have products in a single product category, for different types of items.

In Sage 200, all stock items are assigned to a **Product Group**. You can only have one type of stock item per product group.

When the data is migrated, a Sage 200 product group is created for every Sage 50 product category that is linked to a product, and for every product type. This means you could have a large number of product groups in Sage 200. If necessary, you can change your product categories in Sage 50 before you migrate the data.

In Sage 50, you can assign products to a category that has a number but no category name. When you migrate the data, all product categories containing products **must** have a category name. This is checked by the migration tool when you validate your settings. A list of categories without names is displayed. Before you can migrate the data, you must either enter a name for the category, or move the products to a category with a name.

How Sage 200 product groups are created

- All Sage 50 product categories linked to products become **Product Groups** in Sage 200.
Sage 50 product categories with no linked products are not migrated.
- The Sage 50 product category **No.** becomes the Sage 200 product group **Code**. For example, category **1** becomes product group **001**.
- Any Sage 50 product categories, that contain products for more than one type of product, are migrated as separate product groups.
For Sage 50 product categories containing **Service** products, the Sage 200 product group code is followed by **_SERV**. For example **001_SERV**.
For Sage 50 product categories containing **Non-Stock** products, the Sage 200 product group code is followed by **_MISC**. For example, **001_MISC**.
- The Sage 50 product category name becomes the product group **Description** in Sage 200. Product categories containing **Service** or **Non-Stock** products have the category name, followed by **_Serv** or **_Misc**.
- Two additional product groups are created in Sage 200 for your Sage 50 special product items. These are **NONS** and **SERV**.

Example of how Sage 50 Product Categories migrate

Sage 50			Sage 200	
Product Category No	Product Category Name	Product Type	Product Group Code	Product Group Description
1	Paper Products	Stock	001	Paper Products
1	Paper Products	Service	001_SERV	Paper Products_SERV
1	Paper Products	Non-Stock	001_MISC	Paper Products_MISC

Stock traceability

In Sage 200, you can choose to make all products, in a specified Sage 200 Product Group, traceable. This allows you assign a unique serial number or batch number to individual stock items when they are bought or sold. This allows you track the stock movements of individual items.

How to make your Sage 50 products traceable

You choose to make your products traceable in the Migration tool. To make your Sage 50 products traceable, you must specify which Sage 50 Product Categories you want to make traceable. These become traceable Product Groups in Sage 200. All the products within each Product Group also become traceable.

Note: You cannot make existing product groups traceable after the data has migrated.

Before migrating the data, you must make sure that all individual products in Sage 50 that you want to make traceable, are in the correct Sage 50 Product Categories. These product categories must:

- Only contain Stock Item type products.
- Only contain products that you want to become traceable in Sage 200.
- Only contain products with a stock level that is zero or above.
Traceable items in Sage 200 cannot have negative stock levels.

- If you want to use serial numbers for your traceable items:
 - The stock levels for each product must be a whole number.
 - Outstanding sales order lines , invoice lines and purchase order lines, for each product, must not contain fractional quantities.
 - Allocated stock must not contain fractional quantities.

These are checked by the Migration tool and the relevant messages displayed.

In the Migration tool, choose whether you want the product category to use batch numbers or serial numbers.

Assigning batch and serial numbers

You must assign the actual batch or serial numbers to the individual stock items after the migration process is complete.

All un-despatched traceable stock items are given batch/serial numbers of Unassigned. Use the Assign Batch/Serial Nos option in Sage 200, to enter the actual serial and batch numbers for these traceable items.

All despatched traceable stock items are assigned a unique serial or batch number of Conversion plus a number; Conversion1, Conversion2 etc. If required, use the Amend Batch/Serial Nos option in Sage 200 to change these to the actual batch and serial numbers for these items. If you do not want to change the Conversion serial numbers, they can be archived after the data has migrated.

Note: These Conversion serial numbers do not appear in the Stock History.

Product locations

In Sage 200 you can store your stock in multiple locations. Sage 200 allows you store stock in two levels:

- **Warehouse:** This is the location as a whole, such as a warehouse, or a large area, in or by, a building.
- **Bin:** This is an area in the warehouse where the stock item is stored.

Note: The locations levels are referred to here as a Warehouse and a Bin. This is used by default in Sage 200. You can configure Sage 200 to use a name of your choice for each location level.

In the Migration tool, you can choose to create Sage 200 Warehouses or Bins from your Sage 50 product locations.

About creating Sage 200 stock locations

You have three options when migrating the data. You can:

- Choose not to migrate your Sage 50 stock locations. All stock items will be stored in a Home warehouse and a single Unspecified bin in Sage 200.
- Create a Warehouse in Sage 200 for each of your Sage 50 locations. Any products without a location specified in Sage 50, are migrated to a HOME warehouse in Sage 200.

[See an example](#)

Sage 50	Sage 200	
Location	Warehouse	Bin
Workshop	Workshop	Unspecified
Showroom	Showroom	Unspecified

- Use a single Warehouse, and create a Bin for each of your Sage 50 locations. Any products without a location are migrated to an Unspecified bin in Sage 200.

[See an example](#)

Sage 50	Sage 200	
Location	Warehouse	Bin
Workshop	Warehouse	Workshop
Showroom	Warehouse	Showroom

Note: You can specify the name of the single warehouse in the Migration tool. The default name is Warehouse.

Note: Sage 200 is not case sensitive. If you have two locations in Sage 50, one as HOME and the other as home, these will be created as a single HOME warehouse in Sage 200. If you have locations that are the same but spelt differently in Sage 50, a warehouse will be created in Sage 200 for each one. For example, a Sage 50 location spelt HOM and HOME, will be created as two warehouses in Sage 200, HOM and HOME. Use the View Sage 50 locations option in the Migration tool to see a list of all your Sage 50 locations. This allows you to check for duplicates and spelling errors. You should change the Sage 50 locations as required, **before** you migrate the data.

Stock Transactions

In the Migration tool, you can choose whether to migrate your stock transactions. If you do not migrate your stock transactions, no stock history information is migrated to Sage 200.

Archive stock transactions

In Sage 200, your stock transactions are stored in two files **Current** and **Archived**. You can choose when to move stock transactions from your current to your archived file. Once your transactions have been archived, you can delete them if required. If you choose to archive your transactions, you can continue to view and print them from the archive file.

In the Migration tool, you can choose to archive your stock transactions. You must specify an archive date. All stock transactions dated prior to this, are migrated to the **Archive** file. All stock transactions dated after this date, are migrated to the **Current** file.

Damaged Stock

Damaged stock transactions are not migrated to Sage 200.

Product records

Your Sage 50 product record details are migrated to Sage 200 stock item records in the following ways:

Product types

This is set in the **Product Group** for the stock item in Sage 200.

- Sage 50 **Stock item** products become **Stock** type stock items in Sage 200.
- Sage 50 **Non-stock** products become **Service/Labour** type stock items in Sage 200.
- Sage 50 **Service** products in become **Service/Labour** type stock items in Sage 200.

Costing methods

Sage 50 uses the **FIFO** (First In, First Out) method to calculate the value and cost price of your products.

In Sage 200, you can choose which costing method you use from the following: **FIFO**, **Average**, **Standard**, **Actual** (traceable items only). The costing method is determined on the product group and is applied to all stock items in that group.

When the data is migrated, the costing method in Sage 200 for all **Stock** type product groups is **FIFO** by default.

The **Average Buying Price**, specified in the stock item record in Sage 200 is taken from your Sage 50 database.

Custom Fields

In Sage 50, you specify a value for your **Product Custom Fields** on your product records. The Sage 200 stock item records do not have an equivalent field. Therefore, the Sage 50 **Product Custom Fields** are not migrated.

However, you can apply **Analysis Codes** to your stock transactions in Sage 200. If you want to use the same Sage 50 product custom fields as **Stock Analysis Codes** in Sage 200, you must set these up after the data has migrated.

Special product codes

In Sage 50, you can use special product codes (**M, S1, S2, S3**) to add miscellaneous items and message lines to your invoices, orders and credit notes, without having to set product records for them.

In Sage 200 you can add **Free Text** lines and **Comment** lines to your orders and returns, or you can create **Miscellaneous (Non-Stock)** and **Service** type stock items.

When the data is migrated, the **S1, S2, S3** special product codes are migrated as **Miscellaneous** type stock items in Sage 200. The **M** special product code is migrated as a **Service** type stock item. These stock items do not have any activity associated with them in Sage 200. Therefore, you can delete them from Sage 200 if they are no longer required.

Any sales and purchase order lines for these products are migrated as **Comment** or **Free Text** lines in Sage 200. For more information, see [How Sales Order Processing and Invoicing data migrates on page 59](#).

Supplier details

In Sage 50, you can specify a single supplier for a product on the product record.

In Sage 200, you can specify any number of suppliers for a stock item. For each supplier you can specify supply details and pricing details. This information is migrated in the following ways:

- The **Usual Order Quantity** is taken from the **Re-order quantity** on the Sage 50 product record.
- The **Supplier List Price** is set to 0.00. The supplier price lists are not migrated from Sage 50. If required, you can enter the supplier prices here after the data has migrated.
- The **Price Source** is set to **Last Buying Price** by default. The **Last Order Price** is then used when entering a purchase for this item from this supplier.

- The **Last Order Price** is the last price paid for the item from any supplier in Sage 50.
- The **Currently on Order** quantity is taken from the outstanding purchase orders.

Sage 200 also records an order history for each supplier. As there is no equivalent in Sage 50, no supplier history information is migrated. The supplier history will be updated as you start processing in Sage 200.

If a supplier record has been deleted in Sage 50, this supplier's details will not be migrated to the stock items in Sage 200.

Discounts

In Sage 50, you set quantity break discounts on the **Discounts** tab of the each product record. You specify whether a customer uses the quantity discounts on the customer record. These quantity discount breaks are **not** migrated.

This is because in Sage 200 quantity break discounts are set up in the Price Book module as **Stock Item Discounts** and are then linked to customers using **Customer Discount Groups**.

When the data is migrated, special customer prices and Sage 50 price lists can also be migrated to Sage 200 as **Stock Item Discounts** and linked to customers using **Customer Discount Groups**. In Sage 200, a customer can only be linked to one **Customer Discount Group**. Therefore it is not possible to migrate all pricing methods.

For more information, see [Pricing and discounting on page 36](#).

Unit of Sale

In Sage 50 you specify the **Unit of Sale** on each product record.

In Sage 200, you can specify the **Units of Measure** for your stock items. You can use units of measure to set how stock items are stored as well as how they are bought and sold. The **Units of Measure** are set on each product group and stock item record.

When the data migrates, the **Stock Unit** for all stock items in Sage 200 is set to **Each**. If you want to specify different units of measure for your stock items, you must set this up **after** the data has migrated.

Stock Take

You can choose to migrate your stock take information in the Migration tool. Sage 50 only records the date the stock take was made.

If you choose to migrate stock take information, a stock take history is created in Sage 200. This shows you the date the last stock take was done.

Stock Nominal Accounts

In the Migration tool, you must choose the Sage 50 nominal accounts that you want to use as the default for your stock transactions. When the data is migrated these nominal accounts are set on each product group and each stock item record in Sage 200.

In Sage 50, you specify nominal accounts (Sales Nominal Code and Purchase Nominal Code) that you want to use for the sales and purchases of your stock items on the stock record (Default tab).

In Sage 200, you specify four nominal accounts on your stock item records. These nominal accounts are specified in the product group. They are then applied to each stock item in that group by default. If required, you can change these nominal accounts for individual stock items.

When the data is migrated, Sage 200 needs four nominal accounts to use for each product group. It also needs nominal accounts to use for each stock item record. To do this, the Migration tool uses both the nominal accounts specified in the Migration tool and the nominal accounts specified on the stock record in Sage 50.

How stock nominal accounts migrate:

Sage 200 Stock nominal account	Sage 200 product group	Sage 200 stock item record
Stock An asset nominal account used to record stock in and out.	Specified in the Migration tool.	Specified in the Migration tool.
Revenue An income nominal account used to record the value of stock when it is sold.	Specified in the Migration tool.	From Sage 50 product record.
Accrued receipts A liability nominal account used to record the value of stock that has been received but not invoiced.	Specified in the Migration tool.	Specified in the Migration tool.
Issues A cost of sales nominal account used to record the value of stock issued.	Specified in the Migration tool.	From Sage 50 product record.

Stock write offs

In addition to the *Stock, Revenue, Issues and Accrued Receipts* nominal accounts, you must also specify a default nominal account for stock *Write Offs* in the Migration tool.

This is an expense nominal account used to record stock write-offs. In Sage 200 you can have several write-off categories. These allow you monitor why stock is written off in more detail. Sage 200 has a default write off category *Written-off*. When the data is migrated, the nominal account for this category is taken from the nominal account specified for *Write offs* in Sage 50.

Note:

The nominal accounts you specify for *Stock, Issues and Write Offs*, are also specified as default nominal accounts in the Nominal Ledger in Sage 200.

These nominal accounts must exist in Sage 50. If required, you can change these default nominal accounts after the data is migrated.

Internal Areas

In Sage 200, you can record the movement of goods internally in your business. This facility does not exist in Sage 50.

When the data is migrated, a default *Internal* area is created in Sage 200. The nominal account you specified for *Issues* in the Migration tool is assigned to this internal area.

If required, you can change this after the data has migrated.

Stock Allocations

Quotations

In Sage 50 you can allocate stock to a quotation. This is not possible in Sage 200. Therefore these allocations are **not** migrated. The amount of free stock is adjusted accordingly.

Stock History

When the data is migrated to Sage 200, the stock history does not show stock that has been allocated to an order. The stock issue is added to the stock history when the order is despatched.

Stock item balances

In Sage 200, you can use the *Stock Item Balances* to view the total quantity in stock, the amount allocated and the quantity on order for a particular item. This also shows

the quantities sold this period and last period.

As there are no periods in Sage 50, the sales per period figures on your stock item balances migrate in the following way:

- The **Sold last period** figure is the year-to-date sales from Sage 50 before the data was migrated.
- The **Bought last period** figures are not carried through to Sage 200 and so are set to 0.
- The **Sold this period** and **Bought this period** figures are set to 0. The period start date is set to the date of the migration. Sales and purchases from the migration date onwards are accumulated into **This period**.

How Sales Order Processing and Invoicing data migrates

In Sage 50, you can create invoices and credit notes for customers using the **Invoicing** module, without creating a sales order or return first. This means that there does not have to be a link between an invoice and a sales order.

In Sage 200, invoices and credit notes are created from sales orders and returns.

When the data is migrated, all invoices, credit notes and sales orders in Sage 50 become sales orders and returns in Sage 200.

Sales Orders

In Sage 200, you can choose when stock levels are updated. This can either be when a sales order is despatched or when the invoice is posted. You cannot change this setting once you have live sales orders in Sage 200.

If you want to migrate your part-despatched sales orders from Sage 50, you must choose to update stock levels when the sales order is despatched in Sage 200 **before** migrating your data.

All unprocessed and allocated sales orders in Sage 50 are always migrated to Sage 200. These have a **Live** status in Sage 200.

Note: As Sage 50 and Sage 200 process the VAT on sales orders and invoices differently, there may be occasions when the total order values for your **Live** sales orders are different after the data has migrated. See [Run Balance Ledgers in Sage 200 on page 108](#).

In the Migration tool, you can choose whether to migrate your completed and/or part-despatched sales orders. You can choose from the following options:

- **Migrate completed sales orders and posted invoices.**
Once selected, all sales orders with a **Despatched** status of **Complete** in Sage 50 are migrated to Sage 200.
- **Migrate part-despatched sales orders.**
Once selected, all sales orders with a **Despatched** status of **Part** in Sage 50 are migrated to Sage 200.

Table showing how your sales orders migrate to Sage 200

Status of sales orders in Sage 50	Option selected in the Migration tool		
	Migrate completed sales orders and invoices option only selected	Migrate part-despatched sales orders and invoices option only selected	Both options selected
Unprocessed sales orders	Yes	Yes	Yes
Fully and part allocated sales orders	Yes	Yes	Yes
Fully despatched sales orders.	Yes Note: All related invoices must be posted, prior to migrating.	No	Yes Note: All related invoices must be posted, prior to migrating.
Part despatched sales orders	No	Yes Note: Any related invoices for the part despatched amount must be posted.	Yes Note: Any related invoices for the part despatched amount must be posted.

Invoices and Credit Notes

In Sage 50, when the goods on a sales order are recorded as despatched, an invoice is created for the order in the Sage 50 Invoicing module. In Sage 50, you can change this invoice, using the Invoicing module. This is not possible in Sage 200. To avoid discrepancies between the two sets of data, all invoices created from sales orders, both part and fully despatched, **must** be posted before the data is migrated.

In the Migration tool, you can choose whether to migrate your posted invoices and credit notes and /or unposted product invoices and credit notes. You can choose from the following options:

- Migrate completed sales orders and posted invoices.

Once selected, all posted invoices and credit notes in Sage 50 are migrated to Sage 200.
- Migrate part-despatched sales orders and invoices.

Once selected, all un-posted invoices and all un-posted credit notes in Sage 50 are migrated to Sage 200, as Live sales orders.

Note: As Sage 50 and Sage 200 process the VAT on sales orders and invoices differently, there may be occasions when the total order values for your Live sales orders are different after the data has migrated. See [Run Balance Ledgers in Sage 200 on page 108](#).

Note: All invoices that are linked to sales orders must be posted before you migrate your data.

Table showing how your invoices and credit notes migrate to Sage 200

Status of invoices and credit notes in Sage 50	Option selected in the Migration tool		
	'Migrate completed sales orders and invoices option' only selected	'Migrate part processed sales orders and invoices' option only selected	Both options selected
Posted invoices linked to sales orders.	Yes	No	Yes
Un-posted invoices linked to sales orders.	No Note: All invoices created from sales orders must be posted.	No Note: All invoices created from sales orders must be posted.	No Note: All invoices created from sales orders must be posted.
Un-posted invoices.	No	Yes	Yes
Posted invoices.	Yes	No	Yes

Status of invoices and credit notes in Sage 50	Option selected in the Migration tool		
	'Migrate completed sales orders and invoices option' only selected	'Migrate part processed sales orders and invoices' option only selected	Both options selected
Posted credit notes.	Yes	No	Yes
Un-posted credit notes.	No	Yes	Yes

Additional Sales Order Processing and Invoicing information

Sales orders and invoices with payments

Sales orders and invoices with payments are migrated as follows:

Sales order with payments marked as:	Migrated as:
Post as Payment on Account	Must be fully completed and posted before migrating.
Payment already received	Migrated with the payment details on the sales order.

Invoices with payments marked as:	Migrated as:
Post as Payment on Account	Must be fully completed and posted before migrating.
Payment already received	Migrated with the payment details on the sales order.
Allocate Payment to Invoice	Migrated with the payment details on the sales order.

Sales orders with 'invoiced only' lines

In Sage 50, you can add lines to an invoice that has already been created from a

sales order, but not yet posted. These additional 'invoiced only' lines do not appear on the linked sales order, the stock levels are not updated, and no despatch history is created.

In Sage 200, you can only create an invoice from a sales order line. Therefore, you cannot migrate sales orders where the invoice has additional 'invoiced only' lines. These sales orders and the related invoice must be deleted before you migrate the data.

A list of these sales orders and their related invoices is displayed, when you validate your settings in the migration tool. You cannot proceed with the migration until these sales orders and invoices are deleted.

How changes to VAT rates are applied in Sage 50 and Sage 200

When you change a VAT rate in Sage 50, your un-posted purchase orders, sales orders, invoices and credit notes retain their original VAT rate.

A list of these orders and invoices is displayed when you select **Warnings** in the **Migrate Data** section of the Migration tool.

You can either:

- Update the VAT rate on each relevant order line in Sage 50.
- Continue with the migration.

If you continue with the migration, the VAT on these orders and returns is recalculated when you run **Balance Ledgers** in Sage 200, or when you view or process the order in Sage 200.

See [Run Balance Ledgers in Sage 200 on page 108](#).

Sales orders linked to deleted stock items or deleted customer records in Sage 50.

In Sage 50, you can delete stock items and customer records.

Sales orders cannot be migrated to Sage 200 if the related customer records and stock items do not exist.

To resolve this you must either:

- Delete all sales orders linked to deleted stock items and/or customer records.
- Re-create the deleted stock items and customer records in Sage 50.

A list of these sales orders is displayed when you validate your settings in the migration tool.

See [Sage 50 pre-migration tasks on page 81](#).

VAT only order lines.

In Sage 50, you can enter VAT only order lines on your sales orders, invoices and credit notes.

In Sage 200 you create a VAT only invoice or an VAT only credit note using a free text line. These VAT only invoices and credit notes are posted at the point of entry.

Therefore it is not possible to migrate any sales orders, invoices or credit notes with VAT only order lines from Sage 50. You must either delete the VAT only order lines or complete these invoices, orders and credit notes, before you migrate the data.

See [Sage 50 pre-migration tasks on page 81](#).

Document numbers

When the data is migrated, all sales orders, invoices and credit notes in Sage 50 become sales orders and returns in Sage 200.

In Sage 50 sales orders, invoices, and credit notes have separate numbering systems and can be up to seven digits. Quotations and pro formas are numbered in sequence with sales orders.

In Sage 200, you have separate numbering systems for sales orders, returns, quotations and pro formas.

- For sales order and returns you can choose to enter sales order and return numbers manually, or you can generate them automatically. Manually entered numbers can be alphanumeric. Automatically generated numbers are 10 digits. You specify the starting number and preceding zeros are added to create a 10 digit number.
- For quotations and pro formas, numbers are always generated automatically with 10 digits. You can specify the starting number and preceding zeros are added to create a 10 digit number.

To avoid the duplication of document numbers, all invoices and credit notes created directly in the **Invoicing** module in Sage 50, have **INV** and **CRED** after the order number in Sage 200.

In the migration tool, you can choose how your sales order, return, quotation and pro forma numbers are migrated to Sage 200. You can either:

- Migrate your current numbering system from Sage 50.
Clear the option **Precede SOP Order numbers with zeros** in the migration tool.
Your sales order and return numbers in Sage 200 will be as follows:

Sage 50		Sage 200	
Sales order	1	Sales order	1
Invoice	1	Sales order	1 - INV
Credit Note	1	Return	1 - CRED
Quotation	2	Quotation	2
Pro forma	3	Pro forma	3

Note: In Sage 200, document numbers in this format are not displayed in numerical order on lists and workspaces. For example, sales orders 1, 2 , 21 and 110 would be displayed 1, 110, 2, 21.

- Choose to add preceding zeros to your document numbers.

Select *Precede SOP order numbers with zeros* in the migration tool. This is selected by default.

Your sales order, return, quotation and pro forma numbers in Sage 200 will be 10 digits and preceded by zeros where applicable.

For example:

Sage 50		Sage 200	
Sales order	1	Sales order	0000000001
Invoice	1	Sales order	0000000001 - INV
Credit Note	1	Return	0000000001 -CRED
Quotation	2	Quote	0000000002
Pro forma	3	Pro forma	0000000003

Note: Once selected, your documents will be displayed in numerical order on list and workspaces in Sage 200.

To continue using this numbering method for new orders in Sage 200, we recommend that you select *Automatically generate order and return numbers* in the SOP settings, after the data has migrated. Once selected, the order and return numbers will always contain 10 digits.

You must specify the following starting numbers which must be higher than their Sage 50 equivalent:

- Sales order
- Return
- Quotation
- Pro forma

If you have manually changed the sales order reference number on invoices created from sales orders, the invoice and the sales order will not be linked after the data is migrated.

Comments

In Sage 50, you can add comments to individual product lines on your sales orders and invoices.

In Sage 200, you add separate *Comment* lines.

When the data is migrated, your Sage 50 comments become separate comment lines in Sage 200.

Message lines

In Sage 50, you can use a special product code **M** to add message only lines to your sales orders.

When the data is migrated, any sales order lines that use the **M** special product code become **Comment** lines in Sage 200.

Service and Non-stock item lines

In Sage 200, you can choose whether **Service/Labour** order lines are required to undergo goods despatched processing before the invoice can be printed.

When the data is migrated, **Service/Labour** order lines are automatically set to **Confirmation with Goods despatched**. This means you have to use the goods despatched process in Sage 200 to complete and invoice **Service/Labour** order lines. If required, you can change this setting after the data has migrated.

Special Product Lines

In Sage 50, you can use special product codes (**S1, S2, S3**) to add miscellaneous items to your sales orders and invoices without having to set product records for them.

In Sage 200 you can add **Free Text** lines to your sales orders and returns. You can also choose whether you want to use the goods despatched processing for your free text items.

When the data is migrated, any sales order or invoice lines that use the **S1, S2, and S3** special product codes in Sage 50 become **Free Text** lines in Sage 200. These free text lines are set to **Confirmation with Goods despatched**. This means you have to use the goods despatched process in Sage 200 to complete these order lines. If required, you can change this after the data has migrated.

Sales orders with blank descriptions on order lines

In Sage 50, you can enter a sales order line without a description. This is not possible in Sage 200.

When the data is migrated, you must add a description to the order line when you view or process the order in Sage 200.

Carriage charges

In Sage 50 you can add a carriage charge to invoices and sales orders. These are

entered per order. The carriage charges are added to the value of the order every time a despatch is made.

Sage 200 uses **Additional Charge** lines. You add separate additional charge lines for each charge made. You can also set up a list of typical **Additional Charges** that you can choose from when entering orders.

When the data is migrated, the carriage charges on invoices and orders become additional charge lines in Sage 200. If an order has been part- despatched in Sage 50, the carriage charges are migrated as **Complete** additional charge lines. If the order requires further carriage charges after the data has migrated, you must manually add further additional charge lines to the order in Sage 200.

An **Additional Charge** code is also set up for carriage. This additional charge is given the code **CAR_1**.

The VAT applied to carriage charges is also calculated differently in Sage 200, when an order, invoice or return has a settlement discount. This can create differences in your total order values when the data is migrated. See [Run Balance Ledgers in Sage 200 on page 108](#).

Sales Order Profit

In Sage 50, you can view the profit for a sales order using the **Profit Check** option. The profit for the order is calculated using the cost price entered on the stock record.

In Sage 200, the method used to calculate the profit depends on the costing method used for the stock item.

For the migrated data, it is not possible to calculate accurate profit figures for each order in Sage 200. The average buying price, as recorded in Sage 50, is used to calculate the order profit in Sage 200.

Once you start processing orders in Sage 200, accurate profit figures can be calculated.

Cancelled, held , lost and expired orders, quotations and pro formas

In Sage 50 you can take your sales order, pro formas and quotation off order. You then mark them as **Cancelled** or **On Hold**. Quotation can also be marked as **Lost** or **Expired**. These can all be place back **On Order** in Sage 50.

These are migrated to Sage 200 in the following ways:

Type	Sage 50 Status	Sage 200 status
Sales order	Cancelled	Not migrated.
Quotation	Cancelled	
Pro forma	Cancelled	
Sales order	Held	On Hold
Quotation	Held	On Hold
Pro forma	Held	On Hold
Quotation	Lost	Live
Quotation	Expired	Live

Global nominal account

In Sage 50, you can specify a **global nominal account** on your sales orders, invoices and credit notes. This nominal account is applied to all items listed on a sales order or invoice. When the related invoice or credit note is updated, a single transaction is posted to the nominal account specified. This overrides the nominal account specified on the customer or product record.

When the data is migrated, the global nominal account in Sage 50, is used as the nominal account for each line of the order or return in Sage 200.

Information not migrated to Sage 200

The following information can be added to orders and invoices in Sage 50, but is not migrated as there is no equivalent in Sage 200:

- Courier
- Consign No
- Notes
- Global Nominal account

Quotations and pro formas

All quotations and pro formas in Sage 50 are migrated to Sage 200.

Converting quotations and pro formas to sales orders in Sage 200

Sage 50 and Sage 200 process the VAT on sales orders and invoices differently. When quotations and pro formas, entered in Sage 50, are converted to sales orders in Sage 200, the VAT is re-calculated according to the Sage 200 VAT rules. This may result in differences between the value of the quotation or pro forma and the

converted sales order.

See [Run Balance Ledgers in Sage 200 on page 108](#).

VAT only order lines

In Sage 50, you can enter VAT only order lines on your pro forma invoices and pro forma sales orders.

In Sage 200 you create a VAT only invoice or an VAT only credit note using a free text line. These VAT only invoices and credit notes are posted at the point of entry.

Therefore it is not possible to migrate any pro formas with VAT only order lines from Sage 50. You must either convert these pro formas to an invoice and complete them, or delete them, before you migrate the data.

Stock allocated to quotations / pro formas

In Sage 50 you can allocate stock to a quotation or pro forma. This is not possible in Sage 200.

When the data is migrated, the stock is un-allocated from the quotations and pro formas. The amount of free stock is adjusted accordingly.

Archiving sales orders, invoices and credit notes

In Sage 200, your completed orders and returns are stored in two files **Current** and **Archived**. You can choose when you move your completed orders and returns from your current to your archived file. Once your completed orders and returns have been archived you can delete them if required. You can continue to view and print your archived orders and returns from the archive file.

In the Migration tool, you can specify an archive date. All completed orders and returns dated prior to this are migrated to the **Archive** file. All completed orders and returns dated after this date, as well as all live orders, are migrated to the **Current** file.

Despatches and Receipts

In Sage 50, you can choose whether to generate despatch notes (GDNs). This is set in the **Invoice and Order Defaults**.

Despatch notes (GDNs) are not generated in Sage 50

If you have chosen **not** to generate despatch notes in Sage 50, you **must** post all sales orders and invoices in Sage 50, prior to migrating the data.

Despatch notes (GDns) are generated in sage 50

When the data is migrated, a new despatch record is created in Sage 200. This despatch record is given a despatch number that matches the Sage 50 invoice number.

If you have chosen to add preceding zeros to your document numbers in the migration tool, your migrated despatch notes will have 10 digit numbers preceded by zeros where applicable.

Sage 50 does not record the return of goods on it's credit notes.

In Sage 200, you record the receipt of returned goods and create credit notes from your returns. When the data is migrated, a **Delivery** record is created for each posted credit note in Sage 50.

How Purchase Order Processing data migrates

Purchase orders

In the Migration tool, you can choose whether or not to migrate purchase orders from Sage 50. If you choose to migrate your purchase orders, all orders are migrated, both completed and part processed.

Note: As Sage 50 and Sage 200 process the VAT on purchase orders differently, there may be occasions when the total order values for your **Live** purchase orders are different after the data has migrated. See [Run Balance Ledgers in Sage 200 on page 108](#).

How changes to VAT rates are applied in Sage 50 and Sage 200

When you change a VAT rate in Sage 50, your un-posted purchase orders, sales orders, invoices and credit notes retain their original VAT rate.

A list of these orders and invoices is displayed when you select **Warnings** in the **Migrate Data** section of the Migration tool.

You can either:

- Update the VAT rate on each relevant order line in Sage 50.
- Continue with the migration.

If you continue with the migration, the VAT on these orders and returns is recalculated when you run **Balance Ledgers** in Sage 200, or when you view or process the order in Sage 200.

See [Run Balance Ledgers in Sage 200 on page 108](#).

Purchase orders linked to deleted stock items or deleted supplier records in Sage 50.

In Sage 50, you can delete stock items and supplier records once the audit trail has been cleared.

Purchase orders cannot be migrated to Sage 200 if the related supplier records and stock items do not exist.

To resolve this you must either:

- Delete all purchase orders linked to deleted stock items and/or supplier records.
- Re-create the deleted stock items and/or supplier records in Sage 50.

A list of these purchase orders is displayed when you validate your settings in the migration tool.

See [Sage 50 pre-migration tasks on page 81](#).

Document numbers

In Sage 50 purchase order numbers can be up to seven digits.

In Sage 200, you can either enter purchase order and return numbers manually, or you can generate them automatically. Manually entered numbers can be alphanumeric. Automatically generated numbers are 10 digits. You specify the starting number and preceding zeros are added to create a 10 digit number.

In the migration tool, you can choose how your purchase order numbers are migrated to Sage 200. You can either:

- Migrate your current numbering system from Sage 50.

Clear the option *Precede POP Order numbers with zeros* in the migration tool. This is selected by default.

Your purchase order and return numbers in Sage 200 will be as follows:

Sage 50		Sage 200	
Purchase order	1	Purchase order	1
	2		2

Note: In Sage 200, purchase order numbers in this format are not displayed in numerical order on lists and workspaces. For example, purchase orders 1, 2, 21 and 110 would be displayed 1, 110, 2, 21.

- Choose to add preceding zeros to your migrated purchase orders.

Select *Precede POP order numbers with zeros* in the migration tool. This is selected by default.

Your purchase order in Sage 200 will be 10 digits and preceded by zeros where applicable. For example:

Sage 50		Sage 200	
Purchase order	1	Purchase order	0000000001
	2		0000000002

Note: Once selected, your purchase orders and returns will be displayed in numerical order on lists and workspaces in Sage 200.

To continue using this numbering method for new orders in Sage 200, we recommend that you select *Automatically generate order and return numbers* in the POP settings, after the data has migrated. Once selected, the order and return numbers will always contain 10 digits. You must specify a starting number that is after the highest purchase order number used in Sage 50.

Comments

In Sage 50, you can add comments to individual lines on your purchase orders. These are migrated as separate comment lines in Sage 200.

Service and Non-stock item lines

In Sage 200, you can choose whether *Service/Labour* order lines are required to undergo goods received processing.

When the data is migrated, *Service/Labour* order lines are automatically set to *Confirmation with Goods received*. This means you have to use the goods received process in Sage 200 to complete *Service/Labour* order lines. If required, you can change this setting after the data has migrated.

Special Product Lines

In Sage 50, you can use special product codes (*S1, S2, S3*) to add miscellaneous items to your purchase orders without having to set product records for them.

In Sage 200 you add *Free Text* lines to your purchase orders and returns. You can also choose whether you want to use the goods received processing for your free text items.

When the data is migrated, any purchase order lines that use the S1, S2, and S3 special product codes become Free Text lines in Sage 200. These free text lines are set to Confirmation with Goods received. You must use the goods received process in Sage 200 to complete these order lines.

Message lines

In Sage 50 you can use a special product code M to add message-only lines to your purchase orders.

In Sage 200, you can add Comment lines to your purchase orders.

When the data is migrated, any purchase order lines that use the M special product code become Comment lines in Sage 200.

VAT only order lines

In Sage 50, you can enter VAT only order lines on your purchase orders. This is not possible in Sage 200.

Therefore you cannot migrate any purchase orders with VAT only order lines from Sage 50. You must either complete these purchase orders, or delete the VAT only order lines, before you migrate the data.

Carriage charges

In Sage 50, you can add a carriage charge to purchase orders. These are entered per order.

Sage 200 uses Additional Charge lines. You can set up a list of typical additional charges that you can choose from when entering orders.

When the data is migrated, the carriage charges on purchase orders become additional charge lines in Sage 200.

An Additional Charge code is also set up for carriage. This additional charge is given the code CAR_1.

Cancelled orders.

In Sage 50, you can choose to place a cancelled purchase order back on order again. This is not possible in Sage 200.

Cancelled purchase orders are **not** migrated to Sage 200.

Delivery Addresses

In Sage 50, you can store several delivery addresses for your company. You can then

add these delivery addresses to your purchase orders. These delivery addresses are not migrated.

In Sage 200, delivery address are added per order or as a warehouse address.

If the purchase order has a delivery address in Sage 50, this is migrated as the delivery address for the purchase order in Sage 200.

Information not migrated to Sage 200

The following footer information can be added to purchase orders in Sage 50, but is **not** migrated as there is no equivalent in Sage 200:

- Courier
- Consign No
- Notes

Archiving purchase orders

In Sage 200, your completed purchase orders and returns are stored in two files **Current** and **Archived**. You can choose when you move your completed orders and returns from your current to your archived file. Once your completed orders and returns have been archived you can delete them if required. You can continue to view and print your archived orders and returns from the archive file.

In the Migration tool, you must specify an archive date. All completed orders and returns dated prior to this are migrated to the **Archive** file. All completed orders and returns dated after this date, as well as all live orders are migrated to the **Current** file.

Goods received notes

Sage 50 records when goods are received and automatically assigns a Goods Received Note (GRN) number.

These are **not** migrated to Sage 200. When the data is migrated, the POP setting for matching invoices and credit notes is set to **Order and returns only**.

If you want to record GRNs and match these to your invoices and credit notes, you can change this setting after the data has migrated.

How Bill of Materials data migrates

You can use the migration tool to migrate your BOM data. Once selected, any assembled products in Sage 50 are migrated to the Bill of Materials module in Sage 200.

Bill of Materials in Sage 50

In Sage 50, the Bill of Materials for a product is set up the **BOM** tab of the product record. All the components and sub-assemblies that make up the built item are listed here. The quantity for each component is entered here.

Bill of Materials in Sage 200

In Sage 200, all stock items are defined as one of the following: **Built item**, **Component**, **Phantom item**, **Built/Bought**.

In the Sage 200 Bill of Materials module, you create a Bill of Materials record for each built item. Here you specify the components and sub assemblies.

Bill of Materials record

A **Bill of Materials record** is created in Sage 200, for each product recorded in Sage 50, with components listed on the **BOM** tab of the product record.

All components and subassemblies for the assembled product are listed on the **Components** tab of the BOM record in Sage 200.

Sequence numbers are assigned to the Sage 200 BOM record in the order the components are listed on the BOM in Sage 50.

Non stock and service items

In Sage 50, you can:

- Include **Service** and **Non-stock** items on a BOM.
- Create BOM for a **Service** or **Non-stock** item.

In Sage 200:

- A BOM can only contain **Stock** type items.
- You can only create a BOM for **Stock** type items.

When the data is migrated:

- Any **Service** or **Non stock** items on a BOM in Sage 50 become comments on the BOM in Sage 200.
- A BOM record is created in Sage 200 for the **Service** or **Non-stock** item. These are for reference purposes only. You **cannot** process these BOMs in Sage 200.

Sage 200 Manufacturing

If you are using Sage 200 Manufacturing, the Bill of Materials data from Sage 50 migrates to the Bill of Materials module in Sage 200 Manufacturing.

If you are using Sage 200 Manufacturing, or intend to use it in the future, some of the information that you may enter and use in the Bill of Materials module now, cannot be used in the Estimating, Planning and Works Orders modules at this point. This is because Sage 200 Manufacturing is being extensively redeveloped and this process is not yet complete. This affects how you add operations to the BOM record.

For guidelines on adding operations to the BOM record, see the [Sage 200 Deployment and Installation Guide](#).

Note: If you want to migrate Sage 50 Manufacturing data to Sage 200 Manufacturing, you **must** use the Sage 200 Data Migration tool. This can be found on the support area of the Sage website.

Using the Migration tool

This chapter explains how to use the Migration tool to migrate your Sage 50 data to Sage 200. It explains all the tasks you need to complete before using the Migration tool, and how to use the Migration tool.

The migration process involves the following:

- Complete the pre-migration tasks.
- Create a Sage 200 database.
- Enter your settings in the migration tool.
- Migrate your data.
- Complete the post-migration tasks.

To migrate your data to Sage 200 you must:

1. Prepare your Sage 50 database.

You must complete a number of pre-migration tasks before you migrate the data. Some of these tasks involve making changes to your existing Sage 50 data. You must complete these tasks to prevent errors occurring when you migrate the data.

See [Sage 50 pre-migration tasks on page 81](#).

2. Make sure Sage 200 v2011 is installed.

3. Create and prepare a Sage 200 database.
 - a. In the Sage 200 System Administration tool, create a new company.
 - b. Make sure the **Attachments** folder for this company is a empty folder and is not connected to any other Sage 200 companies.

This is verified when the Migration tool connects to the Sage 200 database.
 - c. Assign a **User** with full access to the database.
 - d. Make sure the financial year for the Sage 200 company matches the financial year in the Sage 50 database.

This is verified when the Migration tool connects to the Sage 200 database.
 - e. Enter the required settings in your Sage 200 database, prior to migration.

Note: Some of these cannot be changed once the migration is complete.

See [Prepare the Sage 200 database on page 88](#).

4. Install the Migration tool.
5. Enter your migration settings in the Migration tool.

See [Entering your migration settings on page 90](#)
6. Migrate your data.
7. Run Balance Ledgers in Sage 200.

See [Run Balance Ledgers in Sage 200 on page 108](#)
8. Compare your Sage 50 data with your Sage 200 data.

See [Compare Sage 50 data with Sage 200 data on page 113](#).
9. Enter your Sage 200 settings.

See [Enter your Sage 200 settings on page 114](#).

Sage 50 pre-migration tasks

Sage 200 processes data differently to Sage 50. Therefore, you must carry out some pre-migration tasks **before** you migrate your data.

You must take a back-up of the your Sage 50 database before completing these tasks. You should keep this back-up for auditing purposes as you may have to delete some Sage 50 data prior to migration.

These tasks fall into three categories:

- Maintenance tasks

These tasks will help to make sure that errors do not occur in Sage 200 after the data has migrated. These tasks are not checked by the Migration tool and will not prevent your data being migrated.

- Pre-migration tasks

The Migration tool checks your Sage 50 data when you choose to validate your migration settings. If any of these checks fail, a list showing the affected data is displayed. You must is correct these before you can migrate your data.

- Optional tasks.

The migration tool checks for data where the VAT amount on unposted purchase order, sales order and invoice lines is different to the VAT rate specified in Sage 50.

Select **Warnings** to see a list of the affected orders and invoices. You can continue with the migration without correcting these, however the VAT will be adjusted when the data is migrated to Sage 200.

For a printable checklist of these tasks, see the [Sage 50 pre migration checklist on page 142](#).

Maintenance tasks

You must complete the following **before** migrating your Sage 50 data:

1. Correct any **Previous Year Adj**, if found in the 'Capital and Reserves' section of the balance sheet.

2. Make sure all of your nominal accounts are included on your chart of accounts. This is because the **Category** in Sage 50 is used as the **Report category** for Nominal accounts in Sage 200.

To check your chart of accounts in Sage 50

- a. From the Sage 50 Accounts menu bar, select **Settings > Configuration > Chart of Accounts**.
- b. Make sure all your nominal accounts are included on the chart of accounts.

See [Chart of Accounts on page 6](#).

3. Make sure your default bank account in Sage 50 is in the same currency as the base currency for Sage 200.
4. If you are **not** migrating your bank transactions, make sure all your bank accounts are fully reconciled.

When the data is migrated, an opening balance transaction is created for each of your bank accounts in Sage 200. This opening balance is automatically marked as reconciled in Sage 200.

To reconcile a bank account

- a. Select **Reconcile Account** from the **Bank Tasks** list.

See [Bank transactions on page 26](#).

5. Print cheques using the **Cheque List** option. Cheques are not migrated to Sage 200.

To print cheques

- a. Select **Cheque List** from the **Bank Links** pane.

6. If you are using **Transaction email**, make sure all **Transaction email** transactions have been converted in your Sage 50 data. **Transaction email** transactions are not migrated to Sage 200.

Note: Transaction e-mail is not available in Sage 200.

8. Delete any expired or lost quotations that you do not require. All expired or lost quotations are migrated to Sage 200 with a **Live** status. To prevent unwanted quotations being processed in Sage 200, we recommend that you delete these **before** migrating the data.

See [Quotations and pro formas on page 69](#).

11. If you use foreign currency price lists, you must **Recalculate Prices** before you migrate the data. This makes sure the correct exchange rate is used to

calculate the price in Sage 200.

To recalculate prices in Sage 50

- a. Select Price List from the Customer link pane.
 - b. Select the price list and click Edit.
 - c. Click Recalculate Prices and choose to recalculate for all products in the price list.
 - d. Click Save.
12. If you want to use VAT inclusive pricing in Sage 200, all sales orders and invoices must be completed and posted **before** you migrate the data.
13. To help you to check your data after it has migrated, print the following Sage 50 reports:
- a. Trial Balance.
 - b. Draft VAT return.
 - c. Aged Debtors.
 - d. Aged Creditors.
 - e. Sales Order Status.
 - f. Product Listing (from the products window).
 - g. Purchase Order Status.
14. Back up your Sage 50 data.
15. Run the Check data process.

To run the check data process:

- a. From the Sage 50 Accounts menu bar, choose File > Maintenance.
 - b. Click Check Data.
 - c. If there are problems with your data, they are displayed on the File Maintenance Problems Reports window.
16. Re-index and compress the Sage 50 database.
- To re-index and compress data files in Sage 50:
- a. From the Sage 50 Accounts menu bar choose File > Maintenance.
 - b. Click Reindex.
 - c. Click Select All to re-index all files and click OK.
 - d. When the re-index is complete, click Compress now.
17. Back up your Sage 50 database again.

Pre-migration tasks

You must complete the following before you migrate your data. When you validate your migration settings, the migration tool checks your data. If you have instances of any of the following in your Sage 50 data, an error message is displayed with details of the affected data.

1. Make sure your default bank account is in your base currency.
This is checked by the migration tool.
2. Make sure the bank **Sort Code** in your Sage 50 bank records and your supplier accounts, only contains six numbers.
This is checked by the migration tool. A list of affected bank records and supplier accounts is displayed.
3. Make sure your company VAT registration number is no longer than 12 characters.
4. All product categories that contain products in Sage 50 must have a category **Name** as well as a number.

A list of products in categories without names is displayed.

To create or amend product categories

- a. Select **Settings > Configuration > Products**.
- b. Edit the required categories.

See [Product Categories on page 49](#).

5. If you want to use stock traceability in Sage 200, identify the products that you want to make traceable. Make sure these products are:

- Stock type items.
- In the correct product categories in Sage 50.

If necessary create special categories in Sage 50 for your traceable products.

The product categories must:

- Only contain products that you want to make traceable in Sage 200.
- Not contain service or non stock items.

Only stock item type products can be traceable in Sage 200.

- Only contain products with a stock level that is zero or above.

Traceable items in Sage 200 cannot have negative stock levels.

- For each traceable product that will use serial numbers, make sure:
 - The stock level is a whole number.
 - There are no outstanding sales order lines, invoice lines or purchase order lines for fractional quantities.
 - There are no stock allocations for fractional quantities.

If your products do not conform to the rules above, a list of these products and product categories is displayed.

To change a product's category

- a. Select **Products > Record > Details**.
- b. Choose a new category from the **Category** drop-down list.

See [Stock traceability on page 50](#).

6. If you have chosen not to generate despatch notes in Sage 50 (**Settings > Invoice and Order Defaults > Options > Goods Despatched Notes > Do not generate**), you must post **all** orders and invoices.

7. Post all invoices linked to sales orders.

A list of these invoices is displayed.

See [How Sales Order Processing and Invoicing data migrates on page 59](#).

8. Post all sales orders and invoices paid from a foreign currency bank account.

A list of these sales orders and invoices is displayed.

9. Post all sales orders and invoices with payments that are marked **Post as Payment on Account**.

A list of these sales orders and invoices is displayed.

10. For sales orders, invoices and credit notes that have VAT only order lines, you must either:
 - Post the relevant orders, invoices and credit notes.
 - Delete the VAT only order lines and recreate them as tax only batch invoices.

A list of these is displayed.

11. For all pro forma invoices and pro forma sales orders that have VAT only order lines, you must either:
 - Convert the proforma to an invoice or sales order and complete it.
 - Delete the VAT Only order lines.
12. For all purchase orders that have VAT only order lines, you must either:
 - a. Post the relevant purchase orders.
 - b. Delete the relevant VAT only order lines and recreate them as tax only batch invoices.

13. Delete any sales orders and linked invoices where the invoice has lines that are not on the sales order.

A list of these sales orders is displayed.

See [Sales orders with 'invoiced only' lines on page 62](#).

14. For purchase orders and sales orders that have order lines for a deleted stock item, you must either:
 - Delete all purchase orders and sales orders for that stock item.
 - Recreate the stock item.

A list of these orders is displayed.

15. For sales orders that have order lines for a deleted customer account, you must either:
 - Delete all sales orders for that stock item.
 - Recreate the customer account.

A list of these orders and invoices is displayed.

16. For purchase orders that have order lines for a deleted supplier account, you must either:
 - Delete all purchase orders for that stock item.
 - Recreate the supplier account.

A list of these orders and invoices is displayed.

17. Re-name any duplicated customer address descriptions on your customer records.

See [Addresses and contacts on page 30](#).

18. Back up your data again.

Optional tasks


When you select **Warnings**, a list of purchase orders, sales orders, invoices, quotations and pro formas is displayed where the VAT amount on the order lines is different to the VAT rate specified in Sage 50.

These differences occur because; there are rounding differences between Sage 200 and Sage 50, the VAT rate has been changed in Sage 50, or because you have manually adjusted the VAT amount on order lines.

For the displayed orders, invoices and credit notes, you can:

- Post the order, invoice or credit note in Sage 50.
- Update the VAT for each line on the order or invoice.

To update the VAT on sales orders and purchase orders

- a. Open the relevant order, invoice or credit note.
 - b. Select  in the **Description** to view the order product item information.
 - c. Re-select the **Tax Code**.
 - d. Click **OK**.
 - e. Save the order.
- Continue with the migration.

If you choose to do this, the VAT will be re-calculated when you:

- Run **Balance Ledgers** in Sage 200 and choose to fix the errors.
- Process the order or invoice in Sage 200.
- Convert the quotation or proforma to sales order in Sage 200.
- Amend the order, invoice, quotation or pro forma in Sage 200.

Note: The VAT is re-calculated for the whole order value and not for individual order lines.

Prepare the Sage 200 database

To migrate the Sage 50 data, you must link it to a Sage 200 database. You must create the Sage 200 database **before** migrating the data.

This database must not contain any transactions. However, you must enter some settings in Sage 200 before you migrate the data. These are listed below.

In addition, some settings are set by the Migration tool. These are also listed below.

All other settings must be entered **after** the data has migrated.

Enter settings in Sage 200

You must set the following in the Sage 200 database **before** you migrate the data.

1. Financial Year

When you create the Sage 200 database, set the financial year to match the financial year in the Sage 50 data.

Do **not** set the Accounting Periods in Sage 200. These must be set **after** the data has migrated.

2. SOP settings > Order Processing > Update stock quantities

- If you want to migrate part-despatched sales orders, you **must** select Update stock quantities when Order despatch is confirmed.

This is validated at the final stage of the migration process. You cannot proceed with the migration if you have chosen to migrate part-despatched sales orders in the Migration tool and **not** selected this option in the Sage 200 database.

Note: This is the default setting in Sage 200.

- If you want to update stock levels when invoices are posted in Sage 200, and you do not want to migrate part-despatched sales orders, select Update stock quantities when Invoice is posted.

This is validated at the final stage of the migration. You cannot proceed if you have chosen this setting in Sage 200 **and** chosen to migrate part-despatched sales orders on the Migration tool.

Note: You cannot change this setting once Live sales orders exist in Sage 200.

For more information, see [How Sales Order Processing and Invoicing data migrates on page 59](#).

3. SOP settings > Order Processing > Order pricing.

If you want to use VAT inclusive pricing in Sage 200, select **Order prices include tax**. If you select this option, all sales orders, invoices and credit notes **must** be completed in Sage 50, before you migrate the data. This is because Sage 50 uses VAT exclusive pricing. If you choose to use VAT inclusive pricing in Sage 200, you cannot process any incomplete migrated sales orders and invoices, once the data has migrated.

Note: You cannot change this setting after you have migrated the data.

4. SOP settings > Intrastat > Generate Intrastat entries for sales orders.

SOP settings > Intrastat > Despatch/receipt date.

If you want to generate Intrastat entries for your sales orders in Sage 200, you must select these settings **before** you migrate the data.

In Sage 50, Intrastat entries are processed when sales orders are despatched. You must continue to process your Intrastat entries in the same way in Sage 200.

5. POP settings > Printing > Generate Intrastat entries for sales orders.



POP settings > Printing > Receipt/return date.

If you want to generate Intrastat entries for your purchase orders in Sage 200, you must select these settings **before** you migrate the data.

In Sage 50, Intrastat entries are processed when purchase orders are received. You must continue to process your Intrastat entries in the same way in Sage 200.

Entering your migration settings

You must select the relevant migration settings in the Data Migration tool, **before** you migrate your data.

You can save  your settings at any time. Once saved, you can open  the settings file to re-use the settings each time you migrate your data.

Some data is always migrated when you use the Migration tool. Any data that the tool is unable to migrate is reported in the [Errors](#) section on the [Progress](#) window.

The migration tool must be installed on the same PC as the Sage 200 client.

To use the Data Migration tool

1. Select each item, in turn, from the [Navigation bar](#), or click [Next](#).
2. Choose how you want to migrate the data by selecting the relevant settings.
3. [Validate](#) the settings. Any errors are displayed in the pop-up message box.
4. If required, correct any errors in the migration settings and in the Sage 50, or the Sage 200, databases.
5. [Migrate the data](#).
6. Check the [Progress](#) of the migration.
7. Review and correct any errors and run the migration again if required.

Connections

Enter the location and logon details of the Sage 50 database you are migrating from and the Sage 200 database that you have created.

To enter the Sage 50 connection details

1. Select **Connections** from the Navigation bar.
2. Enter the **User name** and **Password** for the Sage 50 data.
The logon details you enter here should have full access to all areas of the Sage 50 database.
3. Enter the location of the Sage 50 database, or click **Browse** to select it.
4. Click **Connect**.

This checks the following:

- That the Sage 50 database exists.
- That the Sage 50 Accounts database is the correct version.
- That the Sage 50 **User Name** and **Password** are valid for that database.

If the connection is not successful, an error message is displayed. You must correct the errors in the Sage 50 database before continuing.

5. When the connection is successful, enter the **Sage 200 Connection Details**.

To enter the Sage 200 connection details

1. Enter the **User name** and **Password** for the Sage 200 database you have created.
2. Click **Connect**.

This checks that the Sage 200 **User name** and **Password** are valid.

3. Select the Sage 200 database from the **Company** selection drop-down list.

4. Click **Validate**.

This checks the following:

- That the Sage 200 database is in the correct version.
- That the financial year in the Sage 50 database matches the financial year in the Sage 200 database.
- That the Sage 200 database does not contain any transactions.
- That the attachments folder for the Sage 200 database is empty.
- That your company VAT number is no longer than 12 characters.
- That your customer addresses descriptions are not duplicated.

See [Sage 50 pre-migration tasks on page 81](#).

If the validation is not successful, error messages are displayed. You must correct the errors in the Sage 50 database before continuing.

See how to correct any validation errors:

- Make sure that you have installed Sage 200 v2011.
- Make sure that the Sage 200 database has been updated v2011, using the Sage 200 System Administration tool.
- Connect to a different Sage 200 database, or create a Sage 200 database:
 - With the correct financial year.
 - That does not contain any transactions.
- Delete the contents of the **Attachments** folder specified, or change the **Attachments** folder specified for the Sage 200 database, in the Sage 200 System Administration tool.
- Check your company VAT number.
- Amend your customer address descriptions.

Choose the data to convert

Your 'Financials' data (Nominal Ledger, Customers, Suppliers and Bank) is always migrated.

You can choose to migrate:

- Commercials (Products, SOP, Invoicing and POP).
- Bill of Materials.

Note: You can only migrate BOM with your Commercials data.

To choose the data to convert

1. Select Data to Convert from the navigation bar.
2. Select the data you want to migrate from the relevant Optional Migration Elements check box.

You must select Commercials if you want to migrate BOM data.

Financials settings 1

Enter your Financials settings:

Transactions

1. Choose how to migrate your Financials transactions:

Migrate Sales Ledger Transactions	Select this to migrate your customer transactions. Clear this option if you do not want to migrate your sales ledger transactions. An opening balance transaction per tax code is created in Sage 200, for each of your customer records. See Customer and supplier records on page 30 .
Migrate Purchase Ledger Transactions	Select this to migrate your supplier transactions. Clear this option if you do not want to migrate your purchase ledger transactions. An opening balance transaction per tax code is created in Sage 200, for each of your supplier records. See Customer and supplier records on page 30 .
Migrate Cash Book Transactions	Select this to migrate your bank transactions. Clear this option if you do not want to migrate your cash book transactions. An opening balance transaction is created in Sage 200, for each of your bank account records. This opening balance is marked as reconciled in Sage 200. See How Bank data migrates on page 26 .

Note: If you have processed any transactions in Sage 50 Accounts using Sage Payment Solutions, the Sage Payment Solutions details associated with your transactions are **not** migrated to Sage 200. Sage 200 can only report on Sage Payment details entered via Sage 200.

Cost centre and department options

2. Choose your Department Options.

Create departments from Sage 50 departments but do not link to nominal	<p>Select this if you do not want to create Sage 200 cost centres and departments from your Sage 50 departments.</p> <p>A Sage 200 department is created from each Sage 50 department with a name. The Sage 200 departments are not linked to any Sage 200 nominal accounts and no values are associated with them.</p> <p>Department specifications for transactions are not migrated.</p> <p>See Creating cost centres and departments in Sage 200 on page 13.</p>
Create nominal accounts and cost centres from Sage 50 departments	<p>Select this to create a separate Sage 200 nominal account and cost centre for each Sage 50 department.</p> <p>See Creating cost centres and departments in Sage 200 on page 13.</p>
Create nominal accounts and departments from Sage 50 departments	<p>Select this to create a separate Sage 200 nominal account and department for each Sage 50 department.</p> <p>See Creating cost centres and departments in Sage 200 on page 13.</p>
Link Sage 200 cost centres to Profit and Loss Nominal Accounts only	<p>Select this if you want to create cost centres or departments for you profit and loss nominal accounts only.</p> <p>Once selected, all transactions posted to a department and to a profit and loss nominal account in Sage 50 are migrated to the corresponding nominal account and cost centre or nominal account and department in Sage 200.</p> <p>Transactions posted to a department and a balance sheet nominal account in Sage 50 are migrated to the corresponding nominal account in Sage 200 but are not linked to a department or cost centre.</p> <p>See Creating cost centres and departments in Sage 200 on page 13.</p>

Financials settings 2

Enter your Financials settings:

Nominal Accounts

1. Choose your default Cash Book nominal accounts:

Bank Charges
Nominal Account

Use the drop-down list to enter or select the Sage 50 nominal account you want to use for your bank charges in Sage 200.

See [Nominal Accounts on page 7](#).

Exchange Differences
Nominal Account

Use the drop-down list to enter or select the Sage 50 nominal account you want to use for your foreign currency exchange differences in Sage 200.

See [Nominal Accounts on page 7](#).

VAT return

2. Enter your VAT return details:

Date Last VAT Return
Produced

Enter the date the last VAT Return was 'Reconciled' in Sage 50.

See [VAT on page 9](#).

Date of Next VAT
Return

Enter the date that your next VAT Return is due. This cannot be before, or the same date as, the last VAT Return produced.

See [VAT on page 9](#).

Prepayments and Accruals

3. Enter your prepayment and accrual options:

Migrate Sage 50
Prepayments

Select this to migrate your Sage 50 prepayments.
See [Prepayments and accruals on page 11](#).

Migrate Sage 50
Accruals

Select this to migrate your Sage 50 Accruals.
See [Prepayments and accruals on page 11](#).

All current year prepayments and accruals are placed in the current waiting postings file in Sage 200. Any prepayments or accruals for future financial years are placed in the deferred postings file. These are not included in your nominal account balances.

Stock, SOP and POP

Stock transactions

1. Choose how to migrate your stock transactions:

Migrate stock transactions	Select this to migrate your stock transactions. If you do not choose to keep your stock transactions, no stock history information is migrated to Sage 200. See Stock Transactions on page 52 .
Archive stock transactions	Select this if you want to archive your stock transactions in Sage 200. See Stock Transactions on page 52 .
Archive stock transactions before	Enter the date that you want to use to archive your stock transactions. All stock transactions, dated prior to this, are migrated to the Archive file. All stock transactions dated after this date are migrated to the Current file. See Stock Transactions on page 52 .

SOP transactions

2. Choose how to migrate your sales orders, invoices, and credit notes:

Note: Quotations, pro formas and sales orders that have not been despatched (part or fully), are always migrated.

Migrate completed sales orders and posted invoices	Select this to migrate completed sales orders and posted invoices to Sage 200. See How Sales Order Processing and Invoicing data migrates on page 59 .
Migrate part despatched sales orders	Select this to migrate part-despatched sales orders and unposted invoices to Sage 200. Note: You must have selected Update Stock Levels When Despatch is Confirmed in your Sage 200 database. This is validated at the end of the migration process. See How Sales Order Processing and Invoicing data migrates on page 59 .

Precede SOP Order numbers with zeros	<p>Select this if you want to add zeros to the beginning of your sales order numbers in Sage 200.</p> <p>Once selected all your migrated sales orders will have 10 digits.</p>
Archive SOP transactions	<p>Select this if you want to archive your sales orders, invoices and credit notes in Sage 200.</p> <p>How Sales Order Processing and Invoicing data migrates on page 59</p>
Archive sales orders and invoices before	<p>Enter the date that you want to use to archive your sales orders and returns in Sage 200.</p> <p>All completed sales orders and returns dated prior to this are migrated to the Archive file. All completed sales orders and returns dated after this date, and all live sales orders and returns are migrated to the Current file.</p> <p>See How Sales Order Processing and Invoicing data migrates on page 59.</p>

Purchase Orders

3. Choose how to migrate your purchase orders:

Migrate purchase orders	<p>Select this to migrate all your purchase orders, complete and part-processed.</p> <p>If this is not selected, no purchase orders are migrated to Sage 200.</p> <p>For more information, see Purchase orders on page 72.</p>
Precede SOP Order numbers with zeros	<p>Select this if you want to add zeros to the beginning of your purchase order numbers in Sage 200.</p> <p>Once selected all your migrated purchase orders will have 10 digits.</p>
Archive POP transactions	<p>Select this if you want to archive your purchase orders in Sage 200.</p> <p>See Archiving purchase orders on page 76.</p>
Archive purchase orders before	<p>Enter the date that you want to use to archive your purchase orders in Sage 200.</p> <p>All completed orders dated prior to this are migrated to the Archive file. All completed orders dated after this date, and all live orders are migrated to the Current file.</p> <p>See Archiving purchase orders on page 76.</p>

Stock Options

Stocktake

1. Choose whether to migrate your stock take details:

Migrate Stocktake Details.	Select this if you want to migrate your last stocktake into Sage 50 to Sage 200. You must have a stocktake history in Sage 50 if you select this. We recommend that you do a new stocktake in Sage 200, after the migration has completed successfully.
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Nominal Accounts

2. Select your default Stock Nominal Accounts from the drop-down lists.

If required, you can change these default nominal accounts after the data is migrated.

For more information, see [How Products data migrates on page 49](#).

Stock	Enter or select the nominal account that you want to use for stock in Sage 200. This is an asset nominal account used to record stock in and out in Sage 200.
Revenue	Enter or select the nominal account that you want to use for stock revenue in Sage 200. This is an income nominal account used to record the value of stock in Sage 200, when it is sold.
Accrued receipts	Enter or select the nominal account that you want to use for accrued stock receipts in Sage 200. This is a cost of sales nominal account used to record the value of stock issued in Sage 200.
Issues	Enter or select the nominal account that you want to use for stock issues in Sage 200. This is a cost of sales nominal account used to record the value of stock issued in Sage 200.

Write Offs

Enter or select the nominal account that you want to use for stock write offs in Sage 200.

This is an expense nominal account used to record to record stock write-offs. This is used as the nominal account for the default **Written Off** write off category in Sage 200.

Warehouse options

Use this to choose how to set up your stock locations in Sage 200.

Stock Warehouse Options

1. Choose your stock warehouse options:

Use Multiple locations Select this to use multiple stock locations in Sage 200. Your Sage 50 product locations will become **Warehouses** or **Bins** in Sage 200.

See [Product locations on page 51](#).

Use single stock location Select this if you do **not** want to keep your Sage 50 stock locations. All products will be stored in a single **HOME** warehouse and a single **Unspecified** bin.

See [Product locations on page 51](#).

Stock Warehouse Configuration

2. If you have chosen to use multiple locations, enter your warehouse configuration options:

Use Sage 50 Item Locations as Sage 200 Warehouses Select this to create a warehouse for each Sage 50 stock location.

See [Product locations on page 51](#).

Use Sage 50 Item Locations as Sage 200 Bins Select this to create a bin for each Sage 50 stock location.

These bins will be stored in a single warehouse.

Enter the **Warehouse Name** and **Warehouse Description** for the single warehouse.

See [Product locations on page 51](#).

3. Click **View Sage 50 locations** to see a list of your Sage 50 stock locations.

Stock traceability options

Stock categories

This displays a list of all the product categories used in your Sage 50 database, by name. Any product categories in Sage 50 that have a number only (with a blank name), are not displayed. Choose the product categories that contain the products that you want to make traceable in Sage 200. All of the products in the selected category will become traceable in Sage 200.

Note: You cannot make a product traceable after the data has migrated.

All product categories that are selected to become traceable must:

- Have a name and a number.
- Only contain stock type products.
- Only contain products that you want to become traceable in Sage 200.
- Contain products with a stock level that is zero or above.
- For products that will use serial numbers:
 - The products must have a stock level that is a whole number.
 - Outstanding sales order lines must not contain fractional quantities.

For more information, see [Stock traceability on page 50](#).

Batch Groups

1. Use the arrows to move any product categories, that you want to make traceable and that will use batch numbers in Sage 200, to the **Batch Groups** box. Any product categories left in the **Stock Category** list will not become traceable in Sage 200.

Serial Groups

2. Use the arrows to move any product categories, that you want to make traceable and that will use serial numbers in Sage 200, to the **Serial Groups** box. Any product categories left in the **Stock Categories** list will not become traceable in Sage 200.

Migrate your data


Once you have entered all of the relevant settings in the Migration tool, you can migrate your data. You can see the progress of the migration in the [Progress](#) section.

Before you begin

- ✓ All users must be logged out of the Sage 50 database.
- ✓ You must have completed the pre-migration tasks in Sage 50.
- ✓ You must have taken a back up of the Sage 50 database.
- ✓ You must have created and set up a Sage 200 database.
- ✓ You must have taken a back up of the Sage 200 database.
- ✓ You must have entered the relevant migration settings in the Data Migration tool.

To migrate your data

1. Select [Migrate Data](#) from the navigation bar.
2. Check the settings that you have selected on the right side of the window.

To print your settings, click  on the toolbar.

3. Select [Sage 50 Warnings](#).

This checks the Sage 50 database. If there are items that you may need to change in Sage 50, these are displayed in a message box.

See [Optional tasks on page 87](#).

4. Select [Validate Settings](#).

This checks the database connections and all of the options you have selected.

If there are any errors in the validation, they are displayed in a message box.

You must correct these **before** you can migrate your data. See [Pre-migration tasks on page 84](#).

If your settings are correct a green tick is displayed.

5. Once your settings are correct, select [I confirm the settings are correct](#).

6. Select [Migrate Data](#).

This checks that there are no transactions in the Sage 200 database.

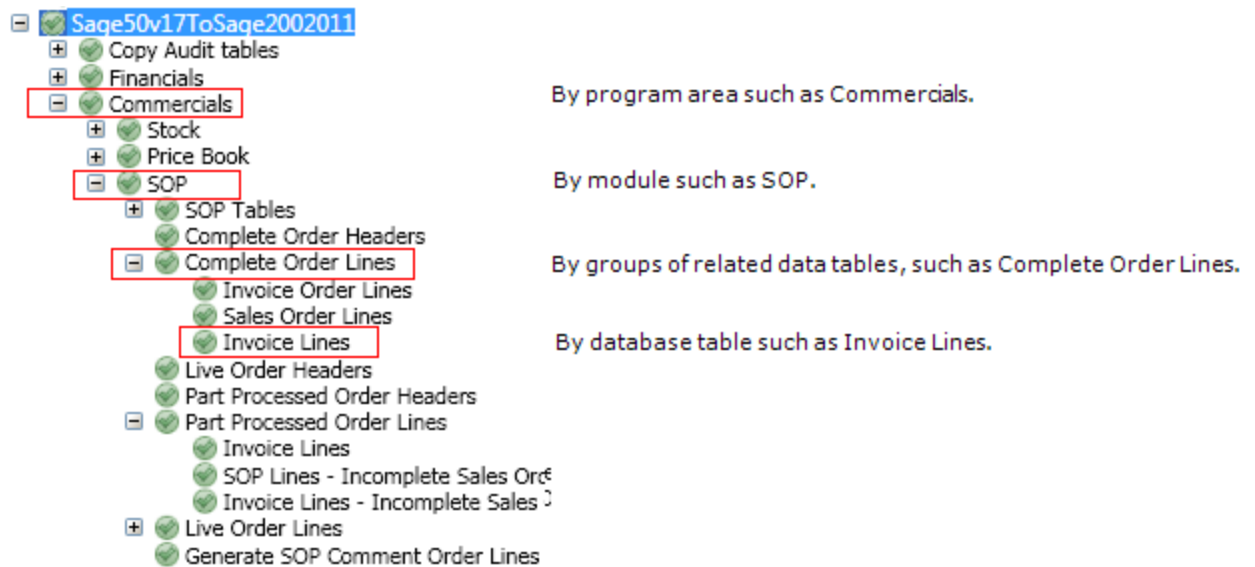
If there are any errors, they are displayed in a message box. You must correct these errors before continuing.

If there are no errors, the migration begins and the [Progress](#) window appears.

Progress

This displays the Progress of the data migration. Some data is always migrated. Use the progress information to check for any issues and errors.

Detailed information about the progress of the migration is shown in a tree view. This displays the data in four levels:



Information about the migrated data for each selected area of the tree view, is displayed under the list of headings to the right of the tree view.

[Selected heading] The first heading displays the section selected in the tree view to the left. It shows when the migration started and finished for the selected section.

To see the information for the whole migration, select the top level heading. In the example above, click on Sage50v17toSage2002011.

Row Counts This is the numbers of rows on the database that have been migrated so far.

Errors These indicate any problems with the migration. You must investigate these errors to make sure the data has migrated correctly.

Warnings These indicate the changes made to the Sage 50 data so that it matches the way data is stored in the Sage 200 database.

Messages These show the progress of each phase of the migration.

When the migration has completed a message is displayed.

To print a summary of the migrated data, click [View Migration Summary](#).

A detailed log of the migration is also created. This is stored in the Sage UK\Migration\Reporting folder within your Local Application Data. The location of your Local Application Data depends on your PC's operating system and your user name.

For example:

- For Windows Vista the location is:
C:\Users*(your user name)*\AppData\Local\.
- For Windows XP, the location is:
C:\Documents and Settings*(your user name)*\Local Settings\Application Data\.
- For Windows 7 the location is:
C:\Users*(your user name)*\AppData\Local\

4

Post migration tasks

You must complete the following post migration tasks in Sage 200 to make the sure the data has migrated correctly, and to make sure you are ready to start processing data in Sage 200.

We recommend you check as much of your migrated data as possible.

Once the data has migrated, you must:

- Run *Balance Ledgers* in Sage 200.
- Compare your key Sage 50 data with your Sage 200 data.
- Enter your remaining Sage 200 settings.

Take a backup of the data immediately **after** the migration process has finished, and **before** making any changes.

Run Balance Ledgers in Sage 200

Once the data has migrated to Sage 200, you must check the validity of your migrated data in Sage 200.

To do this you must run the **Balance Ledgers** utility for the Financials and Commercials modules in Sage 200.

For the Financials modules, this utility checks that the total of all transactions agree with the balances for all nominal, bank customer and supplier accounts. For the Commercial modules, this utility validates stock quantities and the order/return line values for sales and purchases. (For detailed information about **Balance Ledgers**, see the Sage 200 help.)

About running Balance Ledgers

When you run the balance ledgers utility, there are some errors that you must always correct. These are detailed below. You must also investigate any additional errors that occur.

Clear Audit Trail

If you have run the **Clear Audit Trail** option in Sage 50, you may see an adjustment made to the suspense account when you run **Balance Ledgers** in Sage 200.

This is because the clear audit trail option in Sage 50 removes bank reconciled and VAT reconciled transactions up to a specified date and creates an opening balance transaction as at that date. This corresponding opening balance transaction may not be in the same financial year as the cleared transactions.

When **Balance Ledgers** is run in Sage 200, the closing balances are checked for each financial year. In this case, a discrepancy is found and the closing balance figure adjusted. This adjustment is counteracted by the opening balance transaction created by the **Clear Audit Trail** option in Sage 50. Therefore the overall nominal account balances are not affected and no further action is required.

Balance Ledgers errors that you must always correct

When live sales orders, invoices and purchase orders are migrated from Sage 50 to Sage 200, differences can occur in the values the orders and invoices. This is due to differences in the way VAT is calculated in Sage 50 and Sage 200.

The **Balance Ledgers** utility checks that the values entered for **Live** orders comply with the Sage 200 VAT rules. Where this is not the case, the orders are recalculated.

This recalculation also occurs when quotations and pro formas entered in Sage 50 are converted to sales orders in Sage 200.

When the VAT is re-calculated, the VAT amount for the total order value is adjusted. The VAT amount on individual order lines is not changed.

These differences are due to:

- Differences in how VAT is applied to sales orders, invoices and purchase orders between Sage 50 and Sage 200.
- VAT entered manually on order and invoice lines in Sage 50.
- The way that changes to VAT rates are applied in Sage 50 and Sage 200.
- Orders and invoices entered using *Calc Net* in Sage 50.
- Differences in how VAT is calculated for sales orders and invoices with carriage charges and settlement discounts between Sage 50 and Sage 200.

Differences in how VAT is applied to orders and invoices in Sage 50 and Sage 200.

In Sage 50, VAT is calculated for each line of the order or invoice.

In Sage 200, VAT is calculated on the total order value.

When Balance Ledgers is run, the VAT value of *Live* orders is re-calculated in Sage 200, for the whole order value. Due to rounding differences, this means that some order values in Sage 200 will be different to Sage 50.

[See an example](#)

- In Sage 50, you enter an order line for £832.38. The VAT on this line is calculated as £145.67 ($832.28 \times 17.5\% \text{ VAT} = 145.67$).
- You enter a second order line for the same amount.
- The order value is calculated by adding the order lines. The net value of the order is $832.38 + 832.38 = 1664.76$. The VAT value is $145.67 + 145.67 = 291.34$.
- The total order value is £1956.10 ($1664.76 + 291.34$).
- The data is migrated to Sage 200.
- The VAT is recalculated for the total value of the order. This is 291.33. ($1664.76 \times 17.5\% \text{ VAT} = 291.33$).
- The total order value is now £1956.09. ($1664.76 + 291.33$).

How VAT entered manually on order and invoice lines in Sage 50 is re-calculated in Sage 200.

In Sage 50, you can manually enter the amount of VAT due on individual purchase order, sales order, invoice and credit note lines.

When Balance Ledgers is run, the VAT value of *Live* sales orders and purchase orders is re-calculated, to make sure that they comply with the Sage 200 VAT rules.

Any purchase orders, sales orders and invoices that have not been posted and have manually entered VAT values, are re-calculated in Sage 200 using their associated VAT rate.

See an example

- In Sage 50, you enter an order for £100 using the standard VAT rate.
- You manually enter the VAT as £17.00.
- The total value of the order is £117.00.
- The data is migrated to Sage 200.
- The VAT amount is re-calculated using the standard VAT rate of 17.5%.
- The VAT value of the order is now £17.50, making the total value of the order is £117.50.

How changes to VAT rates are applied in Sage 50 and Sage 200

When you change a VAT rate in Sage 50, your un-posted purchase orders, sales orders, invoices and credit notes retain their original VAT rate.

A list of these orders and invoices is displayed when you select **Warnings** in the **Migrate Data** section of the Migration tool.

You can either:

- Update the VAT rate on each relevant order line in Sage 50.
- Continue with the migration.

If you continue with the migration, the VAT on these orders and returns is re-calculated when you run **Balance Ledgers** in Sage 200, or when you view or process the order in Sage 200.

See [Run Balance Ledgers in Sage 200 on page 108](#).

How order lines entered using Calc Net in Sage 50 are calculated in Sage 200

Sage 50 has the facility to calculate the net value of a sales order, invoice or purchase order line, from an entered gross value using the **Calc Net** option. This is to overcome rounding anomalies when calculating VAT.

Sage 200 does not have this facility.

If you have entered an order line using **Calc Net** in Sage 50, this may create differences when the data is migrated to Sage 200. This is because Sage 200 always adds the VAT to the net value of the order.

When **Balance Ledgers** is run, the VAT value of **Live** orders is re-calculated from the **Net** value and rounded accordingly. This means that some order values in Sage 200 will be different to Sage 50.

See an example

- In Sage 50, you enter a gross value of £12.99 on an order and use the **Calc Net** facility.
- The order is saved with a net value of £11.06 and a VAT value of £1.93.
- The data is migrated to Sage 200.
- The VAT value of the order is re-calculated from the net value. This is £1.94. ($11.06 \times 17.5\% = 1.9355$. The VAT value of the order is rounded up to £1.94.)
- The gross value of the order is now £13.00.

How VAT is calculated for sales orders and invoices with carriage charges and settlement discount in Sage 50 and Sage 200

In Sage 50, the full VAT amount is always added to the carriage charge, even when the sales order or invoice has a settlement discount.

In Sage 200, the VAT on the carriage charge is reduced when the sales order has a settlement discount.

When **Balance Ledgers** is run, the VAT is recalculated in Sage 200, taking the settlement discount into account. This applies to all un-despatched sales orders and un-posted invoices with a settlement discount.

See an example

- In Sage 50, you enter a sales order with a settlement discount of 10%.
- The total sales order value is £100. The VAT is calculated as £15.75. ($100 - 10\% \text{ settlement discount} = £90$. $£90 \times 17.5\% \text{ VAT} = £15.75$.)
- You add a carriage charge to the order for £10. The VAT is calculated as £1.75. ($10 \times 17.5\% \text{ VAT} = £1.75$.)
- The order total is £127.50. ($100 + 15.75 + 10 + 1.75 = £127.50$.)
- You migrate the data to Sage 200.
- The VAT is calculated on the whole order. This takes the settlement discount into account. ($100 + 10 - 10\% \text{ settlement discount} = £99$. $£99 \times 17.5\% \text{ VAT} = £17.33$.)
- The order total in Sage 200 is £127.33. ($110 + 17.33 = 127.33$.)

To run balance ledgers

 **Open:** Accounting System Manager > System Utilities > Balance Ledgers > Financials / Commercial








1. Select the Ledger or Module to validate.
2. For the Financials modules, select All Accounts.
3. Select Validate and Report Anomalies.
4. Click OK.
5. Investigate any errors that are reported.
6. If you are happy for the errors to be corrected, run Balance Ledgers again, and select Validate, Report and Correct Anomalies.

Compare Sage 50 data with Sage 200 data

We recommend you compare the following:

Sage 50	Sage 200	More information
<p>Trial Balance</p> <p>(Company > Links > Financial Reports)</p>	<p>Trial Balance.</p> <p>(Nominal Ledger > Reports > Financial Statements)</p>	<p>Use this to check your nominal account balances.</p> <p>The trial balance in Sage 200 will not exactly match the trial balance in Sage 50, if you have chosen to create cost centres or departments for your nominal accounts. This is because you will have additional nominal accounts in Sage 200.</p> <p>See Creating cost centres and departments in Sage 200 on page 13.</p>
<p>VAT Return</p> <p>(Company > Manage VAT > VAT Return)</p>	<p>VAT Return</p> <p>(Nominal Ledger > Period End Routines > VAT Analysis)</p>	<p>Use this to check your VAT transactions.</p> <p>You can view the VAT return just to check that the figures match. You do not need to reconcile / produce the return.</p>
<p>Bank Accounts List</p> <p>(Bank > Links > Bank List)</p>	<p>Cash Book List</p> <p>(Cash Book > List View)</p>	<p>Use this to check your bank account balances.</p>
<p>Aged Debtors report.</p> <p>(Customers > Links > Aged Balance)</p>	<p>Aged Debtors report.</p> <p>(Sales Ledger > Reports > Credit Control)</p>	<p>Use this to check your customer account balances.</p> <p>Make sure the reports run up to the same date in both Sage 50 and Sage 200.</p>
<p>Aged Creditors report.</p> <p>(Suppliers > Links > Aged Balance)</p>	<p>Aged Creditors report.</p> <p>(Purchase ledger > Reports > Credit Control)</p>	<p>Use this to check your supplier account balances.</p> <p>Make sure the reports are run up to the same date in both Sage 50 and Sage 200.</p>
<p>Product List</p> <p>(Products > Links > Product List)</p>	<p>Stock Levels report.</p> <p>(Stock Control > Reports > Status > Stock Levels)</p>	<p>Use this to check your stock item balances.</p>

Enter your Sage 200 settings

1. Check and enter the settings for the Sage 200 modules that you are using.
 **Open:** Configuration Settings.
For more information, see the Sage 200 Help.
2. If you have migrated your Sage 50 departments as Sage 200 cost centres or Sage 200 departments for all your nominal accounts, select *Split postings between cost centres for balance sheet accounts* in the System Settings in the Accounting System Manager module.
This makes sure that your transactions continue to be posted to separate balance sheet accounts in Sage 200.
 **Open:** Accounting System Manager > Settings > System Settings | Operational Settings.
See [How Company and Nominal Ledger data migrates on page 6](#).
3. If you chosen to add preceding zeros to your sales document numbers in the migration tool and want to continue with this numbering system:
 - a. Select *Automatically generate order and returns numbers*.
 - b. Enter the next sales order number, return number, quotation number, pro forma number, and despatch note number. **Open:** Sales Order Processing > SOP Utilities > System Set Up > SOP Settings | Document Numbering.
4. If you chosen to add preceding zeros to your purchase document numbers in the migration tool and want to continue with this numbering system:
 - a. Select *Automatically generate order and returns numbers*.
 - b. Enter the next purchase order number and return number. **Open:** Purchase Order Processing > POP Utilities > System Set Up > POP Settings | Document Numbering.
5. Check the nominal codes for the product groups and stock items. Amend them if necessary.
 **Open:** Stock Control > Stock Maintenance > Product Groups.
 **Open:** Stock Control > Amend Stock Item Details | Analysis.
6. Check the prices in your Price Bands and Discount Groups.
7. Enter your e-Banking details, if required.
 **Open:** Cash Book > Cash Book Accounts > Amend Account Details | e-Banking.

8. Enter your VAT submission details, if required.



Open: Nominal Ledger > Ledger Set Up > Ledger Settings > VAT Submissions.

9. Set up quantity break discounts, if required.



Open: Price Book > Discounts > Discount for Stock Item.

10. Assign batch and/or serial numbers to your traceable products, if required.



Open: Stock Control > Batch/Serial Nos > Assign Batch/Serial Nos.

11. Set up stock analysis codes, if required.



Open: Stock Control > Stock Maintenance > Maintain Analysis Codes.

12. Enter supplier stock prices, if required.



Open: Stock Control > Stock Records > Amend Stock Item Details > Suppliers

13. Back up your data again.

Appendix A: Summaries

This appendix contains summaries of how the Sage 50 data migrates to Sage 200. These summaries are designed to be brief and do not contain full explanations of how the data migrates. They should be used in conjunction with the rest of the migration guide.

- [Summary: Company and Nominal Ledger on page 118](#)
- [Summary: Bank on page 123](#)
- [Summary: Customers on page 125](#)
- [Summary: Suppliers on page 128](#)
- [Summary: Products on page 132](#)
- [Summary: Prices and Discounts on page 130](#)
- [Summary: Sales Order Processing on page 134](#)
- [Summary: Purchase Order Processing on page 137](#)
- [Summary: Bill of Materials on page 139](#)

Summary: Company and Nominal Ledger

Sage 50 Company and Nominal Ledger migrates to:	Sage 200 Nominal Ledger and Accounting System Manager	More Information
Financial year (Settings > Financial Year)	Financial Year	The Sage 50 and Sage 200 databases must have the same financial year.
	Accounting periods (ASM > System Settings) (ASM > Accounting Periods)	Sage 50 does not use accounting periods. 12 calendar monthly accounting periods are automatically created in the Sage 200 database. The number of open periods is set to 12. All periods in the current financial year are set to Open.
Company details (Company Preferences > Address)	Company details (ASM > Company details)	The address listed on the Company Preferences in Sage 50, is migrated as the company address in Sage 200. Delivery addresses are not migrated as there is no equivalent in Sage 200.
Chart of accounts (Configuration > Chart of accounts)	Report categories (NL > Utilities > Ledger Set up > Report Categories)	Each Type and Category in Sage 50 becomes a Report Category in Sage 200. The parent Types are given single numbers and the Categories a related three digit number in Sage 200. See Chart of Accounts on page 6 .
Nominal accounts	Nominal accounts	A nominal account is created in Sage 200 for every nominal account in Sage 50.

Sage 50 Company and Nominal Ledger migrates to:	Sage 200 Nominal Ledger and Accounting System Manager	More Information
<p>Departments (Links > Department)</p>	<p>Cost centres or Departments (Utilities > Ledger Set Up > Cost Centre Names) (Utilities > Ledger Set Up > Department Names)</p>	<p>In the Migration tool, you can choose to create Sage 200 cost centres or Sage 200 departments from your Sage 50 departments.</p> <p>See Creating cost centres and departments in Sage 200 on page 13.</p>
<p>Nominal account budgets (Company > Budgets) (Company Preferences > Budgeting)</p>	<p>Nominal account budgets (Nominal Account > Budget This Year)</p>	<p>Budget values are migrated differently, depending on the budgeting method used in Sage 50.</p> <p>See Creating cost centres and departments in Sage 200 on page 13.</p>
<p>Control accounts (Settings > Control Accounts)</p>	<p>Default nominal accounts (NL > Utilities > Ledger Set up > Default Nominal Accounts)</p>	<p>When the data is migrated, the default nominal accounts in Sage 200 are taken from any nominal accounts in Sage 50 that are specified as Control Accounts.</p> <p>See Nominal Accounts on page 7.</p>

Sage 50 Company and Nominal Ledger migrates to:	Sage 200 Nominal Ledger and Accounting System Manager	More Information
Transactions	Transactions	<p>All posted transactions in Sage 50, for the current and previous years, are migrated to Sage 200 as posted nominal transactions.</p> <p>Transactions dated in a future financial year are migrated to the deferred posting files in Sage 200. These transactions are not included in the balance of associated nominal accounts.</p> <p>See Transactions on page 8.</p>
Tax codes (Configuration > Tax Codes)	Tax Rates (ASM > Settings > Tax Rates)	Your Sage 50 tax rates are migrated to Sage 200 when they have a description in Sage 50, or are flagged as In use in Sage 50.
VAT transactions	VAT transactions	<p>Un-reconciled VAT transactions are migrated to Sage 200.</p> <p>Reconciled VAT transactions are not migrated.</p> <p>In the Migration tool, you must specify the date of your last VAT return. Your VAT return information is migrated to Sage 200.</p>

Sage 50 Company and Nominal Ledger migrates to:	Sage 200 Nominal Ledger and Accounting System Manager	More Information
VAT submission details (Company preferences > VAT)		Your e-VAT submission details are not migrated to Sage 200. You must re-enter these before you submit your VAT return online from Sage 200. (NL > Utilities > Ledger Set Up > Settings > VAT Submissions)
Prepayments and accruals (Nominal Ledger > Prepay) (Nominal Ledger > Accrual)	Prepayments and accruals (NL> Enter Transactions > Prepayments) (NL> Enter Transactions > Accruals)	If you choose to migrate prepayments and accruals: <ul style="list-style-type: none"> ■ Prepayment and accrual transactions that are already posted in Sage 50 are migrated as current transactions. ■ Prepayment and accrual transactions in the current financial year, that have not been processed in Sage 50, are migrated as pending transactions. ■ Prepayment and accrual transactions in future financial years are migrated as deferred transactions.
Audit trail		No Sage 200 equivalent. No details are migrated.

Sage 50 Company and Nominal Ledger migrates to:	Sage 200 Nominal Ledger and Accounting System Manager	More Information
<p>Currencies (Settings > Currencies)</p>	<p>Currencies and Exchange Rates (ASM > Settings > Currencies and Exchange Rates)</p>	<p>Only currencies with an exchange rate set in Sage 50 are migrated to Sage 200. The exchange rate set in Sage 50 is migrated to Sage 200.</p> <p>The euro exchange rate is added to the base currency record in Sage 200.</p> <p>If you do not use the Euro currency in Sage 50, this is created for you in Sage 200 automatically. No exchange rate is set.</p>
<p>Countries (Settings > Countries)</p>		<p>Sage 200 maintains it's own list of country codes. These are not migrated from Sage 50.</p> <p>(ASM > Settings > Country Codes)</p>
<p>Fixed Assets (Configuration > Fixed Assets)</p>		<p>No Sage 200 equivalent. No details migrated.</p>
<p>Accountant details (Company Preferences > Accountant)</p>		<p>No Sage 200 equivalent. No details migrated.</p>
<p>Intrastat transactions</p>		<p>Not migrated.</p>

Summary: Bank

Sage 50 Bank migrates to:	Sage 200 Cash Book	More information
Bank record	Cash Book account	<p>The bank sort code number in Sage 50 must contain six numbers.</p> <p>See How Bank data migrates on page 26.</p>
Default bank account (Configuration > Chart of Accounts)	Default Bank account (CB > Utilities > CB Settings)	The default bank account in Sage 50 must be in base currency.
Reconciled balances (Bank Record > Bank Details)		Reconciled balances are not migrated.
Transactions	Transactions / opening balance	<p>If you choose to migrate your cash book transactions, details of which transactions are reconciled is also migrated.</p> <p>If you do not want to migrate cash book transactions, an opening balance is created for each bank account. This opening balance transaction is marked as reconciled in Sage 200.</p>
Draft bank reconciliation		You can save a draft bank reconciliation in Sage 200, but Sage 50 draft reconciliation details are not migrated.
e-Banking details (Bank record > Bank Details)		<p>e-Banking details are not migrated.</p> <p>To use e-Banking in Sage 200, you must re-enter your details.</p> <p>(CB > Accounts > E-banking)</p>

Sage 50 Bank migrates to:	Sage 200 Cash Book	More information
Recurring transactions (Links > Recurring List)	Standing orders and direct debits. (CB > Standing Orders and Direct Debits)	Suspended recurring bank transactions are not migrated to Sage 200.
Cheque list (Links > Cheque List)		No Sage 200 equivalent. No details migrated.
Statements (Links > Statements)		This information can be found on Sage 200 reports.
Cash Register (Tasks > Cash Register)		This information can be found on Sage 200 reports.

Summary: Customers

Sage 50 Customers migrates to:	Sage 200 Sales Ledger	More Information
Ageing periods (Customer Defaults > Ageing)	Ageing periods (Sales Ledger Settings > Ageing)	
Invoice value discounts (Customer Defaults > Discounts)	Sage 200 Price Book module	See Pricing and discounting on page 36 .
Customer record	Sales account	See Customer and supplier records on page 30 .
Addresses and Contacts (Customer record > Details)	Contacts (Sales Account > Contacts) SOP Delivery addresses (SOP > SOP Maintenance > Customer Delivery Addresses)	
Customer bank details (Customer Record > Bank)		No Sage 200 equivalent. No details migrated.
Communications (Customer record > Communications)		No Sage 200 equivalent. No details migrated.

Sage 50 Customers migrates to:	Sage 200 Sales Ledger	More Information
<p>Customer record custom fields</p> <p>(Configuration > Custom Fields)</p>	<p>Sales ledger analysis codes</p> <p>(ASM > Settings > Maintain Analysis Codes)</p> <p>(Sales Account > Trading)</p>	<p>Each custom field label becomes an analysis code in Sage 200. Each custom field specified in the customer and supplier accounts becomes an analysis code value.</p> <p>The analysis codes are assigned to the customer and supplier accounts.</p> <p>See Customer and supplier records on page 30.</p>
<p>Transactions</p>	<p>Transactions / opening balance</p>	<p>If you do not choose to migrate sales ledger transactions, an opening balance is created for each customer account In Sage 200.</p>
<p>Dispute reasons</p> <p>(Configuration > Dispute Reasons)</p>		<p>No Sage 200 equivalent. No details migrated.</p>
<p>Disputed transactions</p>	<p>Transactions marked with query code D.</p>	
<p>Recurring transactions</p>		<p>No Sage 200 equivalent. No details migrated.</p>
<p>Credit charges</p> <p>(Configuration > Terms > Customer Finance Rates)</p>		<p>Not migrated.</p> <p>Finance charges are set per customer account in Sage 200.</p> <p>This defaults to No charge when the data is migrated.</p> <p>(SL Settings > Processing)</p> <p>(Sales account > Credit terms)</p>
<p>Diary events</p>		<p>No Sage 200 equivalent. No details migrated.</p>

Sage 50 Customers migrates to:	Sage 200 Sales Ledger	More Information
Credit bureaus (Internet resources > Credit info)	Credit information ASM > Credit Information Customer Account > Credit	
Couriers (Internet Resources > Couriers)		No Sage 200 equivalent. No details migrated.

Summary: Suppliers

Sage 50 Suppliers migrates to:	Sage 200 Purchase Ledger	More Information
Ageing periods (Supplier Defaults > Ageing)	Ageing periods (Purchase Ledger Settings > Ageing)	
Supplier records	Supplier accounts	See Customer and supplier records on page 30 .
Supplier bank details Supplier > Bank	Supplier bank details Supplier > Bank	Bank Sort Code must only contain six numbers or six numbers and hyphens.
Supplier addresses and contacts (Supplier record > Details)	Supplier contacts (Supplier Account > Contacts)	Additional supplier addresses are not migrated.
Communications (Supplier record > Communications)		No Sage 200 equivalent. No details migrated.
Supplier record custom fields (Configuration > Custom Fields)	Purchase ledger analysis codes (ASM > Settings > Maintain Analysis Codes) (Purchase Account > Trading)	
Transactions	Transactions / opening balance	If you choose not to migrate Purchase Ledger transactions, an opening balance transactions is created for each supplier account in Sage 200.
Dispute reasons		No Sage 200 equivalent. No details migrated.

Sage 50 Suppliers migrates to:	Sage 200 Purchase Ledger	More Information
Disputed transactions	Transactions marked with query code D.	
Recurring transactions		No Sage 200 equivalent. No details migrated.
Diary events		No Sage 200 equivalent. No details migrated.
Credit bureaus (Internet resources > Credit info)	Credit information (ASM > Credit Information) (Supplier Account > Credit)	
Couriers (Internet Resources > Courier)		No Sage 200 equivalent. No details migrated.

Summary: Prices and Discounts

In the Migration tool, you choose whether to create Price bands or Stock Item Discounts in Sage 200. The following table shows how your Sage 50 selling prices and discounts migrate for each option.

Sage 50 selling prices and discounts migrate to:	Sage 200 Price Book	
	Price bands	Discount groups
Product record sales price (Product record > Price)	Standard price band (PB > Price bands > Standard) See Migrating price lists as price bands on page 38.	Standard price band (PB > Price bands > Standard) See Migrating price lists as stock item discounts on page 43.
Customer Price lists (all currencies)	Price bands (PB > Price bands > Standard) See Price lists on page 38.	Customer discount groups and stock item discounts (PB > Discounts > Discounts for stock item) (PB > Discount Groups > Customer Discount Groups) See Price lists on page 43.
Mark up cost prices (Price list > Calculation method)	Standard sales price Sage 200 has no equivalent. Mark up cost prices are not migrated. (PB > Price bands > Standard) See Price lists on page 38.	Standard sales price Sage 200 has no equivalent. Mark up cost prices are not migrated. (PB > Price bands > Standard) See Price lists on page 43.

Sage 50 selling prices and discounts migrate to:	Sage 200 Price Book	
	Price bands	Discount groups
Special customer prices (Product record > Details > Pricing structure > Special Customer Price)	Customer discount groups and stock item discounts (PB > Discounts > Discounts for stock item) (PB > Discount Groups > Customer Discount Groups) See Special customer prices on page 40 .	Customer discount groups and stock item discounts (PB > Discounts > Discounts for stock item) (PB > Discount Groups > Customer Discount Groups) See Special customer prices on page 45 .
Supplier price list (Product record > Details > Pricing structure > Supplier Price List)	Not migrated See Supplier details on page 54 .	Not migrated See Supplier details on page 54 .
Invoice Value Discount (Customer record > Defaults > Additional Discount)	Standard Order Value Discount Band (PB > Discounts > Order Value Discounts) See Pricing and discounting on page 36 .	Standard Order Value Discount Band PB > Discounts > Order Value Discounts) See Invoice value discounts on page 42 .
Discount % (Customer record > Defaults > Discount %)	Invoice discount (SL > Sales Account > Documents > Invoice Discount) See Customer Discount % on page 47 .	Invoice discount (SL > Sales Account > Documents > Invoice Discount) See Customer Discount % on page 47 .
Quantity break discounts (Product record > Discount)	Not migrated See Quantity break discounts on page 42 .	Not migrated See Quantity break discounts on page 47 .

Summary: Products

Sage 50 Products migrates to:	Sage 200 Stock Control	More Information
Product categories (Configuration > Products)	Product groups (Stock Maintenance > Product Groups)	<p>Sage 200 product groups can only contain products of one type. Only products on the same type can be in each 50 product category.</p> <p>See Product Categories on page 49.</p> <p>You can choose to make all stock items in a specified Sage 50 category traceable in Sage 200. Only the stock items that you want to make traceable can be in the specified Sage 50 categories.</p> <p>See Stock traceability on page 50.</p>
Locations (Product record > Details)	Locations (Stock Records > Stock Locations) (Stock Records > Stock Item > Locations)	<p>You can choose to create a warehouse for each Sage 50 location, or create a single warehouse with a bin for each Sage 50 location.</p> <p>See Product locations on page 51.</p>
Product custom fields (Configuration > Product Custom Fields)		<p>In Sage 200, analysis codes are linked to stock transactions and not product records. The Sage 50 product custom fields are not migrated.</p> <p>See Product records on page 53.</p>
Product records	Stock item records	<p>See Product records on page 53.</p>
BOM (Product Record > BOM)	Sage 200 BOM record (BOM > Bill of Materials Record)	<p>A Sage 200 BOM record is created for every Sage 50 product with components.</p> <p>See How Bill of Materials data migrates on page 77.</p>
Quantity break discounts (Product Record > Discounts)		<p>These are not migrated as customers can only be linked to one discount group in Sage 200.</p> <p>See Pricing and discounting on page 36.</p>

Sage 50 Products migrates to:	Sage 200 Stock Control	More Information
Stock transactions	Stock transactions	You can choose not to migrate transactions in the Migration tool. See Stock Transactions on page 52 .
Damaged stock transactions		No Sage 200 equivalent. No details migrated.
Allocations	Allocations	The Sage 200 stock history only shows stock as allocated when order is despatched. Stock is not allocated to quotations. See Stock Allocations on page 57 .

Summary: Sales Order Processing

Sage 50 Sales Order Processing migrates to:	Sage 200 Sales Order Processing	More information
Sales Orders, Invoices and Credit Notes	Sales Orders and Returns	<p>All unprocessed sales orders are migrated.</p> <p>You can choose to migrate completed sales orders and/or part-despatched sales orders.</p> <p>See Sales Orders on page 59 and Invoices and Credit Notes on page 60.</p> <p>Sage 50 and Sage 200 process the VAT on sales orders and invoices differently. There may be occasions when the total order values for your Live sales orders are different after the data has migrated. See Run Balance Ledgers in Sage 200 on page 108.</p>
Invoices linked to sales orders	Completed sales orders	<p>Invoices linked to sales orders must be posted prior to migration.</p> <p>Invoices with lines that are not on the linked sales order, cannot be migrated. Both the invoice and the linked sales order must be deleted prior to migration.</p> <p>See Sales orders with 'invoiced only' lines on page 62</p>

Sage 50 Sales Order Processing migrates to:	Sage 200 Sales Order Processing	More information
Quotations and pro formas	Quotations and pro formas	<p>Sage 50 and Sage 200 process the VAT on sales orders and invoices differently. When quotations and pro formas, entered in Sage 50, are converted to sales orders in Sage 200, the VAT is re-calculated according to the Sage 200 VAT rules. This may result in differences between the value of the quotation or pro forma and the converted sales order.</p> <p>See Run Balance Ledgers in Sage 200 on page 108.</p> <p>You cannot allocate stock to quotations in Sage 200. Stock is unallocated, and free stock levels adjusted, when the data is migrated. See Quotations and pro formas on page 69.</p>
Product order lines	Standard item lines	
Comment lines	Comment lines	
Lines using Service and Non-stock items	Standard item lines	These are automatically set to Confirmation with Goods Despatched.
Lines using S1, S2, S3 product codes	Free text lines	These are automatically set to Confirmation with Goods Despatched.
Message lines - M product code	Comment lines	
VAT only order lines		<p>These cannot be migrated.</p> <p>You must either complete the relevant sales order, invoice or credit note or delete the VAT only order line.</p> <p>See Sage 50 pre-migration tasks on page 81.</p>

Sage 50 Sales Order Processing migrates to:	Sage 200 Sales Order Processing	More information
Carriage charges (Sales Order > Footer Details)	Additional charge lines	Additional charge code CAR_1 also created in Sage 200. (SOP > SOP Maintenance > Additional Charges)
Payment Details (Sales Order > Footer Details)	Payment with Order (Sales Order > Payment with order Details)	Sales orders and invoices marked as Post Payment on account must be fully completed and posted before migrating the data. Sales orders and invoices marked as Payment already received are migrated with the payments details on the sales order. Invoices marked Allocate Payments to Invoice are migrated with the payment details on the sales order.
Consign No Courier (Sales Order > Footer Details)		No Sage 200 equivalent. No details migrated.
Cancelled orders/quotes/pro formas		These are not migrated to Sage 200.
On Hold orders/quotes/pro formas	On Hold orders/quotes/pro formas	If these are no longer required, delete them prior to migration.
Lost and expired quotes	Live quotes	If these are no longer required, delete them prior to migration.

Summary: Purchase Order Processing

Sage 50 Purchase Order Processing migrates to:	Sage 200 Purchase Order Processing	More information
Purchase Orders	Purchase Orders	<p>You can choose whether to migrate purchase orders in the Migration tool.</p> <p>See Purchase orders on page 72.</p> <p>Sage 50 and Sage 200 process sales orders and invoices differently. There may be occasions when the total order values for your Live sales orders are different after the data has migrated.</p> <p>See Run Balance Ledgers in Sage 200 on page 108.</p>
Product order lines	Standard item lines	
Comment lines	Comment lines	
Message lines - M product code	Comment lines	
Lines using Service and Non-stock items	Standard item lines	These are automatically set to Confirmation with Goods Received.
Lines using S1, S2, S3 product codes	Free text lines	These are automatically set to Confirmation with Goods Received.
VAT only order lines		<p>These cannot be migrated to Sage 200.</p> <p>You must either delete the VAT only order lines or complete the purchase orders before you migrate the data.</p> <p>See Sage 50 pre-migration tasks on page 81.</p>
Carriage charges (Purchase Order > Footer Details)	Additional charge lines	<p>Additional charge code CAR_1 also created in Sage 200.</p> <p>(POP > POP Maintenance > Additional Charges)</p> <p>See Purchase orders on page 72.</p>

Sage 50 Purchase Order Processing migrates to:	Sage 200 Purchase Order Processing	More information
Deliveries (Purchase Order > Deliveries)		Goods received notes are not migrated
Consign No Courier (Purchase Order > Footer Details)		No Sage 200 equivalent. No details migrated.
Cancelled purchase orders.		These are not migrated to Sage 200.

Summary: Bill of Materials

Sage 50 BOM details migrates to:	Sage 200 BOM	More information
BOM details (Product Record > BOM)	Bill of Materials record (Bill of Materials > Records)	A BOM record is created for every Sage 50 product that has components listed on the BOM tab of the product record. See How Bill of Materials data migrates on page 77 .
Non-stock items listed as BOM components	Comments on BOM record	A Sage 200 BOM can only contain stock items.
Service items listed as BOM Components	Comments on BOM record	A Sage 200 BOM can only contain stock items.

Appendix B: Checklists

This section contains printable checklists for you to specify your migration information.

The checklists are:

- [Sage 50 pre migration checklist on page 142](#)
- [Sage 200 pre migration checklist on page 145](#)
- [Migration options checklist on page 146](#)
- [Post migration checklist on page 149](#)

Sage 50 pre migration checklist

You must complete the following before migrating your Sage 50 data. For more information, see [Sage 50 pre-migration tasks on page 81](#).

Maintenance tasks

- Correct any **Previous Year Adj** if found in the 'Capital and Reserves' section of the balance sheet.
- All nominal accounts are included on your chart of accounts.
- Your default bank account in Sage 50 is in the same currency as the base currency for Sage 200.
- If you are **not** migrating your bank transactions, all your bank accounts are fully reconciled in Sage 50.
- Print any outstanding cheques.
- All Transaction email transactions have been converted in your Sage 50 data. Transaction email transactions are not migrated to Sage 200.

Note: Transaction e-mail is not available in Sage 200.

- Delete any expired or lost quotations that you do not require.
- If you want to use VAT inclusive pricing in Sage 200, complete all sales orders and invoices.
- Recalculate **Prices** for all foreign currency price lists.
- To help check your migrated data, print the following Sage 50 reports:
 - Trial Balance.
 - Draft VAT return.
 - Aged Debtors.
 - Aged Creditors.
 - Sales Order Status.
 - Product Listing (from the products window).
 - Purchase Order Status.
- Back up your Sage 50 data.
- Run the **Check data** process.
- Re-index and compress the Sage 50 database.
- Back up your Sage 50 database again.

Pre-migration tasks

These are checked by the Migration tool. Details of the affected data is displayed when you validate your migration settings.

- The default bank account is in base currency.
- The bank sort code in all bank records and supplier accounts only contain six numbers.
- Your company VAT registration number is no longer than 12 characters.
- All product categories that contain products have a category **Name** as well as a number.
- All products that will become traceable in Sage 200 are in the correct product categories in Sage 50. The product categories must:
 - Have a number and name.
 - Only contain stock items.
 - Only contain products that you want to become traceable in Sage 200.
 - Only contain products with a stock level that is zero or above.
- Each product item that will use serial numbers:
 - Has a stock level that is a whole number.
 - Does not have outstanding sales order lines , invoice lines or purchase order lines that contain fractional quantities.
 - Does not have stock allocated in a fractional quantity.
- If you have chosen **not** to generate despatch notes in Sage 50, post **all** sales orders and invoices.
- Post all invoices linked to sales orders.
- Post all live invoices and sales orders that have been paid by a foreign bank.
- Post all sales orders and invoices with payments that have been marked **Post as Payment On Account**.
- Post or delete all sales orders, invoices and credit notes that have VAT only order lines.
- Post or delete all purchase orders that have VAT only order lines.
- Delete all sales orders and linked invoices where the invoice contains lines that are not on a sales order.
- For all purchase orders and sales orders linked to a deleted stock item, either:
 - Delete all relevant purchase orders and sales orders.
 - Recreate the stock item.
- For all sales orders linked to a deleted customer record, either:
 - Delete all relevant sales orders.
 - Recreate the customer record.

- For all purchase orders linked to a deleted supplier account, either:
 - Delete all relevant purchase orders.
 - Recreate the supplier record.
- Re-name any duplicated customer address descriptions in your customer records.
- Back up your Sage 50 database again.

Optional tasks

Choose how to deal with data in listed in the [Warnings](#) section. Choose to:

- Process and post the orders and invoices in Sage 50.
- Update the VAT on the affected order lines in Sage 50.
- Convert quotation and pro formas to sales orders in Sage 50.
- Delete the quotations and pro formas.
- Continue with the Migration to Sage 200. The VAT will be updated when the items are processed in Sage 200 and when [Balance Ledgers](#) is run.

Sage 200 pre migration checklist

You must set following in the Sage 200 database **before** you migrate the data.

- Set the Financial Year to match the financial year in the Sage 50 data.
 Do **not** set the accounting periods in Sage 200. You must set these after the data has migrated.
- Select the Sales Order Processing settings > Order Processing > Update stock quantities setting:
 - If you want to migrate part-despatched sales orders, you **must** select Update stock quantities when Order despatch is confirmed.
 - If you want to update stock levels when invoices are posted in Sage 200, and you do not want to migrate part-despatched sales orders, select Update stock quantities when Invoice is posted.

See [How Sales Order Processing and Invoicing data migrates on page 59](#).

- Select the Sales Order Processing settings > Order Processing > Order pricing.
 - If you want to use VAT inclusive pricing in Sage 200, select Order prices include tax.

Note: You cannot change this setting after you have migrated the data.

Note:

See [Sage 50 pre-migration tasks on page 81](#).

- If you want to generate Intrastat entries in Sage 200, select the settings:
 - SOP Settings > Intrastat > Generate Intrastat for sales orders.
 - SOP Settings > Intrastat > Include entries based on Despatch/receipt date.
 - POP Settings > Printing > Generate Intrastat for purchase orders.
 - POP Settings > Printing > Include entries based on Receipt/return date.
 If applicable, also enter you default terms of delivery for both sales and purchase Orders.

Migration options checklist

Use this checklist to note the options you require in the Migration tool.

Data to migrate

- Commercials
- Bill of Materials

Financials 1

Transactions

- Sales Ledger Transactions
- Purchase Ledger Transactions
- Cash Book Transactions

Cost Centres/Departments

- Create departments from Sage 50 departments but do not link to nominal accounts
- Create nominal accounts and cost centres from Sage 50 departments
- Create Nominal accounts and departments from Sage 50 departments
- Link Sage 200 cost centres or departments to Profit and Loss nominal accounts only.

Financials 2

Nominal accounts

Bank Charges nominal
account

Exchange difference
nominal account

VAT Return

Date last VAT return
produced:

Date next VAT return
due:

Prepayments and accruals

- Migrate Sage 50 prepayments
- Migrate Sage 50 Accruals

Stock, SOP, POP

- Migrate stock transactions
- Archive stock transactions

Archive stock transactions before:

- Migrate completed sales orders and invoices
- Migrate part despatched sales orders
- Precede SOP order numbers with zeros
- Archive SOP transactions

Archive sales orders and invoices before:

- Migrate purchase orders
- Precede POP order numbers with zeros
- Archive POP transactions

Archive purchase orders before:

Stock Options

Stock take

- Migrate stock take details

Nominal accounts

Stock

Revenue

Accrued receipts

Issues

Write offs

Warehouse Options

Stock location options

- Use single stock locations
- Use multiple stock locations

Stock warehouse configuration

- Use Sage 50 locations as Sage 200 warehouses
- Use Sage 50 , locations as Sage 200 bin locations

Warehouse name

Warehouse description

Stock traceability

Batch groups

Serial groups

Price Book

- Migrate Sage 50 price lists as Sage 200 price bands
- Migrate Sage 50 price lists as Sage 200 stock item discounts

Post migration checklist

To check the data after migration

- Back up your data.
- Run *Balance Ledgers* for Financials and Commercials.
Investigate and correct any errors.
See [Run Balance Ledgers in Sage 200 on page 108](#).
- Compare your key Sage 50 data with your Sage 200 data.
We recommend you compare the following:

	Sage 50	Sage 200
<input type="checkbox"/>	Trial Balance	Trial Balance.
<input type="checkbox"/>	Aged Debtors	Aged Debtors.
<input type="checkbox"/>	Aged Creditors	Aged Creditors.
<input type="checkbox"/>	Product List (from the products window)	Stock Levels.

Note: The profitability reports available in Sage 200 will not be accurate immediately after migrating your Sage 50 data. This is because the average buying price cannot be accurately calculated from the Sage 50 data. However, these reports will be accurate once you enter transactions into Sage 200.

- Check and enter the required settings for each of the Sage 200 modules.
- If you have migrated your Sage 50 departments as Sage 200 cost centres or Sage 200 departments, select *Split postings between cost centres for balance sheet accounts* in the *System Settings* in the *Accounting System Manager* module.
- Check the nominal codes for the product groups and stock items. Amend them if necessary.
- Check and amend prices in the *Price Bands* and *Discount Groups*.
- Enter your e-banking details if required.
- Enter your VAT submissions details if required.
- Set up quantity break discounts, if required..
- Assign batch and serial numbers, if required.
- Set up stock analysis codes, if required.
- Back up your data again.



Appendix C - Comparison with previous Migration tool

Prior to Sage 200 v2011, the Sage 200 Data Migration tool was used to migrate data from Sage 50 to Sage 200.

The new Sage 50 to Sage 200 Data Migration tool has been designed to improve the way in which data is migrated from Sage 50 to Sage 200. There are a number of significant differences in how the data is migrated using the Sage 50 to Sage 200 Data Migration tool.

This section provides a comparison between the two tools. It is designed to help business partners use the new Sage 50 to Sage 200 Data Migration tool to migrate customer data from Sage 50 v2010 and v2011 to Sage 200 v2010 and v2011.

Note: Use the Sage 200 Data Migration tool to migrate data to Sage 200 from the following: Sage 50 Manufacturing, Sage 200 BOM, Sage Line 100 and Sage MMS. For more information about the Sage 200 Data Migration tool, see the Data Migration Guide. These can be found on the support area of the Sage website.

Comparison: Sage 200 Data Migration tool and Sage 50 to Sage 200 Data Migration tool

	Sage 200 Data Migration Tool (legacy)	Sage 50 to Sage 200 Data Migration Tool (new)
Migration process	<p>A Sage 200 database is created by the Migration tool.</p> <p>Settings are entered in the tool and used to create the Sage 200 database.</p>	<p>A Sage 200 database must be created before using the Migration tool. The tool links to this database.</p> <p>Some settings must be entered in the Sage 200 database before using the Migration tool.</p>
Company / Nominal Ledger		
Accounting periods	<p>All periods prior to the current financial year must be closed.</p> <p>Financial year and periods are specified in the Migration tool.</p>	<p>The financial year is set when Sage 200 database is created. This must match the financial year set in Sage 50.</p> <p>Accounting periods must be set after the data has migrated.</p>
Clear Audit trail	Required to clear the audit trail up to the end of the previous financial year.	Not required to clear the audit trail.
Prepayments	Not migrated	Migrated
Accruals	Not migrated	Migrated
VAT transactions	<p>Not migrated</p> <p>VAT return must be reconciled.</p>	<p>Un- reconciled transactions migrated.</p> <p>Not required to reconcile VAT return.</p>

	Sage 200 Data Migration Tool (legacy)	Sage 50 to Sage 200 Data Migration Tool (new)
Departments	<p>Department specifications for transactions are not migrated.</p> <p>All transactions are migrated to a single corresponding nominal account in Sage 200.</p>	<p>Department specifications for transaction are migrated.</p> <p>Choose to create nominal accounts in Sage 200 with linked cost centres or with linked departments, in the Migration tool.</p> <p>If you have chosen to create Sage 200 cost centres or Sage 200 departments, all transactions posted to a department in Sage 50 are posted to the corresponding nominal account and cost centre or nominal account and department in Sage 200.</p>
Future year transactions	Migrated as current year transactions.	Migrated to the deferred posting file for the correct period.
Currencies	<p>Have to specify which currency is the Euro.</p> <p>Have to make sure each Sage 50 currency has a valid ISO code.</p>	<p>Only currencies with an exchange rate are migrated.</p> <p>If Sage 50 does not have a Euro currency one is created by the Migration tool.</p>
Bank		
Recurring transactions	Not migrated	Migrated as standing orders and direct debits.
Customers and suppliers		
Terms of business	Set in the Migration tool	Set to Sage 200 default of Document Date . This can be changed after migration.
Memos	Not migrated	Migrated
Sales Order Processing and Invoicing		
Sales Orders	Must be fully open or fully completed.	Can choose to migrate part-despatched sales orders.

	Sage 200 Data Migration Tool (legacy)	Sage 50 to Sage 200 Data Migration Tool (new)
Invoices	Must be completed.	Only invoices linked to sales orders must be completed.
Invoices linked to sales orders	Must be deleted prior to migration.	Migrated and linked to relevant sales orders. These must be posted before migrating the data.
Update stock when orders despatched or invoices posted.	Choose in the Migration tool	Set in Sage 200 before the data is migrated. If you want to migrate part-despatched sales orders you must select Update stock when orders despatched . If you want to update stock levels when invoices are posted, you cannot migrate part-despatched sales orders.
Tax inclusive /exclusive prices	Choose which to use in the Migration tool.	Set in Sage 200 before the data is migrated. If you choose to use VAT inclusive pricing, all sales orders and invoices must be posted in Sage 50 prior to migrating.
Products		
Multiple locations	If you want to use multiple locations, a single warehouse is created with Sage 50 locations as bins.	If you want to use multiple locations, you can choose to: <ul style="list-style-type: none"> ■ Create a single warehouse with Sage 50 locations as bins. ■ Create a warehouse for each Sage 50 location.
Price Lists		

	Sage 200 Data Migration Tool (legacy)	Sage 50 to Sage 200 Data Migration Tool (new)
Price lists	Price lists are migrated as customer discount groups linked to stock item discounts.	<p>You can choose to:</p> <ul style="list-style-type: none"> ■ Migrate as price lists as price bands. If selected a price band is created for each Sage 50 price list and linked to the relevant customers. ■ Migrate price lists as stock item discounts. If selected a customer discount group is created for each Sage 50 price list and linked to a stock item discount.
Foreign currency price lists	Migrated as base currency	<p>Migrated in the relevant currency.</p> <p>To make sure the correct exchange rate is used to calculate foreign currency prices, you must Recalculate Prices in Sage 50 before you migrate the data.</p>

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