


Sage 200 Project Accounting



“Our extensive customer research shows that customers want suites of integrated software that work together across their business and their processes. With the Sage 200 suite, we aim to provide our customers with that software, helping them to become as efficient as possible and get real insights into what is happening in their business.”

Brendan Flattery, Managing Director,
Mid Market Division, Sage (UK) Limited.

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Sage Working for Profitable Project Management

Sage is one of the world's leading suppliers of business software and has been providing software and support to businesses like yours for more than 25 years. Over this time, we've built a deep understanding of the needs of all sizes and types of business. Using this insight, we constantly develop our products and services in order to meet customer requirements.

Effective project management keeps your business profitable and keeps you ahead of your competition, particularly in this tough economic climate. By maintaining control over your projects and budgets you can generate increased revenue at reduced costs, eliminate unproductive time spent on projects and improve bottom line savings.

Sage 200 Project Accounting is a powerful, intuitive and highly configurable costing and analysis application. It is designed for any business that needs to improve the management, performance and profit associated with its projects. It provides full visibility into your projects as they progress. By capturing time and expenditure associated with a project, Sage 200 Project Accounting ensures that your projects are delivered on time and to budget. In addition, it will provide you with in-depth analysis and reporting features, ensuring that projects remain on track and profit levels are maintained.

Sage 200 Project Accounting includes key features such as:

- Set up simple or detailed project structures that suit the way your business works.
- Track profitability of projects with customised project structures, flexible cost transactions, drill down analysis and accounts integration.
- Automate invoicing processes and set up billing schedules to ensure accuracy with flexible billing options, including billing a fixed cost, quantity or by percentage complete on a project.
- View, sort and filter customisable reports and enquiries, to show the position of your projects at anytime – including progress against budget, billings to date, revenue per project, change orders, and other project-related information.

Integrated Operations for a Competitive Advantage

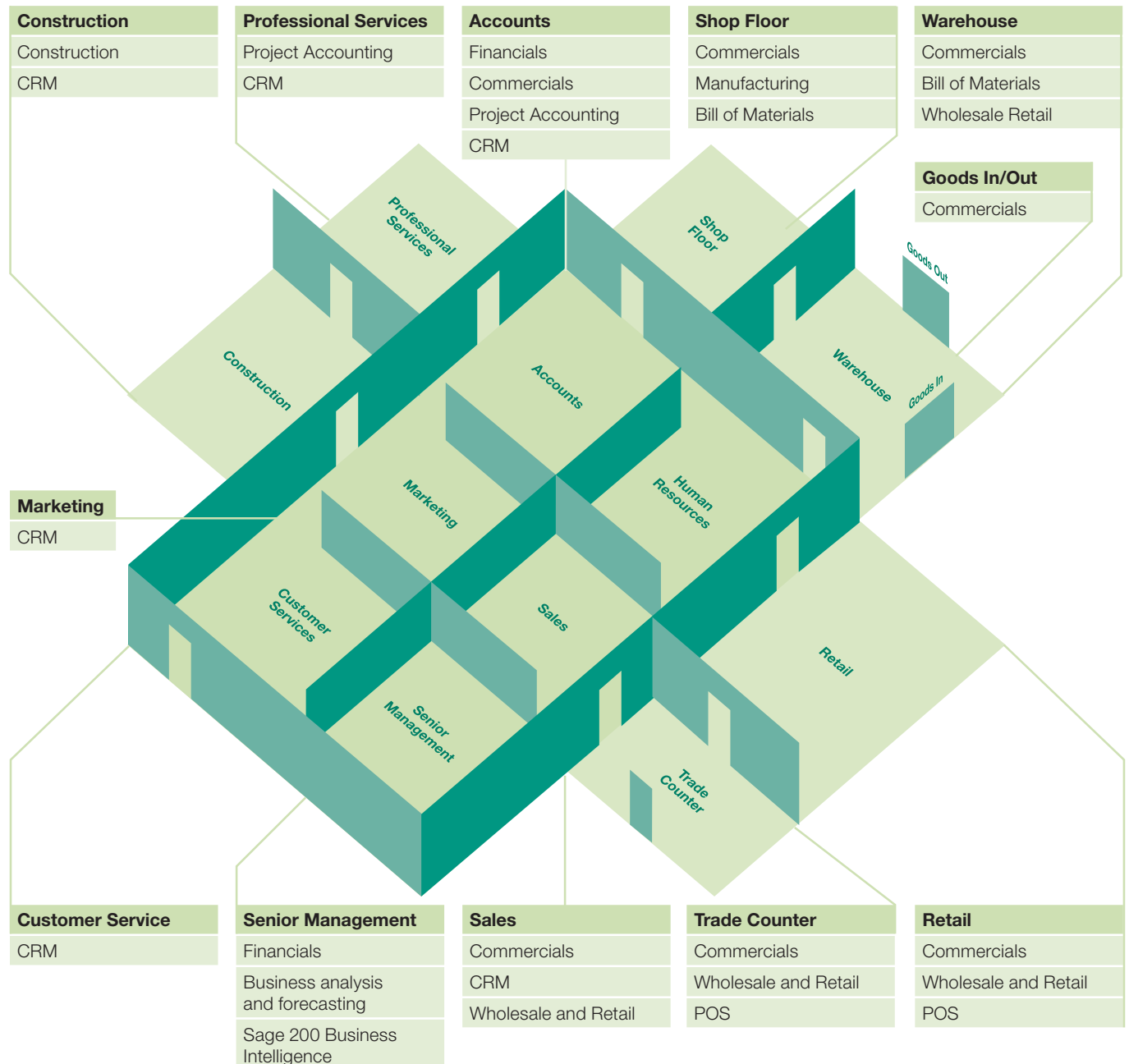
Sage 200 Project Accounting links seamlessly with your Sage 200 Financials and Commercials and Payroll modules so that you can allocate transactions in your Sales, Purchase, Nominal, Stock Control, Sales and Purchase Order Processing modules to your projects. The result – you no longer have to re-key information held in your Project Accounting or other Sage 200 modules.

“Project Accounting has given us much more visibility over all areas of the project and we're able to slice and dice the information in a whole pile of ways – which we were never able to do previously.”

Donal O'Dwyer, Financial Controller, Maven Research

Sage 200 Suite - software to meet your business needs

The Sage 200 Suite provides integrated software for every part of your business, from accounting to customer service, from the shop floor to sales and professional services to retail.



Notes

CRM - Customer Relationship Management
 POS - Point of Sale

Sage 200 Project Accounting

Flexible Project Accounting

Sage 200 Project Accounting allows your project managers to optimise their time and project profitability using a choice of project types – whether it’s time and materials, fixed price or a combination of the two. This removes the need for you to maintain multiple project tracking systems.

You can create new projects quickly and easily using the project templates supplied or by copying existing projects - with the added functionality of having an unlimited number of sub projects within one parent project. In addition, Sales Orders or quotations raised can be converted into projects; saving you time and the need to re key information.

Sage 200 Project Accounting has been designed to cater for businesses requiring simple or more detailed costing scenarios. An example of this flexibility is the project options which allow the system to be configured to match your requirements. For example if your business tracks cost but not revenue budgets, this option can simply be de-selected. As a result, the corresponding entries are also disabled on the user forms, removing confusion, avoiding data being keyed into the wrong fields and aiding user adoption of the system.

Configurable terminology

Imagine how easy it would be for a business to adopt a new piece of software, if that software used the terminology that you and your employees understand? Sage 200 Project Accounting has been designed to do just that. For example Sage 200 Project Accounting, out-of-the-box, uses terminology such as Projects, Project Cost Items and Customers. Using the configurable terminology tools, those headings could be changed to ‘audit’ for a firm of auditors or ‘cases’ for a firm of solicitors – making the software instantly recognisable to your staff.

Budgeting

Each item in your project can have its own budgets for both costs and revenue, where necessary, these budgets can be easily rolled up to form one project budget structure. Each project can also have various user defined statuses, ensuring that you can track the performance of each project at each stage of its lifecycle.

Description	Explanation	Benefit
Configure Project Structure		
Configure Project Accounting to mirror the structure of projects in your business. Project Accounting provides an unlimited multi-tier structure which can be customised to suit the needs of any business. Each project structure can have its own user defined hierarchy (multi-level), terminology and characteristics such as analysis fields	Project Accounting combines the essential ease of configuration with the depth and breadth of configuration options needed to match your project structure. The project structure you create in Project Accounting will therefore match your business model and associated cost and billing methods.	Project Accounting can quickly be designed to replicate your business structure. As a result the system can be up and running in a small amount of time, with the added bonus of user acceptance, familiarity and usability.
Customisable labels	The Project Accounting terminology can be modified to match user/customer terms - making the system more relevant to the user. As a basic example the terminology ‘Project’ could be renamed to ‘Job’ or ‘Event’ or to whatever heading was appropriate.	Quicker adoption of the Project Accounting system as users identify the own terminology within the product.

Description	Explanation	Benefit
An unlimited number of additional data fields can be added that allow the user to record information relevant to them	Users can add analysis fields to projects (at any level of their chosen hierarchy) to track specific information - these additional fields can also be used in enquiries and reports. Further more the additional fields can have 'types' associated with them such as are they date, numeric, Y/N type fields as well as having the ability to reference ledgers such as presenting a list of suppliers.	Enquire and report on key information within your business utilising the analysis fields.
Create and maintain project groups and cost items that can be selected for project structures	Each project can have its own structure which can be pre-defined and maintained, for example a labour cost group could contain, electricians, plumbers, painters etc.	New projects can be created quickly by pulling in the structure appropriate for that project.
Ability to change default configuration settings for individual projects	Many of the project settings can be re-configured at the point of creating the individual project.	Allows one-off, unique projects to be handled.
Create new projects from templates, use historic projects for benchmarking, budgeting, and compiling templates	New projects can be quickly created by using either an existing project or a project template as your blueprint. The existing projects can then be compared with your new project to establish profitability.	Rapid creation of new projects and improved profitability.
Support for cost and revenue budgets by period are supported, with option to roll up into a total project budget	Cost & revenue headings can have budgets allocated against them. If required these budgets can be specified by period and rolled up to make the overall project budget.	Improved profit levels can be maintained by monitoring a projects performance against budget at each stage of its lifecycle.
Configurable Project Status	Each stage of a project's life cycle can have a configurable status.	Creating your own user defined status, leads to improved understanding of exactly what stage a project is up to.

Resource Management

Automating the recording of time and expenses associated with a project is essential for ensuring that projects are billed accurately and resource costs are monitored. Sage 200 Project Accounting offers a simplified way to submit, review, track and approve timesheets and expense claims in multiple currencies. At the same time, it helps you control costs and time worked, consolidate timesheet information, and adhere to your organisational time management rules. For added flexibility it offers a web-based interface for time entry and approval. The Sage 200 Web Time & Expenses (WTE) module is an additional module to Project Accounting, which allows remote users to log time and expenses when out in the field working on projects. Timesheet and expense sheets can also be printed remotely for submission to the office

Sage 200 Project Accounting offers you a choice in how expenses are reimbursed; through wages in Sage Payroll, bank payments in Sage 200 Financials, or via a supplier payment if the employees are set up as suppliers in the Purchase Ledger. Integration with Sage 200 Payroll ensures that accurate employee data is maintained, removing the need to duplicate information in your project accounting module. Staff information can also be entered directly into Sage 200 Project Accounting, catering for staff that have worked on a project but are perhaps not in your employment or listed in your payroll system.

Flexible tools in the software allow you to group your employees into a resource hierarchy, with employees who perform similar functions being grouped together. In addition each employee or group can be allocated a variety of different charge out rates, allowing you to charge out the same person or group at many different rates, depending on the project. Many companies have staff that work off site, our software makes it easy for these employees to submit information remotely, therefore removing the need for them to either send information into the office, or travel to the office.

Description	Explanation	Benefit
Cost Transactions - Labour/Timesheets/Payroll		
Maintain a labour resource hierarchy and apply cost/charge rates at any level of the hierarchy	Project Accounting supports different charge/cost rates based on grades/skills profiles. Therefore, one person could have several cost rates depending on the work they are undertaking.	A team member acting in multiple roles of design, delivery and project management can bill time to client based on work against each activity type - therefore recording the correct costs for each type of activity undertaken.
Record timesheets for resources and analyse them to projects	Accurate and timely collation/allocation of labour timesheets against a Project. Timesheets can be entered either in weekly, batch, import or via a remote timesheet entry option.	Fast and accurate time capture against projects improves revenue generation.
Record employee expense claims and analyse them to projects	Expenses can be entered either by an individual, as a batch or remotely by authorised system users.	Fast and accurate expense capture against projects improves revenue generation.
Remote time and expense entry	Timesheets and expenses can be entered using an additional remote timesheet entry module. This web based product is ideal for employees such as consultants who spend most of their time out of the office and require a quick web based way of updating the time and expenses.	Provides a cost effective way for users requiring the ability to enter their time and expenses remotely.
The ability to view and authorise timesheet hours & expense claims	Business rules can be added to support businesses who authorise timesheets and expenses before they are committed.	Accurate time and expense postings can be maintained by ensuring the costs are correct before posting.
Import employee details from Payroll	Employee details recorded in your Sage Payroll product can be imported directly into Project Accounting.	No need to re-key employee details, reducing the installation time of Project Accounting.
Post timesheet information to Payroll	Timesheets can be posted back into Sage Payroll from Project Accounting.	No need to re-key employee timesheets from Project Accounting into Sage Payroll - improving efficiency and accuracy.

Accurate Cost Control and Analysis

We understand that being able to capture all project costs in a timely and accurate manner is fundamental to ensuring profitability and is key to successful project analysis. With this in mind, Sage 200 Project Accounting allows you to capture data from a number of different sources, such as the Purchase Ledger and Purchase Order Processing to help you keep your project information accurate and complete.

Cost control

Sage 200 Project Accounting has been designed to link seamlessly with the Sage 200 Financials and Commercials software, making it even easier to view information generated against projects from within other Sage 200 modules. The Sage 200 Financials integration allows you to analyse information generated from your Nominal, Sales and Purchase ledgers to your projects. Allowing you to efficiently analyse sales and purchase transactions against projects. Using the Sage 200 Commercials integration you can associate stock allocations made through your Sage 200 Stock Ledger to a project.

Furthermore the Purchase Order Processing integration allows you to purchase stock for specific projects. In addition, for added flexibility and cost tracking Purchase Orders can be split across multiple projects, with different order lines being allocated to different projects. Using information from your Purchase Order Processing module you can also track committed costs – which are essential for maintaining accurate costing records.

Information analysis

Key to efficient and profitable project management is the ability to proactively review and monitor projects at any given stage. Sage 200 Project Accounting gives you the tools you need for an immediate view of the status of your projects, either grouped together or as individual projects. You can then use the flexible project views to define the information you wish to display and perform searches and drill downs on your data.

The Project Accounting module is also equipped with many powerful enquiry screens, reflecting real time information which is presented in an easy to analyse format. The drill down and drill around functionality gives you access to information even down to an individual transaction level, and the enquiries and reports instantly display vital project data such as progress made, costs incurred, revenue received, budget variances and ultimately profitability. Sage 200 Project Accounting also offers powerful reporting functionality with the added flexibility of allowing you to design your own reports. In addition the information held in the Project Accounting module can be easily exported to excel for review and manipulation.

Description	Explanation	Benefit
Project Reporting & Analysis		
Reporting and analysis of costs and revenues against targets/budgets that reflect real time costs/billings. Includes the ability to enquire and report on progress, costs, revenue, budget variance, committed costs and profitability	The ability to extract detailed reports and analyse project profitability, costs and revenue is central to the Sage 200 Project Accounting offering. Sage 200 Project Accounting comes with a comprehensive set of reports and includes the ability to create new and customise existing reports (using the Sage 200 Report Writer).	Obtaining comprehensive project information in a timely and accurate manner improves profitability and aids decision making.
Detailed enquiries with drilldown and drill around functionality	The Project Accounting enquiries provide summary or detailed information as required - including the ability to drill-down onto the detail behind a Project. For example a user will be able to view the total cost for a Project and then drill-down to the underlying data associated with that cost. Criteria within the enquiries can also be used to fine tune the information required, for example to answer what if scenarios like 'what is the costs associated with a particular supplier across all or a range of projects?' or 'on which projects has a particular employee worked in the past fortnight?'	Provides easy to view up to the minute analysis on projects. Allowing for instant decision making.
Convert Sales Order and Quotations in to Projects	A Sales Order or Quotation produced via the Sage 200 Sales Order Processing module can be used to create a project.	Reduces the need to re-key information leading to rapid project creation.
Cost Transactions - Purchases		
Analyse committed costs to projects	Costs can be allocated to a project either at the time of placing an order, confirming goods received, or at the invoice payment processing stage.	Costs are entered earlier in the process improving visibility of actual costs.
Processing costs and allocating them to project is accurate and easy	Continually capturing relevant costs to a project is a challenge for any business. Project Accounting supports cost capture from multiple points (ledgers/ routines) and once only data entry.	Reduced re-keying of data.
Analyse Purchase Invoices and Credit Notes to projects	Purchase Invoices and Credit Notes made within the Sage 200 ledgers can be allocated to projects.	Users utilising the Sage 200 Financial ledgers can allocate their transactions against projects.
Analyse purchase orders to projects	Purchase orders at line item level can be allocated to projects and also include the option to specify whether the supplier should deliver directly to the project.	Projects can be allocated to purchase orders at the point of raising the order.

Description	Explanation	Benefit
Allocate Purchase Order item lines to separate projects	A Purchase Order can be split across multiple projects with different order lines being allocated to the appropriate projects.	Removes the need to enter a different purchase order for each project, therefore leading to reduced order creation for your suppliers.
Committed costs can be generated via Purchase Order Processing	Establish what costs have been committed via a Purchase Order (and not yet invoiced or paid).	Tracking committed costs against a project can be essential to maintaining accurate costing records.
Cost Transactions – Stock Allocations		
Analyse stock allocations (appears as a commitment), issues and returns to projects	Transactions raised in the Stock Control module of Sage 200 can be allocated against a Project.	Stock held by a business can be allocated to a Project maintaining complete visibility of what resources are being used.
Cost Transactions - Labour/Timesheets/Payroll		
Project item overhead absorption	Within the Project settings a percentage uplift rate, or fixed uplifted rate can be applied to project items.	Enables more accurate overhead recovery against Projects.
Miscellaneous Costing Feature		
Post opening balances/adjustments	Projects can be created at any point and opening balances posted against them. Projects can also be adjusted, e.g. where a missed cost needs to be added.	Flexibility to create a Project at any point and cater for missed postings.
Analyse cost and revenue adjustments to projects	Costs posted to the wrong Project can be adjusted to the appropriate project.	Mispostings can be adjusted quickly and easily.
Analyse accruals to projects	Accruals can be posted to projects and include the option to auto reverse.	Mispostings can be adjusted quickly and easily.
Integration		
Definable integration touch points with the core Sage 200 ledgers	As stated in the relevant section Project Accounting integrates into the Sage 200 Financial and Commercial ledgers. This integration can be configured as required within the Project Accounting options.	Allows tight control of which transactions can be posted to projects.
Project items can be coded to the appropriate Nominal Ledger structure	Individual Project items in a Project can be coded to the appropriate Nominal Ledger code.	Project items can be coded to the appropriate Nominal Code to match financial reporting requirements.

Flexible Billing

Sage 200 Project Accounting is designed to be flexible and accommodate all your billing process requirements. We know that most service-based companies deliver projects that vary according to the customer's needs and the nature of the project. We understand that some of your customers, for example, may prefer fixed price billing whilst some may prefer to be billed at appropriate milestones, perhaps when certain deliverables have been reached.

With adaptability in mind, our project accounting module makes it's easy for you to create billing templates to include billing amounts, whether they are a fixed price, quantity or a percentage of the total amount. You can also easily create billing schedules for event-driven billing, showing when a customer should be invoiced and for how much. This ensures that you accurately bill customers at the appropriate milestones in the project life cycle. What's more, you can also raise manual bills or use our automatic bill production facility.

Our software also lets you produce bills with a detailed backing sheet showing a breakdown of all project costs. This is a useful internal checking tool for your project managers who can sign off bills once they are in agreement with all the costs. As a result your customer invoices are more accurate, reducing billing complaints which encourages prompt payment and aids your cash flow. Being able to accommodate different project billing arrangements without increased overhead costs, means that you can meet your customer's needs without reducing your profit margin.

Description	Explanation	Benefit
Billing – SOP/SL Financials Integration		
Analyse Sales Invoices and Credit Notes to projects	Sales Invoices and Credit Notes made within the Sage 200 ledgers can be allocated to projects.	Users utilising the Sage 200 Financial ledgers can allocate their transactions against projects.
Billing – Sales Revenue Transactions		
Create a project invoice and/or credit note to send to a customer	Projects can be billed using a number of billing methods and billed at their appropriate time. The Project Billing Schedule allows the user to specify at which point a bill or bills should be produced. A project can therefore be billed as a whole or in as many parts as required, for example, and initial bill, 50% complete bill and 100% complete bill. Alternatively, users wishing to bill the projects manually have the ability to do so.	Fast accurate recharge of incurred costs ensuing profit recovery and better cash flow.
The ability to mark costs as being billed	Sales Order Processing module can be marked for billing and an entry will be created in that module (for subsequent printing/posting). Customers utilising the Sage 200 Financial ledgers can mark costs as billed, resulting in a Sales Invoice being created in the Sales Ledger.	All costs are quickly and accurately billed, regardless of whether the Sage 200 Commercial modules or Financial ledgers only are used.

The Sage 200 Suite - software overview

There are several Sage 200 modules for every part of your business. These modules can easily be added to your Sage 200 Solution:

Sage 200 CRM

Sage CRM forms part of the Sage 200 Platform therefore it sits at the core of the Sage 200 Suite. Every Sage 200 customer automatically receives 1 Sage 200 CRM user, therefore ensure you utilise this powerful module to its full capabilities. Sage 200 CRM is an internet-based CRM solution, designed to bring the real benefits of Customer Relationship Management (CRM) to your organisation. It's designed to be easy to use and deploy, affordable and packed with useful features. With Sage CRM, you can quickly analyse, manage and synchronise sales, marketing and customer service activities across all points of contact.

Sage 200 Commercials

Sage 200 Commercials adds Sales Order Processing, Purchase Order Processing, Stock Control and Price Book to the Financials modules. By integrating your accounting and trading modules, you can easily automate the delivery of customer orders with effective stock management for complete management control of your supply chain.

Sage 200 Manufacturing

Manufacturing is one of largest revenue generating sectors in the British economy, employing over 3.5 million people. There are over 80,000 Sage UK customers currently involved in activities which could be assisted by Sage 200 Manufacturing. Many companies are not primarily manufacturers but could use elements of Sage 200 Manufacturing to support assembly, repackaging of bulk items, resource planning, scheduling work and materials. The Sage 200 Suite is perfectly placed to provide an integrated system that controls the whole manufacturing process, from planning materials to monitoring realtime works orders. Sage 200 Manufacturing gives you greater control over your manufacturing processes through effective scheduling of work, close tracking of resource utilisation and improved business analysis.

Sage 200 Web Time & Expenses (WTE)

The Sage 200 Web Time & Expenses (WTE) module allows Sage 200 Project Accounting users to enter and track timesheet and expense claims remotely using a web browser. The system can be configured in a number of ways, for example supporting users who enter their timesheets and expenses online (using an internet connection) or through a company intranet. One of the additional benefits of the Sage 200 WTE module is that the user does not require Sage 200 to be installed on their PC to allow the entry of timesheets and expenses.

Sage 200 Construction

Sage 200 Construction provides business-wide efficiency for companies operating in the construction sector. From helping you to keep within contract budgets, to complying with complex and ever-changing HMRC legislation, to reducing your costs and managing your cash flow, Sage 200 Construction is ideally suited to businesses with more complex contracting requirements. Many of your processes are supported, from receiving the initial enquiry to the final accounting, leaving you free to focus on building a profitable business.

Sage 200 Wholesale and Retail

Designed to enhance Sage 200 Commercials with retail, wholesale and trade counter functionality, this module provides invaluable support for any business operating within these environments. It offers you a complete stores, retail and merchandising management system that will enhance your backoffice control and point-of-sale effectiveness. In addition, Wholesale and Retail integrates with Sage 200 POS, so that changes in your stock file, prices and promotions need to be applied only in one system. This eliminates duplication of data entry and amendments.

Sage Point of Sale (POS)

Sage POS is an electronic point of-sale (EPOS) system suitable for any business that needs to conduct quick, accurate and secure transactions with its customers. Typical businesses already deploying Sage POS software include retailers, wholesalers, telesales operations, catering outlets, leisure centres and visitor attractions. User-friendly and fully customisable to suit your business processes, the software can be installed on a single till or

on multiple tills at various locations. It supports hardware from several point of sale manufacturers.

Sage 200 Business Intelligence

The Sage 200 Business Intelligence (BI) solution enables you to extract real intelligence about business from data accumulated every day in the normal course of operations. Sage 200 BI provides a powerful analysis and reporting tool which transforms data into meaningful intelligence. Sage 200 BI can be

used and understood by all users as there is no technical knowledge or pre-requisites required to use the tool. Initially Sage 200 BI enables analysis of financial data within Sage 200, with further analysis cubes reporting on Commercial and CRM data set to follow. Sage 200 BI ensures you receive the maximum benefit from your business systems and data helping organisations in all sectors to build a significant competitive advantage.

	Sage 200 Financials	Sage 200 Commercials	Sage 200 Project Accounting	Sage 200 CRM	Sage 200 Manufacturing	Sage 200 Bill of Materials	Sage 200 Wholesale and Retail	Sage 200 POS	Sage 200 Construction	Sage 200 Business Intelligence
Accounting and Payroll	✓		✓							✓
Supply chain and distribution		✓		✓		✓	✓			
Project management and billing	✓	✓	✓	✓						
Sales management		✓		✓						
Contact Management				✓						
Customer management, service and support				✓						
Marketing management				✓						
Retail and wholesale		✓					✓	✓		
Construction	✓	✓		✓					✓	
Manufacturing and production		✓			✓	✓				
Business forecasting, reporting and analysis	✓			✓						✓

To find out how our software can help your business visit www.sage.co.uk/sage200projectaccounting or call our Customer Development Team on 0845 111 9988.

Value added support

The Sage Business Advice Team

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

Sage Annual Licence Plan

The Sage Annual Licence Plan (SALP) ensures that your Sage 200 Suite product continues to support your business as it grows. You will benefit from legislative updates for Sage 200 software, access to business guides, special promotional offers and product upgrades.

Finance Options from Sage

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

A network of support

Thanks to our unrivalled customer service and close relationships with Business Partners and Developers, we can provide the right business software for you – whatever the size and nature of your company. With over 5.5 million Sage customers worldwide - 700,000 in the UK - the network of people relying on Sage software is growing. You will find many of your customers and suppliers among them.

Microsoft® SQL options

Sage 200 requires an approved third-party database management system to operate - currently Microsoft SQL Server. In addition, we offer highly recommended Microsoft Software Assurance - allowing you to adopt updated versions of Microsoft SQL as they become available and certified for Sage 200.



For more information, please contact your Sage Business Partner:



System Requirements

The hardware requirements for Sage 200 will vary depending on the usage pattern on each workstation. Please see www.sage.co.uk or consult your Sage Business Partner for details.

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Sage (UK) Limited
North Park,
Newcastle upon Tyne,
NE13 9AA

Tel 0845 111 9988
Fax 0845 245 0297
www.sage.co.uk/sage200projectaccounting