

# Bill of Materials

Presented by Abby

Sage



# Contents

## Introduction

## How to add a BOM

## Check Bill of Materials option

## Stock transfer option

## Reports

- Product Explosion report
- Reverse Explosion report

## Summary

## Extra Support

# Introduction

## What is Bill of Materials (BOM)?

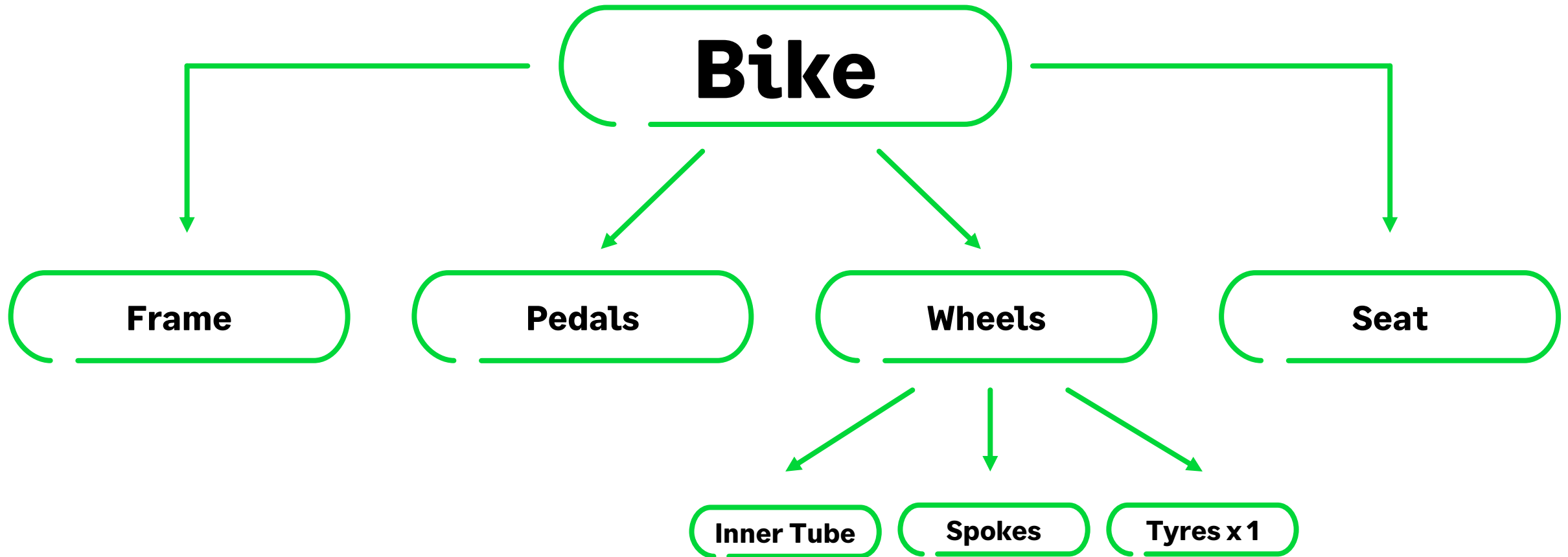
The BOM is a list of all the other products or sub-components that make up the final product or product assembly. If a product consists of a number of other products then it has a BOM.

- Sage 50 Accounts Professional only.



Product Record - PC Combo Pack 1				
<div><div>Clear form</div><div>Delete</div><div>Refresh</div><div>Print list</div><div>Send to Excel</div></div>				
Details	Product Code	Assembly Level	Link Level	Description
Bill of materials	CAS003	0	2	ATX Desktop Case
Discount	CDR001	0	2	CDR08432 Read/Write CD Drive
Web	HAR001	0	2	10gb Hard Drive
	KEY001	0	6	Standard Keyboard
Alerts	MEM001	0	1	DIMM 32mb 100Mhz
Memo	MON001	0	2	15" Monitor
	MOTH001	0	2	MTH1000 Motherboard
Activity	MOUSE004	0	6	Dual Wheel Mouse
Sales	PRC001	0	1	PCR600 Processor
Graph	VID001	0	1	8mb PCI Video Card
				Quantity

# Introduction



# How to add a BOM

*Products and services > Product Record > Bill of Materials.*

## Things to consider

- Each component must have it's own record to be part of a Bill of Materials.
  - Does not have to be stock items
- Up to 50 components on one Level.
  - Multiple levels (no limit )
- Labour / Assembly costs require their own record to be included.
  - Can be non-stock or service item

# Check Bill of Materials option.

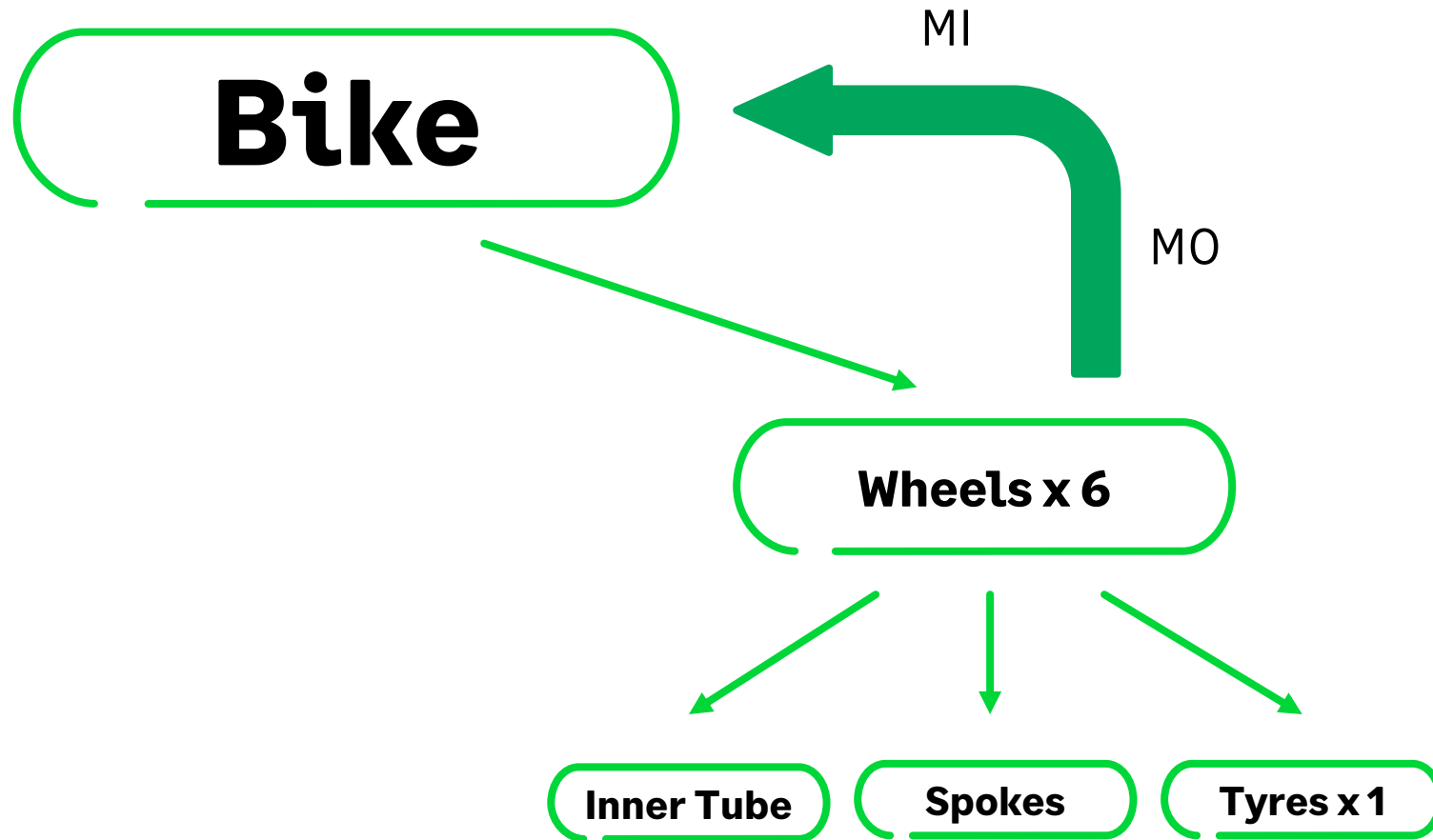
- Products and services > Check Bill of materials
- Check you have enough stock components to make up the main product.
- Create a purchase order from within the Check Bill of Materials option.

The screenshot shows the Sage 'Check Bill of Materials' window. The top toolbar contains icons for New, Edit, Wizard, Duplicate, Batch changes, Activity, Buy/sell, Shortfall, Price lists, Check bill of materials (highlighted with a green box), Stock take, and Stock valuation. The main window has a sub-toolbar with Check, Create order, Swap, Clear, Print list, and Send to Excel. Below this, there are input fields for Product Code\* (a dropdown menu), Description (a text box), and Qty Req\* (a text box with '0.00' and a unit icon). At the bottom, there is a table with the following headers: Product Code, Description, Supplier, Free, On-Order, Required, Shortfall, and Qty to Order. The table body is currently empty.

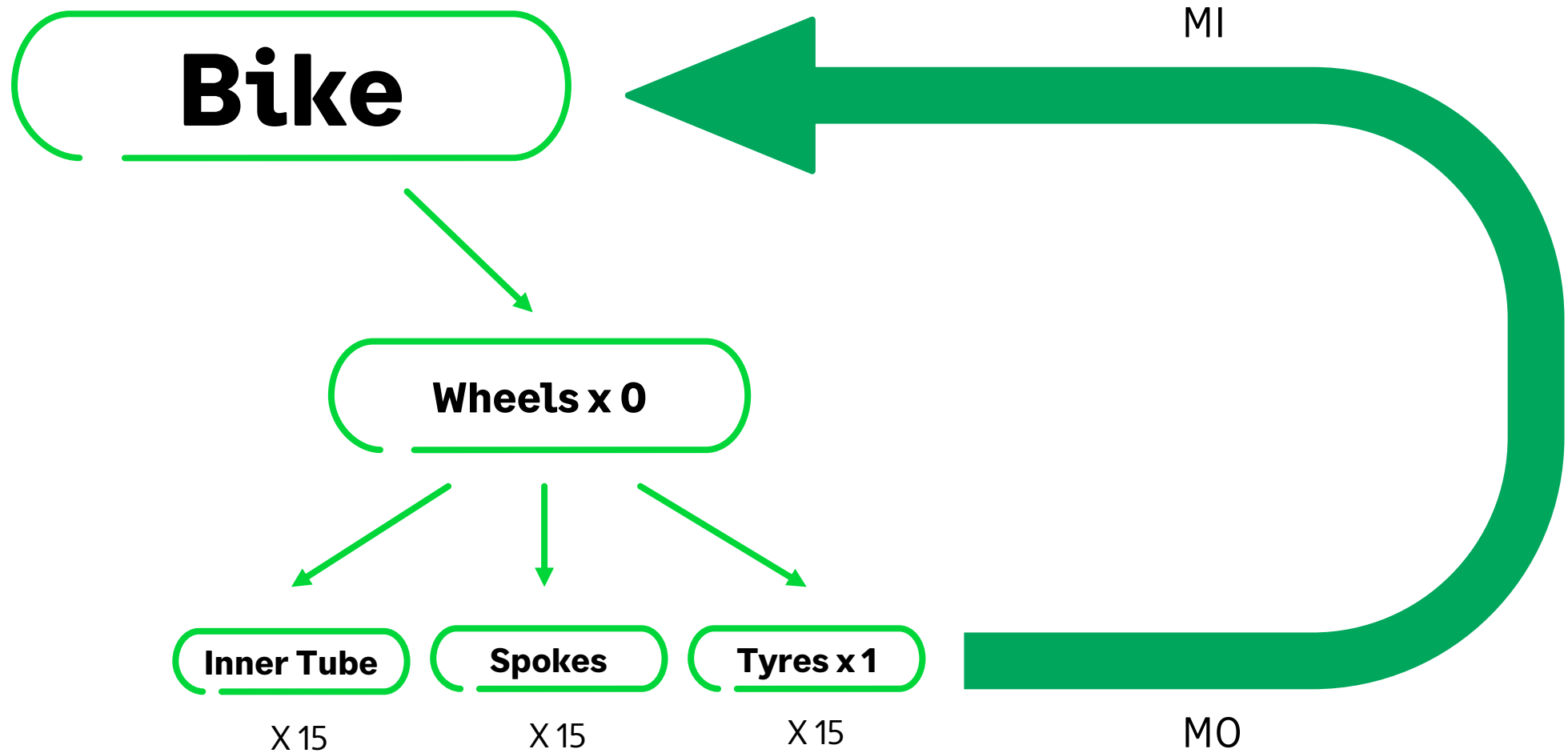
# Stock transfer option.

- Transfer sub-components to the final product record.
- Products and services > Stock transfer

[illegible]







# FAQ

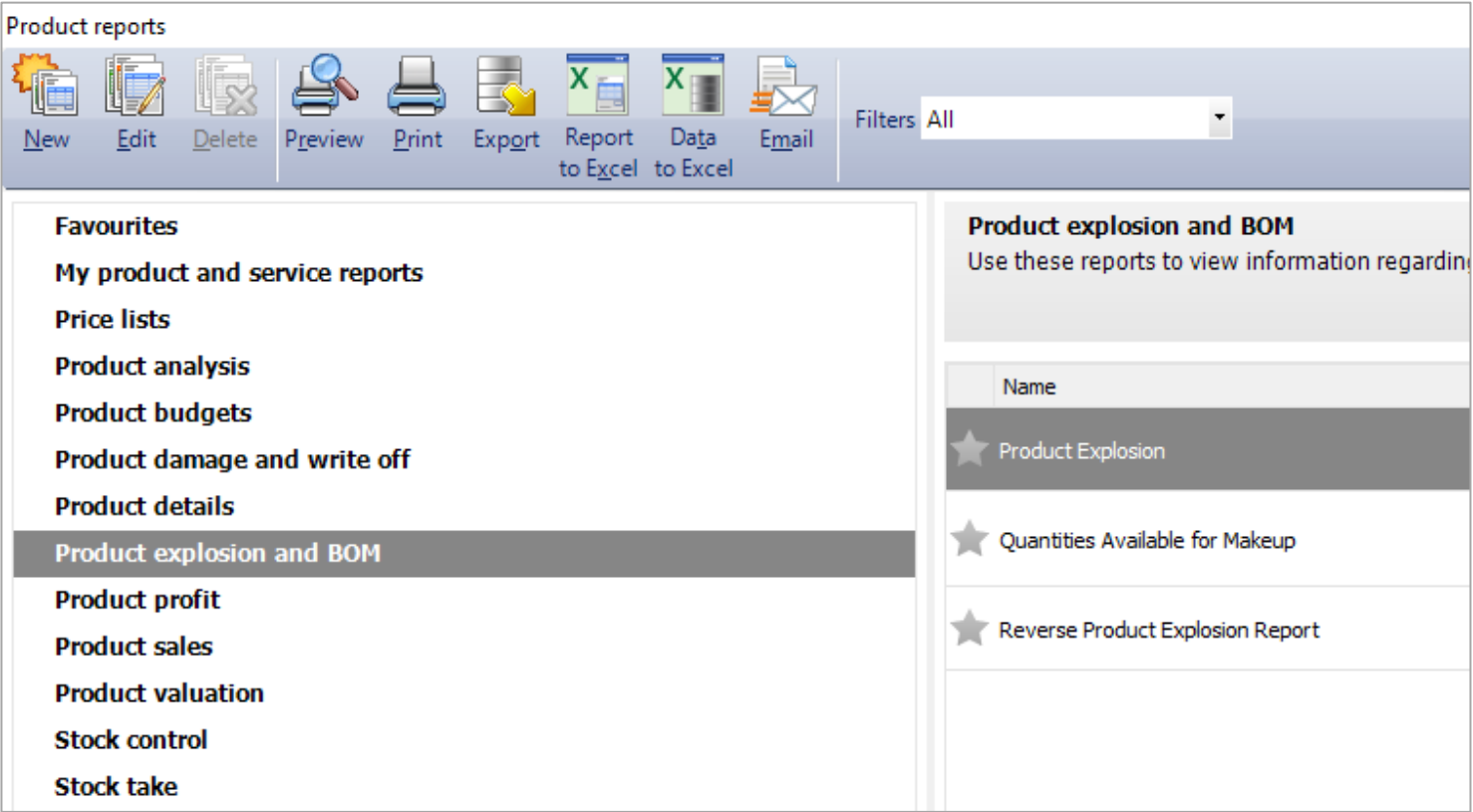
## **How is the last cost price calculated?**

The program uses first in first out (FIFO) when holding stock. The cost price of the final product is calculated by the total cost of the sub-components that are being transferred then divided by the quantity of the main item you have transferred into stock.

# Reports.

Products and services > Reports > Product explosion and BOM

- Product Explosion (included)
- Reverse Product Explosion (available for download)



# Summary.

- BOM is a list of all the other products or sub-components that make up the final product.
- Sage 50 Accounts Professional only.
- Each component must have its own record.
  - stock, non-stock or service
- Up to 50 items per one bill of materials.
- Create purchase order from check bill of materials window.
- Access to reports that show all components within a BOM

**Intro to  
products and  
services**

**Stock Transfer  
option**

**Keeping records  
of products  
& services**

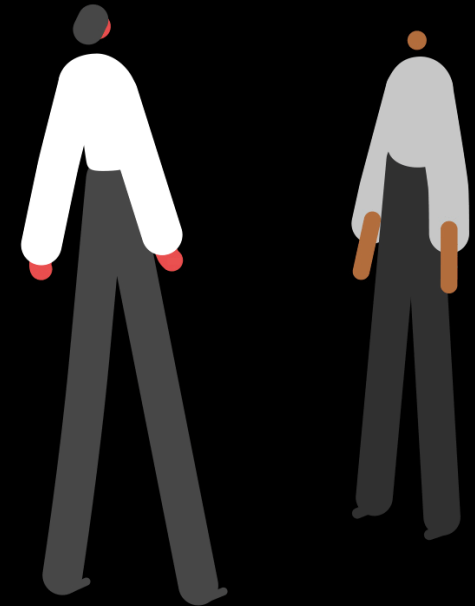
# Extra Support

**Useful tips &  
Resources**

**Time saving  
tools**

**Regular tasks  
50 Accounts**

**Help Centre**



# Upcoming Webinars.

## Key Topics

### **Journals – Opening and closing stock Thursday 25 May 2pm**

This webinar explains the how and why of stock journals.

### **Custom fields Friday 26 May 11am**

This webinar shows how you can rename the headings and simply use the fields to record extra information or use the fields to help manage your lists and filter them for improved reporting.

## Upcoming

What's new in V29

Quick Learn – Bank payment and  
Bank receipt

VAT return

VAT - Running reports to reconcile  
your VAT Return

---

**Webinar Registration**

# Thank you!

Please take a minute to complete the short exit survey as you leave.

You'll receive a follow-up email with links to register for future webinars  
and watch recordings later today.

