

Sage 50 Accounts

Projects - Part 2

Recording costs and revenue

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Sage

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- Part 2 - Recording costs and revenue
- Part 3 - Analysis and reports *(Friday 26 April 11am)*

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Projects

Introduction

Process of recording costs and revenue against projects.

The 'Project Record - Test' window displays a summary of project financials. It includes sections for Billing Totals, Budget Totals, Revenue Totals, and Cost Totals. The Billing Totals section shows a last billed date of //, total billed of 0.00, billed net of 0.00, and billed VAT of 0.00. The Budget Totals section shows a total budget of 0.00, actual variance of -1100.00, and total variance of -1109.00. The Revenue Totals section shows profit to date of -1100.00, price quoted of 10000.00, and outstanding to bill of 10000.00. The Cost Totals section shows a last cost date of 18/04/2024, actual cost of 1100.00, committed cost of 9.00, and total cost of 1109.00. The Analysis Types section shows a manager of Bob and a complete status of empty. The window also features a sidebar with navigation options (Details, Analysis, Budgets, Structure, Memo, Activity) and a footer with navigation controls and Save/Close buttons.

The 'Activity' window displays a table of project transactions. The table has columns for No, Audit No, Type, AC Ref, Date, Reference, Dept, Quantity, Cost Code, Details, Debit, and Credit. The table contains two rows of data:

No	Audit No	Type	AC Ref	Date	Reference	Dept	Quantity	Cost Code	Details	Debit	Credit
6		AO		17/04/2024		0	1.00	LAPT	Widgets	100.00	
9	5	PI	CON001	18/04/2024		2		ACOM	Materials	1000.00	

The window also includes a Project Reference dropdown set to 123, a Name field set to Test, and a checkbox for Include Rolled Up Transactions. The Date range is set to 01/01/1980 to 31/12/2099, and the Type is set to All. The Trans. range is set to 1 to 9. The window also features a sidebar with navigation options (Print list, Send to Excel) and a footer with navigation controls and a Close button.

Projects

Recording Costs

- Suppliers
 - Batch invoice - PI
 - Batch credit - PC

Batch Supplier Invoice

Clear form | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Calculate net (F9) | Pay in full (F3) | Memorise | Recall | Print list | Send to Excel

A/C

N/C

A/C*	Attach	Date*	Due On*	Ref	Ex.Ref	N/C*	Department	Project Ref	Cost Code	Details	Net	T/C*	VAT	Gross	Dispute
	▼	//	//								0.00		0.00	0.00	

Projects

Recording Costs

- Bank accounts
 - Bank payment - BP / VP / CP

Bank Payments

Clear form | Print Cheque | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Calculate net (F9) | Memorise | Recall | Print list | Send to Excel

Bank:

N/C:

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Project Ref	Cost Code	Details
1200	17/04/2024				0			

Projects

Recording Costs

- Products and services
 - Adjustment out – AO
 - Adjustment in – AI
 - Allocations > Issue allocations – AO

How is stock is allocated?

- Products and services > Allocations
- Purchase orders > when delivered

Product Code*	Details	Date*	Ref.	Project Ref	Cost Code	Quantity*	In stock	Sale Price	On order
		//				0.00	0.00	0.00	0.00

Projects

Recording Costs

- Purchase orders
 - Order level
 - Item line level
- On order
 - Shows as Committed cost
 - Not on Activity
 - Stock shows as On Order
- Delivered
 - Remains as Committed cost
 - Not on Activity
 - Stock shows as Allocated

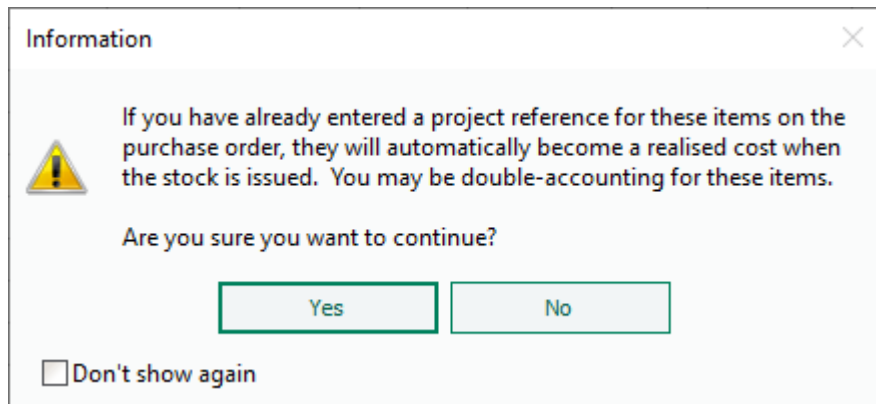
The screenshot shows the Sage Product Purchase Order form. The window title is "Product Purchase Order". The interface includes a toolbar with various actions like "Clear form", "Insert row (F7)", "Remove row (F8)", "Copy cell above (F6)", "View item (F3)", "Complete", "Memorise", "Recall", "Delete", "Quick print", "Print", "Send to Excel", and "View Online". A sidebar on the left has "Details" selected, with sub-items "Order", "Footer", and "Deliveries". The main form area contains fields for "Date*" (17/04/2024), "A/C*", "Project Ref", "Cost Code", "Order No." (<AutoNumber>), "Ref", "Item No." (No Items), and "Supplier Order No.". The "Project Ref" and "Cost Code" dropdown menus are highlighted with a green box. Below the form is a table with columns: Product Code*, Description, Quantity, Price £, Net £, and VAT £.

Product Code*	Description	Quantity	Price £	Net £	VAT £

Projects

Recording Costs

- Purchase orders > Update ledgers
 - Leave Project Ref / Cost Code blank otherwise Information box



What this means

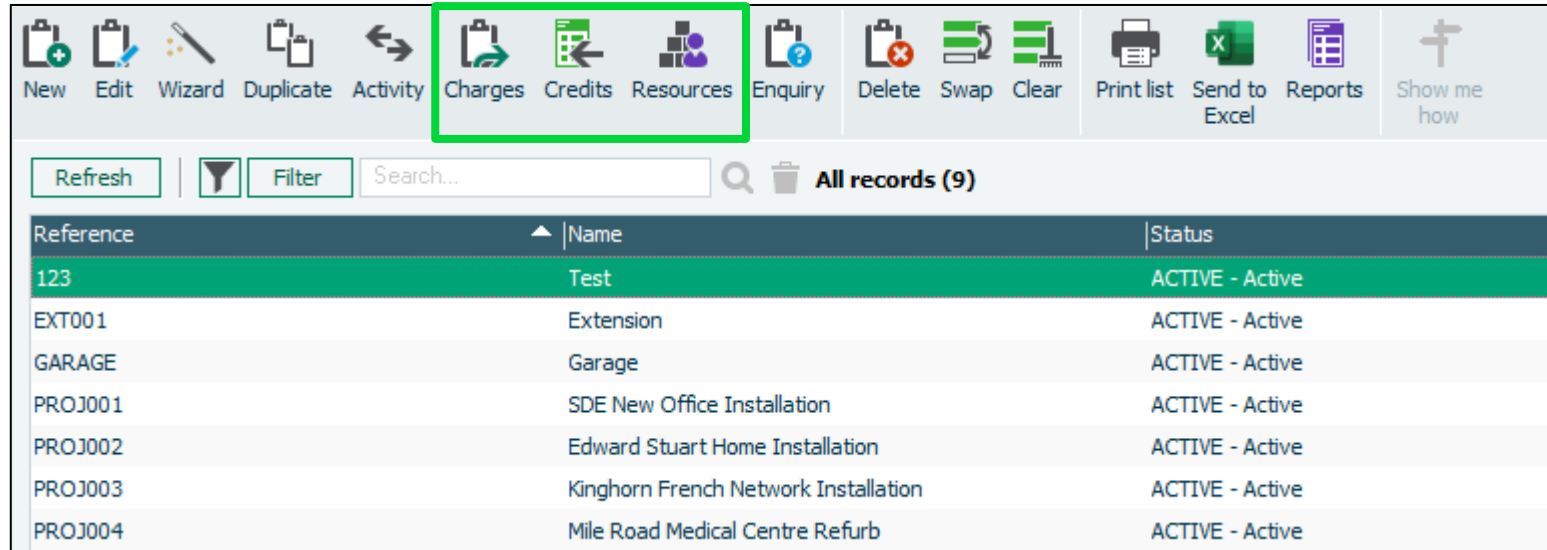
Projects

Recording Costs

- Project only transactions
 - Projects > Charges - CD
 - Projects > Credits - CC

Resources

- Set up standard rates and charges to make entering charges and credits quicker and avoid mistakes
 - Hourly / Daily rate
 - Fixed charge - machinery



The screenshot shows a software interface with a toolbar at the top containing various action buttons: New, Edit, Wizard, Duplicate, Activity, Charges, Credits, Resources, Enquiry, Delete, Swap, Clear, Print list, Send to Excel, Reports, and Show me how. The 'Charges' button is highlighted with a green box. Below the toolbar is a search bar with a 'Filter' button and a search input field. The main area displays a table with 9 records, all with a status of 'ACTIVE - Active'.

Reference	Name	Status
123	Test	ACTIVE - Active
EXT001	Extension	ACTIVE - Active
GARAGE	Garage	ACTIVE - Active
PROJ001	SDE New Office Installation	ACTIVE - Active
PROJ002	Edward Stuart Home Installation	ACTIVE - Active
PROJ003	Kinghorn French Network Installation	ACTIVE - Active
PROJ004	Mile Road Medical Centre Refurb	ACTIVE - Active

Projects

Recording Revenue

- Customers
 - Batch invoice - SI
 - Batch credit - SC
- Invoices and credits
 - Service invoice* / credit
 - Product invoice* / credit > S3 items only
- Bank accounts
 - Bank receipt - BR / VR / CR

* Invoice may be generated via Quotations / Sales orders

Edit Item Line

Details

Description: Project - Stage 1 complete

Details: Project - Stage 1 complete

Order Reference: [] Order Line Reference: 0

Values

Qty/Hours: 1.00 Discount %: 0.0000 Net GBP £: 0.00

Unit Price GBP £: 0.00 Disc. GBP £: 0.00 VAT GBP £: 0.00

Posting Details

Nominal*: 4002 Tax Code: TO 0.00 Department: 0 Default

Negative line

Make negative:

Additional Information

Line Information: []

Project Details

Project: []

Calc. Net Discounts OK Cancel

Projects

Importing transactions

Data Import

Help

Data Import

- Welcome
- Data Type**
- Data Source
- Field Mappings
- Import

Data Type*

Select the type of data you want to import: ?

- Audit Trail transactions
- Audit Trail transactions - Grouped
- Customer records
- Fixed Asset records
- Nominal accounts
- Product records
- Project records
- Project-Only transactions
- Stock transactions
- Supplier records

Cancel Back Next

Project related transactions

- Audit Trail transactions / Grouped
 - PI / PC / BP / VP / CP
 - SI / SC / BR / VR / VP
- Project-Only transactions
 - CD / CC
- Stock transactions
 - AO / AI

Projects

Corrections

- Can edit transactions to amend:
 - Project Ref
 - Cost Code
- Correct mistakes or allocate transactions to projects

Number 5, Purchase Invoice

Number 5, Purchase Invoice

Purchase Invoice Details

Account: N/C 5000

Details: Materials

Reference: Date 18/04/2024

Description: Department* 2

Created: Ex.Ref

Posted: Project Ref 123 Cost Code ACOM

Edited: Net 1000.00 T/C T1 20.00

Net Tax 200.00 Paid 0.00

Tax

Current: Paid in full Disputed

Exchange

Payment Allocations

Type	Date	Payment Ref	Details	Amount
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Item

Edit

Close

Save Close

Projects

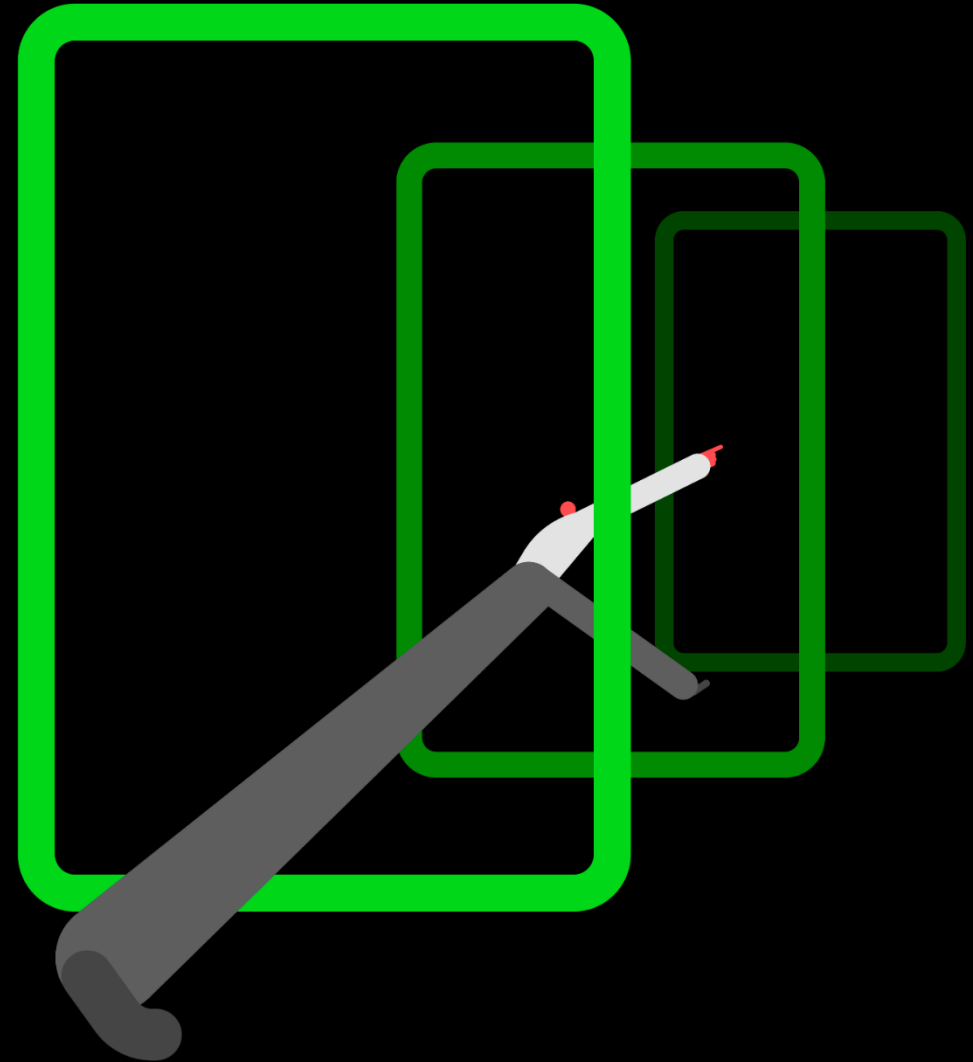
Have a go!

- Sage 50 Accounts > File > Open

**Demo
Data**

**Practice
Data**

Note: Default logon is manager



Help Centre

www.sage.co.uk/help

- Search the knowledgebase
- Support guides
- Webinars
- Videos
- Training
- Get in touch

[Create a project record](#)

The screenshot shows the Sage Help Centre website. At the top, there is a navigation bar with the Sage logo and links for 'Help Centre', 'Products', 'Integrated Apps', 'Sage University', and 'Useful links'. Below this is a secondary navigation bar with 'Sage 50cloud Accounts', 'Hot topics', 'Manage your account', 'Free training', 'Sage City', and 'Webinars'. The main content area features a large black banner with the text 'You need help. We have answers.' and a search bar labeled 'Search for answers...'. To the right of the search bar is an illustration of a person sitting at a desk with a computer, with a large green book in the foreground. Below the banner, there is a section titled 'What do you need help with today?' which contains six cards, each with an icon and a description: 'Install your software', 'Protect and repair your data', 'Manage your VAT', 'Working with the bank', 'Run your accounts remotely', and 'Financial year end'.

Projects

Webinars

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