Sage 200 Learning Pack

Session 3: Cost Centres

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Contents

- Create a new Cost Centre Structure
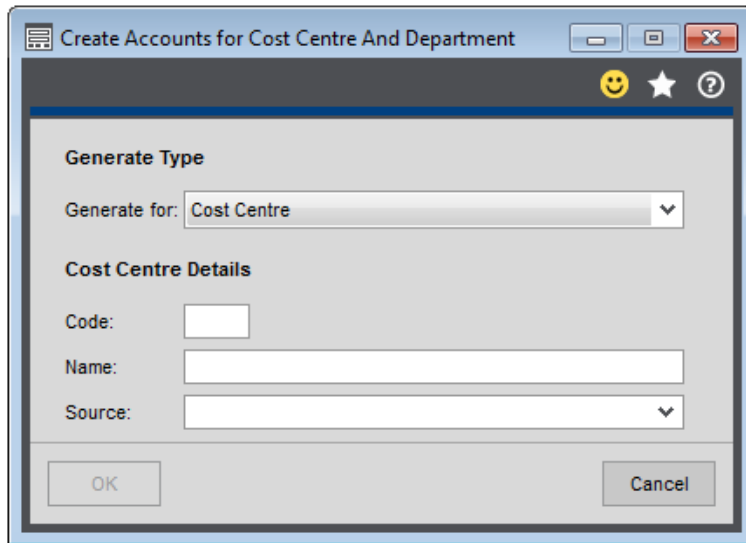
- Uploading Budgets to Cost Centres

Cost Centres
Create a New Cost Centre Structure

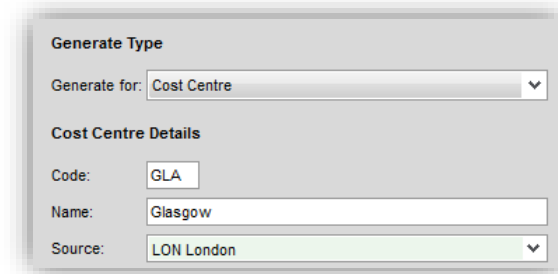A new Cost Centre nominal structure can be created based on an existing Cost Centre nominal structure.

From the **Nominal Ledger**, navigate to **Utilities** > **Ledger Set Up** > **Create Accounts for Cost Centre and Department.**

In the **Generate for list**, choose whether you wish to create a new structure for Cost Centre, Department, or both. In your case you will need to select **Cost Centre.**

Enter the **Code** and **Name** for your new Cost Centre.

Use the **Source** list to choose from a list of your existing Cost Centres – this is the nominal structure that will be created for your new Cost Centre.

In this example a new Cost Centre 'GLA' will be created, and it will carry the same nominal structure as the existing 'LON' Cost Centre.

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Cost Centres
Create a New Cost Centre Structure Continued

Select **OK.**

You will be informed that he Cost Centre has been created…
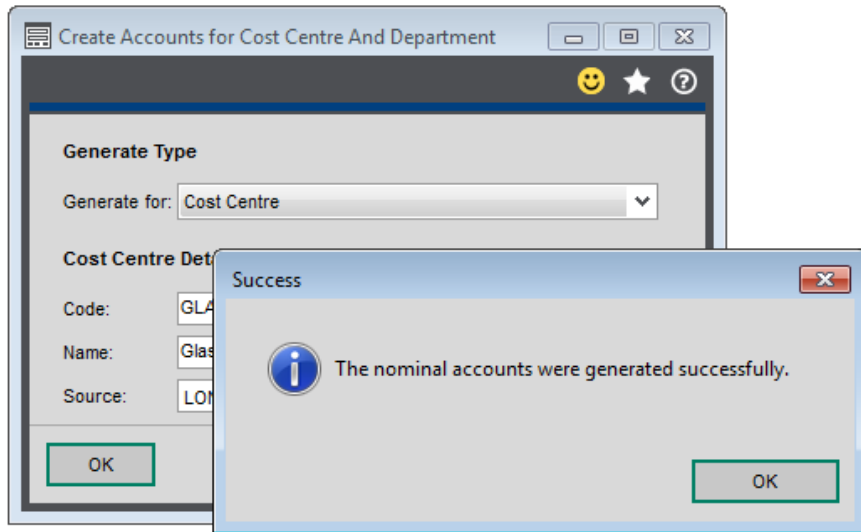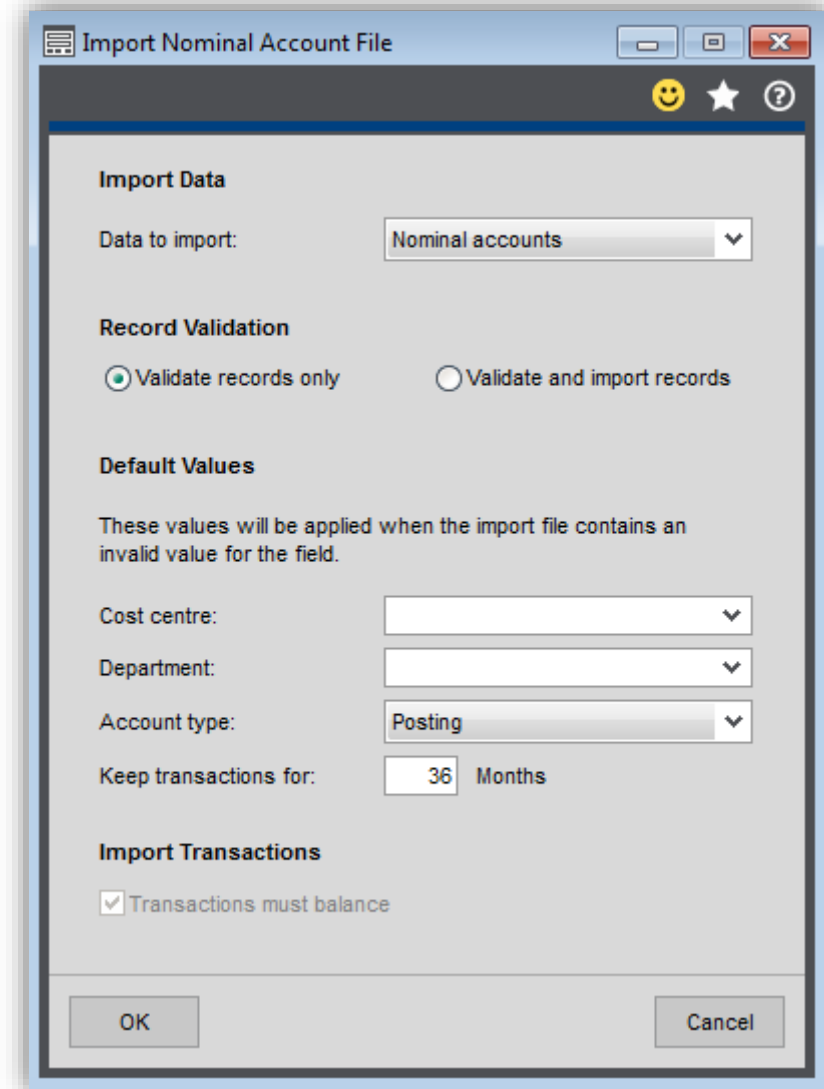
Select OK and after refreshing your Nominal Ledger list view, you will see that the new Cost Centre structure has been created.

Cost Centres
Uploading Budgets to Cost Centres

Budgets can be uploaded into the Nominal Ledger for Cost Centres.

From the **Nominal Ledger**, select **Utilities** > **Import** > **Import Ledger File.**

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Cost Centres
Uploading Budgets to Cost Centres Continued

Import Data
Use the **Data to import** list to select **Budget Values.**

Record Validation
When importing data into Sage 200 it's good practice to check that what is being imported is in the correct format and that it will be accepted by the system, so initially you should select **Validate records only.**

Default Values
You can use these selections to define default values in case the file you are importing contains invalid values for the receiving field, however this will be highlighted during the validation process.

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Cost Centres

Uploading Budgets to Cost Centres Continued

NominalBudgetImport.CSV

This is the CSV file which will be provided to you by your Accredited Sage 200 Business Partner, and must be carefully completed and imported into Sage 200.

Please note that rows 2 to 12 are currently populated with example data, these will need to be cleared before it is uploaded.

NominalBudget.xls

This is an instruction workbook which will be provided to you by your Accredited Sage 200 Business Partner, and should be used when entering data into the CSV to ensure the data you are entering into the CSV is correct.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	AccountC	AccountDe	AccountN	BudgetYea	Budget/1	Budget/2	Budget/3	Budget/4	Budget/5	Budget/6	Budget/7	Budget/8	Budget/9	Budget/10	Budget/11	Budget/12
2	ADM	BES	1000	1	100	100	100	100	100	100	200	200	200	200	200	200
3	ADM	BES	1001	1	100	100	100	100	100	100	200	200	200	200	200	200
4	ADM	BES	1002	1	100	100	100	100	100	100	200	200	200	200	200	200
5	ADM	BES	1003	1	100	100	100	100	100	100	200	200	200	200	200	200
6	ADM	BES	1005	1	100	100	100	100	100	100	200	200	200	200	200	200
7	ADM	BES	1006	1	100	100	100	100	100	100	200	200	200	200	200	200
8	ADM	BES	1007	1	100	100	100	100	100	100	200	200	200	200	200	200

	A	B	C	D	E	F	G
1	Field in template:	AccountCostCentre	AccountDepartment	AccountNumber	BudgetYear	BudgetType	BudgetProfile
2							
3	Description	Nominal account cost centre.	Nominal account department.	Nominal account number.	Year relative to current year	The type of budget	The budget prof
4	Format	Text	Text	Text	Number	Text	Text
5	Field length	3	3	8	1	8	16
6	Pre-requisites:	Must exist in Sage 200	Must exist in Sage 200	Must exist in Sage 200	Must be one of: 0 for Current Year 1 for Current Year + 1 2 for Current Year + 2 3 for Current Year + 3 4 for Current Year + 4 5 for Current Year + 5	Must be one of: Annual Monthly Profiled or it can be left blank for No Budget Note - You cannot import group	You can only im budget profile fo current year.Mu of: Budget Profile 1 Budget Profile 2 Budget Profile 3
7	Mandatory/Optional	Mandatory	Mandatory	Mandatory	Mandatory if you are importing budgets for multiple years.	Optional	Optional
8	Name in application						
9	Database/field name						
10	Example	ADM	BES	1000	0	Monthly	
11		ADM	BES	1001	0	Monthly	
12		ADM	BES	1002	0	Monthly	
13		ADM	BES	1003	0	Monthly	
14		ADM	BES	1005	0	Monthly	
15		ADM	BES	1006	0	Monthly	

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Presented by
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