SAGE 200
INSIDER TIPS

Paradise
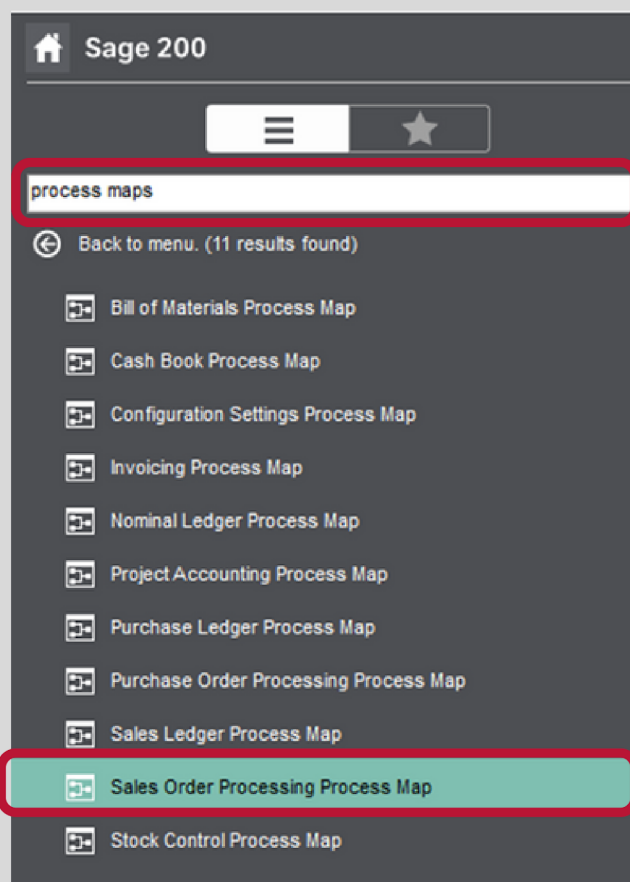I.T. FOR BUSINESS

HOW TO USE THE PROCESS MAPS IN SAGE 200

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Using Process Maps are really useful, especially if you are new to Sage 200.

Stock, for example, is handled in a specific order as it travels from a quotation, through the order process to invoice and finally posting.

The order is very specific. Stock needs to be allocated before it can be picked and must be dispatched before the invoice can be printed, and only printed invoices can be posted.

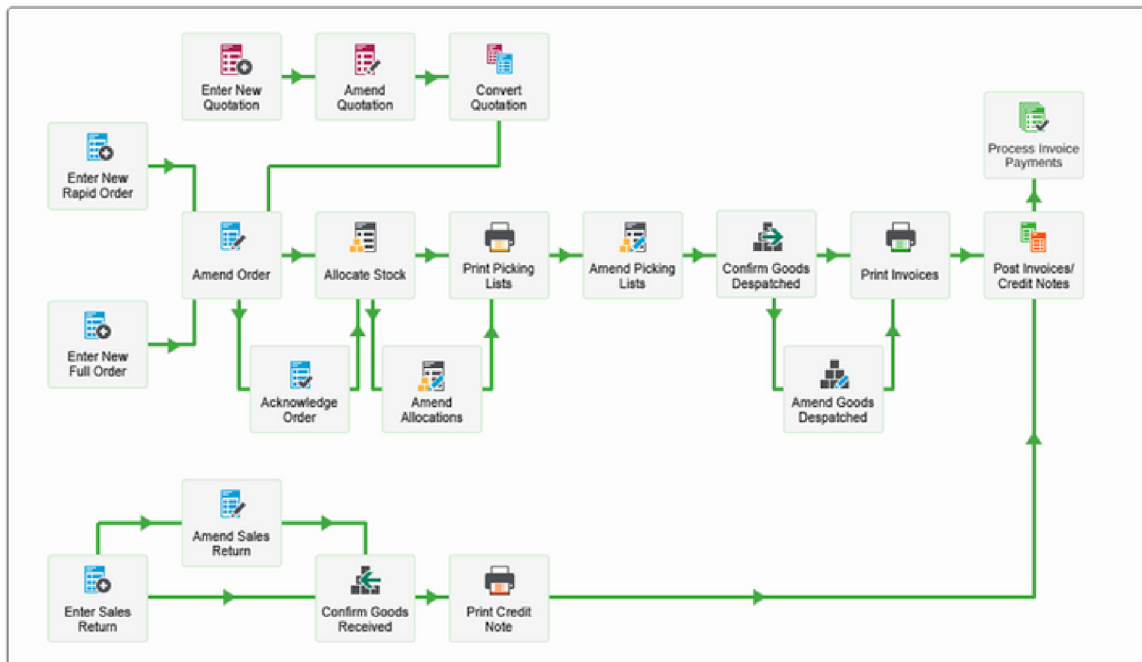The interactive Process Map will show you the order for each process.

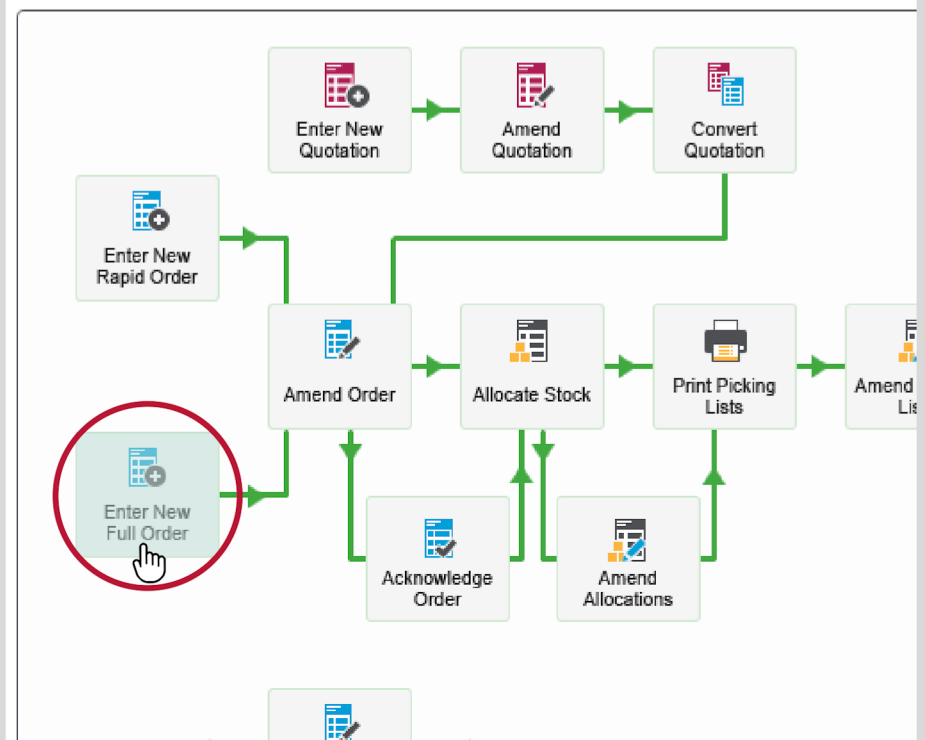Use the search menu to find all the Process Maps in your system

In this example we have used the Sales Order Processing Process Map

Launch the Sales Order Processing Map, then hover over each icon to see how your cursor changes to show they are all interactive.

Getting around Sales Order Processing

Click on the icon →

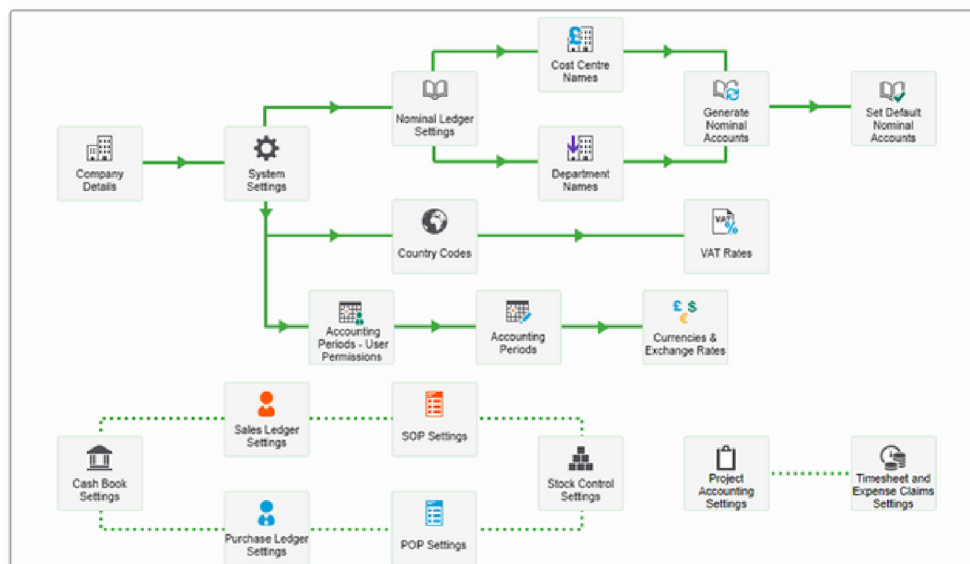Getting around Sales Order Processing

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This will open up each screen, in the correct order as shown on the map.

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A favourite is the Configuration Settings map (please note this map is permissions based). There is a Utilities menu in each module in Sage 200, this map is especially useful for setting up new systems.

It will guide you through each section of Sage 200, ensuring you don't miss the configuration of any module.

Have a go and let us know what you think.

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