Sherwood Systems®

Belfast | Dublin

sicon
additions guide for Sage

Enhancing your Sage experience
with innovative business systems
software

www.sherwoodsys.com

Products & Contents

*When purchased separately and installed within Sage 200

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Sherwood Systems Ltd successfully implement Information Technology and Application solutions throughout the UK & Ireland allowing our clients to have the information and resources they need to run their business more efficiently and profitably.

With over 35 years of experience, our team offer a perfect blend of technical expertise and outstanding customer service to provide you with the right system for your business.

Sherwood Systems Ltd is one of the largest fully accredited Sage Business Partners providing Sage software throughout Ireland. Specialising in the construction market, our skilled software development team can customise solutions to fully meet all of your needs in addition to providing Construction specific integrated modules.

For more information on our innovative range of additions for Sage 200 or to arrange a demonstration of the products included within this brochure, please do not hesitate to get in touch using the contact details below.

t ROI: +353 (0) 1 465 9690 NI: +44 (0) 28 9066 8585 **e** info@sherwoodsys.com

siconfinancials

This section covers the Sicon modules typically used by finance teams to streamline common financial and business processes. They also provide additional functionality to users in the commercial's modules.

These modules may simply enhance existing Sage 200 modules to provide extended functionality or provide entirely new modules and processing tools that are fully integrated with many of the Sage 200 modules.

Sicon Financial Modules for Sage 200
- **Audit Log:** Track changes to core Sage 200 and Sicon modules.
- **Cash Flow:** Real time drag and drop interface for cash management and forecasting projections.
- **Contracts:** Manage repeat billing, deferred income and costs.
- **Enhancement Packs:** Over 100 enhancements for Sage 200.
- **Intercompany**: Carry out purchase invoice apportionment, nominal journals, cash transfers and stock transfers.
- **Debtor Management**: Collect funds faster and more efficiently with better cash flow, improved customer service and easy budgeting.
- **Sicon CRM**: A CRM solution built entirely within Sage 200 providing company, contact, task, case, opportunity and reminders plus mobile app and web interface with e-marketing integration.
- **Sicon Documents**: Attached and retrieve documents in Sage 200 transactions while you work.
- **Sicon Document Distribution**: Email business documents directly from Sage 200 with custom backgrounds and terms & conditions.
- **Sicon Document Automation**: allow auto processing of invoices to the purchase ledger and matching to purchase orders.
- **Sicon Fixed Assets**: Manage your assets in this integrated and highly functional module.

siconfinancials | licensing summary

The Sicon Financial modules are written within the Sage 200 development environment using the Sage business objects to control the transaction postings and utilising the latest Microsoft technologies for user interface.

- All the Sicon modules are Installed and Maintained within Sage 200
- Reports are designed within Sage 200 using the built in Sage 200 report designer. This means they can be amended to provide custom versions of the reports.
- When the Sicon modules are installed the Sage features are updated and these can be added to the Sage user menu's using the Sage System Administration tools.
- The modules are licensed in various ways and the table below explains which are available for all Sage users and which require a use license:

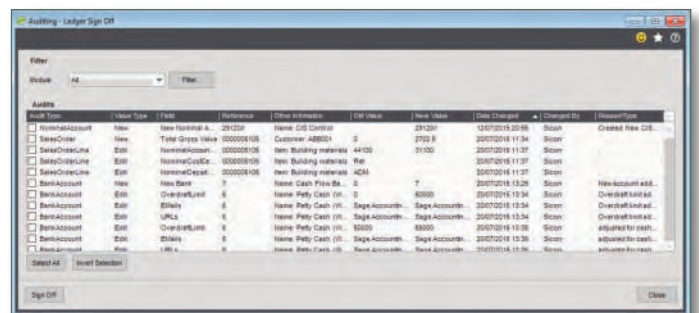|	Sicon Module	License Type
Sicon Financials	Audit Log	Available to all Sage 200 users within all Sage companies at no extra cost.
	Cash Flow	Available to all Sage 200 users within all Sage companies at no extra cost.
	Contracts	Available to all Sage 200 users within all Sage companies at no extra cost.
	Debtor Management	Available to all Sage 200 users within all Sage companies at no extra cost.
	Documents	Requires a license for each named Sage 200 Sicon Documents user to attach/scan or view documents. Full users can also Distribute Documents.
	Document Automation	Requires a license for each named Sage 200 Sicon Documents user plus a per document charge for Document Automation processing.
	Enhancement Packs	Available to all Sage 200 users within all Sage companies at no extra cost.
	Sicon Fixed Assets	Available to all Sage 200 users within all Sage companies at no extra cost. Unlimited assets available in each Sage company.
	Intercompany	Available to all Sage 200 users within all Sage companies at no extra cost.
	CRM	Requires a license for the CRM module plus each named Sage 200 and external App user.

Audit Log

This is a fully integrated module written specifically for Sage 200. Designed to track field level changes of the Sage and Sicon modules in order to help your business keep track of changes made to key data. Whether this is to assist you with compliance or just to understand who made changes within your Sage system and why this is a very useful tool.

Track changes to core Sage financial modules, sales and purchase order processing, stock and price book plus key aspects of the Sicon Modules. Options for 'Silent' change logging or user prompted reasons for change which are configurable per Sage module.

Forced To Enter Change Details After Amending Purchase Ledger Bank Details.

- Seamlessly integrated in to the Sage 200 and Sicon screens and processes.
- Choose which Sage 200 and Sicon modules you need to record changes in.
- Track changes made to module data in real time. Including purchase ledger bank details.
- Record changes in silent logging mode or select to force a reason and description for the change.
- A sign-off process provides a full list of every change made.
- Users can be restricted from signing off their own changes.
- Sage 200 based reports available to review all historical changes made in each module.
- Sage 200 modules included in the audit log:
  - Sage Financial and Commercial Modules
  - Sicon Financial and Commercial Modules
  - Sage and Sicon imports.
  - For a full list of transactions that are tracked please visit the Sicon Web Site.

Audit Log Sign Off Screen Showing Changes Made By Users
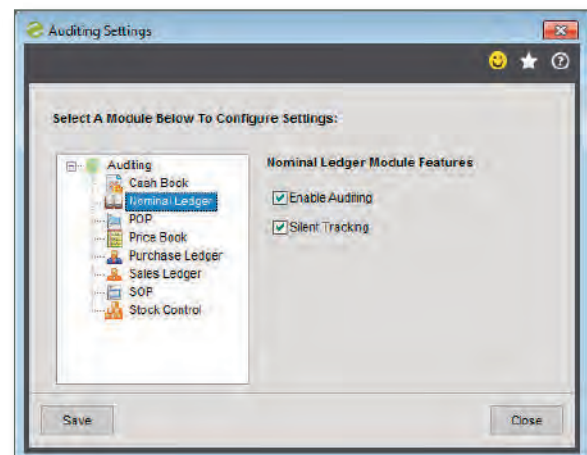
Options To Enable Auditing In Each Sage 200 Module

Cash Flow

Sicon Cash Flow is designed specifically as an enhancement for Sage 200. Fully integrated with the Sage 200 financial ledgers and order processing modules this is a simple module to use. Design your cash flow format including bank accounts, sales and purchase invoices, sales and purchase orders, nominal and ad-hoc spending. Use the drag and drop interface to adjust income and expenditure to reflect expected cash impact without amending the due dates of each document.

- Design your specific cash flow management structure, select a timeframe and display options.
- Include bank accounts, sales ledger and purchase ledger invoices, nominal ledger budgets plus Sales and Purchase orders into the structure.
- Include ad-hoc income and expenditure into the plan for un-budgeted items.
- Flag sales invoices as bad debts to exclude from cash flow summary.
- Filter the cash flow to show banks and transactions in specific currencies.
- Load the forecast and use the drag and drop functionality to move items to their expected cash impact date.
- Export the forecast to Excel.
- Build a specific cash flow forecast structure to allow long term planning of income and expenditure.
- Load up to 5 years of cash flow forecasts using the current position plus nominal budgets.
- Amend the forecast and budgets from within the drag and drop interface to create future income and expenditure scenarios.
- Can be used to assist credit control by adding and reviewing existing invoice memo's.
- Add notes to all transactions from within the cash flow.
- Forecast cash takings for businesses who deal directly with the public in shops or other cash based service industries using the Cash Sales Forecast.
- Customer average time to pay option can be used instead of customer standard terms.
- Day, week and month view is available across the module.
- Cash Flow can include contracts from Sicon Contracts, as well as applications and retention's from Sicon Construction.

Cash Flow Settings
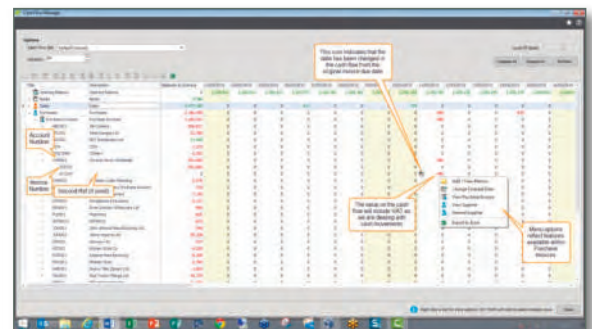
Cash Flow - Forecast Purchase Invoice Detail
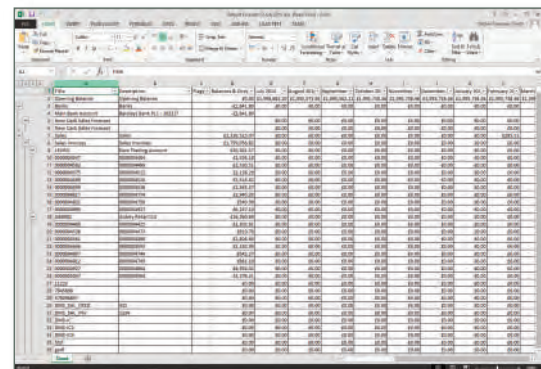

Export Cash Flow to Excel

Contracts

Contracts is an additional module for Sage 200, designed to control periodic invoicing and the management and reconciliation of the deferred income and cost postings. Optional integration to costing packages can provide profitability on contracts. This module is operated entirely within the Sage 200 environment. Contracts can be manually entered or created from the posting of sales orders with contract items included.

- Manage the renewal reminders and invoice processing of recurring contracts.
- Invoicing periods can be set to any divisible duration of the contract, e.g. monthly, quarterly, annually.
- Each sales order and invoice includes the period of cover (from and to dates) clearly defining the billing duration.
- Manage deferred income and costs and the associated monthly nominal postings from balance sheets to profit and loss.
- Process contract amendments to generate invoices or credits to adjust the contracts mid term.
- Setup renewal pricing and changes ahead of the renewal process to allow printing of the reminders with new details.
- Manage expected supplier costs and invoices to create deferred costs for each contract line.
- Contract reconciliation enquiry provides analysis of deferred income and cost postings by customer and contract items.
- Sage 200 report designer based amendable layouts and reports are available for contract reminders and contract analysis.
- Create sales orders with contract details included and automatically create new contracts when sales orders are saved.
- With the addition of the Sicon Projects module it is possible to analyse the profitability of the contract*.
- With the addition of the Sicon Service module it is possible to cover serviceable items under a contract and control what is covered*
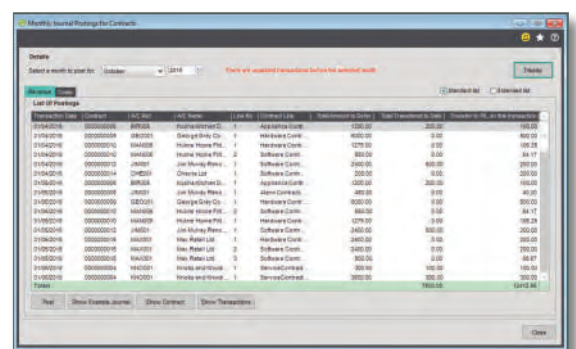
Additional cost - please see the price list.

Contract Reconciliation
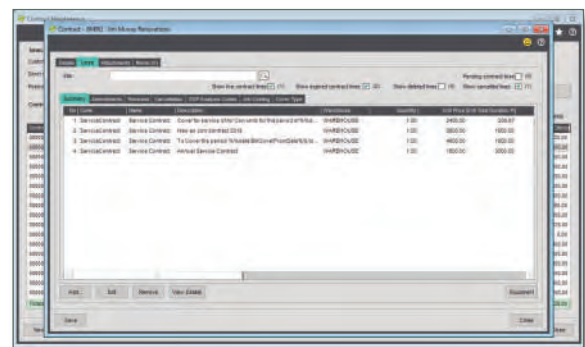
Contract View Contract Line

Contract Deferred Income Journal Posting

Sicon Documents

Allows users to scan and retrieve documents while they work in Sage 200, with no additional document management software or indexing steps required. The document indexing information is stored within the Sage 200 SQL database for fast searching. The documents are stored within the Sage 200 attachments path to ensure all documents are backed up within your Sage backup plan.

- Documents can be scanned or attached within the standard Sage 200 screens with no additional document management software required.
- Drag email attachments into Documents while entering invoices or processing orders.
- Retrieve documents directly from Sage 200 accounts, orders and transactions.
- Save time and space (estimated at more than 20% of administrative time).
- Some of the Sicon Documents touch points within Sage 200 include:
   - Supplier Account, Purchase invoices and credit notes, Payment authorisation, Purchase Orders and Returns.
   - Customers Account, Sales Invoices and Credits, Sales Orders and Returns
   - Nominal Ledger: Store copies of Journals calculations in paper or Excel formats.
   - Sales Orders: for example customer purchase orders, signed delivery documents, export documents, etc
   - Purchase Orders: for example purchase contracts, delivery documents etc
- Stock Control: item specification documents, change documents, instruction manuals etc.
- Bank: statements stored with each bank reconciliation and general bank correspondence.
- Add your own custom document types to any of the modules within the Documents application.
- Add mandatory attributes to document types to capture additional information.
- Documents can be viewed outside of Sage via an additional interface (requires a separate license).
- Works with Twain compatible scanners or network copiers.
- Documents integrates with Sicon WAP to show documents added within Sage 200 on the documents that require approval in the WAP system.

Scan, Attach or Drag & Drop Images During Purchase Invoice Entry
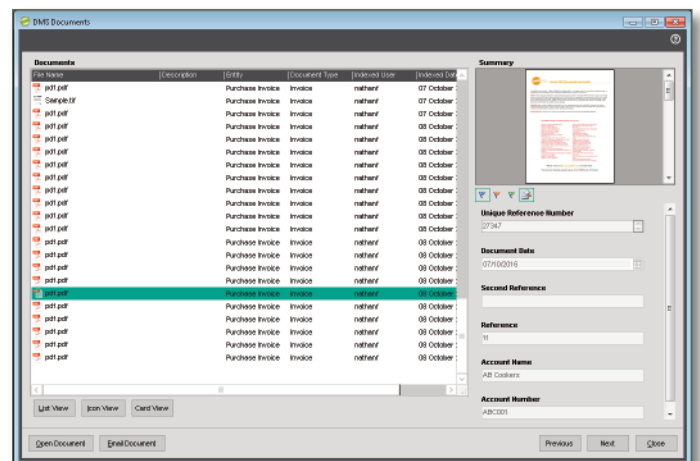
Document Preview Pane

Sicon Document Distribution

Sicon Document Distribution allows users with a Scan and View license to email or archive documents directly from Sage 200 with specific background layouts and custom terms and conditions for each of the documents that are created within Sage 200. Documents created using Document Distribution are automatically archived within the Sicon Document management system for later retrieval and review.

- Setup each document type with optional background layouts and terms and conditions created as pdf documents.
- When documents such as Sales orders are created the background layout will be applied and terms and conditions attached at the end of the order document to create a single pdf to be sent via email or printed.
- Each document type can be configured with various options to hold email in drafts, add your signature or send immediately once you have the layouts as you require them.
- Attach specific stock item documents with purchase and sales order documents. E.g. Drawing and specifications can be sent with Purchase Orders while instruction manuals could be sent with a delivery confirmation or Sales Invoice.
- When sending Statements, you can choose to send an additional PDF attachment to include a copy of all outstanding invoices.
- Sicon modules benefit from this module too with Contract Renewals, Direct Debit Mandates and Collection notices all available for distribution.
- Configure customer and supplier accounts to specify specific background layouts, terms and conditions and whether to print or email the documents.
- Use account & order analysis codes or country codes to automatically determine the background layouts and terms and conditions document to attach during the document creation.
- Include multiple email addresses in multiple account roles to send your created document to.

Sicon Document Automation

Sicon Document Automation uses advanced image recognition technology to read and extract data from documents such as supplier invoices to allow these to be automatically processed into Sage 200. The data is displayed in our module within Sage 200 where we validate it to check account status, delivery required status, duplicate invoices and valid date range. Matching to Purchase Orders at header or line level with supplier stock code

- Setup and configured entirely within Sage 200.
- Auto processing of invoices to the purchase ledger and matching to purchase orders with little to no user interaction, once full automation is enabled per supplier.
- Sign up from Sage 200 within the Sicon Documents module and start using the module in minutes. (NB: this requires Sicon Documents to be installed and licensed with at least one scan and view user)
- Download of processed documents and validation is carried out within Sage 200, so no extra user licenses are required.
- Validating the extracted data within Sage 200 maintains accuracy with supplier, nominal, cost centre, department and job information.
- Make use of Sicon WAP for approval of variances in invoices and orders. This provides the ability to have advanced approval processing.
- Control the level and cost of document image processing on a supplier by supplier basis. For example, BT would require header level data extraction only as there would be no PO. Suppliers of materials on the other hand would require line level extraction so PO line matching can be completed. There are even options for human validation of data when supplier documents are consistently poor quality.
- Purchase a larger bundle of documents to use within the system in order to reduce the per document processing costs of each invoice.

NB: At least x1 Sicon Documents Scan & View Licence is required. Users will need to purchase document bundles. Please refer to the Sicon website for pricing.

Enhancement Pack

Sicon has created many enhancements for Sage 200 that are too small to become products on their own. In order to make these readily available, we have included over 90 enhancements and utilities to our Enhancement Pack modules.

- Installed and maintained within Sage 200.
- Runs within all Sage 200 companies at no additional cost.
- Available for all Sage 200 users based on permissions at no additional cost.

Enhancement pack features include:

- Multi module features including pop-up notes for customers, suppliers and stock items.
- Memo tabs for SOP, POP and order processing exchange rates updated after ASM updates.
- New Account /Stock item prompt list, existing account numbers / stock codes listed.
- Nominal ledger journal import with tax.
- Price bands by delivery location and update prices and discount groups by percentage.
- Purchase ledger auto duplicate warning and reprint remittance from Transaction Enquiry.
- Purchase Order Accruals with detailed narrative and supplier price and quantity breaks.
- Hold all sales orders when customer account placed on hold, reason for SOP return.
- Copy a sales order to a return, display customer memo in SOP, force Proforma entry.
- Import SOP delivery addresses and SOP special prices by date range.
- Use stock item updater to make bulk changes to stock items.
- Hide stock item bins with no stock levels.
- Maintain customer stock codes on stock items and search in customer codes in SOP.
- Import Sales and Purchase orders into Sage 200
- Stock type conversion to allow product groups to be changed from non-traceable to traceable or vice versa.
- Warehouse to bin migration tool to consolidate multiple warehouses into a single Sage 200 warehouse.
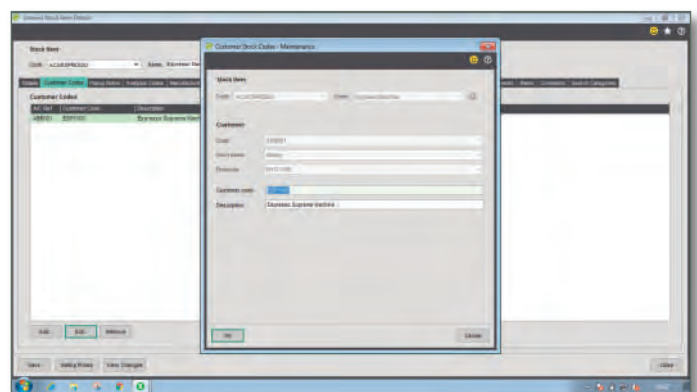
NB: SOP functions are available when entering a full order on Sage 200.
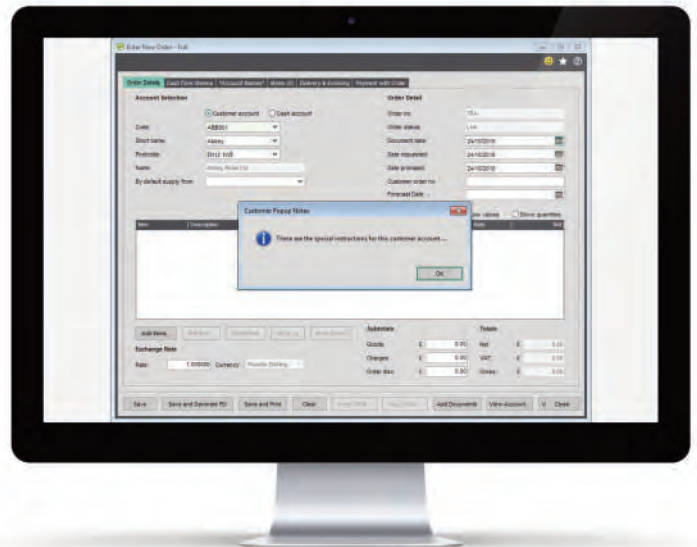
Customer Pop-Up Notes On Sales Order Processing
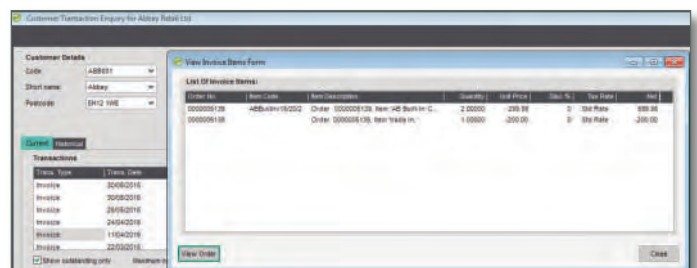
View Invoice Details
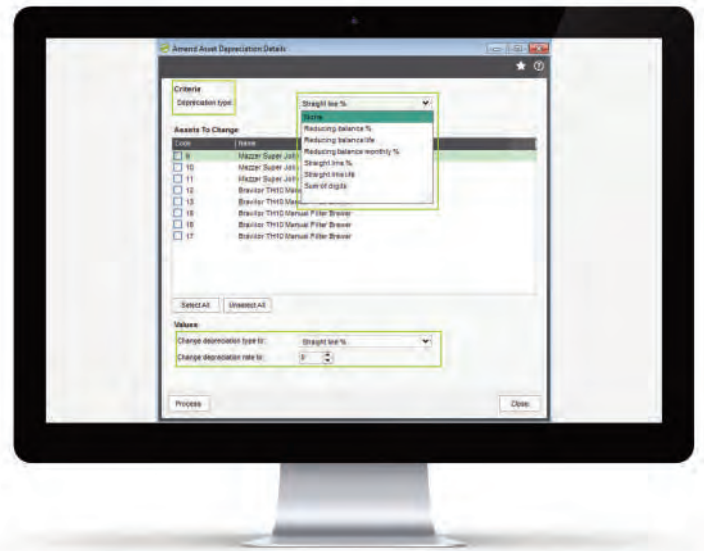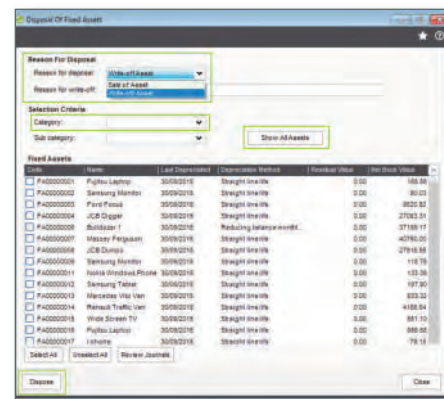

Customer Stock Code

Sicon Fixed Assets

Manage your Fixed Assets with this fully integrated asset management solution for Sage 200. Linking directly to the financial ledgers and month end processes this is a simple module to use. Incorporating list views and workspaces plus a host of standard Sage 200 reports.

- Import your Assets from Excel.
- Period driven depreciation postings linked to the Sage 200 period end routine.
- Create assets from the Sage 200 Purchase Ledger Invoice entry screen.
- Standard depreciation methods supported.
  - straight line, reducing balance, sum of digits.
- Calculate depreciation based on the number of days in the month.
- Mass change of depreciation type, percentage or life.
- Memo's and attachments per asset.
- Record maintenance and repair costs against existing assets.
- Integrates with Sage Project Accounting and Sicon Projects for depreciation postings.
- User defined Asset categories and sub categories.
- 150 analysis codes are available to configure across multiple custom tabs for each asset.
- Fixed Assets can be created into a structure to indicate how they are linked.
- Transaction history of depreciation, employees, location and nominal codes.
- Disposal and Revaluation process wizards included.
- Year-end process to handle current to brought forward adjustments with full nominal ledger integration.
- Reports are available in standard Sage report designer format and can be amended.
- Depreciation forecasts provided to help with budgeting future year's depreciation.

Multiple Asset Depriciation Amendment

Multiple Asset Disposal Process

Statutory Year End Reporting

Intercompany Transactions

The Sicon Intercompany module is designed specifically as an enhancement for Sage 200. The module allows users to carry out purchase invoice apportionment, nominal journals, cash transfers & stock transfers, and creating POP/SOP and SL/PL invoices between companies.

- Create VAT Invoices or Nominal Journals based on company to company VAT relationship.
- Enter Purchase Invoices and apportion to other Sage 200 companies.
- Post cash and pay invoices in subsidiary companies.
- Carry out stock transfers with appropriate financial transactions automatically created.
- Allow inputting of a sales order (or purchase order) in one company to create a purchase order (or sales order) in another company.
- Allow inputting of sales invoice (or purchase invoice) in one company to create a purchase invoice (or sales invoice) in another company.
- Handles companies in foreign base currencies.
- Exclude Nominal codes where Intercompany VAT invoices are not required.
- Facilities for Nominal Journal Templates to handle repeat postings.
- Print sales and purchase VAT invoices for intercompany posting.
- Create back to back sales and purchase orders between two Sage 200 companies with automatic delivery and receipt confirmations.

Purchase Invoice Intercompany Split Posting Transaction
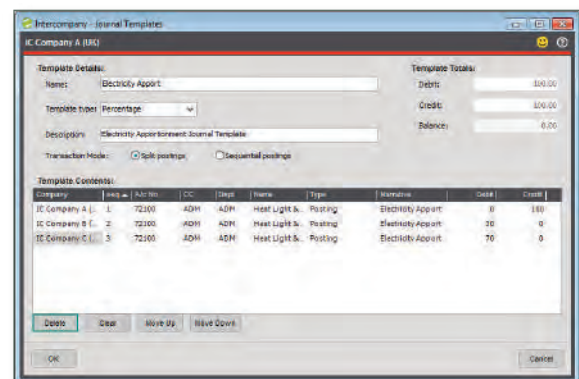
Intercompany Journal Templates
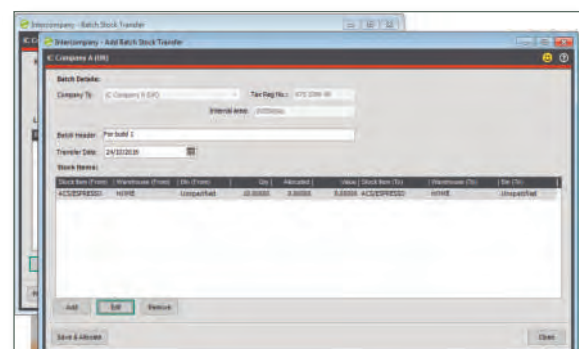
Stock Transfer

Debtor Management

The Sicon Debtor Management module makes collecting funds simpler, faster and more efficient for you and your customers to manage. Manage failed Direct Debits and give greater flexibility for collection methods with the ability to set defaults on the Customer's Account, but with overrides at Sales Invoice or Sales Order level Sales Order.

- Import Customer Bank Details.
- Supports Standard & AUDDIS CSV formats.
- Submit New Customer Bank details to Bank
- Set Default Payment Information on S/L Account
- Based on User Permissions ability to override default bank and payment Information at Sales Invoices, Free Text Invoices, Sales Orders (Full, Trade & Rapid) level and where using Sicon Contracts
- Manage failed Direct Debits.
- Print Outstanding Installment Reports
- Generate and send Direct Debit Collection Notices to customers.
- Process Direct Debits: process/generate the csv file to prepare for the Direct Debit collection

NB: Sicon Debtor Management does not itself send the output file directly to the bank, it is saved within the Sicon solution and picked up from within the 3rd party solution (such as BottomLine PT-X or eCollect or the relevant Banks own solution).


Processing Direct Debits

Sicon CRM

This module is a highly functional CRM solution for company, contact, case, opportunity, tasks, notes and reminders all fully integrated with Sage 200. Including customer classification, opportunity management with sales territories, targets and dashboards, case management with tracking workflow, customer drop-off alerts and outlook style pop-up reminders. For users outside of Sage there is also a mobile App and web version to ensure every user is always connected.

- Migrate & link all existing Sage 200 customers, suppliers and contacts into CRM.
- Create Company and Contact records for prospects, engineers, admin contacts or prospective suppliers without creating sales or purchase ledger accounts in Sage 200.
- Option to create sales and purchase ledger accounts later and link the contact record details to them.
- Create additional contacts against sales and purchase accounts where the CRM users have no access to the Sage 200 ledgers.
- Create opportunities from Sage 200 quotes and track quotes through to orders with lost / won statistics.
- Manage Project based opportunities where multiple clients may request the same quote for a single project.
- Use CRM Contacts in Sicon Hire and Service for end user details.
- Keep notes and actions completed or set task and reminders for yourself or other users on sales orders, purchase orders, stock items or other Sage 200 modules.
- A Sage 200 Desktop list provides a list of task, actions and reminders assigned to the user.
- Pop-up reminders are provided for tasks and notes with due dates & times.
- Mobile App provided for external sales personnel including access to accounts data and products/sales history plus client visit reports.
- Data security maintained between allocated sales staff and customer sales data via territory controls.
- Notification to salesperson of accounts that have falling sales activity based on configurable rules.
- Notification to sales people of reminders set for them in Sage 200 against orders and accounts.
- Notification of overdue activities.
- Filter contacts based on user definable criteria to produce e-marketing lists.
- Simple 'per named user' licensing for both Sage 200 and mobile users.
- Activity reports available for any user on all activities completed or scheduled to be complete.
- Reports available in Sage 200 report designer to allow simple amenability and new report creation.
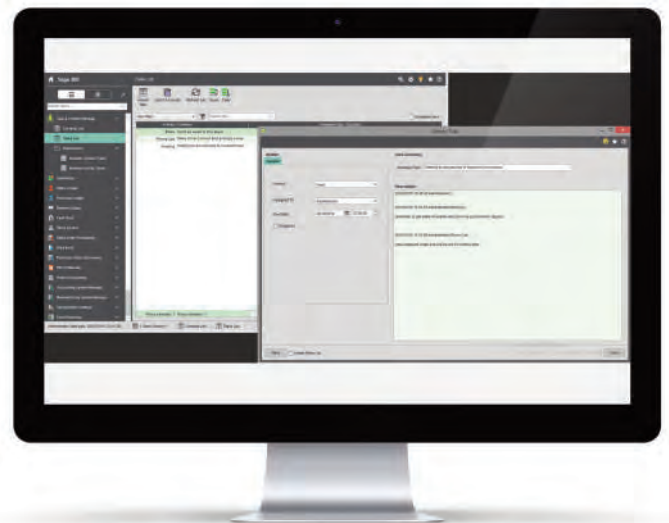
Amending a Task via the Task Desktop List
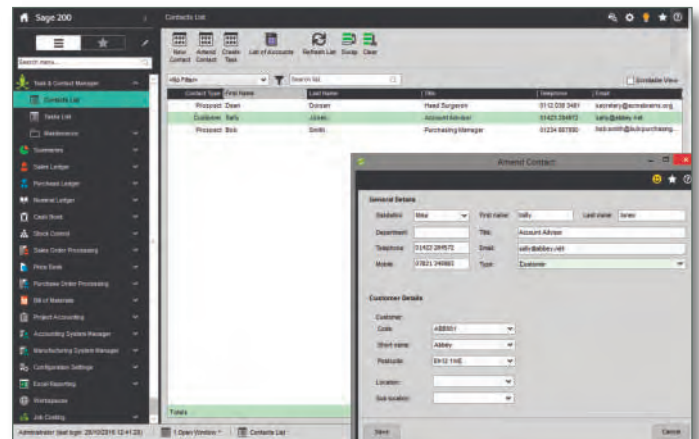
Amending a Contact via the Contacts Desktop List

sicon commercials

The Sicon Commercial Modules are designed to provide solutions to complex business processes in specialist market sectors. These modules link with many of the standard Sage 200 modules to provide a truly integrated solution with no duplication or synchronisation of any data.

Mobile device integration is important to our clients so we have made tablet interfaces available for service engineers, Shop Floor Data Capture and barcoding available for manufacturers and Web updates are provided for Surveyors needing to value supplier applications in the construction sector. Sales teams can access & update client data and create sales reports while on the road while responding to notes and reminders from the office staff.

Sicon Commercial Modules for Sage 200
- Barcoding & Warehousing
- Construction & CIS
- Distribution
- Hire
- Service
- Manufacturing
- Job Costing
- Works Order Processing
- Kitting
- Material & Resource Planning
- Shop Floor Data Capture

sicon commercials | licensing summary

The Sicon Commerical modules are written within the Sage 200 development environment using the Sage business objects to control the transaction postings and utilising the latest Microsoft technologies for user interface.

- Installed and maintained within Sage 200
- Reports are designed within Sage 200 using the Sage 200 report designer. This means they can be amended to provide custom versions of the reports.
- When the Sicon modules are installed the Sage features are updated and these can be added to the Sage user menu's using the Sage System Administration tools.
- The modules are licensed in various ways and the table below explains which are available for all Sage users and which require a use license:

| Sicon Module	License Type
Barcoding & Warehousing	Requires a license for the module and each named Sage 200 and external App user.
Courier Integration	Available to all Sage 200 users within all Sage companies at no extra cost.
Construction & CIS	Available to all Sage 200 users within all Sage companies at no extra cost.
Distribution	Available to all Sage 200 users within all Sage companies at no extra cost.
Hire	Available to all Sage 200 users within all Sage companies at no extra cost.
Service	Available to all Sage 200 users within all Sage companies at no extra cost.
Service Mobile App	Requires a license for each named external App user
Kitting	Available to all Sage 200 users within all Sage companies at no extra cost.
Material & Resource Planning	Available to all Sage 200 users within all Sage companies at no extra cost.
Sicon Projects	Available to all Sage 200 users within all Sage companies at no extra cost.
Works Order Processing	Available to all Sage 200 users within all Sage companies at no extra cost.
Shop Floor Data Capture	Requires a license for each named external App user

Barcoding & Warehousing

The Sicon Barcoding & Warehousing module is integrated in real time with the Sage 200 stock and order processing modules, plus it fully supports all of the Sicon additions including Projects for issues and returns, works orders for picking and building assemblies and distribution for pre-allocation of stock at goods in.

- Will run on Android device.
- Receive purchase orders, and put away into existing or new bins.
- Pick, pack & despatch sales orders.
- Issue & return stock to internal/jobs.
- Pick stock for Sicon Works Orders & Kits and build when pick complete.
- Pick stock for Sicon stock transfer (Service and warehouse replenishment)
- Add 'found' stock.
- Write off damaged stock.
- Complete a Stock take for both traceable and non-traceable items.
- Transfer stock in the warehouse, even if it is allocated.
- Allocate received stock to Sales orders using back to back or Sicon pre-allocations processing
- The Sage 200 report designer supports many barcode formats as standard.
- Layouts are provided in the Sage 200 report designer to:
  - print barcode labels at goods in
  - print warehouse bin location labels
  - print barcodes on purchase orders, sales orders, job sheets and works orders.
- Additional license required per barcode device.
- What you will need to provide:
  - Wireless Network covering your warehouse area(s).
  - Your chosen Android handset hardware options.
  - Visit the Sicon Web site for some recommended device options.
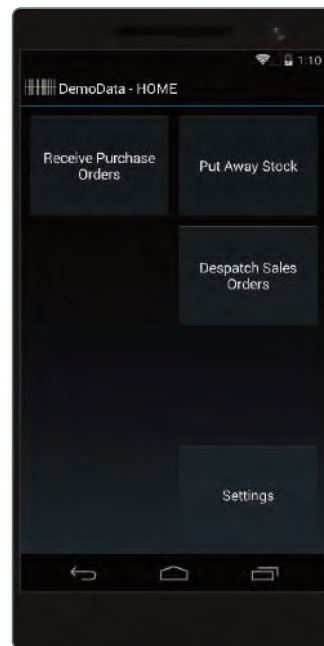
Home Screen
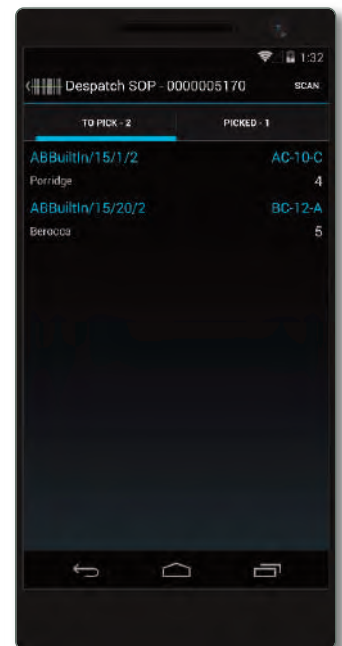
Pick and Despatching Sales Orders

Receive Purchase Orders

Put Away Stock

LOGO | M R I

PIECE: 1/2

A

SORT AA13

AWB/WAYBILL 4534452234

Sender's Reference 3536348Z

Shipment No:

Order No: 0000/1234

BOOK 325

Additional Instruction:

Name:
Address:
City:
Zip:

Courier Integration

Sicon Courier Integration allows you to select available Couriers at sales order despatch and print labels ready for Courier collection. When combined with Sicon Documents this extends functionality to enable you to email despatch notes, which include Courier information and the Courier tracking number.

- Select your available Couriers at sales order or despatch point.
- Linked directly to each Courier (no middleware provider).
- There is no charge for labels*
- Couriers supported include:
  - DPD / DPD Local
  - TNT / Fedex
  - Royal Mail / Royal Mail click and drop
  - Palletways
  - UPS, DX & Tuffnells are coming soon.
- Integrates with Sicon Documents to allow email despatch note with Courier info:
  - Pick up the email addresses from the SOP delivery address
  - Set up senders name and email address for emails out to customers
  - Depatch note templates allows the addition of analysis codes to the email template, so Courier tracking number can be included within the email / dispatch note

*excluding Royal Mail Click & Drop who charge for labels printed.
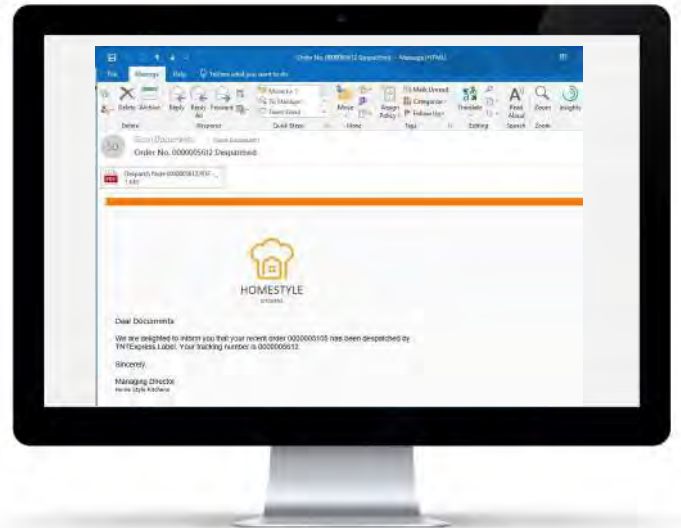
Sicon Document Automation dispatch note with Courier info and tracking number included

Construction and CIS

Sicon Construction is a set of add-on modules for Sage 200, based around the well-established Sicon Project Costing module to capture costs from purchase orders, purchase invoices, stock issues, cash transactions and labour to create reliable and accurate costings linked directly to transactions processed within Sage 200. Handling CIS, RCT, CITB, Applications & Valuations, Retentions and Payments.

- Sub-Contractors are setup within the Sage 200 purchase ledger with relevant CIS, RCT, CITB and default retention details.
- Sicon Projects captures costs and revenues for each project, phase, stage and sub stage.
- Record stock issues, purchase orders, purchase invoices, labour, cash book and nominal costs against each project.
- Customer applications are processed within a dedicated applications module. Agreed valuations are recorded against each application and relevant invoices generated with detailed cumulative summary data.
- The Retentions ledger stores all supplier and customer retentions with release dates and options.
- Print customer applications and manage cumulative valuations and invoice processing.
- Supplier Applications are logged, valued and cumulative figures updated with options to generate Self-bill invoices or to reconcile to invoices received from the supplier.
- Detailed aged application and retention reports are included within the construction module.
- CIS is calculated on paid or allocated invoices based on nominal coding or subcontractor percentage deductions.
- Print subcontractor payment statements from Sage 200 before submission of CIS.
- HMRC Approved online submissions of CIS and subcontractor verifications.
- Job Period Enquiry enables period by period accounting and accrual adjustments.
- RCT deduction calculated on the payment of an Invoice with on-line submission to ROS
- Raise Subcontract Purchase Order, process supplier applications, value work and generate payment certificates.
- Create Construction based Quotes, converting into Orders on a Project that applications can be raised against.
- Cost to complete review and Accrual creation provide accurate cost control on projects.
- Project Enquiry tools enables budget v actual comparison with easy drill down to details.

Customer Applications Ledger
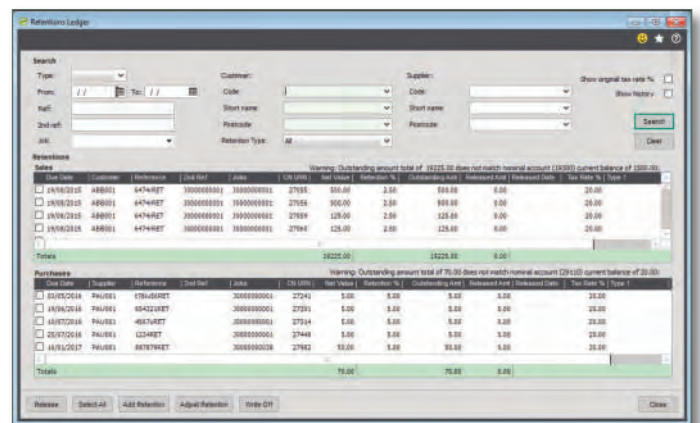
Retentions Ledger
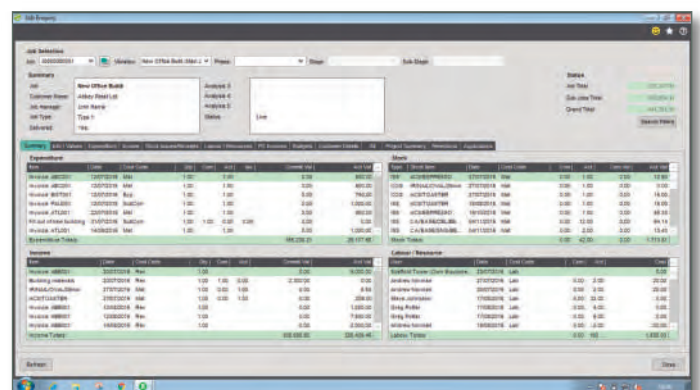
Projects Enquiry

Distribution

Sicon Distribution is designed specifically as an enhancement for Sage 200. Fully integrated with the Sage 200 Stock and Order Processing modules. Designed to manage the requirements of distribution organisation's to improve costing, reduce stock holdings, manage seasonal trends, increase telesales productivity and incorporate sales forecasting within future stock projections and suggested purchase order creation.

Distribution - Standard

- Enhanced stock balances shows 'Forward Orders' quantity with drill down to unallocated sales orders, outstanding Purchase Orders, Quotes and Proformas.
- Enhancements to SOP, POP & Stock
- Sales Order 'Back Order' management system to easily control allocation of orders based on promised date.
- Cumulative daily stock balances created to see when stock will run out.
- Drill down on enhanced stock item balances to show future stock movement, unallocated sales orders, quotes and proformas, detail of stock allocated to sales orders and purchase order status.
- Rapid order entry functions provided by historical order lines, copy orders, use SOP templates and a dedicated rapid order entry screen all offering drill down functions.
- New SOP status for 'Whole Order Ship' and 'Deliver with next order'.
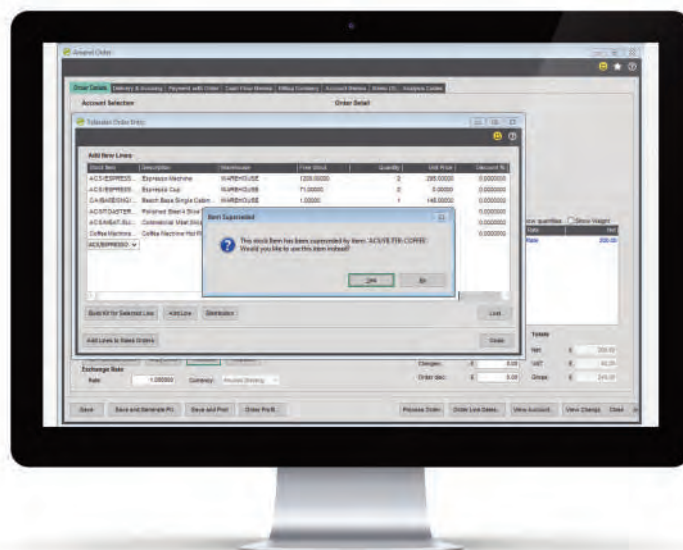
Telesales Order Entry With Superseded Stock Warning

Distribution – Advanced

- Dynamic calculation of Min stock levels based on sales/usage history plus supplier lead time and defined safety margin to create xx days of stock cover.
- Advanced long lead time item profiling with expected orders.
- Suggested Purchase orders created for stock demand, shortages and imported sales forecasts.
- Suggested purchase orders are also created for supplier via stock and direct deliveries to allow all purchase ordering processing to be managed in a single screen.
- 'Pre-Allocate' stock - a virtual allocation of outstanding purchase orders to a sales order which are auto allocated at goods received.

Min Stock Calculation

- Warehouse (e.g. Van stock) replenishment with stock transfer tracking and documentation.
- Lost Order analysis captures sales that could not be completed due to no stock or other reasons. Details used in the min stock calculation routine to help reflect a more accurate theoretical sales figure for the period.
- Material Planning creates suggested purchase orders for stock shortages based on supplier lead times and min order quantities, min stock levels, unallocated sales orders and imported sales forecasts. Other demand is generated from Sicon Kitting, Sicon Service, Sicon Projects and Sicon Works Order Processing.
- Advanced 'Landed Cost' management per supplier with imports from CSV.
- Update supplier lead time (plus safety margins) and landed cost information can easily be applied to related stock items from supplier account configuration.
- Sales Order Allocation screen to allow allocation of stock deliveries to multiple sales orders in a single screen. Stock can also be unallocated from multiple sales orders.
- Container management to link Purchase Orders and track the step by step progress of deliveries.
- Customer and Supplier purchase contracts to create agreements and track real time progress of orders placed.
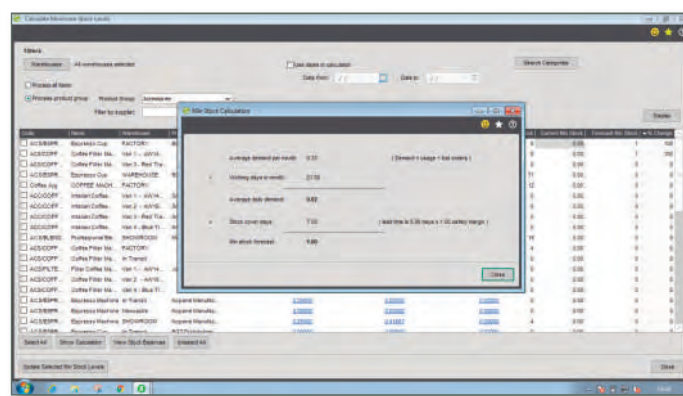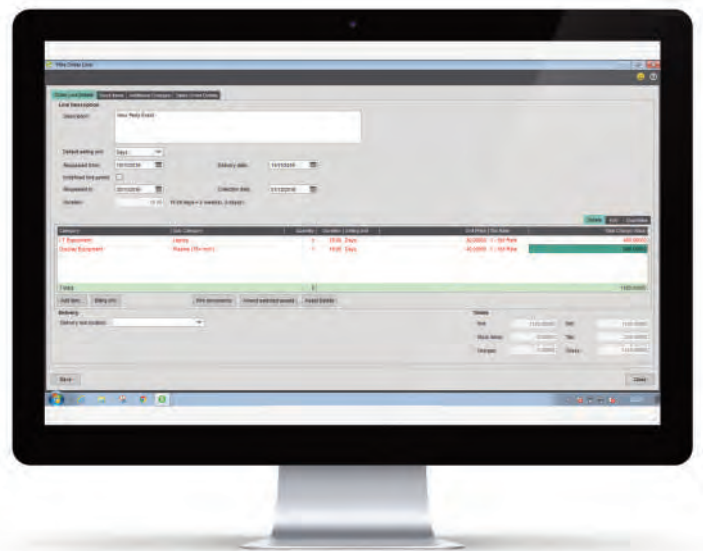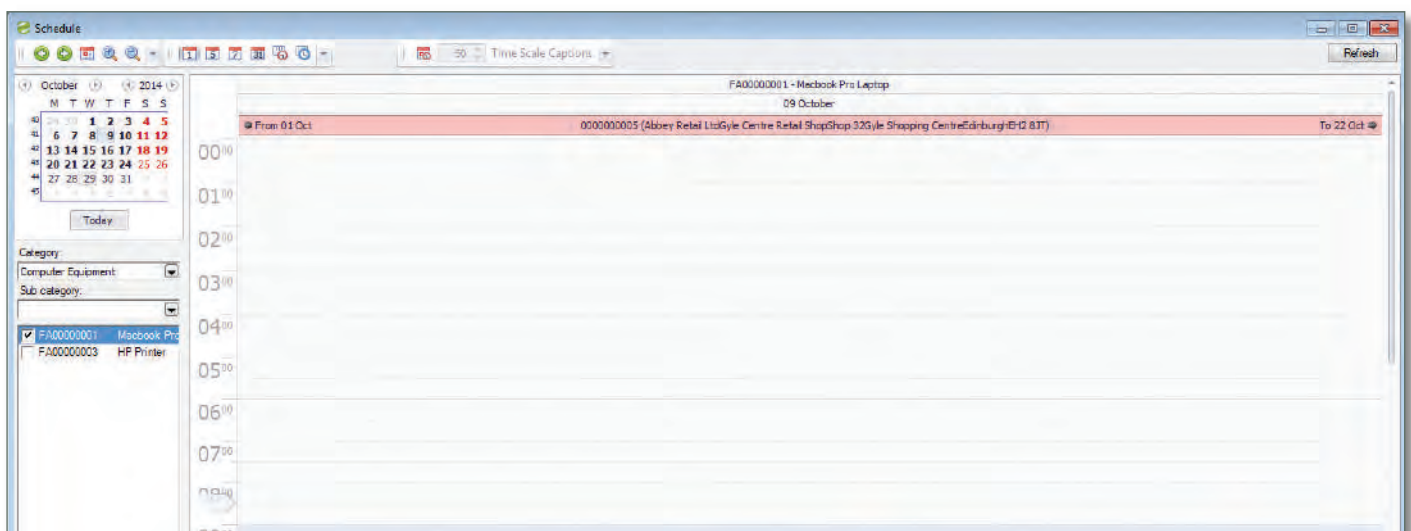
Hire

Sicon Hire is designed specifically as an additional module for Sage 200. Fully integrated with the Sicon Fixed Assets (included with hire), Sage 200 Stock and Order Processing modules. Designed to manage the requirements of hire organisation's needing to create hire documentation, schedule people and equipment, control pricing and generate one off or periodic invoices for the items on hire.

- Flag specific Sicon Fixed Assets to be made available for hire.
- Stock items can be transferred to Fixed Asset and made available for Hire.
- Flag assets with calibration or service dates. They will become unavailable if they expire.
- Force items to be inspected upon return before being available for hire again.
- Back to Back hire: Hire in equipment and e-hire out.
- Simple scheduling and diary view of assets.
- Maintains an on-hire diary view for every hire asset.
- Identify conflicts and issues with items being extended or returned late.
- Graphical user interface shows multiple assets availability in a single view.
- Schedule by Asset category when hiring multiple items.
- Suggested Fulfilments to enable back to back hire, or manufacture of items

Hire Order Entry Screen
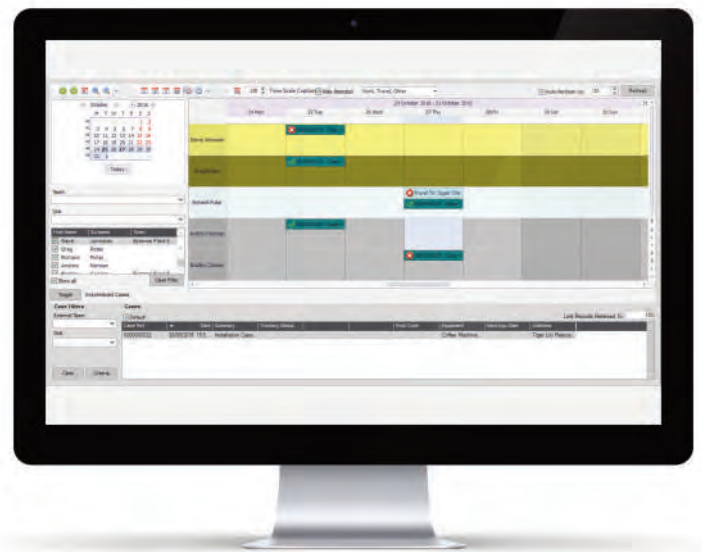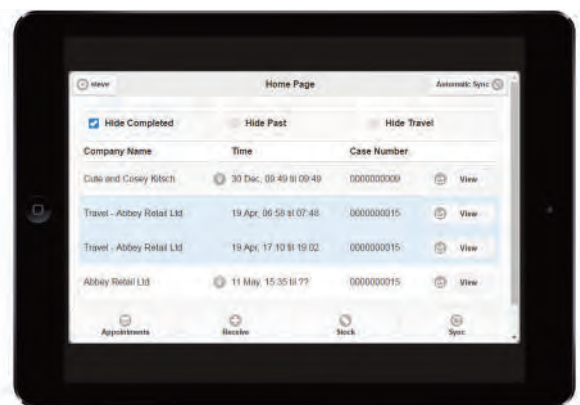

Hire Diary Scheduler

Service

Sicon Service is designed specifically as an enhancement for Sage 200. Fully integrated with the Sage 200 financial, stock and order processing modules, Service is simple to learn and to use. Log service cases within Sage 200 to allow scheduling of engineers, allocation of stock and transfer of stock to engineers. Manage the profitability of call out cases and service contracts. Tablet interface licenses available for service engineers to update case details, use stock, book time and complete work.

- Log Service cases against customers, with or without contracts, against equipment, locations and sub locations for specific contacts per case.
- Manage equipment under warranty or covered by a service contract. Full history of cases, equipment and the parts used on them.
- Assign service cases to a team (e.g. internal support for initial fix then on to external field service), allocate to an engineer and schedule using the flexible calendar.
- Allocate parts required for any service/repair.
- Despatch stock to external engineers or customer sites.
- Track service levels per case with colour coding and countdown timer to expiry.
- Setup contracts for warranty or chargeable services.
- Manage annual or periodic invoicing of contracts with deferred income (DI) management and monthly journals, included when using the Sicon Contracts (Sicon Contracts included In Sicon Service).
- Generate contract reminders and renewals ahead of renewal dates.
- Track profitability of Contracts and Service cases using the Sicon Projects module which is included in the Service package.
- Based on equipment service intervals regular visits can be generated as service cases.
- Engineers can be assigned post code areas to allow simple geographical allocation of cases.
- The skills matrix guides cases to be assigned to the most suitable engineer available to fix a specific type of fault.
- The Engineer diary scheduler can show booked appointments, holidays, training and any other related tasks.

Service Diary Scheduler Screen

Service Engineer Tablet Interface

- **Mobile Engineer Tablet Interface:** Running on Android and IOS offering both online and offline operation with sync of new cases.
- The engineer can update work carried out, issue parts allocated for the case or from his vehicle, and complete the case appointment ready for the service admin staff to check, bill and close the case.
- Interactive auto refreshing service desk, enabling the service team to track SLA's and the latest status of a service case. Available as a dashboard for display on a wall mounted TV screen.
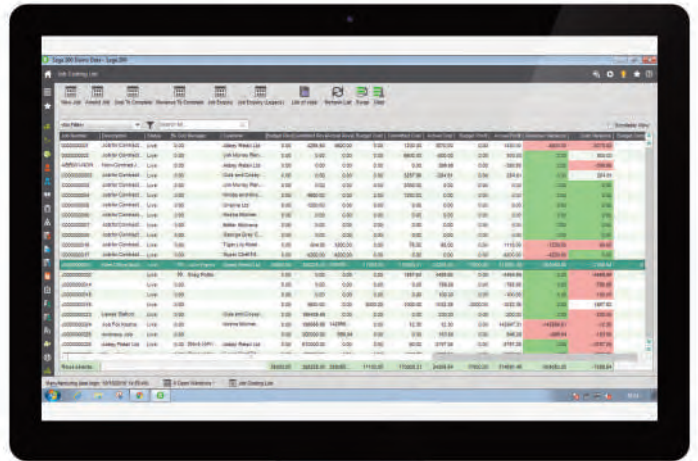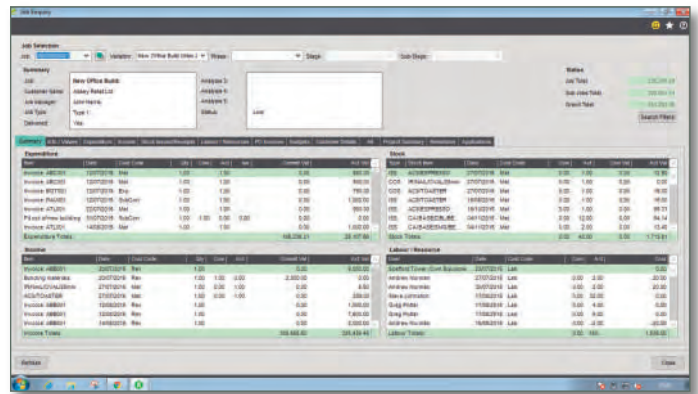
Job Costing

Job Costing is designed specifically for Sage 200, integrating with Purchase ledger, SOP, POP, Stock, Time Recording and Works Order Processing. It provides solutions for clients in manufacturing, construction, software development and all types of project costing and project management.
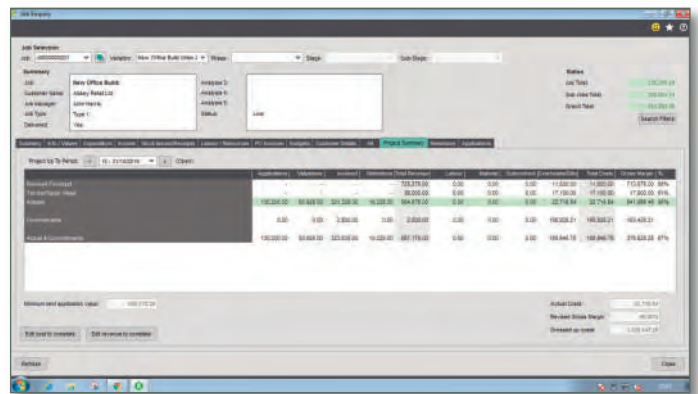
- Create Projects manually, or automate from Sales Order Processing.
- Enter Purchase invoices and link to one or more project.
- SOP and POP lines can be linked to projects to be shown as commitments.
- Stock can be linked to projects via Stock Control, Internal Issues and Returns. Allocated stock is shown as committed stock usage.
- Complex project structures can be created with linked works orders allowing allocation of stock to projects and assisting the material planning process.
- Labour is recorded directly into Sicon projects but can be planned on the built-in scheduler to create committed labour.
- Detailed WIP reporting included with standard Sage 200 reports.
- 100% reconciliation between nominal ledger transactions and projects.
- Project enquiry and management screen provide a simple view of projects, showing all costs, revenues and budgets with drill down to detail and history.
- Instantly identify outstanding sales and purchases as commitments.
- Projects are quick and simple to setup, just one click will create a project.
- Most data input is carried out in the normal Sage modules removing duplication.
- Budget by cost heading and optionally by period and cost heading.
- Custom project management tabs and fields with linked workspaces available.
- Drill down to sales orders, purchase orders, purchase invoices, stock transactions (works orders when purchased) and any related documents.
- Create phase, stages and sub stages within Projects.
- Estimate on a Project allowing you to create a budget from planned purchases, and required operations including labour and stock.
- Create Project Templates in order to quickly create different Project types
- Manage a list of planned purchases that can be converted into purchase orders to ensure you remain within budget
- Plant hire module enabling you to fully manage all owned or hired in plant.
- Record time against owned or hired in plant adding a cost to a project
- Reconcile hired in plant invoices against timesheets entered

Desktop List View

Project Summary Screen

Project Summary and Cost to Complete

Manufacturing

Sicon Manufacturing is a set of additional modules for Sage 200, integrated with Stock, BOM, Sales and Purchase Order Processing. Including modules for Project costing for bespoke manufacture, and Works Order Processing for high volume repeat production manufacture. This package can be configured for either requirement or a complex mix of the two. Material and Resource Planning (MRP) provides suggested works orders and purchase orders plus a rough-cut capacity plan and hourly operation schedulers at labour and machine levels.

Project Costing

• Our standard module integrates perfectly into bespoke manufacture requirements to capture stock, purchase order, timesheet and other costs to give budget v actual comparison on your project.

Kitting

• A simple bill of material module with flexible creation and amenability within the Sage 200 sales order processing module.

Material & Resource Planning

• Creating suggested works orders and suggested purchase orders to fulfil demand from every aspect of your Sage and Sicon modules.
• Giving you a real time graphical user interface for labour and machine demand against availability.

Works Order Processing & Estimating

• Using the standard Sage 200 BOM to create works Orders with Materials, labour, machine and subcontractor content.

Shop Floor Data Capture

• An Android based App for real time capture of elapsed time on each operation and update of quantity produced to track overall works order progress.

Barcoding & Warehousing

• An important part of any business system in order to control stock with accurate picking and allocation of materials to

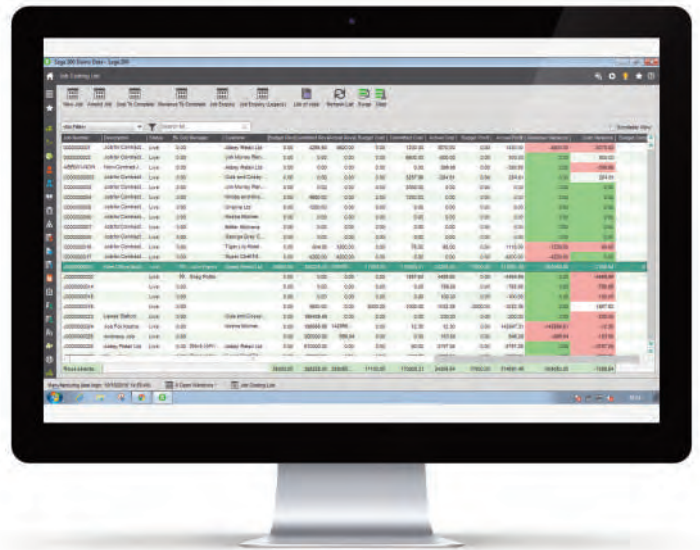Sicon Manufacturing Integration Diagram
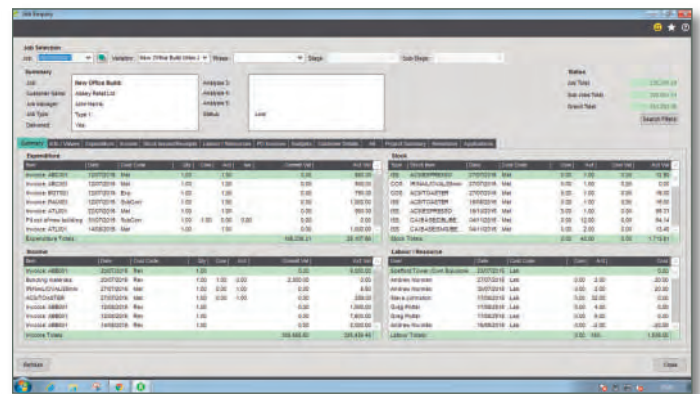With Sage 200 Modules

Works Order List

Sicon Projects

Sicon Projects is designed specifically for Sage 200, integrating with Purchase ledger, SOP, POP, Stock, Time Recording and Works Order Processing. It provides solutions for clients in manufacturing, construction, software development and all types of project costing and project management.
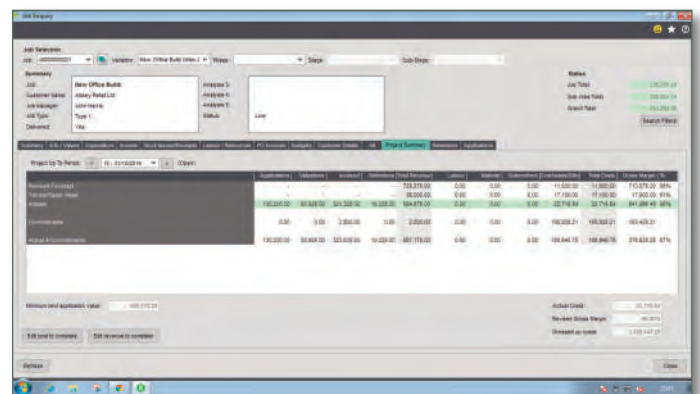
- Create Projects manually, or automate from Sales Order Processing.
- Enter Purchase invoices and link to one or more project.
- SOP and POP lines can be linked to projects to be shown as commitments.
- Stock can be linked to projects via Stock Control, Internal Issues and Returns. Allocated stock is shown as committed stock usage.
- Complex project structures can be created with linked works orders allowing allocation of stock to projects and assisting the material planning process.
- Labour is recorded directly into Sicon projects but can be planned on the built-in scheduler to create committed labour.
- Detailed WIP reporting included with standard Sage 200 reports.
- 100% reconciliation between nominal ledger transactions and projects.
- Project enquiry and management screen provide a simple view of projects, showing all costs, revenues and budgets with drill down to detail and history.
- Instantly identify outstanding sales and purchases as commitments.
- Projects are quick and simple to setup, just one click will create a project.
- Most data input is carried out in the normal Sage modules removing duplication.
- Budget by cost heading and optionally by period and cost heading.
- Custom project management tabs and fields with linked workspaces available.
- Drill down to sales orders, purchase orders, purchase invoices, stock transactions (works orders when purchased) and any related documents.
- Create phase, stages and sub stages within Projects.
- Estimate on a Project allowing you to create a budget from planned purchases, and required operations including labour and stock.
- Create Project Templates in order to quickly create different Project types
- Manage a list of planned purchases that can be converted into purchase orders to ensure you remain within budget
- Plant hire module enabling you to fully manage all owned or hired in plant.
- Record time against owned or hired in plant adding a cost to a project
- Reconcile hired in plant invoices against timesheets entered


Desktop List View

Project Summary Screen

Project Summary and Cost to Complete

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Kitting

The Kitting module is a fully integrated module that runs within Sage 200. Create single level parts lists using Sage 200 stock items that can be allocated and issued to make a finished product. Kits can be built manually or within a Sales Quote and Sales Order. Where Sage 200 Bill of Materials is too complex, Kitting provides an alternative solution.

- Manually design and build kits from the Sage 200 stock item list.
- The cost of all the components in the kit are added to create the exact cost of the finished item.
- Nominal accounts are controlled for items being issued and added to stock.
- The Kitting module supports full Sage 200 stock traceability methods.
- Enter a new sales quote or order and check kit component availability and cost.
- Selectively convert quotes to sales orders with kits copied.
- Build kits within SOP to create free stock of the finished items.
- Kit cost and selling prices can update the sales order line details.
- Create a new kit within a Sales Order line where ad-hoc kits are required.
- System permissions control the various operating functions.
- Manually dissemble a kit using current average cost prices.
- Enter a sales return and disassemble a kit when booked in.
- Produce a pick list report for the items used and amended in a kit build.
- All reports are built within the Sage 200 report designer and are all amendable.
- Reports are included for all kit designs, pick lists and custom kit builds.
- Ideal for simple kit assembly with the ability to amend the components.
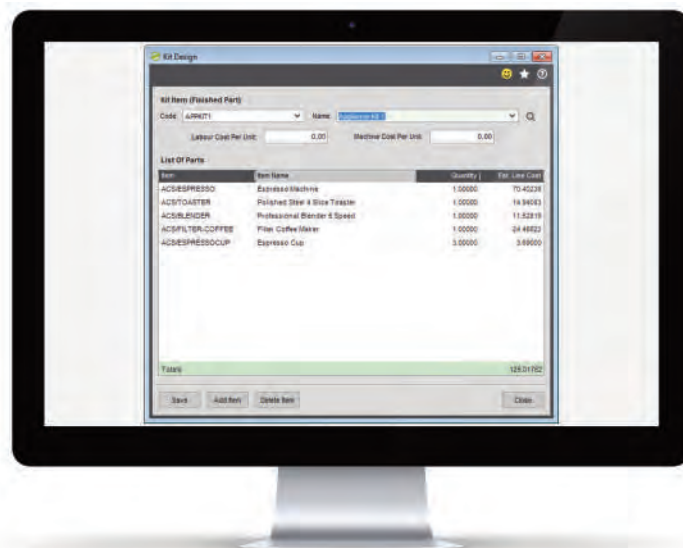
Design Kits Using Sage 200 Stock Items
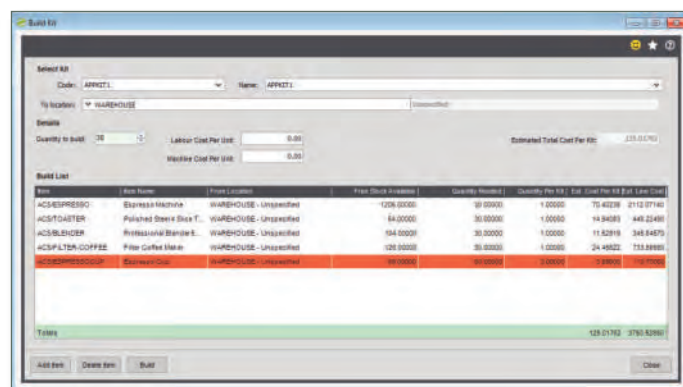
Build Kits Within The Kitting Module
or From Sales Order Processing

Dissasemble Kits

42
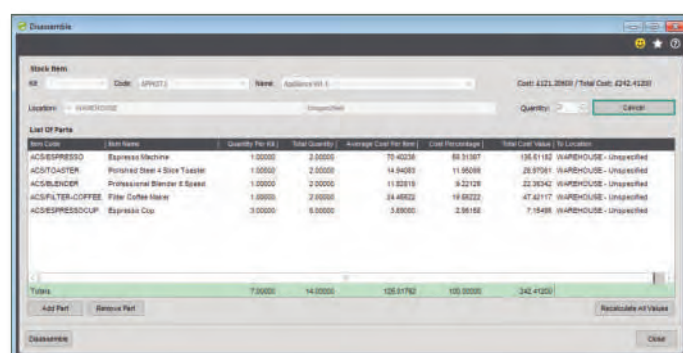
Material and Resource Planning

Material and Resource Planning is designed specifically for Sage 200. Based on material demand from sales and purchase orders, forecast sales orders, free stock and min stock levels plus the Sicon Works Orders module, a list of suggested works orders and suggested purchase orders are created. Weekly labour and machine capacity demand is created from Works Orders and generates a rough cut capacity plan.

Material Planning
- Create suggested works orders and suggested purchase orders to replenish stock shortages now and planned into the future.
- Shortages are derived from outstanding works orders, sales orders, kits, stock transfers, purchase orders, forecast orders, master production schedule and min stock levels.
- Purchase order suggestions are driven by supplier lead time, usual and min order quantities.
- Works order suggested due dates are based on supplier and production lead times.
- Generation of expected sales to create demand for long lead time items with no forecast is a useful tool within this module.
- Including alternative suppliers with intelligently derived suggested buy prices incorporating supplier quantity breaks.
- Future stock movements showing all activity on a stock item that is still due to happen.

Material Planning Screen

Resource & Capacity Planning
- Create departments and routings that emulate your business process.
- Link Labour Register items to departments.
- Set available hours per Labour Register item at weekly or daily level.
- Create daily/weekly graphical schedule for labour and machine capacity.
- Graphical drill down plan shows labour and machine availability.
- Drill down to amend works order dates to smooth overloads.
- Calculate the next possible delivery date from sales order processing for manufactured items based on capacities and material availability.
- GANT Chart and critical path for planning production workload.
- Plan capacity by labour, machine and production area. Create availabilities for labour and machine resources taking into account shutdown, maintenance periods and holiday.
- Calendar view with drag and drop interface to adjust the production plan by moving works orders and sub-assemblies in real time.
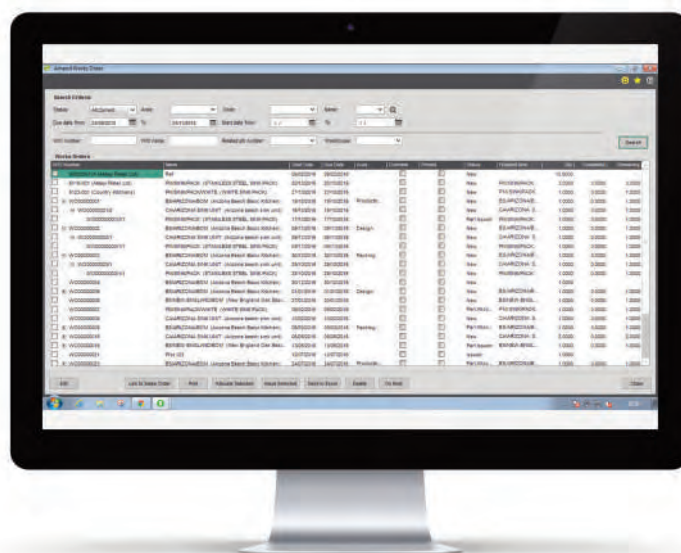- Daily works order list showing todays, tomorrow and overdue workload.
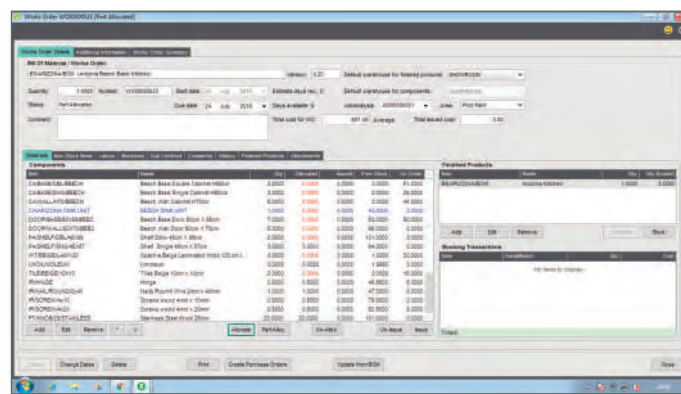

Capacity Plan Graph

Works Order Processing (WOP)

Sicon Works Order Processing is designed specifically for Sage 200, integrating with BOM and Stock Control. It provides enhanced functionality to the Sage 200 BOM module and is an ideal addition for clients in manufacturing who need a simplified stock allocation and issuing process with the ability to amend works orders during assembly.

- Create Works Orders from the standard Sage 200 BOM's with version control.
- Create Works Orders from WOP Templates.
- Allocated and issues stock with full Sage 200 traceability support.
- Add and remove components, labour and machine items.
- Allocate all component items or individual items and part allocate.
- Back flush process across linked Works Orders with traceable item support.
- Over-runs can be booked to stock without the need to add more components.
- Uses standard component costing method for accurate cost roll-up.
- Add non-stock items to works orders for sub contract costs.
- Option to explode multi-level BOM's into a single Works Order list.
- Works Order stock shortages can be identified by report and are included in the material planning routine.
- Sage stock transaction history shows WOP issues and bookings.
- Link works orders to projects for rolled up costing of complex builds.
- Integrates with the Sicon Barcoding & Warehousing module for picking of Works Orders.

Amend Works Order

Estimating
Estimates can be built up in the same way as a Works Order from a Sage 200 BOM or from scratch.

- Add components, labour, machine, comments and non-stock costs to create accurate estimated finished products costing.
- Future buy prices can be entered into the estimates if different from the current buy prices in Sage.
- Works Orders, Project or both can be created from an Estimate.
- Create and link an estimate to a sales order quotation.
- Quotation pricing can be derived from selling prices for components or from a mark-up on the cost of the works order elements.

Works Order Parts Allocated Screen

Shop Floor Data Capture (SFDC)

The Sicon Shop Floor Data Capture App links to both the Sicon Works Order Processing and the Sicon Project Costing modules to allow real-time capture of Operation progress and elapsed times. With the option of creating a route card with barcodes for each operation you can simply scan on and off an operation to capture the elapsed time, update the progress and log any quality notes and non-conformance issues.

- Installed and maintained within Sage.
- Will run on any Android Device.
- Scan to start and stop elapsed time on any Sicon Operation.
- Option to capture time & attendance data at arrival / departure.
- Updates are real time into Works orders and Project costing operations.
- Users can create a complete timesheet by simply selecting what they are doing throughout the day.
- Links to the common Sicon Timesheets.
- Layouts are provided in the Sage 200 report designer to: print route cards for works orders and Project operations.
- An ideal product for production environments.
- Additional User license required per SFDC user.
- What you will need to provide:
  - Wireless Network covering your warehouse area(s)
  - Your chosen handset or terminal hardware options
  - Any Android based device (above OS 4.2) will run this App, but JM Prime have a very nice 10" touch screen with no battery JM-1020T for wall or bench mounting that has 3x USB connections for attaching a low-cost barcode scanner.
  - SFDC is now available as a Windows 10 App so this can be installed on Windows 10 laptops and PC's and used with a USB barcode scanner.

Shop Floor Data Capture Handheld

Shop Floor Data Capture Handheld

siconWAP

WAP for Sage - Please Log In

Username

Password

Remember me (not advised for shared / public computers)

Change Password

Log on

sicon wap

WAP is a web-based application designed specifically for real-time integration with Sage 200. Providing data entry and approval processing for business documents including Requisitions, Invoices, Expenses, Timesheets, Holidays, Sales Orders and HR. Approvals can be based on parameters such as nominal code, project/job, user, document type and value. Real-time analysis of committed costs, nominal and project actual costs against budgets.

- Web based application linked directly to one or multiple Sage companies with a single login for entry and approvals across many companies.
- Scalable from 5 to over 2000 users.
- CSV Imports available for quick and easy user configuration and approval routes setup.
- Approval and data entry limits per user.
- Approval by single or groups of users per approval step.
- Mandatory users included if over nominal or job budget or mandatory extra user approval regardless of values.
- Custom field values to drive approval behaviour.
- Custom / ad-hoc approval routes available.
- Integrate with Sicon Projects or limited integration with Sage Project Accounting.
- Integrated email notifications and reminders.
- Restricted nominal code, project code and expense items per user.
- Interactive reports with option to export to Excel or PDF.
- Integrated document management with Sicon Documents

Sicon WAP Home

- WAP App now available for iOS and Android devices covering commonly used aspects of WAP including expenses, timesheets, holidays, requisitions and invoice approval.
- WAP App also available for Sub Contractor Application and valuation processing when the Construction module is purchased separately.

Sicon wap | licensing summary

Sicon WAP is a locally installed web-based application linked directly to your Sage 200 system. Connection from WAP to Sage is achieved via the Sicon Web API. Additional licensing required to allow the Sicon Web API to communicate with Sage 200 is as single Sage 200 Web User license. Licensing for WAP is based on the modules and total number of users required within your organisation. WAP becomes unlimited at 100 users.

WAP Purchase Requisitions

Raise purchase requisitions using Sage 200 suppliers, nominal's, stock items or free text, project's and budgets. Automatically create purchase orders into Sage 200 once the requisition has been fully approved.

- Purchase Order entry and approval limits can be set per user.
- Raise free text, stock, additional charge and comment order lines.
- Add justification documents and notes to each requisition.
- Apply company policy order value bands to force attachment of the correct number of quotes.
- Use approved suppliers and supplier part number search for stock items.
- Create rapid requisitions from templates for each supplier.
- Automatically create purchase orders in Sage 200 once requisitions are authorised.
- Print orders in WAP when approved.
- Email orders to supplier from WAP manually or automatically.
- Built in layout designer allows flexible Purchase Order template design.
- Confirm Goods Received within WAP or on the App which updates Sage purchase orders in Sage 200.

Entering A New Purchase Requisition

NB: not all features are compatible with Sage 50. For full details, please speak to your Sage Business Partner

WAP Invoice Approval

Automatically pick up Sage 200 unauthorised invoices plus their document attachments. Options to allow for amendment of VAT, nominal codes or projects during approval. Route invoices for multi-level approval within WAP based on nominal, project and value.

- For Invoices entered into Sage 200:
  - Invoices are entered into Sage 200 purchase ledger for authorisation.
  - The 'requires authorisation' flag in Sage purchase ledger triggers the invoices to post into the WAP system for approval.
  - Unauthorised invoices remain in the default nominal account until fully approved.
  - Invoices linked to approved requisitions can be fully approved if match order and goods received or within a certain tolerance.
- For Invoices entered into WAP.
  - Enter into WAP to allow amendment of VAT and projects/jobs during approval.
  - Once approved the invoices are posted to Sage 200.
  - View unauthorised WAP invoices from Sage 200 purchase ledger enquiry.
- Integrated with Sicon Documents
- Drill back from the invoice to see the original Purchase requisitions in WAP.
- Amend invoices before approval.
- Invoice lines can be amended by the approvers.
- Invoice lines can be split across multiple nominal codes or projects during approval.
- Hold invoices in WAP while awaiting a credit note with email notification options to the supplier.
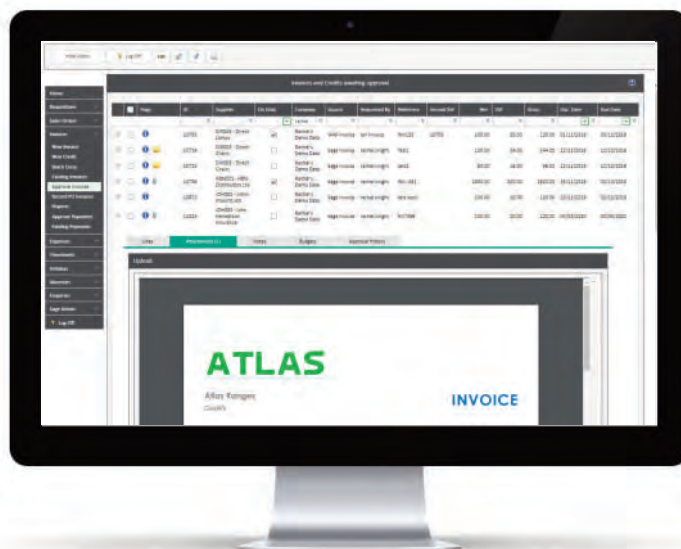
Viewing A Document Attachment In WAP
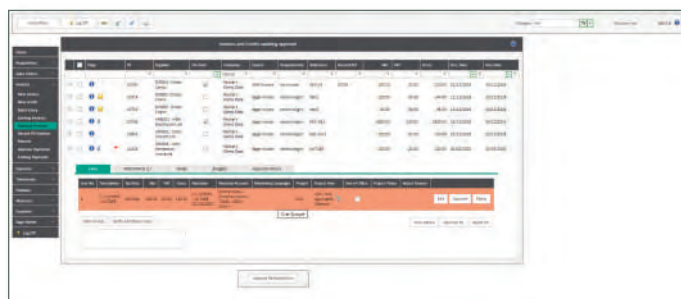
Over Budget Warning

WAP Expenses

Streamlined expense processing via a browser or mobile app, with multi option approval routings based on user, project, nominal codes etc. Expense items are preconfigured per user making selection choices easy, with maximum claim values per user and expense type. Mileage claims use the integrated Google Maps distance calculator to assist with data entry with additional features for multi stop journeys, deduction of normal work commute miles or return journey. Optional Subsistence claims process with configurable grades and rates to comply with HMRC guidelines.

- Expenses are entered into the WAP system.
  - Item lines for mileage based on fuel rate and type of car used
  - Track private and business mileage
  - Multiple item lines for expenses
- Expense types allocated per user.
  - Configure nominal, VAT and limits per user by expense type.
- Approved expenses are posted to Sage.
  - Each user has a configured purchase ledger account setting.
- Credit card spend can be tracked and either entered manually or imported from bank statement.
- Attach supporting documents or print expense claim vouchers.
- Electronic copies of receipts can be attached to each expense claim.
- Integrated with Sicon Documents.
- Capture journeys and receipt images for later use in the WAP App.

Entering Mileage - Google Maps

WAP Timesheets

Enter timesheets via the WAP web-based interface via PC or mobile device. Track cost, charge and pay rates based on work patterns. Weekly timesheets are submitted for approval when contracted hours are completed with approval options including submitting user or projects selected in the timesheet. Option to track allowances via timesheets such as overnight stay, late working and overseas travel. Default bank holidays can be configured to appear on timesheets automatically.

- Enter time directly against jobs / projects and cost headings.
  - Jobs / projects and activities can be configured against each employee.
- Build work patterns and assign users to specific work patterns.
- Create open flexible work patterns with Time off in lieu (TOIL) accruals and deductions.
- Includes an integrated Time and Attendance solution.
  - Record users in and out of a building by access point (additional hardware cost).
  - Manage time on site to standard working day and overtime calculations.
  - Touch screen terminals provide an intuitive user interface.
- User enquiry facility to check time prior to submission.
- Running in a web browser, this application is available on most devices and browsers.
- Fire List included with Time and Attendance.
  - The system can produce a fire list per terminal location or assembly point.

Entering Rapid Timesheets

WAP Sales Orders

Raise quotes and sales orders using Sage 200 customers, nominal codes, stock items or free text entry, using information from projects and special pricing from the Sage 200 price book. Automatically create sales orders into Sage 200 after the order is approved.

- Sales order entry and approval limits can be set per user.
- Raise free text, stock, additional charge and comment order lines.
- Add justification documents and notes to each sales order.
- Use customer part numbers (requires the Sicon Enhancement Pack) search to identify stock items.
- Automatically create sales quotes and sales orders in Sage 200 once authorised.
- Print sales orders when approved and email to customer from WAP.
- Advanced stock movements and landed costs when used with Sicon Distribution.
- Quote and Sales Order auto can be based approval based on line or total order margins.


Enter New Sales Order

WAP Holidays

Raise holiday requests based on annual entitlement with conflicting user checks, mandatory holidays/shutdowns and departmental rules. Calendar views allow users to see other requests made by users in their business units.

- Users can raise holiday requests in the WAP application and submit them for approval.
- Users are linked to holiday work patterns to determine how many hours per day they work in any specific day of the week.
- Configurable approval routes per person - each person will have a specific approval route that may require one or more people to approve a new holiday request.
- Stop holiday clashes by configuring people that cannot be on holiday at the same time.
- Users are informed of clashes with other members of staff.
- View conflicting users and business unit users' diaries when booking holidays.
- Automatically updates bank holidays for each new holiday year created.
- Special holidays can be manually added to the holiday register.
- Each special holiday can either reduce the holiday entitlement e.g. Christmas Shutdown or give an additional day off e.g. Queen's Silver Jubilee.
- Holidays can update user timesheets if both modules are used together. This ensures a complete timesheet is created for each week.
- Approved holidays can create a diary appointment for the requesting user.
- When used with other Sage 200 based Sicon Modules the WAP holidays will show in schedulers for
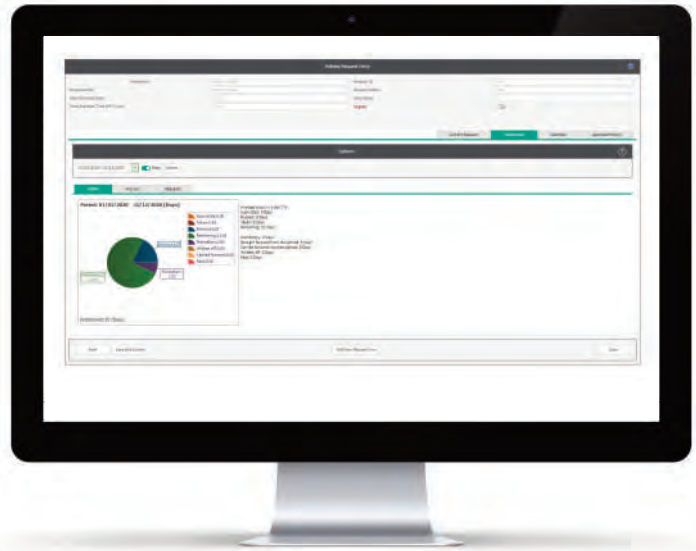
Holiday Entitlement

Holidays Diary

WAP HR

HR
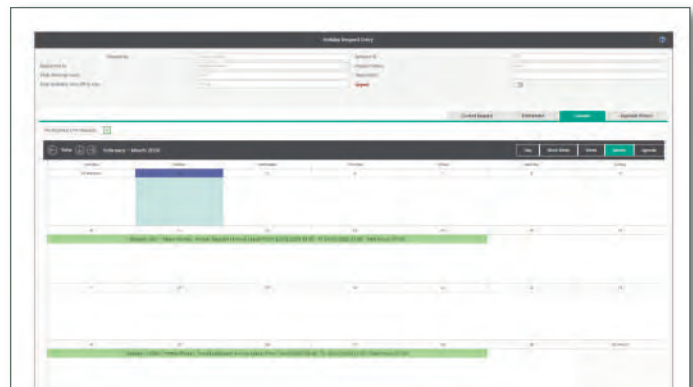
The Sicon WAP HR module provides self-service access for WAP users to view HR data stored about them and update key information such as contact information, bank details and emergency contacts. Users can also book absences, review qualification details and expiry dates. WAP HR provides a simple way to distribute new company policies and other information to all team members plus monitor staff absence using the Bradford factor scoring system.

- Running as a separate module within the Sicon WAP system.
- Web Self Service Interface for users to update key user information.
- HR calendar for easy visibility of all HR information including employment anniversaries, employee birthdays, absences and holiday requests.
- Store qualifications and expiry dates.
- Receive notification on qualifications due to expire.
- Current Job, salary and probation information.
- Support for multiple jobs in an establishment organisation.
- Current job role contract details.
- Appraisals history.
- Log and monitor Absence history and Bradford factor scoring.
- Policies and Procedures distribution and user acceptance tracking.
- Links to WAP holidays to allow booking of absence.
- Links to WAP timesheets to track working to contracted hours.
- Links to WAP expenses module for nominal overrides based on job role.
- WAP HR Self Service allows expense account bank and address details to be updated directly into Sage 200.
- Links to WAP expenses to provide nominal code, cost centre and department override based on job role and activity.
- Reports provided within WAP.

Home Screen
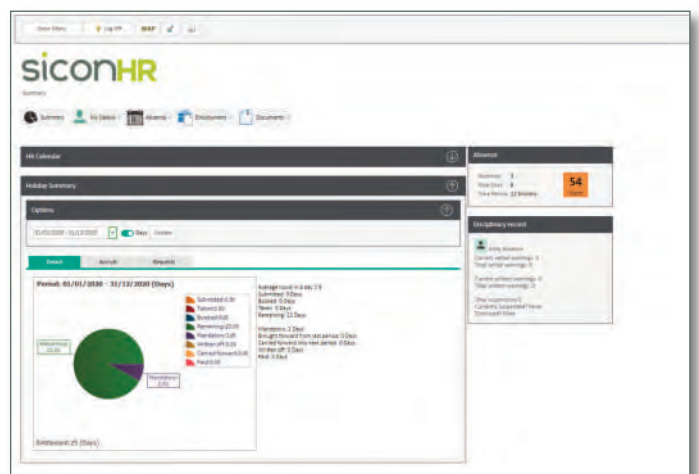
Absence Record

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