

# K3|additions

**Supplier Code Restructure  
helping you to get more from  
your Sage solution.**

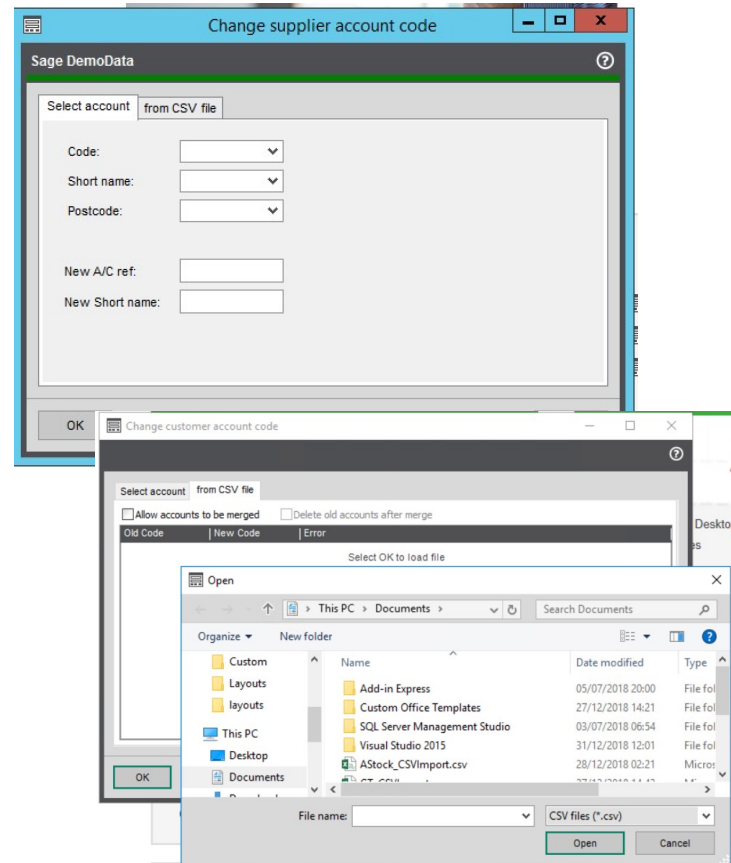
Sage 200

Supplier Code Restructure from K3 is a great addition to Sage 200 allowing you to amend or merge existing Purchase Ledger Account Codes.

**Tailor your Purchase Ledger account codes to what you want to see. Once amended, all references to the account throughout the system are updated.**

## Business benefits

- Easy to use with minimal training needed
- Customise your purchase order entry screens
- Provides users with the ability to edit fields quickly
- Ability to change codes to suit your preferences
- Amend codes individually, or import from a CSV file
- Opportunity to amend two or more Purchase Ledger accounts.



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# Amend your Supplier codes quickly and easily

## Say goodbye to...

- Lack of visibility on previous orders
- Time wasted on manual order entry
- Lack of consistency with supplier discounts

## Ease of Adding Codes

There are two options available for amending or merging existing Purchase Ledger account codes. You can easily amend accounts individually or import from a CSV file. You can select a single existing Purchase Ledger account code and replace it with the selected Purchase Ledger account. So if you have a code "DON001" and a short name "Donaldso" then you can replace it with new A/C ref "JOHN001" and new short name "Johnson".

You can also amend two or more Purchase Ledger accounts by importing a CSV file 'Old code' and 'New code'. The 'Old code' is known as existing codes that you want to amend and the 'New code' are the replacement account codes. You can export the list of account codes to change from Sage 200. Pressing OK will allow you to select your saved CSV import file and you will receive a confirmation of the changes made to the account codes.

## Merge Existing Accounts

With Supplier Code Restructure, you can merge two or more existing Purchase Ledger accounts to create a new one. You can use a CSV file to import the accounts and set all the accounts to have the same 'New code'. So you can have an 'Old code' called "JOH001" and "JOH003" and change the 'New code' to "JOH004" this will allow the accounts to be merged.

**K3.**  
**Experience**  
**Applied.**