

**Your business and Sage 50 Accounts 2008  
working better together**



Finding the right accounts software is really important. You might think that all it does is manage your finances and cash flow. But with our software you can do so much more. We'll show you how you can use the information stored in your accounts to help you manage and grow your business.

We've been designing software to help you manage your business for 25 years, but that doesn't stop us looking for ways to improve.

## Why Sage 50 Accounts?

### How do we do that?

We've been listening to thousands of people who run their own businesses here in the UK. And you've been telling us about all the little things that make your business unique; what really makes it tick. With your help we've developed software and services that do what you need them to.

### So what does it do?

Specially designed for small and growing businesses, Sage 50 Accounts helps you manage your customers, suppliers and day-to-day finances, including VAT returns and year-end accounts. It helps you stay in control of your finances and share information with your accountant, leaving you free to concentrate on running your business.

## Accounting made easy

We know that not everyone who uses our software is an accountant. That's why we've made Sage 50 Accounts easy to understand and use.

### Step by step

Whatever your level of experience, we'll help you get to know your way around your Sage accounts software with guides to get you started and to take you through key business tasks.

And if you do get yourself in a pickle, quick corrections make it easy for you to go back and start again.

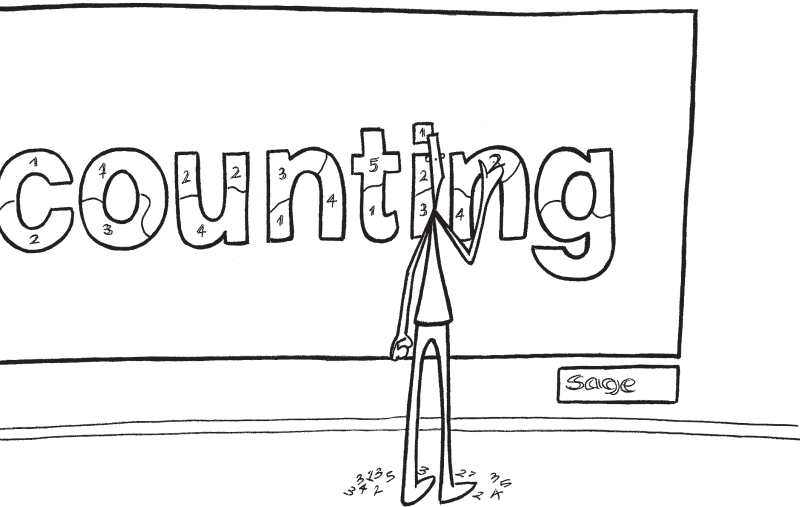
### Got a question?

If you're a new customer, we'll give you 45 days of free expert help and advice to make sure you're up and running and making the most of your software immediately.

As you continue using your software you can choose a level of business advice and technical support that suits you.



## Advice and Support



Our **SageCover** service offers expert business advice and guidance, including online access to over 1,200 technical guides and answers to your questions available 365 days a year. You also get a year's worth of support to help you get the most out of your software and run your business more effectively.

As a **SageCover Extra** member, you'll receive the latest software version upgrade automatically in addition to the expert business advice and technical support offered by SageCover.

This support network gives you the peace of mind of knowing that you have experts on hand, leaving you to concentrate on the important aspects of your business.

A green square graphic with a thin white border, containing the text 'Managing your finances' in white. The text is centered and arranged in three lines: 'Managing', 'your', and 'finances'.

## Managing your finances

With Sage 50 Accounts, we've made managing your day-to-day finances - things like profit and loss, sales and purchase entry and keeping track on what goes in and goes out - really easy. You simply enter information once and all the double entry details are filled in automatically, with reports and summaries updated at the same time. By keeping things simple, doing your accounts isn't such a time-consuming job.

The same goes for VAT. It may not be your favourite task, but Sage 50 Accounts will help you keep on top of those VAT returns, making sure you're keeping the right records and calculating your VAT correctly.

## Managing your VAT

### **What's new and improved?**

With Sage 50 Accounts 2008, you'll find all the information and actions you need to prepare, generate and reconcile your VAT returns in one place, so you can stay on track.

We're already helping thousands of UK businesses successfully submit information and payments to HM Revenue & Customs (HMRC) online with our Payroll and CIS software. Now we've taken the same

proven technology and introduced it into Sage 50 Accounts 2008 to help you submit your VAT returns online with complete peace of mind and minimum effort.

And because Sage 50 Accounts software has been fully tested and achieved recognition for filing VAT returns (VAT 100 and VAT 101) from HMRC, you can be sure you're recording and submitting the right information securely.

## Managing your VAT

### **Managing adjustments**

There are a number of reasons why you may have to adjust the figures in your VAT return before sending them off to HMRC. Your accountant may perform or send through corrections, or your business may use non-standard VAT schemes.

Whatever you need to adjust, Sage 50 Accounts 2008 makes it simple and straightforward. You can record the amount together with the reasons for each

adjustment to help you and your accountant reconcile the changes and account for them when facing inspections from HMRC.

Because each transaction is now flagged with a unique VAT return number and stored along with complete histories of your VAT returns, they're easy to trace when it comes to audits from your accountant or inspections by HMRC - and that could save you a great deal of time and hassle.

### **Trading in the European Community**

You can now see your EC Sales list as an onscreen report, helping you identify and automatically calculate the value of sales to individual customers.

### **Helping you to deal with VAT changes as a result of 'carousel' fraud**

Legislation to combat VAT 'carousel' fraud was introduced on 1 June 2007. That means if you trade mobile phones or computer

## Managing your VAT

chips with a total net value of more than £5,000 with other VAT registered companies, you'll need to change the way you record and report that trade for VAT purposes.

With Sage 50 Accounts 2008 we've made it even simpler for you to account for this kind of transaction. You can now generate the relevant reports on screen and submit them directly to HMRC; saving you time and helping ensure you record the right information.



## Managing your customers and suppliers

Maintaining good relationships with your suppliers and attracting new customers is a key aspect of business growth.

Sage 50 Accounts is designed to keep detailed records of everyone you do business with, helping you to communicate effectively and professionally so you get the best from your business relationships.

### **Managing your deposits and discounts**

You provide goods or services to a customer, send out an invoice and they pay you. Simple isn't it? But in reality it's often a bit more complex. You may have to negotiate a discount to win the deal or need cash up front to buy materials. With Sage 50 Accounts these kinds of sales are straightforward to manage and account for.

## Managing your customers and suppliers

### Dealing with discounts

It's always useful to be able to offer an incentive to drive sales and we know that sometimes you need to reduce the total value of an order or invoice.

With Sage 50 Accounts 2008 you can automatically calculate the effect of percentage discounts or one-off reductions and display that information clearly on your invoices. That means you can be sure that your figures are accurate and both you and your customers know exactly how things stand.



## Managing your customers and suppliers

### **Dealing with deposits**

Knowing who owes you what and when it's due is the basis of managing your finances. Sage 50 Accounts helps you manage deposits no matter how big, small or complex.

Whether you're calculating a percentage of the total or taking into account a lump sum; whether you need to take payments before you confirm an order or just at the point of sale, Sage 50

Accounts 2008 makes sure the figures add up. And because you can display deposits clearly and accurately on your invoices and orders, your customers can see exactly what they owe and when, so you reduce the risk of having to chase them for overdue or incomplete payments.

### **Managing card payments from your customers**

As more and more businesses want the option of taking card payments from customers, we've developed tools to help you do it quickly and securely whilst automatically updating your accounts.

Sage Payment Solutions, powered by protx allows you to validate and take card payments by telephone or

## Managing your customers and suppliers

mail order. It offers secure and instant validation, saving you time and reducing the risk of fraudulent card use.

At the same time, all the relevant records in your Sage 50 Accounts software are updated automatically, helping you to keep your bank accounts and business finances up to date and avoid the errors associated with re-keying data.



Helping you  
understand  
your  
business

The information you enter in your accounts contains just about everything you need to know to manage your business.

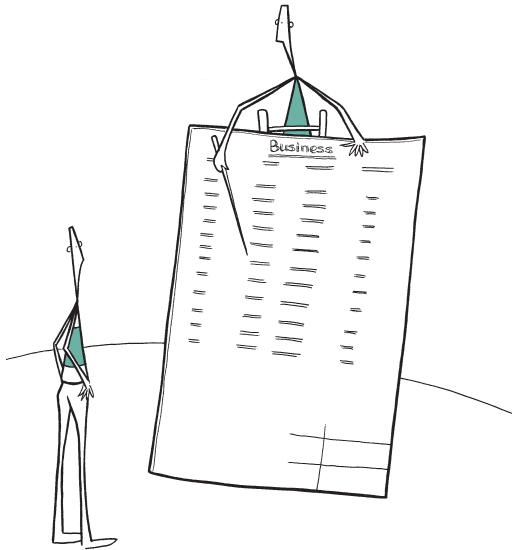
When you enter basic transaction details, you're not just managing your cash and VAT; you're also building up a valuable database of information about your business. It can tell you who your best customers are, who is buying what and when, how much you spend with suppliers, who has the best credit history and much more.

But we know it's not easy to make sense of columns of figures, so that's why Sage 50 Accounts presents the information in way that's you can understand. From at-a-glance summaries to in-depth reports you'll find the management information you need to make the most of your business.

#### **What's new and improved?**

Want to see more than just monthly figures in your Profit and Loss and Balance Sheet reports? Do you need to see them month-by-month, quarter-by-quarter or year-on-year? With Sage 50 Accounts 2008 you can do just that, all in the same report.

## Giving you better business insights



And when you need to see the detail, to understand the actions that lie behind the top level figures, you can do that too - right down to individual transactions.

We've included even more predefined reports to help you analyse what's going on in your business. But that doesn't mean we've neglected flexibility.

When you're looking for specific information and analysis, you can choose what you want to compare, based on the factors that are most important to your business, so you get the information you need to make informed decisions.

## Making the most of online banking


Making payments online can save you time, reduce the cost of transactions with your bank and help you maintain good relationships with your suppliers.

With Sage 50 Accounts 2008 all the tools you need to use e-banking services with your accounts are included as standard in your software. So even if your bank charges you an additional fee for its online services, we don't. Because many banks now provide electronic statements it's easier to

keep your accounts and bank reconciliations up to date. Simply download your statements and the step-by-step guide will help you reconcile your accounts quickly and without errors. Now we can also offer you a greater choice of major banks whose online services work with your Sage 50 Accounts software.

### **Doing more business online**

If you're looking for ways to reduce the costs and increase the speed of doing business whilst increasing the levels of service you offer, being able to manage your invoices and orders electronically can help.



## Helping you to stay up to date

With Sage 50 Accounts 2008 you can send and receive orders and invoices via email directly from your accounts software.

Your customers and suppliers can view and print the orders no matter what accounting software they use. But if they also use Sage software (and 730,000 customers in the UK do) they can automatically process the information. Because there's no need to manually enter order and

invoice details, you reduce the risk of errors, speeding up the whole process and improving customer service.

### **Staying up to date**

We do our best to help you keep up to date with the rapidly changing business world. And sometimes that means updating our software. To help make sure you're working with the latest tools, we'll let you know when updates are available for you to download without disrupting your day-to-day

business via our improved RSS feeds. You can choose how often you want to check for updates, then view and download the latest information about your software at a time to suit you.

### **Help when you need it**

Getting help with Sage 50 Accounts doesn't just mean finding out how to use your software, it means finding ways to help you get the most from it too. We've included user guides and

help topics to help you get up and running and show you what's new.

But we also provide thousands of questions and answers based on real life business scenarios with our Ask Sage service which you can access directly from your software.

## Choosing the right software

### **Sage 50 Accounts**

Specially designed for small and growing businesses, Sage 50 Accounts helps you manage your customers and suppliers and day-to-day finances, including VAT returns and year-end accounts. Because it's easy to use you can stay in control of your finances and share information with your accountant easily, giving you more time to run your business.

### **Sage 50 Accounts Plus**

Sage 50 Accounts Plus combines all the classic accounting tools of Sage 50 Accounts with the addition of stock control and invoicing options. It's ideal for businesses that need to manage project costs, budgets or manufactured and assembled products. By putting key information at your fingertips, it helps you make business decisions with confidence.

### **Sage 50 Accounts Professional**

With Sage 50 Accounts Professional you can do more than just manage your day-to-day finances, including VAT returns and year-end accounts. It also provides complete sales and purchase order processing, alongside stock control project management and foreign trading tools so you can keep track of different areas of your business. With the flexibility to handle up to ten users and help you manage multiple companies, it gives you the information you need to drive your business forward

	Accountant	Accountant Plus	Financial Controller
<b>Working with Sage 50 Accounts</b>			
Process Maps	■	■	■
Dashboards	■	■	■
Multi-company and multi-user options*	up to 2 users	up to 2 users	up to 10 users
<b>Working with your customers and suppliers</b>			
Sales and Purchase Ledgers	■	■	■
Credit control	■	■	■
<b>Improved</b> Invoicing & quotation management	■	■	■
<b>Improved</b> Discount management	■	■	■
Quotation handling process	■	■	■
Document Manager	■	■	■
<b>New</b> Credit card processing	■	■	■
Project Costing		■	■
Individual customer pricing and custom price lists		■	■
Multiple delivery addresses		■	■
<b>Working with your products and services</b>			
Stock Control	■	■	■
Bill of Materials		■	■
Sales Order Processing and Fulfilment			■
Purchase Order Processing			■

	Accountant	Accountant Plus	Financial Controller
<b>Working with your accounts</b>			
Nominal Ledger	■	■	■
Departmental Analysis	■	■	■
Budgeting	■	■	■
Bank Records & Bank Reconciliation	■	■	■
Cash Flow Planner	■	■	■
VAT Management & Audit Assistant	■	■	■
<b>New</b> HMRC recognised VAT e-submissions	■	■	■
<b>Improved</b> Profit & Loss and Balance Sheets with flexible reporting options	■	■	■
Report Designer	■	■	■
Excel Integrated Reporting	■	■	■
Support for charities	■	■	■
Historical Data Analysis	■	■	■
Accountants Link	■	■	■
e-Banking functionality	■	■	■
Transaction e-Mail	■	■	■
Cheque Printing		■	■
Fixed Assets		■	■
Repayments and accruals		■	■
Foreign Trader, Bank Account Revaluation and Intrastat Support			■

The Sage logo, consisting of the word "sage" in a white, lowercase, sans-serif font, is positioned on a dark green rectangular background.

Accredited  
Business  
Partner

## Next steps

### Existing Sage customers

To find out more about upgrading to Sage 50 Accounts 2008, please contact your Sage Business Partner.

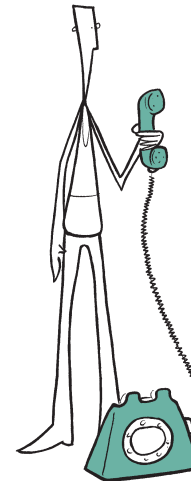
### Take advantage of our other services

#### Sage Stationery:

Crisp, clean, clear. Our stationery range gives your business a sharp and professional look.

#### Sage Training:

We can help you get the most out of your Sage 50 Accounts 2008 with our first class training.



Your Sage Business Partner:

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