

New  
Sage 50  
Accounts 2009



sage

As a small business owner you obviously want what's best for your business. That's why finding the right accountancy software is absolutely vital.

Good accountancy software does much more than just help with managing your finances. It gives you the breathing space to concentrate on what's most important to you, and allows you to bring your business ideas to life. Using the information you have stored about your accounts, good accountancy software helps you see where you could take your business next.

We have been designing accountancy software since 1981. We listen to what our customers have to say about our software and continually look for ways in which to make it work even harder for them.

**Sage 50 Accounts 2009 has all the features you need to keep your cash flow healthy and take your business wherever you want it to go.**



## Sage 50 Accounts 2009

### We know that not everyone is an accountant

**With Sage 50 Accounts 2009 nobody needs to be.** Like all of our software, Sage 50 Accounts 2009 has been specifically designed to be as easy to use as possible. As well as all the practice features and video demonstrations you'll have at hand to help you get used to handling the software, we're also offering 45 days of free technical support to make sure you're up and running and making the most of your software.

### You may want support for your software

**So choose the level that's right for you.** As you continue using your software, you can choose the level of support that's best suited to your business - SageCover or SageCover Extra.

**SageCover** offers you telephone and email support from our experts, and online support is available 365 days a year. So you can always get the answer to any question you have, whenever you need it. You'll also have online access to over 1,200 technical guides to help you even further.

**SageCover Extra** offers all the benefits of SageCover, plus even more features to give your business maximum support. You'll receive an annual upgrade to the latest version of Sage 50 Accounts as soon as it's released... so you can enjoy true peace of mind knowing that your business is always working with the latest technology.

# Working with Sage 50 Accounts 2009

**With Sage 50 Accounts 2009 we've done everything we can to make the day-to-day running of your business as easy as possible.**

You'll have all the tools you need to manage things like profit and loss, sales and purchase entry and also keeping track of what goes in and what goes out.

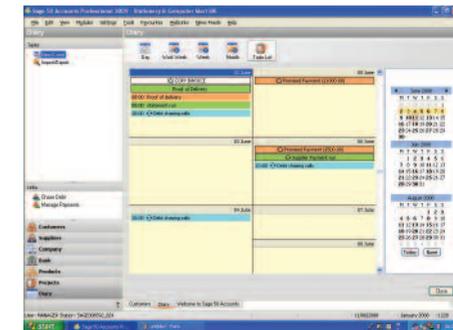
We've also focused on features that help to keep your business organised. Features that let you know exactly what needs to be done and by when, and that allow you to get it done as quickly and easily as possible. We've also made it easy for you to see at a glance all the information you need to know your business inside out, and keep your cash flow as healthy as possible.

## Know what needs to be done

### Clear your mind with our in-built diary

**Every business has daily tasks. Did I remember to make that follow up call? When do I need to pay my suppliers?**

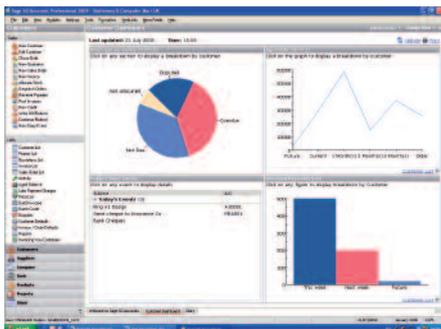
Our in-built diary helps prioritise the daily workload, sets reminders for recurring tasks, automates diary events (such as following up promised payments) and integrates with Microsoft® Outlook. You can also link your tasks to your contacts, so you have all the details you need right then and there.



See your  
finances  
clearly

**Track the flow of your money  
with our improved dashboard**

**It's important to know your financial position.** Our improved dashboard lets you see an instant view of the credit position of your business. You can see where your money is, how old your customer or supplier debt is, what's due, what's overdue, what's disputed, what's promised to pay and what's still to be allocated all in one place.



Working  
with customers  
and suppliers

**Sage 50 Accounts 2009 has been designed to help  
ensure that you'll always get paid on time.**

We've included a range of features to help with chasing debt and collecting money from customers, as well as features to make paying your suppliers easier too.

In fact, it really has everything your business needs to keep your cash flow healthy, and your customer and supplier relationships as strong as possible.



**Pay on time  
and be paid  
on time**

**Keep your business breathing  
with our improved chase debt feature**

**Cash flow is the lifeblood of any business.** Always know who you should be spending time chasing for payments; for example what's overdue, when money is due in and who has promised payment. Promised payments are automatically added to the diary and if payments are not received, you'll be reminded to follow them up.

**Keep your supplier relationships healthy as well**

**You can see who you need to pay** based on supplier and age criteria. So you can see what payment commitments you'll need to make in the coming weeks and months, helping you plan ahead.

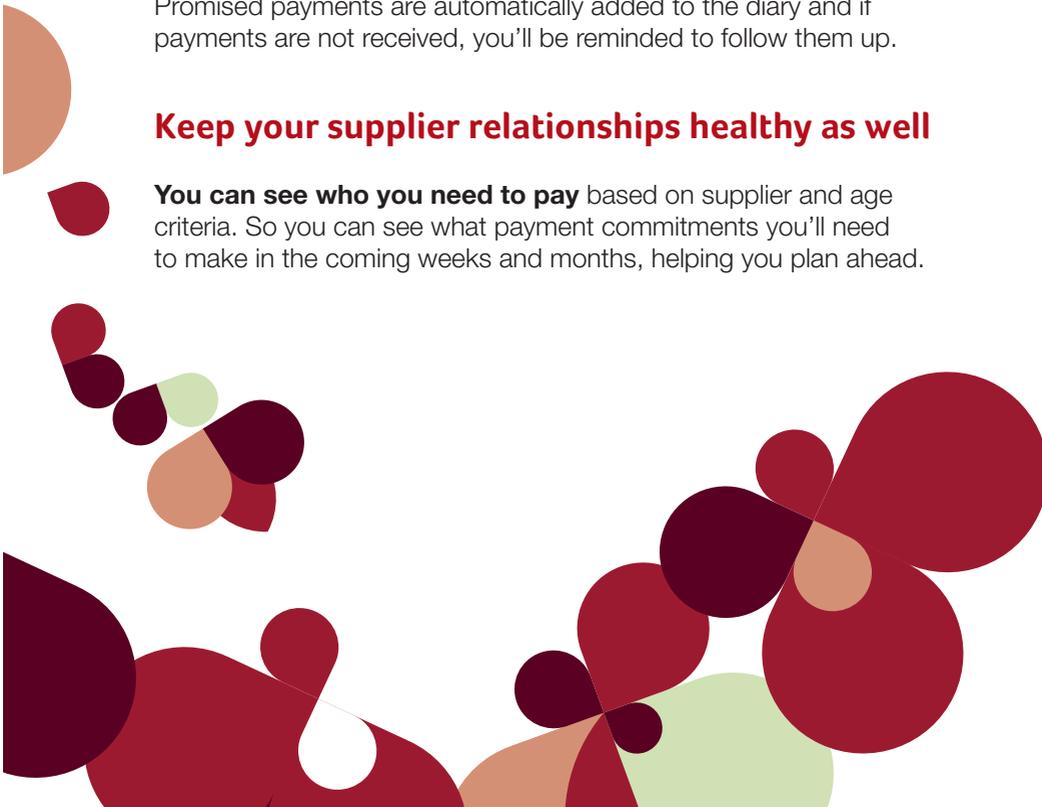
**Make things  
easier for  
customers**

**Let customers know what they owe  
with deposit managing**

**You need to know who owes you money.** Whether you're taking payments before you confirm an order, or at the point of sale, your customers can see at a glance what they owe and by when. Just one more feature to take the hassle out of chasing payments, keeping your cash flow healthy and your business breathing.

**Keep track of your discounts with  
improved discount management**

**A little goodwill is good for business.** Percentage discounts and one-off reductions are a great way to build your customer relationships, and they can be calculated on the total value of your invoices or orders. So you can keep track of every incentive you offer and know just how much they're costing you.



## Build strong relationships

### Give the right person the right message... on time, every time

**It's important to know your contacts.** Different people like to be contacted at different times in different ways. That's why you can now record and store names, telephone numbers, email addresses, office addresses, preferred contact times and mailing preferences for all of your contacts, all in one place. And when you make invoice, letter and statement runs, you can be sure that the documents have been sent to the correct person, ensuring action will be taken quickly.

### Flexible payment methods to keep your customers and supplier relationships strong

**Everybody likes the freedom of choice.** Your suppliers might insist on being paid in different ways. That's why you can do a cheque run for all suppliers who like to be paid this way, or an e-payment run for those who want BACS payments.

With Sage Payments Solution\*, your customers will have an easier way to pay as well - directly by card. This can be done over the phone or even online.

\* Additional charge applies

## Working with your accounts

### Sage 50 Accounts 2009 recognises that keeping records of your basic transaction details, and getting them right, is crucial for your business.

But working with columns and figures can be complicated, which is why Sage 50 Accounts 2009 helps to make this information as easy to understand as possible.

Bank balances, month and year end obligations, VAT returns and business reports - you'll find all the management information you need to sort your accounts in no time.



## Working with your bank balance

### Handle your transactions fluidly with improved bank reconciliation

**Your bank balance is your business.** Bank reconciliation is easier than ever before. 'Smart Totals' allow you to see the value of any highlighted transaction. And with our new retrospective bank reconciliation report, you'll be able to see the reconciled balance of your account at any given time - particularly useful at month and year-end.

e-Bank Reconciliation also means that all your transactions in Sage 50 Accounts 2009 are reconciled with your banking software. You can even download a bank statement and automatically reconcile payments and receipts against both statements.

### Keep your software as fresh as your business, with automatic updates

You want your software to perform to the highest possible standard. Our automatic updates feature lets you know if there's anything you need to make your software more efficient, and quickly updates it for you.

## VAT made simple

### Do VAT returns quickly and easily with improved VAT management

**Nobody likes doing VAT returns.** Sage 50 Accounts has all the tools you need to prepare, generate and reconcile your VAT returns all in one place, and making sure that you're doing it correctly. Adjustments are easy too - you can record the amount, together with the reasons for each adjustment, to help you and your accountant reconcile the changes. Perfect when facing inspections from HM Revenue & Customs (HMRC).

### Do things by the book with HMRC recognised VAT e-submissions

Sage 50 Accounts has been fully tested and has achieved recognition for filing VAT returns to HMRC. So you can send all of your information online by e-submission - something that will be mandatory from 2010. You will also have complete peace of mind knowing that you're recording and submitting the information accurately and securely.



## Reports made flexible

### You need to be able to view your business information the way you want to

The flexibility to view your reports the way you want to see them isn't just a luxury, it's often a necessity. If you need to see more than just your monthly figures in your Profit and Loss and Balance Sheet reports, Sage 50 Accounts 2009 lets you view them month-by-month, quarter-by-quarter or year-on-year, all in the same report.

We've also included pre-defined reports to help you analyse what's going on in your business, but these are flexible too. When looking for specific information, you can choose what you want to compare based on the factors that are most important to your business. So you'll be able to make more informed business decisions.

### Mistakes are natural Corrections are easy

Everybody makes mistakes, but correcting them has never been easier. You can find, view, correct, or even delete transactions or postings at the touch of a button.

## Make everything work together

### So many reports need to be run off on a regular basis

Our new batch reporting feature allows you create your own batches of reports and run them off all in one go - whether that's as Excel (XLS), PDF or email files, printed documents, or just previews. So no report will ever get missed. You can also continue to work on Sage 50 Accounts 2009 while the reports are running, time you could use to make a call to chase money.

### Integrate Sage 50 Accounts 2009 with Microsoft® Office

Sage 50 Accounts 2009 comes with Excel Integrated Reporting, which means that you can now link Microsoft® Excel directly to your accounts data. So other people in your business can access and analyse accounts information without needing to use the software themselves.

Sage 50 Accounts 2009 also works seamlessly with other Microsoft® Office software, such as Outlook and Word, allowing true integration across all of the software you use every day.

## Do business anywhere

### Handle foreign currency professionally

There may be times when your business needs to handle different currencies, which is why Sage 50 Accounts 2009 allows you to process transactions in all the major ones. So you can produce invoices, credit notes, sales and purchase orders and make and receive payments in different currency.

You'll also be able to maintain foreign currency price lists, handle exchange rate fluctuations, and comply with all the legislation required regarding VAT. So you'll have everything you need to do business abroad.

## Department management made simple

### See a clear view of department performance with advanced budget management

If you run several departments, you can now monitor their performance even closer and more efficiently than ever before. Whatever you use your departments for you can identify the most profitable, most cost effective, best and worst performing departments on a month by month basis. There's no need to generate reports to view budgets or department performances, and it's also easy to manage transition into the new financial year.

### Breeze through the new features with ease

Our improved assistance feature means you can quickly learn all the features of Sage 50 Accounts 2009 with ease. There's also a library of videos to guide you through them, and you can try out a new area of the software or a new posting with our practice feature first.



## Working with your products

Whatever type of business you run and whatever it has to offer, handling your products is an essential part of your day-to-day tasks.

So be sure to give yourself a little extra help when it comes to what you have coming in, what you have going out, and what's already been sent off.



## Manage stock with ease

### Tracking your stock is essential. That's why improved stock allocation is essential too

As well as allocating stock to sales orders, you can now allocate it to projects, or set it aside for specific purposes. So when it comes to those occasions where you need to reserve stock for a particular customer, work order, job, or for any other reason, Sage 50 Accounts 2009 is absolutely essential.

You can then review and modify these reservations and when you need to, simply issue the stock to automatically record the fact that you've used it.



## Make the right choice

### Different businesses have different needs Choose the right software for yours

#### Sage 50 Accounts 2009

Specially designed for small and growing businesses, Sage 50 Accounts 2009 helps you manage your customers and suppliers and day-to-day finances, including VAT returns, stock control, invoicing 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 2009

Sage 50 Accounts Plus 2009 combines all the classic accounting tools of Sage 50 Accounts 2009 including VAT returns and year end accounts, 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 2009

With Sage 50 Accounts Professional 2009 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.

## Contact us

### New to Sage? Talk to us now...

If you'd like your business to benefit from our best accountancy software to date, or would simply like further information, just talk to one of our people on **0800 44 77 77**

### Already using Sage software? Upgrade today...

To find out more about upgrading your software to Sage 50 Accounts 2009, call **0800 33 66 33** or visit [www.sage.co.uk/sage50accounts](http://www.sage.co.uk/sage50accounts)

### Take advantage of our other services...

#### Sage Stationery

Crisp, clean, clear. Our stationery range gives your business a sharp and professional look. Visit [www.sage.co.uk/stationery](http://www.sage.co.uk/stationery) to see the full range or call **0800 33 66 33**

#### Sage Training

We can help you get the most out of your Sage 50 Accounts 2009 with first class training. Download our brochure at [www.sage.co.uk/training](http://www.sage.co.uk/training) or call **0800 33 66 33**

## Features at a glance

**Sage 50 Accounts 2009**      **Sage 50 Accounts Plus 2009**      **Sage 50 Accounts Professional 2009**

<b>Working with Sage 50 Accounts</b>			
Process Maps	●	●	●
<b>New</b> Diary with Outlook integration	●	●	●
<b>Improved</b> 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	●	●	●
<b>Improved</b> debt chasing and prioritised payments	●	●	●
Invoicing and quotation management	●	●	●
Discount management	●	●	●
<b>Improved</b> contact and delivery address management	●	●	●
Document Manager	●	●	●
Card payments*	●	●	●
Project Costing		●	●
Individual Customer Pricing and Custom Price Lists		●	●
Multiple Delivery Addresses	●	●	●

\* Additional costs apply

**Sage 50 Accounts 2009**      **Sage 50 Accounts Plus 2009**      **Sage 50 Accounts Professional 2009**

<b>Working with your accounts</b>			
Nominal Ledger	●	●	●
Departmental Analysis	●	●	●
Budgeting	●	●	●
Bank Records and Bank Reconciliation	●	●	●
Cash Flow Planner	●	●	●
VAT Management and Audit Assistant	●	●	●
HMRC recognised VAT e-submissions	●	●	●
Profit and 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		●	●
Foreign Trader, Bank Account Revaluation and IntraStat Support			●
<b>Working with your products and services</b>			
Stock Control	●	●	●
Bill of Materials		●	●
Stock Allocation		●	●
Sales Order Processing and Fulfilment			●
Purchase Order Processing			●



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