

Your guide to Sage Business Software

All the solutions
you need from your
accountant



sage

Living and breathing business

One in three VAT registered UK companies choose to work with Sage software. That's because we always stay up to speed with the day-to-day realities of businesses like yours.

From payroll to forecasting, our software is dependable, but also flexible and scalable enough to grow with your company.

There is even technical support and guidance available should you need it, as well as a choice of training courses designed to help you get the most out of your software.

Your accountant can help too. Sage Accountants' knowledge of Sage software and services combined with their understanding of your business means they have the expertise to help you choose the right solution for you.



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Managing your Finances

Keeping track of your money is a top priority for any successful business. From start-ups to small and growing businesses, Sage has software to suit you. Whether you're looking for straightforward cash management or need more advanced reporting, customer and stock control tools, Sage can help.



**Inclusive 24/7
online support**

Sage Start-up

Launch your business with Start-up to help manage your cash from day one. Sage Start-up also provides advice and support to help manage and grow your business.

- 'How to use' video demonstration makes software genuinely easy to use.
- Business Planner helps you produce professional business plans.
- Match your accounts with your bank account status quickly and easily, to accurately monitor your financial position.
- Keep track of your estimated VAT liability at any given time and complete quarterly VAT returns with the minimum of hassle.

Sage Instant Accounts

Managing your money – including VAT – is easy with Sage Instant Accounts. Year-end, invoicing, balance sheets – it's all handled simply and efficiently, leaving you free to concentrate on your core business.

- Produce profit and loss and balance sheet reports at the touch of a button.
- Output professional quotes and invoices.
- Manage VAT easily, including online returns and payments.
- Video demonstrations of key tasks make learning the system simple.

Sage Instant Accounts Plus

In addition to all the benefits of Sage Instant Accounts, Sage Instant Accounts Plus has the ability to manage more aspects of your business and spot the new opportunities that can drive your business forward.

- Monitor your stock, see key business summaries at a glance and more.
- Easy and accurate analysis of customer, product and supplier data.
- Suitable for small businesses where more than one person needs to access the accounts.

Sage Instant Financial Package

Office finances run with optimised efficiency with this package, as it includes Sage Instant Accounts and Sage Instant Payroll.

Sage Instant Business Package

This package makes day-to-day tasks simple, leaving you time to focus on your business. The package includes Sage Instant Accounts, Sage Instant Payroll and ACT! by Sage.

Sage Instant Accounts Plus Financial Package

Cut the time you spend managing your accounts and payroll with Sage Instant Accounts Plus and Sage Instant Payroll.

Sage 50 Accounts

Sage 50 Accounts helps small and growing businesses manage customers, suppliers and daily finances. It's easy to use, so it's easy to stay in control.

- VAT returns, stock control, invoicing and year-end accounts simply generated.
- Pre-formatted and customised reports for clearer performance analysis.
- Profit & loss and balance sheets instantly available.
- Ease of use allows you to stay in control of your finances and to easily share information with your accountant.

Sage 50 Accounts Plus

Managing project costs against budgets, controlling manufacturing costs, tighter stock management – Sage 50 Accounts Plus 2009 helps you do all this and more, easily and efficiently.

- Manage both overall sales prices and special prices for individual customers.
- Store and manage customer, supplier and company delivery addresses.
- Create referenced records for specific projects and customers.
- Increase control and responsiveness with advanced stock management options.

Sage 50 Accounts Professional

Sage 50 Accounts Professional increases the scope of your control, including complete sales and purchase order processing, stock control, project management and foreign trading tools.

- Invaluable in helping ensure you get paid on time.
- The option to handle up to 10 users and manage multiple companies.
- Makes for efficient handling of cash sales.
- Easier foreign trading.

Sage 50 Accounts Professional Online

All the business-enhancing features of Sage 50 Accounts Professional, instantly available wherever there's an internet connection. The software is hosted on Sage's dedicated secure servers, so you can be sure all data is very safely held.

- SageCover Extra included – to provide telephone and email support, plus online support 365 days a year.
- Annual upgrade to latest version of Sage 50 Accounts.

**To find out more,
contact your
Sage Accountant.**

Sage 50 Financial Package

This powerful combination of tools maximizes your cash flow management and VAT returns, and helps you to explore business opportunities. The package comprises:

- Sage 50 Accounts Professional
- Sage 50 Forecasting
- Sage Health & Safety Advice Professional
- SageCover Extra Support
- E-learning for Sage 50 Accounts
- Microsoft® Excel Support
- Five user licences for all software



Managing your people

They're your most valuable asset, so it makes sense to support your people and make sure they are paid correctly and on time.



**To find out more,
contact your
Sage Accountant.**

Sage Instant Payroll

This solution is designed for companies employing up to 10 people; a simple, reliable piece of software which pays employees quickly, easily and accurately.

- Automatically works out payments such as tax, NI, pensions and sick pay.
- Holds employee records electronically, and allows year-end returns to HMRC to be sent online.
- Integrates seamlessly with Sage Instant and Sage 50 Accounts.

Sage 50 Payroll

Sage 50 Payroll is designed to fit with a fast-moving financial world. It makes light work of complex calculations and managing your payroll – an ideal solution if you're looking to bring payroll in-house.

- Allows year-end and in-year returns to be submitted online – from 2010, online year-end filing will be mandatory.
- Increase control of payroll admin and resources whilst getting the job done quicker.
- Run your payroll in-house with software that's designed to integrate with your existing accounting software and Microsoft® Office.
- Improves your payroll security, and ensures you stay up to speed with the latest relevant employment legislation.

Sage 50 HR

There's a legal requirement for employers to maintain and provide certain records relating to employees. Sage 50 HR makes fulfilling this obligation simple, gathering the necessary information and storing it for easy access when required.

- Helps you manage employee performance, appraisals, attendance monitoring, working practices and training.
- Highlights employee skills and abilities – showing potential within your business, or providing analysis for a detailed job description to fill a skills gap.
- The screen designer allows you to customise the software to meet your individual needs.

Sage 50 People Package

A package that provides all you need to manage essential data relating to your people, including:

- Sage 50 Payroll Professional
- Sage 50 HR
- Sage HR Advice Professional
- SageCover Extra Support
- E-learning for Payroll Year-end
- Five user licences for all software

Managing your operations and planning for business success

In challenging times for business, it's more important than ever to maximize efficiency – Sage can help.



To find out more, contact your Sage Accountant.

Sage 50 CIS

Sage 50 CIS makes meeting the requirements of the Construction Industry Scheme (CIS) both easy and foolproof. It means you will only deduct the correct tax rates, so avoiding the risk of being fined.

- Save time and hassle – monthly returns are automatically calculated and submitted at the touch of a button.
- Allows you to confirm details directly with subcontractors, keeping your data up to date.
- Online returns save you time and reduce the chance of late submission penalties.
- Step-by-step guide for users – no need for specialist accounting or computer skills.
- Tested and recognised by HMRC for monthly online tax return submission and electronic verification of subcontractor information.

ACT! by Sage

Today more than ever, Customer Relationship Management (CRM) is a vital business issue, and ACT! by Sage recognises that fact with a system that maximizes your CRM in the most crucial areas.

- Centralises your contact information.
- Organises your diary and tracks sales leads.
- Helps define and plan marketing campaigns.

Sage 50 Forecasting

Accurate forecasting has traditionally been a painstaking and time-consuming task, but with Sage 50 Forecasting it's a different story. Thousands of widely differing UK businesses rely on this software to quickly produce detailed financial forecasts direct from Sage 50 Accounts, in a matter of minutes.

- Simply browse the relevant data set to automatically produce a forecast direct from Sage 50 Accounts or Sage Instant Accounts.
- Automatically calculate VAT, PAYE, NI, Corporation Tax and bank interest.
- Monitor cash receipts and payments, highlighting potential cash flow dips before they happen.
- 'What if?' function projects likely impacts of potential business decisions.

Sage 50 Business Package

Easily manage all of the important information related to successfully managing your finances, people, customers, suppliers and your business growth. The package includes:

- Sage 50 Accounts Professional
- Sage 50 Payroll Professional
- Sage 50 HR
- Sage HR Advice Professional
- Sage Health and Safety Advice Professional
- Sage 50 ACT! Premium
- Sage 50 Forecasting
- SageCover Extra Support
- Microsoft® Excel Support
- Training
- Five user licences for all software

Making the most of your software

Sage can provide all the software support and training your business needs, as well as business stationery that impresses.



SageCover

Sage software is widely acknowledged as being particularly easy to use. It's one reason why a third of VAT registered UK businesses choose Sage – our high standard of support is another.

SageCover: puts users in touch with our experts one-to-one by telephone, and also provides online help 365 days a year.

SageCover Extra: builds on the support of SageCover to deliver extra peace of mind. Extras include annual upgrades to keep your software cutting-edge, business toolkits, free business information, information on HR and credit control issues, plus discounted stationery.

Sage Stationery

Business stationery says a lot about your company. The simple things such as well designed invoices, compliment slips and letterheads can work as highly cost effective ambassadors for your business.

We can produce your stationery to your corporate ID guidelines, or you can select a look that suits your company's character from our range of designs. And to protect you from cheque fraud, Sage secure custom cheques incorporate the latest security measures.

Training

Sage training has been developed to meet all levels of ability, from basic usage to highly advanced. Equally, as people, their timetables and learning styles differ, we offer a range of different training channels – classroom-based, e-learning, CD-ROM or self-study workbooks.

To find out more or to help you choose the right solution for you, contact your Sage Accountant.

Sage Software Overview

Get up and running

	Sage Start-up	Sage Instant Accounts	Sage Instant Accounts Plus	Sage 50 Accounts	Sage 50 Accounts Plus	Sage 50 Accounts Professional
Easy to set up and use	✓	✓	✓	✓	✓	✓
View video demonstrations	✓	✓	✓	✓	✓	✓
45 days free telephone support	1 Year	✓	✓	✓	✓	✓
1 year e-mail and web-based support		Free	Free	Additional Charge		
e-learning	N/A	Free	Free	Additional Charge		

Manage your customers and suppliers

Find contact details quickly and easily	✓	✓	✓	✓	✓	✓
Create quotations and invoices	✓	✓	✓	✓	✓	✓
Apply flexible discounts to win business	✓	✓	✓	✓	✓	✓
See who owes you money and when it's due	✓	✓	✓	✓	✓	✓
Receive and process card payments		✓	✓	✓	✓	✓
Manage individual projects and costs					✓	✓
Manage your sales and purchase orders						✓

Manage your finances

See your cash position at a glance	✓			✓	✓	✓
Share information electronically with your accountant	✓	✓	✓	✓	✓	✓
Prepare VAT Returns	✓	✓	✓	✓	✓	✓
e-VAT submissions, e-payments, EC – Sales List, Reverse Charge VAT		✓	✓	✓	✓	✓
Irish VAT return file available		✓	✓	✓	✓	✓
Audit preparation	By Accountant	✓	✓	✓	✓	✓
Produce profit & loss and balance sheet reports	✓	✓	✓	✓	✓	✓
e-banking and bank reconciliations for up-to-date figures	✓	✓	✓	✓	✓	✓
Export your information to Microsoft® Office	✓	✓	✓	✓	✓	✓
Control budgets for key areas of your business				✓	✓	✓
Convert currencies for foreign trading						✓

Manage your business

Keep track of your products and services	✓	✓	✓	✓	✓	✓
Control your stock			✓	✓	✓	✓
Multi-user ready*			Two	Two	Two	Ten
Multi-company ready				✓	✓	✓
Manage components and assembled products				✓	✓	✓
Integrates with Sage Additions*				✓	✓	✓
Construction Industry Scheme ready*				✓	✓	✓
Integrates with Sage Construction*				✓	✓	✓
Integrates with Sage 50 Retail Solutions*					✓	✓
Integrates with Sage 50 Manufacturing*						✓
Access to online business know how	✓					

* Additional purchase required

Get up and running

	Sage Instant Payroll	Sage 50 Payroll	Sage 50 HR
Easy to set up and use	✓	✓	✓
Helpful guides to key tasks	✓	✓	✓
45 days free support	✓	✓	✓

Manage your people

Create and maintain employee records	✓	✓	✓
Track holiday and absence	✓	✓	✓
Process paperwork for leavers	✓	✓	
Manage multiple holiday schemes	✓	✓	
Store employee contracts, training and appraisal records			✓
Record, store and maintain employee information			✓
Manage skills and qualifications			✓
Record details and documentary evidence of disciplinary actions			✓
Manage performance and appraisals			✓
Maintain salary and job details			✓
Multi-company and multi-user options*		✓	✓

Manage your payroll

Pay the right people the right amount of money on the right day	✓	✓	
Automatically calculate statutory payments	✓	✓	
Check and print payslips	✓	✓	
Complete your payroll quickly and easily	✓	✓	
Make secure electronic payments to employees and HMRC	✓	✓	
Export payment figures to Sage Instant & 50 Accounts	✓	✓	
Submit in-year forms to HMRC electronically	✓	✓	
Receipt of electronic forms from HMRC	✓	✓	
Batching report printing		✓	

Process payroll year end

Start next year's payroll before closing current year		✓	
Step-by-step guides help you manage payroll year end	✓	✓	
Submit year-end forms electronically	✓	✓	

* Additional purchase required



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