sage

Sage 50c Accounts

This is **my office**

Your guide to the new Sage 50c Accounts,
combined with the power of Microsoft Office 365

Office 365

Contents

Introducing

Sage 50c Accounts

your complete accounts solution

Imagine having the **freedom to control** your business wherever you are. Meet Sage 50c, seamlessly combining the **power and productivity** of our trusted desktop solution with secure online access and Office 365 integration.

- **More freedom** to work how, where, and when you want.
- **More control** over your business to make smarter, faster decisions.
- **More productivity** so you can get more done in less time.

"Sage 50c provides the best of desktop and cloud combined. Need it now!"

Kim Aiken, KW Book-Keeping

Connected with
Microsoft Office 365 Business Premium

Microsoft Office provides the de facto suite of productivity software products for businesses, from Excel spreadsheets and Word documents to Instant Messaging.

With Office 365, you have access to all the tools you need, whether you're in your office or on the go. You can work anywhere, any time, on any device. No matter if you're running your own business or you've just joined a new company, Office 365 enables you to get the job done.

Communicate better with clients and your team*, with business-class email, video conferencing, instant messaging, and social networking. Co-ordinate better, thanks to shared calendars, smooth content sharing, and team chat. And rest assured that everything's backed up, with 1Tb of cloud storage per user.

All without any up-front IT cost, thanks to our subscription model.

*Promotional offer, one user included to Microsoft Office 365 Business Premium chargeable with Sage 50c Accounts Essentials.

The features and benefits explored

- **Secure cloud data access:** Whether you want to work in real time with your accountant or simply access your data, you can now work anywhere, anytime, thanks to our cloud service **Sage Drive**. Sage 50c Accounts also automatically backs up to the cloud, giving you peace of mind that your business is covered, whatever happens.

- **Mobile invoicing and transactions:** Thanks to our smart mobile apps, you can invoice or record your expenditure wherever you are.

- **Sage Contact:** Now your records, contact details, balances, and recent transaction histories will be available, so no need to jump between Sage and Outlook.

- **Powerful Excel reporting: Sage Intelligence Reporting** delivers more powerful, in-depth Excel reports, thanks to our smart templates and point and click designer. That means a richer, deeper understanding of your business, the way you want it.

- **Go paperless:** Photograph your expenses, invoices, or any other paperwork using **Sage Capture**, then save them to One Drive and post the transaction on Sage 50c Accounts. No more paperwork, just your mobile or tablet.

- **Secure cloud storage:** Whether it's individual receipts or full financial reports, connecting Sage 50c Accounts with Office 365 means you can now store all of your documents in One Drive. Access everything you need to – no matter where you're working – via mobile, desktop, or web browser.

- Balancing the books is an integral part of managing accounts but it doesn't need to be a manual or tedious process. **Bank Feeds powered by Yodlee** makes reconciling your accounts and bank balances simple and error free. Spend less time on time-consuming data entry, giving you a real-time view of your cash position at a glance.

- **Award-winning support:** Our Sage 50c Accounts support team is always here for you.

Coming soon:

Real-time overview: Our intuitive Business Performance Dashboard provides a complete, real-time view of your entire business, giving you the insight you need to stay on top of things, minute by minute.

Automatic bank feeds: Connect Sage 50c Accounts directly with your bank account. No more re-keying payments or time consuming reconciliation processes, just seamless transactions.

And all of the Sage 50 Accounts functionality that you're already familiar with – in-depth invoicing, cash flow management, order processing, inventory, and more, all within a fully-compliant package that **makes managing your business easy.**

Continuous improvement, with your help

Our roadmap gives you a clear look at the changes you have requested. Discover what's currently in development, what has launched, and the features we're getting ready to release. See where accounts is going and have your say on what comes next.

Check out Roadmap

www.sage.co.uk/roadmap

What's in it for me?

Right info wherever you are

We know you just want to sort out your accounts quickly and easily and you've got other things to think about. You want to be able to access the right business information without it being too painful. Success begins with the right information, and you should have access to it wherever you are.

You're used to working with **Sage 50 Accounts**, and you don't want to spend time getting up to speed on a new or different version. With Sage 50c Accounts, you don't have to.

The main differences?

• More ways to access richer business insight

• More collaboration with the right people

• Less time spent inputting information

With Sage 50c Accounts, you can enjoy the power of familiar desktop software, married with the flexibility of cloud and mobile. Nice.

Know your business inside out

You can't have too much insight into your business. You need to know what's going on, and you'll probably want to share this insight with others. **Sage Intelligence Reporting** – our in-depth financial and management reporting solution – now integrates with Sage 50c Accounts, allowing you to get the depth and detail you need from your data.

Adding to the existing Sage 50 Accounts reporting capabilities, you now have access to a greater variety of tried and tested report templates, as well as the ability to share your Excel documents with anyone via the cloud. On a day-to-day basis, you may just want a quick overview of what's going on. **Business Performance Dashboard** is an end-to-end view of your business's performance, updated in real time *(coming soon)*.

So whether it's a bespoke report or a quick snapshot, we've got you covered.

Success begins with the right information, and you should have access to it wherever you are.

Get things done faster

Information at your fingertips

You don't want to spend your time digging out information from different places. When a customer emails you, it's a hassle to open up your accounts software and try to dig out their credit status and transaction record. Now you don't have to. **Sage Contact** – part of our Microsoft Office 365 integration – means that you have this information at your fingertips whenever you're using Outlook.

No need to chop and change between applications. What's more, this extends to any supported mobile devices or tablets accessing Outlook via a browser as well, **regardless of whether you have Sage 50c Accounts on the device**. And when you make any updates or additions to your contacts, Sage 50c Accounts will automatically sync and update as well. Simple and seamless.

Peace of mind

Keeping your information secure is a top priority, and you want to know that if something unexpected happens, you've got copies of everything you need safely stored. But this doesn't mean you want to invest in a load of servers and an IT Manager. You just want to know your data is backed up.

Cloud Backup ensures that your data is safely backed up, in the cloud. You'll be able to access your data from anywhere with an internet connection, and if there are any issues at all, you'll receive a notification immediately. Peace of mind, without any hardware for you to maintain.

Cloud Document Storage, get rid of that paperwork and securely store all of your documents in OneDrive – linked to your 50c records and transactions. And because they're in the cloud no matter where you're working - all your documents are at your fingertips when you need them.

Sage 50c - Feature Matrix

	Essentials	Standard	Professional
Manage cashflow, income, expenses and payments	✔	✔	✔
Create professional invoices & quotes	✔	✔	✔
Connect to your bank account	✔	✔	✔
Manage VAT & submit online returns to HMRC	✔	✔	✔
Powerful reporting & dashboards	✔	✔	✔
Secure cloud access & backup	✔	✔	✔
Office 365 Integration	✔	✔	✔
Mobile apps	✔	✔	✔
Track & manage stock		✔	✔
Track project income, expenses and profit		✔	✔
Manage multiple departments & budgets		✔	✔
Create sales & purchase orders			✔
Trade in multiple currencies			✔
Regular product upgrades & innovation	✔	✔	✔
Online, webchat & email support	✔	✔	✔
Award-winning telephone support		✔	✔
Office 365 support		✔	✔
Unlimited remote support			✔
Core users	Max 2	Max 2	Unlimited
Connected users	Unlimited	Unlimited	Unlimited
Multi company		Max 10	Unlimited
Microsoft Office 365 Business Premium included		✔	✔

Sage 50c Accounts: Service Features In Detail

50c Essentials	50c Standard	50c Professional
"Online Plus" Service	**"Telephone Plus"** Service	**"Premium Plus"** Service
Product Improvements & Legislation Updates	Product Improvements & Legislation Updates	Product Improvements & Legislation Updates
Online, Webchat & Email Support	Online, Webchat & Email Support	Online, Webchat & Email Support
Business Community & Support Portal	Business Community & Support Portal	Business Community & Support Portal
HR & Health and Safety Advice	HR & Health and Safety Advice	HR & Health and Safety Advice
Report Library	Report Library	Report Library
Office 365 Seat Support (Webchat, Email)	Phone Support (8am to 6pm)	Phone Support (8am to 8pm)
	3 Remote Support Sessions & 2-Hour Call Back	Unlimited Remote Support & 30 min callback
	1-Working Day Data Services	Overnight/Weekend Data Services
	Monthly Report & 3 Bespoke Reports per year	Excel Support
	Office 365 Seat Support (Webchat, Email, Phone)*	Office 365 Seat Support (Webchat, Email, Phone)*
		Annual Health check
		Exclusive Shopping Portal
		20% discount on all training

* Terms and conditions apply

A day in the life of...

We take a look at a variety of typical business scenarios through the eyes of, Stuart, Pamela and Craig. Discover how **Sage 50c Accounts** can fit the way you work and how it can bring a huge range of benefits to your business.

A day in the life of an MD

Meet Stuart, he's a busy Managing Director often out of the office meeting with customers and suppliers. Put yourself in Stuart's shoes to see some of the benefits Sage 50c Accounts can offer.

You're in a coffee shop, just ahead of a meeting with your bank manager. You're trying to secure a loan to fund the exciting development plans you've had in mind for a few months now, so you need to be completely on top of your numbers.

You've been running at 100mph all morning and have barely had any time to prepare. You open your laptop and receive a notification that your bookkeeper has just updated the all-important management reports. **Perfect, all of the latest information, and it's prepared it in the format you talked about yesterday.** Simple, clean and clear. You make a few quick adjustments and notes, and your bookkeeper then reviews and accepts them in seconds. Everything's looking good.

'Keeping track of receipts used to be tricky... now it's easy '

Your meeting goes well. You talk your bank manager through your latest figures, completely up to date as of 20 minutes ago, and she's impressed. The business is clearly very healthy and the loan is approved.

You close your laptop and pay the bill. Ensuring that all of the money that you spent whilst out and about is properly recorded used to be a pain. Keeping track of receipts used to be tricky and often lead to issues with reconciliation. Now it's easy, you take a photo of your receipt and have the option of filing the image on OneDrive for

safe keeping, or generating the actual accounting transaction to save your bookkeeper the trouble. All done before you even leave the coffee shop. **One less job to do.**

No time to bask in the moment though, as you need to meet with one of your key customers in half an hour. You jump into the taxi, switch on your tablet, go into the web browser and log into Outlook online.

Within seconds you've quickly reminded yourself of the meeting agenda and flicked through the accounts history. Seems this customer has been placing a lot of business with you recently and you can see from the recent invoices and payments that **the bills are paid on time**.

It's good to know that this information is up to date as you can control how often it's refreshed. Time to discuss a better rate in light of the increased volume of business!

You smile to yourself. It's only 11am on Monday, and you already know this is going to be a good week.

A day in the life of an Office Manager

Meet Pamela, an Office Manager whose responsibilities vary from managing accounts, customer queries and business performance. Imagine yourself in this busy role to see how Sage 50c could help you.

It's the end of the month and it's been a particularly busy one. A year ago, just the thought of a month like this – with the endless fiddly reports and reams of paperwork – would have brought you out in a cold sweat. But not this month. **Not this morning.**

Over breakfast you had a quick look at Outlook on your tablet and replied to a couple of customer order queries that had come through during the night. Information on their recent transactions and current balances were in Outlook already, so **it was a simple matter** of quickly looking them up. No outstanding debts or issues to address on their accounts, so you answer their queries and clear the decks before even leaving the house.

When you get to work, you pause to admire your lovely, empty desk. No stacks of invoices, no fistfuls of scrunched up VAT receipts from the sales guys. Now that anyone on the road can **simply take a photo of their receipts and upload them to your accounts software** – as well as saving them on OneDrive – you don't lose time entering data or unravelling balls of paper.

You sit at your computer and begin working on your monthly reports. It's been far less stressful and time-consuming for the last couple of months, ever since you spent a little while playing around with the format. Now you're able to display your information exactly how you want to, rather than relying solely on the templates that came with the software. And you **didn't need to spend hours** getting to grips with the technical elements of the software. Just a little bit of drag-and-drop experimentation.

You're much happier with these reports, and the MD is too, as everything's simpler and clearer for him. Win-win.

It's Friday, and you're looking forward to the weekend. But as the clock reaches 4.45, and you're just tying up your accounts, you receive an email from a customer who thinks they've already sent through a payment you chased up this morning.

'Reports are great, everything's simpler and clearer. Win - win'

You can easily see from their transactions that the payment hasn't been received, so **without missing a beat** you politely reply that the payment is still outstanding, and then shut down your computer.

As you walk through the office doors, your phone pings – a reassuring confirmation that everything has been successfully backed up in the cloud.

You smile as you walk away, strolling towards the weekend.

A day in the life of a Sales Manager

Meet Craig, the Sales Manager, constantly under pressure to ensure that his team hit targets whilst delivering first class customer service. Step in to Craigs role to discover the benefits of Sage 50c.

You're on your way to meet a loyal customer. They've been a happy client of yours for years – someone you know well. Someone who'd be willing to go out on a limb and recommend you and your team to others. In fact, they were your very first client when you joined the sales team.

The meeting is to discuss a large order that they're considering placing, and you're keen to make sure it goes through without a hitch. It's month end and you ideally want it to go through this week, so **everything needs to be smooth and straightforward.**

You pull into the car park at the customer's offices, and switch off the engine. You've got a few minutes to spare and you want to check a few things. Taking out your phone, you go to call the accounts team to check on things and remember you don't need to anymore. Smiling, you **open up Outlook in your web browser and review the customer details**. Balance looks good. Credit limit is looking good too, as are the last few transactions. Excellent! You step out of the car and walk in to close the deal.

The meeting goes well, and your customer is full of compliments for how you and your team have helped them. They agree to place the order on the spot and happily hand over a cheque for the deposit.

You take out your phone again and take a photo of the cheque, quickly recording the payment there and then. It's nice to be able to tell the customer **before you even leave their offices** that the deposit has been recorded with your finance team. Now, off to the next meeting.

But not before you've had some breakfast. You remember seeing a café about five minutes up the road, and make your way there for celebratory coffee and a bacon sandwich. When you sit down at the counter, you take out your laptop to quickly look over the latest sales figures. It's much easier to keep on top of specific things with the information on your mobile, but the **new in-depth reports** that the accounts team sends round are fantastic. You've always liked getting to grips with the details on a regular basis, and you can see this report was only updated a few minutes ago.

'It's much easier to keep on top of things direct from your mobile'

Twenty minutes later, you're settling up. You take a quick photo of your receipt and post the transaction immediately. No more end-of-month rush. No more clumps of receipts in the glove box.

As you step outside, you look at your watch. Plenty of time to spare before the next meeting. **Maybe you'll take the scenic route...**

To find out more about the ways in which your business can benefit from the new Sage 50c Accounts:

Visit us online at
Sage.co.uk

or call
0800 923 0344
New customers

0800 33 66 33
Existing customers

Sage 50c Accounts, combined with the power of Microsoft Office 365, giving you the ability to do business anywhere, at any time, from any device.

This is **my office**

sage

New customers
0800 923 0344

Existing customers
0800 33 66 33

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