

sage

**Upgrading
to Sage 50
Accounts 2009**
A guide from your
Accountant



We are continually looking for ways to improve our Sage 50 Accounts software and spend a lot of time talking to our customers, to make sure we introduce the changes that matter to you most.

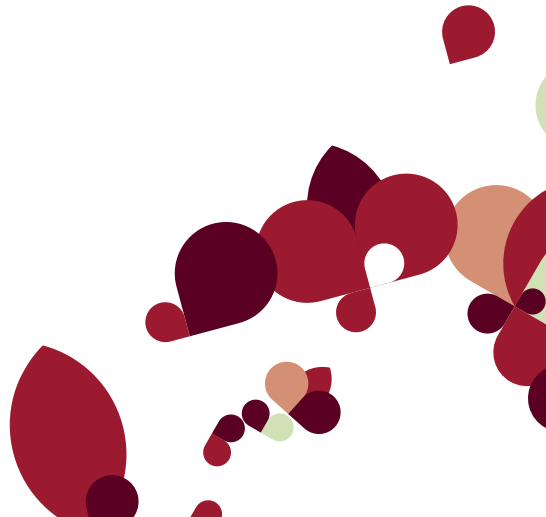
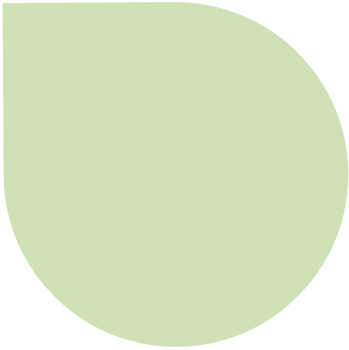
You already know how Sage 50 Accounts can help manage your business and, with Sage 50 Accounts 2009, we've done everything we can to make the day-to-day running of your business as easy as possible - giving you certainty in certain times.

We've 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. **Why not take a look at exactly how Sage 50 Accounts 2009 can help you do this?**

Features include:

- Clear your mind with our new in-built diary
- Track the flow of your money with our improved dashboard
- Keep your business breathing with our improved chase debt feature
- Handle your transactions fluidly with improved bank reconciliation





**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.





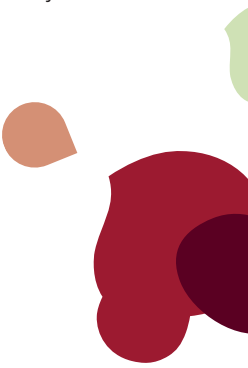
Build strong relationships


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.

Build on your communications, build on your professionalism

Payment disputes? Information requests? All contact can be recorded on your communication history, together with a follow-up, so you'll always have the right information to refer back to. Whenever you generate a letter or statement, these details will be automatically recorded into the communication history.





Give a little
versatility


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 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.



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.

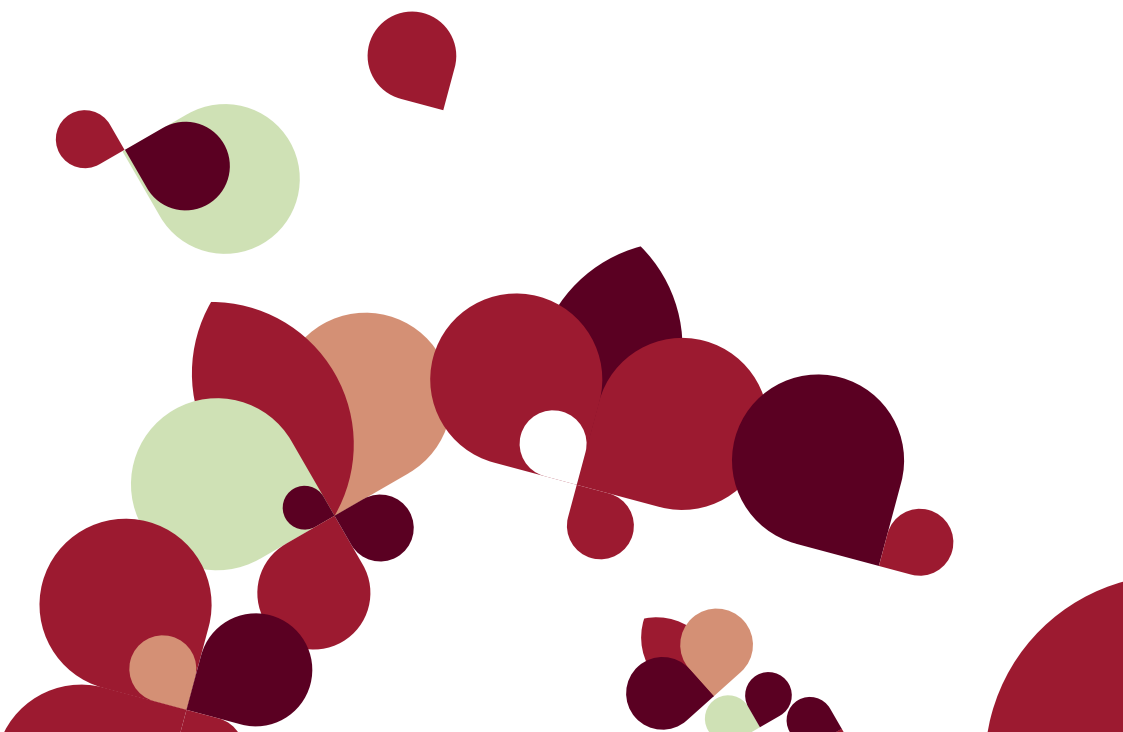




Fast, secure reporting

Quickly and securely run your reports together

Our new batch reporting feature allows you to create your own batch of reports and run them all off in one go. You can password protect any PDF file containing sensitive financial information, so only those with the authority to access the files have the means to do so.



**Easy to learn,
easy to correct**


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.

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.





Contact
your
accountant

If you like what you've read then why not talk to your accountant today about how Sage 50 Accounts 2009 could benefit your business. Don't forget to ask about our support options too.

Get the most from your software

Sage Stationery

Crisp, clean, clear. Our stationery range gives your business a sharp and professional look. Visit www.sage.co.uk/stationery to see the full range or call your accountant.

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 or call your accountant.



If you would like this information in an alternative format, please contact Customer Care on **0845 111 66 66** or email **access@sage.com**