APPENDIX.D.2.2

Sage Line 50 documentation

Accounting solutions for growing businesses

Line 50

active support for business

Sage Line 50

Sage Business Solutions

With more than two million registered customers worldwide, Sage is the UK's leading provider of accounting and business solutions for small to medium-sized businesses.

Sage offers an extensive range of products that are fully integrated and provide enormous flexibility and value for money. We concentrate on creating tools that simplify business tasks - leaving you more time for growing your business.

Sage has developed a unique opportunity for you to exploit the potential of the Internet. www.uk.sage.com provides access to a host of e-commerce possibilities and allows you to build and run your own company website absolutely free. In addition, Sage offer flexible online products that keep pace with the development of your business on the Web.

The Sage product range is fully backed by our unrivalled network of almost 3,000 resellers - including over 2,000 e-business centres and 200 qualified Sage Solution Centres. You can rely on Sage for all the support, implementation and training you'll ever need.

Sage Line 50 - the UK's best selling accounting business solution

In a recent survey, 85% of accountants who recommend accounting software, said they recommend Sage*. Once you've tried our software for yourself, we're confident you'll understand why.

Sage Line 50 is based directly on familiar procedures for manual accounting. Items such as invoices, cheques, bank statements and VAT returns appear on-screen exactly as if they'd been generated manually.

To make Sage Line 50 even friendlier, there are plenty of on-screen prompts which enable you to create, file, access and update all your financial information, along with Wizards to guide you through some of the more complicated procedures.

VAT Return Screen
Produce your VAT return in minutes, not hours.

A wizard guides you step-by-step and the VAT total is calculated for you automatically.

Invoice Screen
Your customer's address details are automatically pulled through for you.

Your stock price and VAT is automatically calculated for you.

Simply choose the print button to print your invoice to send to your customer.

Standards features of Sage Line 50

CUSTOMERS/SALES LEDGER: keeps track of what your customers buy and how much they owe.

SUPPLIERS/PURCHASE LEDGER: keeps track of what you buy and how much you are paying.

NOMINAL LEDGER: combines data from the other two ledgers to give you an accurate balance of accounts. It can be tailored to your specific needs.

BANK: manages all receipts and payments, including Direct Debits and Standing Orders, for up-to-the-minute balances and supporting e-banking.

FINANCIALS: automatically creates your management accounts, VAT returns and budget analysis.

MANAGEMENT REPORTS: presents vital information in easy-to-read graphs and tables so you can increase your control over your business - thanks to the FREE Sage Informer 50 program.

FINANCIAL PLANNING: helps you calculate the best times to buy new equipment or take on new staff - thanks to the FREE Sage Forecasting program.

INDIVIDUAL CUSTOMER PRICE LISTS: allows you to give individual customers different prices and a range of discounts.

MULTIPLE DELIVERY ADDRESSES: it's no problem if your customers have several addresses. You can deliver goods to any number of sites and then specify a different invoice address.

AUTOMATIC RE-ORDERING OF STOCK: if you can't fulfil all your sales orders, the software automatically prompts you to re-order the necessary stock from your usual suppliers.

Which Sage Line 50 product is best for your business?

There is a choice of three business accounting solutions within the Sage Line 50 range to suit the size and requirements of your business: **Accountant, Accountant Plus** and **Financial Controller**.

Each of them offers the core functions that all businesses require, such as dealing with customers and suppliers and producing Profit and Loss, Balance Sheet and Budget Reporting. Beyond this, **Accountant Plus** and **Financial Controller** offer additional levels of functionality. So the product best suited to your requirements will depend on the productivity areas of your business. (See the table below for a full list of features).

Core features available in the range

	Sage Line 50 Financial Controller	Sage Line 50 Accountant Plus	Sage Line 50 Accountant
Sales Ledger	•	•	•
Purchase Ledger	•	•	•
Nominal Ledger	•	•	•
VAT Management	•	•	•
Credit Control	•	•	•
Bank	•	•	•
Sage Informer 50	•	•	•
Task Manager	•	•	•
Late Payment Charges	•	•	•
Access/Security	•	•	•
Euro Currency Calculator	•	•	•
Report Designer	•	•	•
Full Upgrade Path	•	•	•
Links to Microsoft Office	•	•	•
Optimised for 32-Bit Performance	•	•	•
Additional Multi-Company Licence available	•	•	•
Sage Forecasting	•	•	•
Definable Management Reports	•	•	•
Individual Customer Price Lists	•	•	
Multiple Delivery Addresses	•	•	
Euro Invoices	•	•	
Invoicing	•	•	
Cheque Printing	•	•	
Stock Control	•	•	
Bill of Materials	•	•	
Automatic re-ordering of stock	•		
Order Processing	•		
Quotations and Pro-formas	•		
Network capability option with Contact Manager and Office Templates/Connectivity	•		

Extra features of Sage Line 50 Accountant Plus

STOCK CONTROL: monitors stock levels and sales so you can quickly identify items that are most profitable and fastest moving.

INVOICING: automates the invoicing process so you save time and improve accuracy. Sage can even personalise your invoices for a more professional business look.

CHEQUE PRINTING: prints cheques in seconds, together with remittance advices.

Extra features of Sage Line 50 Financial Controller

SALES AND PURCHASE ORDER PROCESSING: improves the handling of sales and purchase orders and automatically arranges delivery and invoicing.

DIRECT CONNECTION TO SPREADSHEETS: integrates with word processing and database packages via ODBC driver.

QUOTATIONS AND PRO-FORMAS: allows you to create and print quotations. If they are accepted, they can be instantly converted into an invoice or sales order.

NETWORKING CAPABILITIES: allows all your key staff to access your accounting software.

'What I like best about Sage Line 50 is that it's been brilliantly thought out. It's not just that it's user friendly and looks good, but it also has a lot of additional functions that make life so much easier for us. With the latest version 7, we can create different price lists and discount structures that suit the variety of customers that we deal with. The new forecasting program is also going to be very useful. For the first time, it's going to be simple for us to plan ahead financially and match our expansion to our forecast cashflow.'

Ingrid Bowie, Company Secretary, Glass Houses (bespoke conservatories)

Minimum system and hard disk requirements:

- An IBM compatible PC with Pentium 133 processor or greater
- 16mb RAM (32mb for NT class systems
- 64Mb for Windows 2000 professional
- 40Mb free disk space after windows installation
- SVGA monitor (800x600)
- CD-ROM drive

Operating systems:

- Windows 95/98
- Windows 2000 Professional, NT v4
- Microsoft BackOffice Small Business Server, Novell Netware v4.0/v5.0

sage

Sage Payroll

Sage Additions

Sage Job Costing

Sage Line 50

www.uk.sage.com

Sage WebTrader

Microsoft Office

For further information on any Sage accounting or business solution, contact your nearest Sage reseller or call us on

0845 3000 900

Calls charged at local rate   **Visit our website at www.uk.sage.com**