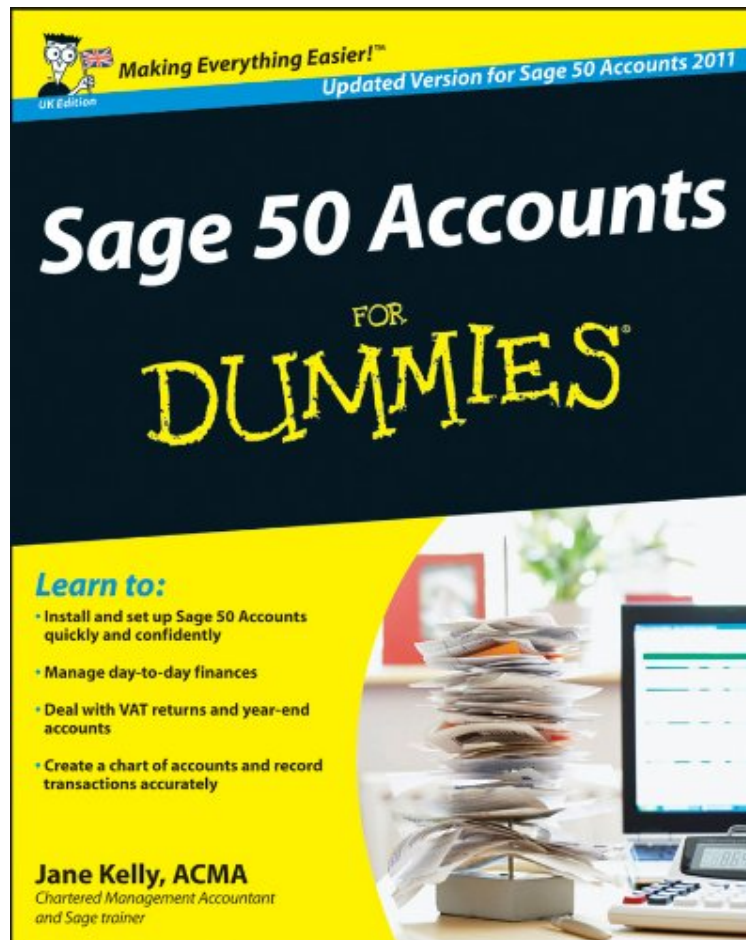


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From the Back Cover Get to grips with Sage 50 Accounts in simple steps This comprehensive guide walks you through every aspect of setting up and using Sage 50 Accounts, from installing the software to running VAT returns and producing monthly and yearly accounts. Inside you'll discover the quickest way to complete tasks and how to customise Sage to suit your specific business needs. Packed with step-by-step instructions and fully illustrated with screenshots, this book is the easiest way to get the most from Sage 50 Accounts and take control of your business finances. Install and set up Sage 50 Accounts; understand the Sage 50 Accounts product range, get your software up and running quickly and efficiently and navigate your way around the system Manage day-to-day functions; prepare and deal with customers' and suppliers' paperwork, produce invoices and record, maintain and correct entries Perform monthly, quarterly and annual accounting routines; including reconciling bank accounts, preparing management information and running VAT returns Generate reports to monitor the performance of your business; produce monthly accounts and use more complicated functions including e-banking and importing and exporting data from Sage Progress to Sage 50 Accounts Plus and Professional; process sales and purchase orders, keep track of your products, set up projects and use foreign currency Open the book and find: Up-to-date information on the latest Sage 50 Accounts release Quick tips for speedy processing Guidance on creating accurate management reports Advice on producing meaningful management information Simple screenshots to guide you step-by-step through each process Useful tips on using wizards for tricky transactions Options for tailoring Sage 50 Accounts to the needs of your business Easy-to-follow explanations of the various Sage functions Learn to: Install and set up Sage 50 Accounts quickly and confidently Manage day-to-day finances Deal with VAT returns and year-end accounts Create a chart of accounts and record transactions accurately About the Author Jane Kelly, ACMA is a Chartered Management Accountant and Sage trainer. She writes the Sage Made Simple blog, which offers support for businesses using Sage accounting packages.