

# Sage 50c

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

This is **my** office.

[www.sage.co.uk](http://www.sage.co.uk)



## Contents

### Introducing Sage 50c

### The latest improvements

Integrated. Improved. Unstoppable.

GoCardless for Sage

### Microsoft Office 365 integration

### Key features explored

### What's in it for me?

### Get things done faster

### Sage 50c Feature Matrix

### Sage 50c Support Matrix

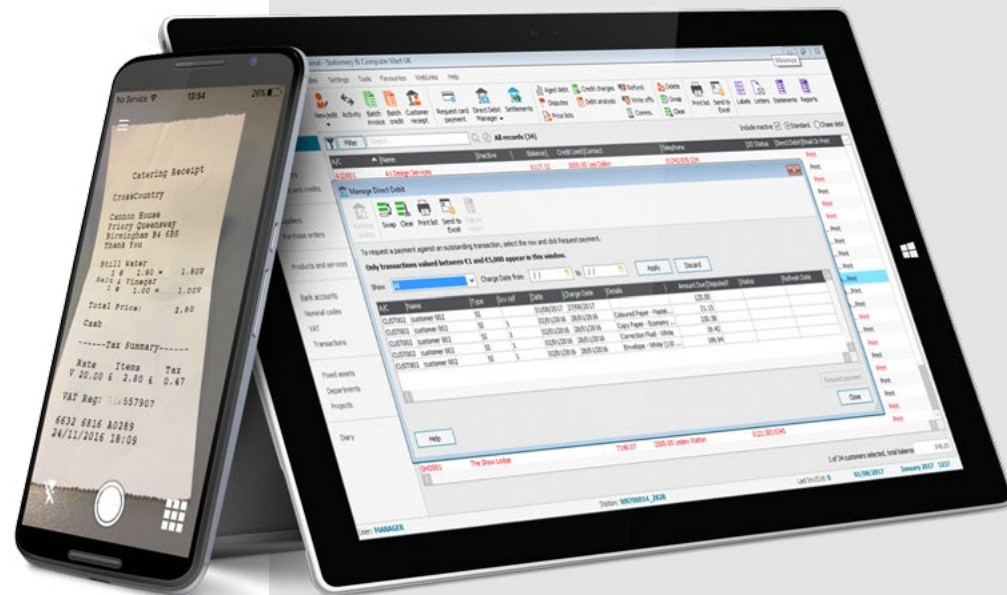
### Sage 50c: Service Features In Detail

### A day in the life of...

Scenario 01 Managing Director, Stuart

Scenario 02 Office Manager, Pamela

Scenario 03 Sales Manager, Craig





## Your complete accounts solution

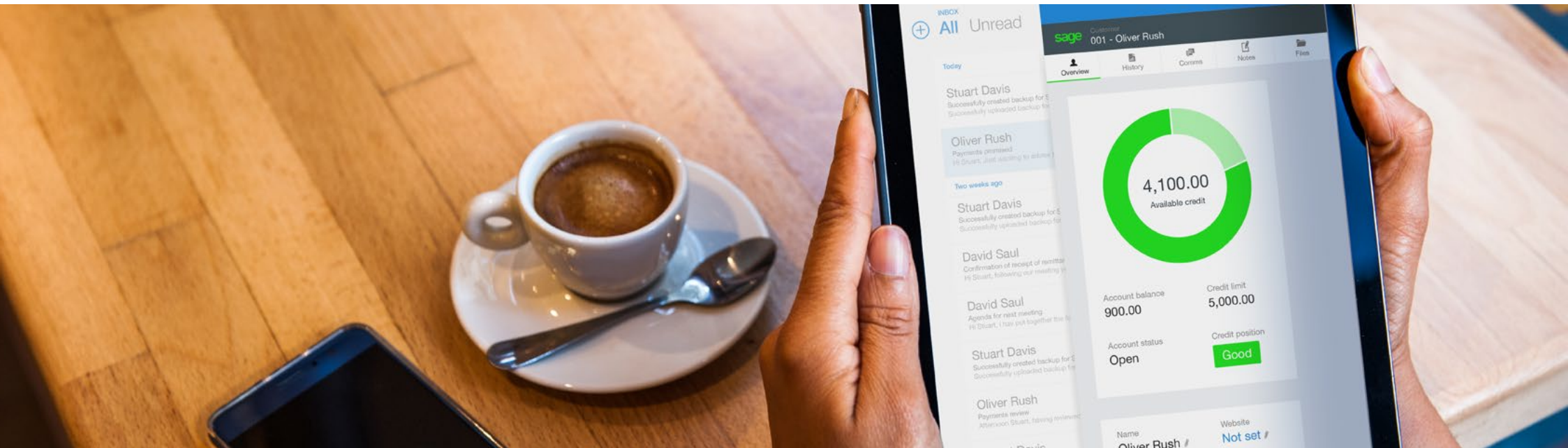
Sage 50c is for businesses like yours who need a trusted accounting solution that enables you and your business to be more productive.

With Sage 50c you get the best of both worlds: the performance of your desktop accounting software and the deep integration of Microsoft Office 365, meaning the best in-class cloud driven productivity tools for your business.

- **Worry less.**
- **Work easier.**
- **Work together.**

“Sage 50c has offered us a lot more flexibility and enabled us to do a lot more on the move”

**Paul Liseo** - Handling Truck Services



# Integrated. Improved. Unstoppable.

We're adding to your accounting software with some brand new features and refining the things you already love. Discover how we have taken things to a whole new level improving your efficiency, making you more productive and helping you build your business wherever you are, with Sage 50c.

## Manage your cash flow more effectively

GoCardless, the UK's leading Direct Debit provider, provides a simple way to get paid on time, every time. With GoCardless for Sage you can automate payment collection and reconciliation to improve cashflow and reduce admin.

## Bank Feeds Rules

Seamless integration with your bank account. This latest update to Improved Direct Bank Feeds helps you set up rules to automate transaction reconciliation, helping you reconcile your bank accounts more efficiently and reduce errors. Which means from now on you'll be spending less time on admin.

## You voted, we listened

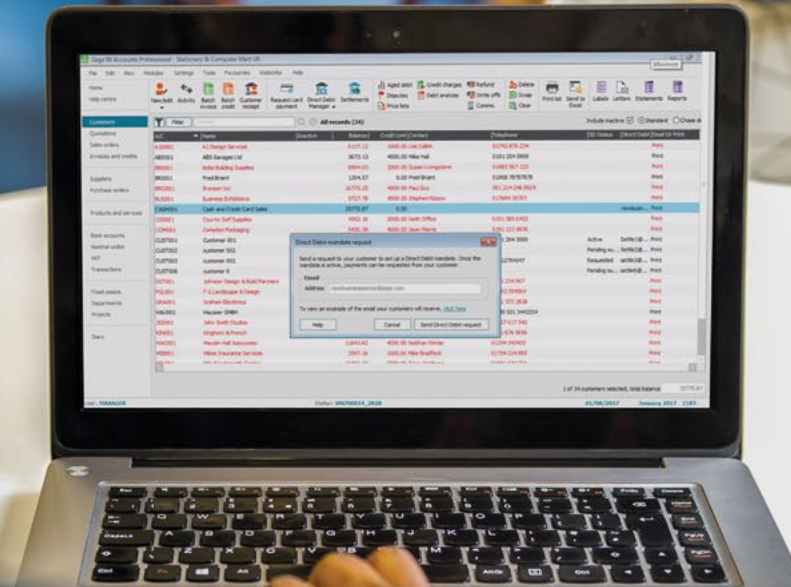
Input direct from you, our customers. You have been suggesting and voting for the improvements you would most like to see, and we've included the top improvements our customers requested;

- Hide nominal and account records.
- Exclude suppliers paying by Direct Debit from payment runs.
- Increase field length.

The latest improvements

[Back to contents](#) 

My cashflow  
improved instantly.  
My admin reduced.



**GO**CARDLESS

 Integrated with Sage

GoCardless, the UK's leading Direct Debit provider, provides a simple way to get paid on time, every time.

With GoCardless for Sage you can automate payment collection and reconciliation to **improve cashflow and reduce admin.**



**Get paid on time**  
**Automatically collect payments** on the invoice due date.



**Reduce admin**  
**Save time** spent chasing late payments and reconciling your invoices.



**Transparent pricing**  
1% per successful transaction, capped at £2 (min20p). **No hidden charges** or minimum term.

# GoCardless for Sage

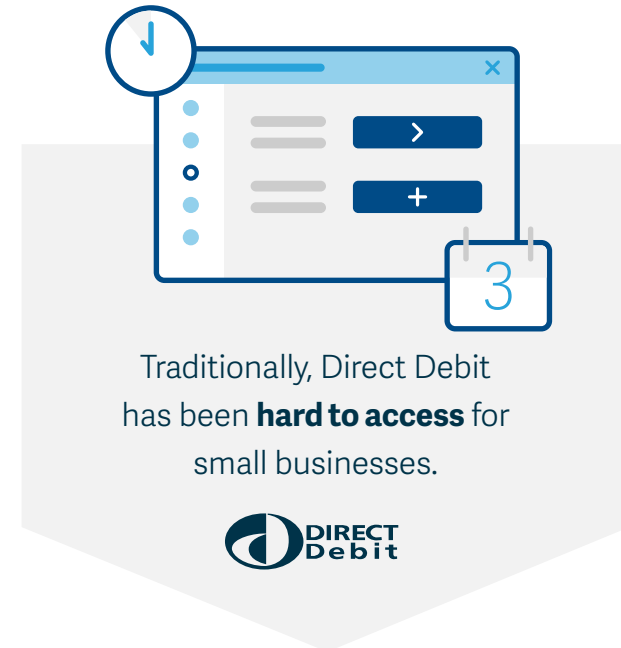
## Hassle free payments

GoCardless for Sage is designed to take the hassle out of regular billing. A deep integration with Sage combined with real time notifications puts you in control of your cashflow and customer relationships. The seamless integration makes it simple for you to automatically collect and reconcile payments with real time updates on payment status.

## More time to work on the big ideas

GoCardless for Sage is here to support your business. Automating your payments eliminates cashflow concerns and reduces admin overheads. The average small business in the UK spends 10 hours a week chasing late payments. Think what you could do with those extra 3 weeks a year!

- Simple set up
- Flexible payments
- Fully secure



Traditionally, Direct Debit has been **hard to access** for small businesses.



**GoCardless** has changed that:

**25,000+**

businesses use the service every month.

**£3Bn**

processed every year as of May 2017.

# 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.

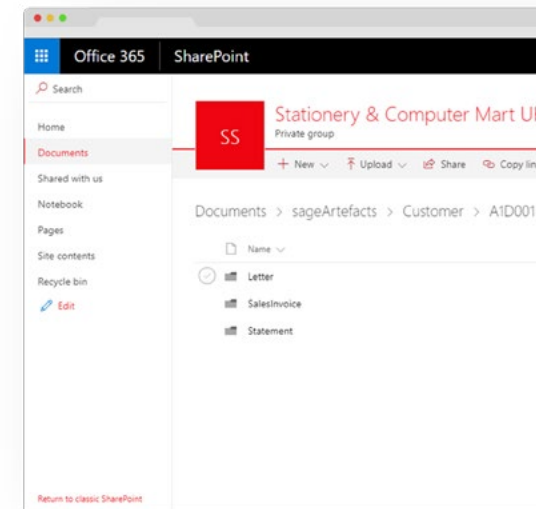
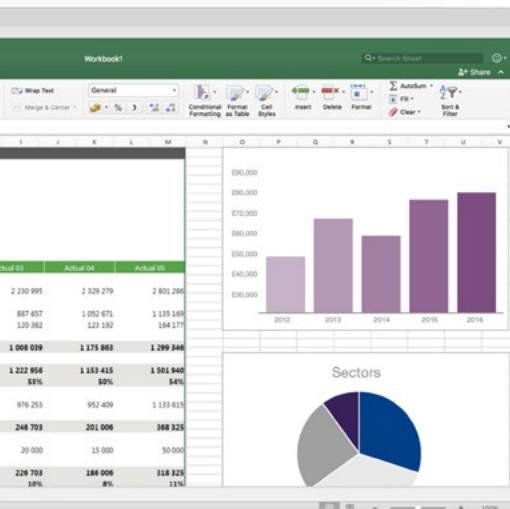
With Office 365, you have access to all the tools you need, whether you're in your office or on the go. You can work wherever you are, whenever, on any device. No matter if you're running your own business or you've just joined a new company, Office 365 enables you to get the job done.

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 Essentials.



## Key features explored

[Back to contents](#) 

- **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 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. Plus, with better Excel integration, you can auto filter and sort for a truly intuitive experience.
- **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. With a full audit trail on transactions, you've got total visibility. No more paperwork, just your mobile or tablet.
- **Secure cloud storage:** Whether it's individual receipts, financial reports, invoices or credit notes, connecting Sage 50c 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.
- **Direct connection to your bank:** Cut out time spent re-keying transactions with **improved Direct Bank Feeds**. Reconcile your accounts and reduce errors thanks to seamless integration with leading UK and Irish banks. Plus, give your accountant access to your Bank Feeds with the **Accountant's Banking Cloud**. Less hassle, more efficiency.
- **Award-winning support:** Our Sage 50c support team is always here for you.
- **More control over access:** Restrict access to apps and information within Office 365 through 50c user rights, and fix errors independently without any other users having to log out.
- **Stay ahead of legislation:** With our CIS module, you'll stay ahead of subcontractor verification requests to make your life easier.

All of these features are in addition to 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.



### 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, 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, you can enjoy the power of familiar desktop software, married with the flexibility of cloud and mobile. Nice.

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

### 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, 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.



## 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.

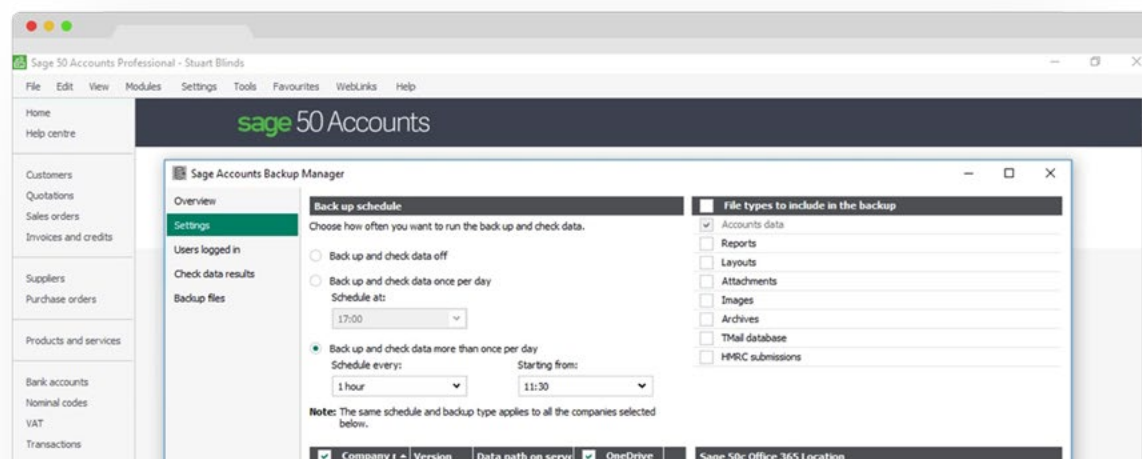
No need to chop and change between applications. What's more, this extends to any supported mobile devices or tablets accessing Outlook via a browser as well, **regardless of whether you have Sage 50c on the device**. And when you make any updates or additions to your contacts, Sage 50c will automatically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

[Back to contents](#) 

	50c Essentials	50c Standard	50c Professional
	A simple desktop accounting solution.	A simple desktop accounting solution with invoicing and cashflow management.	A powerful desktop accounting solution with in-depth stock and reporting.
Core users	Up to 2	Up to 2	Up to 20
Multi-company	Single company only	Up to 10	Unlimited
Microsoft Office 365 Business Premium & support included	Additional charge	✓	✓
Great Features			
Manage cashflow, income, expenses and payments	✓	✓	✓
Create professional invoices and quotes	✓	✓	✓
Connect to your bank account	✓	✓	✓
Manage VAT & submit online returns to HMRC	✓	✓	✓
Powerful reporting and dashboards	✓	✓	✓
Secure cloud access and backup	✓	✓	✓
Microsoft Office 365 integration	✓	✓	✓
Mobile apps	✓	✓	✓
Connected Users	Unlimited	Unlimited	Unlimited
GoCardless integration	✓	✓	✓
Track and manage stock		✓	✓
Manage multiple departments and budgets		✓	✓
Track Project income, expenses and profit			✓
Create Sales and Purchase Orders			✓
Trade in multiple currencies			✓

## Sage 50c Support Matrix

[Back to contents](#) 

	50c Essentials	50c Standard	50c Professional
	A simple desktop accounting solution.	A simple desktop accounting solution with invoicing and cashflow management.	A powerful desktop accounting solution with in-depth stock and reporting.
Core users	Up to 2	Up to 2	Up to 20
Multi-company	Single company only	Up to 10	Unlimited
Microsoft Office 365 Business Premium & support included	Additional charge	✓	✓
Award-winning support			
Regular product upgrades and innovation	✓	✓	✓
Online, webchat & email support	✓	✓	✓
Remote support		Up to 3 sessions	✓
Award-winning telephone support		✓	✓



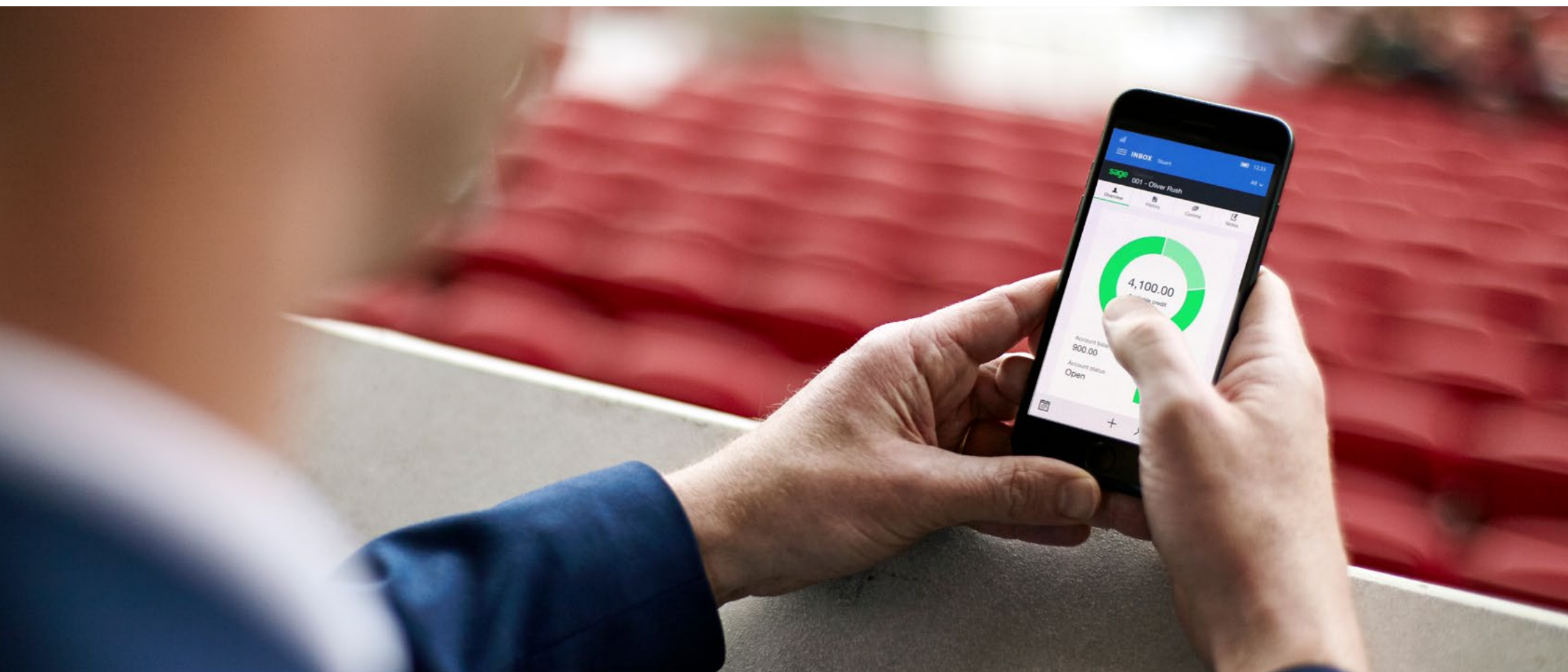
## Sage 50c: Service Features In Detail

[Back to contents](#) 

50c Essentials	50c Standard	50c Professional
<b>"Online Plus" Service</b>	<b>"Telephone Plus" Service</b>	<b>"Premium Plus" Service</b>
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
	Reports library with the most popularly requested customer reports & layouts.	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

## 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** 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

[Back to contents](#)

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 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

[Back to contents](#)

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

[Back to contents](#)

Meet Craig, the Sales Manager, constantly under pressure to ensure that his team hit targets whilst delivering first class customer service. Step in to Craig's 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...**

Sage 50c, combined with the power of  
Microsoft Office 365, giving you the ability  
to do business wherever, whenever.

## This is **my office**.

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

New customers  
**0800 923 0344**

Existing customers  
**0800 33 66 33**

Sage (UK) Limited  
North Park,  
Newcastle Upon Tyne  
NE13 9AA

[www.sage.co.uk](http://www.sage.co.uk)

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