

E-BOOK

Sage 50cloud Accounts

Take control of your business with accounting software that leaves nothing behind.



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Introducing Sage 50cloud

Sage 50cloud combines the convenience of the cloud with the power of desktop accounting software.

It provides a complete view of your business finances in one place and is Making Tax Digital ready. Trusted by over 400,000 small and growing businesses, Sage 50cloud adapts to the way you work while working to make you more profitable and efficient.

Access the information you need about your business when you need it, with real-time updates and live modifications. Sage 50cloud gives you deep business insights, automatically reconciling transactions, tracking stock, integrating payment options, and so much more. It's the power and productivity of desktop software with the freedom and security of the cloud.

With Microsoft Office 365 integration, Sage 50cloud gives you the power to:

- Work from anywhere, on any device.
- Reduce admin.
- Make better, faster business decisions.
- Improve data security.
- Get ready for MTD.
- Keep up with the GDPR for accounts.



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

— Paul Liseo - Handling Truck Services



Get MTD ready with Sage 50cloud

Making Tax Digital is just around the corner - and with it comes a great deal of new regulations.

Sage has you covered with up-to-date software, ensuring you can submit your VAT reports to HMRC online and helping you keep a digital trace on your accounting data.

Let's get started.

Making Tax Digital is HMRC's initiative to digitise tax, starting with VAT in April 2019. It will apply to businesses above the VAT threshold of £85,000, who will need to file VAT returns using commercial accounting software and keep digital records of transaction data.

If you submit VAT manually - that means you type your information directly into the HMRC Gateway - you'll have to integrate commercial accounting software into your business. As of April, HMRC will no longer accept manual submissions, and the same rules are set to apply to businesses of all sizes of as 2020.

Four steps to being business-ready for MTD

- 1** Determine whether you're impacted by the change. Are you above the £85,000 VAT threshold?
- 2** Review your plan. Do you use accounting software, and is it MTD-ready? If you work manually, how will you implement commercial accounting software - and what does your accountant think, if you have one?
- 3** Start reviewing your VAT process. Does your current software allow you to submit? Which changes will you have to make in preparation for April 2019?
- 4** Adopt early. The faster you get started, the more likely it is that you'll be compliant come April. Get the support you need from Sage, and give yourself plenty of time to adapt.

Keeping up with the GDPR

Months after the GDPR has come into effect, the buzz may have died down - but the May 2018 regulation is still humming away in the background, and so are its fines and requirements. Sage is here to help make sure your accounts are up to standard, so you can put your energy into growing business.

Our software tools make it simpler to answer to some of your GDPR obligations. Here are just some of the features you can use to make sure you're keeping up with your legal agenda:



View your logged data

This report helps you to identify all of the personal data you've entered into contact record fields over the last six years, so you can manually take action to keep or delete client data, directly from your software.



Track your retention

Under the GDPR, businesses need to make sure they're not keeping more data than they have to. Keep track of your retention periods with the report that tells you which of your suppliers are active and which have been inactive for six years or more - then delete any superfluous details.

Benefits of subscription.

Pay monthly. Use daily.

Sage 50cloud is now billed as an affordable monthly subscription. That's because we want to make it easier for you to stay on top of software, legislation, and support, so you don't have to keep buying new software. Simply hit update, and keep working.



Always up to date

You don't have to be a big business to have shiny new stuff. Although it may not feel like a priority to make sure your accounting software is up to date, it's vital for avoiding fines and staying compliant with changing regulations.



Software that grows with you

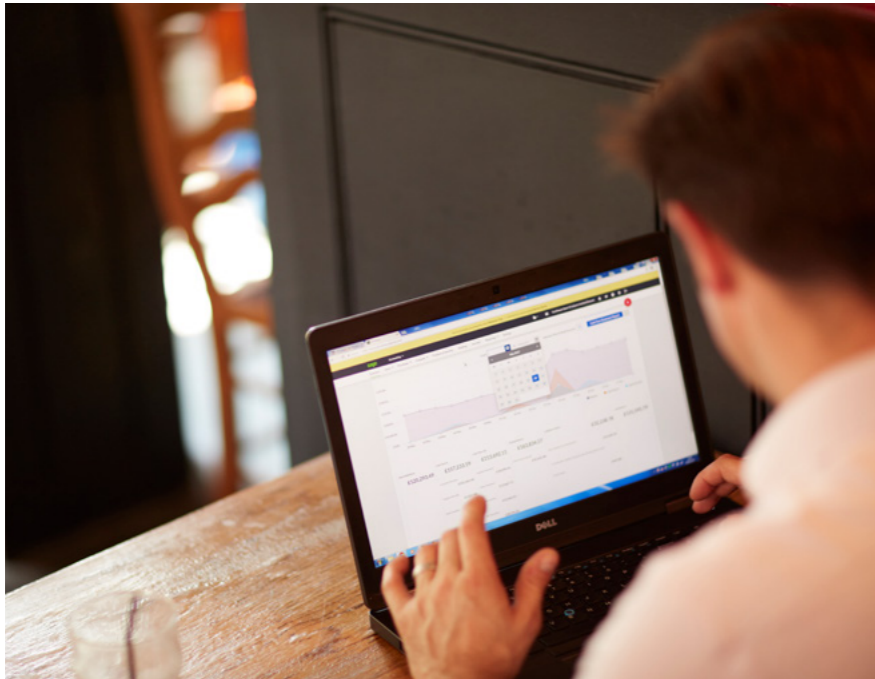
Our monthly subscription can be scaled to suit your needs - starting from one user as standard and reaching a total of 20. Add extra users and companies whenever the need calls, and don't worry about switching software when your business changes.



You voted, we listened

We upgrade your software each season, based on your votes and your priorities. Head to our Roadmap to suggest software changes, and watch as your suggestion floats to the top based on peer voting. We'll create the most popular upgrades for the next version - so it's quick and easy to have your say.

What Sage 50cloud can do for your business



Easily manage your cash flow and invoicing

- Quickly see what you're owed, manage late payments, and schedule supplier payments.
- Speed up processing by connect to your bank account and download information directly into Sage.
- Create and send personalised invoices and quotes, and give your business documents a professional edge Simple, powerful VAT management.
- Quickly and easily calculate VAT.
- Reconcile to only pay what you owe.
- Automatically file returns securely online with HMRC.
- Relax knowing that you're up to date with the latest VAT legislation **Is MTD ready.**

Control stock and inventory

- Perform stock takes and automatically update stock levels.
- Create multi-product builds and keep control of your assets with stock valuations and audits.
- Know when stock is running low and create orders quickly.

Save time, and work from anywhere with Microsoft Office 365

- Keep your data secure through automatically backing up to the cloud.
- Stay connected, access key information and process transactions on the go.
- Surface Sage 50cloud Accounts data in Outlook, and get powerful financial reporting in Excel.

Open up to integrated payments

- Get paid on time, every time by automating payment collection using Direct Debit from GoCardless.
- Get paid directly from the invoices that you send with a simple "Pay now" button that allows your customers to pay with just a click via PayPal, Stripe or Sage Pay.
- Keep on top of your cash flow and make reconciliation simple by downloading transaction data from your bank to Sage 50cloud using direct bank feeds.

Key features explored

Why your accounting software is one of your strongest business allies.

1 – Invoice Payments

Get paid with just a click.

Add a 'Pay Now' button to your invoices and take billing to the next level. With integrated Invoice Payments, your customers can pay you directly from your invoice, whether that's through Stripe, PayPal, or Direct Debit.

Make conversations with customers about business to come, not payments due. With a growing number of major payment providers, we're working to make your cashflow consistent and easy to track. Once you're paid, Sage automatically reconciles your accounts with new payments and providers' fees, eliminating that deadweight admin.

stripe

GOCARDLESS

PayPal

2 – GoCardless

Get paid on time, every time.

GoCardless is the UK's leading Direct Debit payment provider, helping you to improve your cashflow while reducing your admin. Send your payment links straight from your invoices, then get paid with a click and have your admin reconciled in Sage 50cloud. No more awkward conversations. No more chasing late payments.

3 – Up-to-date data, whenever you need it.

Access all of your files, wherever you are.

Consult and modify your business data at the office or on the go. Sage makes it simple and easy to access your business information, with real-time data and updates that guarantee you walk into your next meeting with all the vital facts. Work in the cloud or from your desktop to reconcile accounts, save time, and reduce spending.

4 – Business-changing insight

There's no such thing as too much business information.

Keep your finger on the pulse and share data instantly with key players inside - and outside - your business. Sage Intelligence Reporting is a complete financial and management reporting solution that gives you depth and detail where you need it.

5 – Extra charges, one transaction.

Save time, cut the admin.

Take care of supplementary transactions in just one batch, including payments and associated charges. Record your extra charges at the time of a customer's initial payments, let Sage reconcile the information, and you're done.

Microsoft Office 365

Bring the combined power of Office 365 and Sage into your business.

From time saving and collaboration tools to reducing your travel costs and expenses, Microsoft Office 365 with Sage lets you easily and securely protect your business data while managing your customer relationships. Access business information from anywhere using your mobile device, tablet, and laptop.

Make it a more productive workday

Leverage more accurate analytics and streamline for better teamwork. Say goodbye to repetitive manual entry and toggling between apps, and hello to business growth.



Your new business tools in Sage 50cloud' directly

Revolutionise your workday with specially-designed apps to help businesses like yours thrive.

Your New App	Feature	Benefit
Sage Contact	Sync your records, contact details, balances, transactional history and documents with Outlook.	Get all the information you need to quickly and efficiently connect with your customers, no matter where you are or what device you're using. No more toggling between applications.
Sage Capture	Snap a photo and record your purchases. Electronically file paperwork in OneDrive from anywhere.	Store your data in the cloud and free yourself from the office.
Sage Back Up	Automatically back up your data in the cloud and receive notifications when you have any problems.	Never worry about losing your data again, regardless of whether you've remembered to create a backup or taken your USB stick home for the weekend.
Sage Intelligence	Link Excel to your Sage 50cloud data for top-level reporting.	<ul style="list-style-type: none">• Make informed daily decisions with up to date information.• Perform a daily health check of your business and access the information you need to make the best possible business decisions with confidence.• Access an intuitive reporting solution that gives you instant visibility across your business by pulling real-time data from Sage 50 Accounting and other sources of your choice. The familiar Excel format is easy to understand, interact with, and customise.
Direct Bank Feeds	Link Sage 50cloud to your bank, downloading transactions directly into your accounts.	Bank Feeds makes postings automatically from your bank account to your accounts so you can spend less time processing and reconciling transactions.
Invoice Payments	GoCardless Direct Debit, Stripe and PayPal.	Get paid as soon as you're owed - right from your invoices. Give your customers access to Sage payment partners.

Features that simplify business

Access a fast, easy alternative to time-consuming phone scheduling with Bookings.

Provide your customers with the chance to self-serve, empowering them to find available times to book appointments, set up reminders, and get automatic confirmations. Update staff calendars instantly to show appointments and changes, and allow customers to do the same.

Store, sync, and share files from any device with OneDrive mobile apps.

You and your team can access files and folders, editing, sharing, and working on documents whether you're in the same room, across town, or on your way to meeting. Easily and securely share documents with colleagues, vendors, and customers, sync them to the cloud, and view and edit them offline. It's the simplest way to share, file and function.

Face-to-face meetings from different locations with Skype for Business.

Simplify business meetings with one platform for calling, conferencing, video, and sharing. Send instant messages, or choose online multi-party audio and HD video to work together face-to-face. At the heart of great teams is great communication. Take your online meetings and calls with just a phone or internet connection, and be more efficient when you're traveling for business.



Sage 50cloud Accounts feature Matrix

	50cloud Essentials	50cloud Standard	50cloud Professional
	A simple desktop accounting solution.	A simple desktop accounting solution with invoicing and cash flow 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	Additional charge	Additional charge	Additional charge
Great Features			
Manage cash flow, 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	✓	✓	✓
Connected Users	Unlimited	Unlimited	Unlimited
GoCardless integration	✓	✓	✓
Invoicing	✓	✓	✓
Track and manage stock		✓	✓
Manage multiple departments and budgets		✓	✓
Track Project income, expenses and profit			✓
Create Sales and Purchase Orders			✓
Trade in multiple currencies			✓

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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	Additional charge	Additional charge	Additional charge
Great Features			
Regular product upgrades and innovation	✓	✓	✓
Online, webchat and email support	✓	✓	✓
Remote support	✓	Up to 3 sessions	✓
Award-winning telephone support	✓	✓	✓

Sage 50cloud Accounts Service Features In Detail

50cloud Essentials	50cloud Standard	50cloud Professional
Online Plus Service	Telephone Plus Service	Premium Plus Service
Product Improvement & Legislation Updates	Product Improvement & Legislation Updates	Product Improvement & Legislation Updates
Manage cash flow, income, expenses and payments	Manage cash flow, income, expenses and payments	Manage cash flow, income, expenses and payments
Online, Webchat & Email Support	Online, Webchat & Email Support	Online, Webchat & Email Support
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 6pm)
	3 Remote Support Sessions & 2 - Hour Call Back	Unlimited Remote Support & 30 min Call Back
	1 - Working Day Date 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...

Discover how business owners channel the power of Sage 50cloud to make their workdays more positive, productive, and effective.



Scenario 01

Sasha's Roofing Services

Sasha has a busy roofing business. He jumps out of bed before the sun is up and works six days a week in the warmer months. Between subcontractors, invoicing, creating quotations and complying with industry regulations, the business can get complicated. That's why Sasha uses Sage 50cloud to keep it all under control.

6 a.m.

Sasha's first item of business is making sure he's in control of his stock. He starts his day by taking a look at what he has in his warehouse. He doesn't want to hold onto excess stock, as that ties up money. He needs to be able to understand what has, and what he needs. With Comprehensive Stock Control in Sage 50cloud, he gets a quick overview of what he has, his material billing, and what he may need to complete a job. Materials management is key to ensuring he's in control of his cashflow. Sage makes it simple, meaning he doesn't overspend or arrive at a job unprepared.

8:30 a.m.

Once Sasha has taken stock of his materials, he outlines costs and profitability for an upcoming job. He needs to be able to track each project to make sure he's on budget and staying profitable. Project Costing in Sage 50cloud lets him track each job and ensures he's on track. The budget feature continually updates to show him how much money he's set to earn. He tracks everything from labour to materials there, which keeps him in control of his budget and top of deep reporting.



10 a.m.

With his budget under control, Sasha begins creating quotes and invoices for his customers. It's important for Sasha to be able to easily track who owes him money, send his invoices quickly, and provide quotations of high quality. He uses Quotation, Invoices and Sales Orders in Sage 50cloud to customise his quotes, linking the information automatically to projects, stock, customers and suppliers within his Sage software. It lets him automate a lot of the information he needs to track and record the details - like money owed, bills due, VAT, and more.

1 p.m.

After lunch, Sasha looks at staffing. As his workload is seasonal and the amount of staff varies, he relies on subcontractors. Sage allows Sasha to ensure he's compliant with the HMRC Construction Industry Scheme (CIS). Because CIS can get complicated, he relies on the CIS Module in Sage 50cloud to verify subcontractor details, work out deductions, make online submissions, and correct mistakes. This helps eliminate the headache of manually working it out, saving Sasha time and ensuring he avoids HMRC fines.

Home time

As Sasha's workday comes to a close, he takes a few minutes to update reporting on different parts of his business. He wants to know which areas are making money and which are veering off track. Departmental Reporting in Sage 50cloud lets him know how he's performing well, gives him a view of his overall business data, and allows him to make comparisons and projections across the business.

With reporting done, Sasha taps out of his Sage 50cloud app, and heads home. **Another day done, with everything under control thanks to Sage.**

As his workload is seasonal and the amount of staff varies, he relies on subcontractors. Sage allows Sasha to ensure he's compliant with the HMRC Construction Industry Scheme (CIS).

— Sasha's Roofing Services

Scenario 02

Ian's IT

Ian has a growing IT business that services dozens of locations throughout the Midlands. He uses Sage to track expenses with his team in the field, and invoice clients for instant payments.

8 a.m.

Ian heads for the train, and once he's settled in his seat, checks his mobile Sage 50cloud app to begin tracking expenses. As his team are field-based, they accrue expenses which they send through for reimbursement. It's important that he pay them back as quickly, accurately, and efficiently as possible. **Expense Processing and Tracking in Sage 50cloud** is simple. Ian sets up accounts for each of his employees, then tracks what he owes and how much he's paid. The **Sage Capture app** allows his employees to record expenses by photographing bills and sending them through, meaning Ian can check that they're adequate and accurate. With expenses made so easy, Ian is done tracking and refunding by the time his train pulls in at the station.

9 a.m.

Ian sits down at his desk to figure out which of his services are doing well so that he can communicate the information to his marketing department. He gets a good idea of how profitability looks by **Tracking Performance in Sage 50cloud**, allowing him to see multiple services across various regions. This lets him deploy his workforce to the right place, and make sure the right skills are on-site to get the job done. It also gives Ian a good idea of the types of new hires he has to take on, helping him make overall business decisions quickly and efficiently.

1 p.m.

After lunch, Ian jumps into his car to visit some customers. As he is frequently on the road, he has to be able to access his information even when he's not at the office. The **Sage Contact app** allows him to get a real-time view of his customers' accounts so that he can see what they owe, their available credit, and the status of their accounts. Thanks to the up-to-date information in Sage 50cloud, he collects payments owed while visiting clients, then jumps back in his car - with no need to follow up about nagging outstanding bills.

4 p.m.

At the end of a busy day, Ian likes to sort through payments. With IT professionals scattered throughout the Midlands, he has to track what is owed - and to whom - invoicing customers based on time and type of service. With Sage Pay, PayPal and Stripe, Ian uses Sage 50cloud to take payments over the phone, directly through e-bills using a 'Pay Now' button add-on, and to automatically reconcile payments entered. In the past year, the newest Sage payment features have saved him a bundle of time chasing up invoices and breathed new life into his cashflow.

When Ian's invoices are all up-to-date, he heads home for some time with his family. **Another day done with business growth made easier thanks to Sage.**

Scenario 03

Emma's Flowers

Emma's Flowers has taken off in the last two years, thanks to the popularity of her online offering and weekend workshops at her physical store. She's always busy - and busily expanding.

6 a.m.

Emma starts the day with a large cup of a coffee and a look at her stock. It's important that she know what she has on shelf and in the back, as she doesn't want to sell out or hold onto wilting flowers for too long. With **full stock control in Sage 50cloud**, she tracks everything that comes in and goes out, looking at sales trends and seeing what makes the most money. She uses the information as a cue to promote her most popular offerings on social media.

10 a.m.

After a few hours of shop maintenance, Emma sits down to make sure she's in control of her P&L. Sage lets her see trends in her business activity, comparing month by month and year on year to understand what she needs when she's at her busiest - this helps her to decide on stock purchases, opening hours, and staffing. **Sage tracks trends automatically**, giving her access to reports that keep her in control - from how much has been ordered to flowers sold and staff paid.

2 p.m.

After workshopping floral arrangements with some brides-to-be, Emma sorts through her payments. Because she sells flowers, workshops, and services online as well as in-store, it's important that her payment options integrate seamlessly so that she doesn't have to spend hours tracking her money. With **Sage Pay, PayPal and Stripe**, she takes payments online and in-store, and the transactions are all automatically reconciled in her instance of Sage 50cloud. Payments sorted, and onto the next task.

4 p.m.

Emma's flower business is booming, so she's had to become quite handy at **tracking performance by product**. She has found that this is the key to ensuring her business continues to grow healthily. Sage helps her accomplish this by letting her track performance across areas of her business. She runs reports by department, and checks what's selling on the website. Simple reporting with deep analysis, and everything is easier.

At 5, Emma locks up shop and heads home to sketch up new ideas for arrangements. **Another day done, and all of her stock staying fresh thanks to Sage 50cloud.**

Scenario 04

Lauren's Good Furniture Co.

Emma's Flowers has taken off in the last two years, thanks to the popularity of her online offering and weekend workshops at her physical store. She's always busy - and busily expanding.

8 a.m.

Lauren arrives at the office and begins by checking her current jobs. She has just taken on a new project, so she needs to assess its size and cost. Sage will help her track how much she's going to make, how much labour she'll need, and the materials required. **Project costing in Sage 50cloud** also helps her track her budget and ensure the job is profitable. She stays in control of staffing, stock, and budgeting with simple Sage reporting.

10 a.m.

Once her project tracking is complete, Lauren begins to check her stock. She likes to keep a close eye on what she has so that she knows when and what to order, and to make sure she knows its value. Managing materials can cause a headache, but **Comprehensive Stock Control from Sage** gives her a quick and easy view of what she has and what she needs - and the value of both. Sage tells her what's required to complete a project, and allows her to order it with the click of a button - material management, cashflow, and stock value all sorted in no time.

11 p.m.

While she's still on admin, Lauren decides to track her assets. She has a lot of equipment, and it needs to be accounted for financially. Sage allows her to easily **report on fixed assets**, letting her see overall value as she buys, sells, and disposes of things like machinery. Plus, Sage 50cloud automatically **calculates depreciation** for her, so she can include decreasing value on her balance sheets and accurately assess the worth of her business.

2 p.m.

After lunch, Lauren gets into the money-making side of the business. Sage helps her to **track performance across areas and departments**, so that she knows which are performing best. As she makes varied types of furniture in her factory, she needs to know what is selling so that she can invest more time and money into those items. Sage helps her make sound business decisions that are based on hard data rather than intuition. It lets her quickly and easily view vital information with no extra effort.

Lauren heads home for dinner with her partner once she's tied up all her loose ends. **Another day done, another profitable project completed on budget thanks Sage 50cloud.**

See Sage 50cloud Accounts *in action*.

Join us for our free webinar to find out more about the latest improvements in Sage 50cloud Accounts, and discover how to get the most from your working day.

This is my office.



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

Visit us online at

[sage.com/en-gb/](https://www.sage.com/en-gb/)



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