

Welcome

to the Sage
Bookkeepers'
Network

Welcome to Sage Bookkeepers' Network. Designed by you, for you.

Your new Sage Bookkeepers' Network membership is centred on flexibility and choice. It's a tailor-made, modular-based package that puts you in control. If your business needs change, you can simply adapt your software or levels of support by adding the modules you require.

You're in good company

With over 30 years of Sage experience and close relationships with leading industry bodies, partnership with Sage provides you with instant access to a world of benefits. Our aim is to provide you with the tools and freedom to achieve your ambitions and offer the best service possible to your clients.

Over 6 million customers worldwide currently benefit from Sage software and as a member of the Sage Bookkeepers' Network, a comprehensive portfolio of both online and desktop software solutions is now available to you. Your flexible, subscription-based membership allows you to select modules to your current package as and when needed.

Expert guidance

As a member of the Sage Bookkeepers' Network you will have exclusive access to information from a number of key experts, you'll also receive access to our Sage Exchange website; sage-exchange.co.uk with a wide range of resources to benefit your business.

Your dedicated Account Manager will offer advice and support and keep you fully informed of new services and opportunities for your business. You'll also soon receive branding materials for your business, allowing you to draw on Sage's market-leading expertise and reputation.



Do your clients require software to use in-house?
As a Sage Bookkeepers' Network member, you'll now receive 20% off additional software purchases – a preferential rate you can pass on to your clients.



Contact information

Sage Bookkeepers' Network Support:

0845 111 2451

Your Dedicated Account Manager:

0845 111 1111

Dedicated website: www.sage-exchange.co.uk

Email: exchange@sage.com

Your membership options at a glance

Sage Bookkeepers' Network has a wide range of flexible modules available which allow you to combine market-leading software with award-winning support, whilst offering expert guidance and value for both your business and your clients.

Below is an overview of all the modules available within the Network, should you wish to add to or change your package at any time.

Market-leading software included as standard

- Sage One Accountant Edition
- Sage 50 Accounts and Sage 50 Payroll, single-user, single-company for in-house and demo use

Tailor your Network with the following optional modules

- Sage 50 Accounts Client Manager
- Sage 50 Payroll Bureau
- Sage 50 Payroll Bureau with The Pensions Module

Award-winning support included as standard

- A specialist Sage Accountants' Division support team available via phone or email: support hours 9am-5pm
- Your own dedicated regional Account Manager, on-hand to offer guidance and answer any queries you may have

Tailor your Network with the following optional modules

Support Permium:

- Extended support line hours 9am – 6pm
- One hour response to support emails
- Support calls answered in less than 30 seconds (or we'll call you back in less than 30 minutes)

Report Design Service

- Customise your Sage 50 Accounts or Sage 50 Payroll reports or stationery layouts for either your business or your clients. Our Report Design Support Module entitles you to one report per quarter

Data Repair

- One week turnaround service for both your business and on behalf of your clients

Data Repair Permium

- One day turnaround service for both your business and on behalf of your clients

Excel Support

- From basic tasks to more complex features including amending and fixing documents, our Excel support module provides a five-day response

Expert guidance

- 'Getting started' webinars are available for your clients each time you purchase software on behalf of your clients from our Sage 50 Accounts, Sage 50 Payroll, Sage Instant and Sage One ranges. Let our Sage consultants guide your clients through the capabilities of their new Sage software to ensure that they are confident and fully up to speed.
- Regular exclusive webinars delivered from industry experts such as John Stokdyk, Rebecca Benneyworth, and accreditation bodies.
- Exclusive access to sage-exchange.co.uk which provides the latest news and market insight from industry leaders, whitepapers, tools and templates for your business. As a member you will also receive the bi-annual Sage Exchange Magazine.
- Attract new clients and show your current clients that you are a member of the Sage Bookkeepers' Network with Sage branding for your business.

Value for your clients

- 20% off additional software purchases and upgrades (discount applicable to software purchases for your business or purchased on the behalf of your clients)
- Up to 40% off additional software purchases and upgrades for accredited Accountant Partners
- 20% off Sage training for your business and your clients

Sage Bookkeepers' Network: The Modules

Sage Bookkeepers' Network has a range of cloud-based and desktop software available, designed to provide you with the tools to help you support your clients. Whether you've signed up to our online bundle or the Bookkeepers' bundle, flexibility is at the heart of your package subscription.

Our Accountants' Division team are here to support you in getting the most out of your Sage software and answer any questions you might have. As a Sage Bookkeepers' Network member, you'll also receive the latest software updates in advance of your clients.

You can simply add software modules as and when your business needs them. With the ability to pick your perfect combination, the choice is always yours.

Your Sage Bookkeepers' Network membership provides the following software as standard:

You can either use Sage 50 Accounts and Sage 50 Payroll to demonstrate the software capabilities to your clients, or alternatively use in-house in your business.

Sage 50 Accounts single-user, single-company, for in-house and demo use

Accounting software with the tools to help manage everything from cash flow and VAT returns (including online) to year-end accounts, clients and suppliers.

- Review cash flow
- Prepare and submit VAT returns online (accredited by HM Revenue & Customs)
- Option to calculate returns and cost savings on the flat rate VAT scheme
- Import customer and supplier information to quotes, invoices and communications
- Reports – an instant overview of the detailed facts and figures to give a comprehensive understanding of the business
- Support for charities, with the ability to select multiple funds, enabling flexible reporting

Software the way you like it

We understand everyone has different needs

Sage 50 Payroll, single-user, single-company, for in-house and demo use demo version

The software allows you to bring payroll functions in-house and is recommended for businesses with more than 10 employees. Accredited by HM Revenue & Customs (HMRC), it's packed with real features for running an effective and compliant payroll. It provides greater control of payroll processes and employee information.

- Ideal for bringing payroll 'in-house' (more than 10 employees)
- Accredited by HM Revenue & Customs
- One of the UK's favourite staff payment systems
- Effective, compliant and gives greater control of payroll processes and information
- Saves time and makes light work of complex payroll calculations
- Control payroll costs in-house
- Files year-end reports securely online

All Sage Bookkeepers' Network members receive 20% off additional software, a discount which can be passed onto your clients

Sage One Accountant Edition

Helping accountants and their clients collaborate securely online Sage One is an online accounting service that helps accountants to work with their micro or small business clients. You can view all of your Sage One clients in one place, making it easy to manage and access.

Sage One encourages your clients to enter their own data using a simple, easy-to-use interface.

We've kept Sage One jargon-free for your clients but as the accountant, you have the tools you need to deliver a personalised service.

- Submit VAT returns online
- Easy reporting with Sage One Accountant Edition's reporting tools
- Create Journals for your clients
- Manage your clients' service
- Set up clients quickly and easily
- Access your client's data securely, in a matter of seconds
- Customise your clients' Chart of Accounts using a language that's right for them
- Free help and support
- Access Sage One from anywhere at any time using an internet connection.

Optional Software Modules

Should you wish to add any additional software to your membership package with Sage, simply call your dedicated Account Manager on **0845 111 1111** to discuss the best options for your business.

Bookkeeping

Sage 50 Accounts Client Manager

Designed exclusively for accountants in practice, our multi-user, multi-company software improves practice and client integration. Sage 50 Accounts Client Manager includes the same features as Sage 50 Accounts, but also has the vital accountant-side functionality of the 'Accountant Link' feature.

Clients send accounts data to you electronically, this can then be loaded, viewed and transactions can be recorded. Corrections can be merged back into clients' data, while they continue to process transactions.

- Multi-company, multi-user software designed for accountants in practice
- By using the Accountant Link, corrections can be merged back into clients' data, while they continue to process their daily transactions
- Integration with Sage Accounts Production suite, Sage 50 Forecasting and Microsoft Office® (restrictions apply)
- Report designer- for powerful and flexible reporting
- VAT and bank reconciliations functionality
- Full compatibility with all variants of Sage Instant and Sage 50 Accounts
- Supports your virtual environment, configuring key data and settings by user
- Option to calculate returns and cost savings on the flat rate VAT scheme
- Support for charities, with the ability to select multiple funds, enabling flexible reporting

Payroll

Sage 50 Payroll Bureau

With Sage 50 Payroll Bureau you'll be able to process tasks simultaneously across all of your clients with unlimited users and return payslips and reports to each of them.

- Helps you to process payroll tasks simultaneously across all clients
- Priority access to award-winning technical support (perfect for year-end)
- Latest payroll releases sent out automatically

The Pensions Module

Sage 50 Payroll: Auto Enrolment Edition will help you prepare for Automatic Enrolment. To complement this we are also introducing The Pensions Module, an additional paid for feature which will automate the process, eliminating the on-going day to day administration burden of Automatic Enrolment.

The Pensions Module will allow you to:

- Automatically assess your client's workforce
- Automatically manage pensions data and payments
- Automate communication between your client and their workforce

Award-winning support

We've tailored Sage Bookkeepers' Network support options to fit the needs of businesses of all different shapes and sizes. As a member you'll receive fast and reliable support via telephone and email.

Your package of support is designed not only to help your business – it also enables you to provide extra support to your clients with their software. As a member, you will automatically receive a support package including the following:

- Access to our specialist Accountants' Division support team.
- Telephone Support **0845 111 2451** (9am to 5pm, Mon to Fri).
- Email Support

Optional Support Module:

Should you wish to add any additional support modules to your membership package, simply call your dedicated Account Manager on **0845 111 1111** to discuss the best options for your business.

Support Premium

Our optional Support Premium Module can be added to your membership package on a monthly subscription.

With Support Premium, opening hours are extended from 9 am to 6pm and we'll guarantee to answer your call in 30 seconds (or we'll call you back in 30 minutes). It is also guaranteed that we'll reply to your emails within one hour.

Data Repair Module

If your Sage data becomes lost or corrupted our team can help you fix it.

We will repair your own practice data and also any client data that you are solely responsible for processing on a one-week turnaround.

This module entitles you to one data repair service per month.

Data Repair Premium

This module offers an enhanced 24-hour turnaround.

Excel Support Module

This module allows you to navigate easily through Excel with the help of our certified experts. From basic tasks to more complex features including amending and fixing documents, our Excel support module offers a five-day turnaround on documents.

Report Design Support Module

Our Report Design Service team is dedicated to producing reports tailored to your business needs.

Should you select the Report Design Support Module as part of your membership package, we'll work with you to design the report/layout as closely as possible to your specifications.

Our Report Design Support Module entitles you to one per quarter

Membership discounts

Our members receive preferential discounts on our wide range of Sage software and services.

As a Sage Bookkeepers' Network member you qualify for an exclusive 20% discount off the usual price of software*, a saving which can be retained by your business or alternatively passed onto your clients.

To discuss additional software and training purchases in more detail, please contact your dedicated Account Manager on 0845 111 1111.

* Excluding Sage 50 Accounts Client Manager. Discounts are only available to clients if software is bought via your business.

Getting started webinars

These webinars are now available to your clients each time you recommend Sage Instant, Sage 50 Payroll, Sage 50 Accounts or Sage One, to ensure that clients are fully up to speed with the features of their software, therefore reducing the likelihood of errors arising.

Expert guidance

Being a member of Sage Bookkeepers' Network means that as well as having the flexibility to build your own membership package, we'll always keep you in the know about what's going on in your industry.

Webinar programme

A series of webinars covering a broad range of market specific areas and special features are exclusively available to Sage Bookkeepers' Network members. Webinars are to be delivered from industry experts such as John Stokdyk and Rebecca Benneyworth.

Branding for your practice

Attract new clients and show your current clients that you are a member of the Sage Bookkeepers' Network with Sage branding for your business.

Exclusive access to Sage Exchange Website

Members of Sage Bookkeepers' Network, have access to the Sage Exchange website, which acts as a valuable resource for the latest industry news, feature articles, legislation and compliance updates, training and promotions. Exchange also provides technical tips and marketing materials for your business. All Sage Bookkeepers' Network members will also receive the bi-annual Sage Exchange magazine.

We're delighted to welcome you to the Sage Bookkeepers' Network.

Should you have any questions about your new membership package, please do not hesitate to contact your dedicated Account Manager on:

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