

Welcome to the new Sage 50 Accounts



- What's new
- Easy install guide
- Getting started

For more support, visit the Sage 50 Accounts
Help Centre: [sage.co.uk/new50accounts](https://www.sage.co.uk/new50accounts)

Contents

New and improved features in Sage 50 Accounts	3
Quick install guide	5
Summary of navigation changes in new Sage 50 Accounts	8
Part 1 – Prepare to use Sage 50 Accounts	9
Chapter 1: Preparation	9
1.1 Create a My Sage login	9
1.2 Check your system requirements	9
1.3 Log on as an administrator	10
1.4 Access to your server	10
1.5 Check your regional options	10
1.6 Close all open software	11
Part 2 Upgrade your existing Sage Accounts software	12
Chapter 2: Upgrade Sage 50 Accounts	12
2.1 Upgrade Sage 50 Accounts	12
2.2 Upgrade Sage 50 Accounts on a single computer	14
2.3 Upgrade Sage 50 Accounts on a network	16
2.4 Convert your data	16
Part 3 – Install a new copy of Sage 50 Accounts	17
Chapter 3: New to Sage 50 Accounts	17
3.1 Install Sage 50 Accounts on a single computer	17
3.2 Registration	19
3.3 Install Sage 50 Accounts on a network	20
3.3.1 What's the difference between a server and a client computer?	20
3.3.2 Install Sage 50 Accounts on a server computer	20
3.3.3 Share a folder on your server computer	20
3.3.4 Identify the server name	20
3.3.5 Install Sage 50 Accounts on a client computer	21
3.3.6 Connect to data on the server computer from your client computer	21
Part 4 – Using Sage 50 Accounts	22
Chapter 4: Creating your company and getting started	22
4.1 Enter your company details	22
4.2 Finding your way around the software modules, menus and toolbars	24
4.3 Setting the processing date	26

4.4 Software configuration, settings and defaults	26
4.5 Create a Manager password and individual user accounts	27
4.6 What is a chart of accounts?	28
4.7 Enter opening balances	31
4.8 Backup manager	31
To open the Sage Accounts Backup Manager	32
Part 5 Where to get additional help	35
Part 6 – The software licence agreement	36
Appendix - Sage Accounts Data Service	37
To install the Sage Accounts Data Service	37
To start the data service	38
To stop the data service	38
Warning messages	39

New and improved features in Sage 50 Accounts

Sage 50 Accounts includes some great new features, many of which are a direct result of your feedback and requests.

New look and feel

We've listened to you and simplified the look and feel of Sage 50 Accounts. The changes we've made make it easier and faster to navigate between ledgers and to find the tasks you want to carry out. Although, we've simplified the steps to open the software features, we haven't removed any functionality.

With the new navigation pane on the left you have one click access to all ledgers, wherever you are in the software. We've also introduced a new dynamic toolbar, so that regardless of your window size you always see all of the tasks in each ledger in one place. The result of these changes is a user interface that's simple, uncluttered and customisable.

Backup manager

Creating regular backups of your data is good practice and protects the integrity of your data. Until now, creating backups has been a manual routine but with the new Backup Manager you can:

- Continue to work in Sage 50 Accounts uninterrupted by scheduling regular backups at a time that suits you. You can even create these backups while users are still working in the software.
- Check your data and back up while users are still logged in to the software.
- Manage backups for all companies through a single console.
- View users logged in to any companies.

You can only access the Backup manager when you log on as Manager. This option is switched on by default. To access the Backup manager open File > Schedule back up.

Inactive accounts

To help you find your customers, suppliers and products more quickly, you can now hide inactive records from your lists. This also reduces the possibility of processing errors. Accounts can be switched between active and inactive with a new check box, providing certain criteria are met.

Windows selection method

You can now choose how you want to select multiple records in a list. You can use the existing Sage accounts method of clicking individual records, or you can use a Windows style selection method of selecting multiple records using mouse clicks in conjunction with the shift and Ctrl keys.

Access rights refresh

We've simplified how you control access to the various areas of the software. It's easy to add new users, remove users, allow or remove access to modules in the software and copy access rights from one user to another.

Shortcut keys

If you prefer to use your keyboard to navigate around the software this is now possible with a series of keyboard shortcuts. To view the shortcuts in the software, press the Alt key then press the key for the option you require.

Multiple user options - Sage 50 Accounts Professional only

More users can access Sage 50 Accounts than ever before. If you use a network version of Sage Accounts, this release supports up to 20 users processing at the same time.

Choose your colour theme

You can now personalise Sage 50 Accounts by choosing from three different colour themes are available in Sage 50 Accounts. To choose your preference, open Tools > Options > Colours and choose from Dark, Light or White.

Sage 50 Accounts with Sage Drive - access your data on the go

If you're always on the go, you might not have time to get back to the office to check your accounts. In this version of Sage 50 Accounts you have the option to upload your data to the cloud. Your cloud based data will sync with your local copy of your data.

Initially you have two connections to your cloud based data , one Connected Accountant and one Connected device. This means the data can be accessed from one remote site, from home for example, and your accountant can also access the data in the same way.

In addition to this, you can also download Sage 50 Accounts Tracker app through which up to 25 users can access the cloud based data using mobile devices.

Depending upon your contract with Sage these features will either be available for 12 months or on a continual basis.

Quick install guide

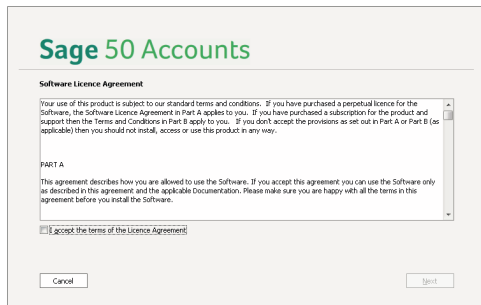
If you want to install this software immediately and start exploring, please follow these quick start steps. Alternatively, for a step-by-step guide, please refer to **Part 1 – Prepare to use Sage 50 Accounts**

This release of Sage Accounts isn't compatible with Windows XP. For more information about this, please visit www.sage.co.uk/new50accounts

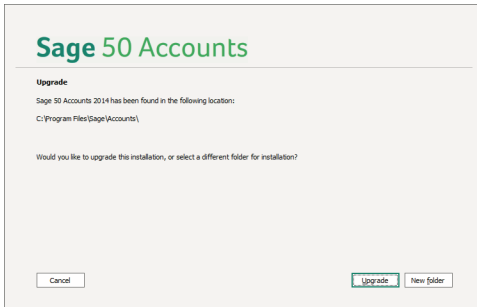


Sage 50 Accounts uses a data service to control the flow of data. You must install and run this service in the same location as your data. If your data is held on a server that doesn't have a copy of Sage 50 Accounts, you must install the service first. For more information, please refer to the **Appendix**.

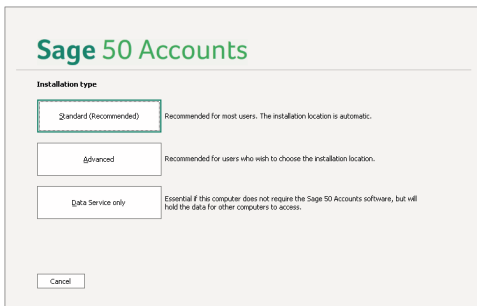
1. Insert your Sage 50 Accounts DVD in to the DVD drive of your computer.
2. Install software.
3. To accept the terms and conditions > select the check box > Next.



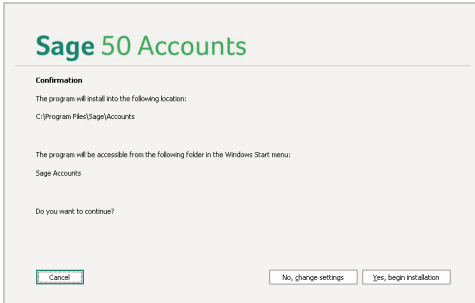
- If Sage Accounts has previously been installed on the computer, an upgrade window appears. To upgrade > Upgrade.



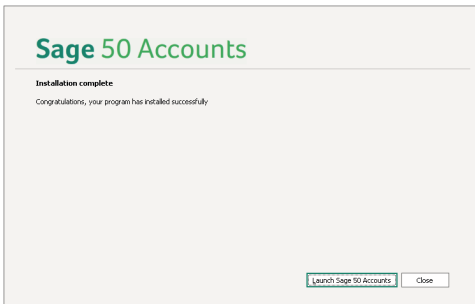
If Sage 50 Accounts hasn't been installed on this computer before, to ensure you install in the default folder > Standard (Recommended) > Next.



5. To begin copying files to your computer > Yes, begin installation.



6. To complete the installation and launch Sage 50 Accounts > Launch Sage 50 Accounts.



You're now ready to upgrade your existing data from an earlier version, or open a new company.

Summary of navigation changes in new Sage 50 Accounts

We've made some improvements to the layout of the software to help you to find what you need quickly. If you've used Sage 50 Accounts before, you'll find some of the familiar options have moved. The table below gives a quick summary of the key changes:

Task / Option:	Where to find it
Management reports - Profit and loss, balance sheet and trial balance	Nominal codes > Profit & loss, Balance sheet or Trial balance
Corrections - edit or correct a transaction	Transactions > Edit or Delete
Financials	Financials has been renamed as Transactions
Search	Search is now called Filter and we've replace the magnifying glass image with a filter image. To turn a filter on or off you can click this image.
Process maps and dashboards	To switch on the process maps and dashboards, Tools > Options > View > Global Settings.
Tabs	All of the ledgers are now available in one click from the navigation pane so we've removed the tabs.
Contra entries	Customers or Suppliers
Sage Pay transactions report	Transactions > Audit Trail

Part 1 – Prepare to use Sage 50 Accounts

Chapter 1: Preparation

1.1 Create a My Sage login

To make the most of the resources available to you online, you first need to create a My Sage Login.

To create your online account go to **my.sage.co.uk** > Create a Sage login > follow the on-screen prompts.

When you've successfully created your My Sage account you can access a wealth of online resources and manage your Sage account and preferences.

1.2 Check your system requirements

Before you install Sage 50 Accounts it's essential that you check that your computer meets the following requirements.



This release of Sage Accounts isn't compatible with Windows XP. For more information about this, please visit **www.sage.co.uk/new50accounts**

Supported Operating systems	All 32 or 64-bit variants of Microsoft® Windows® 8, 7, Vista, Server 2008, Server 2012
Processor speed	2Ghz processor or equivalent
RAM (Memory)	2GB RAM, 4GB RAM for all PCs running a 64-bit operating system.
Free disk space	5GB of free disk space plus additional space for data files
Network speed	1Gbps (100Mbps minimum)
Disk drive	DVD drive
Internet connection	Recommended download speed 2Mbps or higher. Internet Explorer 10 or later is required.



Please ensure you've installed all the latest Microsoft updates.

Other requirements

- Integrates with Microsoft Office® 2013 and 2010 (32-bit editions) or 2007 and 2003
- Screen Resolution of 1024x768
- You should configure your Antivirus software to exclude Sage files from its scanning routines

1.3 Log on as an administrator

When you install Sage 50 Accounts you must log on to your computer as an administrator.



This is only necessary for the installation of the software; when using Sage 50 Accounts, administrator permissions aren't required.

To check that you are logged on as an administrator

1. Hold down the Windows key and press R > in the Open box, type **cmd** > Enter.
2. At the MS-DOS prompt type **net localgroup administrators** > Enter.



Under the Members heading, if your Windows login appears, you're an Administrator. If your login doesn't appear you must log off Windows then log back on as an administrator before you install the software.

3. To close the MS-DOS window, type **exit** > Enter.

1.4 Access to your server

If you intend to use Sage 50 Accounts in a network environment and the data will be held on a server, you must ensure you have access to this server before installing the new software. If your IT support is handled by a third party you may need to contact them to make any necessary arrangements.

1.5 Check your regional options

You can use Sage 50 Accounts within the United Kingdom or the Republic of Ireland. To use the appropriate currency, date format and VAT rate, you must check that your computer's region is set to the correct location for the software.

To check your regional options

1. Hold down the Windows key and press R > in the Open box, type **intl.cpl** > Enter.

2. In the Region and Language window check the format is either English (United Kingdom) or English (Ireland). If an alternative language or country is found, choose the correct language > OK.
3. After changing your region, to apply the new settings > restart your computer.

1.6 Close all open software

Before you start your installation please close all software on your computer.



Preparation check list

Step	Completed? Yes / No
I've created a My Sage login.	
My computer's operating system is supported and meets the required specification.	
I'm logged on as an administrator.	
If required, I have access to the server.	
My region is set to English (United Kingdom) or English (Ireland).	
I've closed all open software on the computer.	

Part 2 Upgrade your existing Sage Accounts software

Chapter 2: Upgrade Sage 50 Accounts

2.1 Upgrade Sage 50 Accounts



You can convert data from older versions into new Sage 50 Accounts from the following versions: v16, v17, v18, v19, v20. To find your version number, open Help > About. If you use Sage 50 Accounts 2012 or above, the version number appears in Program Details.

If your version number is v15 or lower, contact Sage Technical Support:

- UK - 0845 111 5555.
- Republic of Ireland – 1890 88 20 60

Run the Check Data routine

Before you upgrade your old version of Sage 50 Accounts you must check that your data files are free from corruption. To do this, open File > Maintenance > Check Data. Any errors reported here indicate a problem you must fix before you can upgrade.

If errors are reported, for further advice, please visit the My Data site at:
www.sage.co.uk/mydata

If you're in the Republic of Ireland call 1890 88 20 60



If warnings and comments appear, they don't require action at this time.

Back up your data

Once you've confirmed that your data is free from errors, you must then take two all files data backups. If there's a problem with the conversion you may need to restore one of these backups and try the conversion again. By backing up all of your data files you ensure that your data and any customised reports or layouts are safely stored. To back up all files, open File > Backup > Advanced Options tab > Select all file types to include in backup > Backup Company tab > choose an appropriate file name and location > OK.

Check your installation path

Before you upgrade, to guarantee that your upgrade installs to the correct location, you must know where your software is currently located. In Sage 50 Accounts you can find this

information in Help > About > Program Details.

Sage 50 Accounts 2011 and below: Help > About > System Information > Directories.



Prepare your old version - check list

Step	Completed? Yes / No
I've run Check Data and my data is free from errors.	
I've taken two all files backups of my data, and stored them in a secure location.	
I've taken a note of my current installation path.	

2.2 Upgrade Sage 50 Accounts on a single computer

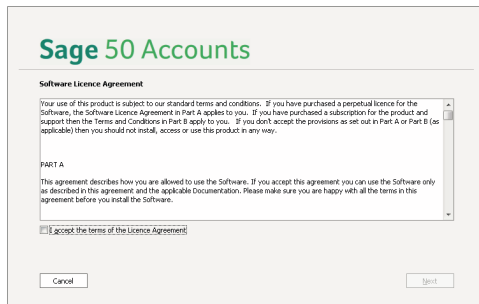
If your software is installed in the default path, you can follow the standard installation.



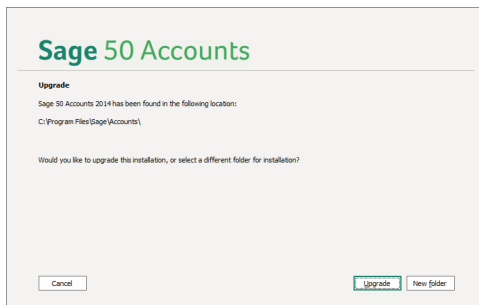
If you're using a 64-bit operating system, the default path is C:\Program files (x86)\Sage\Accounts.

If you're using a 32-bit operating system, the default path is C:\Program Files\Sage\Accounts

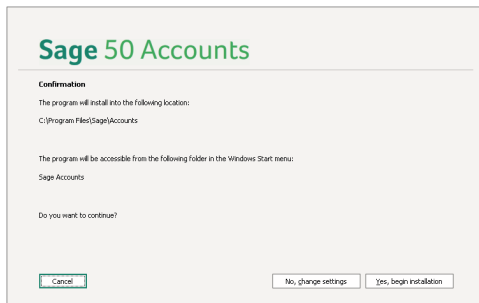
1. Insert your Sage 50 Accounts DVD into the DVD drive of your computer > Install software.
2. To accept the terms and conditions > select the check box > Next.



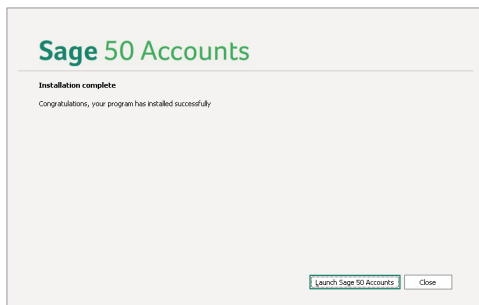
3. Check the location is the same as the path you noted in the previous section > Upgrade.



- To begin copying the Sage 50 Accounts files to your computer > Yes, begin installation.
This process usually takes a few minutes to complete.



- To complete the installation and launch Sage 50 Accounts > Launch Sage 50 Accounts.



Congratulations, you're now ready to start using your new upgrade.

2.3 Upgrade Sage 50 Accounts on a network

To check which computer is the server and which is the client

The server computer normally has both the software and the data located on the local hard drive, generally the C drive. The client computer has the software located on its local hard drive, and the data located on a network drive. Information about the program and data directories is available within Help > About > Program Details.

Sage 50 Accounts 2011 and below: Help > About > System Information > Directories.

Installing your Sage 50 Accounts upgrade on a server computer



Sage 50 Accounts uses a data service to control the flow of data. You must install and run this service in the same location as your data. If your data is held on a server that doesn't have a copy of Sage 50 Accounts, you must install the service first. For more information, please refer to the **Appendix**.

If you have physical access to the server computer and it has a DVD drive, you can follow the same process as detailed in section **2.2 Upgrade Sage 50 Accounts on a single computer**

If you don't have access to your server, and you need to install the software, you may need to contact your local IT support for assistance.

Installing your Sage 50 Accounts upgrade on a client computer



You must complete the upgrade procedure on all of the computers that have Sage 50 Accounts installed.

To install Sage 50 Accounts on a client computer you can follow the same process as detailed in section **2.2 Upgrade Sage 50 Accounts on a single computer**

2.4 Convert your data

After you install your upgrade for Sage 50 Accounts, when you open the software for the first time, your data automatically goes through a conversion process. This changes the data files from their old format to one compatible with your new version. The length of time needed for this process varies depending upon the size of your data files, it's quicker on the server computer.



Do not interrupt or crash out of this process as it will damage your data files.

Part 3 – Install a new copy of Sage 50 Accounts

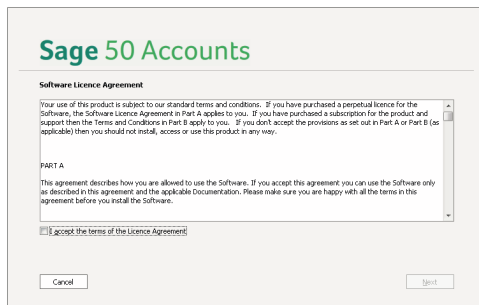
Chapter 3: New to Sage 50 Accounts

3.1 Install Sage 50 Accounts on a single computer

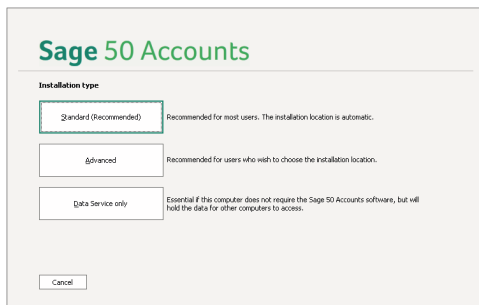


Before you start your installation please ensure you close all software.

1. Insert your Sage 50 Accounts DVD into the DVD drive of your computer > Install software .
2. To accept the terms and conditions > select the check box > Next.



3. To ensure that you install all of the required files > Standard (Recommended) > Next.



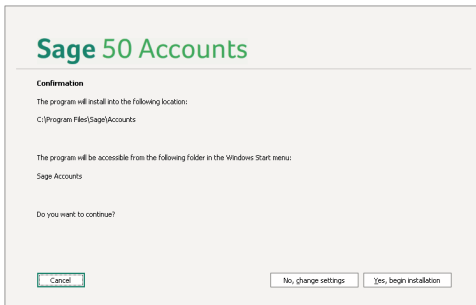
The software will install into the path shown.



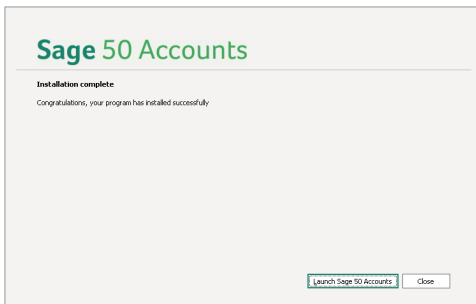
If you're using a 64-bit operating system, the default path is C:\Program files (x86)\Sage\Accounts.

If you're using a 32-bit operating system, the default path is C:\Program Files\Sage\Accounts

4. To begin the installation of Sage 50 Accounts > Yes, begin installation. This process usually takes a few minutes to complete.



5. To complete the installation and launch Sage 50 Accounts > Launch Sage 50 Accounts.



Congratulations, the installation is complete and you're now ready to set up your new Sage software.

3.2 Registration

When you open Sage50 Accounts for the first time, the Sage 50 Accounts Software Registration window appears.



If you're in the Republic of Ireland, for further assistance, please call 1890 88 20 60.

1. Enter the serial number and activation key provided with your software > Continue.



If you're unsure of your details, to check them online > MySage > My Account > Products and services.

2. If you've entered a trial key, to register the software > Yes > complete the requested registration information > Register Now.
3. To continue > OK.



Congratulations, you've now successfully registered your software. If you need to set up a new company, please refer to **Part 4**.

3.3 Install Sage 50 Accounts on a network

3.3.1 What's the difference between a server and a client computer?

If you install Sage 50 Accounts on a network, you need to decide which computer is going to be the server, and which will be the clients. The server computer normally has the software installed on it and also stores the data files, the client computer has the software installed, but connects to the server for the data.

As a general rule you should choose the computer that you'll use most often to act as the server because this computer must be switched on before the client computer can connect to the data files. Alternatively, you may have a computer in the office which is already used specifically as a server by other software.

3.3.2 Install Sage 50 Accounts on a server computer

The steps to install the software on your server computer are exactly the same as installing on a single computer, simply follow the steps in section **Part 3 – Install a new copy of Sage 50 Accounts**

3.3.3 Share a folder on your server computer

To link your client computer to the data on your server computer you must first share a folder on the server, making it visible to the rest of the network.

The folder you need to share is located as follows

- C:\ProgramData\Sage\Accounts\2015

The steps to share a folder on the server computer differ depending on the operating system. In all cases the folder needs to have full control of the Share, and Modify permissions on the folder contents. If you're unsure how to do this, consult your IT administrator, the Windows help system, or call Sage Technical Support on 0845 11 55 55. If you're in the Republic of Ireland, call 1890 88 20 60

3.3.4 Identify the server name

1. Hold down the Windows key and press R > in the Open box, type **cmd** > Enter.
2. At the MS-DOS prompt type **hostname** > Enter. Make a note of the name of the server computer as you'll need this later to help you connect your client computer.
3. To close the MS-DOS window, type **exit** > Enter.

3.3.5 Install Sage 50 Accounts on a client computer

The steps to install the software on your client computer are exactly the same as installing on a stand-alone computer. Please follow the steps in section **3.1 Install Sage 50 Accounts on a single computer**

3.3.6 Connect to data on the server computer from your client computer

Having installed the software on your client computer, you need to connect to the data on the server.

1. Double-click the Sage 50 Accounts shortcut on the client computer desktop.
2. Select Use a company already set-up in another installation > Next.
3. Browse or type the path to your data, for example: \\servername\shared folder name for example - \\server1\2015 > Next > follow the remaining steps as prompted.



You've now installed the software and connected it to the server. You can use the Sage 50 Accounts shortcut on the desktop to open the software.



Installing Sage 50 Accounts on a network check list

Step	Completed? Yes / No
I've identified my existing server computer or decided which computer will be my server, and which will be my client.	
I've installed the software on my server computer	
I've shared the data folder on my server computer	
I've installed the software on my client computer	
I've connected my client computer to the Sage data on my server computer	

Part 4 – Using Sage 50 Accounts

Chapter 4: Creating your company and getting started

4.1 Enter your company details

When you create your company for the first time there are a number of details that you need to enter in the ActiveSetup Wizard.

Welcome – In the first window, select whether you want to:

- Set-up a new company
- Use an existing company stored on your network
- Restore data from a backup file
- Connect to the Sage Drive

Network Sharing – If you use multi user version of Sage 50 Accounts, we recommend that you share your data across the network. This step prompts you to approve the network share. If you have a single user version of the software this step doesn't appear.



This step only applies when you create a new company on the server computer.

Company Details – Enter your company name and address.

Business Type – Select the type of business that most closely matches your own, and therefore which nominal structure you want to create. For an explanation of what a chart of accounts is, please refer to section **4.6 What is a chart of accounts?**



You can't change this later so it's important that you choose the right option. If you're unsure which to choose, for further advice, please consult your accountant.

Financial Year – choose the month your current financial year starts from. To help you to confirm your selection, the financial year start and end dates both appear.



Sage 50 Accounts allows for a 12 month financial year. If your first financial year is longer than 12 months, choose the starting month which allows for the correct finishing point.

For example, if you have a 15 month financial year from 1 January 2014 until 31 March 2015 you should choose the start date of April 2013 so that the correct finish date is 31 March 2015.

VAT – Enter the VAT details for your company.

- If your company isn't VAT registered > No, enter the current standard VAT rate > Next.
- If your company is VAT registered > Yes, enter your VAT registration number, your VAT scheme, and the current standard VAT rate > Next.



It's important that you choose the correct VAT scheme at this point as it's difficult to change this later. If you're unsure which VAT scheme your company uses, consult your accountant, HMRC or Revenue in the Republic of Ireland.

Currency – Choose the base currency in which your company trades, for example pounds sterling or euro.



You can't change this at a later date, so it's vital that you choose the right currency.

Manager Password – The default login for Sage 50 Accounts is Manager. With this login you have access to all of the software features, therefore we strongly recommend that you create a password for this.

Confirm Details – You can review the choices you've made and ensure they're correct. If you want to change any of your choices > Back. If you're happy with your choices, to create your new company data files > Create.

If you have multi user version of the software you're prompted to log on. The default logon is Manager with no password, unless you have already added a password. If you're using a single user version, the software opens.

Customise your company – On opening a company for the first time the Customise your company window appears. If you're new to Sage 50 Account or not familiar with the software, the wizard guides you through. It guides you through the basic set up of the software. If you don't have time to follow it now, you can open it at any time from the Help menu.

4.2 Finding your way around the software modules, menus and toolbars

To help you get used to the different options, this section explains how to navigate the software,

Customers

Quotations

Sales orders

Invoices and credits

Suppliers

Purchase orders

Products and services

Bank accounts

Nominal codes

VAT

Transactions

Fixed assets

Departments

Projects

Diary

Navigation pane

One click access

You can use the navigation pane to get to the ledger or feature you need in just one click.

Customisation

You can customise the navigation pane to suit your needs. To customise the Navigation pane > right-click and select or clear the options as required.

Shortcuts

For quick keyboard access to the Navigation pane, just hold down the **Alt** key on your keyboard and press the number or letter that appears next to the module you require. For example, to open Suppliers, press **Alt + 5**.

Menu bar

Located at the top of the desktop, the menu bar contains various options that control a number of software functions



Some examples of key business processes which you can access via the menu bar are:

Option:	What this controls
File > Back up	You can use this to make a secure copy of your data files.
File > Schedule back up	Use this feature to schedule regular automatic backups of your data.
File > Restore	You can use this to restore a copy of your data files, returning them to a state before the backup was created.
File > Maintenance > Check Data	You can use this to check that your data is free from corruption. We recommend that you run this whenever you use the software.
File > Microsoft Integration	You can use this to link Sage 50 Accounts to the Microsoft Office suite.
Settings > Company Preferences	Contains all of your company details including the address and VAT information.
Settings > Change Program Date	Set your defaults for all transactions and invoices you enter in Sage 50 Accounts.
Tools > Options > View	Customise your software in terms of the default desktop and ledger views.
Tools > Internet options	Enter your automatic update settings and online account information.
Tools Period End > Year End	Use this option to run your year end routine at the close of your financial year.
Help > Contents and Index	Comprehensive software help files. You can also access these at any time by pressing F1 on your keyboard.
Help > Shortcut Keys	Details of how to navigate quickly and efficiently using the keyboard.

4.3 Setting the processing date

When you're processing in Sage 50 Accounts the date you use on every transaction is of critical importance to the accuracy of your data. By default, Sage 50 Accounts uses the date from Windows as its default date, that is, today's date.

If you want to change the default processing date, you can do this in Settings > Change Program Date.

4.4 Software configuration, settings and defaults

To save time when creating records or entering transactions, there are a number of default settings you can enter in Sage 50 Accounts.

You can access these defaults through the Settings menu and they control the following software areas:

Option:	What this controls
Settings > Configuration	<ul style="list-style-type: none"> ● The default trading terms and custom fields for customers and suppliers. ● Finance rates ● Tax code settings. ● Product category settings.
Settings > Company Preferences	<ul style="list-style-type: none"> ● Your company address and VAT settings. ● Your accountant's address and contact details. ● Your reporting options. ● Your Sage Pay settings if you use this software feature.
Settings > Customer Defaults	<ul style="list-style-type: none"> ● The tax code, nominal code, country and terms agreed settings used when you create a new customer. ● The text that appears on a customer statement. ● The type of ageing used.
Settings > Supplier Defaults	<ul style="list-style-type: none"> ● The tax code, nominal code, country and terms agreed settings used when you create a new supplier. ● The type of ageing used.
Settings > Bank Defaults	<ul style="list-style-type: none"> ● Cash register settings.

Option:	What this controls
	<ul style="list-style-type: none"> ● Settings for to e-banking and bank reconciliation.
Settings > Product Defaults	<ul style="list-style-type: none"> ● The default values used when you create a new product record. For example, the nominal code, tax code, unit of sale and category. ● The decimal precision used for product quantity and unit price.
Settings > Invoice Defaults	<ul style="list-style-type: none"> ● The box where the cursor appears by default in an invoice and an item line.

Common questions about settings and defaults

Q - How can I select the Terms Agreed check box by default when I create a new customer record?

A - Open Settings > Customer Defaults > select Terms Agreed > OK.

Q - How can I change my supplier ageing periods from 30, 60, 90 and 120 days to calendar monthly?

A - Open Settings > Supplier Defaults > Ageing > select Calendar Monthly Ageing > OK.

Q - When I pay a supplier invoice, how can I see each individual invoice item line, rather than just the grand total?

A - Open Settings > Bank Defaults > select the List Invoice/Credit by item line check box > OK.

Q - How can I see the discount amount on the main invoice window, without having to open the individual item line?

A - Open Settings > Invoice Defaults > Discounts > select the Show Discount on Main Invoice/Order Screen check box > OK.

Q - When I'm viewing a customer's activity how can I hide all the deleted transactions?

A - Open Settings > Company Preferences > Parameters > select the Exclude deleted transactions check box > OK.

4.5 Create a Manager password and individual user accounts

It's important that you make your Sage data files as secure as possible.

If you didn't set up a Manager password when installing the software, you can create a password, now. To do this, open Settings > Change Password > enter the required password into the New Password and Confirm New Password boxes > OK.



Remember this password as you can't open the software without it.

If you want to create a login for individual users you must enable this feature. To do this, open Settings > Company Preferences > Parameters > select the Access Rights check box > OK. You can then create the users in Settings > Access Rights, where you can also limit access to certain areas of the software. You may, for example, want to hide the bank balances from some employees.

Only the person logged on as Manager can create new users and modify the areas of the software they can access.

4.6 What is a chart of accounts?

Sage 50 Accounts uses the chart of accounts (COA) to group together similar nominal codes into categories. It's also used to determine whether a code appears on the Profit and Loss or Balance Sheet report, and governs the order and structure of these reports.

Found in Company > Nominal Ledger > Chart of Accounts, by default the chart is structured as follows:

Balance Sheet	Profit and Loss
Fixed Assets [0001 – 0999]	Sales [4000 – 4999]
Current Assets [1000 – 1999]	Purchases [5000 – 5999]
Current Liabilities [2000 – 2299]	Direct Expenses [6000 – 6999]
Long Term Liabilities [2300 – 2999]	Overheads [7000 – 8999] [9998-9999]
Capital & Reserves [3000 – 3999]	Taxation [9001-9001]
Balance Sheet	Profit and Loss

Each category is then divided further into a series of nominal groups. For example, Sales is divided as follows:

Sales [4000 – 4999]
Product Sales [4000 – 4099]
Export Sales [4100 – 4199]
Sales of Assets [4200 – 4299]
Credit Charges (Late Payments) [4400 – 4499]
Other Sales [4900 – 4999]

The specific nominal codes then appear within each of these groups. For example, Product Sales contains the following nominal codes:

Product Sales [4000 – 4099]
4000 – Sales Type A
4001 – Sales Type B
4002 – Sales Type C
4009 – Discounts Allowed
4010 - Management Charges Receivable
4099 – Flat Rate – Benefit/Cost



These examples are taken from the default COA of Sole Trader.

Before you create a nominal code specific to your business you must first consider the following:

- Whether it should appear on the Profit and Loss or the Balance Sheet report.
- What category it falls into, for example Sales or Purchases.
- Can an existing code be used, with its name changed?
- Whether you need a new nominal group.

If you're not sure about the answers to any of these questions, you should consult your accountant.

If a new nominal group is required you can add this into the chart which has 80 spaces available. If you want to insert a new group into a specific location, use the F7 key to insert a blank line prior to entering the new data.

Certain balance sheet nominal codes can either be an asset or a liability depending upon whether their balance is a debit or a credit. A good example is a bank account which may have a positive balance or be overdrawn. Nominal codes like this are referred to as floating nominal accounts, and they appear in a special section of the Current Assets and Current Liabilities categories.

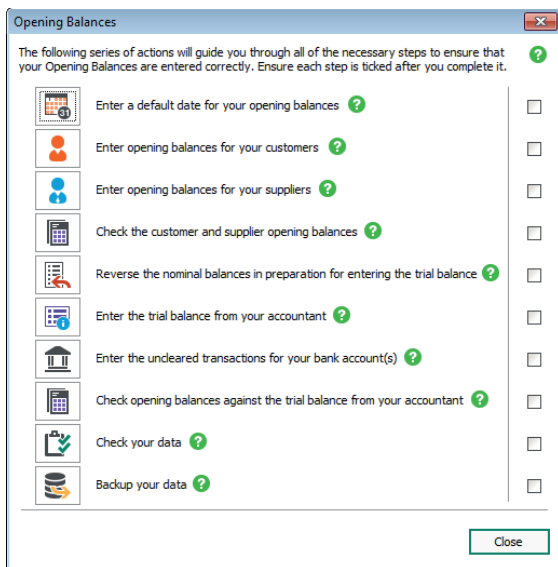
Current Assets	Low	High	^
Bank Account	1200	1209	
VAT Liability	2200	2209	≡
			▼

To save you time, the software automatically creates the same range in both of these categories when you enter it.

4.7 Enter opening balances

When you start using Sage 50 Accounts, if your company has already been trading you'll probably have opening balance transactions that you need to enter to represent your financial position.

The Opening Balances Wizard guides you through the process. To open the wizard > Tools > Opening Balances.



4.8 Backup manager

To keep your data safe it's really important that you take regular backups of your data. As long as you have backups, if your computer fails or your data becomes corrupt, you can easily recover lost work and avoid hours of re-entering lost information.

Anyone can forget to take a backup, and if you're on a network it's not always easy to get everyone to log out while you back up. With the new Sage Accounts Backup Manager, managing your backups is simple. You can schedule backups to run automatically so you don't need to worry about it, and you don't need to stop processing in Sage Accounts while your backups are running. Check data runs automatically and you can manage backups and check data results for all companies in one place.

To open the Sage Accounts Backup Manager

1. Open Sage Accounts > Logon name > enter **manager**.
2. Password > enter your password for the manager logon > OK.
3. File > Schedule backup.

Within the Sage Accounts Backup Manager you can manage your backup schedule and previous backup files.

4. To refresh the information in the Sage Accounts Backup Manager > Refresh.
5. To save any changes > Save.

Overview

For each company, this section summarises the following information:

Users	How many users are currently logged in to the company.
Check data	Whether or not check data has been run. If check data has been run, it shows if any errors, warnings or comments were found.
Scheduled backup status	Whether the scheduled back up and check data is currently switched on or off.

You should check this area regularly. If any errors appear you should stop processing in the relevant company and fix the errors. For more information about fixing errors, refer to the My Data at www.sage.co.uk/mydata



If your computer's hard drive has less free disk space than the amount set in Settings, the backups don't run and a warning message appears at the top of the Overview area.

Settings

In this area you can set up how often you want to run a backup, what you want to include and where the backups are saved.

Back up schedule	<p>Choose how often you want to run the backup and check data:</p> <ul style="list-style-type: none"> ● Back up and check data off - No scheduled backups run. ● Back up and check data once per day - Enter the time you want the backup to run each day. ● Backup and check data more than once per day - Enter the backup frequency and the starting time.
Company name	Select the companies you want the backup schedule to apply to. The same schedule applies to all selected companies.
File types to include in the backup	Select the types of file you want to include in your backups. Accounts data is always included.
Backup location	By default, backup files are saved to C:\SageBackups on your server computer. If your server has alternative drives, you can choose the drive you want to use.
Server disk space limit	New backup files are no longer created once the server's hard drive runs out of disk space. By default, 5 GB of space is left on the server's hard drive. You can change this if required.

Users logged in

Here you can see a list of all Sage Accounts users currently logged in across all of your companies. It shows:

- Company name
- User name
- Computer name
- Length of time the user has been logged in.

To refresh the list at any time > Refresh, or press F5.

Check data results

Use this area manage your check data results.

Check data history

Here you can see your check data history for all companies. This includes any errors, warnings or comments detected and a status report for the data.

Filter check data history

To help you find a particular backup, you can choose the period you want to display. For example, you may only want to see backups taken in the last week.

Delete check data history

To manually delete selected check data results:

- Check data list > for each result you want to delete, select the check box beside the name of the company > Delete selected check data results > Yes.

To automatically delete results after a set period:

- Automatically delete check data results older than > choose the relevant period.

Backup files

Use this area to manage your backups.

Backup list

Here you can see a list of completed scheduled backups.

Filter backup list

To help you find a particular backup, you can choose the period you want to display. For example, you may only want to see backups taken in the last week.

Delete backup files

To manually delete selected check data results:

- Backup files list > for each file you want to delete, select the check box beside the name of the company > Delete selected check data results > Yes.

To automatically delete backup files after a set period:

- Automatically delete backup files older than > choose the relevant period.

Part 5 Where to get additional help

This guide is designed to give a brief overview of installing and configuring the software. If you require more detailed information use should use the following resources available to you:

Installation help – For further information about installing your software, please refer to www.sage.co.uk/new50accounts

The software help files – Simply press F1 in any window to get detailed help on that specific area of the software.

Ask Sage – Available online to UK Sage Cover customers, the Ask Sage database contains answers to thousands of common questions, giving you the answers you need to run your business 24/7. To access Ask Sage, go to the following website:

- www.sage.co.uk/ask

Web chat - Chat online to an experienced technician. To open web chat, go to the Help Centre at www.sage.co.uk/new50accounts and click Web chat.

If you're in the Republic of Ireland you can call 1890 88 20 60.

Part 6 – The software licence agreement

Your use of our software is subject to Terms and Conditions which can be accessed within the software and you will have to agree to as part of the installation process. If you do not agree to the terms and conditions you should not install the software or use it in any way.

A copy of the terms and conditions is also available at www.sage.co.uk/new50accounts

Appendix - Sage Accounts Data Service

The Sage Accounts Data Service runs on the computer or server where your Sage Accounts data is held. The service acts as a gateway and controls the reading and writing of data. Using this service increases the robustness of the system, improves data security and helps to optimise performance.



To ensure that your firewall doesn't block the Sage Data Service, please ensure the following ports are open:

Sage 50 Data control service: TCP 36290

Sage 50 Data service: TCP 36289

For further help with this, please contact your IT administrator.

To install the Sage Accounts Data Service

The Sage Accounts Data Service automatically installs and starts when you install your software. This includes installation on single computers and network installations where the software is installed on the computer or server that holds the data.



If your data is held on a server that doesn't have a copy of Sage 50 Accounts, you must install the service separately.

To install and run the service if you have access to the server and it has a DVD drive

1. Insert your Sage Accounts DVD into the DVD drive of your computer.
2. Sage Accounts window > Install software.
3. To accept the terms and conditions > select the check box > Next > Data Service only.
4. To complete the installation, follow the on screen prompts.

To install and run the service if you don't have physical access to the server or it doesn't have a DVD drive

1. Insert your Sage Accounts DVD into the DVD drive of your computer.
2. Exit the setup routine.
3. Browse the DVD > Install folder > and locate the ClientServerSetup.exe file.
4. Copy this file to the data location on the server > run the file > follow the steps in the section above.

To start the data service

There may be occasions where you need to start the service manually. To do this, on the server:

1. Open the Windows Start menu > open the Programs Menu > Sage Accounts > Data Service Manager.
2. Check that the correct Server name appears in the Server box, you can amend this if required. If you're unsure of your server name, contact your IT administrator.
3. Connect > Start Service.



You can also start and stop the service like any Windows service using your operating system. To do this, press the Windows Key + R on your keyboard > enter **Services.msc** > right-click Sage 50 Accounts Service > Start, Stop or Restart as required.

To stop the data service

There may be occasions where you need to stop the service manually. You can do this using the Data Service Manager in Sage Accounts:

1. Tools > Data Service Manager > OK.



You can also access the Data Service Manager from the Windows start menu > All programs > Sage Accounts > Data Service Manager.

2. If required, create a backup.
3. Close Sage Accounts.
4. Check that the correct Server name appears in the Server box, you can amend this if required > If you're unsure of your server name, contact your IT administrator.
5. Click Connect > make sure all users have logged out of Sage Accounts. A list of users who are still logged in is shown at the bottom of the window.
6. Click Stop Service.



You can also start and stop the service like any Windows service using your operating system. To do this, press the Windows Key +R on your keyboard > enter **Services.msc** > right-click Sage 50 Accounts Service > Start, Stop or Restart as required.

Warning messages

The following warning messages may appear in relation to the data service:

Message	Unable to connect to Sage Data Service on machine [computer name]
Explanation	The data service must be running on the computer that holds the data. This may be your local computer or a server. This message appears if the service isn't running.
Solution	<p>Start the service in the data location. You can start and stop the service like any Windows service using your operating system. To do this, press the Windows Key + R on your keyboard > enter Services.msc > right-click Sage 50 Accounts Service > Start, Stop or Restart as required.</p> <p>Alternatively, open the Windows Start menu > open the Programs Menu > Sage Accounts > Data Service Manager.</p> <p>If your data is held on a server then you need to control the service on the server, how you do this depends upon your how your network is set up. If your data server is a computer on the network then the same steps apply. If your server is not immediately accessible then you may need to access your server remotely.</p> <p>If the service is running but the error message still appears, then you may need to configure your firewall:</p> <p>To ensure that your firewall doesn't block the Sage Accounts Data Service, please ensure the following ports are open:</p> <ul style="list-style-type: none"> ● Sage 50 Data control service: TCP 36290 ● Sage 50 Data service: TCP 36289 <p>For further help with this, please contact your IT administrator.</p>

Message	Connection to the Sage Data Service has been lost. The application will now exit.
Explanation	The connection to the data service has been lost. This can occur if the service has stopped running or if there is a problem with the network.
Solution	<ul style="list-style-type: none"> ● Restart the software. If the message appears again then you should check that the service running. To do this, press the Windows Key +R on your keyboard > enter Services.msc > and check the status of the Sage 50 Accounts Service. If required, to start the service, right-click Sage 50 Accounts Service and choose Start. <p>If your data is held on a server then you need to control the service on that server, how you do this depends upon your how your network is set up. If your server is not immediately accessible then you may need to access your server remotely.</p> <ul style="list-style-type: none"> ● If the service is running this suggests there is a problem with your network or cabling and you should test this before starting Sage Accounts again.



Sage (UK) Limited, registered in England and Wales with company number 1045967
and registered office at North Park, Newcastle upon Tyne, NE13 9AA
Telephone: 0191 294 3000 Web: www.sage.co.uk/contact

© Sage (UK) Limited 2014. All rights reserved. 29550MT 06/14 6114