Introduction

All businesses need to keep accurate accounts. If information is not entered correctly, especially when using a computer program, then the accounts will be wrong – you can't blame the computer!

Working through Sage 50 Accounts 2012 in easy steps

This book explains in simple, easy stages how to perform the main tasks required for keeping computerised business accounts. The following chapters show how to:

● Set defaults and Company preferences

● Create customer & supplier records and set up price lists

● Set up opening balances, maintain Bank accounts

● Maintain the Nominal Ledger and run an audit trail

● Generate sales orders and control stock

● Print invoices, credit notes and statements

● Produce history and financial reports

Note: the actual functions available to you will depend on whether you have Sage 50 Accounts, Accounts Plus or Professional. You can even use this book if you work with Sage Instant Accounts.

'Preparing to start' checklist

Before getting started with Sage 50 Accounts 2012, work through the checklist below.

● Check the start date of your company's financial year

● Check with an accountant which VAT scheme is used

● Draw up a list of defaults to use

● Decide on users and passwords

● Back-up the data if updating Sage

● Have customer, supplier and bank details to hand

● Product details, recommend a stock take

● A list of all opening balances