



## Sage 50 Accounts For Dummies®

*Jane Kelly*

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# Sage 50 Accounts For Dummies®

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**Sage 50 Accounts For Dummies®** Jane Kelly

NOW UPDATED FOR THE 2011 VERSION OF SAGE 50! This step-by-step guide offers the latest guidance on using Sage 50 Accounts, the UK's most popular small business accounting solution. From setting up and installing the software and creating your chart of accounts to invoicing customers, running VAT returns and producing monthly accounts; Sage 50 Accounts For Dummies will have you handling your own accounts efficiently -- and profitably in no time. Sage 50 Accounts For Dummies includes information on: \* Setting Up and Installing Sage Line 50 \* Introducing Sage Line 50? \* Creating your Chart of Accounts \* Setting Up Records \* Opening Balances \* Day to Day Functions \* Preparing your Customers paperwork \* Invoicing your Customers \* Dealing with paperwork from your Suppliers \* Recording your Bank entries \* Maintaining and correcting entries \* More Day to Day Functions \* Sales Order Processing \* Purchase Order Processing \* Keeping track of your Products \* Setting up Projects \* Using Foreign Currency \* Monthly/Quarterly/Annual Routines \* Reconciling your Bank account \* Working with the Company module \* Running VAT Returns \* Using Reports to manage your business \* Producing Monthly Accounts \* More Complicated Stuff \* Ten Useful Reports \* Quick Tips for Speedy Processing \* Wizards

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