

Sage One

Online accounts
for start-ups and
small businesses

sage



About Sage One

A woman with long red hair, wearing a blue sleeveless top, is working in a craft studio. She is holding a white lampshade with a bird illustration. The studio is filled with various materials, including rolls of fabric and paper, and framed artwork on the walls. The background is slightly blurred, showing shelves and a desk with a computer monitor.

Sage One is a family of online accounts software that helps you manage your business finances. Designed for UK businesses, there's a range of options to help you manage everything from cash based accounting, through to VAT and international trading.

Sage One is easy to use, with no jargon or confusing processes, just an easy way to get things done. And it's backed up by free 24/7 telephone and email support.

Why choose Sage One?

The freedom to work when and where you want to

All Sage One services are online. You can access your accounts online, anywhere and at any time, from any internet-enabled device, including PCs, Apple Mac laptops and desktop computers, smartphones, Apple iPad and other tablets.

Get help whenever you need it

Everyone needs a helping hand sometimes. That's why you get free telephone and email support included with Sage One. That's 24 hours a day, 7 days a week, 365 days a year, from the lovely people in our award-winning, UK-based contact centre.

Never worry about losing your accounts data

With Sage One, all your data is secure and backed up, so there's no need to worry about losing it or having to re-install it from a backup disk. It's just there for you to work with, whenever you need it.

No software to install – ever

Because Sage One is online, you can start using it straightaway - there's nothing to download or install. That means when we update or improve things, you get the benefits immediately. We keep your software up to date with legal changes, so you don't have to do anything.

Get more out of your accountant

With Sage One, you can invite your accountant to work with you securely on your business finances. Less time spent in meetings means more time that your accountant can spend helping you keep your business on the right track.

Spread the cost of your software

Paying a small amount each month means you can spread the cost of your software, rather than spending a larger amount up front.

Use Sage One Accounts as much as you like

With Sage One, there's no limit to how many transactions you can process each month, so there are no barriers to your business success.

Streamline your business

Sage One offers a number of ways to make business easier. For example, you can integrate with Sage Pay to take customer payments online or by phone. If you employ people, you can link up your accounts with Sage One Payroll, which means fewer manual updates.

No commitment free trial

Try Sage One for free for 30 days. You won't need to provide any payment details until your trial has finished and you decide to keep using Sage One.

“It's just so incredibly easy. Everything is just right there in front of you. Even if you get stuck, the support is there 24/7, and they're always so friendly and helpful.”

Gareth Molyneux, Sage One customer



Sage One Cashbook

An easy online accounts service that helps you manage the money coming in and going out of your business. Sage One Cashbook is perfect for sole traders who need to complete annual tax returns.

- Record money in and money out
- Collaborate with your Accountant
- Helps organise your tax self-assessment
- Free 24/7 telephone and email support

From **£5** per month **Ideal for:** Sole Traders and cash-based businesses with no accounts experience who need to do annual tax returns or work closely with an accountant.

With Sage One Cashbook you can:

Work with your accountant online

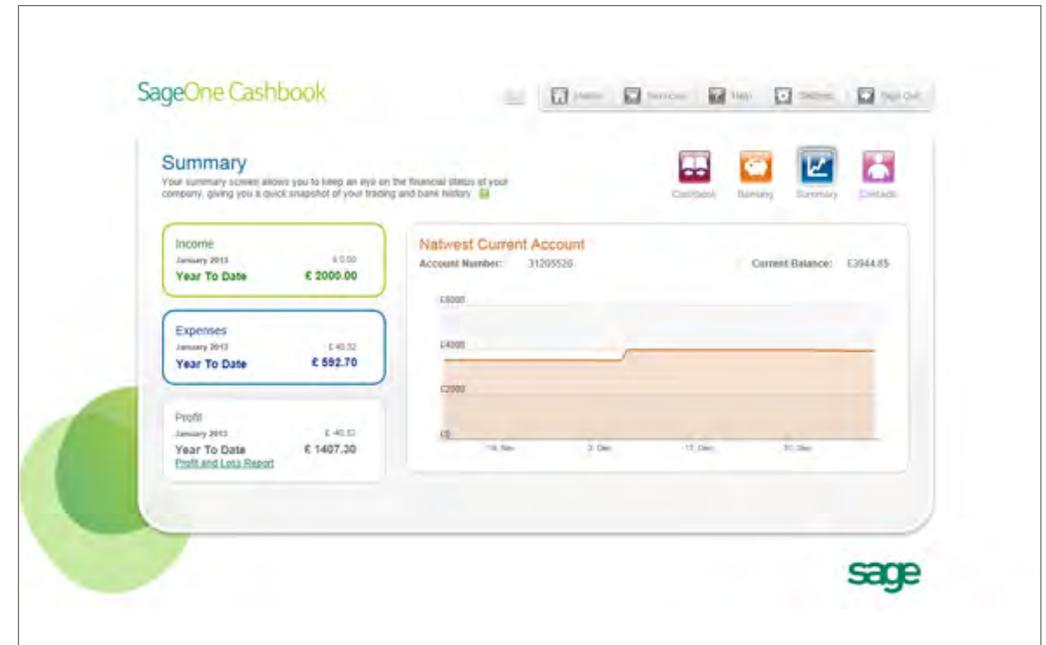
Sage One Cashbook gives you a simple way to record all of the money in and out of your business and your accountant can log in to see that information too. That means they don't need to chase you for your receipts and they can do what you pay them for quickly and easily.

Do cash-basis accounting

We designed Sage One Cashbook for businesses that do cash-basis accounting. You can simply record what you've paid into and out of your bank, and let Sage One do the rest.

Record all of your customer details in one place

It's really straightforward to keep all your customer contact details together, so you can find them when you need to. You can also create a statement to show the payments they've made. If they're someone you do regular business with, Sage One Cashbook can send that to your customer automatically, saving you time.



“ It’s so great to have everything in one place, it’s easy to use and everything is very logical.”

Gemma Trower, Sage One customer

Get an easy-to-understand overview of how your business is performing

Sage One Cashbook Continued

With Sage One Cashbook you can:

Get the insight you need to keep your business in tip-top condition

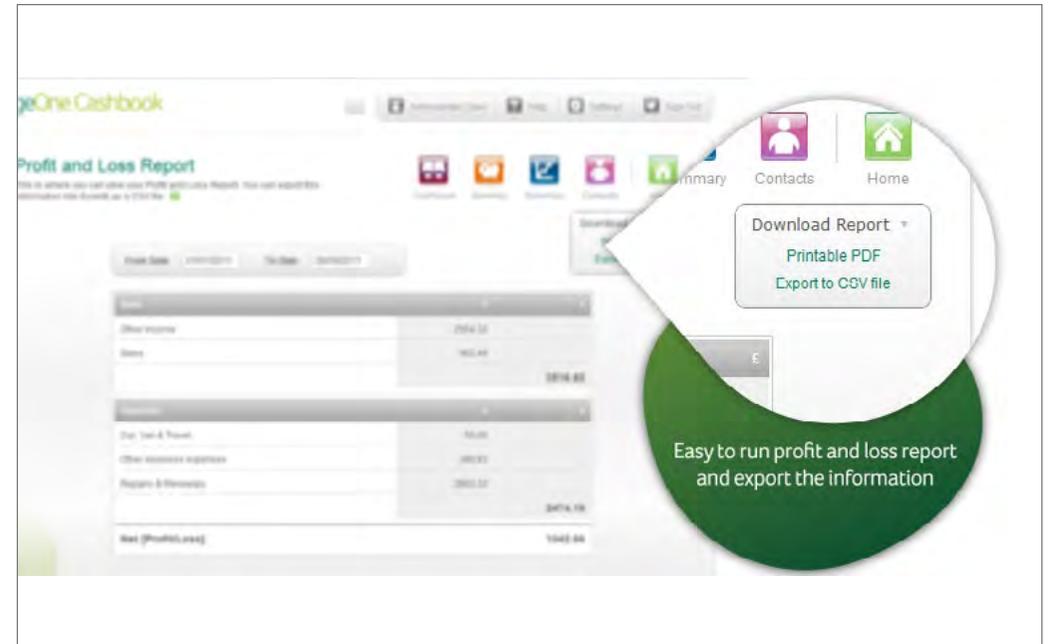
The simple reports in Sage One Cashbook let you see where your money is going. So you can see where you can save money or become more efficient. Quickly view your income and expenses and get an indication of profit for the month and year to date. You can also run a full Profit and Loss report.

Get up and running in no time at all

You can quickly add your customers and suppliers to Sage One with a simple data import wizard.

Quickly see your income and expenses

When you log into Sage One Cashbook, the first thing you'll see is an overview of your income, expenses and profit for the month and year to date. You'll also see a snapshot of the money in your current account, making it easy to keep track of your finances.



Simple reports to keep on top of your business

Sage One Accounts

An online accounting service for small business owners who want greater control of their finances, but don't necessarily have an accounting background or time for software training.

- Calculate and submit your VAT return online
- Create sales invoices
- Track expenses and purchase invoices
- Profit and loss and balance sheet reports

From
£10
per month

Ideal for: Start-ups and small businesses who need to create invoices, manage finances and your VAT

With Sage One Accounts you can:

Manage your VAT

Sage One Accounts makes completing your VAT return really straightforward. It generates your return based on the information you've entered and supports all major VAT schemes. You can then choose to submit your return direct to HMRC online. When VAT changes, rates are automatically altered with no effort required from you.

Keep track of your customers and suppliers

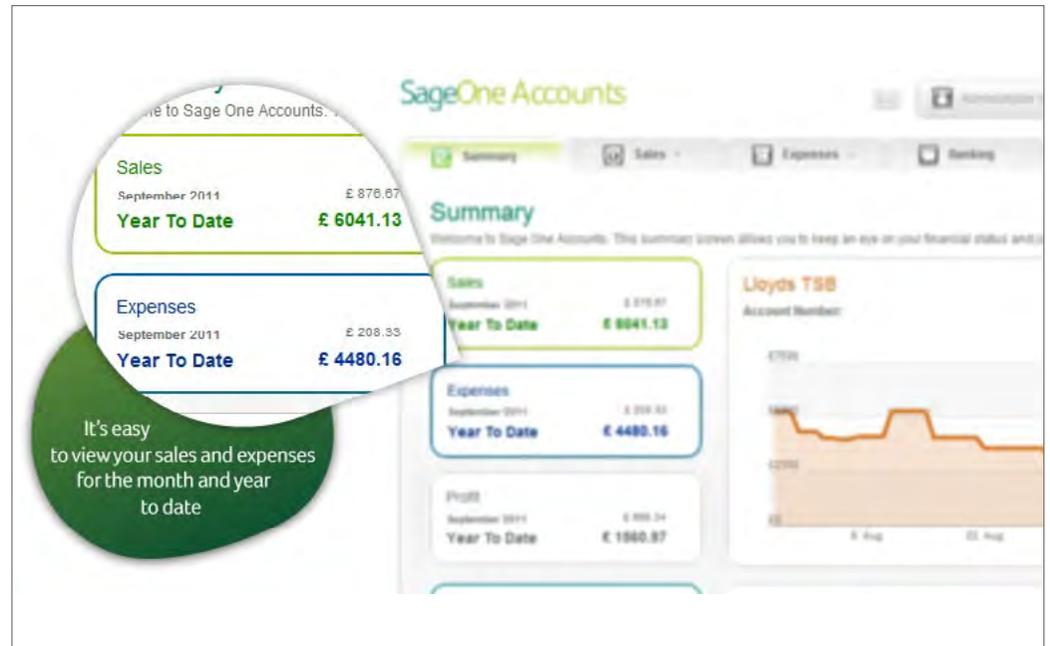
Adding customer and supplier details to Sage One Accounts not only means they're all in one place and easy to find, but also makes it even quicker to create invoices and record payments.

See at a glance how your business is performing

Quickly view your sales, expenses and profit for the month and year to date, all from one easy-to-understand summary screen. If you're VAT registered, Sage One will also tell you how many days are left before your VAT period ends.

Record all the money leaving your business quickly and easily

Sage One Accounts makes it quick and easy to record all the money leaving your business; it's our way of helping to numb the pain. And if it's something like a direct debit or standing order, all you need to do is tell Sage One Accounts how often it comes out of your bank, and it'll do the rest until you tell it to stop.



See at a glance how your business is performing

“It was easy to use, intuitive and when I did get stuck a couple of times, the Customer Support Team were excellent and sorted me out. It was easy to set up and so we were up and running in no time, which with a growing business, there is no time to stop.”

Trudy Jacklin, Sage One customer

Sage One Accounts Continued

With Sage One Accounts you can:

Work with your accountant online

Having all of your accounts online with Sage One can make working with your accountant effortless. If they're a registered Sage One accountant, you can give them access to your financial information immediately; no more dropping receipts off at their office. Your accountant can access your accounts in real time to make sure everything is accurate.

Organise your finances

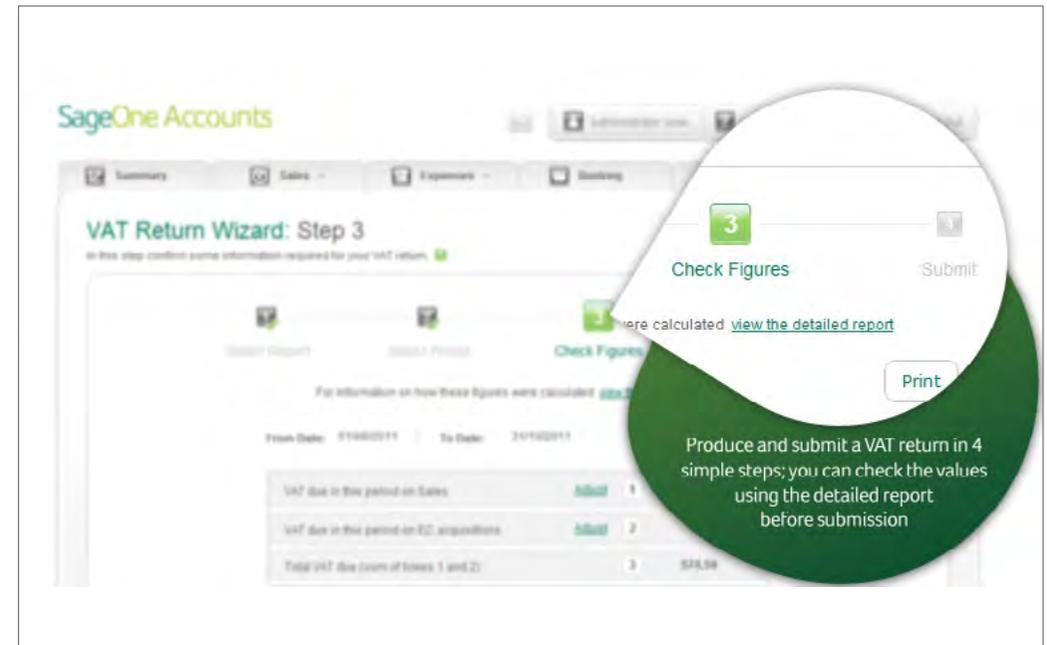
If you want to show a bank manager or potential investor your financial data, Sage One Accounts can help you put everything you need in a simple format.

Straightforward bank reconciliation

Sage One Accounts is written in plain English, but one accounting term we kept in is 'bank reconciliation'. We make it as simple as possible, it's step-by-step and straightforward. Just get your bank statement and get going.

Keep a tight rein on your business finances

With Sage One Accounts you can run a series of reports that give you, your accountant or anyone else (including the bank manager) all the information needed. These let you see the detail behind your business finances, and are a good way to find out how much you've spent on things like rent or travel expenses.



Produce and submit a VAT return in 4 simple steps

Sage One Accounts Extra

Sage One Accounts Extra is an online accounting service for businesses that want to trade abroad, control shared accounts data and get insight into financial forecasts.

- Manage international trading
- Manage more than one business
- Controlled multi-user access
- Plan ahead with financial forecasts

From
£25
per month

Ideal for: Growing and established small businesses that need more from their accounts. Trade abroad, manage more than one business and add multiple users

With Sage One Accounts Extra you can:

Easily manage international trading

Sage One Accounts Extra makes it really easy to keep track of foreign sales, purchases and VAT. Produce invoices in foreign currencies or enter invoices received from foreign suppliers and exchange rates and gains and losses are automatically calculated. Sage One also helps you comply with VAT laws on selling goods and services inside and outside the EU.

- Record sales and purchases in multiple currencies
- Exchange rates and exchange rate gains and losses are calculated automatically
- Calculate VAT for EU and non EU sales and purchases

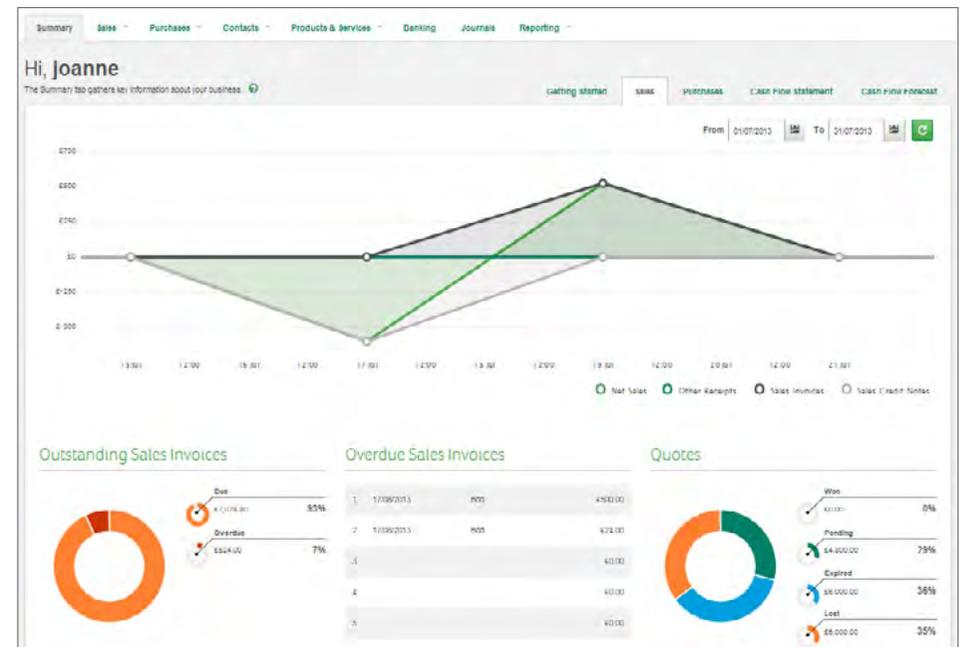
Open up your finances

As your business grows, you may realise you can't do everything yourself but still want to maintain control. Sage One Accounts Extra opens up business accounts to multiple users, while offering control over exactly what each person can see and do.

- Allow trusted users secure access to your accounts data
- Control exactly what each person can see and do
- Maintain an audit trail to see what's happening to your data

Manage more than one business

You may be involved in more than one venture and need to account for them separately. With Sage One Accounts Extra, you can set up multiple businesses and manage them with a single login.



Summary screens to help you drill down into your business performance

Sage One Accounts Extra Continued

With Sage One Accounts Extra you can:

Plan for the future with financial forecasts

Cash flow is critical for any business. Not only does Sage One Accounts Extra provide an accurate and up-to-date picture of the current cash available today, but it also allows you to forecast your future cash flow position over the coming months.

- Estimate how much cash the business will have or need
- Use recurring receipts and payments and invoice due dates to calculate net cash flow
- Adjust cashflow forecasts to reflect future income and costs you need to plan for such as investments and expansion plans

Analyse your business performance

When it comes to analysing costs and profits, you may want to break that down by department, project, market sector or

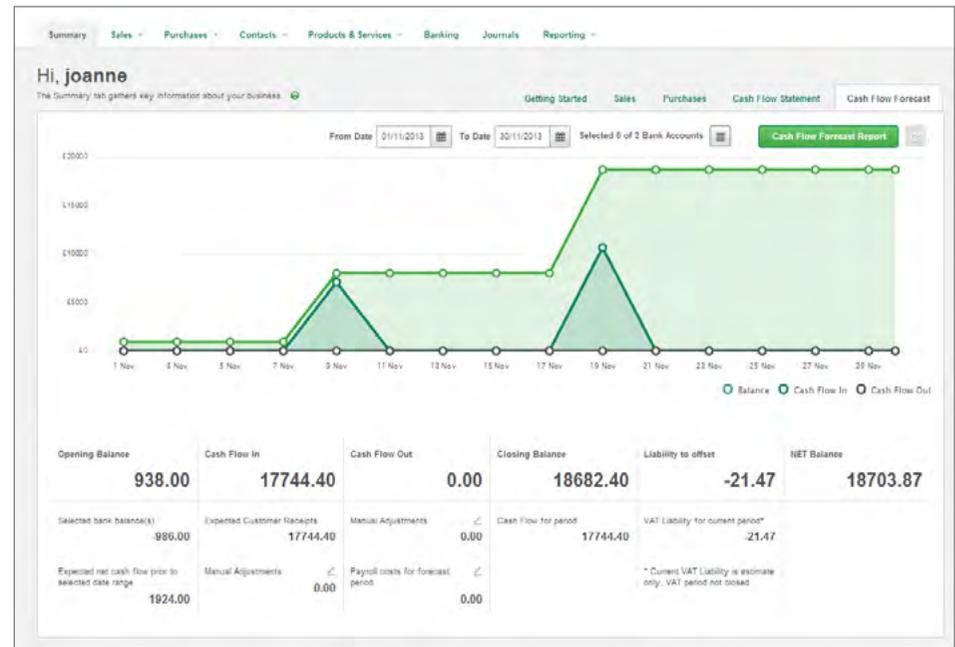
other variables. Sage One Accounts Extra gives you complete flexibility to define how to analyse your accounts to see which areas of business are performing well and where there's scope for improvement.

Manage data quickly and easily

Quick entry tools allow you to enter high volumes of data, enter transactions created on external systems or make simple adjustments to customer or supplier accounts. And customisable views mean that users can quickly see the information they need, prioritising what's important to them and eliminating other distractions.

Faster and easier bank reconciliation

To help speed up bank reconciliation, you can import business banking statements and automatically match them up with your accounts information.



Get a clear view of your cash flow

“The best thing about Sage One is how easy it is to use. We have never been one for accounts and figures so having something that is so easy to understand makes our lives so much easier.”

Jodie and Stella Kean, Sage One customers

Sage One Accounts family feature comparison chart

Sage One Cashbook Sage One Accounts Sage One Accounts Extra

Get up and running			
Easy to set up and use	•	•	•
Help centre with set up guide	•	•	•
Written in plain English	•	•	•
View video demos	•	•	•
Free telephone support	Free 24/7	Free 24/7	Free 24/7
Free email and web based support	Free 24/7	Free 24/7	Free 24/7
Easily correct mistakes	•	•	•
Instant online registration and activation	•	•	•
Apple Mac compatible	•	•	•
Manage your customers			
See who owes you money and due date	•	•	•
Record cash sales	•	•	•
Receive and process card payments	•	•	•
Pay Now button on invoice	•	•	•
Email invoices to customers	•	•	•
Find customer details quickly and easily	•	•	•
Credit notes		•	•
Import customer details		•	•
Create quotations and invoices		Invoices	Invoices Quotes
Know your profit on each quote/ invoice before you commit			•
Set up invoice discounts			•
Manage individual projects and costs			•
Record multiple contacts and addresses			•
Fast batch payment allocation processing			•

Sage One Cashbook Sage One Accounts Sage One Accounts Extra

Manage your finances			
Real time collaboration with your accountant	•	•	•
Keep track of money going in and out	•	•	•
Summary dashboard gives an overview of business performance	•	•	•
VAT cash accounting	•	•	•
Flat rate VAT	•	•	•
Profit and loss reports	•	•	•
Export information to Excel or pdf	•	•	•
Bank reconciliation	Accountant only	Manual	Automated
Online VAT submission	Accountant only	•	•
Import contacts, products and services	•	•	•
Recurring payments and receipts	•	•	•
Balance sheet reports		•	•
Prepare VAT returns		•	•
Foreign currency processing and management			•
Multi currency management			•
Cashflow forecasting			•
ECSL changes - sales list			•
Flexible analysis - choose what analysis fields to use			•
Accounts lock date			•
Customisable chart of accounts			•
Management reports with drill down			•

Sage One Cashbook Sage One Accounts Sage One Accounts Extra

Manage your suppliers			
Find contact details quickly and easily	•	•	•
Import supplier details		•	•
Fast batch payment allocation			•
Manage supplier disputes			•
Record individual purchase invoices		•	•
See who you owe money to		•	•
Record purchase invoices in batches			•
Manage your business			
Integrates with Sage One Payroll	•	•	•
Integrates with Sage Pay	•	•	•
Anytime, anywhere access	•	•	•
Keep track of your products and services			•
Multiple users with controlled access			•
Add multiple businesses*			•
Quick search			•
Quick print using default layouts			•
Customisable views of data			•
Customisable chart of accounts			•
Analysis categories and reporting			•
Cash flow forecasting			•

* Additional charge applies per additional business

Sign up for your free trial

For more information on the Sage One accounts range – the complete, online accounting service for start-ups and small businesses, visit uk.sageone.com

Ready to run your business the easy way? Simply choose your Sage One service and try it now for free, with our no-commitment trial.

Sage One Cashbook |

Sage One Accounts |

Sage One Accounts Extra |

If you're an accountant or bookkeeper and want to find out more please visit sage-exchange.co.uk/SageOne

