

Sage Services from Moore and Smalley

Sage is a leading supplier of accounting and business management software to businesses worldwide. Moore and Smalley provide advice, support and training on Sage Instant, Sage 50 Accounts and Sage Payroll. These products have been specifically designed to make it easier for companies to manage their business processes.

As a Sage Business Partner our accountancy trained advisers have been accredited by Sage to work with you – usually at your premises to specify, install, configure and support Sage products.

Meeting Your Needs

Nick Wetherall heads up the Moore and Smalley Sage team and is an experienced accountant and accredited Sage adviser. Nick has spent 20 years working with SME businesses throughout the region across a wide range of sectors.

Nick talks about the Moore and Smalley ethos with regard to advising clients about accountancy software "At Moore and Smalley, we recognise that every business is different. Before we offer advice on a Sage product, we make sure we understand the clients' needs so that they get the right solution for their business.

"Many of our clients are concerned about making the leap from manual book-keeping or recording information on spreadsheets. We guide clients through the process, ensuring they select the right product to suit their business requirements. Clients find that the move to software specifically designed for recording and reporting financial information has a positive impact the way they run their business."

New to Sage?

For those totally new to Sage accounting software, we address below some of the most frequently asked questions including why making the move from manual book-keeping or spreadsheets can positively impact the way you run your business.

Frequently Asked Questions

Nick Wetherall and Matt McShane from the Moore and Smalley Sage team address some of your frequently asked questions.

My book-keeper keeps a very tidy accounts ledger that I pass to my accountant at the end of the year. This is the way we've always done our business accounts and we've never had a problem with it yet. So why change now?

Nick: Many businesses start off using manual systems for tracking costs and basic accounts. These businesses are likely to be small in the beginning, with non-standard accounts systems potentially holding back the company growth. If the business is to grow you need to standardise the accounts to give you time to focus on the business rather than maintaining the accounts.

Matt: In addition, an accounting package will enable you to produce management reports that show how your business is currently performing and maintain accurate financial records relating to your customers and suppliers.

I'm currently keeping all my financial information in Excel spreadsheets, why should I buy an accounts package when Excel does the job I need?

Nick: Business owners may be satisfied with their Excel systems for recording basic finances, but often don't have the detail needed to keep full control. Details of cash flow, credit control and tax are rarely included. Sage 50 Accounts is a complete professional accounts system - with efficient data entry and complete financial analysis capability as standard. It gives far greater business control than Excel systems.



I have been thinking about moving to using an accounts package for a while, but there seems to be so many different variations to choose from, how do I know which one is best for my business?

Matt: Research is vital to ensure any product you purchase meets your business requirements. That said, Sage Accounts 50 is the market leader in accounting software, and has a majority of the market share for small owner managed businesses. It has a reputation as the best accounting product on the market, and I feel this reputation is well deserved.

How much could I expect to pay for Sage?

Matt: The type of package that you require would depend on the size and circumstances of your business, but we will make sure the software that we provide for you is suitable for your needs, and you don't pay for a more expensive version than the one that you require. The price can vary between £100 and £1100.

How quickly can I get the software onto my computer?

Nick: Once a suitable Sage package has been identified we can place the order on your behalf. We would expect to have delivery of the software and install it for you within one week.

Would it work on my office network?

Matt: Yes, Sage 50 Accounts is fully compatible to work over a network environment. With a network installation it makes it possible for multiple users to have access to the data at the same time. It is also possible to assign different access rights to each individual user, restricting access to areas of sensitive information.

Will I be able to print out reports of information that are relevant to MY business?

Nick: There are a number of pre-defined reports that can be generated to help provide you with your key business information. If there is a report you require Sage Report Designer gives you the ability to produce reports in a way that meets your needs.

Would I have to go on a course to learn how to use the software?

Nick: Everyone learns in different ways. It is not necessary to go on a Sage course, training can be provided by our Sage team. Training done by our Sage team can be tailored to meet your specific requirements and can be carried out at your office in either half or full day sessions, these sessions can be done in a group or one-to-one.

Where do I go for advice whilst I'm getting to grips with the new software and what happens if things go wrong? I don't want to be charged every time I make a phone call.

Nick: Every effort will be made to ensure that you are happy with your system, however, if you do encounter any problems we are more than happy to help in whatever way we can. This could be just a telephone call or for more complex issues a visit to your premises may be required. For small

At a Glance

Products

- Sage Instant
- The Sage 50 Accounts range
- Sage Payroll

Training

- At your premises
- Using your data
- Half or full day
- Tailored to your needs
- Simplified training manual provided

Services

- Advice on product selection
- Product demonstrations
- Upgrades
- Ordering
- Installation
- Technical Support
- Report design
- Book-keeping/VAT assistance
- Year end procedures



simple queries there may not be a charge, for more detailed queries a charge will be made.

What about at the end of the year, how do I get the information to my accountant?

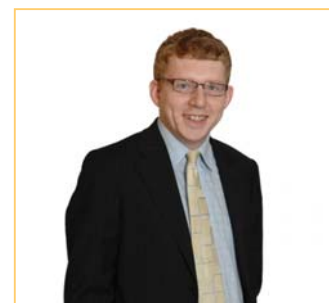
Matt: In order to protect against data loss, Sage data needs to be backed up regularly. This backup can then be transferred to disk or memory stick, so that it can be included as part of the information that you provide to your accountant in order to prepare your accounts. Alternatively, the information can be sent by e-mail.

Moore and Smalley provide Sage product demonstrations tailored to your requirements and personalised quotations, all free of charge and without obligation. Contact a member of our team to book an appointment.

Contacts



Nick Wetherall
01772 821021
nick.wetherall@mooreandsmalley.co.uk



Matt McShane
01772 821021
matthew.mcshane@mooreandsmalley.co.uk

Preston (head office): Richard House, 9 Winckley Square, Preston, Lancashire PR1 3HP Tel: 01772 821021

Other offices (in alphabetical order)

Blackpool: Fylde House, Skyways Commercial Campus, Amy Johnson Way, Blackpool, Lancashire FY4 2RP Tel: 01253 404404

Castle Donington: Donington Business Centre, The Old Vicarage, Market Place, Castle Donington, Derbyshire DE74 2JBTel: 01332 856347

Kendal: Kendal House, Murley Moss Business Village, Oxenholme Road, Kendal LA9 7RL Tel: 01539 729727

Kirkby Lonsdale: 55 Main Street, Kirkby Lonsdale LA6 2AH Tel: 01524 271402

Lancaster: Priority Close, St Mary's Gate, Lancaster LA1 1XB Tel 01524 62801

Central Fax: 01772 259441

www.mooreandsmalley.co.uk

Moore and Smalley LLP is a limited liability partnership registered in England and Wales: No. OC313896. Registered office: Richard House, 9 Winckley Square, Preston, Lancashire PR1 3HP. The term "partner" indicates a member of Moore and Smalley LLP who is not in partnership for the purposes of the Partnership Act 1890. A list of members is available from our registered office.

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