



A Complete Sage 50 User Guide for Beginners: Simply what you need to know

First-rate Accounts and Bookkeeping

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Are you a bookkeeper with limited Sage knowledge? Or have you started your own business and wish to record your transactions using Sage?

The aim of this user guide is to simplify complicated text books and tell you 'what you need to know'. The guide will enable you to use Sage 50 in an effective and efficient way in order to keep your accounts tidy and accurate.

The guide covers the following modules using simple step-by-step instructions:

- * Maintaining Sales Ledger
- * Maintaining Purchase Ledger
- * Reconciling Bank Accounts
- * Preparing VAT Returns
- * Posting Journals
- * Producing Financial Reports

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