2015

Sage 50

- Billing
- Accounting
- Accounting Professional
- Business
- Business Complete
- Business Premium

☑ **GST**
Compliant

sage

Sage 50

Introduction

Sage 50 comes packed in 6 series, namely:

- Sage 50 Billing
- Sage 50 Accounting Express
- Sage 50 Accounting Professional
- Sage 50 Business Express
- Sage 50 Business Complete
- Sage 50 Business Premium

These series are made available to meet respective business size and requirements without the burden of over investing on non-required features.

Pick a series to start with your current needs and let the system grow with your business expansion where ultimately control and analysis of your business health becomes a priority for better management planning.

These series are easily upgradeable via license activation where the appropriate features set will be turned on automatically without the tedious process of having to uninstall and install the system.

The table below gives an overview on the features availability for each series:

Sage 50	Core features
Billing	✍ billing ✍ cash management ✍ purchase invoice
Accounting Express	✍ billing ✍ cash management ✍ purchase invoice ✍ basic accounting
Business Express	✍ billing ✍ cash management ✍ purchase invoice ✍ basic accounting ✍ basic inventory
Accounting Processional	✍ quotation & billing ✍ cash management ✍ purchase invoice ✍ full accounting & budgeting ✍ analytical & project reporting
Business Complete	✍ sales orders ✍ purchase orders ✍ cash management ✍ full accounting & budgeting ✍ analytical & project reporting ✍ inventory management

Business Premium	✍ sales orders
	✍ purchase orders
	✍ cash management
	✍ full accounting & budgeting
	✍ analytical & project reporting
	✍ inventory management with:
	    ○ Bill of Material
	    ○ Item Assembly

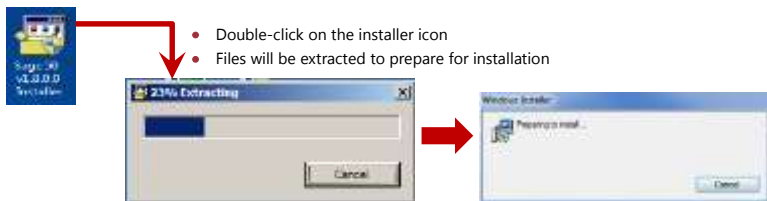*** End of Introduction Section ***
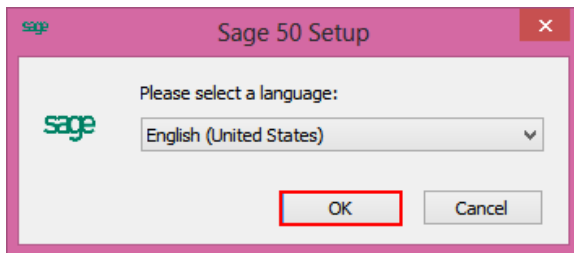
Sage 50

Installation

Installation Guide

Have the system up and running with just 8 simple steps using the Installation Wizard:

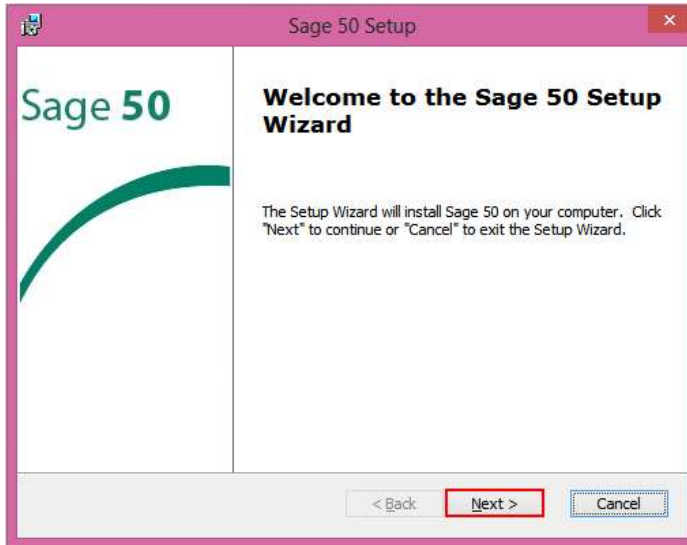Step 1   Download the installer from the website http://www.sage.my

Step 2   Double - click on the installer icon to launch and extract the installation file.

- Double-click on the installer icon
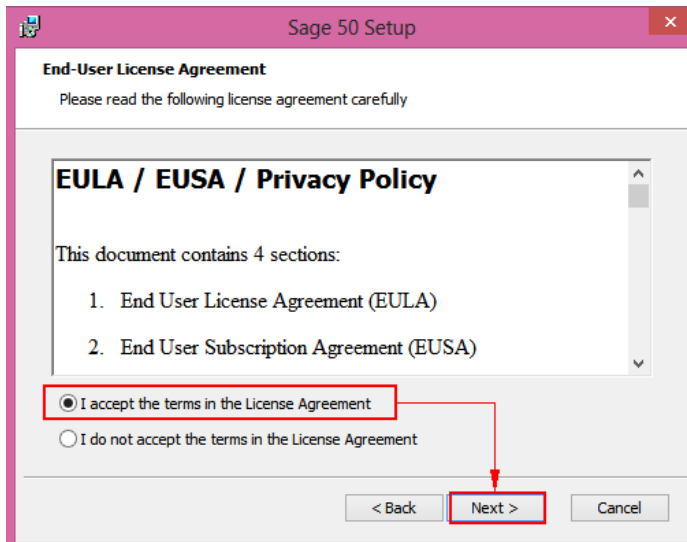- Files will be extracted to prepare for installation

Step 3   Select the preferred language to use the system, click **OK** button to proceed

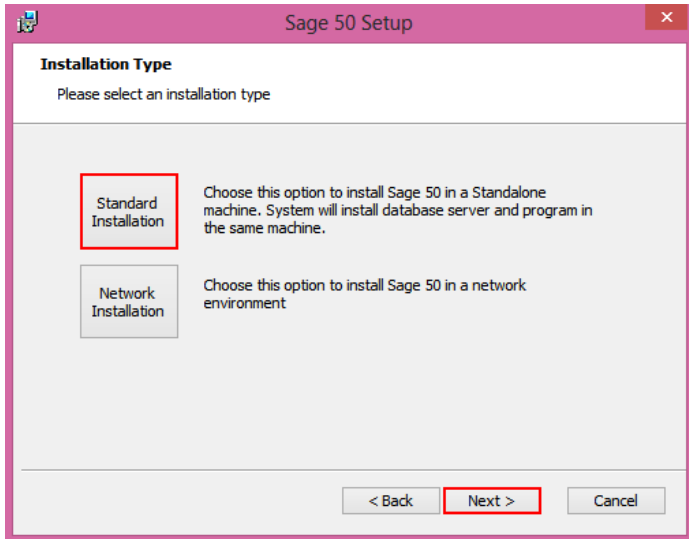Step 4   In the **Welcome** page, click **Next** button to proceed

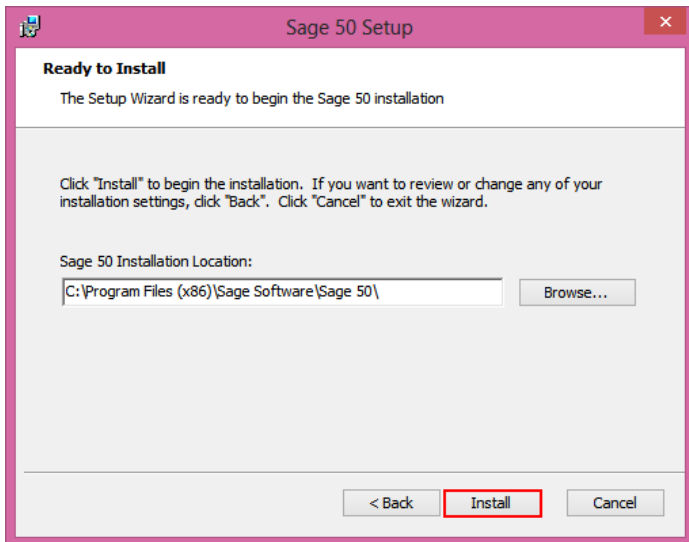Step 5   At the **End-user License Agreement** page

- ⏚ click **I accept** button to agree with the terms and conditions set herein the product and the next button will be enabled

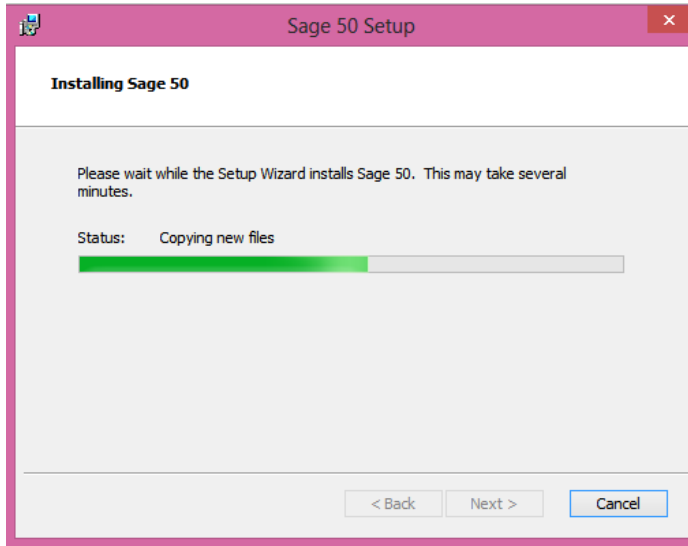- ⏚ click **Next** button to proceed with the installation

Step 6   At the **Installation Type** page; click **Standard Installation** (default)
          button or **Next** button to proceed
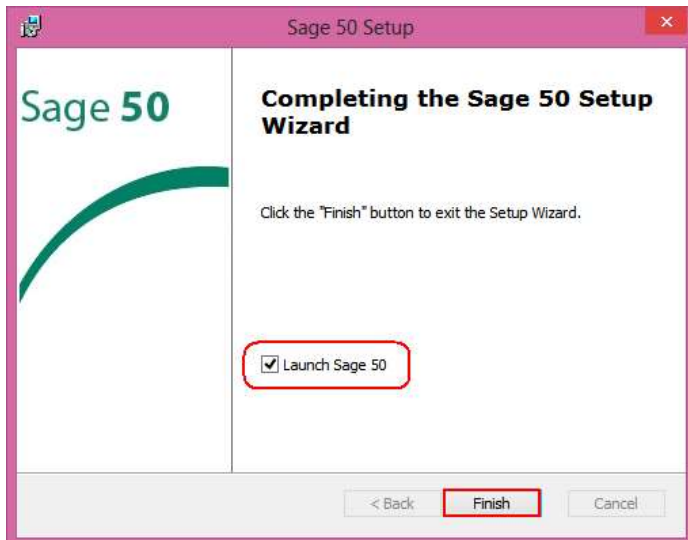

Step 7   At the **Ready to Install** page, click **Install** button to start the
          installation process

Step 7   At the **Installing Sage 50** page, you can see the installation progress

Step 8   When installation is completed, click **Finish** button to exit the Setup Wizard and launch the system as the option is auto checked

*** End of Installation Process ***

Launching Sage 50

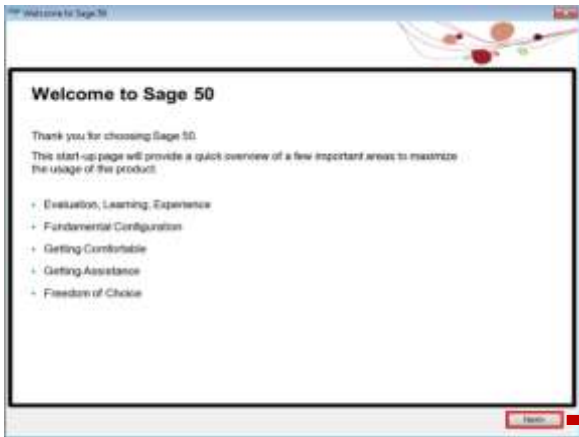The loading screen will be displayed when the system is being launched

The system database will first be created before you can start to use the system

In the case of a new installation, the following start-up pages will be prompted during the first-time launch of the system.

This start up pages is to provide the user a good overview of the system before they start implementing their actual company.

Page 1 – Sage 50 Welcome Page

A simple introduction to the start-up pages

Click **Next** to proceed

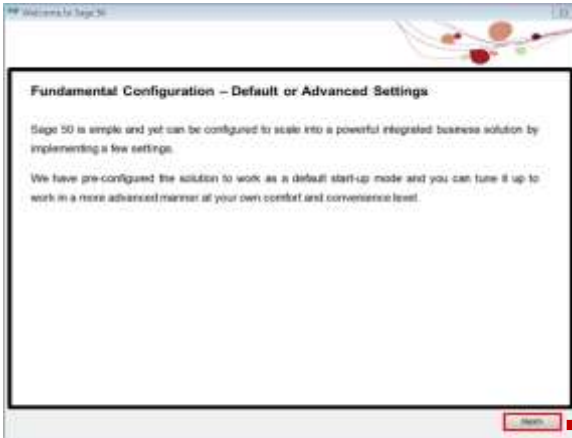**Page 2 – Evaluation, Learning, Experience**

Dive in to the demo company and have a look at the sample transactions and reports.

Get familiar before getting started – nothing beats getting it right at the start!
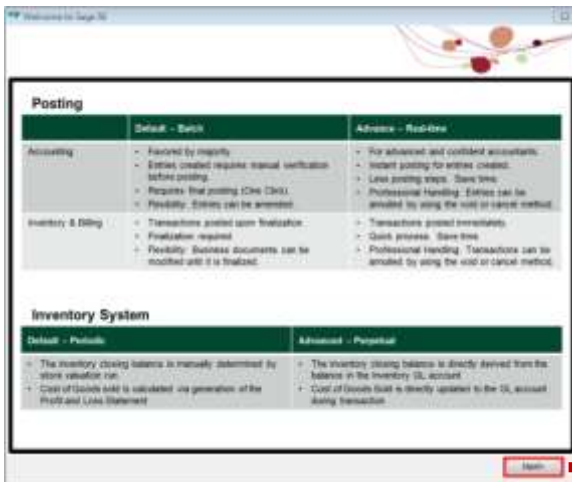
Click **Next** to proceed

Page 3 –Fundamental Configuration (1)

A simple screen for basic entry or an advance screen to capture more information for analysis – it is totally within your control!

Click **Next** to proceed

Page 4 – Fundamental Configuration (2)

Differences at a glance for you to make appropriate decision on the settings that best suit your business reporting requirement

Click **Next** to proceed

Page 5 –Program Navigation

An overview on system usability and accessibility

Click **Next** to proceed

Page 6 –Getting Assistance

Giving you an assurance that we are always here for you!

Need help while working on the system? Reach us via any one of the four (4) methods available

Click **Next** to proceed

Page 7 –Freedom of Choice

Freedom of Choice – Choosing Your License Type

Sage 50 will start with a default 14 days trial license.
After the trial period, you can choose to continue in a few licensing options that
best fit your requirements.

License Option	Coverage
Subscription License	A subscription license allows you to pace yourself and be able to afford more as your grow without compromising on the need to automate your business.
Perpetual License	The most common method of purchasing software solutions, you gain a perpetual right to use the current version of the software.

Should you have additional queries on the above, feel free to contact us to find out more.

Your choice to go on full license or subscription basis to use the system

Click **Finish** to end at the last start-up page

Note: These start-up pages will not be shown again from your next login. Go to Help Menu > Welcome Message if you wish to view these start-up pages again

Change Password

Note:

The default login screen is Sage 50 Premium Business, the highest series, meant for trial use of the system before license activation.

The login screen will be prompted.

- 🖰 key in the default User ID and Password

User ID	sage
Password	sageubs

- 🖰 click **Sign In** button or press [Enter] key to log in to the system
- 🖰 click **Close** button to close the system

For security reason, user will be required to set own admin password. This is to replace the default password provided in the system which is widely known to all users

Important Note: Note down and safe keep the new password for next login
or future reference, as and when required

 🖰 click **Save** button to
   proceed

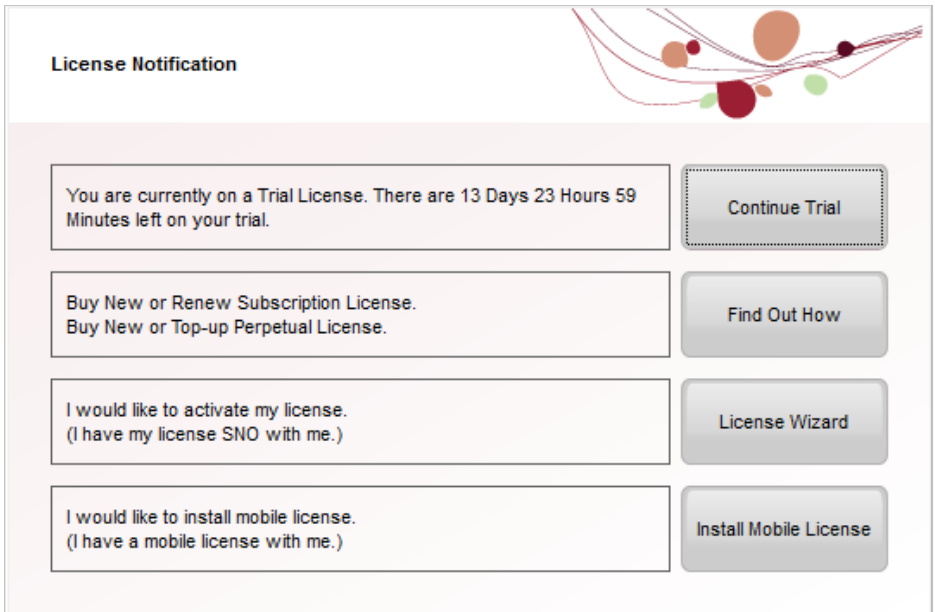 🖰 click **Yes** button to confirm new password

Upon completion, a message
box will be prompted to inform
user that password has been
changed

The login screen will be
prompted again for user to log
in with new password

At this point where the software license has not been activated, the **License Notification** screen will be prompted:

- 🖑 click **Continue Trial** button for trial use of the system for a maximum of 14 days or 100 transactions, whichever comes first.
  Note: This option will not be prompted once the software license is activated

- 🖑 As this is a new installation, the system will proceed to create a new database for the default demo company, "Joe's Bikes", for your evaluation, learning and experience

Then, the data of Joe's Bike will be restored accordingly for you to explore.

Restoring JOE'S BIKES Database

Restoring JOE'S BIKES Database

Please wait while Restoring database in progress. This may take several minutes to complete.

Processing....

Upon completion of the data restoration, the default demo company "Joe's Bikes" will be listed in the Company List

Sage 50
Premium Business

Company List
JOE'S BIKES

Open   Close

Manage License | Create Company

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MSC

🖰 click **Open** button to log in to the company to start your evaluation, learning and experience

*** End of Installation Section ***