



# Sage One For Dummies

*Jane Kelly*

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# Sage One For Dummies

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**Sage One For Dummies** Jane Kelly

**Get to grips with Sage One in simple steps.**

*Sage One For Dummies* explains every aspect of setting up and navigating Sage One, the newest accounting solution for small businesses and sole traders. It includes clear instructions for using Sage One Accounts including setting up customer and supplier records, creating invoices, paying customers and suppliers, bank reconciliation, VAT returns and reporting. It also explains how to use the Cashbook function (if your business is more cash-based) and how to work with your accountant using the Accountant Edition. Packed with step-by-step instructions and fully illustrated with screenshots, this book is the easiest way to get the most from Sage One and take control of your business finances.

- Shows readers how to set up, install and navigate using dummy data
- Features setting up customer & supplier records
- Details how to create invoices for customers and suppliers
- Enables the reader to produce their own reports

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