International Accounting Day

Sage 50 Accounts
Shortcuts for success

Presenter: Michael Cox

Start time: 10am (approx. 30 mins)

Sage

Smart Accounting

Sage 50 Accounts
International
Accounting Day 2024

Sage

International Accounting Day 2024

Earn your digital badge by attending at least 4 different quick learns and one of our quiz sessions.

#1 - Getting paid - Time saving opportunities

#2 - Work smart - Automating everyday transactions

#3 - Reporting made easy

#4 - Quick tips to protect your data

#5 - Shortcuts for success

#6 - International Accounting Day - The Quiz

Register now

Sage

Smart
Accounting
Sage 50 Accounts
International
Accounting Day 2024

What's covered in today's webinar?
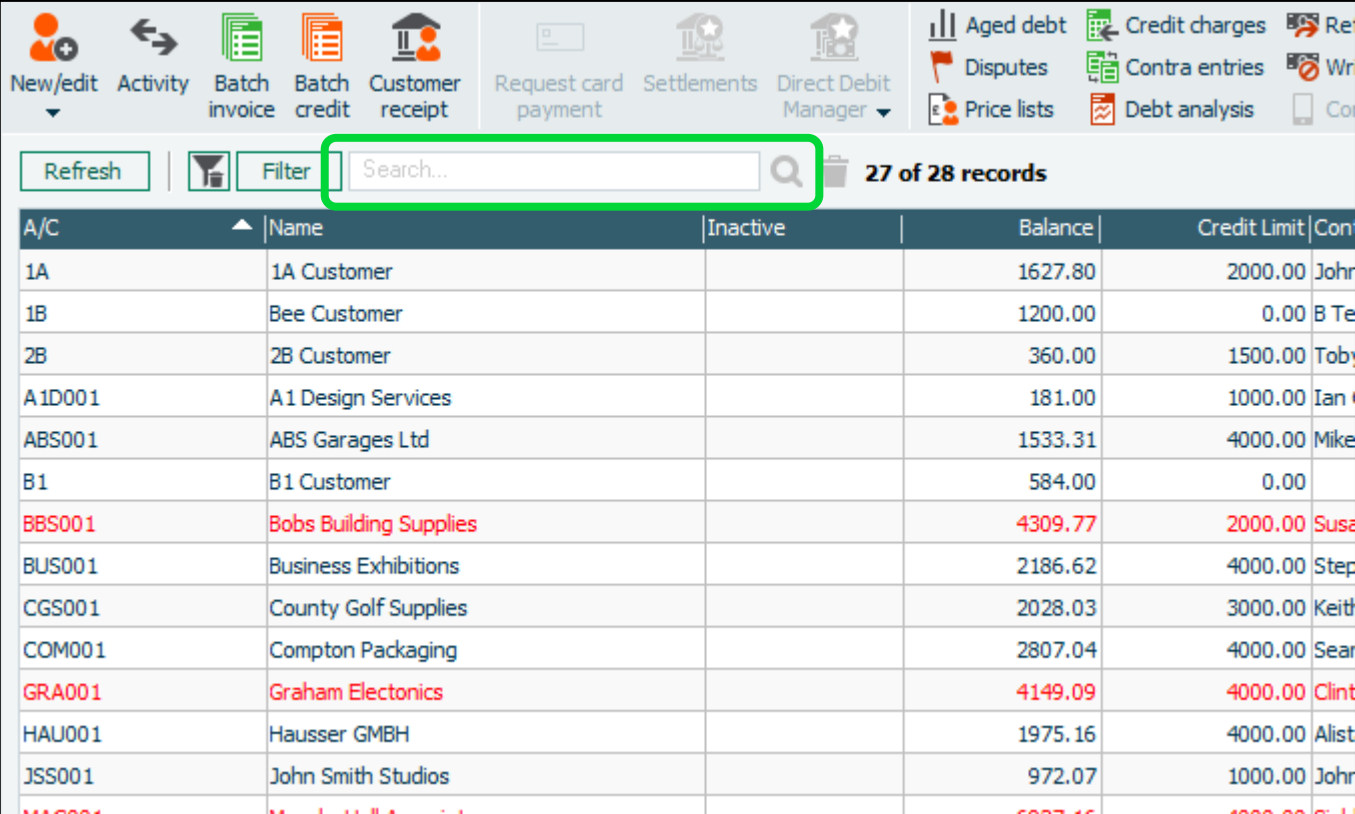
- **Quick Search**

- **Declutter your desktop**

- **Keyboard shortcuts**

- **Duplicate / Credit Invoice**

- **Quick Print / Email**

- **Smart links**

- **Further Support / Q&A**

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Quick Search

Quickly and easily search for records

- Search for specific text or values in multiple fields

- Available at the top of most ledgers

- Search drop-down lists when entering data – V29 and above
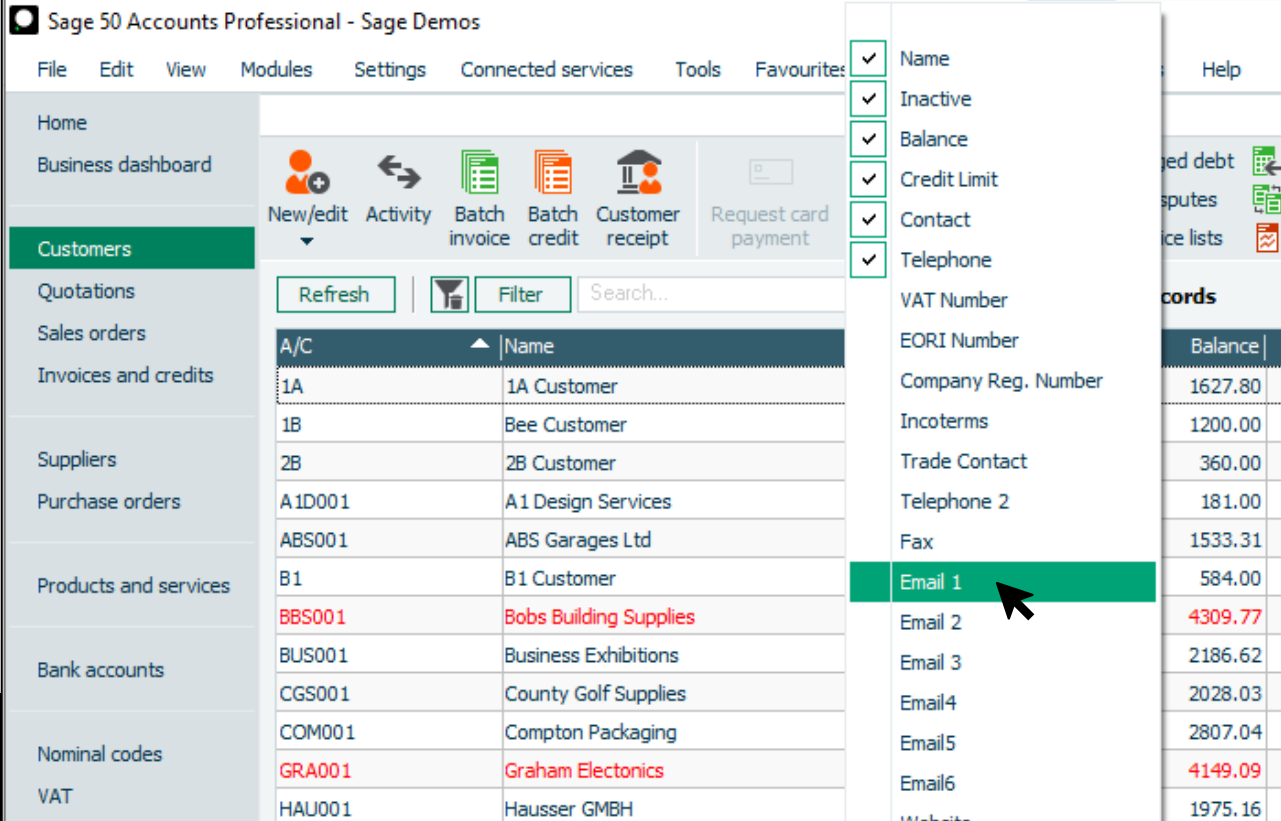
Help centre

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Declutter your desktop

Configure your toolbars and columns

- Right-click and then choose to show or hide

- Hide unused options on the navigation bar and toolbars

- Show additional information on your ledgers

- Hide unused columns when entering data

- Simple to revert to the default view

Help centre

Keyboard shortcuts

Save time not having to switch between your keyboard and mouse

- Speed up data entry

- Access options quicker

- [Function keys – F6, F7 & F8](#)

- [Configure F11 / F12](#)

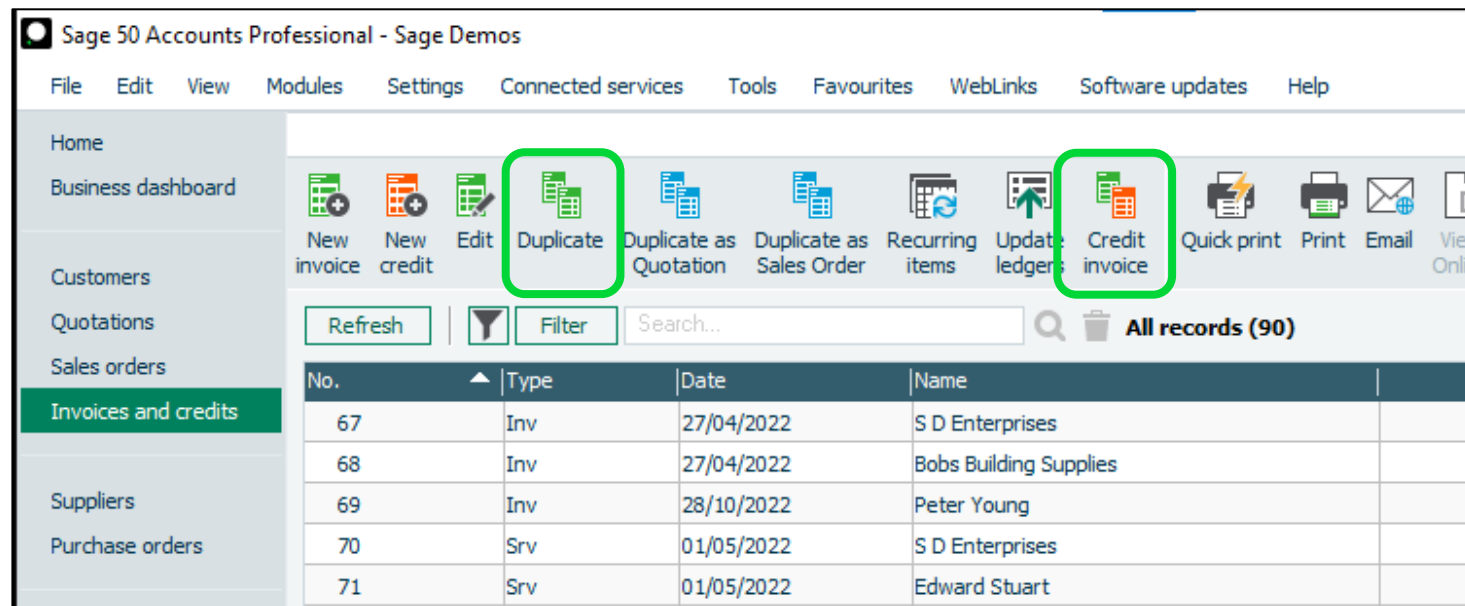- [Press Alt to access hot keys](#)

Duplicate / Credit invoice

Generate invoices and credits quickly and easily

- Great for repeat invoices or generating the same invoice for multiple customers

- Raise a credit note based on the original invoice
  - Make amends
  - Automatically update and allocate it
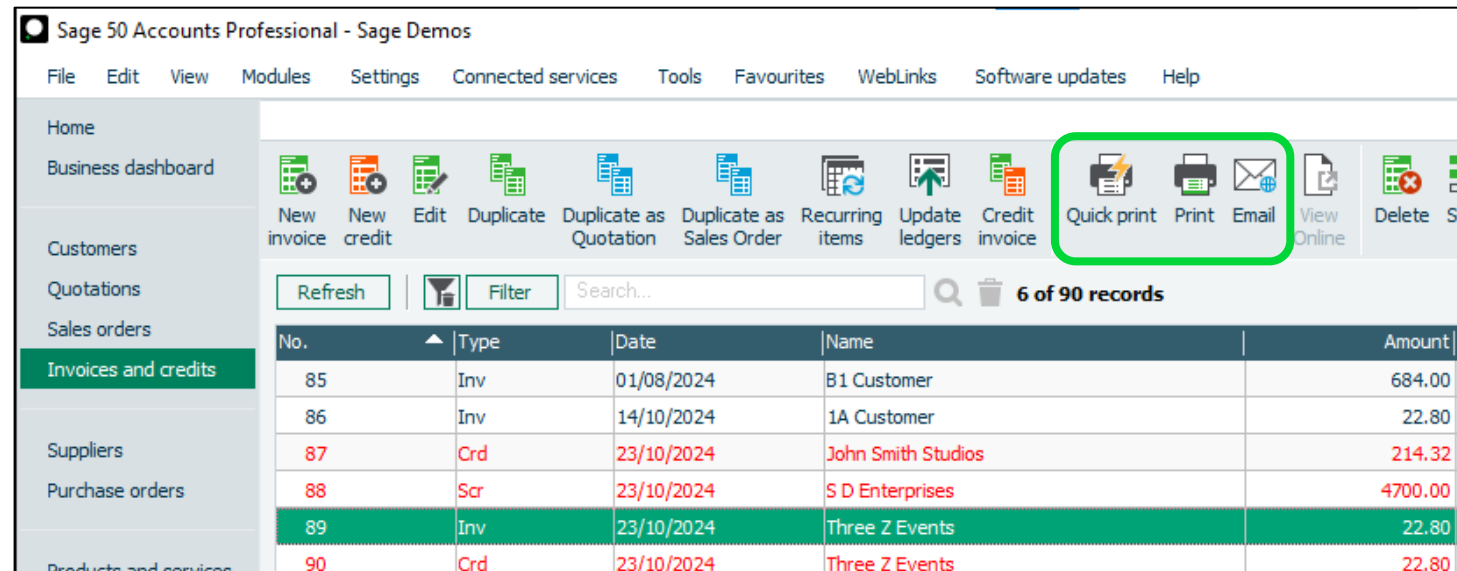
Help centre

Quick Print / Email

Use these options to print or email invoices, quotations and orders with just one click

- No need to locate the layout or choose the printer each time

- Make your processes faster and easier

- Change your default layouts at anytime

Quick print | Email

Smart links

Click a smart link to jump to the associated invoice, credit or order

- Easily access a full invoice from an activity window

- Access the customer record directly from the invoice

Help centre

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Thank you!

Please take a minute to complete the survey as you leave

You'll receive a follow-up email containing links to register
for future webinars and watch recordings

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