



Sage Instant Accounts – Working for your business, whatever your industry

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The Sage Instant range offers easy-to-use accounting solutions that have been created to save you time and improve your business efficiency. Sage Instant Accounting products have the three basic ledgers (Sales, Purchase and Nominal) as well as Cash, VAT and Bank Management and all are designed to create regular financial reports quickly and easily. From Sage Instant Accounts to Instant Accounts Plus, these accounting software solutions help you manage your finances and keep down operational costs.

Sage Instant Accounts

Sage Instant Accounting products are easy-to-use bookkeeping systems designed to meet the needs of a wide range of starts-ups, sole traders and small businesses, which have limited IT and accounting skills. It enables you to keep track of your cash flow, and puts vital information at your fingertips.

Sage Instant Accounts Plus

Sage Instant Accounts Plus offers you all the benefits of Sage Instant Accounts, but also provides advanced features for those requiring more in-depth stock management and credit control, or for those who would like more than one person to access the program simultaneously.

Manage your cash flow

Sage Instant Accounts solutions allow you to organise and record your sales and purchases, customer and supplier contacts, invoicing and VAT. The Accounts Analyser gives you an instant snapshot of your financial situation. The Bank Reconciliation process allows you to match money recorded in Sage Instant Accounts with your bank statements, helping you stay on top of your finances.

Save time and money

Sage Instant Accounts solutions help you to create and customise your quotations then automates the invoicing process, eliminating duplication of data entry. Flexible Discounts enable you to apply reductions to individual items, customers or across the board. The Transaction e-mail feature allows you to trade electronically, reducing the time and cost involved in processing orders and invoices. Sage Instant Accounts also creates your VAT Return, saving you time and ensuring accuracy.

Key Features of Instant Accounts Solutions Include:

- Comprehensive help system and process maps to assist new users
- Cash, VAT and Bank Management
- Create regular financial reports quickly and easily
- Integrates with Microsoft Excel, Word and Outlook for further analysis and use
- Full upgrade path to Sage 50 available



Sage Instant Accounts

Sage Instant Accounts solutions offer you a tailored and scalable solution, whatever your industry. Sage Instant Accounts solutions also integrate with Sage Payroll and Sage CRM software, streamlining your business processes and giving you greater control and increased efficiencies.

Sage also provides award winning software support services, compatible stationery and training courses, giving you a complete business management solution and total accounting peace of mind.

For further information, please contact our
Business Advice Team on 1850 930 390 or visit www.aat.ie

Key Features of Sage Instant Accounts Solutions

Feature	Description	Instant Accounts	Instant Accounts Plus
EASY TO SET-UP AND USE			
My Business Set-up	Save time when setting up your new system and choose a configuration that suits your business type.	✓	✓
Easy Navigation	Move around your accounts system quickly and easily. Customise your accounting system by grouping tasks together according to the way the business works and creating shortcuts to the functions you use most often.	✓	✓
Step-by-step Process Maps	Step-by-step process maps enable intuitive processing of key tasks.	✓	✓
Improved Smart Columns	Bring information together in logical groups for quicker, easier operation. With Smart Totals, highlighted figures are automatically totalled, eliminating the need to calculate manually.	✓	✓
MANAGE YOUR CUSTOMERS AND SUPPLIERS			
Customer & Supplier Lists	Access a comprehensive list of all your customers and suppliers, giving you access to all of their details at the touch of a button.	✓	✓
Customer & Supplier Records	Drill down to individual Customer and Supplier Records to view all of their details, invoices, receipts and payments and the purchase history in both tabular and graphical forms.	✓	✓
Customisable Quotations & Invoices	Create and customise quotations and invoices quickly and easily.	✓	✓
Flexible Discounting	View and change discounts at the touch of a button. Plus, you can now apply one-off discounts to individual items, or apply reductions across the board.	✓	✓
Transaction e-mail	Send and receive invoices, sales orders and purchase orders by e-mail.	✓	✓
Credit Control	Monitor how long it is taking your customers to settle their accounts with the Aged Debtors report.	✓	✓
MANAGE YOUR BUSINESS			
Audit Assistant	Be fully prepared for every audit with the Audit Assistant.	✓	✓
Accountant Link	The Accountants Link provides efficient transfer of Sage Instant Accounts data between your business and your accountant over the internet, with corrections automatically completed at the touch of a button.	✓	✓
Profit & Loss and Balance Sheet Reports	Run Profit & Loss and Balance Sheet Reports at the touch of a button, to help you determine the financial position of your company.	✓	✓
VAT Returns	Prepare your VAT Return in hours instead of days, using a screen designed to mirror your VAT Return.	✓	✓
Accounts Analyser & Graphs	Get an immediate snapshot of the financial position of your business and drill down to gain more detailed information. The graphical presentation of information makes Sage Instant Accounts even easier to use.	✓	✓
Integrates with Microsoft Office*	Export information into Microsoft Word, Excel or Outlook for further analysis and use.	✓	✓
Integrates with Sage Payroll solutions and ACT! by Sage	Sage Instant Accounts link with Sage Payroll solutions and ACT! By Sage, streamlining your business processes and giving you greater control and increased efficiencies.	✓	✓
PDF Report Generation	Save reports as PDF's for easy e-mailing and to prevent editing of reports by the recipient.	✓	✓
Bank Reconciliation	Enables quick and easy reconciliation of bank payments with your bank statement. Allows you to save a reconciliation part way through, view your matched transactions at a glance and keep a PDF image of each reconciliation.	✓	✓
Irish VAT Cash Reporting	Sage Instant accounts supports Irish VAT Cash Reporting.	✓	✓
Full upgrade path to Sage 50	As your business grows, Sage 50 is the perfect solution for your expanding business requirements and upgrading from Sage Instant Accounts couldn't be easier.	✓	✓
Customisable Reporting	Choose from the many built-in reports, customise the reports, or design your own reports using the intuitive Report Designer.		✓
E-mail invoices, statements and reports	Ability to e-mail invoices, statements and reports direct from Instant Accounts Plus to your customers.		✓
Dashboards	Analyse your business at a glance with this real-time dashboard, which displays key financial information instantly.		✓
Multi-User Ready**	Allows simultaneous access to Instant Accounts for up to 2 users.		✓
MANAGE YOUR PRODUCTS			
Product List	View a list of all your stock items at the touch of a button.	✓	✓
Product Records	Store and view all the details associated with a stock item.	✓	✓
Stock Management	Run stock takes and keep a detailed track of the movement and pricing of your stock.		✓

* Export information into Microsoft Word, Excel & Outlook 2000 and above. ** Maximum 2 users. Additional charge applies.



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