Sage Accounting Solutions
Data Sheet

Sage Instant Accounts and Sage Instant Accounts Plus

Sage Instant Accounts and Instant Accounts Plus make bookkeeping a straightforward task for small businesses, letting you record, control and examine your finances quickly and easily. No prior knowledge of accounting or computers is needed; the User Guide, ActiveSetup Wizard and online help system provide step-by-step instructions on how to set up and use your new accounting system. My Business Set-Up saves you time, allowing you to choose a configuration that suits your business type.

Sage Instant Accounts products have all of the usual accounting ledgers and do your double-entry bookkeeping for you in the traditional way - but through state of the art and easy-to-use computer programs. They have a comprehensive array of functions, which are all designed to make your business run more smoothly and more profitably.

Keeping track of your trading is easy because graphs, tables and built-in reports show at a glance where your money is coming from, going to and where it is right now. Sage Instant Accounts products also make your VAT Return a simple and quick task, but again in a familiar way - what you see on the screen looks like the Return you send to the tax office.

The beauty of Sage Instant Accounts products is that once you become familiar with the key tasks and concepts, your accounting needs will be taken care of for life; as your company grows, Sage can provide you with a more comprehensive accounting package with the same look and feel.

Sage Instant Accounts
- Key Features and Benefits

Bank & Cash Book: Keep track of activity in your business bank accounts, print statements, move money between accounts.

Sales & Purchase Ledgers: Financial incomings and outgoings are posted to the correct ledgers, helping you to balance the books.

Accounts Analyser: Accounts Analyser demystifies your accounts by unlocking the information held in your nominal ledger - the heart of your accounts. You can look at your current financial position on screen or instantly compare this year with last year.

Customer & Supplier Records: Store information about your customers and suppliers and see analysis of their trading history.

VAT Return: Sage Instant Accounts products make easy work of this complex task, saving you time and frustration.

Invoicing: Create and print product and service invoices and credits, compatible with customised Sage stationery for a professional finish. Sage Instant Accounts Plus also allows you to apply fixed discounts for particular customers.

Credit Control: See who's late in paying you and who you owe, with standard credit control letters and other tools to help keep your cashflow healthy. Sage Instant Accounts Plus also allows you to store credit references and hold credit review information.

Task Manager: Reminders, alerts and 'To Do' lists covering all aspects of your accounts, to help keep you organised and in control.

e-Banking Ready: Make electronic payments to suppliers and reconcile your bank account with your Sage accounting system, via participating banks (trial period included; further subscription required after this).

Currency Calculator: Easily convert between trading currencies.

Integration with Microsoft Office (New to Instant Accounts): You can send screen contents to Microsoft Excel and Microsoft Outlook, and run mail merges with Microsoft Word.

Management Informations Systems (Instant Accounts Plus only): The powerful Management Information System allows you to view key statistics quickly and easily. For example, view a list of your top customers and use the drill-down feature for detailed transactional history.

Multi-user Ready (Sage Instant Accounts Plus only): If more than one user will need to work on your accounts at the same time, simply add a second copy later or buy a two-user copy upfront to double your productivity.

Stock Management (Sage Instant Accounts Plus only): Stores product details and stock levels, with a simple stock-taking routine.

e-Mail and Web Enabled (Sage Instant Accounts Plus only): You can send e-mails to customers and suppliers from within the program - allowing you to stay focused on the tasks at hand. There's also a built in web browser.

Links to Sage Instant Payroll: Integrate your payroll activities with the rest of the business.

sage
active support for business

	Sage Instant Accounts	Sage Instant Accounts Plus
Bank & Cashbook	✓	✓
Sales & Purchase Ledgers	✓	✓
Accounts Analyser	✓	✓
My Business Set up	✓	✓
Customer & Supplier Records	✓	✓
VAT Return	✓	✓
Invoicing	✓	✓
Credit Control	BASIC	ADVANCED
Task Manager	✓	✓
Links to Sage Instant Payroll	✓	✓
e-Banking Ready	✓	✓
Full integration with MS Office	✓	✓
Currency Calculator	✓	✓
Management Information System		✓
Multi-User Ready		✓
Stock Management		✓
Customer Discount		✓
e-Mail & Web enabled		✓
Integration with Sage WebTrader		✓

SAGE INSTANT ACCOUNTS AND INSTANT ACCOUNTS PLUS INTEGRATE WITH:

Sage Instant Payroll, creating a streamlined business solution. In addition, you can link Sage Instant Accounts Plus to Sage WebTrader, allowing you to sell your product on the Web and download your orders directly into your accounts system.

All Sage Instant and Sage Line 50 accounts programs have the same familiar look and feel, so as your business grows you can be assured that there's a Sage accounts program to meet your needs. Sage Line 50 integrates with many other Sage products to give every growing business a complete solution; these include Payroll, Job Costing, Forecasting and e-Business products.

RECOMMENDED SYSTEM REQUIREMENTS

Minimum Hardware: An IBM compatible computer with a Pentium 400 MHz processor; 64MB RAM (128MB for Windows 2000 and XP); 150MB of free disk space after Windows has been installed (200MB if you do not have Internet Explorer installed) a copy of Internet Explorer version 6 or higher (this is included on the CD); an SVGA video card and monitor supported by Windows running at 800x600 pixels, with a minimum of 256 colours.

Recommended Hardware: An IBM compatible computer with a Pentium 1 GHz processor; at least 128MB RAM (256MB for Windows 2000 and XP); at least 200MB of free disk space after Windows has been installed (250MB if you do not have Internet Explorer installed); a copy of Internet Explorer version 6 or higher (this is included on the CD); an SVGA or higher resolution video card and monitor supported by Windows running at 1024x768 pixels, with a minimum of 24-bit true colour.

One of the following operating systems: Microsoft Windows 98 (Second Edition), Microsoft Windows ME, Microsoft Windows NT V4 (with Service Pack 6a), Microsoft Windows 2000 (with Service Pack 3), Microsoft Windows XP (with Service Pack 1 or 1a).

For further information on any Sage accounting or business solution, contact your nearest Sage reseller or call us on

0845 3000 900

Calls charged at local rate
Visit our website at www.sage.co.uk

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