

A man with a beard and mustache, wearing a green long-sleeved shirt and a red and white striped apron, is smiling and looking down at something he is holding. The background is a bright, blurred kitchen setting.

sage

Seeing the costs,
knowing I'm in profit
all in an instant

Sage Instant Accounts 2014

What is Sage Instant Accounts?

Perfect for new and small businesses, Sage Instant Accounts is the market-leading accounts software that puts you in full control of your cash flow and VAT. With a range of reports that transform accounts data into business knowledge, you'll have the confidence to make better business decisions.

Whether you're dealing with quotes and invoices, customers or VAT, Sage Instant Accounts helps you fly through everyday tasks. Built for business users just like you, it talks your language and shows you what you need to know in an instant.

Why Sage?

From leading-edge technology and sustainable energy businesses to good old-fashioned fish and chip shops, we work with lots of different types of business.

We've been delivering software, services and support for more than 30 years. Now, more than 800,000 UK businesses, from brand new startups to thriving, established companies, choose Sage.

To find out more about Sage Instant Accounts 2014:
Speak to your accountant

Sage Instant Accounts 2014

Sage Instant Accounts 2014 will help you run your business efficiently. By making it simple to manage your money, quotes, invoices, VAT and suppliers, you'll have control of your cash flow and the confidence to keep your business running smoothly and efficiently.

Get started quickly and easily

Sage Instant Accounts is really easy to install and set up. You can get started straightaway if you download it online. And you'll have 45 days' free support if you need any help.

- **Simple set-up wizard to get you up and running**

It explains the different settings and how each will affect your business

- **Customise your company**

We'll guide you through how to set up your company accounts and the benefits of different options for your business.

- Easy-to-use interface
- 45 days free support - for support and advice when you need it

Manage your money

- Keep track of money going in and out of your business
- See who owes you money and who you owe money to
- Stay in control with Profit & Loss and Balance Sheet reports at the touch of a button
- Easily view your credit position
- Prepare accounts for financial year end
- Keep your bank records up to date with bank reconciliation and e-banking



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Quick and easy to do everyday tasks

- **Prepare invoices and quotations straight from your product list**
Select multiple items and add them in one click. No need to spend time adding items line by line
- **Record till takings and cash sales in one click to speed up selling your stock**
With Sage Instant Accounts 2014, payments from your customers are recorded and invoices marked as paid automatically, so there's no need to repeat the process.

Manage your business

- Get an instant view of your trading position by glancing at the Dashboard – the place where you'll find all your key business information
- Manage your time with an in-built diary that integrates with Microsoft® Outlook, so you never forget a task or meeting
- Share information electronically with your accountant to speed up the year end process.

Understand your business performance

With a range of reports to transform your accounts data to valuable business knowledge at your fingertips, you'll have a true reflection of how your business is performing and be able to make better business decisions.

- A range of reports to help you analyse your business
- Easily find the report you're looking for with the report browser
- Save your favourite reports for easy access
- Balance sheet, Profit & Loss, Aged Debt, Revenue and more
- See comparative profit and loss details, and comparisons year on year all on the same report
- Customise and tailor reports to create a professional image with the Report Designer

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Manage your VAT

Everything you need to calculate, verify and submit your VAT is brought together into a single step-by-step process. It makes it easy for you to see what you have to do, where you are in the process and gives you the confidence that you've calculated and submitted your VAT correctly.

- Submit VAT returns online using the step-by-step process that transfers information from Sage Instant Accounts directly to HM Revenue & Customs.
- Generate VAT returns including Flat rate VAT schemes, EC sales lists and stay compliant with up-to-date formats and calculations.
- Clear and logical screens guide you through the VAT process. See when each stage is complete, giving you the reassurance that everything's done and your business complies with legislation.

- Logical approach to month and year end broken down into a series of simple steps with guides and explanations. Reports are easy to understand, fast to run and simple to adapt to your business
- Show me how Gives you the confidence that you are entering and processing transactions correctly for your VAT Scheme
- VAT verifier Gives you the confidence that your VAT return contains all the transactions for the VAT period you're submitting for.

You can also:

- Save time - submit your return in just three clicks
- Keep a record of your return with submission receipts automatically stored alongside your VAT returns
- Quickly send payment instructions to your bank to pay HMRC directly from your software, via e-banking

Manage different currencies

For businesses trading outside of the UK and Ireland, dealing with foreign currencies can make your accounts more complicated. With Sage Instant Accounts 2014 you can keep all the information you need to manage foreign trading in one place. So you can stay compliant with legislation for trading abroad, and manage changing exchange rates.

Foreign Trader module*

- Keep all the information you need to manage foreign trading in one place including sales, purchases and invoices
- Stay on top of tax legislation for trading abroad
- Manage fluctuating exchange rates
- Reconcile multiple currencies in your accounts

* Additional charges apply.

Stay connected

Sage Instant Accounts 2014 helps your business run smoother and faster. Our live link functionality allows you to stay connected within your software for important product and legislation updates. It makes payments easy, so you keep your cash flow healthy. It helps you build good relationships with suppliers by paying accurately and on time. And it puts the information you need about legislation changes and support from Sage right at your fingertips.

- Give customers more payment options – receive debit/credit card payments through Sage Pay*
- Receive the money in your bank account and add the payment details to Sage Instant Accounts in one click
- Pay suppliers for goods and services by producing a payment file that links to your e-banking service
- Get live messages from Sage about changes to legislation plus information on our support services and the best way to contact us

*Additional charges apply, find out more www.sagepay.co.uk

Manage your products and stock

If you make money through selling products, then knowing how much stock you have and what it's worth is an important part of managing your cash flow. Sage Instant Accounts 2014 gives you control over your stock so you can manage it efficiently.

- Keep detailed records of the products and services your business offers
- Record your cost and sales price for each product
- Easily report on product profitability
- Quickly create invoices and quotations for your products and services

With Sage Instant Accounts Plus 2014 you can

- Easily calculate the value of your stock with the opening and closing stock wizard. This means your financial reports show an accurate stock value.
- Import stock take from Excel/CSV files to ensure that stock levels in Sage Instant Accounts 2014 match what you actually have.

Manage your banking

- Create bank records for all your bank accounts and credit cards
- Keep your records up to date with bank reconciliation

- Reconcile your bank account in three easy steps
- Use e-banking to electronically reconcile your accounts records with your bank account
- View a breakdown of your bank activity with a selection of reports

Manage suppliers and purchases

- Find supplier contact details quickly and easily
- Get a quick snapshot of individual supplier activity
- Record your purchase invoices and credits individually or in batches
- Easily see which of your invoices are outstanding and who you owe money to
- View full supplier activity breakdown with a range of reports

Get clear and up to date help when you need it

- Sage Help – easy to find in just one click from any screen
- Help topics are online, so you get the most up to date advice
- See what you need to do, with a range of 'how to' videos.

“I love how easy VAT returns are. Being a digital company we try and do everything the electronic way... Submitting it online saves us more time than anything else.”

Jonathan Porter, ne-web ltd

“Sage Instant Accounts saves my business money. It's very time efficient and easy to use.”

Suzi Smith – Helping Hands Secretarial Services Ltd

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