

Sage Instant Range

Why Sage Instant Accounts?

With a new or small business, your time's better spent running your business rather than doing your accounts but you still need to keep track of your finances.

Sage Instant Accounts is designed to make managing your money, including VAT, end of year accounts and invoicing as quick and easy as possible. So you have the information you need to manage your business at your fingertips.

You don't need any accounting experience to use Sage Instant Accounts. It's been designed to be easy to use, with help to get you up and running and show you every step of the way. It's suitable for a wide variety of businesses and you can set it up to suit yours.

Sage Instant Accounts helps you keep track of your cash flow, so you always know exactly what's coming in and going out. It helps you store vital information about your customers, suppliers and products in one place, so you can run reports to see who is paying on time, who has bought what and how much you're owed.

When you've got that kind of information at your fingertips, it's easy to keep track of your finances.

How can it help my business?

Feel at home
with your
software

Relax. With Sage Instant Accounts, it doesn't matter how much or how little you understand about managing your accounts because we've packed it full of useful advice and help. Help that not only shows you what to do but explains why you need to do it and what will happen next.

Practice area

When you're dealing with your business data, you don't want the hassle of getting something wrong.

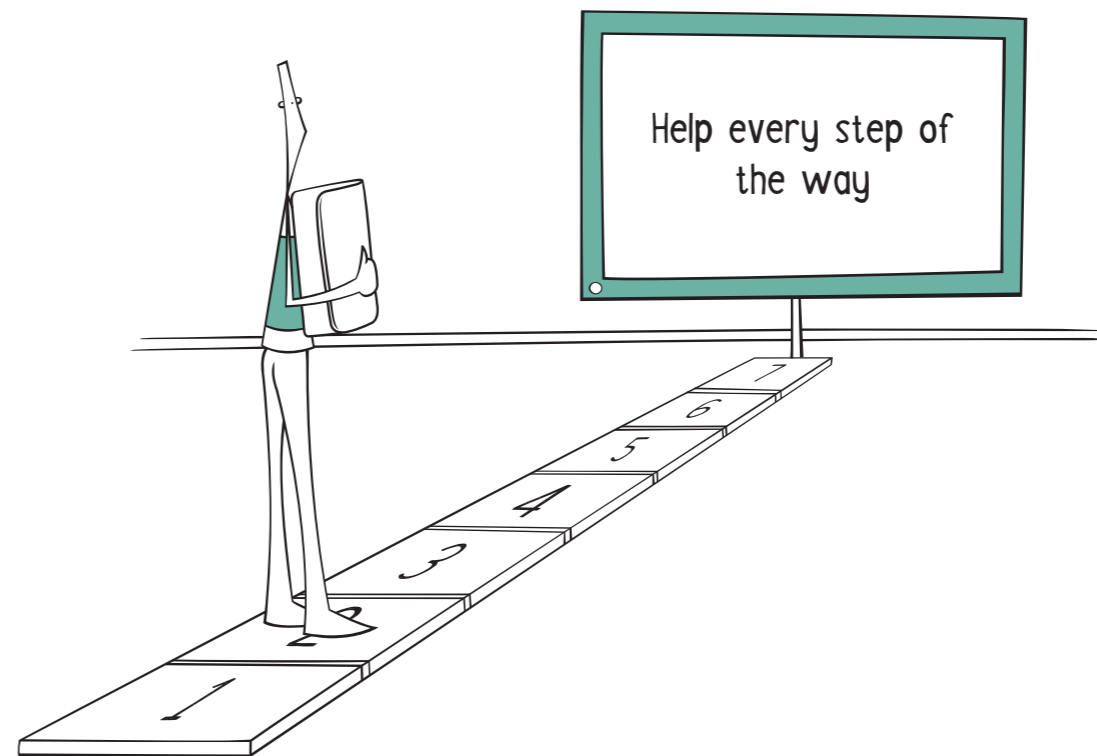
Every time you start up Sage Instant Accounts you can choose whether you want to head straight for your accounts or practice a task in a safe environment.

The practice area allows you to set up new customers, create invoices and learn how to use all the tools

that Sage Instant Accounts provides without disrupting your day-to-day business.

Or you can use the demonstration company, complete with realistic data, to test things out before you get to grips with your own facts and figures.

We hope you'll soon find your way around, but it's good to know there's a safe place to try things or to refresh your memory.



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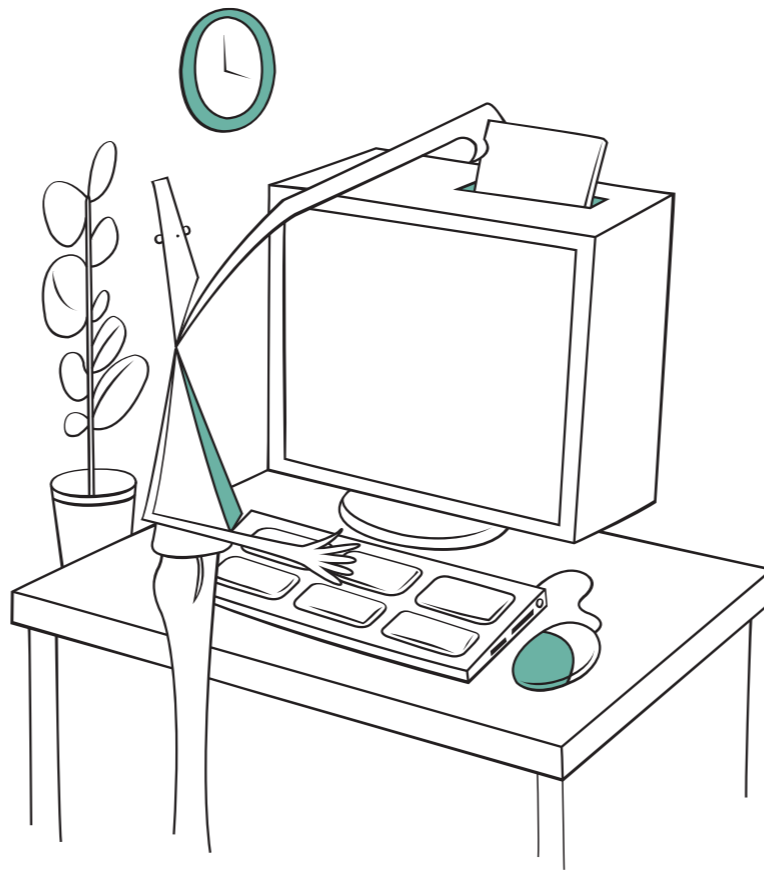
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Set up to suit your business

One of the first things you need to do when you start using Sage Instant Accounts is to set up your company details. In the past this may have seemed a bit complicated, especially if you were tackling your accounts for the first time. But now you can complete the lot in a few easy steps.

Just answer a series of questions and select the right options for your business (there are hints and tips to help).

Plus there's a really useful link that will take you through everything you need to get started. Just click 'what do I do first' to find the answer. Simple really, isn't it?



We'll show you the ropes

Sometimes it's much easier to understand when someone shows you what to do, rather than just reading a list of instructions. That's why we've created a series of video guides that demonstrate how you can use Sage Instant Accounts to carry out key tasks.

These show you exactly what you'll see on screen, directing you where to click and explaining what information to enter.

You can pause these anytime and repeat the actions you've just seen with your own accounts before moving on to the next step. Or just replay them whenever you need a reminder.

Help when and where you need it

It's all very well giving you these useful hints and tips, but they're no use if you can't find them when you

need to. That's why you'll find everything you need on the Welcome page.

It's always there in the background, so instead of scratching your head about how to invoice a customer or keep track of your bank accounts, you'll find all the answers in one place.

Feel at home
with your
software

24/7
Online
Support

You've got our support

As well as all the help provided within your software, Sage Instant Accounts now comes with the reassurance of 24/7 online support for one year.

That means you'll be able to search through thousands of answers to frequently asked questions and helpful articles in our online database, Ask Sage. It's available online whenever you need it.

And if you still can't find what you're looking for, you can email our technical support team. We'll aim to respond to your question within 24 hours.*

*Service levels may vary



Helping you
stay up to date
with Health
and Safety

Keeping track of Health and Safety laws isn't easy when they change on a regular basis. Sage Instant Accounts now includes 1 year access to our standard Health & Safety Advice service that advises you of these changes and offers practical guidance to help you remain compliant.

Sage
Instant
Accounts

Sage
Instant
Accounts

Helping you to...

Get up and running:

Easy to set up and use

View video demonstrations

Learn in practice mode or view demo data

Easily correct mistakes

45 days' free telephone support

24/7 online support

- **1 year's email and web based support**

- **e-Learning on Instant Accounts**

Manage your customers and suppliers:

Find contact details quickly and easily

Create quotations and invoices

Apply flexible discounts to win business

See who owes you money and when it's due

Receive and process card payments

Manage your finances:

Keep track of money going in and out of your business

Share information electronically with your accountant

Prepare VAT returns

- e-VAT submissions

- e-Payments

- EC – Sales list

- Reverse charge VAT

Why Sage Instant Payroll?

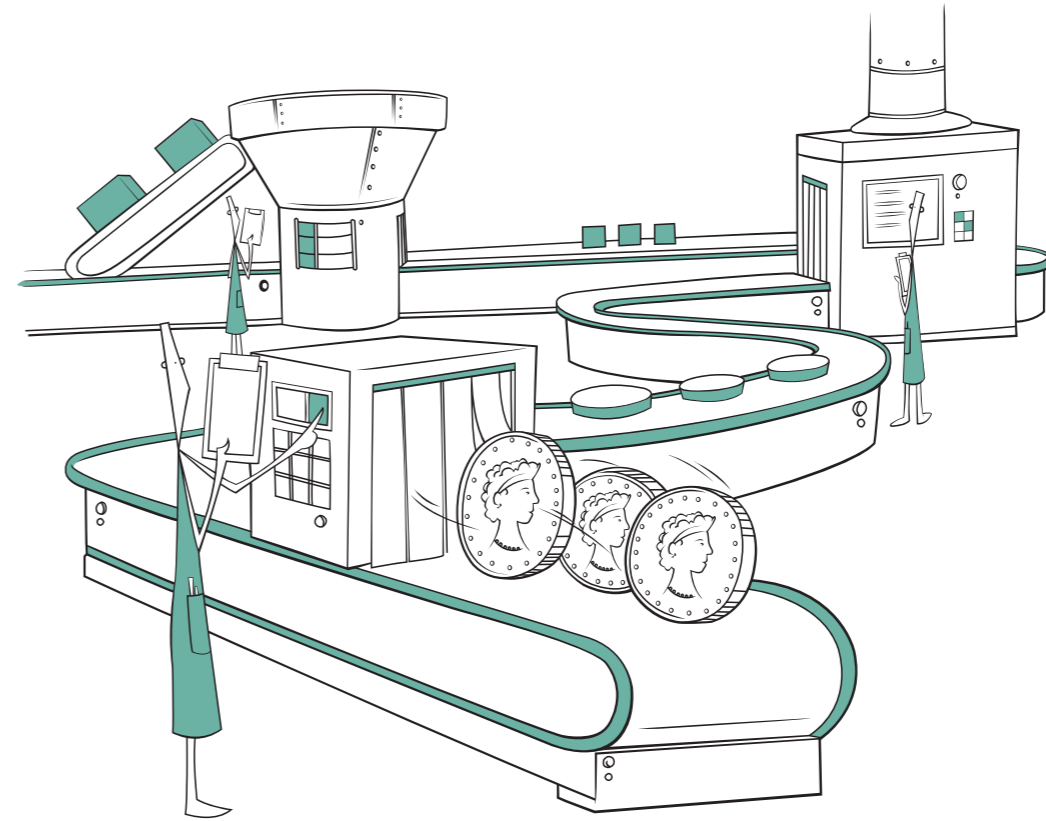
When you're running a new or small business, making sure the people you work with get paid correctly and on time keeps everyone happy. Sage Instant Payroll can help you pay your people quickly, easily and accurately, leaving you to concentrate on your business.

Designed specifically for small businesses in the UK, Sage Instant Payroll is simple, easy to use software that helps you process your employees' wages without the need to understand the complexities of payroll legislation.

It automatically works out payments and deductions including tax, National Insurance, pensions and sick pay. And it's accredited to HM Revenue & Customs' payroll standard.

Sage Instant Payroll now includes access to our standard HR Advice Service, an invaluable resource that translates the law into plain English, offers practical guidance on managing your people and keeps you informed about upcoming legislation changes.

If you've got 10 employees or less and are a little overwhelmed by payroll legislation, Sage Instant Payroll makes it simple.



Why Sage Instant Payroll?

Sage
Instant
Payroll

Helping you to...

Sage
Instant
Payroll

Get up and running:

Easy to set up and use

Helpful guides to key tasks

45 days free telephone support

24/7 online support

- 1 year's email and web based support

- 1 year's HR advice (standard)

Manage your people

Create and maintain employee records

Track holiday and absence

Progress paperwork for leavers

Manage your payroll:

Pay the right people the right amount of money on the right day

Automatically calculate statutory payments

Check and print payslips

Complete your payroll quickly and easily

Make secure electronic payments to employees and the HMRC

Export payment figures to Sage Instant and 50 Accounts

Submit in-year forms to HMRC electronically

Batching report printing

Process payroll year end:

Step-by-step guides to help you manage payroll year end

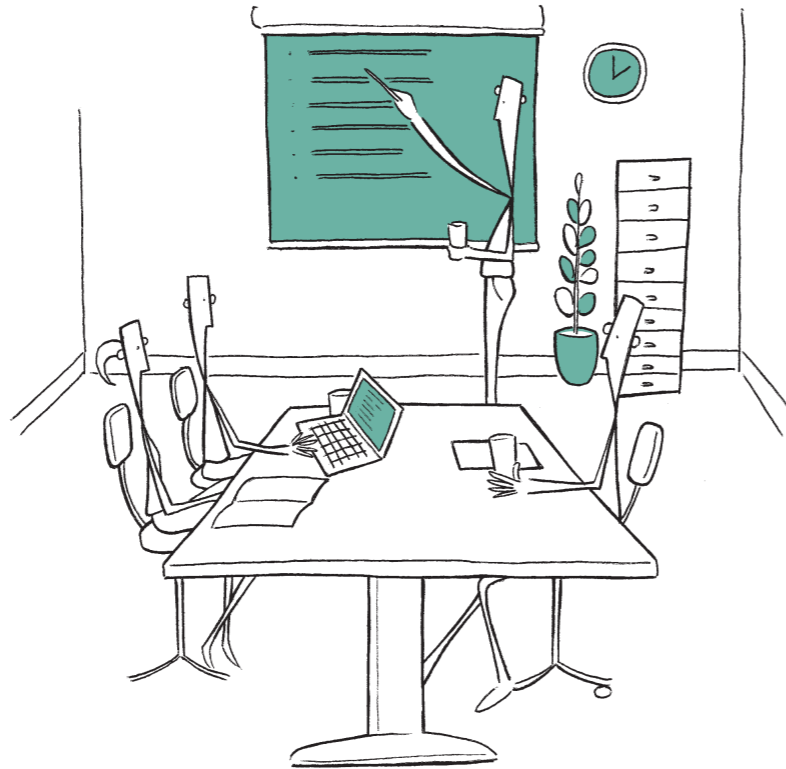
Submit year end forms electronically

Start next year payroll before closing current year

Your
support
network

As you continue using your software you can choose a level of business advice and technical support that suits you:

Our **SageCover** service offers expert business advice and guidance. You get a year's worth of technical support to help you get the most out of your software, express data repair service and additional discounts on Sage software and services



Choose the right software for your business

Sage Instant Accounts

Specially designed for small businesses, this software helps you keep track of your money, manage your bookkeeping, invoicing and complete your VAT returns quickly and easily. Sage Instant Accounts comes with one year's 24/7 online support - meaning you can find answers to your questions in our online database or email our experts and we'll aim to respond within 24 hours.*

*Service levels may vary

Sage Instant Accounts Plus

Sage Instant Accounts Plus offers all the benefits of Sage Instant Accounts and gives you tools to help you manage your stock. By giving you key information including sales and performance at a glance, you can spot opportunities to take your business forward. This software is ideal for businesses where two people** need access to the accounts.

**Additional costs apply

Sage Instant Payroll

Designed specifically for small businesses in the UK, Sage Instant Payroll is simple, easy to use software that helps you process your employees' wages*** without the need to understand the complexities of payroll legislation. Sage Instant Payroll now includes access to our standard HR Advice service, an invaluable resource that translates the law into plain English, and keeps you informed about upcoming legal changes.

***Maximum 10 employees

Choosing
the right
software

Sage Instant Packages

Sage Instant Financial Package

When you're running a new or small business, you need to keep track of your finances and make sure the people you work with get paid correctly and on time.

Sage Instant Financial Package brings together all the benefits of Sage Instant Accounts and Sage Instant Payroll to help you do both with minimum effort, leaving you to focus on your business.

Sage Instant Business Package

When you're running a new or small business you need to manage your finances, your people and your customers.

Sage Instant Accounts is designed to make managing your money, including VAT and end of year accounts as quick and easy as possible. Sage Instant Payroll helps ensure the people you work with get paid correctly and on time.

And the world's best selling contact management software, Sage 50 ACT! helps you build relationships with your customers and target sales.

By bringing all this together Sage Instant Business Package helps make these day-to-day tasks simple, leaving you to focus on your business.

Sage Training

Whether you're just setting up in business or have years of experience using Sage software, we can help you get to grips with the new stuff or polish up your skills. From classroom courses to self-study courses and e-Learning options, there's a choice of training to suit everyone.

Sage Stationery

It's the little things that make the difference, like statements, invoices and compliment slips. Make sure your business presents a professional image from the word go with Sage Stationery.

If you would like this information in an alternative format please contact Customer Care on **0845 111 66 66** or email **access@sage.com**

