



Detailed features of Sage Instant Accounts

It's easy to set up and use:

- View video demonstrations
- Learn in our practice mode or view demo data
- Easily correct mistakes
- 45 days free telephone support on first purchase only
- One year of SageCover Online support– email and web based support*
- e-learning module – online tutorials to help you get up and running

* On first purchase or when upgrading from v12 or below

It's easy to manage your customers and suppliers:

- Find contact details quickly
- Know how much profit you will make on each quote or invoice before you commit
- Create quotations and invoices
- Apply flexible discounts to win business
- See who owes you money and when it's due
- See who you owe money too and when it is to be paid
- Receive and process card payments (additional charge apply)
- Record till takings
- Record cash sales

It's easy to manage your finances

- Share information electronically with your Accountant
- Keep track of money going in and out of your business
- Prepare VAT Returns
 - Annual Accounting
 - VAT Cash Accounting
 - Irish VAT Cash Accounting
 - e-VAT submissions
 - e-payments
 - Reverse Charge VAT
 - Irish VAT return file available
- Audit preparation
- Profit and Loss and Balance Sheet reports
- e-banking
- Bank reconciliation for up to date figures
- Export your information to Microsoft Office

It's easy to manage your business

- Keep track of all of your products and services
- Manage your time with integrated diary and reminders