

NEW Sage Instant Accounts 2012



Easy does it

sage

We keep things right up to date, with really easy ways to keep things simple with VAT and to accept online payments. So you can save more time and make life easier.

NEW Sage Instant Accounts 2012

Sage Instant Accounts makes it easier to keep on top of those essential accounting tasks that keep your business running smoothly and efficiently. You'll have the information you need to keep on track with your money, right at your fingertips.

Manage your money

- **Keep track** of money going in and out of your business. Record till takings and cash sales. 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.
- **Prepare invoices** and quotations. You can check the profitability of invoices and quotations before you send them, and apply flexible discounts to help you win business. Manage your VAT.

Manage your VAT

- **Submit VAT returns** online using our step-by-step process that transfers information from Sage Instant Accounts directly to HM Revenue & Customs. Almost all VAT registered businesses have to do this from 1 April 2012.
- **Generate VAT Returns** Prepare VAT returns including Flat Rate VAT schemes, EC sales Lists and up to date formats and calculations.

Manage your business

- **Get an instant view** of your trading position by glancing at the Dashboard which brings together all the key management information.
- **Manage your time** with the in-built Diary. It integrates with Microsoft® Outlook so you can log tasks and reminders.
- **Share information** electronically with your accountant to speed up the year end process. It's another way to help you be that little bit more productive.

What's new in 2012?

Quick search

Use the new quick search when you're looking for details of a customer, product or supplier to find them fast. Sale price, costs and other important details are right there when you need them.

Quick print

The new quick print option means you can quickly print invoices and quotes without having to choose a layout or printer.

Lock date

To help you keep your business finances straight, you can now set a 'lock date' in Sage Instant Accounts. This means you can't post any more financial information before this date. It helps you know exactly where your business stands and is especially useful if you're working with an accountant or sharing the responsibility for recording your business transactions.

Support home page

Sage Instant Accounts 2012 includes a new screen which contains all the information you might need as part of a support call or email. So, if you contact us, we can answer your questions more quickly.

Get up and running in a few simple steps

It's easy to get started with new Instant Accounts 2012. A simple user guide will take you through the process step-by-step. And the on-screen easy set up wizard will help you set up your software to suit your business. Register and activate your software online, quickly and easily. Then transfer any existing data, settings and report layouts.



Easy does it

Choose Sage Instant Accounts if:

- **You** want a simple way to submit your VAT returns online to HM Revenue & Customs.
- **You** want to switch from manual bookkeeping to easy-to-use accounting software, saving valuable time.

Choose Sage Instant Accounts Plus if:

- **You'd** like additional tools for stock management and credit control.
- **You'd** like two people to use your accounting software at the same time.



Find out more at www.sage.co.uk/instantaccounts2012

What to buy?

1

Choose your software or package

Sage Instant Accounts

Sage Instant Accounts

45 days free telephone support
SageCover online support (1 year)
Sage Health & Safety online Advice (1 year)
(First purchase only)



Sage Instant Accounts Plus

Sage Instant Accounts Plus

45 days free telephone support
SageCover online support (1 year)
Sage Health & Safety online Advice (1 year)
(First purchase only)



Sage Instant Accounts Starter Solution

Sage Instant Accounts

SageCover telephone/online support (1 year)
£65 Sage Training voucher
100 Sage invoices



Sage Instant Financial Package

Sage Instant Accounts Sage Instant Payroll

SageCover online support (1 year)
Sage HR online Advice (1 year)
Sage Health & Safety online Advice (1 year)
Sage Instant Accounts
Sage Instant Payroll



Sage Instant Business Package

Sage ACT!

SageCover online support (1 year)*
Sage HR online Advice (1 year)
Sage Health & Safety online Advice (1 year)



2

Choose your support

After your period of free support, you can upgrade to on-going **SageCover support**. Our telephone, email and online support gives quick, practical answers. We'll help you make the most of your software, on anything from online VAT submissions to handling the Financial Year End.



Find out more at:
www.sage.co.uk/sagecover

- **Sage Training** helps you get to grips with new features or polish up your skills. We offer a whole host of useful courses.



Find out more at: www.sage.co.uk/trainingcatalogue

- **Sage Stationery** makes sure that your invoices, statements and other accounting stationery look professional.



Find out more at: www.sage.co.uk/stationerycatalogue

3

Choose your services

To buy or upgrade call:



0800 33 66 33 - Existing customer
0800 44 77 77 - New customer



Or buy or upgrade online at
www.sage.co.uk/store

0% Spread the cost of your payments
with interest-free Direct Debit*



Find out more about our cost effective packages
www.sage.co.uk/instantaccounts2012

*Available on finance or cash terms for business purposes only.
Subject to status. Terms and conditions apply.

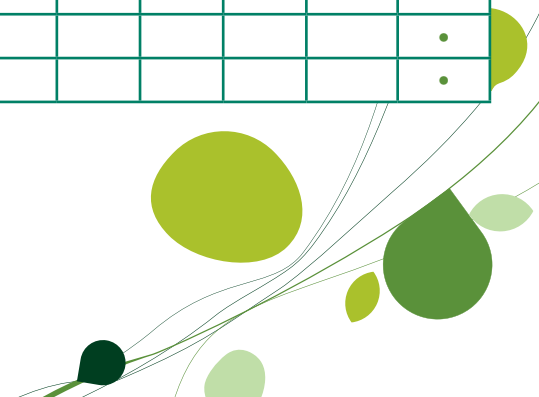
Sage Instant Accounts

Version differences

Helping you to...	V14	V15	V16	2011	2012
Get up and running					
Easy to set up and use – IMPROVED in 2012	•	•	•	•	•
View video demos	•	•	•	•	•
Learn in practice mode	•	•	•	•	•
Easily correct mistakes	•	•	•	•	•
Free SageCover Online	1 Year	1 Year	1 Year	1 Year	1 Year
Free e-learning on Instant Accounts	•	•	•	•	•
Create quotations	•	•	•	•	•
Opening balance wizard – NEW in 2012					•
Online Registration and Activation – NEW in 2012					•
Manage Your Customers					
Customise quotations & Invoices with company logo and contact details	•	•	•	•	•
View status and value of all quotations from a list view	•	•	•	•	•
Convert quotations to invoices	•	•	•	•	•
Know how much profit you will make on each quote or invoice before you commit		•	•	•	•
Apply flexible discounts to win business	•	•	•	•	•
Record Till Takings	•	•	•	•	•
Receive and process card payments*	•	•	•	•	•
Sage Pay – Pay Now Button			•	•	•
Integration with Sage Act! – IMPROVED in 2012					•
Manage Your Finances					
Share information electronically with your Accountant	•	•	•	•	•
Flat Rate VAT				•	•
Prepare VAT Returns	•	•	•	•	•
Irish VAT Cash Accounting	•	•	•	•	•
e-VAT submissions	•	•	•	•	•

Helping you to...	V14	V15	V16	2011	2012
Manage Your Finances continued					
e-payments	•	•	•	•	•
Credit from Invoice			•	•	•
ECSL Changes – Sales List	•	•	•	•	•
Reverse Charge VAT	•	•	•	•	•
Irish VAT return file available	•	•	•	•	•
Audit preparation	•	•	•	•	•
Import Transactions			•	•	•
Bank Reconciliation	•	•	•	•	•
Lock Date – NEW in 2012					•
Chart of Accounts – IMPROVED in 2012					•
Annual Return of Trading detail (Ireland) – NEW in 2012					•
Manage Your Business					
Barcode creation			•	•	•
Report Browser			•	•	•
Integrates with Sage Pay			•	•	•
Integration with Web Stores				•	•
Understand what services are available with the Sage Services toolbar				•	•
Quick Search – NEW in 2012					•
Quick Print – NEW in 2012					•
Integration with Sage Act! – IMPROVED in 2012					•

* Additional purchase required



For more information or to buy any software or services, call:



0800 33 66 33 - Existing customer
0800 44 77 77 - New customer



Or buy online at
www.sage.co.uk/store

If you'd like this information in another format, call Customer Care on **0845 111 66 66** or email **access@sage.com** so we can consider your request