



## Sage Instant Accounts For Dummies (For Dummies (Computers))

By Jane E. Kelly



**Sage Instant Accounts For Dummies (For Dummies (Computers))** By Jane E. Kelly

Get to grips with Sage Instant Accounts in simple steps.

This comprehensive guide walks you through every aspect of setting up and using Sage Instant Accounts, from downloading and installing the software to customizing it to your needs. Packed with handy step-by-step instructions (and fully illustrated with screenshots), this book is the easiest way to get the most from Sage Instant Accounts and take control of your business finances.

Learn to:

- Keep track of money in and out and easily view your cash position
- Produce reports on your business performance and profitability
- Store customer information and easily generate quotes, invoices and remittances
- Record and accurately manage your VAT - and submit your VAT return to HMRC online
- Prepare for business audits and your financial year-end

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### Editorial Review

From the Back Cover

#### *Learn to:*

- Install and set up Sage Instant Accounts
- Keep track of money in and out and easily view your cash position
- Store customer information and generate quotes, invoices and remittances
- Produce reports on your business performances and manage your VAT

#### **Your complete guide to crunching the numbers with Sage Instant Accounts**

Need to get a handle on your business's finances? Look no further than this complete, hands-on guide to using Sage Instant Accounts to efficiently and effectively keep your books in order. Find out how to get started, produce key reports, easily track your cash position, prepare for business audits and financial year-end and much more!

- Set up and get going — get started by installing and setting up Sage Instant Accounts, including setting up your chart of accounts and recording opening balances
- Managing the day-to-day — dive into day-to-day activities like invoicing, recording bank entries, maintaining correct entries and keeping track of inventory
- Running routines — find out how to run the routines that keep your business on track, including reconciling bank accounts, running monthly and annual routines and running your VAT return
- All about reports — explore Sage Instant Accounts reports, including standard monthly reports and tackling the more complex issues
- The next level — really master Sage Instant Accounts with handy shortcuts and advanced wizards

#### **Open the book and find:**

- How to install and set up Sage Instant Accounts
- Information on setting up your chart of accounts
- Help with recording bank entries and invoicing customers
- Tips on reconciling your bank accounts
- How to run monthly and annual routines
- Details on running key reports
- A guide to running your VAT return
- Handy shortcuts and advanced wizards

About the Author

**Jane Kelly** is a Chartered Management Accountant and Sage trainer. She runs a training company offering support for businesses using Sage accounting packages and is the author of *Sage 50 Accounts For Dummies* and *Bookkeeping For Dummies, UK edition*.

## Users Review

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#### **Kim Nielsen:**

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