



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

Jane E. Kelly

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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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