

Chapter 1 : Accounting Software | Online Small Business Bookkeeping Services - Outright

Bookkeeping in a business firm is the basis of the firm's accounting system. Bookkeepers are responsible for recording and classifying the accounting transactions of the business firm and techniques involving recording those transactions.

In a nutshell, bookkeeping is the organizing and recording of the financial transactions of your business. Of course, staying on top of the numbers will also mean you can pay your rent and taxes on time, which will help keep you in business. A keen financial awareness will also help you spot any potential shortfalls before things get too out of hand. As we alluded to above, the IRS may want to have a look after you file your taxes, and this information will be what you need to show them. Choose the best bookkeeping system. Once upon a time, bookkeeping was a pretty daunting task, even for small businesses. You had to set up ledger sheets, decide what kind of entry system you were going to use, and do all your calculations on an adding machine. Today, there is easy-to-use computer software that does most of the drudge work for you. Instead of entering information onto paper forms, you enter it into a computer program, which can process it and prepare many different kinds of helpful reports almost instantaneously. Bookkeeping and accounting software takes away the learning curve required to get familiar with bookkeeping practices. Probably the most daunting thing about getting started with software is choosing which one to use. Accounting software features Start by asking yourself or even better, your accountant , what kinds of information you need to keep track of. Make a list so you can compare between programs. Depending on the nature of your business, some of the things you may want to look for when deciding on software include: How easy is it to learn and use? Does it have tools that are simple enough to master? Can you easily create reports to share within the company or with your CPA? Does it fit your business in terms of size, complexity, and how much it costs? Does it have features that can save you time and money, like paperless billing and invoicing, or automatic sales tax updates? Can you use it to prepare purchase orders, quotes or estimates? Are there customized packages available that might already be set up for your type of business? QuickBooks , for example, offers specific versions for contractors, retailers, manufacturers and wholesalers, health care professionals, and nonprofit organizations. Will it track invoices or bills you have to pay? Does it perform repeat accounting tasks, like logging the same expenses every week or preparing monthly invoices? If you need to have access to your info from anywhere on any device, are there cloud capabilities meaning online access? How secure is it? Will it link directly to your bank account so you can pay bills online and download a record of your transactions? Can it handle multiple accounts and does your bank support this software? Will it import information from apps like PayPal and Square? Can you integrate a credit card processor to track that information directly, as well? Does it monitor inventory, orders and other work in progress? If you do business outside the country, can it handle foreign currencies? Is it compatible with the tax software used by you or your accountant? And very importantly, how easy is it to get support or customer service? No matter what accounting system you use, use it! Set up a regular time to do your bookkeeping, and stick to it. For many businesses, such as restaurants and retail stores, it will make sense to enter sales and transactions once a day. For some, once a week would be fine. Learn the basics of accounting. Understand what makes up a balance sheet, the difference between revenues and expenses, assets and liabilities. Learn how to keep track of your accounts payable and receivable, what goes into an income statement, and what a trial balance is. Be knowledgeable about and stay up to date on your requirements as an employer, especially with maintaining forms for taxes, insurance and your employees. Keep backup financial records. Whether you use the stereotypical shoebox, file folders, or scan digital copies, hold onto proof of your transactions, including receipts, paid invoices, deposit slips, sales slips and invoices. You may sometimes have to refer to these transactions when dealing with suppliers and customers, and you will absolutely have to have them if you get audited by the Internal Revenue Service. Separating the two will help you clearly see what your expenses, revenues and profits are, so you can make a realistic budget. Open a business checking account and deposit all of your business income into this account. Pay yourself and your employees from this account, and use it to pay the bills to run the business. Get a separate business credit card, and use it for business-related expenses, such as travel and office supplies. A business credit card will help

you track expenses, helping with tax-time write-offs, as well. If you need more of an incentive to keep the two apart, when you co-mingle personal and business finances, your personal assets are far less protected if your business is sued or runs into financial difficulties. You also make it much harder to justify business expenses to the IRS, and open yourself to a greater possibility of being audited. If this still sounds daunting, even with the help of accounting software, hire someone to help you. What may seem like an extravagant expense to someone used to wearing so many different business hats may actually save you money in the long run. If someone is watching to make sure your invoices actually get paid, or paying your bills early to take advantage of discounts for doing so, you could very well wind up ahead of the game. Set up internal controls to prevent accounting theft. We want to think the best of everyone, but unfortunately, not everyone is trustworthy. Make sure your bookkeeping system has the proper checks and balances that will prevent someone from committing fraud or embezzling money from you. Make sure you are hands on and keep tabs on things yourself.

Chapter 2 : Best 10 Free Accounting Software Packages for Small Business - Small Business Trends

Every small business must keep careful track of its present and future cashflow. It is very easy for a profitable business to go under because it does not have enough cash on-hand to meet its.

This alphabetical list also includes our best picks. It features DIY or outsourced payroll services so you can link accounting to payroll, pay your employees including direct deposit, track time and prepare payroll taxes. Retailers will also enjoy its inventory-management suite, which integrates with the popular ecommerce platform Shopify. AccountEdge Pro is available on Mac and Windows. Mobile and cloud companion apps are also available. You can send automatically scheduled reminders to customers to pay invoices among other features. The company is based in Norway, but the product is marketed and meant for businesses in the United States and United Kingdom. It syncs with your business bank and credit card accounts, provides monthly financial statements with visual reports, and offers support to your CPA at tax season. When you have questions about your finances, you can contact your dedicated bookkeeper and receive a response within one business day. With it, you can create quotes, estimates and invoices, record expenses and generate reports. It connects to your business bank and credit card accounts to automatically download transaction data and has a proactive reconciliation process that predicts matches. It has an iPhone app and a Chrome extension for capturing receipts. Businesses in any industry can use this service, and it integrates with top banks and accounting, POS and ecommerce software. The basic kit has general ledger, bank reconciliation and financial utilities modules. You can also add modules for accounts receivable, accounts payable, inventory and point of sale, purchase order and payroll. It connects to your business bank accounts, and you can use it to send quotes and invoices, manage vendors, create purchase orders, pay bills, and run reports. It can be used by small businesses in any country, but U. Three plans are available, plus one version design for nonprofits. Payroll processing is also available. The software is modular, allowing you to customize it with just the features you need. It also has a project management feature to help you keep track of billable hours and expenses. FreeAgent is best for freelancers, consultants and other project-based businesses. Read our full review here. It can also track bank accounts, stocks, bonds and mutual funds. It categorizes your sales and expenses, then uses this data to prepare your Schedule C taxes. You can also use this software to create, send and track invoices, accept invoice payments online and send late payment reminders. It offers a simple platform that lets you easily track time and turn billable hours into professional invoices. You can also log expenses, take snapshots of receipts, generate reports and connect the app to Google Apps, Salesforce, Basecamp and more than 50 other business programs. Hiveage allows you create estimates and quotes, then convert them to invoices after client acceptance. The software tracks time, expenses and mileage. It also allows you to accept online payments, including recurring payments such as subscriptions. All plans support unlimited clients and invoices. It has client portals that allow your customers to accept estimates, view statements and pay invoices online. The software includes a mobile app for Android and iOS, and integrations are available. It can be used by businesses in many countries, including the U. It automates tasks such as data entry and billing, so you spend minutes instead of hours on your accounting. Bookkeeping services are also available. Based in London, Nomisma Solution offers a comprehensive accounting platform for business owners. Features include bookkeeping, payroll help, practice administration and corporate tax help. Your sales team can use the software to follow up with leads and create quotes and sales orders, which can then be converted to invoices with a single click. The software tracks inventory and can be set to automatically generate purchase orders when inventory is low. It also runs a variety of reports. It links to your bank accounts and automatically backs up your data to the cloud. It includes features for mobile invoicing, inventory management, expense tracking and reporting. The Accounting Start plan is for a single user primarily interested in invoicing, expense management and reporting. In addition to these features, the other plan, The Accounting plan, has support for multiple users, can create quotes and estimates, allows you to record and track the bills you owe, and has simple inventory-management capabilities. Integrations that link the software to other business programs like POS systems and payroll are available. This program lets you create estimates, send professional-looking

invoices, accept payments and generate financial reports absolutely free. The service is designed for businesses located in India. It features automations for each step of the process, streamlining supplier onboarding, tax compliance, invoice management, global payments, reconciliation and reporting. It provides its users with a white-label, self-service supplier portal, and it supports payouts in currencies and countries. Wave Accounting can help. This cloud-based accounting platform offers many of the same features as paid accounting services, making it our top pick for the best free accounting software for small businesses with 10 employees or less. It connects to your bank and credit card accounts and includes tools for invoicing, bill and expense tracking, inventory management, and reporting. You can also add services such as payroll and email marketing to the program, though it costs extra. We like that Xero is affordable, easy to use, offers a ton of features and integrates with hundreds of third-party business solutions, many of which you likely already use. ZipBooks uses double-entry accounting, connects to your business bank accounts and generates a variety of reports to help you manage your business. It also includes invoicing, bill payment, time and expense tracking tools. Three plans are available, and all plans include invoicing, expense and time tracking, reporting and integration capabilities.

Bookkeeping is essentially the accounting process (some would say the drudgery) of recording all the information regarding the transactions and financial activities of a business. What follows is a basic overview of what bookkeeping for a small business entails: Prepare source documents for all transactions, operations, [].

Following basic accounting principles is essential for success in any size business; savvy record-keeping and financial analysis is key to not only monitoring your expenses, but to discovering new avenues of growth. In addition, it ensures you stay responsible for tax obligations to the government and to your employees. Accounting entails more than just managing credits and debits, and it comes into play more often in everyday business decisions than you may realize. A few examples include: Closely monitoring your accounts receivable to illustrate trends or behaviors in your customer base. It can also cut down on the costs you incur by pursuing late payers. Establishing a detailed budget to help discover inefficiencies within your operations. Sudden changes in vendor costs or sales revenues can alert you to important industry changes. Understanding your financial position in order to spot problem areas that could interfere with loans earmarked for expansion. Whether you are a solo entrepreneur or you employ a staff, your survival hinges on clearly stated financial objectives. You may be in business to reap as much profit as you can, or you may be interested in sharing a product or service that you believe in. Either way, experts agree that one of the most common reasons small business fail is because cash flow runs dry. To prevent this disaster, your business should implement policies for efficient record-keeping and a sound financial strategy. Submitting improper or inaccurate documentation can get you into trouble, and it can be extremely costly in terms of fees and penalties. Preparing the required tax documentation has its benefits though, and it can give you vital information about the health of your business. Monthly or quarterly financial statements, cash flow statements, and asset and income statements can provide a clearer picture of your business than your bank balance. What information should I be tracking? Furthermore, understanding precisely what information you should be tracking can be overwhelming and confusing. Most small businesses should track the following categories of data: At this stage, successful small businesses consider either outsourcing their accounting needs or investing in accounting software. Each option has its pros and cons. For many startup companies, funds are tight and it may be tempting to pursue the cheapest method. Because your legal requirements are only due once per year, you may choose to ignore it all until tax time every spring. The short-term solution may not be the best one, and it pays to do your due diligence when making this critical decision. Accounting Software Tech-savvy business owners or those familiar with accounting principles may be drawn to accounting software. From a time management standpoint, digital bookkeeping is a vast improvement over manual calculations. These applications automatically crunch numbers, perform data entry, track performance metrics and produce business reports.

Chapter 4 : Best Accounting Software for Small Businesses

Using a small business bookkeeping software can help you gauge your business' health, which can in turn help you plan for the future. QuickBooks can help you identify your most profitable customers, see which customers are regularly late paying invoices, analyze your spending habits, identify potential cost savings, and more.

Taking advantage of accounting software can help small businesses manage invoices and payrolls with greater ease and efficiency. Free Accounting Software for Small Business Take a look at the following ten best free accounting software options for small businesses. ZipBooks ZipBooks provides powerful and simple-to-use accounting software designed to help small businesses move to the next level. The free license program does not provide any specialized support. SlickPie SlickPie provide basic expense management for start-ups and small businesses. This easy-to-use expense management software provides everything a small business will need for slick and timely accounting, including straightforward invoicing and detailed reports to help keep their business finances healthy. Wave Wave provides completely free accounting that allows small businesses to track expenses, send invoices, get paid and balance their books. Businesses can send professional invoices and track the status of invoices and payments, so they know when to expect money in their bank account. Businesses can also accept credit cards and get paid faster with Wave. Inv24 Inv24 is a free inventory management and invoicing software, which enables small businesses to automatically organize and invoice their customers. With Inv24, business owners can download PDF versions of invoices or send them by email. Brightbook Brightbook is a free online accounting system, designed to help time-strapped and cash-strapped small businesses with no accounting experience run their business easier. Businesses can send professional-looking invoices in any currency, track bills and find out who owes them money in an instant with the easy-to-use Brightbook system. TurboCash 5 is recommended for small businesses, with cash book, general ledger, stock, debtors, creditors and invoicing features. TurboCash 5 is now available as a Cloud Service. Inveezy Inveezy is a free invoicing tool for small businesses. Users can customize their invoices with their own logos and use the service to send repeated invoices. Businesses can get paid with PayPal or credit cards with the Inveezy system. Businesses also have the option to send an invoice as a quote as opposed to an actual bill. GnuCash GnuCash provides a simple approach to bookkeeping and accounting for small businesses. The software manages invoices, accounts payable and receivable, as well as employee expenses and some payroll features. CloudBooks CloudBooks provides businesses with an effective invoicing tool designed to create efficient and timely billing.

Small Business Bookkeeping Services That Make Running your Business Painless. Everything is organized and in one place, making running your small business fast, easy and secure. Without wasting hours of data entry or tracking down business receipts.

Every small business must keep careful track of its present and future cashflow. It is very easy for a profitable business to go under because it does not have enough cash on-hand to meet its current financial obligations. Careful tracking of future cashflow is crucial to avoid this unhappy outcome. Create a ledger with the current balance of all of your financial accounts. You can do this in a ledger book, with Microsoft Excel, Google Sheets, or a professional accounting software. Most businesses carry accounts for cash on hand, a checking account used for rolling revenue and expenditures, and ancillary accounts as necessary to properly manage their funds. Your ledgers can be in accounting software; personal finance software, which is sufficient for some small businesses; or the old school paper ledger. If you find it difficult to keep accurate and complete records on a computer, use paper as a temporary holding place until you can enter transactions into your software. Record all payments made from these accounts in your ledger. Payments are usually listed with the following information: Record all money actually received by the business for any reason, with the exception of loans and investment funds. Loans and investments should be accounted in separate ledgers and not booked as revenue. Incoming revenue is typically recorded with similar columns or database categories as payments: Create an upcoming payment schedule of all future payments anticipated by your business, such as rent, utilities, and other recurring payments. This is called your Accounts Payable, or AP. Many businesses book their AP with two dates: Create an upcoming monies received schedule, which anticipates future receipts. This is called your Accounts Receivable, or AR. This ledger is most important for businesses that process invoices to their clients, and hence do not receive payments until their clients actually cut the checks. If you are using software, it is crucially important that AR payments do not automatically roll over into actual payments received ledger. Reconcile your ledgers with your bank statements. This is where accounting software truly shines over paper ledgers; most software will automatically download your bank records and allow you to quickly mark which payments and deposits are already recorded in your ledger, and which must be separately accounted. This is typically done on a monthly schedule, but with software and online banking, it is not onerous to do this on a weekly or even daily schedule and this is not too often for a small business. Bookkeeping to Run Your Business About the Author Ellis Davidson has been a self-employed Internet and technology consultant, entrepreneur and author since He has written a book about self-employment for recent college graduates and is a regular contributor to "Macworld" and the TidBITS technology newsletter. He is completing a book on self-employment options during a recession.

Bottom Line: QuickBooks is the best online accounting application for small businesses, thanks to its depth, flexibility, and extensibility. It's easy to use, well designed, and built to serve a.

Bookkeeping to run your business Small Business Guides 6 min read Accountants help keep your finances in order but bookkeepers play an important role too. And how can a bookkeeper help you run your business? As well as keeping things running, you need to generate income, keep your customers happy and look after financial information. Tracking the financials can be a chore though, and one of the biggest questions you might have is who you get to help with your accounts. Do you need an accountant, a bookkeeper or both? Accountants and bookkeepers have different jobs and responsibilities. Accountants are usually members of a statutory association. Bookkeepers can manage lots of different responsibilities within a small business. But the main focus is the organization, recording and reporting of financial transactions as part of the operational life of a small business. In more recent times, some bookkeepers have extended their range of duties to include: Develop, implement maintain and review internal business processes. What do bookkeepers do? Here are some of the tasks of bookkeeper that will help to keep your business running smoothly: Keeping track of daily transactions A bookkeeper can handle the recording of day-to-day bank transactions. If the accounting software you use has daily automatic bank feeds, this is a great tool for your bookkeeper to use. This includes payment of supplier invoices, expenses and petty cash. They can do this by watching the balance of revenues to expenses. Then they can take action or offer advice if it looks like the company needs more ready cash. This allows the accountant to use their skills and knowledge to make business recommendations, report to the board and complete company tax returns. Bookkeepers and accountants working together A well-run business is likely to make use of both accountants and bookkeepers. The division of labor is important. Accountants can help you create your business plan and set up a company structure that best suits your business. Accounting systems An accountant or bookkeeper can also help you choose the right accounting software and set it up so that it works well for you and your employees – especially your bookkeeper. Accounts reconciliation The accountant and bookkeeper will get together regularly, perhaps once a month. They might meet in person or they might work remotely, using cloud accounting software with shared access. Reporting The accountant will report to the business owner and the board members. The accountant will report on the state of the accounts so that the board and owner have a clear picture of the financial health of the business. A bookkeeper can also provide reporting, but in a less formal way on a more regular basis with what is called management accounts. These reports are often used by the business owner as checkpoints to see where the business is going often in a weekly basis. Strategy Armed with up-to-date figures, the accountant will make recommendations to the business owner and the board. The accountant will offer advice about any planned expansion and investment. They will also advise on whether the business can afford to move into new markets and other financial strategies. Legal compliance The accountant will use the information prepared by the bookkeeper to write the company reports. These reports will include information about income and expenses, net profit, assets, liabilities and tax. The accountant will also file the company tax return forms and arrange for tax payments to be made. This is a sensible way of sharing the workload. The accountant does the work that they have been trained to do, while the bookkeeper provides the necessary financial data. Five ways that a bookkeeper can help your business If your business is small, you might be the bookkeeper – at least until you can afford to hire someone to do the work for you. Once your business reaches a certain size, it makes sense to have someone do the bookkeeping for you. Here are five ways that a bookkeeper can help: Concentrate on your business strategy Bookkeeping involves tracking the fine detail and recording it in accounts software. Working with these numbers can sometimes make it hard to see the big picture. Reduce your accounting costs Are you using an accountant to manage your daily transactions and run your monthly payroll? If so, you could save a lot of money by having a bookkeeper do this work instead. Be an extra pair of eyes watching your cashflow If you want to avoid running out of money suddenly, you need to keep an eye on your cashflow. It helps to have someone else checking the numbers here, making sure your cash keeps

flowing. A bookkeeper can do that. Get quick access to vital figures Having an accountant manage your monthly business reconciliation and reporting is important. But what if you need some financial information part-way through the month? Bookkeepers can give you the information you need quickly, without you having to wait for your accountant to respond. Keep control of your financial data Few small businesses can afford to hire their own accountant, so most accountants work on a part-time basis for their clients. If they use quality online accounting software to manage your financials, it makes collaboration much easier. Quality software means that your bookkeeper can work on the same set of data as the accountant. They can both work together to give you the best outcome and help your business grow. Bookkeeping helps your business run smoothly Bookkeeping is a vital job in any business. This is true whether you do the work yourself or hire someone to do it for you. Without proper bookkeeping, your accounts will not be accurate. Just as importantly, your business has a legal obligation to accurately record its accounts and file company reports to the tax office. So it pays to get this right. Bookkeeping will help you do all of this and will also provide you with useful insights into the financial health of your business.

Chapter 7 : The Best Small Business Accounting Software of | www.nxgvision.com

How to Start Bookkeeping for Small business. Learn, about Starting Bookkeeping business. How to Open Your Own In Home Bookkeeping Service 3rd Edition by Julie A Mucha & Ayclott CFE. Join our Young.

Chapter 8 : Bookkeeping to Run Your Business | Small Business Guide | Xero US

Millions of small businesses use Wave's award-winning, % free software, for accounting and bookkeeping.

Chapter 9 : Bookkeeping for Small Businesses | Accion

Bookkeeping is vital to properly managing your business resources. Additionally you will need these records for tax purposes. Whether you DIY or hire someone to keep track of everything you should understand the importance and the basics of bookkeeping. Keeping good records of operations will.