

TOP TIPS



Our Senior Manager, Sarah Smith shares her ten top tips for getting the most out of Cloud Accounting Software....

1 GET THE APP
Most on-line accounting packages now offer an App for iPhone and Android users. This is great for accessing and updating information on the move, meaning you can make the most of any down time.

2 RAISE SALES INVOICES THERE AND THEN
Most businesses now issue employees with tablets to use on a day to day basis meaning sales invoices can be issued, by email, on a daily basis.

3 OFFER PAYMENT SERVICES
Most payment services, such as GoCardless and PayPal, integrate with on-line accounting software meaning that direct payment links are included on all email invoices. It is widely suggested that businesses who offer direct payment methods get paid quicker.

4 GO PAPERLESS
Most on-line accounting packages have direct email options available for sales invoices, statements and remittance advice, to name a few. Making the most of these options will not only save paper but also reduce postage and storage costs.

5 MAKE THE MOST OF ADD-ONS
In most cases, the on-line accounting software is only the start. Add-ons ranging from CRM and job management tools, to stock control and EPOS integration, are available and will allow you to create a bespoke package for a fraction of the price.

6 USE DIRECT BANK FEEDS
Choosing on-line accounting software that offers direct bank feeds is a must. These bank feeds update on a daily basis meaning that, with little input from you, you will always know where your cash is up to.

7 USE RECEIPTBANK
Another must. ReceiptBank is an automated purchase invoice processing tool which uses character recognition systems to populate purchase invoice listings, all from the touch of a button. In simple terms, it will save you much needed time.

8 AUTOMATE AS MUCH AS POSSIBLE
Recurring invoices, statement runs and journals are a feature of most on-line accounting packages. Making the most of these features will free up your time so that you can focus on what matters to you - developing your business.

9 CHOOSE THE CLOUD SOONER RATHER THAN LATER
Digital accounting has been on the cards for some time now, with HMRC wanting on-line accounting software for all small businesses by 2020 which will pave the way for quarterly reporting to HMRC. Change is never easy to manage so starting sooner will ensure a smooth transition.

10 FLY WITH JACKSON STEPHEN'S CLOUD ACCOUNTING SOLUTIONS
If all this seems a bit daunting, don't panic, we are on hand to help. Take a look at our cloud accounting solutions for more information.

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