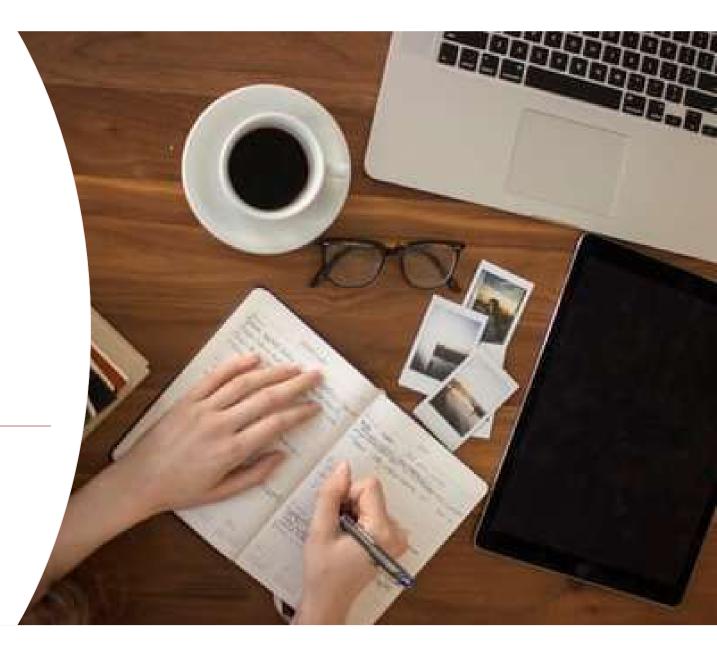
# How to Choose a Cloud Accounting Package

Longwood Business Support Services





#### Where to begin?

So you've decided that you need an accounts package but where do you go from there?

- Before you jump into purchasing a subscription or software, assess your business needs and make a list of the functions you need
- Consider what you might need to support your day-to -day business needs
- Work out what you'd be happy to spend on an accounting package that will allow you more time focus on running your business

### What would you like to save time on?

- Invoicing your customers?
- Preparing manual quotes and chasing them up?
- Keeping track of your receipts?
- Looking at your bank statements and working out what was a business expense and what wasn't?
- Keeping a track of your mileage?
- Working out who owes you money and who you owe money to?
- Sending out payslips?



#### Understanding your business needs

- Are you self employed or a limited company?
- What type of transactions do you have and how many?
- Do you need to prepare and submit VAT returns to HMRC?
- Do you need to create estimates, quotes and proposals?
- Do you need to include payroll?
- Would you like to record and monitor profit by contract or project?
- Do you need to record CIS transactions (Construction Industry Scheme)?
- Would you like your customers to be able to pay by debit/credit card from invoices you send them?
- Do you need to use the cash accounting or accruals basis?



## **Accounting Package**Considerations

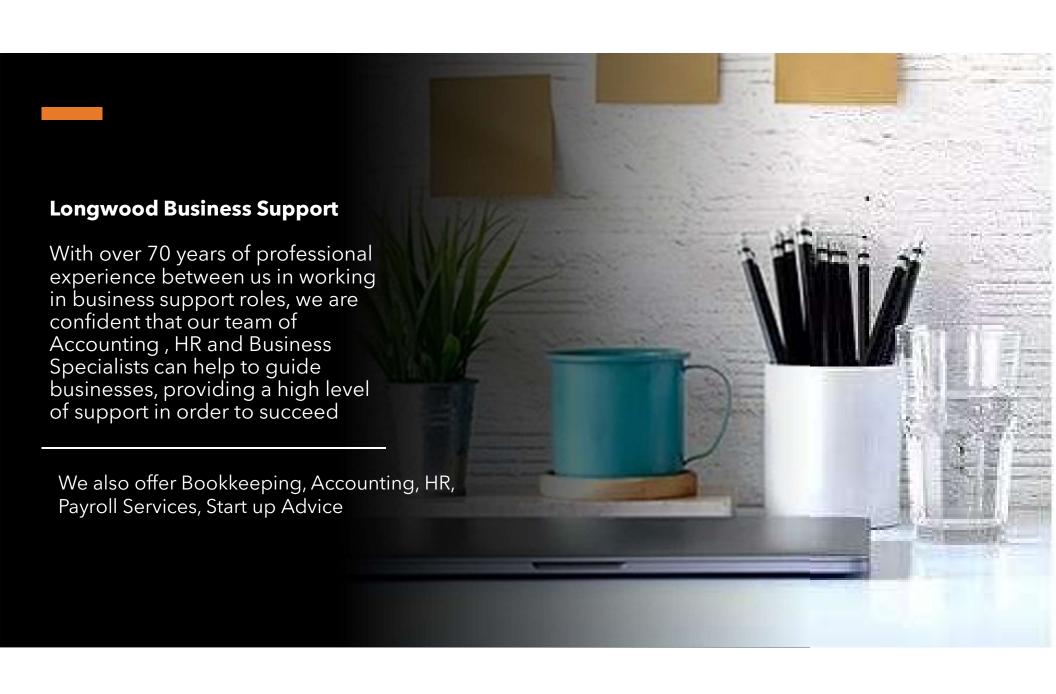
- How easy is it to use?
- How much does it cost?
- Can I access it on the go? On my mobile or tablet?
- How many people will use the system?
- Do I have existing data that I need to import into the accounting system?
- Do I need multi currency?
- What sort of reports would I like to be able to see?



#### How can Longwood Business Support help you? Save time and have peace of mind

- As an accredited QuickBooks Pro-Advisor, Longwood Business Support Services can save you time by;
- Helping you choose the right subscription for your business
- Navigate you through setting up your system so it works accurately and compliantly for your business
- Ongoing remote access to your QuickBooks, as your accountant, to make sure everything is working correctly and being recorded accurately and identify any issues
- Customise reports to help you understand your businesses performance
- Training to help you use Quickbooks





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## Longwood

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