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# How to Choose a Cloud Accounting Package

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Longwood Business Support Services





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## Where to begin?

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

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- 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

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# What would you like to save time on?

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- 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?



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# Understanding your business needs

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- 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

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- 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





## Longwood Business Support

With over 70 years of professional experience between us in working in business support roles, we are confident that our team of Accounting, HR and Business Specialists can help to guide businesses, providing a high level of support in order to succeed

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We also offer Bookkeeping, Accounting, HR, Payroll Services, Start up Advice



**Contact Us:**

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