

top 10 Cloud Accounting tips

So you've decided to go down the cloud accounting route, but what are the top tips to get the most from your new software?

1. **Set up your dashboard** - Your dashboard is the first thing that you see when you log in; this should give you at a glance access to the information that is important to you.
2. **Set up bank feeds** - this allows your software to communicate directly with your bank and automatically pull down daily transactions meaning you can always rely on up to date figures.
3. **Add photos, or scans, of your purchases/bills to each transaction** - as these software solutions are HMRC recognised you can keep copies in the software and throw away the paper copies.
4. **Better still, automate the purchase invoice process with ReceiptBank** - this means you can take a picture of an expense on your phone and ReceiptBank will automatically add it to your software for you.
5. **Send invoices to clients/customer via email direct from the software** - this allows you to track things such as when the invoice has been viewed and can help payment issues.
6. **Set up automated invoice reminders** - allow the software to act as your credit controller by sending automated emails for overdue invoices. You can customise these to meet your needs.
7. **Give each staff member access to the part of the system that they need to do their job** - this can reduce duplication time for example sales representatives can raise quotes directly in the software and email them to clients direct from the app.
8. **Customise reports** - adding custom layouts to reports such as Profit and Loss and Balance Sheet can allow you to quickly see how the business is performing.
9. **Integrate with a payment solution such as GoCardless** - This will allow you to control the payment date and amount from your customers and not leave your cash flow to chance.
10. **Explore the app community** - Cloud accounting has a thriving app marketplace that can allow you to automate daily tasks to help reduce your admin time.