

# Bookkeeping Options

**Do you have some bookwork to do but aren't sure where to start?**

Below is a list of some of the options available to you.

## **Reckon Accounts**

A very popular program, but also one of the more complex programs out there. Reckon Accounts is a double entry accounting program which enables you to track accounts payable, accounts receivable and inventory, as well as including a payroll function.

Reckon Accounts can be a very effective bookkeeping program, but is sometimes a little too complex for smaller businesses or those with limited accounting knowledge.

## **Intuit Quickbooks**

Intuit Quickbooks is a cloud accounting solution for businesses world- wide. You can automatically import and reconcile bank account transactions from major banks, quickly generate and customise professional invoices and quotes, then send them by email. You can also access real-time customer information and send estimates or invoices from your iPad, iPhone or Android device.

## **Manual Cashbook**

The manual cashbook, whilst one of the simplest options available to small businesses, can still be very effective. This option is suited to a business owner who lacks the necessary computer knowledge to use an electronic solution.

## **Let us ease the burden**

If you would rather focus your time and energy on running your business instead of doing the bookwork, why not let us take care of the bookwork for you.

Banklink is one of the best solutions we offer whereby we can receive your bank account transactions electronically (but not access your bank account). With only a small input from you to help us determine what each transaction is for, we can take care of the rest.

## **Need help or want to know more?**

If you would like help with your bookkeeping or would like to know more about an alternative solution, please contact our office on 5143 0041.