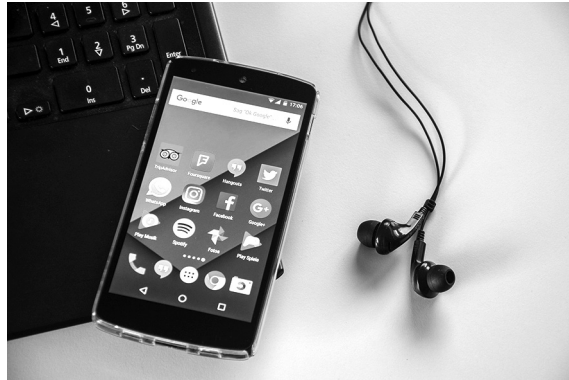


Read the texts about apps which make life easier for owners of small businesses. Choose the correct text (A-F) for each statement (1-7). You can use a text more than once. Write your answers in the boxes provided on the answer sheet. The first one (0) has been done for you.



Great apps for small businesses

A

QuickBooks's accounting software helps you run your business and provides a full sense of your company's financial health. You can use it to track your business's sales and expenses; view financial statements, such as profit-and-loss reports; pay your employees and vendors; track unpaid invoices; and much more. It connects to thousands of accounts — including your business bank account, credit cards, PayPal and Square — and uploads data from these sources seamlessly. It also makes doing your business taxes much easier, as it tracks your expenses and lets you upload photos of receipts with your phone.

B

This app, formerly known as ZenPayroll, streamlines your company's entire payroll, tax and benefits process. Besides online employee onboarding, Gusto automatically reports new hires to the government; handles all local, state and federal tax filings; automates deductions for benefits and workers' comp payments; and emails digital pay stubs to employees.

C

Clear is a gesture-based task-management app that prides itself on ease of use, and justifiably so: You can easily adjust items by pulling them down the screen, pinching them, and finally swiping them off the screen once they're completed. Not only can you create and manage separate lists, schedules and reminders to organize daily tasks, but you also can sync them among your Mac desktop, iPhone, iPad, Apple Watch and iPod Touch.

D

Proven helps you organize your hiring, allowing you to post all your job listings to multiple job boards with one click on your smartphone. You can also sort through dozens of application responses in just minutes; categorize applicants into yes, no and maybe buckets; and note when you follow up with a candidate.

More than 1,000 businesses currently use the platform. It's an especially good fit for companies that have sporadic hiring needs, such as restaurants and retail, or any entrepreneur who juggles multiple business tasks and needs to save time on hiring.

E

Expensify makes keeping track of your expenses while on a business trip a lot less painful. You can link your credit or debit card to your Expensify account so that the app will place charges directly on an expense report. If you'd rather not do this, you can take pictures of your receipts with your phone, and Expensify will automatically extract the relevant information. You can then make an expense report yourself, which only takes a few minutes.

F

Trello is an easy-to-use project management app that tracks your team's workflow. Each card you create on a Trello board represents an assignment or task. You can add members, comments, attachments — from Google Drive, Dropbox or your computer — checklists, due dates and labels and stickers to make the cards as descriptive as possible. And whenever you change a card, Trello notifies each member via email and on mobile devices.

This app ...

helps you choose potential employees for job interviews.	0
helps you coordinate everyday activities.	1
advertises vacancies on various employment sites.	2
manages money to be paid to the authorities.	3
informs employees when group-related issues are altered.	4
assists you when travelling for work.	5
helps you settle bills that you owe.	6
sends out salary information.	7

Great apps for small businesses

0 <input type="checkbox"/> D	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>

Von der Lehrperson auszufüllen

richtig falsch	richtig falsch	richtig falsch	richtig falsch
	1 <input type="checkbox"/> <input type="checkbox"/>	2 <input type="checkbox"/> <input type="checkbox"/>	3 <input type="checkbox"/> <input type="checkbox"/>
4 <input type="checkbox"/> <input type="checkbox"/>	5 <input type="checkbox"/> <input type="checkbox"/>	6 <input type="checkbox"/> <input type="checkbox"/>	7 <input type="checkbox"/> <input type="checkbox"/>