



**How to choose the right
accounting solution for
your business**



INTRODUCTION

Accounting software comes in different shapes and sizes. Thanks to regular updates, it's also ever-changing.

The bottom line: **one size does not fit all.**

Because every business's accounting requirements are different, at EzyAccounts we will never provide you with a specific accounting software recommendation without first becoming familiar with your business.

However, we can give you **general advice** on what to look for when choosing the right accounting solution for your business, so we've put together this handy eBook to do just that.

1 – CHOOSE WISELY TO SAVE TIME AND MONEY

Always choose a straightforward accounting solution that you're actually able to use. **Your software should save you time**, not take up more of it. A learning curve in the initial stages is fine, but if it's complicated enough that you reach for the user manual every time you log on, there's a problem.

It's also important to choose a program that's straightforward and user-friendly, because you don't want to make mistakes and end up paying an accountant to fix them.

TOP TIP – To discover whether an accounting program is user-friendly, see if they offer a free trial download, so you can take the software for a test drive.

2 – CONSIDER YOUR BUSINESS REQUIREMENTS BEFORE BUYING

It's also vital to choose software that will meet your business's needs.

Always **consider what features you need**. While a sole trader may only need software for invoicing and recording expenses, other businesses may also require inventory, payroll, complex reporting, and more. Each business will also require different levels of sophistication within each of these modules.

If your staff will also be using the software, it's important to ask them what they need, and what types of system functionalities would allow them to work more efficiently. You should also check that the program you choose gives your bookkeeper and/or accountant all the information they need to provide you with relevant business analysis and advice.

TOP TIP – Ask yourself: What data, reports, or forecasts does my business need to generate, and what do I need to record? Ensure that the accounting software you choose meets those requirements.

3 – LOOK FOR BANK FEATURES AND SECURITY

Choosing accounting software that automatically imports and processes bank data will save you time. But be aware of how your bank data is obtained.

The safest way for software to gather bank details is a secure feed straight from your bank. If, instead, it uses a third party to gather your data, this raises your risks.

TOP TIP – Never disclose your bank login and password details to a third party. Choose accounting software that keeps your details safe.

4 – INVEST IN A LONG-TERM SOLUTION

Implementing a new accounting solution is time-consuming and costly. So you want to get it right the first time.

In addition to the obvious importance of choosing carefully in the present, you also need to consider your business's future needs. If you are planning on future growth in your business, you should take that into account when choosing an accounting program, as you want one that you can still use when your business has grown.

TOP TIP – To future-proof your software choice, ask yourself the following questions: Will it let me add other users (and at what cost)? Can I afford it today as an investment for tomorrow? Does it have all the features I will need when my business is bigger?

5 – CONSULT WITH YOUR BOOKKEEPER

Of course, the best way to ensure you choose the right accounting software solution for you and your business is to talk to an expert.

A qualified bookkeeper will have the knowledge and tools necessary to identify your needs and find the right balance between the demands of user-friendliness, functionality, security, price, and future investment to suggest the most suitable accounting solution for you.

TOP TIP – If you would like expert advice on the right accounting software to meet your business's unique needs, EzyAccounts can help. Call us today on 1300 313 397 or send us an email



THE BOTTOM LINE

Accounting software doesn't have to be a pain. Instead, it can be an investment that pays dividends for years to come.

By choosing a solution that is user-friendly, incorporates all the features you need, includes secure features for sensitive data, and is equipped to meet your changing needs in years to come, you will save time, money, and stress.

Here to Help

We make your profitability and efficiency our business. So if you would like expert advice on accounting software, the EzyAccounts team can help.

Call us for advice today: 1300 313 397 (or, send us an email).

