



Backoffice<sup>2</sup>

# How to Setup a Cloud Accounting System

Real time accounts that put management information at your fingertips in just 13 steps!



# How you benefit from Cloud Accounting Systems

Here are just some of the many benefits:

1. **24/7 access** to up-to-date financial information and reports from any device with an Internet connection (you can access your numbers with your smartphone or tablet).
2. **Up To Date:** Real time accounting means your records are always completely up-to-date making it easier for you to make the right decisions .
3. **Business Support:** Since we can access your data 24/7, you get more value from us — we can help you run and grow your business rather than just add up the numbers. We can support

you with your key decisions.

4. **Easier Invoicing:** Fast, simple customized sales invoicing will make your life simpler. And the facility for emailing of invoices, with the option to attach a statement at the same time makes it so easy to manage your sales and get paid quicker.
5. **Quicker Cash Collection:** The system allows you to embody payment methods into your invoicing. For example, click and pay to drive quick collection of your debts. It makes it so much easier for you to get paid, reducing bad debts and slow payers and putting more cash in your bank account. You can also chase debtors while you're on the go.
6. **Automatic Processing:** Your bank accounts can feed directly into the system, which keeps your accounts up to date and fully reconciled to the bank. This feature will save you a significant amount of time.

*Cloud accounting systems get you instant access to the information you really need in real time. So you will be in complete control of your numbers and your business.*

7. **Financial Dashboard:** One of the most popular features is the “Financial Dashboard”; a fully customizable screen showing you the key financial information you need to run your business. You’ll come to rely on this Financial Dashboard just as much as you rely on the dashboard in your car when driving.
8. **Instant Reports:** At the touch of a button, you can get instant reports on your business.
9. **Security:** Sleep well at night knowing your sensitive financial data is always secure and backed-up automatically.
10. **Maintenance Free:** No system downtime because all software upgrades are automatically installed. This worry-free maintenance saves you time and hassle.
11. **Lower Professional Fees:** Reduced accountancy fees because it makes it easier for us to produce end-of-year accounts.
12. **Free Software:** As well as helping you, this system makes our life much easier and that means we can pass this onto you in the form of cost savings, i.e. we will pay the monthly fee for the system on your behalf.



# Your 13-Step System

Here is your step-by-step guide to getting set up with a state-of-the-art cloud accounting system for your business.

- Update & Reconcile Existing System:** If you have an existing business, you will need to transfer across your current balances and history for the year to date. Before you can do that, you must make sure your current system is fully up to date and fully reconciled. If not, you will risk wasting hours on the data transfer process, and you'll still need to fix the problems in your cloud accounting system before you can get any meaningful information out of it.
- Choose A System:** There are so many cloud accounting systems. The most well-known and established include, QuickBooks Online, Xero, Sage One, Kashflow, Reckon, Free Agent and many, many more. They are all different. Some are better than others. And some suit

certain types and sizes of business better than others.

- Set The System Up:** Once you've bought your chosen system, you will need to enter details about your business such as name, address, financial year-end, whether you are registered for sales tax and your bank details.
- Chart Of Accounts:** If this is the first time you have set up an accounting system you will need a 'chart of accounts'. Every business is different with different types of sales, income, expenses, assets and liabilities. The 'chart of accounts' is your list of sales types, different income sources, expenses, assets and liabilities. It's unique to you. Setting this up correctly at the outset will save so much time and make it much easier to post your transactions to the right place. It will also make your accounts more meaningful and so you will be able to make much better business decisions. Even if you already have a computerized accounting system with your own unique 'chart of accounts' you will need to set it up on the new system.
- Transfer Trial Balance:** You will need to do a data and transaction history conversion to move across your accounting balances (e.g. fixed assets, current assets, liabilities such as loan balances).
- Enter Sales & Purchase Ledger Open Invoices:** It is crucial you enter the correct amount so you pay over the correct amounts of sales tax and have an accurate record of who you owe money to, who owes money to you, and how much.
- Create Your Email & Invoice Templates:** One of the big benefits of a cloud accounting system is the ability send documents, such as your sales invoices, electronically. This saves so much time. Before you do this you will want to create your own branded templates.
- Set Up Your Bank Feeds:** Bank feeds enable you to automatically import your bank transactions directly into your accounting system. Although it's not always straightforward to do (some banks have their own peculiar way of doing things), it is worthwhile doing because it will save you so much time in the long run.

9. **Set Up Your Repeating Transactions:** This is optional but will save you so much time.
10. **Transfer History & Comparative Balances:** As well as transferring across your trial balance for the current period it is worth also transferring previous financial periods, too. This will help you with reporting and trend analysis.
11. **Transfer Supplier Records:** Every time you purchase something you will need to set up the record for the supplier. It will save you time if you transfer across all your existing supplier records right at the outset.
12. **Transfer Customer Records:** As with your supplier records, it will save you time in the long-run to set up your customer records straightaway.
13. **Explore The Best Apps:** You're now about ready to go. Before you do, with most cloud accounting systems there are hundreds of plug in apps to make life easier. Some of these apps help you with stock control, some with reporting and others with getting paid. The range of available apps is a bit overwhelming, but there will be some that will really make your life easier; so it's worth finding and implementing them.





## Let us do the work for you

Cloud accounting systems are so much better than manual systems, spreadsheet-based systems and desktop software. But just like those other 3 forms of accounting system they are such a hassle to set up.

The 13-step checklist will help you do all the important things. Nevertheless, even for a small business this typically takes at least 10 hours. And probably much longer.

Your time is precious.

We specialize in using cloud accounting solutions to improve business profitability. We can remove all the hassle and do this for you, so you know it is set up the right way and save you hours of time and frustration.

**[For more information about what a Cloud Accounting System can do for your profit line, give Jim Payne a call at 352-376-9401.](#)**



At BackOffice<sup>2</sup>, we're dedicated to helping growing businesses succeed. As a part of the Gainesville and North Florida communities, we value championing local businesses.

---

Follow us



© 2016 BackOffice<sup>2</sup> - All Rights Reserved

**Our location**

6601 NW 33rd Terrace  
Gainesville  
FL 32653

T: (866) 376-9401

E: [inquiry@backoffice2.net](mailto:inquiry@backoffice2.net)

[www.backoffice2.net](http://www.backoffice2.net)



BackOffice<sup>2</sup>