

# IS QUICKBOOKS ONLINE RIGHT FOR YOU?

Maybe you're starting a new business, and you're looking for a flexible, easy to understand accounting application. Or you've been managing your finances using desktop QuickBooks—or even paper and Excel—and you're wondering whether it's time to move that element of your operations to the cloud. Should you consider QuickBooks Online? You may want to if you can check any of the boxes off below.



## **YOU NEED ANYTIME, ANYWHERE ACCESS.**

You'll be able to connect to QuickBooks Online from any PC or other device that has an internet connection. The smartphone version, of course, can't do everything the browser-based version can, but you can, for example, send invoices and capture expenses, and connect to your bank.



## **YOU WANT TO OFFER SOME EMPLOYEES THE OPTION OF TELECOMMUTING.**

"Anytime, anywhere access" doesn't just apply to you. If you use QuickBooks Online, you can let staff members work from home when it's necessary. And should there be some kind of disastrous event that keeps everyone out of the office (fire, flood, vandalism, etc.), you can all still do your accounting work from remote PCs.



## **YOU WORRY ABOUT BACKUPS AND THE SECURITY OF YOUR COMPANY DATA.**

Who doesn't? QuickBooks Online is constantly working in the background, doing any necessary updates and providing safe backups. And it uses the same security and encryption policies and protocols as your financial institution.



## **YOU WANT YOUR EMPLOYEES TO HAVE RESTRICTED ACCESS TO DATA.**

If you have multiple employees doing accounting tasks, you probably don't want them to be able to see and do everything. QuickBooks Online lets you assign user roles that limit every individual's ability to view and change data.



## **YOU FIND IT DIFFICULT TO PULL TOGETHER FINANCIAL INFORMATION TO SHARE WITH YOUR ACCOUNTANT.**

Maybe you want to let an accounting professional access your company data. You might need periodic reviews or reports, or even help troubleshooting a problem. QuickBooks Online allows this.



## **YOU HAVE ACCOUNTING DATA IN EXCEL AND/OR QUICKBOOKS DESKTOP, BUT YOU WANT THE MOBILITY OFFERED BY THE CLOUD.**

If you switch to QuickBooks Online, you can import lists in spreadsheet format and convert your desktop file to one that can be used in QuickBooks Online (minus some information like memorized and recurring transactions, inventory items, and sales tax items/agencies).



## **YOU NEED TO CREATE MULTIPLE BUDGETS AND/OR AUTOMATE THE CREATION AND EMAILING OF SALES RECEIPTS AND INVOICES.**

This process is more streamlined than in QuickBooks desktop, and they're difficult-to-impossible in a manual system.



## **YOU DON'T WANT TO COMMIT TO QUICKBOOKS DESKTOP BECAUSE OF THE HEFTY UPFRONT FEE.**

QuickBooks Online is pay-as-you-go. Submit a much smaller subscription payment monthly and cancel anytime.



## **YOU WANT TO WORK IN MULTIPLE SCREENS AND MULTIPLE COMPANIES SIMULTANEOUSLY.**

You can shuffle papers around if you're doing your accounting manually, but you probably know how awkward and confusing that can be. QuickBooks desktop doesn't support this way of working. QuickBooks Online does.



## **YOU DON'T NEED ADVANCED FUNCTIONALITY LIKE INVENTORY-TRACKING, SALES ORDERS, AND PROGRESS INVOICES.**

QuickBooks Online doesn't support absolutely everything that is currently in the desktop version. Many small businesses don't need such features.



## **YOU WANT TO START SMALL WITH YOUR ACCOUNTING APPLICATION BUT BE ABLE TO EXPAND AS YOU GROW.**

QuickBooks Online comes in three different editions: Simple Start, Essentials, and Plus. As their names imply, their prices and features vary depending on their complexity. In addition, if QuickBooks Online can't do everything you need it to in a specific area, there's probably an integrated app that will extend its capabilities.



## **YOU NEED AN INSTANT OVERVIEW OF YOUR FINANCES.**

QuickBooks Online's "dashboard"—its home page—gives you a real-time, birds' eye view of your accounting data every time you log in. You'll see your account balances, as well as charts illustrating your income and expenses, profit and loss, and sales. Click on any of these, and the site takes you to more detailed screens.



## **YOU WANT TO BE ABLE TO SEE WHAT ALL YOUR USERS HAVE DONE.**

QuickBooks Online includes an "Audit Log," a report that displays the times users log in as well as any changes or additions they're made to your company file. Clicking on the View link takes you directly to the related activity screen.



## **YOU'D LIKE TO SEE THE STATUS OF ALL SALES AND PURCHASE TRANSACTIONS ON ONE PAGE.**

QuickBooks Online's main customer and vendor pages use a color-coded horizontal toolbar at the top of the screen that allows this. Click on Customers in the left vertical toolbar, and you'll see blocks representing estimates, unbilled activity, overdue and open invoices, and invoices paid within the last 30 days. Each block displays the total dollar amount and number of transactions involved.



## **YOU WANT TO MINIMIZE CLICKS.**

QuickBooks Online accomplishes this in numerous ways. With that same Customers page open, you can highlight one entry and click the down arrow at the end of the line. Depending on that customer's history, the menu that opens contains links to activities like Receive payment, Create invoice, and Send reminder. So you can do the lion's share of your receivables work from that one page.



## **YOU WANT TO MINIMIZE DATA ENTRY.**

If you're still working on paper, how many times do you write the same vendor name, item description, sales tax rate, etc. on forms? QuickBooks Online stores everything you enter -- all your customer, vendor, employee, and item records, as well as things like payment terms and sales tax rates. When you create a form like an invoice or purchase order, you simply select options from drop-down lists.



## **YOU WANT TO MINIMIZE PAPER CLUTTER IN YOUR OFFICE.**

QuickBooks Online lets you attach related files to records and transaction forms.



## **YOU'RE LOOKING FOR AN ACCOUNTING APPLICATION THAT SPEAKS YOUR LANGUAGE, NOT YOUR ACCOUNTANT'S.**

QuickBooks Online was designed for small businesspeople, not financial professionals. It uses common words and phrases, and it looks and works like other websites you probably visit.

Is QuickBooks Online right for your company? You be the judge. Its flexibility, affordability, and usability have prompted millions of small businesses to adopt it for their accounting tasks. Interested in giving it a try? Contact us at [info@lutz.us](mailto:info@lutz.us) and we'll help you make the transition.