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Make a list:

While choosing accounting software for small business, one must make a list of the tasks one wants the accounting software to perform. . This serves as a guide while choosing the software. The top consideration should be whether one needs a full accounting program that can do everything or a lightweight invoicing/expense program that simply helps one to stay on top of cash flow. The choice is really based upon the needs of your company.

Features:

Accounting software should ideally have the following features.

â€¢ Invoice: Invoice is central to all accounting software for small businessâ€” and all of them should have customized invoice with the companyâ€™s own details and logos. The invoice should be editable and unlimited. They should be in the PDF format so that they can be printed and emailed. An automatic invoicing system is very helpful where the invoice is automatically created and sent to the customers.

â€¢ Quotes and Estimates: The soft ware should be able to create unlimited quotes, rename and categorize them. It should be able to convert the quotes into invoices and use them in any currency.

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â€¢ Purchases: While dealing with sales purchases the software should be able to record and categorize them and should not be limited. It should have the ability to print purchase orders and remittance advises..

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â€¢ Customers and suppliers: The software should produce statements for customers and suppliers. One can send e mails to customers or certain subsets of customers and make the marketing part hassle free.

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â€¢ Reporting: This software should also produce a number of graphical reports to give the non accountant an insight into their business.

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â€¢ Banking: It should keep track of all the bank accounts and the transactions therein.

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â€¢ Credit control: It should have some credit control features like reminders and chasing and e-mail notification.

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