The Must Have Application Stack

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- ***Publisher***, CPATechBlog.com (2004-present)
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- Selected nine times as a "Top 25 Thought Leader in Public Accounting Technology" by *The CPA Practice Advisor*.
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K2 Enterprises

Description

As applications migrate from on-premises software to online platforms, it becomes more critical that accounting professionals identify and deploy tools which make their work more effective. Unfortunately, integrating these cloud-based platforms requires third-party services and some configuration. This session will discuss major small business platforms (accounting, CRM, etc.) as well as provide an overview of digital plumbing tools which integrate data between these platforms.

K2 Enterprises

Today's Learning Objectives

- List at least two major web-based accounting and/or CRM platforms
- Explain the difference in a no-code and a pro-code integration solution
- List at least two major application integration (digital plumbing) toolkits

Session Overview

- Background on Accounting Automation
- Digital Plumbing (aka Integration Platform as a Service – iPaaS)
- Application Stacks
- Add-on Solutions to Meet Different Needs

LET'S GET STARTED WITH SOME ACCOUNTING AUTOMATION BACKGROUND

What Is Accounting Automation?

- **Accounting automation is the process of automating many of the rote, repetitive tasks** often performed in accounting departments or accounting firms

- While some view this as a new topic, in fact, **it dates to 1640 when Blaise Pascal introduced the adding machine!**

- However, with recent advancements in technology, **accounting automation is a viable option for many tasks**

Examples Of Tasks To Automate

Data entry, such as scanning vendor bills into accounts payable
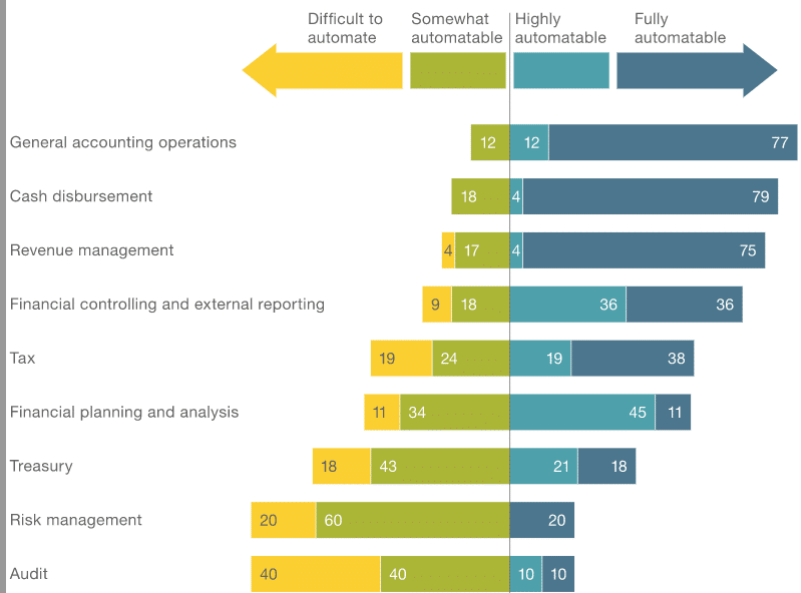
Automatically **routing documents for approvals**

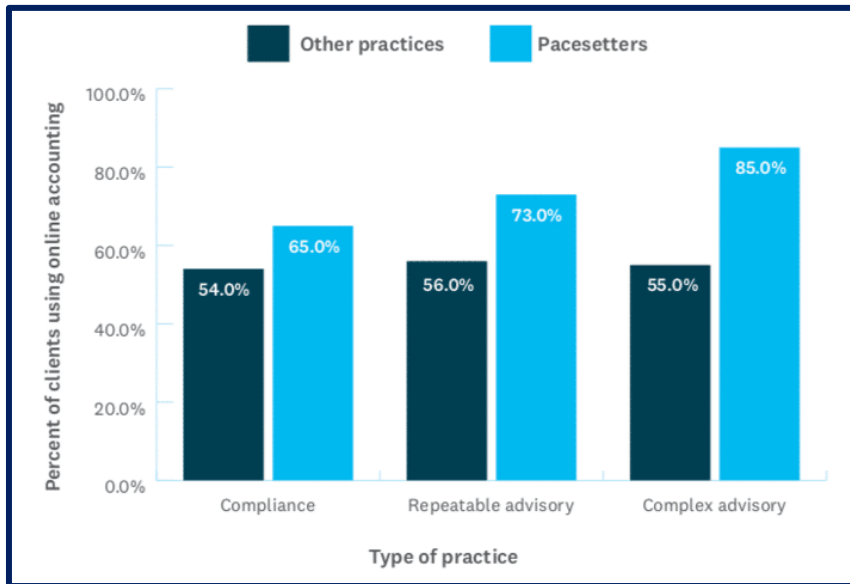**Matching documents**, such as A/P bills to purchase orders to receiving reports

Using smartphones to take pictures of T&E employee expense reporting

And, of course, **bank feeds**

Activities that can be automated using demonstrated technologies, %[1]

	Difficult to automate	Somewhat automatable	Highly automatable	Fully automatable

General accounting operations		12	12	77
Cash disbursement		18	4	79
Revenue management	4	17	4	75
Financial controlling and external reporting	9	18	36	36
Tax	19	24	19	38
Financial planning and analysis	11	34	45	11
Treasury	18	43	21	18
Risk management	20	60		20
Audit	40	40	10	10

*Results Of **McKinsey** Study On Accounting Automation*

*Moreover, A **Xero** Study Points To Automation As A Potential Differentiator*

Some Automation Opportunities

1. General ledger
2. Accounts payable processing
3. Payroll
4. Period-end review processes

5. Invoicing and accounts receivable
6. Bill payments
7. Expense Reports
8. Bank, credit card, and debit card data
9. Reporting

Accounting Automation Benefits

1. Time savings
2. Improved margins
3. Better accuracy
4. Quicker turnaround times
5. Improved customer/client service

6. Helps to "upskill" team members
7. Real-time or very near real-time decisions
8. Improved team member availability and accessibility

For Success, Focus On These Characteristics And Issues

Transactions should likely be somewhat rote and repetitive

Transactions should be somewhat "standard" with little deviation in source documents

Transactions can be processed according to a set of rules

You can connect various systems using "digital plumbing" tools

CORE TECHNOLOGIES

Some Automation Is "Automatic"

- Fortunately, **many tools have built-in automation options** available for you
  - **Bank feeds** are a good example
- For example, **most accounting platforms – both cloud-based and desktop-based – already provide bank feed functionality and options**
  - All you need to do is activate it

Some Automation Is "Automatic"

- Likewise, **many applications already integrate with other applications**…again, you just need to activate the integration
- For example, **Corpay** is a company that provides accounts payable and payment automation services
- With Corpay One, **businesses can automate customer payment processing**, saving time and money
- Further, Corpay One integrates with **QuickBooks**, **Sage Intacct**, and **Xero**, among others
- Again, just activate the integration

Other Times, You'll Need More Tech

- **Sometimes, you'll need to acquire other tools** to facilitate your automation projects
- Generally, **these tools serve to move data from one application to another**
- Four examples
  1. **IFTTT**
  2. **Zapier**
  3. **Power Automate**
  4. **Open Database Connectivity**

IFTTT

- **Simple, easy to use solution for linking data between multiple platforms, sending notifications, and initiating events**
- For example, **you can use IFTTT to automatically generate an email anytime you receive a payment via Square**
- Similarly, **you can use IFTTT to automatically download all transactions from Stripe into a Google spreadsheet**

IFTTT Pricing Plans

Zapier

- **Zapier is another simple – yet very powerful – tool you can use to link systems together and generate notifications**
- **Zapier integrates with many "business-oriented" tools and apps**
- Some examples include
  - **AccountingSuite**
  - **Sage Accounting**
  - **QuickBooks Online**
  - **Wave Accounting**
  - **Xero**

Zapier Pricing Schedule

Zapier Example

- To illustrate, **you can link QBO to Shopify** using Zapier
- Once the connection is made, **Zapier will automatically create invoices in QBO based on new orders appearing in Shopify**
- Enable this integration by authenticating to both systems and choosing the pre-built automation desired
- You can also create your own "Zaps"
- **Triggering events** include a new Account, a new Customer, a new Expense, a new Invoice, a new Bill, a new Estimate, and a new Sales Receipt

Power Automate

- Another automation option is Microsoft's **Power Automate**
- If you use a **business-oriented subscription of Microsoft 365, you likely already have access to this tool**
- Power Automate is the strongest of the tools mentioned so far
- With Power Automate, **you can create customized automations or select from a wide variety of pre-built templates**

Power Automate Examples

Save Office 365 email attachments to OneDrive for Business By Microsoft	**Send a customized email when a new SharePoint list item is added** By Microsoft
Automated — 900393	Automated — 505332

Send a customized email when a new file is added By Microsoft	**Record form responses in SharePoint** By Microsoft
Automated — 491937	Automated — 384943

Get updates to Roadmap from Project By Microsoft	**Click a button to email a note** By Microsoft
Scheduled — 310073	Instant — 196770

Send an email to responder when response submitted in Microsoft Forms By Microsoft Power Automate Community	**Save my email attachments to a SharePoint document library** By Microsoft
Automated — 184448	Automated — 184202

Accounting-Oriented Connectors

- Acumatica
- Dynamics 365
- Blackbaud Raisers Edge
- BillsPLS
- Business Central
- Expensya
- FreshBooks

- GoFileRoom
- Paylocity
- Power BI
- SAP
- Square
- Stripe

Robotic Process Automation

- **Robotic Process Automation (RPA) is a cornerstone technology** when considering accounting automation, and **Power Automate is one of the leading RPA platforms available today**
- **RPA uses software-based robots (bots) to automate fundamental, repetitive tasks**
- In addition to Power Automate, other leading tools include **UiPath**, **Appian**, **Automation Anywhere**, and **Blue Prism**

Open Database Connectivity

- **Open Database Connectivity (ODBC) is a vendor-neutral specification _linking data_** – not exporting, not copying and pasting – from one database or application into another
- As an example, with ODBC you can link data from your accounting platform into Excel, instead of repeatedly exporting/importing it or, even worse, re-keying it
- You may need an ODBC driver or connector to get the job done
- A great resource for these is cData (www.cData.com)

DATA SYNC / IMPORT
INTEGRATION PLATFORM AS A SERVICE (IPAAS)

How Do I Sync My Data With The Accounting Software And Other Tools I Use?

- **Manually**, with reports and journal entries, and a monthly reconciliation
- **Use import/export tools** like <u>Transaction Pro</u>, <u>Business Importer</u>, or <u>Big Red Consulting</u>, or use batch import tools/screens in the accounting application
  - Can use Power Query in Excel to automate data cleanup from exported reports
- **Employ pre-built integrations** provided by a vendor or a solution provider
- Subscribe to an **Integration Platform as a Service (iPaaS)** provider like Zapier, OneSaas, or others
- **Write your own interface** using the product's software development kit (SDK – usually on desktop products) or its application program interface (API – usually on cloud solutions)

Synchronizing Data Between Cloud Apps Is Often Harder Than With On-Premises Solutions

On-Premises

- Traditionally done through API/SDK with very few limitations
- Some use database calls (e.g. DDE, ODBC)
- Have the option to use supported and unsupported methods of interfacing data
- Updates can be delayed if they break an integration
- The user can be made an administrator on the local server, the database engine, the application, and the local computer, so access is virtually unlimited

Online

- The scope of the content available is usually limited, and users need to be sophisticated to create / maintain interfaces
- DDE, ODBC generally not available since database is on a remote server
- Remote server is secured and root access not possible, so must use only supported methods
- Updates are made on the publisher's schedule, and may break your add-in
- Current offerings have limited breadth and depth, but are growing rapidly into effective tools for integrators

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The Vision
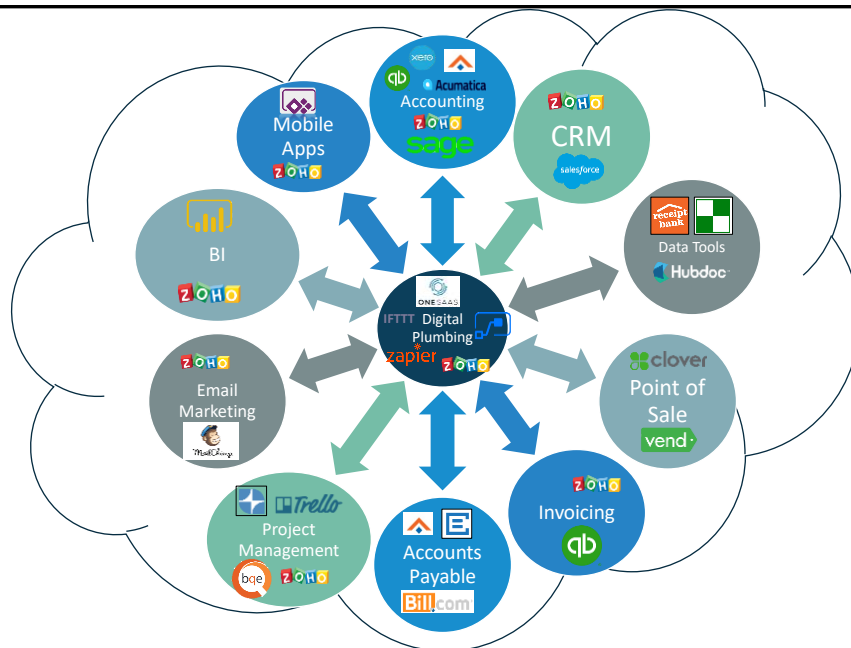
Key Terms For Digital Plumbing - ODBC

ODBC – Open Database Connectivity

- Open standard developed by SQL Access Group in 1992

- ODBC is a standard middleware API for accessing database management systems (DBMS). The designers of ODBC aimed to make it independent of database systems and operating systems

- ODBC uses a standardized command language to communicate with a translator called an ODBC driver. This ODBC driver functions like a human translator, converting commands and data between the database itself and the program/application making the request into languages and formats each understands

ODBC = Open DataBase Connectivity

Microsoft Power BI	Excel	Access	Crystal Reports	Transaction Pro

ODBC Standard Format

ODBC Driver 1	ODBC Driver 2	ODBC Driver 3

Pervasive | **Oracle** | **Sybase**
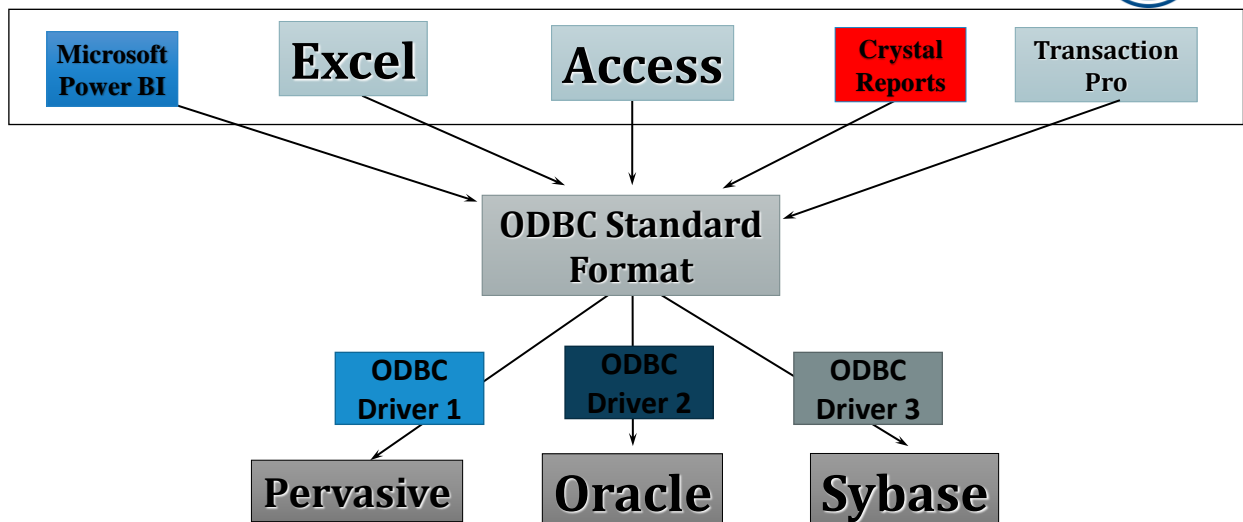
ODBC

- All modern desktop application databases are ODBC compliant – just need the driver
- Most G/Ls are ODBC compliant
- Microsoft Office has been ODBC compliant since 1997
- Some of the databases used by accounting software apps include:
  - QuickBooks desktop (Windows) is on Sybase SQL
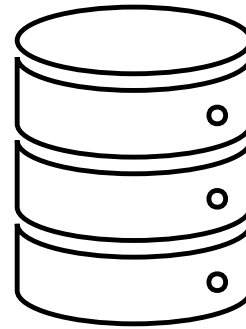 - Sage 50 US – Pervasive SQL
  - Dynamics GP – Microsoft SQL
  - Sage 300 ERP – Microsoft SQL, Pervasive SQL, or Oracle

Key Terms

API = Application Programing Interface

- A set of routines, protocols, and interfaces for building software applications; most commonly used on cloud-based applications
- APIs define interfaces which can be used to import/export data to/from a solution
- API's use different styles to communicate with applications, with names like SOAP (Simple Object Access Protocol) and REST (Representational State Transfer)
- An API and the related documentation are usually required for third-parties to create custom software solutions or add-on products which work with a program
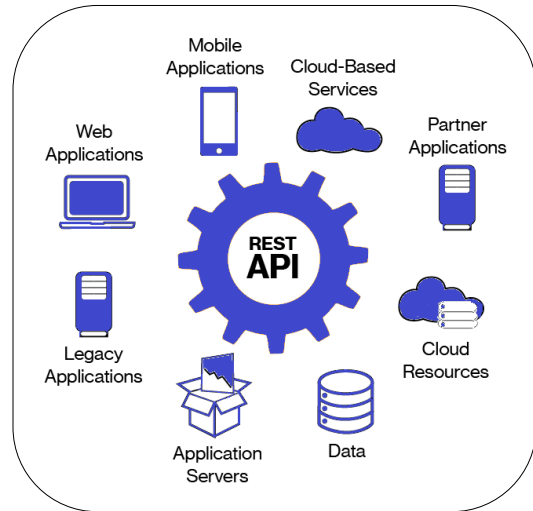
Key Terms

RESTful API

- (REST = REpresentational State Transfer)

- A RESTful API is a modern web-services oriented application programming interface which facilitates requests, queries, and posting of transactions between two systems

- RESTful API's are commonly used by cloud applications to communicate requests and data responses with third-party solutions

- Once understood, authorized users can employ REST commands to gain access to the data needed to solve a problem, automate an interface, create an Excel analysis, or create a report

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Key Terms

SDK = Software Development Kit

- An SDK is a set of software development tools, interfaces, and documentation which are used to create applications for a software package or operating system

- While SDK's are generally designed for use by programmers, they are also frequently used by extracting data from applications for custom, ad hoc analysis

- Tools for data analysis commonly use the application's SDK to get the data out of the related application into a report writer, a business analytics tool, or a spreadsheet for further manipulation

Key Terms

iPaaS – Integration Platform as a Service

- Integration Platform as a Service represents a tool which extracts data from one application and writes it to another application using an API

- Most iPaaS providers store logins, API keys, and transactions logs of what they have done, but do not store data (although there are exceptions)

- Some iPaaS providers provide advanced users with customization capabilities

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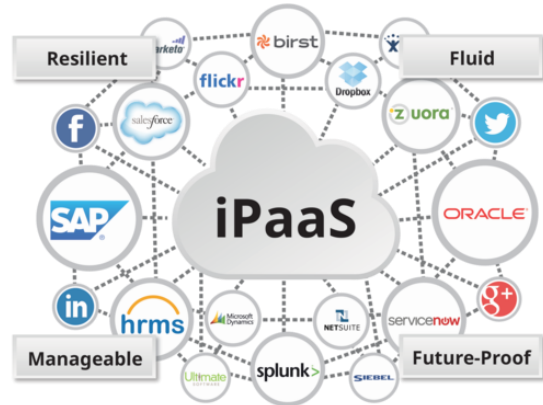
Some iPaaS Vendors

- Microsoft Power Automate
- OneSaas
- Webgility
- Workato
- Zapier
- Celigo
- IFTTT (consumer oriented)

Application Stack Needs

- Sales/marketing tools (e.g. CRM, marketing)
- Accounting/ERP solution
- Payables
- E-Commerce/billing
- Sales tax/VAT
- E-mail, chat, and other communication tools
- Operations/project management tools
- HR platform/learning management system
- Digital plumbing (iPaaS) and integration platform
- Workflow app platform

Examples Of Application Stacks

Category	Retail	Services	Manufacturing	HVAC/Plumbing
Sales	Square POS	Zoho CRM	Salesforce	Hubspot
Accounting/ERP	QBO	Zoho Books	AccountingSuite	Spire
Payables	CorPayOne	Bill.com	CorPay One	Yooz
E-Commerce/Billing	Shopify	Zoho Subscriptions	WooCommerce	BigCommerce
Sales Tax/VAT	TaxJar	N/A	Avalara	Avalara
Communications	Google Workspace	Zoho One	Mailchimp/O365	Office 365
Ops/Project Mgt	Asana	Zoho Projects	Trello	FIeldEdge
HR/LMS	Deputy	Zoho People	Sage People	Rippling
Digital Plumbing	MS Power Automate	Zoho Flow	Zapier	Webgility
Platform as a Service	Amazon Web Services	Rackspace	Microsoft Azure	Google Compute
Reporting/BI	Tableau	Zoho Analytics	Power BI	Power BI
Workflow App Platform	Zoho Creator	Zoho Creator	MS Power Apps	MS PowerApps
Other	Zoho Inventory		AccountingSuite	FieldEdge

DOCUMENT MANAGEMENT

Document Management - Things To Consider

- Check-in and check-out
- Versioning
- Custom fields
- Integration with accounting, CRM, and business management tools
- Automated retrieval of statements and documents
- Data extraction from statements and documents with import into accounting solutions
- Workflow management/approvals for firms and clients

Document Management Solutions

- DocuXplorer (on-premises; QBD)
- Hubdoc (cloud; QBO, Xero, Bill.com)
- Neat (on-premises or cloud; QBO, QBD,
- SmartVault (cloud; QBO, QBD, FreshBooks, Xero, Intuit tax apps)
- Auto-Entry (cloud; Sage 50 (US/CAN), Xero, QBO)

EXPENSE REPORTING/MANAGEMENT

Data Extraction & Expense Reporting Feature Overview
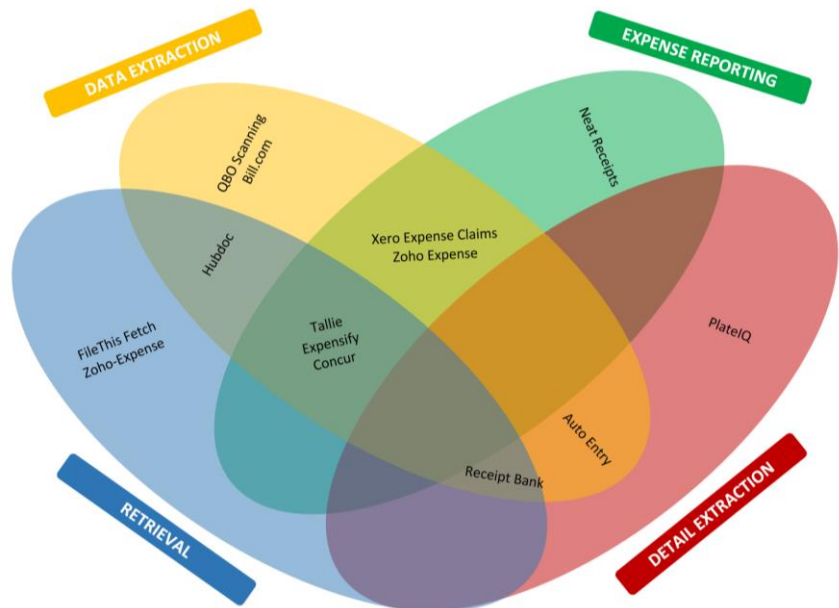
Expense Management – Things To Consider

- Credit card data feeds for corporate and personal credit cards
- Expenses can be tagged as paid with corporate or personal card
- Mobile app with receipt capture and OCR
- Data extraction from scanned receipts and import into accounting
- Approval workflows
- Bank transfer payment of amounts due
- Custom field support (jobs, accounts, etc.)
- Integration with accounting solutions

Expense Management Solutions

- Zoho Expense (cloud; QBO, QBD, Zoho Books)
- SAP Concur (cloud or on premises; QBD, NetSuite, Dynamics GP, Intacct, others)
- Tallie by Emburse (cloud; QBO, QBD, Xero, Intacct, NetSuite)
- Expensify (cloud; QBD, QBO, Xero, NetSuite, Intacct, Dynamics, others)
- Chrome River by Emburse (cloud; NetSuite, Sage Intacct, Microsoft Dynamics GP, Oracle ERP Cloud)

The Zoho Finance Suite

Since 2008…

Invoice	Subscriptions		Inventory		Payroll	
2008	**2011**	**2013**	**2015**	**2015**	**2017**	**2017…**
	Books		Expense		Checkout	
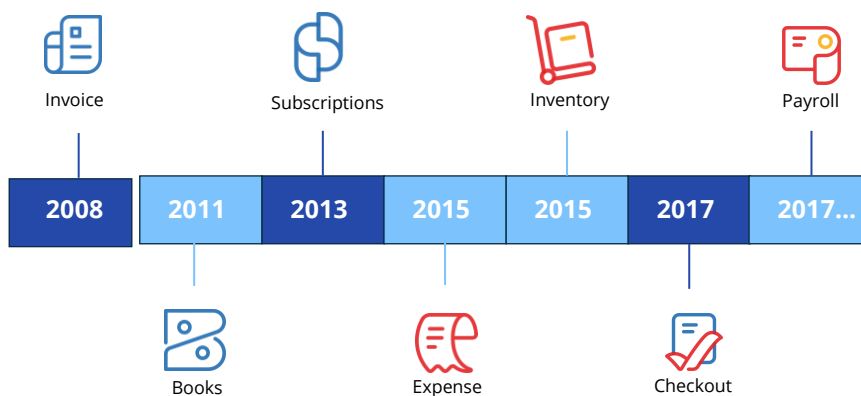
Zoho Expense, At A Glance

- Very strong functionality for $5 per user per month, a good choice for small and large businesses alike
- Offers bank feeds for both corporate and personal debit and credit cards
- Mobile app provides receipt capture anywhere, or bills can be captured via a special e-mail box, or web upload of an image/PDF to the application
- Receipt data is extracted using OCR with human backup and amounts are automatically captured and entered.
- Reporting options are solid too, including the ability to schedule reports for distribution

Strengths And Potential Issues

STRENGTHS

- Surprisingly sophisticated functionality in the entire suite, an "easy add" for most organizations
- Very affordable, very customizable/configurable solution to meet the needs of many businesses
- Outstanding ecosystem of "native" apps for integrations

POTENTIAL ISSUES

- Most new users will require training
- The ability to integrate with some programming is unparalleled, but relatively few pre-built integrations exist

Best Fit Companies For Zoho

- Small and growing businesses looking for a complete cloud-based solution that provides advanced options for inventory, CRM, subscription accounting, employee expense management, etc.
- With the availability of multiple "internal" apps to integrate with Zoho Books, businesses can create a customized solution that meets their
specific needs
- Zoho works well for more "sophisticated" small to mid-sized businesses who are looking for more than just an accounting platform

OCR/Data Extraction Tools For Documents/Receipts

- Sage AutoEntry
- Receipt Bank
- 1Tap Receipts by Receipt Bank
- PlateIQ
- Wave Receipts
- Many A/P automation tools also have modules which can extract the structured data of an invoice from scanned images of the invoice

Key Functions of Dext Prepare

- Invoice Fetch
- Paperwork Match
- Bank Statement Extraction
- Client Communication
- **Dext** Prepare Features
- Categorize by Tax Code
- 99% Data Accuracy
- Supplier Rules
- Match Bank Costs

Dext | Precision

The best reports come from data you can trust.

Dext Precision takes all of the data you or your client have fed into Xero or QuickBooks Online and alerts you to any discrepancies, so you know you're starting from a place of accuracy.

Plus it's loaded with features to improve insights, workflow and more.

Effective Reporting Starts with Accurate Data

Improve Data Quality
From onboarding to reporting.

Streamline Processes
From bookkeeping to year-end accounts.

Provide Insight
For your clients and for your practice.

Key Functions of Dext Precision

Clean, reliable data

Get instant alerts to discrepancies such as missing and bad data, as well as being able to track changes and complete back-checks.

Real time insights

Accurate figures available in real time, with the ability to turn them into reports, enables your team to offer clients more valuable advisory services.

Client Health Scores

Data Precision's Health Score lets you see the true state of a client's data, so you can price based on the data you have to work with – including any gaps you need to fill.
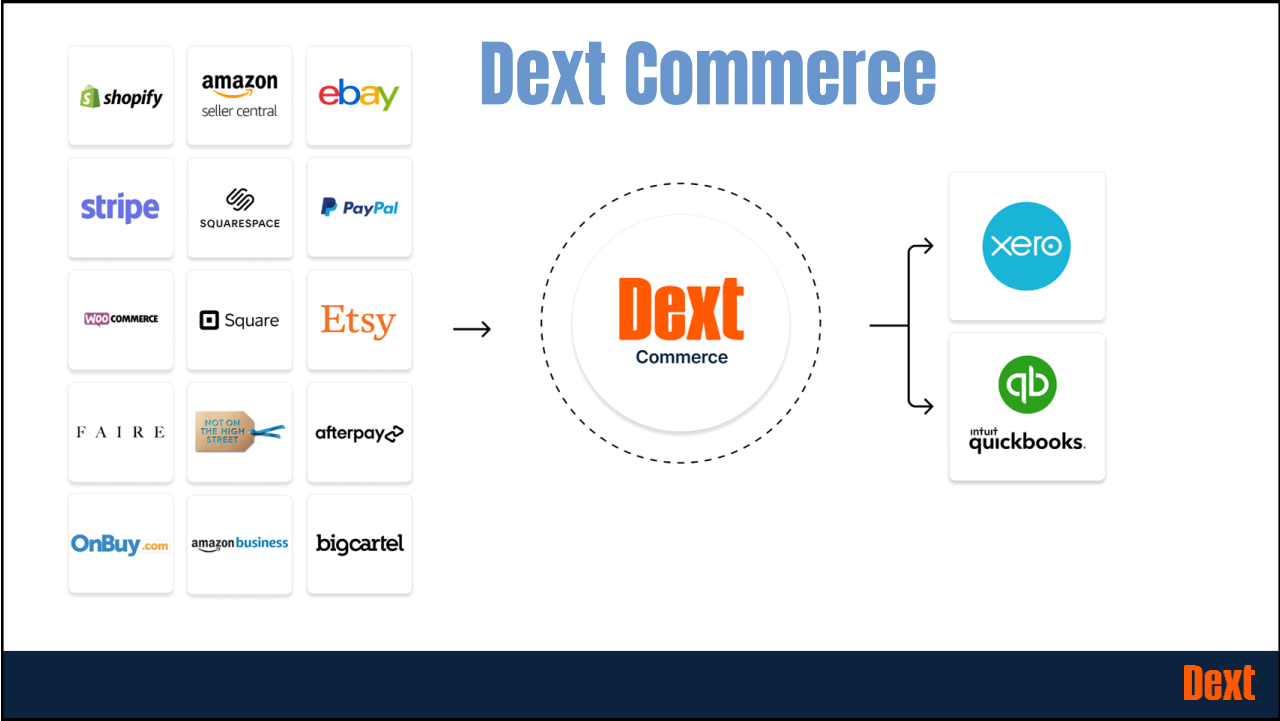
Efficient workflows

Customise workflows to your needs, then assign them to team members. Create templates and repeat flows, and schedule them to run as often as you need.
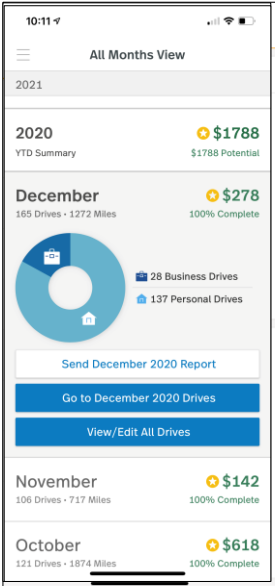
Activity dashboards

Everything you need in one place: cleanup metrics, Health Scores, dates, tags, and Client sales activity.

Dext Commerce

Shopify, amazon seller central, ebay, stripe, SQUARESPACE, PayPal, WOOCOMMERCE, Square, Etsy, FAIRE, NOT ON THE HIGH STREET, afterpay, OnBuy.com, amazon business, bigcartel → Dext Commerce → xero, intuit quickbooks.

Dext

MileIQ Mileage Tracking

- Included with many business/enterprise Microsoft 365 plans
- Mileage log activity automatically captured with location services on your mobile device
- You are presented with the activity
  - Swipe left = personal
  - Swipe right = business
  - Can add tolls, parking, descriptions, notes, etc.
- The activity is logged
- You can run reports to turn in on expense reports

ACCOUNTS PAYABLE

Accounts Payable – Things To Consider

- Invoice scanning options (upload, mobile photo, scanner, e-mail, fax)
- Invoice data extraction (what is available, is there a charge for having the service enter data)
- Integrations with accounting and other solutions
- What is the payment process (e.g. you pay or service provider pays)
- Bank integrations supported
- Fee structure (monthly, per transaction, etc.)
- VAT (GST/HST) data extraction and tracking (outside USA)

Accounts Payable - Solutions

- AvidXchange (cloud; QBO, NetSuite, Acumatica, Intacct, Sage 300, Sage 100 Contractor, Sage 300 Construction/RE, Dynamics GP, Open Systems, SAP, JD Edwards, many more)
- Bill.com – (cloud; QBO, QBD, Xero, NetSuite, Intacct)
- Checkbook.IO – (cloud; digital check writing only)

PAYMENTS

Payments – Things To Consider

- Merchant fee structure (monthly, per transaction, % charged, minimum transaction size, minimum transactions per month)
- Integration with accounting software
  - Link on invoices
  - Automatic posting/reconciliation of customer payments
  - Integration with eCommerce platform
  - Notification of payments
- API access for custom information
- Support for foreign currencies and cryptocurrency payments

Payments - Solutions

- PayPal
- Stripe
- Intuit Payments

POINT OF SALE

Point Of Sale – Things To Consider

- Integration with accounting software
- Item level inventory, departments, or both
- Does it support restaurant back office, recipes, and food cost variances?
- Can it be used to calculate inventory on the periodic (retail) method?
- Handling of markdowns and discounts
- Are credit card transactions integrated with the point of sale terminal so that you can balance by tender type?
- Cashier statistics reporting (over/short, no-sales, etc.)
- Are manager overrides configurable/available?

Point Of Sale Solutions

- Lightspeed (cloud/iOS/Android) - Best fit: smaller restaurants or larger retail businesses, multi-channel commerce
- Square (Mobile) - Best fit: small, low-volume businesses, eCommerce
- Revel (cloud-based) - Best fit: large & multi-location businesses
- Vend (cloud-based) - Best fit: small-to-medium retail
- ShopKeep (pad-based)- Best fit: small QSR or specialty retail

CUSTOMER RELATIONSHIP MANAGEMENT (CRM)

CRM – Things To Consider

- Integration with other apps (order entry, e-mails, AR balances, credit limits, inventory levels, etc.)
- Workflow management and automatic messages (e.g. DRIP campaigns, follow-up messages, order confirms, thank yous, etc.)
- Mobile access to customer notes and other data
- Calendar integration and prompting to add a record after a call or an appointment
- Telephone integration and automatic dialing of customers
- Configurable event triggers to help facilitate timely follow-up
- Customizable fields, templates, and processes to fit your unique needs

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CRM Solutions

- DoMore CRM
- Method CRM
- Results CRM
- Salesforce
- Zoho CRM

PAYROLL AND HR

Payroll And HR– Things To Consider

- Does the vendor support e-filing where available and tax calculation in all states/provinces?
- Multi-state payroll support for a single employee
- Handing of state-specific overtime (e.g. California) and union rules
- Support for benefits integration (cafeteria plans, health insurance, flex spending, HRA, medical reimbursement plans, etc.)
- Employee self-serve portal
- Time tracking and mobile time entry

Payroll And HR Solutions

- Payroll:
    - OnPay (cloud)
    - Patriot Payroll (cloud)
    - Paycom (cloud)
    - Gusto (cloud)
- Certified Payroll Solution by Sunburst Software Solutions, Inc. (on-prem)
- Wage Manager Solution by Sunburst Software Solutions, Inc. (on-prem)
- Employee Benefits & Administration:
    - PeopleKeep
    - Zenefits

SALES TAX

Sales Tax – Things To Consider

- Geolocation of jurisdictions and update of rates, or is it done by zip code?
- How often are rates updated?
- Do they support all states/jurisdictions?
- Can you print paper forms to be filed with your state?
- Support for economic nexus (e.g. pay tax based on destination, not origin)
- Outsourced preparation and filing available?
- Is electronic filing and remittance available?
- Does their solution integrate with your accounting/ERP package and e-commerce package?

Sales Tax - Solutions

- Avalara
- Sovos
- TaxJar
- Vertex Cloud Indirect Tax

DASHBOARDS

Dashboards – Things To Consider

- Does the tool integrate with your accounting, operations, CRM, and other systems in real time? If not, how often does it update?
- Are the integrations manual or are they automated?
- Are event triggers available when metrics are outside of pre-defined standards?
- Does the application allow dashboards to be created with data from different companies and shared with outside users (clients/board)?
- Are the reports filterable in a Web browser or on a mobile device?
- Does the product come with pre-built dashboard templates for the company's software packages? Are specific industry templates available?

Dashboards And BI

- FinJinni 1-2-3 (on-premises; QBO, QBD)
- Jirav (cloud; QBO, Xero, Intacct, NetSuite)
- Microsoft Power BI (cloud or on-premises; QBO, Xero, Dynamics 365, many others)
- Qlik Sense (cloud or on-premises; numerous integrations)
- Zoho Analytics (cloud; QBO, all Zoho apps, Xero, many others)

REPORTING

Reporting – Things To Consider

- Is the tool simple enough for self-service use, or will it require IT support?
- Does the tool offer enough sophistication to meet the needs of the most technical users?
- Can report templates be exported and used with data sets from other organizations?
- Are reports run on demand, or can they be scheduled?
- Is it possible to export reports to Excel? Secure electronic distribution
- How does the licensing work for report writers and those who need to receive reports?

Reporting - Solutions

- [Fathom](#) (cloud; QBO, Xero, MYOB)
- [My Business Manager eze](#) (cloud; QBO, QBD, Xero, some Sage)
- [QQube](#) (on-premises; QBD)
- [Qvinci](#) (on-premises; QBO, QBD, Xero)

BUDGETING/FORECASTING

Budgeting/Forecasting – Things To Consider

- How many budgets/forecasts can you have?
- Can you create a budget based on last year's budget? Based on last year's actual?
- Can data be imported from Excel?
- What filters can be used to create budgets (customers, profit centers, jobs/projects)?
- How are budget/actual reports created?
- Can you budget and report on non-financial KPI's (FTEs, sales/sq. ft., etc.)
- Are dashboards supported?

Budgeting/Forecasting - Solutions

- CashFlowTool (Finagraph) (cloud; QBO, QBD)
- LivePlan (cloud; QBO, Xero)
- Planning Maestro (cloud; QBO, QBD, many mid-market solutions)

Summary

- The **opportunities for accounting automation are almost endless** and seem to expand daily
- Newer technologies and integrations mean that **options continue to grow**
- And the benefits are great…**improved accuracy, less time spent on mundane tasks, greater efficiency, enhanced internal controls are all possible**
- ***Your challenge is to pick three tasks and automate them during the next 60 days!***