PAPER MAID SOLUTIONS
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Moving to Cloud Computing Work Flow.

- Set up Online file & subscription agreement. - Set bookmarks in web browsing windows for easy sign in.
- Send email with sign information & set in contact details.
- Download apps onto phone and understand how to use it.
- Set up bank feeds if possible directly into accounting software

- (If direct feeds are not ava – find alternative method of accessing information)
- Add logo's, payment terms and invoice templates

- Demonstrate and train how to create simple invoices with attachments and email to clients
- Demonstrate how to manage accounts payable through receiptbank or Hubdoc apps on phone.
- Set up payroll details in accounting software
- Invite staff to enter timesheets on phone – train staff in use and managers in how to approve and process payroll.
- Set up, demonstrate and train use of aba files with online banking

- Demonstrate and train how to complete accounts payable coding and publishing from receiptbank or hubdoc to accounting software & payment of bills with aba file.
- Demonstrate and train how to reconcile payments received at bank with accounts receivable invoices.
- Demonstrate and train how to send clients reminders and statements directly from accounting software.
- Set up, demonstrate and train superannuation payments through accounting software.
- Set up, demonstrate and train BAS preparation, payment and business reporting.