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invoicing is), how customers and clients are invoiced can be just as important as when. Do you provide your customers with a mailed invoice only?

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Invoicing and accounts receivable go hand-in-hand, which is why they're both reviewed in this issue. It's impossible to have a solid accounts receivable system without including a proper invoicing function. How can you collect on balances due if customers and clients aren't provided with timely invoices?

While invoicing on the surface seems like a fairly straightforward feature, (and

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balances owed your business, the job of an invoice is to remind your customers that you are owed a specific amount of money and that money is expected by a certain date.

Some of the invoicing features we looked for in the applications that we reviewed include the ability to offer multiple payment options – which will likely ensure quicker payment. Accepting online payments often means quicker payment. Another feature we looked for is the ability to customize your invoices and statements. Branding is important – you want your customers and clients to know where the invoice is coming from immediately. Automatic payment reminders are essential, and if you're a service business or an accountant billing a client, can you track your time and invoice it easily?

In this issue, we looked at many of the same products that we reviewed for their Accounts Receivable capabilities, mainly because the two functions are so closely related. Again, these products vary widely, with some suitable for small businesses, to those that work with enterprise level operations, to those designed strictly for professional accountants. While reviewing these applications, we focused on the availability of some key features, including:

- Online payment options
- Customizable invoice templates
- Estimates/quotes
- The ability to process recurring invoices
- Automatic payment reminders
- Reporting
- Automated late fees
- Discounts
- Multi-currency

- Time and expense tracking

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particular audience. The products included in the Invoicing review include:

### **Accounting Software Applications:**

- [AccountantsWorld](#) (for accounting professionals only)
- [Acumatica](#)
- [FreshBooks](#)
- [Intacct](#)
- [Kashoo](#)
- [QuickBooks Online](#)
- [Sage 50c](#)
- [Thomson Reuters Accounting CS](#) (for accounting professionals only)
- [Wave Accounting](#)
- [Xero](#)

### **Invoicing Apps:**

- [Zoho Invoice](#)
- [Free Agent](#)

### **Invoicing Utilities:**

- [Bill.com](#)
- [FundBox](#)
- [Invoice Sherpa](#)

Solid invoicing capability, like accounts receivable capability, is a necessity, whether you're a global enterprise or a freelance editor. While the needs of the global enterprise will not be the same as those of a freelance professional, ease, convenience, and the capability to produce professional invoices is the same.

Whether you produce a dozen or thousands of invoices a month, having a system in

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