## **CPA**

## Practice Advisor

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## **FreshBooks**

www.freshbooks.com

## From the 2018 reviews of invoicing systems.

FreshBooks is an online accounting application best suited for freelancers and very small businesses. FreshBooks really focused on client time and billing, but also offers solid invoicing capability. A mobile app is also available for both iOS and Android smart phones and tablets.

FreshBooks users can choose from a Simple or Modern invoice template. Users can also choose the theme color, font, and specific currency and language to be used in the invoice, with the option to upload a business logo or banner if desired. Once the template is chosen, users update settings to accept credit cards, make the invoice a

recurring invoice, send payment reminders at a specified interval, and charge late

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entering the percentage discount that should be applied. There is also an option to add sales tax to any invoice by entering the appropriate tax information when setting up the invoice.

The multi-currency option in FreshBooks allows users to issue invoices and accept payments in a variety of currencies, a welcome feature for those that conduct business globally.

The Client Account Statement is created by exporting invoicing details for each client to an Excel spreadsheet, where users can adjust totals if necessary, save as a CSV file, and send directly to their clients.

Excellent time and billing capability in FreshBooks allows users to track time in 15-minute increments. FreshBooks also contains a timer that can be utilized at any time, with users able to easily add a project or service option to any timer. If the time entered is billable, users simply check off the Billable option.

FreshBooks offers excellent online payment options, with payments accepted through FreshBooks Payments or Stripe. Users can also enable a payment option on any invoice sent to a client, allowing the client to pay directly from the invoice. FreshBooks also offers integration with more than 65 apps, including Apple Pay, PayPal, and a variety of eCommerce sites including Shopify and Magento.

A completely integrated application, FreshBooks features all work together. In addition, the product offers integration with numerous third-party applications, including Fundbox, Zapier, Stripe, Gusto, Basecamp, Eventbrite, and Salesforce. In addition, the product also integrates with Square, enabling users to accept payments from anywhere.

Reporting options in FreshBooks include the Invoice Details Report, which provides an overview of all invoices that have been created, including their current status. All

FreshBooks reports can be viewed on screen, printed, or exported to Microsoft Excel

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Accounting

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