WordSmith PR, LLC

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FOR THIS INVOICE

Accept Online Payments **YES** >
FreshBooks Payments Enabled
Credit Cards

Customize Invoice Style >
Change Template, Color, and Font

Make Recurring >
Bill your clients automatically

Billed To	Date of Issue 06/29/2020	Invoice Number 1530	Amount Due (USD) **$975.00**
	Due Date 06/29/2020		

Description	Rate	Qty	Line Total
Consulting Services Small Business Owner Salary Calculator project- determining viability of calculators and additional content.	$150.00	6.5	$975.00

Subtotal	975.00
Tax	0.00
Total	975.00
Amount Paid	0.00
Amount Due (USD)	$975.00

FreshBooks

FreshBooks Cloud Accounting

www.freshbooks.com

From the 2020 reviews of small business accounting systems.

FreshBooks is best suited for sole proprietors, freelancers, and consultants who are looking for easy account management and solid invoicing capability. FreshBooks offers complete accounting capability as well as integration with numerous third-party applications. Though FreshBooks also offers a Teams version which is suitable

for small businesses with a few employees, the application is best used by individuals

Once users choose a plan, setup can be completed quickly. FreshBooks users can quickly create a project, custom proposal, quote or retainer, with clients able to approve an estimate online.

In addition, users can easily convert an estimate to an invoice once approved. Integration with numerous third-party apps allows users to access additional functionality including inventory management or point of sale capability.

Core Accounting Features – 4.5 Stars

With the addition of double-entry accounting, FreshBooks has taken itself from a checkbook style financial application to a complete accounting application. FreshBooks includes a simple default chart of accounts that also supports sub-

accounts. Users can now run financial statements such as a Balance Sheet, Trial

customization options available, including the option to include a link for customers to pay their invoice online. Automatic reminders will be sent to customers when their invoice becomes past due, and a late fee can be added to any invoice if desired. Any invoice created in FreshBooks can be made recurring, and the application allows users to see when an invoice has been viewed online.

Users can also manage all customer payments conveniently from the same invoice screen, including details on how the invoice was paid. Sales tax information can also be managed in FreshBooks to ensure that the correct tax is being collected and paid. The proper rates must be entered by the user. Time tracking capability is also included in the application, with users able to log time manually or use the included timer. Daily breakdowns of all logged or recorded time is available, and users can easily add any logged hours directly to a client invoice. FreshBooks does not offer payroll capability, but does integrate with Gusto Payroll for those who need to pay employees.

Relationship Management 4 Stars

Basic information can be tracked for both customers and vendors, though information tracked is limited to vendor or customer name, and basic expense details. Users can create a quick expense option to pay bills that do not have a current vendor, though it's better to enter the vendor information, particularly if a 1099 is required at year end. Customers and vendors can be entered on the fly, with an option to add documents such as invoices, warranties, or receipts to any customer or vendor file.

Cloud Capability – 5 Stars

As a cloud application, FreshBooks users can access the system from anywhere, with mobile apps available for both iOS and Android devices. FreshBooks also includes

online payment options, with the ability to accept a variety of online payment types

revenue streams, spending, and unbilled time. The dashboard is completely customizable and offers access to FreshBooks reporting options which include financial statements and a few additional reports such as Invoice Details, Expense Report, Account Aging Report, a Bank Reconciliation Summary, and a Sales Tax Summary Report. Reports offer little in the way of customization, though they can be exported to Microsoft Excel if customization is desired. Frequently run reports can be saved as a Most Popular report, where it can be easily accessed and run in the future. Another nice feature is that FreshBooks users can add their accountant as a FreshBooks user, giving the accountant access to the dashboard and reports.

Tech Issues – 5 Stars

FreshBooks offers integration with more than 100 third-party apps including Avalara, Eventbrite, Salesforce, Mail Chimp, Zendesk, Expensify, Harvest, HubSpot, PayPal, Payroll, Shopify, Square, Gusto, Zoom, eBay, Magento, and Zapier. Users can also import data from other applications directly into FreshBooks using a CSV file format.

FreshBooks users can access support from the FreshBooks Support page, which includes a searchable knowledgebase as well as access to top help categories such as dashboard and settings, invoices and payments, online payment, expenses and bank connections, and projects and time tracking. Clicking on a category displays a variety of help articles that include step-by-step directions for each task or feature. FreshBooks also includes a setup wizard, which guides new users through the entire setup process, with users able to access support from any data entry screen. FreshBooks includes toll-free telephone support, with support accessible via email as well.

Summary

FreshBooks is a good fit for sole proprietors, freelancers, or consultants who are

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Accounting

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