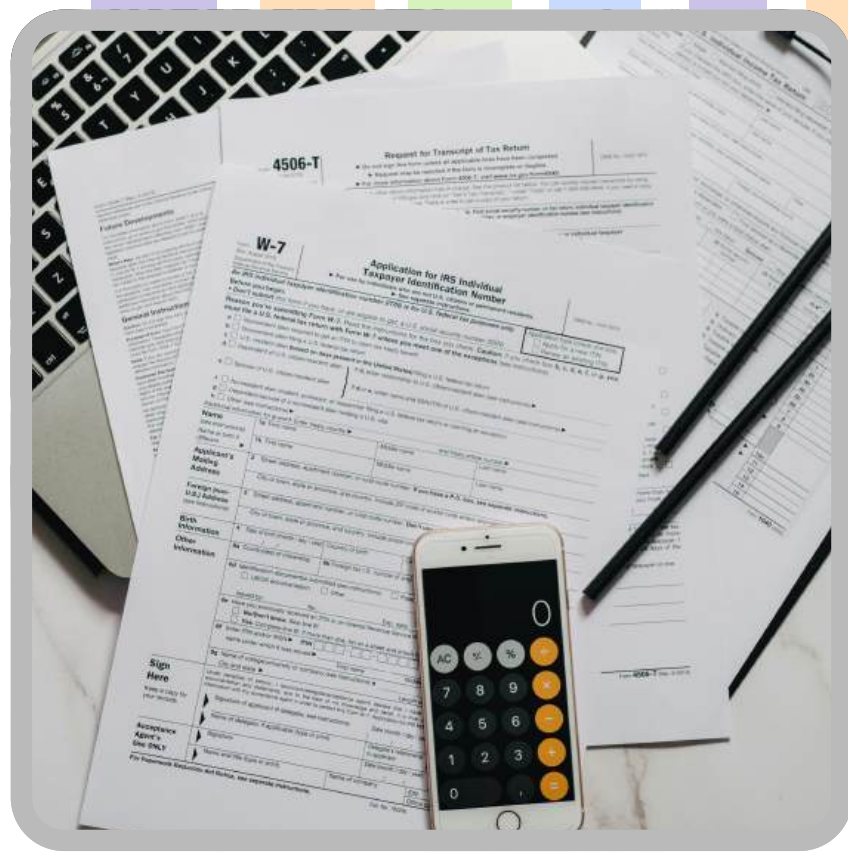
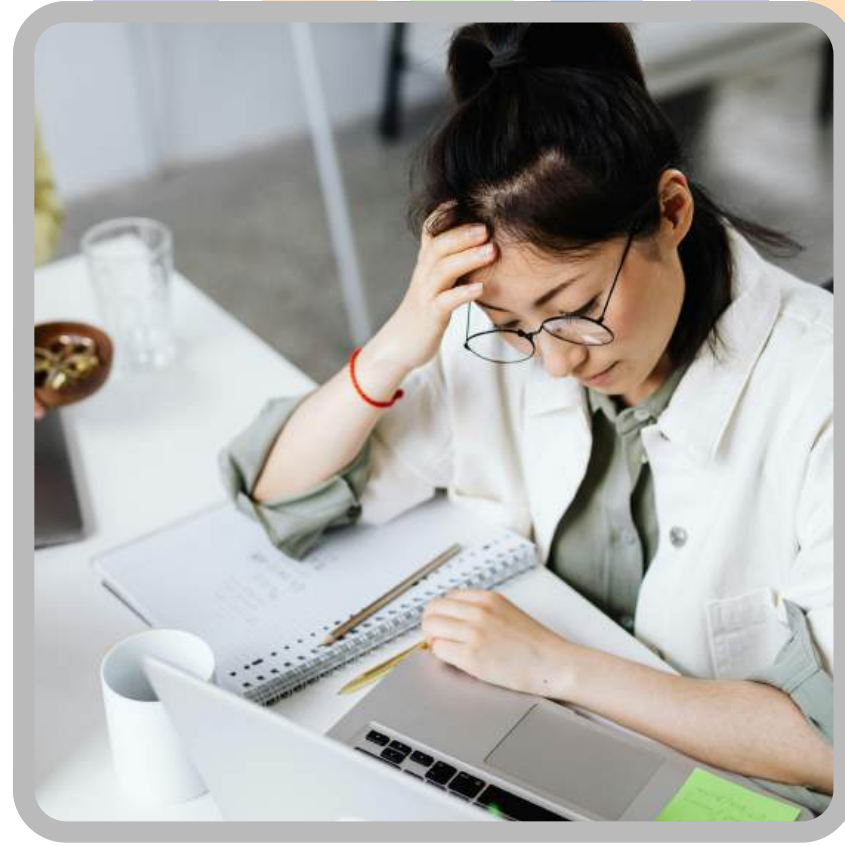


5

Accounting Tasks to Automate

1. Data Entry and Receipt Management

If you're still manually entering every expense and receipt, it's time for a change. Use automation to turn that mountain of paper into organized digital data in seconds. For example, you can snap photos of receipts that instantly turn into categorized transactions, while bank feeds automatically update your books in real-time.

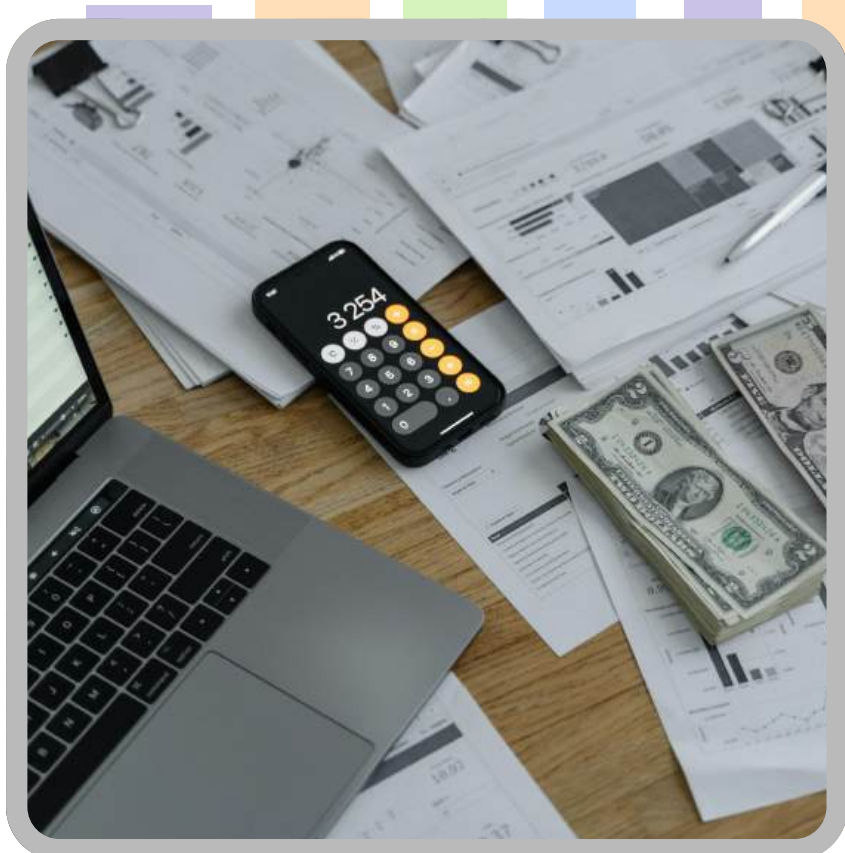


2. Tax Document Collection

Tax season shouldn't feel like a scavenger hunt. Use automation to turn this document chase into a smooth collection process. For example, set up a system that automatically requests documents at the right time, tracks what's missing, and organizes everything into client folders.

3. Payroll Processing

Payroll is one of those tasks that seems simple on paper until it's not. But worry not—automation transforms this headache into a hands-off breeze. For example, when your system automatically pulls in employee hours, calculates taxes, and handles direct deposits, you can finally stop being the weekend warrior of wage calculations.



4. Bank Reconciliation

Remember when bank reconciliation meant blocking off your entire Friday? With automation, your transactions match themselves daily, discrepancies get flagged instantly, and you can actually leave the office in time for dinner. Now, that's what you can call a balanced book.

5. Accounts Payable

Switch to a system where bills get processed the moment they land in your inbox. Automated routing pushes them through approval channels, payments schedule themselves, and every transaction leaves a clear digital trail. Vendors stay happy, clients stay informed, and those dreaded overdue payment notices become ancient history.



Bonus Task: Client Communication

Stop playing receptionist and let accounting client portal software streamline client interactions. It creates a central hub where clients can view their deadlines, requirements, and document statuses instantly. Automated reminders keep clients up-to-date and on track without needing constant follow-ups.