

# Manage your business on the go

The essential guide to keeping your business moving while you're on the move



# Keep your business moving

## Even while you're on the move

Running your own business is rewarding. But let's be honest, it's also a challenge. Staying on top of industry trends, being at your clients' beck and call, finding new clients, juggling meetings, keeping track of cash flow and filing your tax returns. They're all competing for your time and attention.

You can end up so focused on running your business that financial and IT tasks take a back seat, creating problems that could one day come back to bite you.

Imagine if you could issue an invoice as you finish a job at a customer's site. Upload expenses on the fly. Effortlessly manage cash flow on the go.

Technology is no longer limited to the office. With smartphones and tablets now as powerful as laptops, you can do pretty much any business task wherever you are.

And by automating everyday financial tasks, you'll vastly reduce the amount of admin you and your accountant need to do too—making you more self-reliant as you look to scale, strategize and compete.

**This guide will show you how using simple, flexible and powerful cloud-enabled tools can help you manage your business on the go, and keep on top of your business finances.**



# How to run a business from your mobile phone

## The cloud-powered apps you need to download today

Your smartphone contains more computing power than NASA used to put a man on the moon. And that means the technology you need to run your business from anywhere already exists in the palm of your hand. So how do you take control of your business when you're out and about? Here are 7 apps to get your started.



### Slack

Team communication and coordination

A powerful platform for communicating with your team, wherever they are. No more searching through email accounts—Slack's integration with multiple services and additional tools means everything can be coordinated through this one app.

Apple App Store Google Play Store



### Buffer

Simpler social media

Buffer allows you to update Facebook, Twitter, LinkedIn, Google+ and Pinterest, all through one app. What's more, you can schedule updates to appear at a specific time, spread throughout the day instead of in a single burst.

Apple App Store Google Play Store



### Dropbox

Storage without hardware

Dropbox allows you to keep your files in the cloud, meaning you can access them from anywhere with an internet connection. The Dropbox app makes things even easier for working on the go, and there's a free version with 2GB of storage.

Apple App Store Google Play Store



### GoToMeeting

Business-grade conferencing

Used by small businesses and international giants alike, this is probably the most widely known solution for video conferencing. Connect with anyone, anywhere, on any device, via a professional video conferencing and call service.

Apple App Store Google Play Store



### Pocket

Content in one place, on and offline

As you rush through your busy work day, there'll be inspirational and educational content that you want to read or watch, but don't have time for. Make sure all of these nuggets are saved in one place for later enjoyment with Pocket.

Apple App Store Google Play Store



### LinkedIn

Manage your contacts on the move

Having previously been treated primarily as an online portal for your CV, this professional social network has become the primary way to keep in touch with former colleagues and share insight with a broad group of people.

Apple App Store Google Play Store



### Sage Expenses & Sage Invoices

Manage your business transactions from anywhere

Sage's handy app offers a quick and easy way to keep track of your accounts with a clear money in, money out summary, generate invoices in just a few taps and log your expenses using your phone's camera. It's simple to use and helps save you time.

Apple App Store Google Play Store

# How the cloud can transform your business finances

## Six ways cloud accounting helps you focus on what you love

You can run your entire business from your smartphone's touchscreen—but the benefits don't stop when your thoughts turn to managing your finances. Cloud accounting tools are built for your smartphone, tablet, laptop or any device you prefer. But what does it really mean to be 'in the cloud' and what are the benefits to you and your business? Here are six ways a cloud accounting solution could change your work life for the better.



### Get your weekends back

Say goodbye to wasting precious time issuing invoices, paying bills and wading through your paperwork. The smartphone is your most powerful business tool: using mobile cloud-based solutions, you can productively manage your finances as and when you need to. It's a great way to keep you and your accounts synced—and your work-life and home-life in perfect harmony.



### Spread the load and beat the year-end blues

Looming tax return deadlines can mean less time spent focusing on your real work. Using cloud-based services not only allows you to update your financial information with a click of a button, it also lets you work online with your accountant. Keeping your finances updated on a regular basis spreads the tax return administration load over the year, so you stop managing your finances in stressful peaks and troughs.



### Keep sensitive data secure

You need to be mobile—out and about meeting customers and keeping projects moving. But that doesn't mean that your sensitive business data needs to go everywhere with you. Why not securely log on and work from your phone, laptop or tablet while your sensitive data stays safe in the cloud? If you lose a device, the drama stops there. What's more, you won't damage customer confidence or be at risk of legal action.

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“Think about how you can eliminate duplication and/or risk of error in your records. Every time you have more than one system for something, the risk of errors increases substantially.”

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Carl Reader, The Startup Coach



### Simplify IT

Achieving “anyhow, anywhere” IT might sound like it’s going to be technically complex. Think again, because the right cloud apps are automatically updated. You can even link in customer relationship management systems and reporting tools and run all your key business systems as one. Because it’s cloud-based you don’t need any expensive hardware and all your data stays securely backed up and off-site. Choose a solution that offers intuitive interfaces and round-the-clock support and you’ll be actively making your IT simpler, cheaper and more effective.



### Ease compliance

From employment and tax laws to constantly changing data protection regulations, trying to keep up with legislation is one headache you could really do without. With a cloud accounting solution, anything that’s a legal requirement is built into your software and updated in real-time as compliance changes happen. You’ll be alerted, guided and protected. And what business doesn’t want that?



### Make smarter decisions and drive strategic new directions

Leverage data in real-time to make super quick business decisions and steal an edge on your competitors. See patterns. Spot opportunities and trends. Share data with employees in multiple locations—enabling them to act on information quickly. You become a first-mover, not an also-ran.

So what’s the net result of all of this? You’re running a low-cost, agile, productive, scalable, compliant, smart and customer-focused business. Instead of worrying about money, you can focusing on making it: pursue opportunities, build your business your way, without technical and financial stuff getting in the way.

# Where would you rather be?

## Weighing up the pros and cons

So why wouldn't you take advantage of the cloud?

**Imagine how your working life could be transformed:**



# Are you ready for anywhere working?

Rolling out cloud-based tools doesn't need to take a huge investment in time and effort. In fact, it's probably easier than you imagine. And one of the benefits of cloud and mobile systems is that you can make the move in stages, working at a pace that suits you. Why not get started today?

**Wherever you are on your business journey,  
there's a great cloud solution ready for you.**

**Contact us today to talk about the right solution for your business.**

{Partner Display Name}

{Partner Phone}

{Partner Email}

{Partner Website}

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Accounting

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