

FINANCIAL AND HR



Unless you have a financial background, this part of the business can be challenging. It is essential to have a clear picture of the financial status of your business at all times. There are various products that can help you manage finance and HR, but some can be costly.

12 Instant accounting

FNB Business Banking

FNB Business Banking clients have free access to an online accounting solution that uses FNB electronic bank statements to generate financial statements. It allows you to prepare income statements, balance sheets and cash-flow statements and provides debtors, creditors, budgeting and VAT functionality.

Get it from: FNB. Call 0860 22 22 55 or email instantaccounting@fnb.co.za

Cost: Free

13 Online billing

SnapBill

SnapBill is an online invoicing and billing system. When starting out, you can take advantage of the free offering to invoice up to five clients. The Startup package lets you invoice up to 50 clients and costs R50 per month. The online billing system is quick and easy and can be automated for recurring billing. SnapBill is always available and accessible from anywhere via any web enabled device. Complete system back-ups are done every 15 minutes to ensure that no data is lost or compromised.

Get it from: www.snapbill.com

Cost: Free - R50 per month

14 Entry level software

Palladium Software

To keep start-up costs down you can opt for limited functionality accounting software, like the Individual Version offered by Palladium Software. It lets you invoice

customers, remit statements, process and pay suppliers, pay taxes and print compliant financial statements. Palladium adds a release every year so that the application stays current with new enhanced features. It is limited to a single user, but does not time out with transactional volume or after a specific date.

Get it from: www.palladiumsoftware.co.za

Cost: Free

15 Leading accounting software

Absa Business Essentials

Absa Business Essentials is a service available to existing Absa Small Business Customers. Members get access to tools and services that are essential to business operation, including QuickBooks Pro software worth R3 000. QuickBooks Pro lets you track money in and out of your business, record who you owe money to and who owes you, which of your products, services or customers makes the best return, understand how profitable the business is at any time, and record and manage VAT.

Get it from: Absa (www.absa.co.za)

Cost: R185 per month

16 Online payroll

Pastel My Paycheck Online

Pastel Payroll offers software solutions to suit the different stages of a company. For start-ups it could work out more cost-effective to use the Pastel My Paycheck Online solution if you have less than five employees.

It is a cost-effective method of paying your employees and requires no installation time or set-up costs. It also allows you to access your

payroll data at any time from anywhere in the world. Pricing starts at R196 per annum for two employees.

Get it from: www.pastelmypaycheck.co.za

Cost: Starts at R196 per annum

17 People management

PeoplePlus

Aimed at SMEs looking for cost-effective business tools, PeoplePlus has launched a freemium HR & payroll solution. It makes significant HR and Payroll functionality available for free, with the option to add the premium services at competitive prices. The free solution is web-based, making it available 24/7 and it offers data back-up and automatic legislative updates. It includes human resource information, leave management, disciplinary and training management modules, a recruitment portal, a document manager and payroll module.

Get it from: www.peopleplus.co.za

Cost: Free

18 Tax calculator

Pestel Payroll

To work out how much tax you need to deduct from your employee's salaries, use Pestel Payroll's free tax calculator by logging on to the Pastel Payroll website and following the link to the Online Salary Tax Calculator.

Get it from: www.pastelpayroll.co.za

Cost: Free

19 Manage your money

Bull's Eye Advisory

As a new business owner investing your own money into your business, you need to make sure that your finances are in order. A good idea is to have a personal budget. Bull's Eye Advisory offers a free personal budgeting tool on its website.

Get it from: www.beadvised.co.za

Cost: Free

20

Pocket profit calculator

ActionCOACH

ActionCOACH has released its 5 Ways To Profit Calculator app. The app shows you how to improve the bottom line of your business by simply increasing one (or more) of five critical areas: leads, conversion rate, number of transactions, average sale value or profit margins. You simply plug in the current number (baseline number) of each of those areas, calculate your 'baseline' profit, and then choose the percentage you would like to increase your profits by – the app will determine what numbers you need to reach to achieve your profit goals. You can also use the app to see the difference small increases in all five areas make on your bottom line. The app offers a number of strategies to increase the baseline numbers in each area.

Get it from: iTunes

Cost: Free

