





Online accounting

A guide for clients





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BWM Online is our online bookkeeping and accounting service, operated by Twinfield, who are the European market leader in the area of online accounting. It provides a cost effective & totally accessible way for you to work with us. Because BWM Online works as a web application, users can access and exchange financial reports online anywhere and anytime via a secure internet connection.

With BWM Online you get:

- Exceptionally secure online (cloud) accounting with built-in safeguards for client data
- The ability to assess the impact of business problems based on real-time information
- The support to strategically grow and develop your business, without ever outgrowing your software
- Safe login, even via your smart phone with SMS Secure Login.
- · All data is held within the European Union
- Ongoing support provided with seamless updates

Under our expert guidance, BWM Online allows us to work with you collaboratively in processing your accounting records online, tailoring our involvement to suit your individual requirements. It integrates easily with your existing software packages. Features at a glance:

General Ledger- flexible, efficient and always in balance

- Flexible, multidimensional chart of accounts
- Multi-currency and multi-company transaction handling
- Dual based currency
- Inter-company transactions and reporting
- Multiple reporting structures for country specific and group reporting
- User and role based dashboards, providing real time visibility

Accounts Payable- Scan and post

- Receive / send invoices via email and use BWM online self-learning software to reduce input and errors
- Drill down to original invoice from on-line reporting
- Control your payment runs with credit terms and pay routines
- Ensure that settlement discounts and not missed or duplicate invoices processed
- Pay by BACS or cheques
- Use sophisticated self-learning software
- Check aged analysis to control cash flow





Accounts Receivable - Simple and configurable

- · Create invoices from quotations
- Select goods or services from easy drop down lists
- Manage your days of debt. Automatic calculation of due dates
- Aged debtor analysis with full drill-down to documents
- Online credit management
- Statements and reminder letters email or PDF
- Task creation for debt management
- Automatic allocation of payments from Bank Statements

VAT

• File your VAT returns online with HMRC

Fixed Asset Register

- Register your business assets by class & asset
- · Fully integrate with General Ledger
- · Depreciate by straight line or reducing balance
- · Acquire, dispose, add to and revalue

Project Accounting

- Time & Billing
- Record invoices & expenses
- Bill from project

Reporting

- Over 50 Standard reports
- Export to PDF, CSV, Webpage and Excel
- Copy, reformat and save as new reports

Twinfield Analysis

- Excel plug-in
- · Pre-defined data cubes for quick data access
- Merge with non-financial data

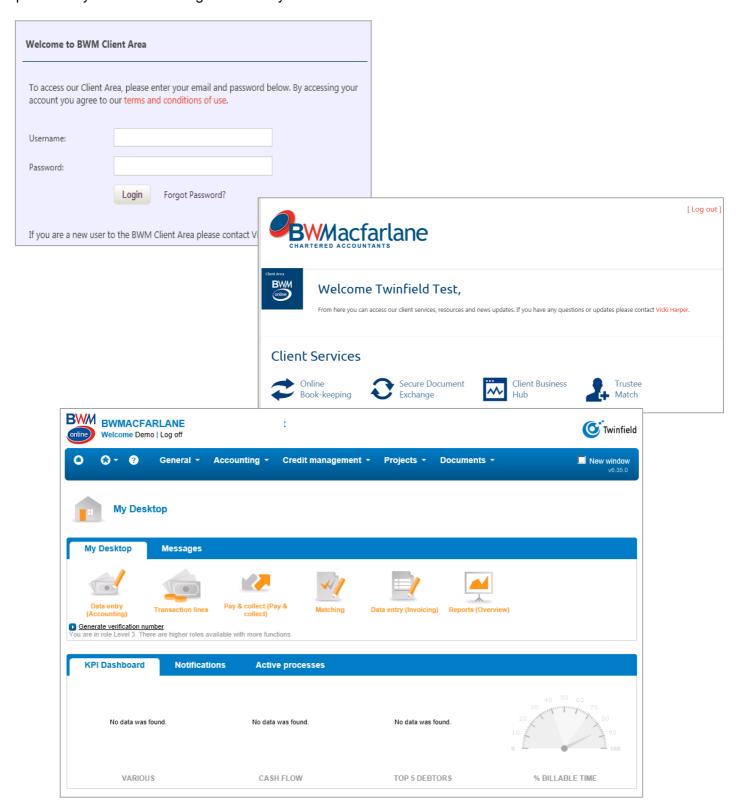
Pricing

We agree with you the service package that is right for you, typically agreeing one low, flat monthly fee so you can budget accordingly.

BWM Online pricing is very competitive compared to other major online accounting packages. There are also considerable savings versus offline software costs and in relation to time savings.

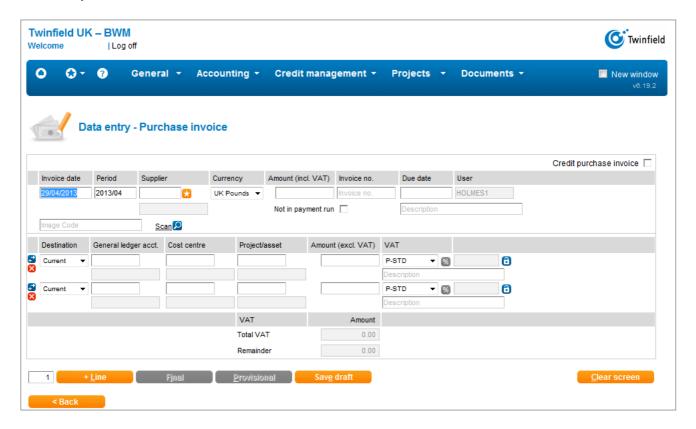
For further information please contact Lesley Malkin-lesley.m@bwm.co.uk

BWM online with Twinfield is a simple to use internet based interface, once we have set you up with a password you are able to log on from any internet enabled device:

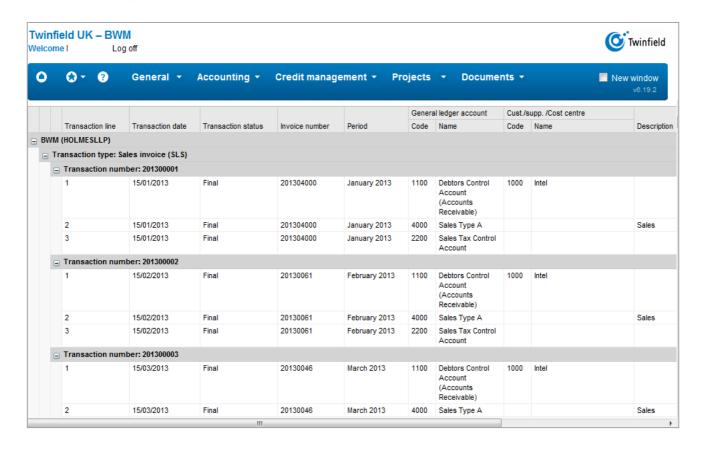


Here are example screen shots of just some of the many functions that can be carried out through BWM Online:

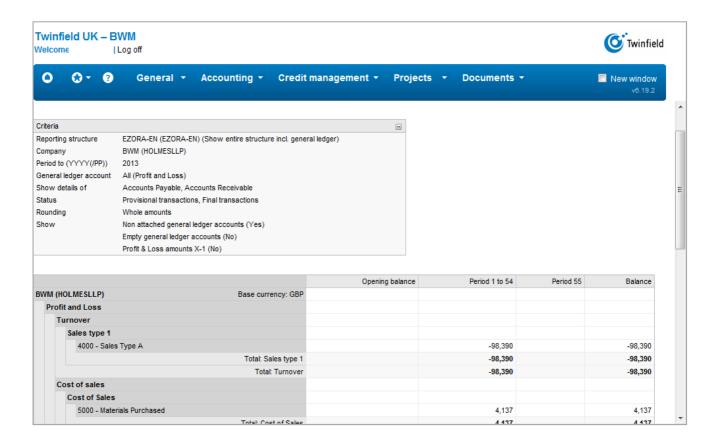
1. Data Entry Purchases

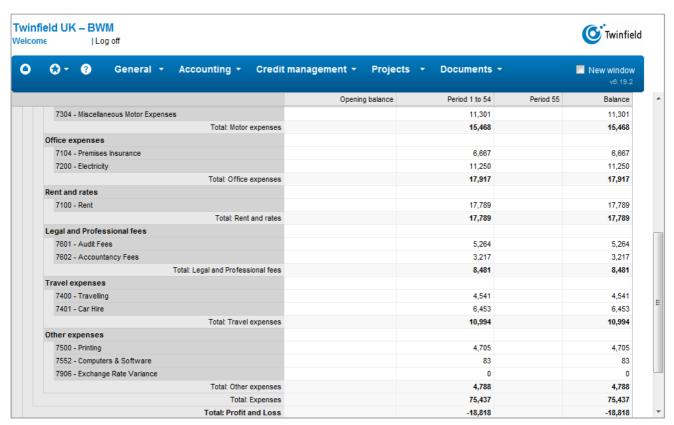


2. Sales Invoice Report - Simple view

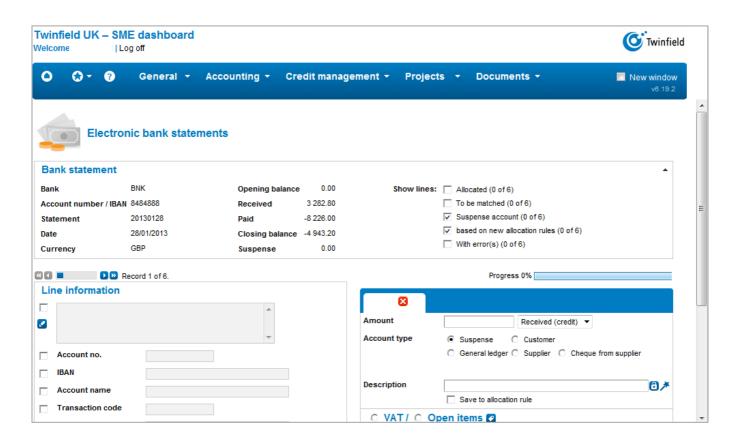


3. Profit & Loss report

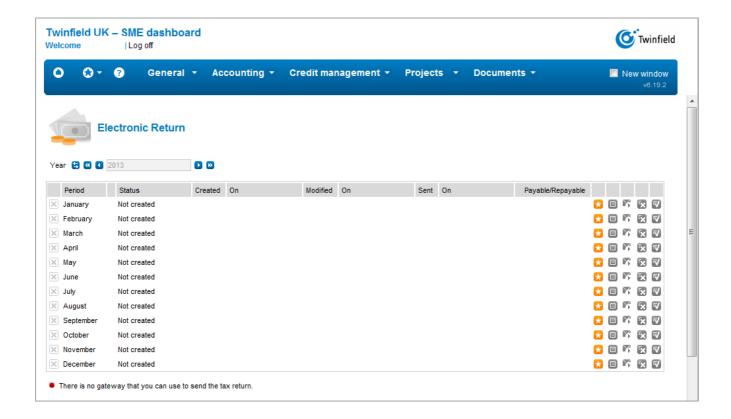


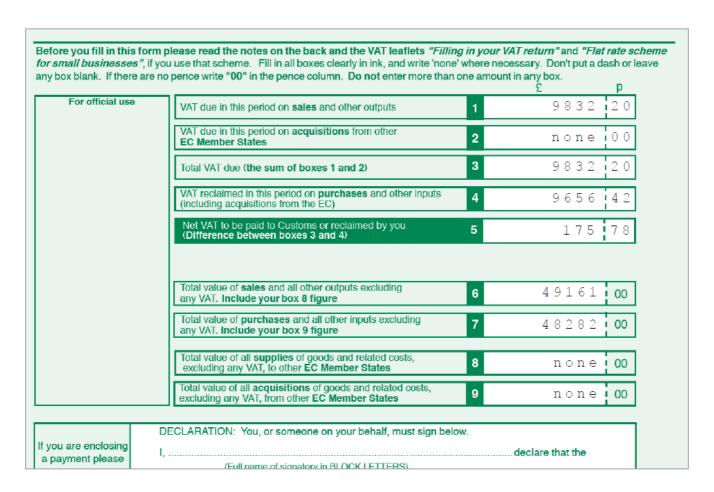


4. Bank Reconciliation

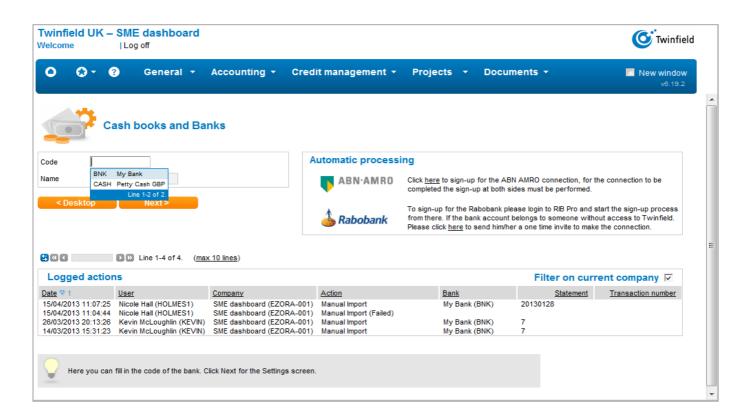


5. Online VAT

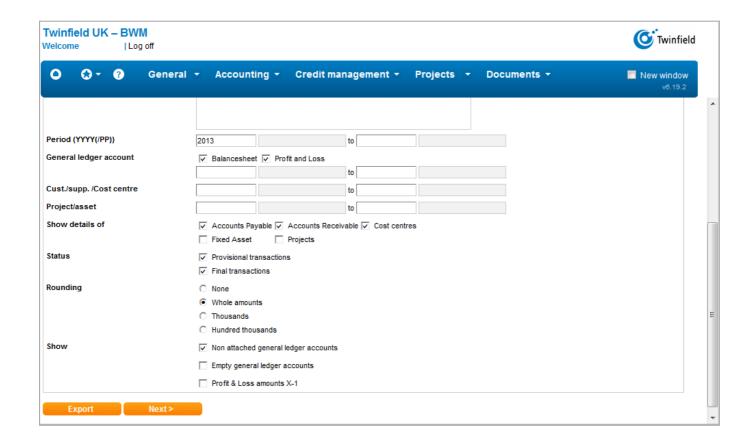


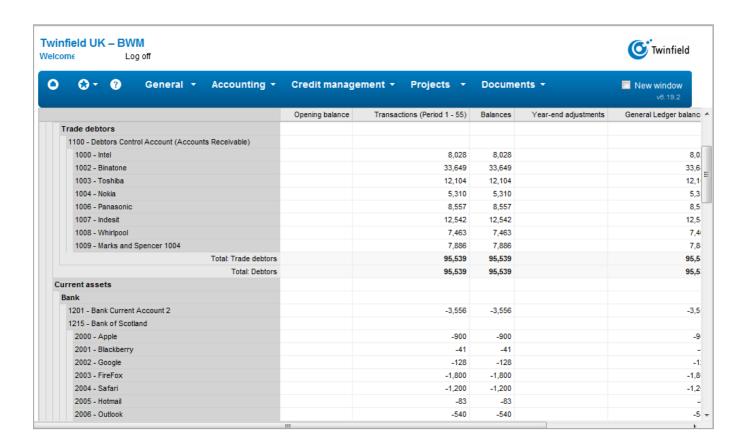


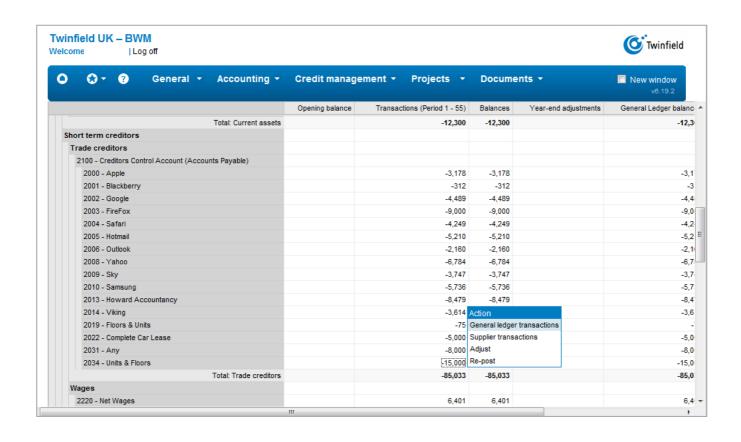
6. Menu of Bank Accounts



7. Extended Trial Balance







FOR GENERAL INFORMATION ONLY

Please note that this guide is not intended to give specific technical advice and it should not be construed as doing so. It is designed to alert clients to some of the capabilities. It is not intended to give exhaustive coverage of the topic.

Professional advice should always be sought before action is either taken or refrained from as a result of information contained herein.

About Us

Professional, Personal, Affordable.

We are one of the leading, independent chartered accountancy practices in Liverpool. At BWMacfarlane we provide a wide range of accountancy and business support services to organisations and individuals throughout the North West of England and beyond. Our experienced and skilled partners and their teams are ready to support you with high quality, individual yet affordable services however complex your personal or business needs.

For more details of how we can help you transform your business, please visit www.bwm.co.uk or call us on 0151 236 1494