

## About Your Business/Non-Profit

### FOOD FOR THOUGHT

#### Is Merging with or Acquiring Another Business Right for me?

##### *What is merging?*

When a business is successful, sometimes it wishes to buy or merge with other companies to create a stronger hold on the market or become even more successful. Merging is when two separate businesses become one single entity. Acquisition happens when one company buys the other company outright. Merging companies can often benefit one another and can make a business stronger.

##### *Why should I consider a Merger or Acquisition?*

Businesses can be strengthened by mergers and acquisitions. It allows two similar businesses to become one and help each other with their experiences and resources. There are many advantages to acquisitions and mergers for businesses including:

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### IMPROVING CASH FLOW

#### Match receivables to Payables -

Most businesses have receivables and payables. It is often overlooked, but you can compare your business to your vendors businesses. Reviewing terms that your vendors offer you could give you a better idea of what you should offer your customers. If your terms are Net 30 for your bills, but you are offering your customers more time to pay their bills, you could be creating a gap in cash flow, which could cost you more. If you pay a bill late, do your suppliers issue a late charge? If a customer is paying late should you charge them a late charge? Comparing your business to other could help you with your cash flow.

### RECEIVABLES - HOW TO GET PAID FASTER

#### Offering multiple payment methods -

Offering multiple payment methods not only helps with cash flow, it also helps with receivable management. To ensure you are paid on time you should offer as many payment methods as possible. Customers with access to multiple payment methods have the flexibility to pay how they want, when they want. By giving customers greater flexibility, they are more likely to pay on time.



QuickBooks®

### TIP: Entering Batch Transactions in QuickBooks

#### PRO, PREMIER & ENTERPRISE

To get started, follow these steps in the order shown.

1. From the **Accountant** menu, select **Batch Enter Transactions**.
2. From Transaction Type drop-down, choose the transaction you need to enter. In all supported versions of QuickBooks, you have the option to enter multiple **Checks, Deposits, Credit card charges or credits, Invoices, Credit memos, Bills and Bill credits**
3. Select the appropriate bank/credit card or AR/AP account from the drop down arrow. You can also choose **Add New** to set up the account.
4. Open the spreadsheet containing the transactions to paste into QuickBooks.

[Read more](#)

#### ONLINE

##### CSV template format

QuickBooks Online can import CSV files that use either a 3-column or 4-column format.

##### 3 Columns

The 3-Column template has columns for the Date, a Description of the transaction, and the Amount of the transaction.

##### 4 Columns

The 4-column template has a date column, a description column and both a credit and a debit column.

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