



5 ways to unlock your business potential

Surprisingly easy ways to simplify back-office work with technology

INTRODUCTION

The word 'automation' can be understandably intimidating: It probably makes you think of robots in factories and complex AI algorithms that compute large amounts of data. But automation doesn't have to be that complex: With simple software solutions and the right business advisor, automation can be as simple as clicking a button and saying goodbye to repetitive tasks that used to take up hours of manual work.

Back and mid-office automation involves setting up a series of tasks, or workflows, and using technology to take care of those predefined steps—meaning that the accounting or business process happens completely without you.

For construction companies, there are five major areas where automation can help unlock your business potential:

1 Payroll

Paying your workers is likely the #1 back-office task you have to tackle every month. It can take up lots of time if you are dealing with paper timesheets and manually inputting data. In fact, 63% of small-business owners underestimate how long payroll processing takes them, according to [Bloomberg](#).

QuickBooks Payroll makes it easy for your workers to input their hours from any device, whether they are on the job site or on the go. All you have to do is complete a simple four-step process to automate your payroll.

Once you set it up, your employees will get paid regularly on their payroll cycle, without tedious hours spent manually processing their checks. And if anything changes, you can always stop or pause your payroll schedule and make any tweaks and updates.

2 Job quotes

It's so important to make sure that you give accurate quotes to your customers. If you don't estimate your time and material costs accurately, you can end up hurting your profitability and your business. Automating your job costing is an easy way of improving job quotes: When you know how much time

and money it takes to complete a task, it's easier to estimate what it will take to get the next one done. A QuickBooks Solution Provider can set up projects in your accounting software so that you can easily track time and expenses accurately for each project. Then, you can run profit and full job-cost reports so you always know where you stand. You can also add cost rates by employee or sync per-project labor costs with QuickBooks Payroll, so that all your finance reporting remains up-to-date automatically.

Over 600,000 construction companies run their businesses with QuickBooks. QuickBooks Online integrates with dozens of [construction-specific applications](#),

from job costing to scheduling and project management, to give you the best-in-class custom solution for your businesses. And working with a QuickBooks Solution Provider can help you make the right choices for your business needs.



3 Invoices

Chasing down late invoices can be a drag on your time and cash flow. When you automate invoicing, customers automatically receive an invoice on a predictable schedule. Their credit card payments can be automatically processed. And, they can receive automated reminder when their invoices are past due—without you having to do a thing.

The same goes for invoices you need to pay: You can automate paying your bills with the recurring bills feature in QuickBooks, setting up bill payments on a schedule that you specify. Or, if you don't like the workflows from QuickBooks, there are many integrated apps that can do this for you.

If you aren't ready to automate payments, you can also simply set automated reminders so that you or a team member will get an alert when it's time to make payment. Either way, automating the workflows around invoicing is a valuable way to save time and money while ensuring your business runs smoothly.

4 Bookkeeping

Keeping track of your business's financial transactions can be tedious manual work, but it doesn't have to be! Bookkeeping is an excellent use case for automation because good business software has all the forms and equations built in to make entering transactions and viewing your full financial picture easy.

QuickBooks automates over 20% of customer's monthly transactions. Work with a QuickBooks Solution Provider to build a bookkeeping system that works for you, and eliminate all the hours spent manually tracking your finances.

5

Business insights

When you use integrated accounting and construction-management software, you gain the additional benefit of business insights. Solutions like QuickBooks can automatically deliver reports—like income statements and balance sheets—to you or your team via email. When it's tax time, you can even gather all your business expenses with the press of a few buttons, making it easy to report your profit and taxes owed to the IRS.

The benefit of automating this process is that the reports will always reflect your most current business data, so you can run them as frequently as you like, without having to manually update the numbers that go into it. QuickBooks Solution Providers like Knowify can help set up reports that generate the insights most valuable to you.

"Knowify is the main reason we've grown so much in the last few years," said Nathan Kohatsu of UK Electric. "It easily saves me 20 to 40 hours a week."



CONCLUSION

To find out how to automate your accounting processes, get in touch with a QuickBooks Solution Provider who knows the construction industry and understands your unique needs. They can help identify the ways that automation can best help you and make the process easy for you and your team to implement.

Unlock your business potential today with a QuickBooks Solution Provider

[Book a meeting](#)