



**LEVEL
UP.**

DIGITAL
UPSKILLING
PROGRAM

 **Sunshine Coast**
COUNCIL

WORKBOOK 2

**BANKING, SELLING AND
ACCOUNTING ONLINE**

#LEVELUPPROGRAM

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TOPIC 5: ONLINE BANKING, POINT OF SALE & ECOMMERCE

Insert your notes from Workshop 2 or Webinar 5 and 6 below here. Add any actions to the action plan page at the end of this workbook.

NOTES

EXERCISE: ONLINE BANKING

Are you already using online banking?

For personal use? Y N

For business use? Y N

Are you accessing online banking via (circle all which apply):

Desktop

Tablet

Mobile

What else could you be using online banking for? Add your notes below.

[TRANSFER YOUR ACTIONS TO THE ACTION PAGE AT THE BACK OF THIS WORKBOOK]

Also see this resource:

<https://www.business.qld.gov.au/starting-business/costs-finance-banking/internet-banking>

EXERCISE: ONLINE BANKING

Consider the best place for you to do online banking:

Below are several considerations. Write notes below them where relevant. Write actions if further investigation is required.

- Where do you already bank? What options do they have?
- Does it have an easy to navigate online banking portal?
- Does it have a good mobile app on the platform you use i.e. iOS or Android?
- Can you do what you want to do i.e. move money between accounts, make payments, pay bills, use Bpay, open a new account, get a quick balance, apply for a loan, check points on a credit card, find the nearest ATM, access cash without your card?
- Does it offer newer technology like Android Pay for PayWave and Tap and Go contactless transactions. [Currently ANZ Bank and American Express issued credit and charge cards offer Apple Pay.]
- Does it have online budgeting tools?
- Can you Bpay from your mobile banking app? Can you add a new payee and make a payment to them from your phone?
- Can you see all your finances in one place?

Resources:

- [Compare Online Banking Options](#)
- [CBA](#)
- [NAB](#)
- [ANZ](#)
- [WESTPAC](#)

EXERCISE: BANKING APPS & TOOLS

What online banking apps & tools *are you already* using?

LIST THEM HERE

What online banking apps & tools could you *start* using?

LIST THEM HERE

EXERCISE: BANK FEEDS

Does your bank offer bank feeds? Will this work in with your online accounting system?

Write the steps you will need to take to investigate available bank feeds and get them integrated with your online accounting system (which may involve choosing an online accounting system and even engaging an accountant or book keeper to assist you).

Resources:

- [Xero Bank Feeds](#)
- [MYOB Bank feeds](#)

NOTES

EXERCISE: SELLING ONLINE

DOES YOUR BUSINESS CURRENTLY SELL ONLINE? WHAT DOES IT SELL? WHAT ELSE COULD YOU SELL ONLINE?

Consider if there is anything you currently sell online and what else you could sell online. It is important to remember that this doesn't have to be a product, it can also be a service. Also note down how much this would increase your finances and complete a cost benefit analysis.

Things I already sell online (tick all which apply)	Things I could sell online (tick all which apply)
<ul style="list-style-type: none">• Products which you stock• Products via drop-shipping• Join membership subscriptions – one off fee, monthly, annual etc.• Make donations – one off, recurring.• Buy tickets to events/other functions.• Make venue or facilities bookings – rent out your space• Order and purchase services and products.• Purchase subscriptions to specialist services, newsletters etc for which you normally charge.• Purchase information in the form of papers, images, video or audio clips – perhaps held in a database on your site.	<ul style="list-style-type: none">• Products which you stock• Products via drop-shipping• Join membership subscriptions – one off fee, monthly, annual etc.• Make donations – one off, recurring.• Buy tickets to events/other functions.• Make venue or facilities bookings – rent out your space• Order and purchase services and products.• Purchase subscriptions to specialist services, newsletters etc for which you normally charge.• Purchase information in the form of papers, images, video or audio clips – perhaps held in a database on your site.

EXERCISE: POS ONLINE

DOES YOUR BUSINESS USE ANY OF THESE SYSTEMS TO SELL ONLINE? COULD IT?

Does your business use Paypal, Stripe, Square, eWAY, buy now/pay later? Would using these systems benefit your business?

Resources:

- [EFTPOS](#)
- [Stripe](#)
- [Eway](#)
- [Paypal](#)
- [Square](#)
- [ZipPay](#)
- [AfterPay](#)
- [Retail Express](#)
- [Countr.com](#)
- [Shopify](#)
- [WooCommerce](#)
- [BigCommerce](#)
- [Magento](#)
- [Neto](#)

HOW WOULD USING ONLINE PAYMENT SYSTEMS OR POS BENEFIT MY BUSINESS? HOW CAN I GET THESE INTO PLACE IN MY BUSINESS?

TOPIC 6: ONLINE ACCOUNTING AND PAYROLL

There are many benefits of online accounting and payroll that can help various types of business. Insert your notes from Workshop 2 or Webinar 6 below in regards to your options. Add any actions to the action plan page at the end of this workbook.

NOTES

EXERCISE:

DO YOU CURRENTLY USE ONLINE ACCOUNTING IN YOUR BUSINESS? IF SO, WHICH SYSTEM DO YOU USE?

List below your preferred online accounting system. Research other accounting systems that may better suit your business. Compare your current online accounting system with other accounting systems and evaluate the effectiveness of each.

Resources:

- [Xero](#): Cloud based accounting software for small-to-medium businesses.
- [Add a Paypal account to Xero](#): Automatic bank feed transferred every 12 hours so you don't have to worry about running out of finances in your business
- [Yodlee Feeds](#): Bank feeds sent to Xero by a third-party distributor.
- [Direct Feeds](#): Automatically transfer funds to Xero from your bank account.

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EXERCISE: PAYROLL

HOW ARE YOU CURRENTLY MANAGING YOUR PAYROLL?

Are you currently managing your payroll inhouse? Using a payroll service? Not currently processing payroll?

Note down your current payroll situation, then, compare and analyse how your payroll process could be improved by going online.

Resources:

- [MYOB](#): Accounting software to help you manage your business online.
- [WaveApps](#): Easy finance management for small businesses, entrepreneurs and freelancers.
- [Intuit Quickbooks](#): Cheap accounting software for small businesses wishing to expand. Can be used for both accounting and taxes.
- [Zoho Books](#): Automated banking and accounting software for small businesses to help track inventory in real time.
- [FreshBooks](#): Cloud based accounting software to help manage company finances in real time.
- [Deputy](#): Team, payroll and business management services with seamless integration.
- [SmartPayroll](#): Easy payroll service with an emphasis on getting the basic elements done correctly.
- [Gusto](#): HR and payroll service with health benefit services and retirement plans added.
- [Zuus](#): Staff scheduling, roster scheduling and management for small businesses.
- [Tanda](#): Software-as-a-service company providing online timesheet, rostering and pay wage calculation software.
- [Paysonline](#): Online service offering payroll, ESS and superannuation services.
- [ENTO](#): Platform offering HR, WFM and engagement software on a cloud based software.
- [RosterElf](#): An easy rostering system, allowing you to accurately clock your employees' hours.
- [ZingHR](#): Enterprise Cloud software that is not limited by geographic location, emphasising in HR.
- [Sky Payroll](#): Cloud based payroll software for medium to large sized businesses.
- [Employment Hero](#): Provides free, easy to use software for small to medium businesses.

EXERCISE:

**RESEARCH THE “ADD ONS”
SECTION OF YOUR PREFERRED
ONLINE ACCOUNTING SYSTEM.**

**Note the add ons which could suit
your business which you will
commit to exploring further.**

Resources:

- [Xero Marketplace](#)
- <https://www.myob.com/au/addons/>
- <https://appcenter.intuit.com/?locale=en-AU>

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EXERCISE: RESEARCH ONLINE SUPERANNUATION SYSTEMS.

Note those which could suit your business which you will commit to exploring further.

Resources:

- [CLICK SUPER](#)
- <https://help.xero.com/au/Payroll-Super-AutoSuper>
- <https://help.xero.com/au/PayrollProcessSuper>

NOTES

IDENTIFY RISKS WHEN MOVING TO ONLINE BANKING, POS, ECOMMERCE, ACCOUNT OR PAYROLL ONLINE

Despite the benefits, there are risks in moving your business to the cloud. You should also consider the risks that could be posed from moving your business to the cloud in regards to the technologies shared in this workshop and how you will mitigate against them. Below is a risk management plan with an example to get you started.

RISK/NEGATIVE FEEDBACK	LIKELIHOOD OF RISK 1 = High 2 = Medium 3 = Low	ACTION	HOW WE WILL IDENTIFY THESE
Staff do not adopt to using new technology implemented in business and continue to do things the 'old way'	2	Discuss how use of new technology is going at monthly meetings Create training videos Offer to send staff on training to feel confident	Get general manager to tell us how staff are going with it

ACTION PLAN

An action plan is a document that lists what steps must be taken in order to achieve your goals. The purpose of this action plan is to list what you need to action in order to improve your business, with items you learn through the Level Up program. To be effective you will need to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and determine what resources are required.

ACTION	DESCRIPTION	WHO WILL ACTION	DATE TO COMPLETE

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