5 Types of Software Every Small Business Owner Should Have To Be Successful

Becoming a small business owner requires careful attention and strict organisation of your records. You must schedule your employees accordingly and keep track of all the financial transactions thoroughly and not just rely on the bank statements and records to do that for you. Here are the five types of software that every small business owner should have to be successful.

1. Employee Scheduling Software

[Employee scheduling](#) software is integral for making weekly schedules easier to do with the capability of doing them two to four weeks in advance to be more prepared. Employees can clock in and clock out on a computer connected to the software or via a mobile app. Keep track of employee absences where you can input the reasons. Via the app, employees can also request days off and any family or medical leave requests so you can plan for scheduling despite their absence.

2. Bookkeeping

Bookkeeping software such as QuickBooks helps to keep the checks and balances of your business bank accounts straight with your records so you always have something to compare with the bank statements. The way you do bookkeeping will depend on how you do business with your consumers and suppliers.

If you want to offer your consumers store credit or you need credit from your business suppliers, the accrual accounting method will work best for bookkeeping in your business. The

cash accounting method is for when transactions are made between you and a supplier or you and a consumer.

3. Website Builder

Website builders such as Wix or GoDaddy can make your job easier in building a professional-looking website for your business without having to put out the extra money to hire a web designer. Accessing extended features of a website builder and purchasing a domain name may only run you about $30 or so per month, depending on the software you select.

Create pages entitled About Us, Mission and Vision, Products (if applicable) or Services, and a Contact Us page as a starting point for your customers to seamlessly browse your website. The services or products page should have a drop-down menu to show the different categories so clients can navigate to where they have to go easier.

4. Google Workspace

Google Workspace is free for new clients for the first 14 days and only about 5 pounds per month for the Business Starter package. Chat with your team members as you collaborate on different projects in your business. Have all the Google apps in one integrated workspace including Google Docs, Sheets, Slides, Meet, and other collaborative apps from the tech giant that will keep your business running professionally.

5. Square Reader for Smartphone With the App

Take your business with you on the go with the Square reader for your smartphone along with its corresponding app. Receive payments from your customers on products you sell or services rendered at a community day event. Customers love the idea of

having a variety of ways to pay, even when they are in a traditional cash-only event setting.

Final Thoughts

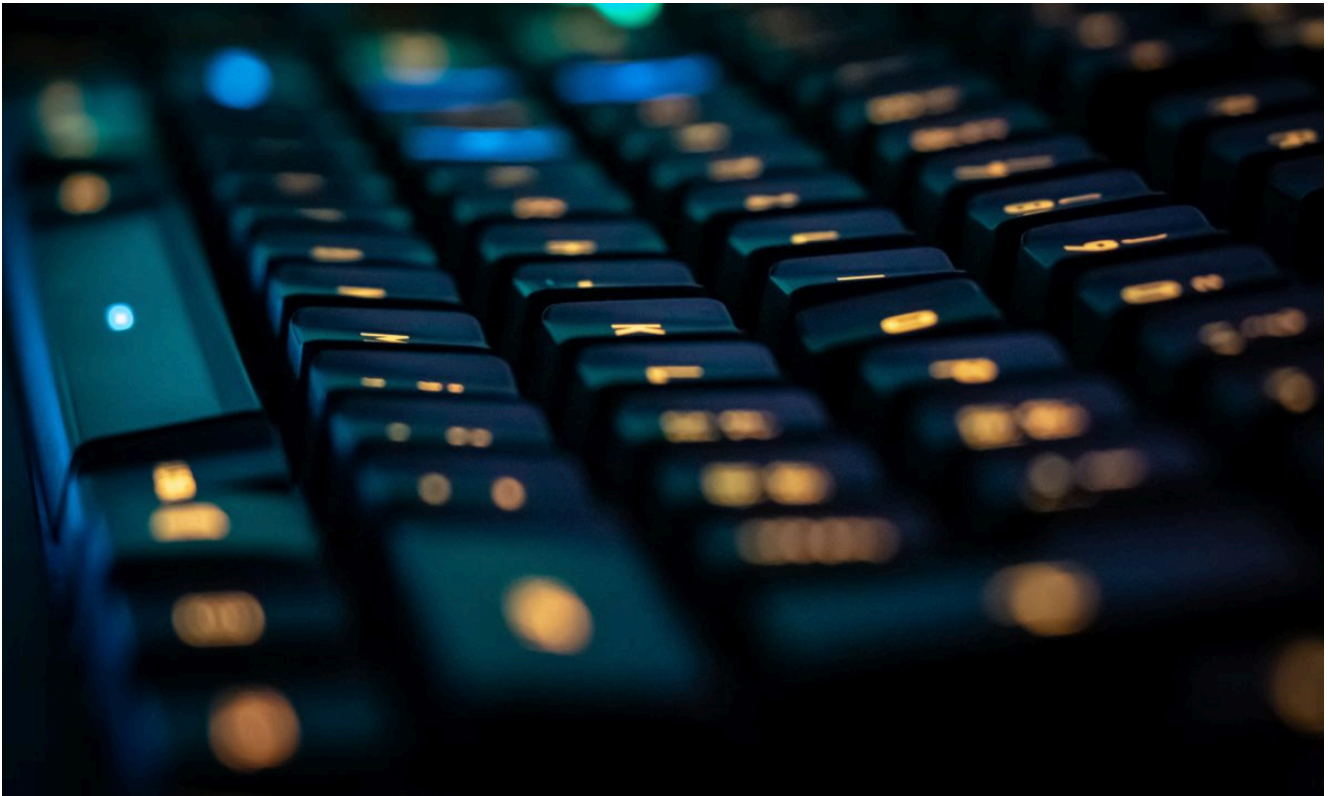What small business do you plan on opening? Let us know your aspirations in the comments! Keep striving and you will reach your goal!

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