bexio

	Basic	Advanced	Optima	Ultimate
General - for carefree administration				
Number of users	**1**	**2**	**5**	**25** (more upon request)
Free updates and ongoing data backup	✔	✔	✔	✔
Cloud-based, compatible with Windows, Mac and Linux	✔	✔	✔	✔
Free support by phone and 24/7 via email and chat	✔	✔	✔	✔
Swiss-made software	✔	✔	✔	✔
Data secure in Switzerland	✔	✔	✔	✔
Setup services	optional	optional	optional	optional

	Basic	Advanced	Optima	Ultimate
Contact management - your personal CRM				
Contact management on the move with the bexio Go mobile app (Functionality depends on the corresponding package)	✔	✔	✔	✔
Easily import your contacts from address data in Excel	✔	✔	✔	✔
Define individual categories and internal contact persons per contact	✔	✔	✔	✔
Export addresses for form letters	✔	✔	✔	✔
Record notes and reminders per contact	✔	✔	✔	✔
Save documents such as contracts with contacts	-	-	✔	✔

Expense management – your orders and expenses processed properly	Basic	Advanced	Optima	Ultimate
Scan QR invoices with our bexio Go mobile app and create supplier invoices automatically – directly via the mobile app, your inbox or the purchase module	-	✔	✔	✔
Use bexio Go to scan supporting documents and receipts and post them immediately thanks to intelligent document recognition	-	**50/month** extractions	**100/month** extractions	**unlimited extractions** (Fair use ~ 1000 scans/month)
Enter, pay and post supplier invoices and expenses	-	✔	✔	✔
Record purchase orders for suppliers	-	-	✔	✔
Supplier credit notes	-	✔	✔	✔
bexio Pay: smart expense management with automated posting in bexio and no-fee international payments in 20+ currencies	-	optional	optional	✔

Sales process - from quotation to invoice	Basic	Advanced	Optima	Ultimate
Individual design for all documents and multilingual templates	✔	✔	✔	✔
Create documents with discounts, prices, and custom descriptions	✔	✔	✔	✔
Create offers, orders, QR invoices and credit notes	✔	✔	✔	✔
Create delivery and requisition order slips	✔	✔	✔	✔
Send documents by email or as online documents	✔	✔	✔	✔
Record recurring orders and automate processes	✔	✔	✔	✔
Sales analysis and an export functionality for an even more detailed evaluation	✔	✔	✔	✔
Define payment deadlines and automatic dunning runs	✔	✔	✔	✔

Product management - your products and services	Basic	Advanced	Optima	Ultimate
Import existing products from Excel	-	✔	✔	✔
Manage products and services directly in bexio	-	✔	✔	✔
Apply product data to offers, orders and invoices	-	✔	✔	✔
Link products with contacts	-	✔	✔	✔
Product sets and bulk prices	-	✔	✔	✔

E-banking – automatic reconciliation with your bank account	Basic	Advanced	Optima	Ultimate
Create and manage bank accounts and QR payment slips	✔	✔	✔	✔
Automatic reconciliation of bank account with open invoices overnight	-	✔	✔	✔
Interfaces to the e-banking of over 40 banks: UBS, PostFinance, Raiffeisen, Zürcher Kantonalbank and more	-	✔	✔	✔
Automatically import transactions and transmit payments via an interface	-	✔	✔	✔
Transmission of supplier invoices and creditors to e-banking	-	✔	✔	✔
Support of ISO 20022 file formats	-	✔	✔	✔

Accounting - annual financial statements made easy	Basic	Advanced	Optima	Ultimate
Automatic posting of debtors	✔	✔	✔	✔
Automatic posting of creditors	-	✔	✔	✔

	Basic	Advanced	Optima	Ultimate
Scan receipts, vouchers and QR invoices with bexio Go mobile app	-	✔	✔	✔
Uploading files in your inbox	✔	✔	✔	✔
Filed and customisable SME chart of accounts incl. import	✔	✔	✔	✔
User-friendly journal and account sheets	✔	✔	✔	✔
Prepare the balance sheet and the income statement	✔	✔	✔	✔
Free online access for your fiduciary	✔	✔	✔	✔

Simple VAT settlement	Basic	Advanced	Optima	Ultimate
User-friendly VAT ledger for VAT plausibility checks	✔	✔	✔	✔
Forms of accounting: Received or agreed remuneration	✔	✔	✔	✔
Possibility of annual accounting	✔	✔	✔	✔
Accounting methods: Effective or net tax rate method	✔	✔	✔	✔
VAT form in line with FTA specifications	✔	✔	✔	✔

Warehouse management - keep an eye on your inventory at all times	Basic	Advanced	Optima	Ultimate
Posting of inputs and outputs	-	-	✔	✔
Record supplier orders	-	-	✔	✔
Link to orders	-	-	✔	✔
Manage minimum stock levels	-	-	✔	✔
Automatic stock movements after order receipt	-	-	✔	✔

Time recording and project management - simple and user-friendly	Basic	Advanced	Optima	Ultimate
User-friendly task management	✔	✔	✔	✔
Individual hourly rates per client, employee, field of work, and project	-	-	✔	✔
Manage projects and milestones	-	-	✔	✔
Time tracking for projects by employee and task	-	-	✔	✔
Import times directly into invoices and bill them	-	-	✔	✔
Mobile time recording with the bexio Go mobile app	-	-	✔	✔

Payroll accounting - optimised for Swiss small businesses	Basic	Advanced	Optima	Ultimate
Number of users	-	1 / up to 5	up to 5	25 (further options on demand)
User-friendly payroll processing	-	optional	optional	✔
Monthly, hourly wage and commission	-	optional	optional	✔
Import recorded times into payroll accounting as inputs for hourly wages	-	optional	optional	✔
Withholding tax tables for all cantons already stored	-	optional	optional	✔
Filing of child and education allowances	-	optional	optional	✔
Wage type master already filed and adapted to the SME chart of accounts	-	optional	optional	✔
Configurable wage types (account master, wage statement number, description)	-	optional	optional	✔
Automatic calculation of social security contributions	-	optional	optional	✔
Integration in e-banking for wage payments and financial accounting for posting	-	optional	optional	✔

	Basic	Advanced	Optima	Ultimate
Pay slips and wage statements as PDF or as export	-	optional	optional	✔
Automatic bank reconciliation for wage payments	-	optional	optional	✔
Free, uniform wage reporting procedure (ELM)	-	optional	optional	✔
Swissdec-certified	-	✔	✔	✔

Document archive	Basic	Advanced	Optima	Ultimate
Document archive (compliant with GeBüV, the ordinance on the maintenance and preservation of business records): audit-proof document management	-	-	✔	✔

bexio Go mobile app – the solution for when on the go	Basic	Advanced	Optima	Ultimate
Manage contacts on the go	✔	✔	✔	✔
Access and view sales documents, such as offers, orders and invoices	✔	✔	✔	✔
Create invoices directly in the mobile app	✔	✔	✔	✔
Scan QR invoices and receipts and process them into supplier invoices and expenses	-	✔	✔	✔
Mobile time tracking	-	-	✔	✔

Integrated financial services	Basic	Advanced	Optima	Ultimate
bexio Pay: smart expense management with automated posting in bexio and no-fee international payments in 20+ currencies	-	optional	optional	✔
bexio Credit: access to fast and unbureaucratic company credit by means of an instant preliminary creditworthiness check in bexio and to a fully digitised workflow	optional	optional	optional	optional

Legal information for your SME	Basic	Advanced	Optima	Ultimate
Telephone information on all legal questions	-	-	✔	✔
Unlimited calls	-	-	✔	✔

bexio Marketplace				
Access to 100+ verified and certified business apps to complement bexio as an all-in-one solution – compatibility based on package functionalities	✔	✔	✔	✔

bexio Academy				
Comprehensive 3h course on bexio, explaining accurate accounting, debit/credit logic & VAT	optional	optional	optional	optional