

	Basic	Advanced	Optima	Ultimate
<b>General - for carefree administration</b>				
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

<b>Contact management - your personal CRM</b>				
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	-	-	✓	✓

<b>Expense management – your orders and expenses processed properly</b>	<b>Basic</b>	<b>Advanced</b>	<b>Optima</b>	<b>Ultimate</b>
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	-	<b>50/month</b> extractions	<b>100/month</b> extractions	<b>unlimited</b> <b>extractions<sup>1</sup></b>
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	✓

<b>Sales process – from quotation to invoice</b>				
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	✓	✓	✓	✓

<b>Product management - your products and services</b>	<b>Basic</b>	<b>Advanced</b>	<b>Optima</b>	<b>Ultimate</b>
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	-	✓	✓	✓

<b>E-banking – automatic reconciliation with your bank account</b>				
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	-	✓	✓	✓

<b>Accounting - annual financial statements made easy</b>				
Automatic posting of debtors	✓	✓	✓	✓
Automatic posting of creditors	-	✓	✓	✓

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	✓	✓	✓	✓

<b>Simple VAT settlement</b>	<b>Basic</b>	<b>Advanced</b>	<b>Optima</b>	<b>Ultimate</b>
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	✓	✓	✓	✓

<b>Warehouse management - keep an eye on your inventory at all times</b>				
Posting of inputs and outputs	-	-	✓	✓
Record supplier orders	-	-	✓	✓
Link to orders	-	-	✓	✓
Manage minimum stock levels	-	-	✓	✓
Automatic stock movements after order receipt	-	-	✓	✓

<b>Time recording and project management – simple and user-friendly</b>	<b>Basic</b>	<b>Advanced</b>	<b>Optima</b>	<b>Ultimate</b>
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	-	-	✓	✓

<b>Payroll accounting – optimised for Swiss small businesses</b>				
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	✓

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	-	✓	✓	✓

<b>Document archive</b>	<b>Basic</b>	<b>Advanced</b>	<b>Optima</b>	<b>Ultimate</b>
Document archive (GeBüV-compliant): audit-proof document management <sup>2</sup>	-	-	✓	✓

<b>bxio Go mobile app – the solution for when on the go</b>				
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	-	-	✓	✓

<b>Integrated financial services</b>				
bxio Pay: smart expense management with automated posting in bxio and no-fee international payments in 20+ currencies	-	optional	optional	✓
bxio Credit: access to fast and unbureaucratic company credit by means of an instant preliminary creditworthiness check in bxio and to a fully digitised workflow	optional	optional	optional	optional

<b>Legal information for your SME</b>	<b>Basic</b>	<b>Advanced</b>	<b>Optima</b>	<b>Ultimate</b>
Telephone information on all legal questions	-	-	✓	✓
Unlimited calls	-	-	✓	✓

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

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

### Fair Use

<sup>1</sup>**bexio Go:** 1000 intelligent scans/month

<sup>2</sup>**Document archive:** The document archive is intended exclusively for documents relevant to the GeBüV. For this reason, it may not be used as a general cloud storage space for external data. bexio reserves the right to limit the storage space if usage massively and permanently exceeds the volume of an average bexio user.