

WAYS I ASSIST BOOKKEEPING CLIENTS

ACCOUNTS RECEIVABLE

Prompt processing of invoices, payments (ecommerce or traditional) and monthly statements sent on the date of your choice.

I offer two options:

- (1) I would prepare your sales invoices from information you email to me. I will email you the final invoice for approval.
- (2) Or, you would generate invoices and statements through time and billing software. Then, I would post or import the invoices into your accounting software.

Whether I prepare your invoices for you or you generate them yourself, I can print and mail or email customer invoices and statements on your behalf.

Accounts Receivable reports for collection and cash flow management will be prepared and delivered to you on a schedule of your choice. Finance charges are assessed on overdue invoices based on your company's payment terms and conditions, and statements can be initiated and transmitted on a schedule of your choice.

ACCOUNTS PAYABLE

Invoices you receive from vendors will need to be scanned and emailed to me. If you do not have a scanning ability, you can fax the invoices to my virtual fax number, or I can help you setup a scanning system.

A-B-C's of Scanning:

- A. Insert the invoice into your scanner then press the Scan button.
- B. Name and save the file to a folder on your desktop (e.g. vendor bills 09-15-10).
- C. On a PC, right click the image or folder that you just scanned and scroll down to "Send To:" then select "Mail Recipient." Your email client (if you have MS Outlook, it will open up) and you need to type in my email address, then click send.

That's it! You're done! Your vendor invoices for the day are on the way to me for recording into your accounting file.

Alternately, you can send your vendor invoices via snail mail or overnight (at your cost of course.)

On a schedule determined by you, I will email you a Vendor Detail Aging report showing all open vendor invoices. Just indicate which invoices you want paid and email the document back. I will set up the requested bill payment checks in your accounting file.

Once the checks are ready to print, I offer two options for printing:

- (1) You or a designated staff member can log into your accounting software and print checks directly to your local printer. This would involve me creating the checks, saving a backup and sending the new

company file back to you.

- (2) I can print the checks to a PDF file and email them to you. The checks can then be printed on your local printer without any need to access the accounting data file.

A-B-C's to printing checks:

- A. Insert blank checks into your printer.
- B. Download the file with the prepared checks.
- C. Print, sign and mail.

Then, the printed checks would need to be signed and mailed from your office. You maintain full control over your funds. Plus, you need not worry about me having access to your business account.

CASH RECEIPTS

Prior to taking deposits to the bank, you would need to scan the deposit slip and each of the items to be deposited. Then create an email and upload the file at your convenience. I will post your customer payments against the appropriate customer invoices and record the bank deposit.

Then, I will send you a pdf account detail report, so you can see the deposit posted in your QuickBooks file.

PAYROLL SERVICES

I can either process payroll or make the necessary entries to record payroll processed by a third-party provider. In either case, payroll entries will include complete recording of gross wages, employer taxes and other payroll expenses, and payroll liabilities, and quarterly and annual reconciliation of general ledger balances to payroll returns. If needed, I can also initiate transfers from your operating bank account to your payroll bank account to cover payroll, with your permission of course!

I highly recommend direct deposit of employee paychecks whenever possible. If you need any assistance in getting setup, please don't hesitate to ask. That is why I am here!

ONLINE BANKING ACTIVITIES

If this is an activity that you prefer for me to handle, I am more than willing to do so. You would need to allow me access to view and download transaction history and bank statements with a username and password. Also, in some cases, when online banking is setup, your financial institution may charge the account a monthly fee for this service.

If desired, I can transfer funds between business accounts at your bank. I will not have the authority to sign checks or have the ability to initiate electronic payments without expressed written approval by you or a designated staff member.

Bank account activity would be updated daily in your accounting file, so you always know your available cash balance. Transactions will appear in your bank account that I will have no knowledge of them posting. However, I can inform you of these transactions and request supporting information by email. Bank account balance notifications, cash receipts and disbursement reports can be emailed to you daily, weekly, or monthly (as desired).

Banking, credit card, and loan accounts are reconciled to the corresponding statements each month, and the reconciliation reports are emailed to you promptly. When emailing the reconciliation report, I will call your attention to old outstanding items that require resolution. In addition, I will provide a list of any missing check numbers for security and control purposes.

BUSINESS FILINGS

I will prepare required business returns such as sales tax, business license tax, personal property tax, and various industry specific tax filings. I will either file these returns electronically upon approval, or email the completed tax forms to you for signature and mailing. All such filings are reviewed and approved by me, before being submitted to you for final approval.

BANK/CREDIT CARD RECONCILIATIONS

Reconciling your business checking account each month allows me to keep your bank account, accounting, and taxes up-to-date.

Having me reconcile your account each month allows you to...

- Identify lost checks, lost deposits and unauthorized wire transactions.
- Detect and prevent excess/unjustified bank charges.
- Ensures transactions are posted correctly by your bank.
- Detect and prevent embezzlement of funds from within your company.
- Know how your business is doing. You can't really know unless all accounts are reconciled and properly accounted for on your financial statement.
- Manage your cash more effectively. Proper management of funds not only saves money, it makes money for you.
- Protect yourself. By timely reconciling and promptly objecting to your bank about any unauthorized, fraudulent or forged checks presented to your bank and paid by that bank; you can relieve your agency of responsibility for the shortfall, and transfer the risk to the bank. This reason to reconcile alone should be enough. Crime exists.
- Sleep Better. You will sleep more peacefully at night knowing your bank accounts are reconciled and in balance. Also, all escrow funds, accounts, checks and disbursed funds are properly accounted for.

INCOME STATEMENT

An income statement (profit and loss or P&L) basically adds an itemized list of all your revenues, and subtracts an itemized list of all your expenses to come up with a profit or loss for the period.

An income statement allows you to...

- Track revenues and expenses so that you can determine the operating performance of your business.
- Determine what areas of your business are over or under-budget.
- Identify specific items that are causing unexpected expenditures. Like phone, fax, mail, or supply expenses.
- Track dramatic increases in product returns or cost of goods sold as a percentage of sales.
- Determine your income tax liability.

BALANCE SHEET

A balance sheet gives you a snapshot of your business' financial condition at a specific moment in time. A balance sheet helps you...

- Quickly get a handle on the financial strength and capabilities of your business.
- Identify and analyze trends, particularly in the area of receivables and payables. For example, if your receivables cycle is lengthening, maybe you can collect your receivables more aggressively.
- Determine if your business is in a position to expand.
- Determine if your business can easily handle the normal financial ebbs and flows of revenues and expenses.
- Determine if you need to take immediate steps to bolster cash reserves.
- Determine if your business has been slowing down payables to forestall an inevitable cash shortage.

Balance sheets, along with income statements, are the most basic elements in providing financial reporting to potential lenders such as banks, investors, and vendors who are considering how much credit to grant you.

MAINTAINING A CLEAN GENERAL LEDGER

The general ledger is the core of your company's financial records. These records constitute the central "books" of your system. Since every transaction flows through the general ledger, a problem with your general ledger throws off all your books.

Having me review your general ledger system each month allows me to hunt down any discrepancies (e.g. double billings or unrecorded payments). Then I'll fix the discrepancies so your books are always accurate and kept in tip-top shape.