

How To Solve **YOUR** Bookkeeping Problem **FOREVER**



Better Business[™]
SOLUTIONS

In the first 30 days:

Day One: We come to your office with one or two members of our team. The team will begin by running through a check list of technology, processes and systems that you will receive as part of our outsourcing service. This best practices list begins with the following:

1. How does the business work?
 - a. What do you sell?
 - b. How is it delivered?
 - c. How do you get paid?
 - d. What are your profit margins if everything goes well?
2. Do you have high speed internet access in your office?
3. Do you have a fax or scanner? (If so we program it to send documents to the Paperless Overnight servers- if not, we get you one)
4. Do you have the following services in place? If not, we set them up for you
 - a. Paperless Overnight FTP site so you no longer have piles of paper and all the friction paper causes in a fast well run company
 - b. MaxEmail account for fax and voice mail
 - c. Application service provider (ASP) that hosts your QuickBooks on a secure server site – with real time back up, virus protection and security protocols in place

Day two: Analyzing the type of accounts and most common transactions that occur in your business

- a. Install and set up the QB Package to ensure we fully understand your business.
- b. Start tracking the 100 most common events in this business. By reverse engineering the business for the past 3 months, we can create a list of 'events' such as sales orders, inventory or payroll reports that make up the 100 most common tasks your bookkeeper needs to handle. We immediately begin documenting how these tasks are handled now, with the goal of improving any 'event' that is cumbersome.

- c. Train the staff on how to make sure we get all source documents in real time
- d. Train the staff and the owner on how to retrieve documents from the DMS (Document Management System)
- e. Train the staff and owner on the use of page type and page assignment

Day three: Our staff will set up online and virtual tools to make your bill paying, on line banking and Credit cards work in real time. This allows you to have 100% control of daily cash and real time access to expense data.

- a. On line bill pay with QuickBooks
- b. Credit card down loads, setting up the virtual office
- c. Order entry process review
- d. Accounts receivable process review

Day four to thirty:

- a. We clarify transactions and begin the standardization process
- b. We accomplish all data entry and bookkeeping overnight, so all accounting problems are addressed daily
- c. We show you how to access good numbers every morning to run your business
- d. We hold a monthly teleconference with you, to review your progress toward running a more profitable business
- e. We notify you once a week to log on and pay your bills, (you are the only person who can issue cash out of the company) using your secret PIN
- f. We help you reduce your involvement with bookkeeping to less than 5 Minutes a day (The goal we shoot for)

*So you're probably asking "What's in it for me?"
How about a faster, better and cheaper operation for starters...*

1. Improve your process for Accounts Receivable. We will help you...
 - a. Find ways to improve order entry
 - b. Put processes in place to accelerate collections
 - c. Implement customer quality controls to help you target grade A clients

2. Improve your process for Accounts Payable. We will help you...
 - a. Set up a verification process for accounts payable.
 - b. Use purchase orders as a control where needed
 - c. Set up a review of invoices at time of bill pay per client
 - d. Learn to pay bills on-line with the least amount of time and trouble
 - e. Verify vendor account accuracy (is vendor over charging us?)
 - f. Make sure bills are paid on time and that account balances are accurate
3. Take remedial steps needed to complete past work that is not done. We will help you...
 - a. Understand why back work cannot be ignored (We'll get it caught up for you)
 - i. Learn about tax implications (QB needs to agree with your tax returns)
 - ii. Avoid poor historical data that causes bad business decisions or no decisions
 - iii. Eliminate inaccurate account balances that effect receivables and payables
 - b. Outline the scope of work not done in previous accounting periods
 - c. Learn about the 3 methods of taking care of back work and then decide which method is the best fit for your firm
4. Learn how we take the 100 most common steps of work and create training (what we call "winks") for your firm, so you never have to train a new employee again. This is a constant process that will evolve over the first 90 days. We'll standardize your entire business process and then start improving the 100 most common events one at a time. This could be the foundation of a franchise or multi-location expansion or sale of your company, if that is in your future.

4. We'll help you concentrate on what's important in your business, using the Peter Drucker concept of, "First, do the right things."

From 90 days to 1 year:

1. Standardization and improvement of the 100 common bookkeeping events in your firm
2. Identification of the 50 most common items creating "chaos" in your business and remedial fixes. For example...
 - a. Too many employees
 - b. Lifetime value of a customer and how that relates to the advertising budget
 - c. Too many vendors causing cost control problems
3. System for building WINK files to clear these problems

From 1 year to 3 years: Increased revenue opportunities

From 30 days to 90 days:

1. We'll help you evaluate what dangers you, as the business owner, see on the horizon
2. We'll help you analyze the opportunities you want to capture, but can't seem to get to
3. We'll sit down and look at the businesses strengths, where you should focus your efforts