



Taking away the
hassle of keeping
the books



Paperwork, Accounting Programs – Aaaaargh...

Every business owner hates bookkeeping and paperwork and dealing with an accounting program they don't understand. Unfortunately, it must be done. And it must be done in a prescribed format... otherwise the Tax Man will be on your back. When done accurately it provides critical financial information, key performance indicators and aids decision making.

It's also difficult. That's why there are bookkeeping exams. That's why Intuit offers training and testing to their ProAdvisors!

And because everyone hates bookkeeping – you'd much rather be out there making money from your business – most people end up doing it in the evening or at weekends. Yet, shouldn't evenings and weekends be spent playing with the kids,

spending time with your friends and loved ones, or out on the golf course?

A far better option is to employ a bookkeeper to get the job done properly. Unfortunately, full time qualified full charge bookkeepers *typically cost \$45,000 or more*, together with all the other associated costs and hassles of employing someone.

So why not let us take away all that hassle so you can spend your time with the people you love and doing the things you love.

We also take things a step further, we don't just do the bookkeeping; we offer a cloud accounting service with access to our *real-time information system*.

The benefit of our *real-time information system*

We use QuickBooks Online, an industry-leading cloud accounting system giving you instant access to information in real time. This means you benefit from:

1. **24/7 access to up-to-date financial information and reports** from any device with an internet connection (you can access your numbers with your smartphone or tablet),
2. **Being able to sleep at night** knowing your sensitive financial data is always secure and backed-up automatically,
3. **No system downtime** because all software upgrades are automatically installed. This worry-free maintenance saves you time and hassle,
4. **Reduced tax preparation and audit fees** because it makes it easier for us to produce end of year accounts, and
5. **Since we can access your data 24/7 you get more value from us** – we can help you run and grow your business rather than just adding up the numbers.
6. **Best of all, you have access to an Intuit QuickBooks Advanced Certified ProAdvisor** with over 30 years of bookkeeping and accounting experience!

“You can access your numbers with your smartphone or tablet”



FREE ACCOUNTS: For business owners who hate bookkeeping...

One of the things our clients love about our “Full” and “Premium” cloud accounting service is this; once we’ve completed your bookkeeping and paperwork for the year we prepare your end of year financial reports *completely free of charge*.

So, what does it all cost?

Much, much less than the \$45,000 you would pay for a full-time bookkeeper.

A silly way to price

Most self-employed bookkeepers will quote you an hourly rate. In fact, the Institute of Certified Bookkeepers reportedly recommends \$55 per hour.

We think that’s unfair.

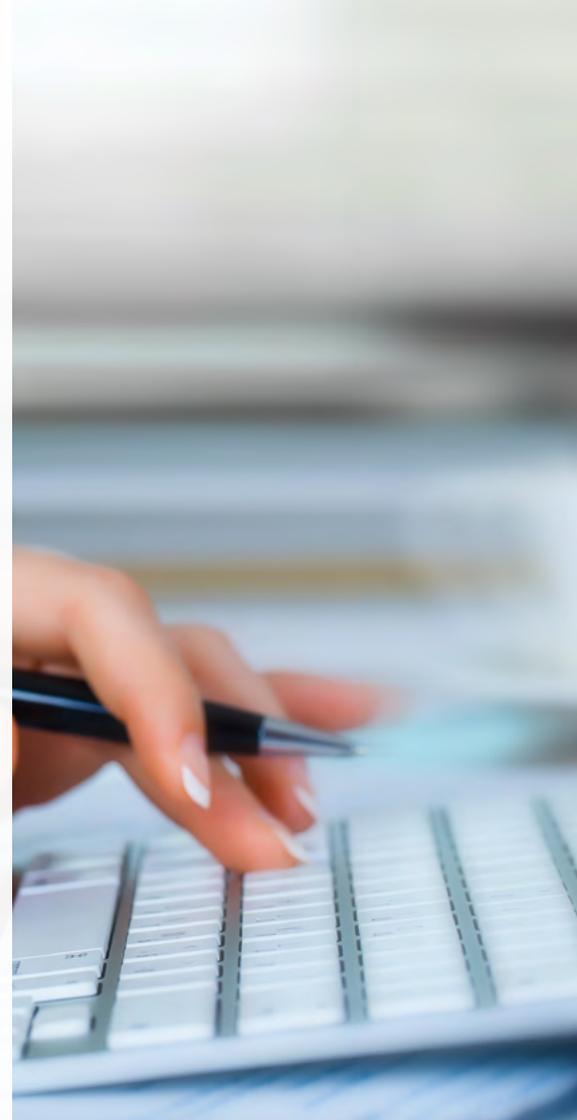
Firstly, an hourly rate means you have no idea how long the job will take and

therefore how much it will cost you until after the work is completed. Secondly, if we make mistakes or take longer you pay more. That doesn’t seem right to us... it’s certainly not fair.

So, what we do is give a *fixed price* (based on your particular circumstances and what you want). That way you can budget and plan. And if we are slow and the work takes longer that’s our problem not yours.

Setting up your cloud accounting system

A cloud accounting system will make your life so much easier. If you do not currently have a cloud accounting system, there is a one-off payment from as little as \$495 to get your system set up.



Your options at a glance

The following table summarizes what is included within each of our cloud accounting service levels. To help you identify the best option for you here is a quick overview:

Premium package – This is the best option for busy business owners who want the maximum out of their cloud accounting system and get access to the key metrics so they can make the best business decisions based on the best quality information.

Full package – This is our most popular option because you get valuable monthly reports to help you manage your business, general advice and we'll even produce your year-end accounts for free.

Essential package – This option is best for those business owners who are simply looking to get the basic entries done to ensure being compliant with the Internal Revenue Service.



Your options in detail

	Premium package	Full package	Essential package
Subscription for your paperless expense and receipt processing system	●	●	●
Access to Intuit Diamond Support thru your QuickBooks Certified ProAdvisor	●	●	●
Secure Client Portal for document sharing	●	●	●
Anytime Online Appointment Scheduling	●	●	●
Referrals to qualified tax experts to maximize your tax deductions	●	●	●
Posting all business bank transactions	●	●	●
Completing the monthly bank reconciliations	●	●	●
Posting purchase invoices, expenses, and cash transactions	●	●	●
Credit card transactions and reconciliations	●	●	●
Completing the monthly accounts receivable and accounts payable reports	●	●	●
Completing the monthly Sales Tax reconciliation	●	●	●
Completing payroll journal entries	●	●	●
Make adjusting entries for any foreign currency transactions	●	●	●
Consultations with your tax preparer as needed	●	●	●
Maintaining your fixed asset register	●	●	●
Unlimited email and telephone support	●	●	●

Your options in detail

	Premium package	Full package	Essential package
Remote QuickBooks support	Unlimited	4 per mo.	2 per mo.
Basic management reporting every quarter			●
Expense monitoring and advice	Unlimited	5 key expenses	○
Precision accounting with accruals and prepayments	●	●	○
Maintaining your fixed asset register	Monthly	Annually	○
Full management reporting every month	●	●	○
Receivables monitoring	●	●	○
Completion of Sales Tax returns	●	●	○
Complete and submit annual accounts for tax preparation	Free	Free	○
Annual 1099 Misc Reporting	●	●	○
Enhanced credit control	●	○	○
Weekly reports on your key numbers	●	○	○
Quarterly online ('virtual') business review meeting	●	○	○
Your Integrated cloud financial system (connected apps)	●	○	○
Supply cloud accounting software – typically retails at \$479 per year	Free	Free	○

- Included within the bundle
- Not included within the bundle

How you benefit

For an affordable fixed monthly payment, you will benefit from each of the following:

Your free real time information system

This is one of the features our clients find most valuable. We will set you up and support you every month with our real time accounting system.

This system will put you in *complete control of your numbers*. Cloud accounting software companies charge a monthly subscription for using their system (for example, an annual subscription to the premium version of QuickBooks Online is \$479).

But as part of our Full & Premium cloud accounting packages we pay

this on your behalf, which means you get all these benefits of a real time accounting system for free:

- 1. 24/7 access to up-to-date financial information and reports** from any device with an internet connection (you can access your numbers with your smartphone or tablet).
- 2. Up to date** – Real time accounting means your records are always completely up to date making it easier for you to *make the right decisions*.
- 3. Business support** – Since we can access your data 24/7 you get more value from us – we can help you run and grow your business rather than just add up the numbers. We can support you with your key decisions.

- 4. Easier invoicing** – Fast, simple customized sales invoicing will make your life simpler. And the facility for emailing of invoices, with the option to attach a statement at the same time makes it so easy to manage your sales and get paid quicker.
- 5. Quicker cash collection** – The system allows you to embody payment methods into your invoicing. For example, *click and pay* to drive quick collection of

“Real time accounting means your records are always completely up to date making it easier for you to make the right decisions.”

your debts. It makes it so much easier for you to get paid, reducing bad debts and slow payers and putting more cash in your bank account. You can also chase debtors whilst you're on the go.

6. **Automatic processing** – Your bank accounts can feed directly into the system, which keeps your accounts up to date and fully reconciled to the bank... this feature will save you a significant amount of time.
7. **Financial dashboard** – One of the most popular features is the “*Financial Dashboard*”; a fully customizable screen showing you the key financial information you need to run your business. You'll come to rely on this *Financial Dashboard* just as much as you rely on the dashboard in your car when driving.
8. **Instant reports** – At the touch of a button you can get instant reports on your business.
9. **Security** – Being able to sleep at night knowing your sensitive financial data is always secure and backed-up automatically.
10. **Maintenance free** – No system downtime because all software upgrades are automatically installed. This worry-free maintenance saves you time and hassle.
11. **Lower professional fees** – Reduced accountancy fees because it makes it easier for us to produce end of year accounts.
12. **Free software** – As well as helping you, this system makes our life much easier and that means we can pass this onto you in the form of cost savings, i.e. we will pay the monthly fee for the system on your behalf.



At the touch of a button you can get instant reports on your business.



Posting of all financial transactions

We will post the following financial transactions on a weekly basis:

- **Posting all business bank transactions** – we will post all receipts and payments for all business bank accounts including any PayPal accounts.
- **Posting purchase invoices and expenses** – we will post expenses to the correct expense codes enabling you to obtain relevant financial information and comply with the Internal Revenue Service (IRS).
- **Recording cash transactions** – we will post all cash transactions where you have proper cash receipts
- **Credit card transactions and reconciliations** – we will post all transactions on your business credit card and reconcile the closing balance each month
- **Completing payroll journals** – if you run a payroll that is not fully integrated with QuickBooks, we will post the correct journals each month.

*“These postings will enable you to make **important financial decisions** about your business.”*

- **Make adjusting entries for any foreign currency transactions** – Foreign transactions are complicated because you either must deal with exchange rate conversions or accounting for finance fees on each foreign currency receipt or expense. But don't worry; we'll sort that out for you.

These postings will ensure that everything is posted to the correct place, which means your financial records will always be accurate enabling you to make important financial decisions about your business. And of course, you can sleep at night knowing your financial records comply with IRS requirements.



The Internal Revenue Service (IRS) can charge you a penalty if your records aren't accurate, complete, and readable. You may have to pay interest and penalties if your figures turn out to be wrong and you haven't paid enough tax. IRS may check your records to make sure you're paying the right amount of tax.

Carrying out monthly reconciliations

Reconciling your bank account on a regular basis is critical. When you get to the year-end, if this doesn't reconcile your accounts will be wrong. You could end up paying too much tax because you've missed allowable expenses. Or you risk fines and penalties from IRS because you've missed taxable income. Or you must pay higher accountancy fees for the accountant to sort it out.

So, what we do is reconcile your bank account every month. We will also carry out the following reconciliations for you every month to make sure everything is accurate:

- **Your monthly accounts payables reconciliation** so you know exactly what you owe at any point in time to your suppliers.
- **Your monthly accounts receivables reconciliation** so you know exactly who owes you and how much they owe you at any point in time.
- **Your monthly Sales Tax reconciliation** to make sure your Sales Tax records are compliant.
- **Your monthly loan reconciliations** to make sure the interest is properly expensed to accurately report your loan balances.

At the end of your financial year, as soon as we have completed your reconciliations we will provide you with an annual trial balance, which can then be exported and used to complete your year-end financial statements and annual tax filings.

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You can sleep at night knowing your financial records comply with IRS requirements.

Paperless expense and receipt processing system

We recommend a system that will remove the administrative burden that bills, invoices and receipts place on small businesses. It makes the gathering, storage and processing of receipts and invoices as easy and cost effective as possible. The system will make your life easier and remove clutter by filing paperwork in the cloud. Let me explain one of the most popular features of this system...

Every time you get an invoice or cash receipts (for example, a parking or meal receipt) all you need to do is take a photo with your smartphone. You can then throw that piece of paper away! The system will store the image of your invoice and, when you're connected to the Internet, it will be sent from the system into our cloud accounting system for us to post it to the correct place.

And best of all, we will supply you with the software *free of charge* and show you how to use it.

Referral to a qualified tax preparer or CPA

We have relationships with several qualified tax preparers and CPA's in Arizona and we are happy to provide referrals to them for our clients. We will consult with your tax preparer on your behalf whenever the need arises at no additional cost from us to you!

Unlimited email and telephone support

Your fixed price is *fully inclusive of unlimited* email and telephone support for advice on ad-hoc matters.

This means that you can call on us at any time knowing that you will never be charged for our time or advice. So, we hope you will feel free to speak to us whenever you need to, without ever having to worry about the cost.

Of course, if the issues raised at any of these unlimited free consultations (or anywhere else) require research or analysis beyond



the consultation, we will give you a fixed price quotation for that extra work before any additional work is started. This means you will *never* get an unexpected bill.

Remote QuickBooks support

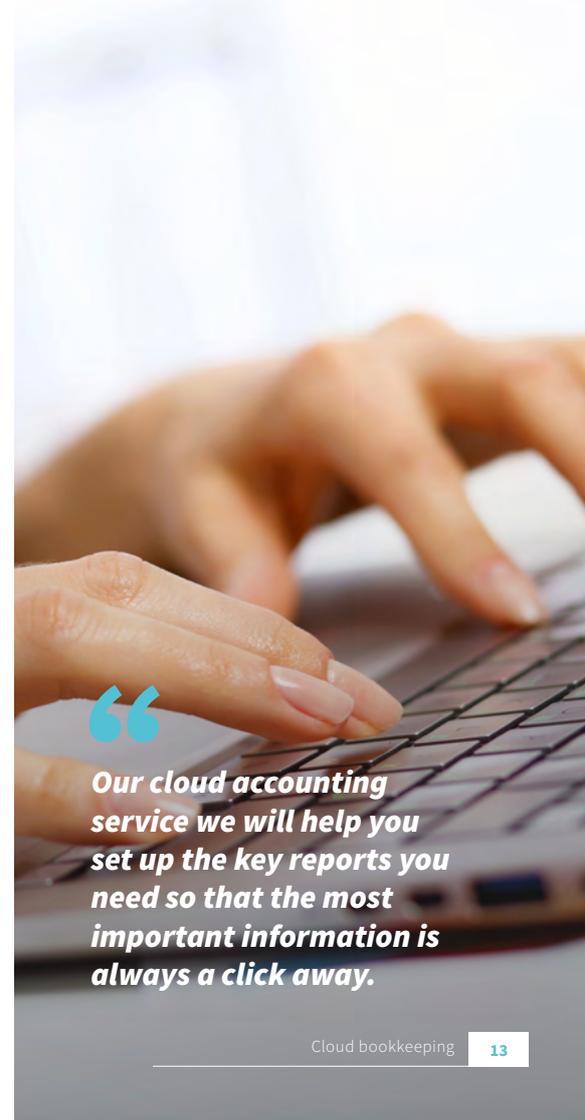
Diamond Level Intuit QuickBooks support is provided for both QuickBooks Online and QuickBooks Desktop customers when accessed through us as your Certified QuickBooks ProAdvisors. This means that we can help resolve QuickBooks technical issues FAST with US based top level support from Intuit technicians! No more hours of waiting on hold for Intuit technical support!

Basic management reporting every quarter

The real power of a cloud accounting system is having important management information on hand. Information such as, who owes me money, what are my sales this month and am I making a profit? As part of our cloud accounting service we will help you set up the key reports you need

so that the most important information is always a click away. Having your finger on the pulse of your business is critical for making the right business decisions. You need to know the key numbers. Each quarter we will supply you with:

- **A quarterly view of your reconciled account summary** that will include a year to date total for each category of income and expense, and most importantly, your profit for the year to date.
- **A quarterly accounts receivable aging report** showing you exactly how much money your customers owe you and how long those debts have been outstanding. This report will help you to keep on top of your debtors and put more cash into your bank account.
- **A quarterly accounts payable aging report** showing you how much money you owe to your suppliers and for how long.



Our cloud accounting service we will help you set up the key reports you need so that the most important information is always a click away.

The following benefits are part of our *Full Cloud Accounting Package*:

Expense monitoring and advice

Managing costs for any business is so important. We will work with you to identify the 5 most critical costs in your business (for many business owners these include personnel costs, travel expenses, and marketing).

Once we have agreed which are your most critical costs to keep under control we will monitor them on your behalf. And whenever we notice a sudden change we will contact you so you are immediately aware. As part of this service we will also advise you on how to keep costs under control.

Maintaining your fixed asset register

A fixed asset register is an accounting method used for major assets (e.g. cars, office equipment, machinery, and property). Maintaining a register means you can keep track of your major assets, keep track of their value, and make the production of end of year financial

statements much easier. For example, as part of this service we will annually enter the depreciation amounts provided by your tax preparer to your QuickBooks data file to match the tax returns. With the Premium accounting package we will prepare a depreciation schedule and enter the estimated depreciation monthly to your books.

Precision accounting with accruals and prepayments

Accruals are adjustments for revenues that have been earned but are not yet recorded in your accounting records and expenses that have been incurred but are not yet recorded in the accounts. Prepayments are when you have paid for something that relates to a later period.

Accruals and prepayments need to be added via adjusting journal entries so that the financial statements report these amounts.

Why is this important?

If you do not adjust for accruals and prepayments your income, expenses and profit for any given period will be distorted and inaccurate. Here is an example...

If your rent is paid quarterly, then every third month you have a big expense in your accounts but then no charge in the second and third month. So, we need to spread this cost across each of the 3 months it relates to get a true and accurate picture.

Full management reporting every month

Because it is so important to know how your business is performing we will produce a full report every month, which will include:

- **Your profit for the month** together with comparisons against previous months, which means you see at a glance if your business is heading in the right direction.

- **A detailed breakdown of each category of sales and expenses** together with the corresponding figures for previous months so you can see at a glance the key trends in your sales and your costs.
- **Your accounts receivable report** showing you exactly how much money your customers owe you and how long those debts have been outstanding. This report will help you to keep on top of your debtors and put more cash into your bank account.
- **Your accounts payable report** showing you how much money you owe to your suppliers.

In addition, we will set up your *Financial Dashboard*; a fully customizable screen showing you the key financial information you need to run your business. You'll come to rely on this Financial Dashboard just as much as you rely on the dashboard in your car when driving.

Receivables monitoring

Cash is so important. And a key part of cash management is to keep control of receivables (i.e. the amounts of money you

are owed by your customers). One of the most important financial ratios is called receivables days, or aging. It's a number you should measure and monitor. We will monitor this for you and if we see a substantial change in the wrong direction we will give you a call to make sure you are aware and offer suggestions for getting this key ratio back under control.

Completion of Sales Tax returns

If you are required to pay sales tax on goods or services you sell, you will need to complete sales tax returns. To make your life easier we will do this for you, which will save you time and give you the peace of mind they are being completed correctly.

Note: This service relates to standard registrations and fixed rate plans. More complex tax reporting such as reporting foreign sales transactions are outside the scope of this service and will be subject to a separate price.

Complete & submit annual financial reports & QuickBooks data file to your tax preparer

As part of our full and premium cloud accounting packages we will also complete

your year-end reports – consisting of a profit and loss statement and balance sheet and submit them to your tax preparer – completely *free of charge*.

Note: You will of course need to complete tax computations and tax returns. The completion of tax computations, tax returns and audited financial statements is outside the scope of this service and will be handled by your tax preparer of choice.

Annual 1099 Miscellaneous form preparation and filing

Contract labor and service providers must provide you with a W9 form indicating their tax filing status and tax id information. Businesses are required to file 1099 Misc forms annually for all payments \$600 and above to service providers who are not incorporated. By choosing this service from us, we will help you collect the W9 forms, prepare the 1099 Misc forms for both the payees and the government in the approved format.

Included with Full & Premium packages or available as an add-on for the Essential package.

The following benefits are part of our *Premium Cloud Accounting Package:*

Enhanced credit control

Cash is so important. And one of the big benefits of a cloud accounting system is the ability to keep on top of your cash and bank balances, on top of your receivables (i.e. who owes you money) and get paid easier. There are now so many easy ways to manage receivables and get paid automatically (e.g. online payments and direct debits) and so many ways to integrate this into your system.

Our Enhanced credit control service will identify all the options available to your business to help you get paid quicker and have more money in your bank account. We will also review outstanding invoices with you, advise on your terms and conditions of business, advise on your options for recovering outstanding debts, consider the need for write-offs and bad debt provisions and advise on alternative payment options.

This service will help put more money into your bank account.

Weekly reports on your key numbers

In addition to full management report every month we will also supply you with the key numbers every single week (e.g. weekly sales). This means you always have the very latest financial information to hand.

Quarterly online ('virtual') business review meeting

Every three months we will have a 45-minute meeting. This meeting will take place online (which means there is no need for you to travel). In this business review meeting we will discuss your latest management information and how you can use the numbers to keep your business going in the right direction.

Your integrated cloud financial system

Many cloud accounting systems integrate with other solutions. There are systems that allow you to photograph receipts with your smart phone and enter them into your bookkeeping system; never worry about losing that parking receipt again! You can integrate online payment with direct debit systems. You can integrate with payroll systems. Stock and inventory systems. Receivables management. The list goes on... but we'll simplify it for you.

You will be amazed at what you can do to run your business more easily, to help you get your cash faster and save you time. As part of our cloud accounting service we will provide a report examining the most popular integrations and recommend the best solutions for your business.

Popular *add ons*:

Here are some of the related services we offer that are most popular:

Payroll

If you have employees, you will need to operate payroll. Many of our clients choose to let us run the monthly payroll. Let us know if you'd like us to take away that hassle for you.

On-site support

Everything about our standard cloud accounting packages is online. But from time-to-time some clients prefer us to carry out the bookkeeping at their premises (typically when a desktop accounting system is used). If you want us to carry out the bookkeeping at your premises you can choose this as an upgrade. Training is a separate package that would typically be done onsite with the client and/or staff.

POS Integration management & inventory control

Retail stores and restaurants are increasingly using a Point of Sale system to manage their sales and inventory. Wholesale and manufacturing companies use complex inventory control systems. Getting these systems to accurately integrate with QuickBooks can be tricky and if done incorrectly can cause untold damage to your financial data that is very expensive to repair. Our specialization in accounting systems that properly integrate to QuickBooks in all areas (sales, cash & credit card payments and deposits, inventory and sales tax, customer deposits, inventory purchases and accounts receivables) are what sets us apart from a normal bookkeeping and accounting firm. We will review your current system for integration potential and provide a quote for an initial set-up. Or if currently integrated, review for accuracy and recommend changes where warranted.

In both cases, once properly integrated, we will perform a monthly health check and correct any errors created in QuickBooks as well as correct any problems in the integration set-up for newly created items & processes at the store or warehouse level. Also, we will monitor the accuracy of the transaction entries to QuickBooks from the POS or inventory system each month.

Monthly Budget reports

Budget reports help you plan and will give you an early-warning signal if you are likely to face cash shortages due to overspending in any given area. A Budget vs Actual report is invaluable and usually a Board of Directors requirement for non-profit organizations. We handle the hassle of creating and maintaining these reports by including them in your monthly report package.

Profit Center specific reports

If your business or organization has divisions, locations, classes, or funds that need reports by those profit centers for income and expenses then this option was made just for you! We will organize and prepare reports that show all, some or one profit center for each of your areas of income and expenses.

Cash reconciliation report (Statement of Cash Flows)

We know that cash is the most important thing for any business. It is frightening how many profitable businesses fail because they run out of cash. We will produce a report that reconciles the profit in your accounts to the movement in your cash balances. This means you will have a better understanding of where the cash is coming into your business and where it is going, which means that you will be better placed to manage your cash balances.

Consulting

Remote or in person consultations are available to review your business health, goals, and progress or for any other reason. Choose from a variety of options that meet your specific needs.

Nights and Weekends

Our normal business hours are Monday through Friday from 9 am – 5 pm AZ Time. However, you may travel out of the country regularly, are based in another time zone or run a retail operation with extended hours. This option is designed to enable you to communicate with us more effectively. While we cannot guarantee that we will be available 24/7 for those who choose this option, we will make appointments for you after hours and make every effort to respond as quickly as possible to messages received outside of our normal business hours rather than wait until the next business day.



“Jan Baudat has a skill set so invaluable to our organizations. She manages the financial records for 3 of our organizations with precision. Jan’s continuous attention to new technology upgrades contributes to my easy access to our accounts in whatever part of the world I am traveling to. Her Integrity is flawless. She is valued by our team and we all enjoy her personable approach to working and getting things done efficiently and professionally”

– John Brady, Executive Director Asian Classics Input Project, Inc.



QB Jan, LLC serves clients in Sedona, Arizona with their QuickBooks Consulting, QuickBooks Training, Bookkeeping, Payroll, and CFO/Controller needs.

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