



# Getting ORGANIZED Accounting Software Set-up

Accounting solutions for small businesses are essential to the success of any enterprise. Today's accounting software offers many advantages to the busy owner/manager. This translates into savings in time and money. Whether you sell products or services, you can reap benefits from using accounting software.

## Some of the benefits you will enjoy include

- Eliminating the need for arithmetic and formulas
- Tracking sales and expenses automatically
- Tracking outstanding accounts receivables as invoices are created
- Tracking expenses and GST as expenses are paid
- Automatic calculation of GST remittances
- Reporting totals instantly
- Easy bank reconciliations
- Tracking profits
- Tracking payables as bills are entered
- Professional-looking estimates and invoices
- Useful business reports and graphs

## Software Set-up

This one time process can be time consuming and difficult. In addition to many of the other benefits, you'll want to be sure the tax codes are set up to accurately track the collection and remittance of taxes.

## Software Set-up Package Includes\*

### Set-up

- The accounts specific to your business
- A system to track
  - sales
  - bank transactions
  - cash expenses
  - credit card charges
  - GST and PST

### Provide

- Enter opening general ledger account balances, including capital assets, liabilities and owner/shareholder investment amounts\*\*
- Enter start-up costs\*\*
- Enter transactions for 1 month
- Reconcile bank account for 1 month Installation instructions
- Custom icon bar
- "Custom Monthly Bookkeeping" checklist
- "Good Bookkeeping and Filing Practices" checklist
- "QuickBooks Features" reference sheet

### Create reports specific to your needs

- Bank transaction reports
- Accounts Receivable listings
- Accounts Payable listings
- Profit & Loss statements
- Balance Sheets
- GST reports
- PST reports

## Additional Options Available

- Set up time/billing system
- Set up budget\*\*
- Set up cash forecast\*\*

\* Software not included

\*\* Will require additional time to calculate

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