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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.

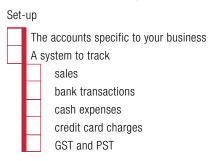
Some of the benefits you will enjoy include

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*



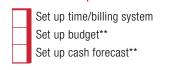
Provide

	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



^{*} Software not included

This information is of a general nature and is not intended to address the specific circumstances of a particular individual. You should not act on this information without appropriate professional advice after thorough examination of a particular situation. EACE

^{**} Will require additional time to calculate