



HOW it WORKS

Virtual Back-Office Business Functions



Every business is unique and we will work with you to engineer a custom, personal solution that fits your needs and budget. Meanwhile, here is a quick overview of how we generally use the power of the Internet to provide cloud-based, remote solutions that will feel like we're next door—even if we're in a *galaxy far, far away...*

Secure, confidential, cloud-based document sharing and storage is available through your personal Microsoft SharePoint site. You will have continuous access to your important information.

Information for your day-to-day business functions will be stored in folders arranged by year and month for easy access.

We will keep your confidential, personal information, reports, financials, tax returns, memos and so forth in a separate site that only you can access.

You can designate others to access your Business Functions site so you can delegate effectively. This will include the information needed to run your business daily.



HOSTING

Your QuickBooks company file will be hosted on a secure server that gives you 24/7 access using a Microsoft Remote Desktop Connection.

It's your file: Should you ever, for whatever reason (no good ones we can think of), need to move your accounting in-house or elsewhere, you can log in, make a backup and off you go. It is your world – we're just playing in it.

BANKING

If possible, we prefer you to give us view only access to your business bank account(s). This allows us to download bank statements and do research without bugging you or your people.

ACCOUNTS PAYABLE

- You scan and upload approved bills to pay.
- We enter the bills and provide you a list on a weekly bill-pay day.
- You notify us of the bills you want to pay – either by circling items on the list and returning it or by e-mail.
- We can pay the bills online using QuickBooks bill pay service*, or get the checks ready for you to print, sign, and mail from your office.
- You will scan and upload completed W-9 forms so we can process your 1099s at year end.



ACCOUNTS RECEIVABLE



- You will scan and upload work tickets, purchase orders, or whatever form you use to bill a customer. For new customers be sure to include full contact, price, and term information.
- We will create and e-mail or mail the invoices to your customers.
- You will scan and upload customer payment information (checks) which we will apply to the appropriate invoice(s) and record as a deposit.
- We will prepare and distribute a monthly statement to customers with an outstanding balance.
- You will have instant access to up-to-date accounts receivable reports to project your cash flow.



CHECKING

You will scan and upload debit and credit card transaction receipts. If not available we will get the information from your online bank account register. We will download your monthly bank statement(s) and reconcile your accounts.

PAYROLL



- You will scan and upload the required employee forms: W-4 and I9.
- You will upload the employee timesheets in whatever format you like: Excel, timecards, etc.
- You will send us an e-mail notification of any payroll changes such as new hires, terminations, rate changes, vacations, and so forth. We will save these e-mails in your SharePoint site.
- We will process payroll and either send payments through QuickBooks direct deposit function* or get the paychecks ready for you to print in your office.
- We will e-mail PDF payroll reports or text you the amount paid, whatever you prefer.
- We will log in to your IRS EFTPS account and make your payroll tax deposit with each payroll.
- We will prepare your quarterly and annual payroll reporting forms such as: 941, 940, W-2, W-3.



GROWING YOUR BUSINESS

- We will compile your periodic financial statements
- More importantly, we will schedule monthly or quarterly meetings to discuss your results, analyze trends, look for opportunities to exploit, and provide business-building expertise.
- If requested, we will help you devise periodic budgets and cash flow projections. No sense trying to build something without a blueprint.
- We will prepare and discuss quarterly tax projections. It is hard to do tax planning on April 14th.



There are *vital* keys to running and growing a business systematically and on purpose including:

- Focus on what you can be best in the world at and delegate everything else (include your back office business functions).
- Make a great plan.
- Work your plan, adjust as needed.
- Pay attention to your business. Accounting is the language of business. It all starts with efficient processes and accurate, timely books and reports.
- Rinse and repeat.

We are *excited* about the opportunity to help you build your business and grow your profits!



*QuickBooks (Intuit) charges an additional fee for each bill paying and direct deposit transaction.