



**YOUR BOOKKEEPING REPORT**

# ACCOUNTING SOFTWARE TRAINING



**Biz Specialist Inc.**

Bookkeeping, Accounting & CFO- Advisory Services

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## Current Business & Financial Situation

I'll bet you started your business, with the best intention for everything to run smoothly. Then came heavy responsibilities and busy schedules and some important matters just got left behind. After all, you never went into business to do bookkeeping; or if you had a bookkeeper, you just ignored it all together. Accurate bookkeeping is critical and ignoring it will cause compounding financial problems now and in the future.

*"Not having an accounting system will cost more in the long run"*

Without an accounting system, you are probably:

- Not recording your invoices or bills accurately
- Guessing what your bank balance will be in a day or two
- Looking at a pile of bills lying around somewhere
- Not reconciling your bank and credit card accounts monthly
- Not quite sure if the business is making a profit or not
- Frustrated about your situation and thinking of getting help now!



## Let's Get To Work

If you have experienced any of the above, then it's time to get organized and have the business you envisioned when you started.

- **Resolve to Have This Fixed**  
Commit to having this problem solved. Own the problem and reclaim control of the business
- **Take Stock**  
Categorize all receipts, evidence of transactions, bills, invoices, bank and credit card statements

*"Bookkeeping needs to be accurate and done in timely manner."*

- **Find an Accounting Software**

Research the various accounting software and decide on one that is best for you. Look at cloud-based software as well as desk top. Cloud-based allows you to view your accounts from anywhere.

Make sure you are comfortable using your chosen software

- **Set-Up Your Books**

With a new accounting software, you will start by setting up your Chart of Accounts, bank and credit card accounts.



*"Bookkeeping is the backbone of your business finances."*

## Cleaning Up Your Books

- **Set-Up Posting Rules**

You can choose to record every bill and invoice. If this method is chosen, then you must also record when payment is made against the bills and record receipt of payments from customers. This would be the preferred option

Or, you could choose to treat all customer payments as sales receipts and vendor payments as purchases.

- **Reconcile Monthly**

It's important to reconcile your bank and credit card accounts monthly.

- **Be Consistent**

It may be a bit challenging at first, but, remember that not getting this done will cost you time and money in your business.

- **Get Help**

If you still find that this is too much or you would prefer to outsource your accounting so you can focus on other matters, then that's okay too.



## We Can Help

We know how frustrating it can be when one area of your business is not functioning the way you would like. We work remotely with small businesses to set up their accounting, clean up their books and maintain proper record keeping monthly. Your cost will be significantly less when your accounting is outsourced.

If you would like to take advantage of our complimentary "Fix My Bookkeeping" Consultation, please contact us and start our 3-Step Proper Bookkeeping process.

*Wishing you financial success!*

Biz Specialist, Inc  
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