

15 Point “Check My Books” Evaluation

Answer yes to 3 or more questions and you could benefit from a FREE evaluation!

Yes	No	Questions:
		<i>Do you use a software (like Quickbooks®) that tracks and totals your revenue and expenses by category when you record a receipt or disbursement?</i>
		<i>Are your records up to date? (You should record your transactions no less than once a month)</i>
		<i>Do you reconcile your bank and credit card accounts every month in the software system?</i>
		<i>Are there old transactions in your bank register that have never cleared?</i>
		<i>When you run a Balance Sheet report, are there accounts (other than accumulated depreciation or amortization) that have negative balances?</i>
		<i>Do your open receivables and payables detail lists match the values on the balance sheet?</i>
		<i>Are there old and/or incorrect balances in customer accounts?</i>
		<i>Are there old and/or incorrect balances in vendor accounts?</i>
		<i>If you have a business loan, do you split the payment between principal and interest when you record it?</i>
		<i>Are there loan or credit card accounts that you have paid off still showing on your balance sheet?</i>
		<i>When you run a Profit & Loss report, are there accounts with negative balances?</i>
		<i>Are you often behind on paying your bills and taxes or using credit cards excessively?</i>
		<i>Do you file 1099's annually for service vendors and subcontractors?</i>
		<i>Is your system secure? (Anti-virus software, Firewalls, User log ins and passwords required, limited access to key information)</i>
		<i>Do you have an adequate backup system which includes offsite storage? It should be tested periodically!</i>

Choose One Free Offer:

- Free Evaluation of your bookkeeping system
- Free 2012 Business Budget
- Free 1 hour Quickbooks® Training

Contact us to schedule your free service item today.

Contact paisley

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We are happy to answer any questions about the evaluation.