

BPO and KPO

“Setting Up, Operation for Accounting and Work Management ”

at

Park Hotel, Kolkata

on

18th July 2009

ParaAccountant – India Accounting Globally

Sanjib Sanghi - FCA



Redefine The Future



INDIA

**“The KPO
Hub of the World”**

Accounting Anytime Anywhere...

CA = CA
ACCOUNTING TOGETHER



Advantage India

- ❖ Turn Around Time
- ❖ Intellectual Capital Rich
- ❖ Low Costs of Operation
- ❖ Lower Attrition Rate
- ❖ Telecom & Infrastructure





Today's Mantra

“Come to India –The Back-Office Partner of the World.”



F&A Outsourcing set for a Meteoric rise in INDIA

As per NASSCOM estimates, the KPO industry is expected to grow by 45 per cent by 2010. Out of the \$16 billion, which the KPO industry is estimated to earn, around \$12 billion would be outsourced from India.

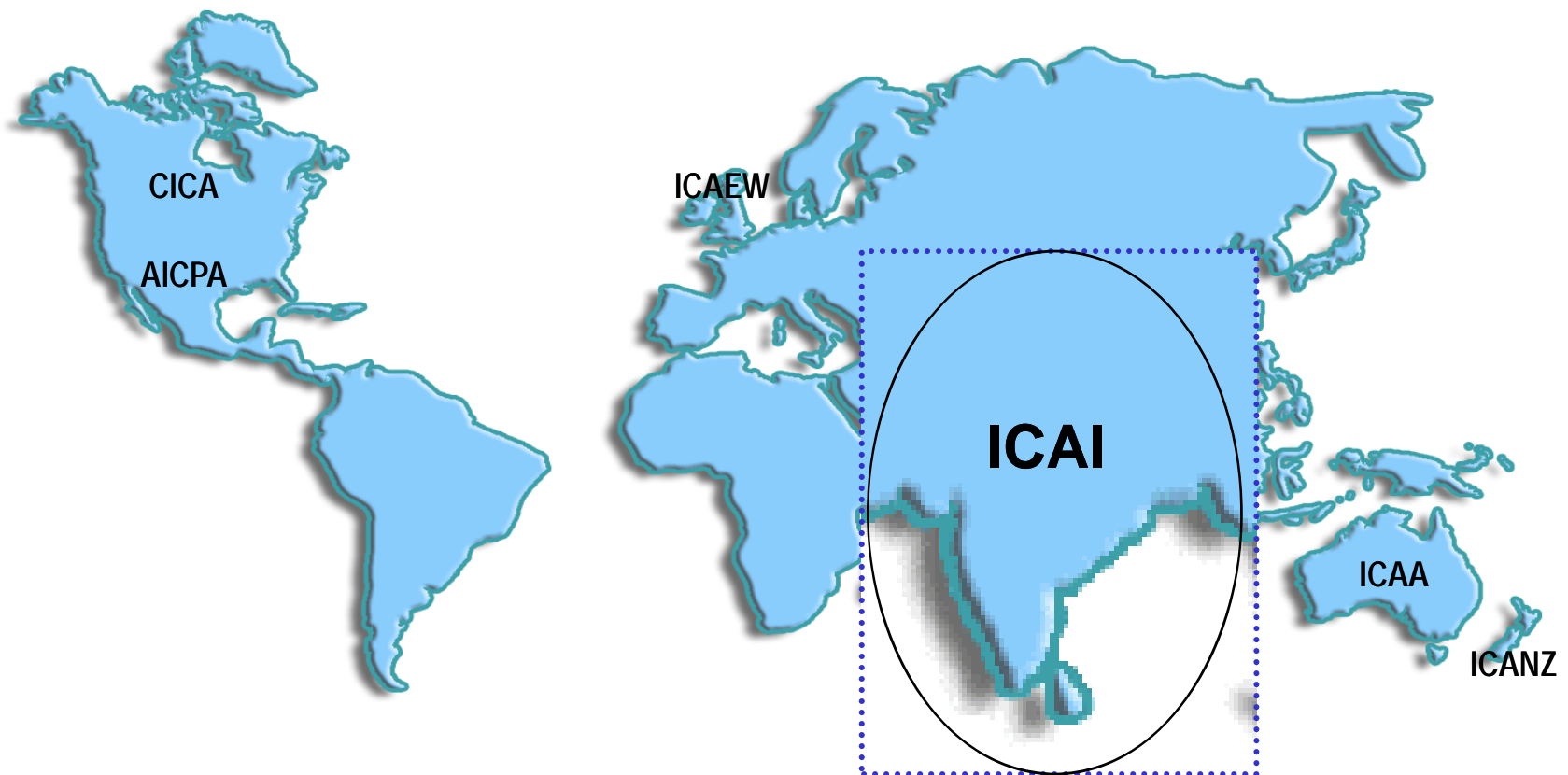


A fresh Chartered Accountant or law graduate earns Rs 2.5 lakh annually in a developing country, a KPO alternative can offer up to a 500 per cent increase!

“Indians are BORN ACCOUNTANTS!”



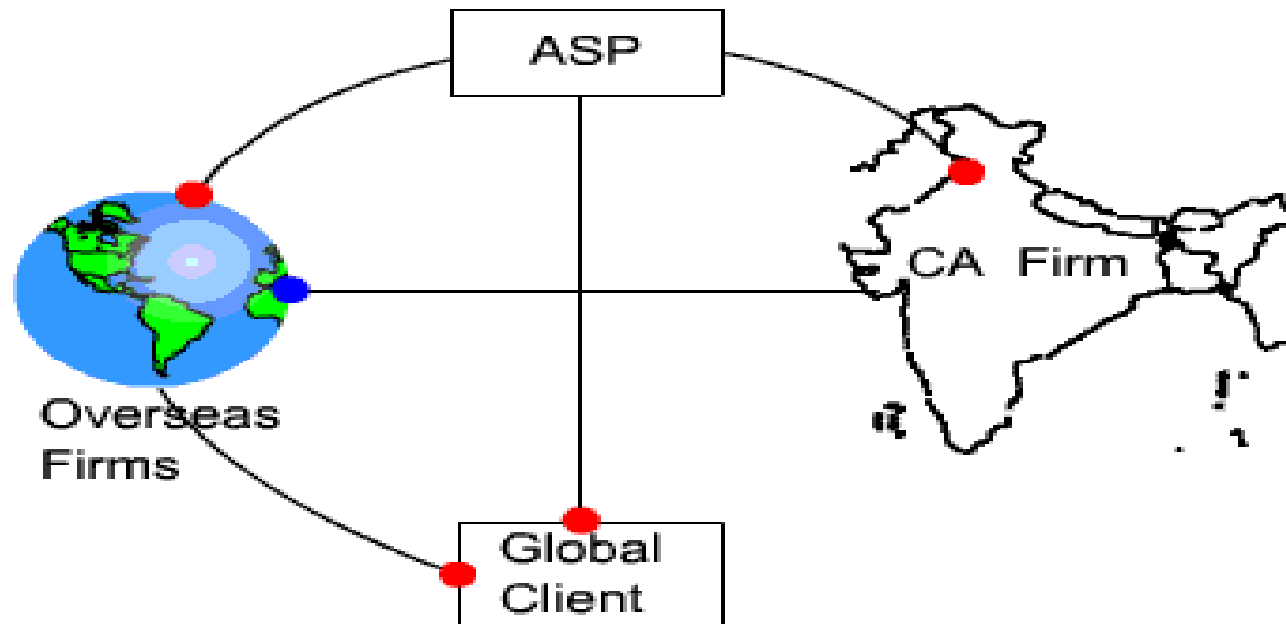
Expanding Frontiers



**WE, AS CHARTERED ACCOUNTANTS,
IS BECOMING A KPO HUB FOR THE ENTIRE GLOBE!**



How can a CA practice Globally ?



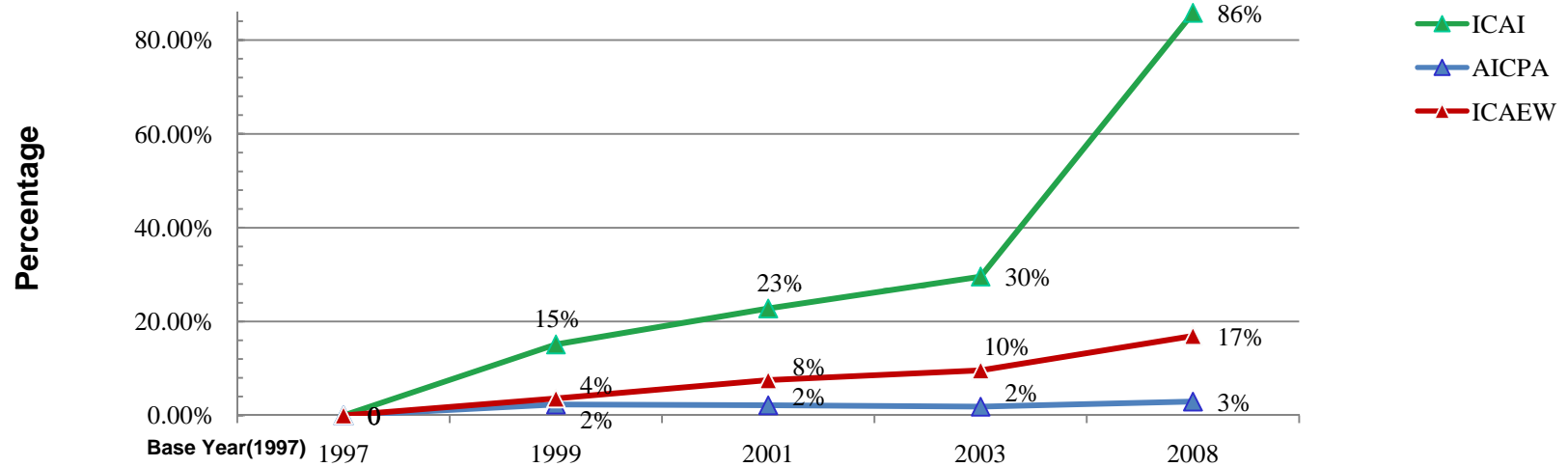
Indian Accountants – Becoming Para Accountants for the World !!

ACCOUNTING TOGETHER



Growth of Professional Accountants

Huge Opportunity for Indian CA

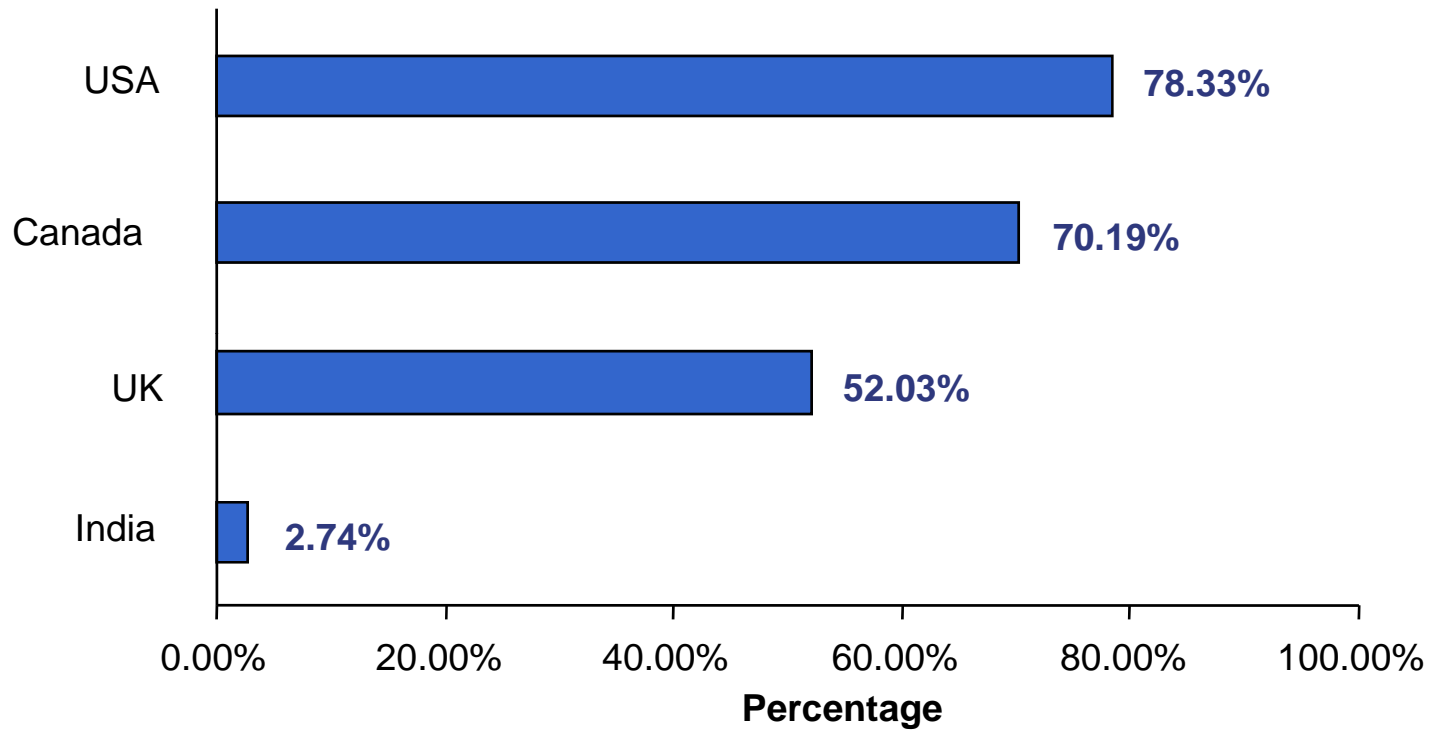


Year	ICAI	AICPA	ICAEW
1997	78506	329019	112872
1999	90366	336635	116929
2001	96392	336081	121356
2003	101730	335111	123719
2008	145841	338687	132000

Year	ICAI	AICPA	ICAEW
1997	0	0	0
1999	15%	2%	4%
2001	23%	2%	8%
2003	30%	2%	10%
2008	86%	3%	17%



Statistics of Returns filed

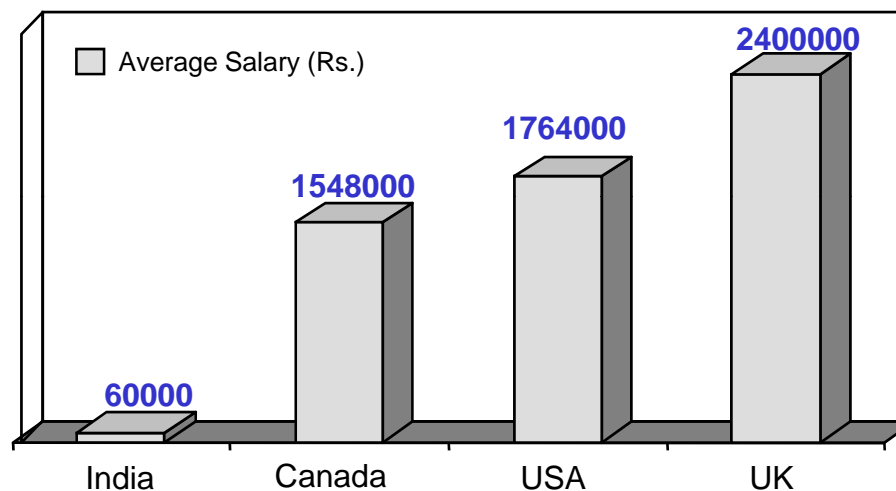


	India	UK	Canada	USA
■ % of Returns Filed	2.74%	52.03%	70.19%	78.33%

Percentage of Primary Returns Filed

Huge Opportunity for Indian CA

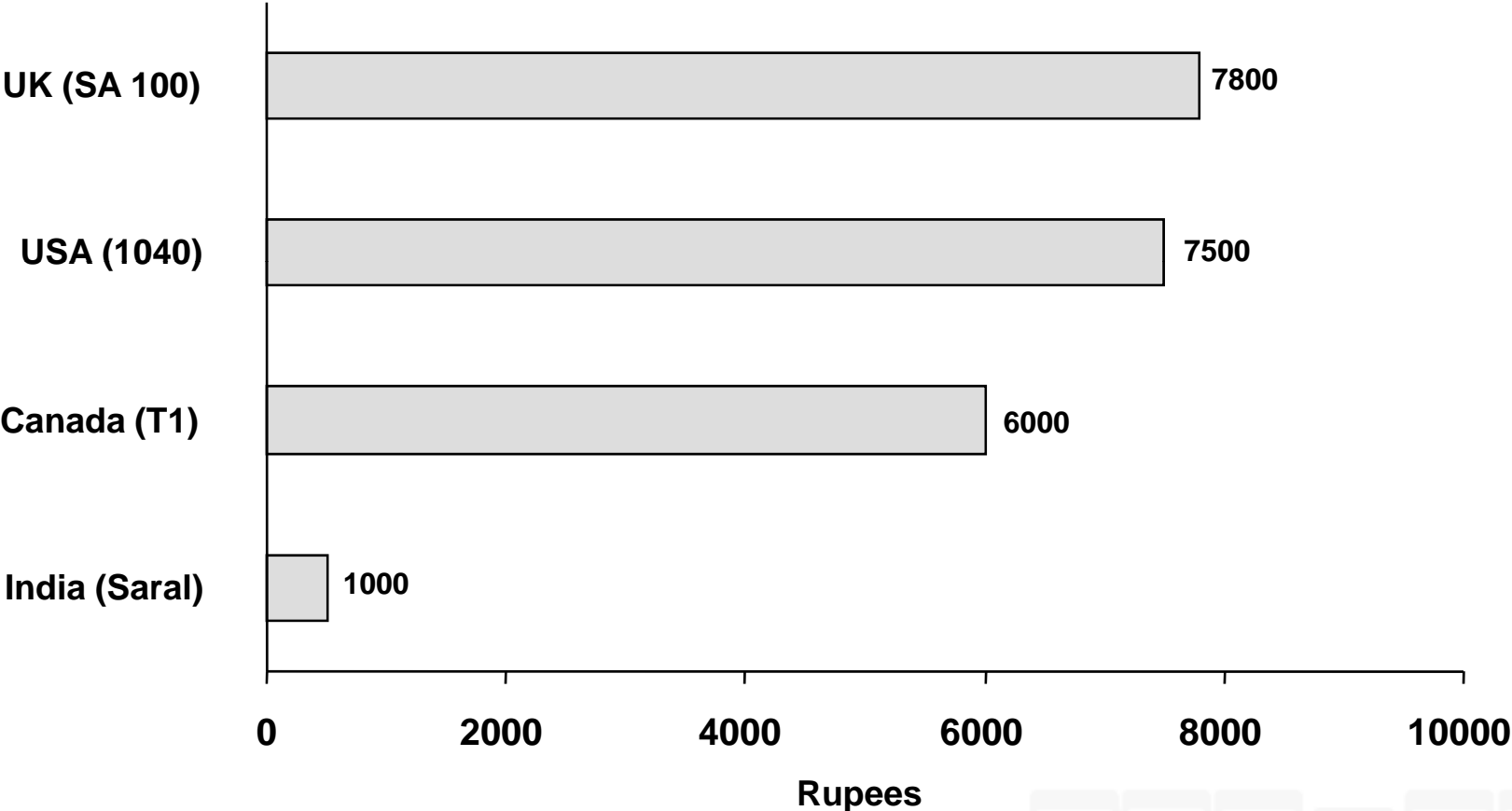
Average salary offered to accountants/bookkeepers in UK, USA & Canada and compared to India to in Indian Rupees Annually.



Foreign Exchange Rate			
Country	Currency	Conversion Rate	Salary
India	Rupee(Rs.)	1	Rs.60000
Canada	Canadian Dollar(\$)	43	\$36000
USA	Dollar(\$)	49	\$36000
UK	Pound(£)	80	£30000



Huge Opportunity for Indian CA



Comparative Rates for Primary Returns



Services – Indian CAs can do for CPAs

❖ Outsourced Bookkeeping & Accounting Services

- Setup, Designing & Mapping Chart of Accounts
- Bank & Credit Card Reconciliation
- Tracking Accounts Receivable & Aging analysis
- Accounts Payable & Vendor Management
- Billing & Invoicing
- Inter-Company Reconciliation

❖ Reviewing & Reporting Financials

- General Ledger Maintenance & Cleaning
- Monthly Review of Client Prepared Financial Statements
- Account Reconciliation & Analysis
- Cash Flow Planning & Budgeting
- Preparation of Monthly, Quarterly & Annual Financial Statements
- Preparing Compilation Report

Continued.....



Services – Indian CAs can do for CPAs



❖ Taxation

- 1040, 1065, 1120 & 1120S Tax Returns
- Sales, Use Tax & Tire Tax

❖ Payroll

- Payroll Processing
- Journalizing Payroll in Accounting Program
- Reconciling Payroll Liabilities
- Filing of Monthly & Quarterly Forms (1099, W2, etc)

❖ Auditing

- Preparing Work Paper for Insurance Audit
- Preparing Work Paper for Payroll Audit

Common Applications Used

Accounting



Taxation



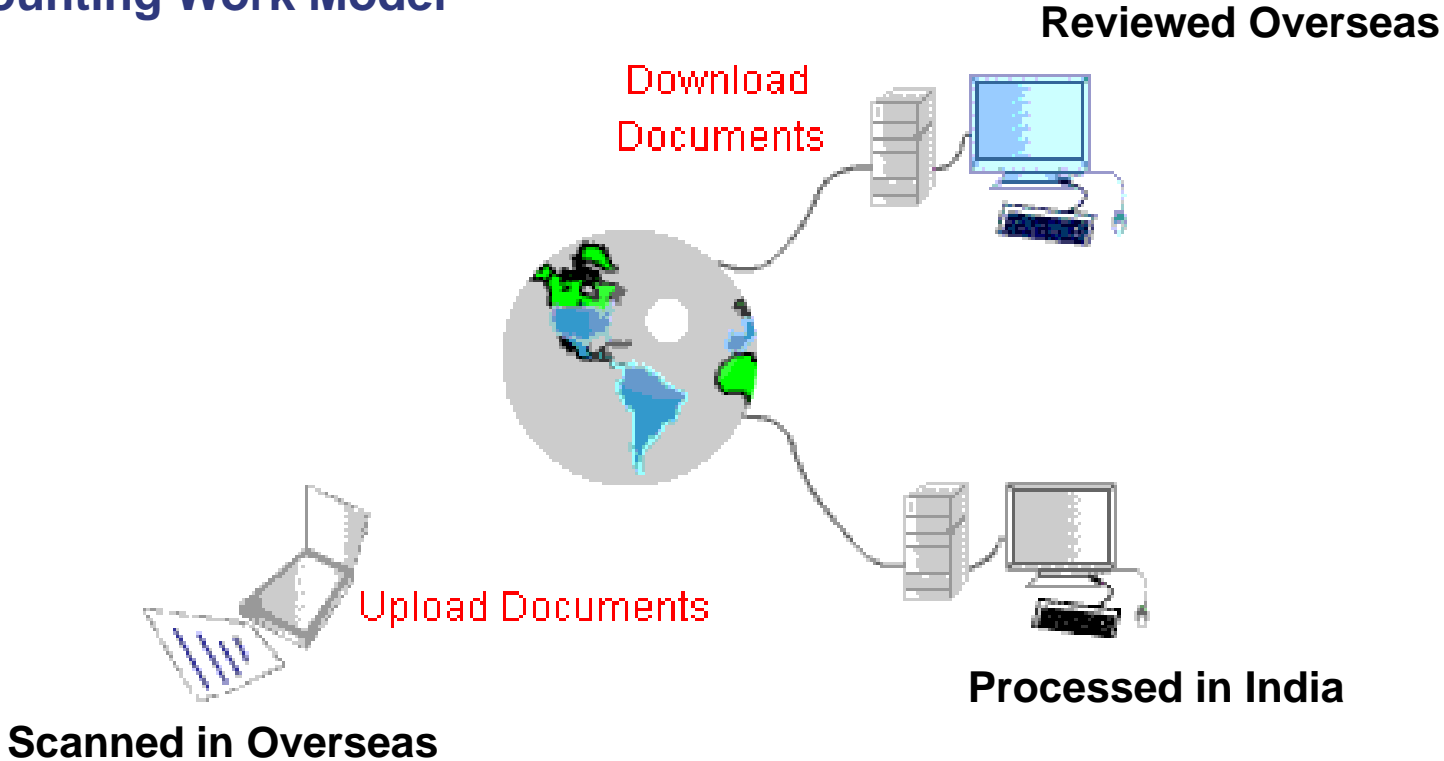
Payroll



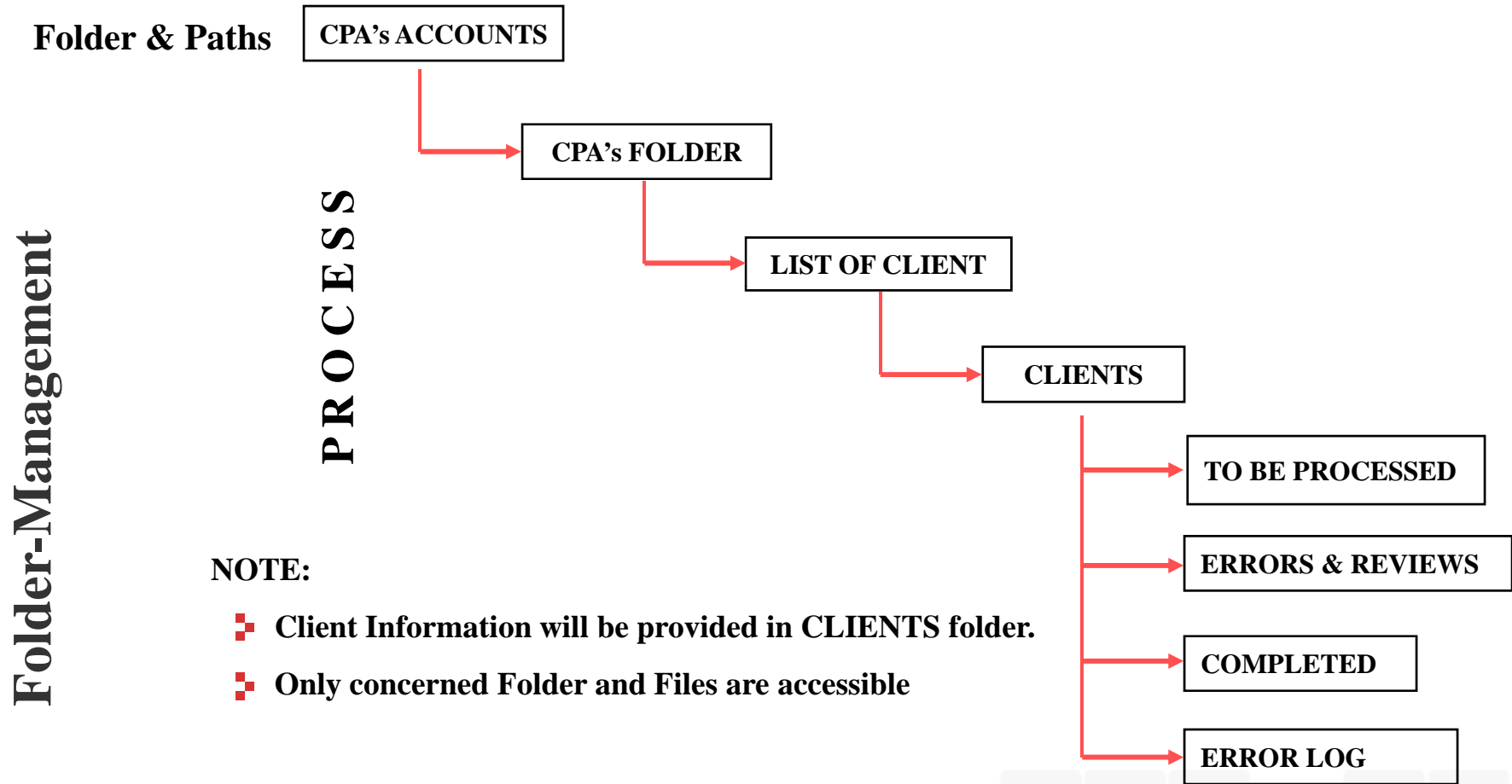


How it Works

KPO Accounting Work Model



Document Management System





Source Documents

Document Management

Navigation menu: Home, My Address Book, Preferences, Logoff

My Online Records
Access Anytime Anywhere

MEMBERS LOGIN

CPA2CA - ACCOUNTING TOGETHER [Secure Login](#)

User Name

Password

[Forgot Your Password ?](#) [Login](#)

www.myonlinerecords.com

- ❑ **Emails,**
- ❑ **Efax like J2, MyFax etc**
- ❑ **MyOnlineRecords**

INSTITUTE OF PARAAACCOUNTANTS OF INDIA

Navigation menu: Home, My Address Book, Preferences, Logoff

My Online Records
Access Anytime Anywhere

[CREATE USERS](#) [USER LIST](#) [CANCEL SERVICE](#)

Last Logged in : 8/13/2006 4:15:46 AM

Current Directory: \

	FILE	NAME	SIZE	TYPE	MODIFIED
UPLOAD FILE	<input checked="" type="checkbox"/>				
DOWNLOAD FILE	<input type="checkbox"/>	rahul	34.71 KB	FOLDER	8/2/2006 9:37:14 AM
DELETE FILE	<input type="checkbox"/>	ravi	0.00 KB	FOLDER	7/29/2006 7:08:55 AM
NEW FOLDER	<input type="checkbox"/>	reposition	0.00 KB	FOLDER	7/31/2006 10:07:34 AM
MOVE FILE	<input type="checkbox"/>	santosh	277.50 KB	FOLDER	8/13/2006 4:17:07 AM
SEND EMAIL	<input type="checkbox"/>	Abarb Jul'06 PP.zip	14.90 Kb	ZIP File	8/3/2006 9:16:43 AM
SEND LINK	<input type="checkbox"/>	DB design.pdf	105.08 KB	PDF File	8/13/2006 1:44:16 AM
RENAME FILE	<input type="checkbox"/>	KPO_BPO usecase.ppt	54.00 KB	PPT File	8/13/2006 1:44:14 AM

All documents will serve as a permanent records

ACCOUNTING TOGETHER



Source Documents

Document Management

INSTITUTE OF PARACACCOUNTANTS OF INDIA

» Home
» My Address Book
» Preferences
» Logoff

My Online Records
Access Anytime Anywhere

» Upload Files

Upload File (s) to--- \

Click the browse button to select file(s) and click UPLOAD when ready :

File# 1	<input type="text"/>	Browse...	File# 2	<input type="text"/>	Browse...
File# 3	<input type="text"/>	Browse...	File# 4	<input type="text"/>	Browse...
File# 5	<input type="text"/>	Browse...	File# 6	<input type="text"/>	Browse...

Upload Cancel

We can upload six files at a time

INSTITUTE OF PARACACCOUNTANTS OF INDIA

My Online Records
Access Anytime Anywhere

» Sending Files

Selected Files

- IPAI.zip

» Choose Recipients

To	Name	Email Address
» Additional Emails <small>Separate with semi-colon (;)</small>		
<input type="text" value="ss@paraaccountant.com"/>		
<input checked="" type="checkbox"/> Add Recipients to My Address Book		

» Subject Line

» Notes

> Send File Cancel

The files along with message can be directly emailed from here



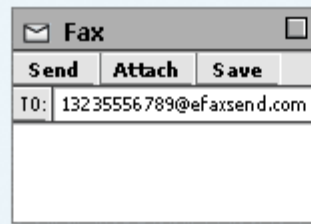
How it works ?

Process of Electronic Fax

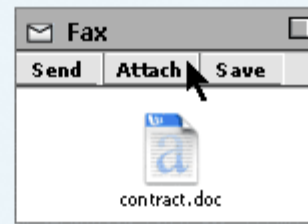
Sending a Fax



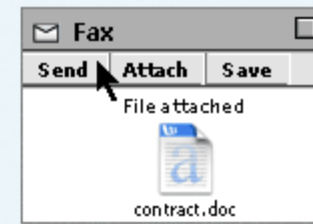
1 Open an email



2 Recipient's number + @efaxsend.com



3 Attach documents you want to fax



4 Send

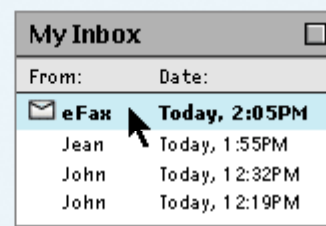
Receiving a Fax



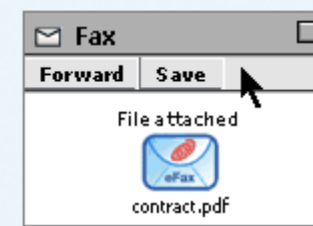
1 Sender faxes to your number



2 Fax is delivered to your email



3 Open email



4 Read then forward or save the fax



How it works ?

Operational Workflow Process

The screenshot shows an email client window with a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with icons for Reply, Reply to All, Forward, Print, Delete, Move, and Help. The email header includes:

From: Raji Hundal [rhundal@intacct.com]
To: dan@pc-opportunities.com
Cc:
Subject: Intacct Billing Statement
Attachments: intacct_statement.pdf (7 KB)

The body of the email contains the following text:

Enclosed is a statement of charges incurred since the last statement. The enclosed file will be charged for the enclosed amount.

**Receipt
of
Source
Docs
via**

email





Add Work Screen

Work Management

S.Sanghi & Co. Daily Work Flow Process

Us
Last Logged In: 7/17/2009 6

List ▼ Work ▼ Client Details Attendance ▼ Report ▼ Log Out

Daily Work

Mark Memorized

Edit

Save

Email

Attach

Add Work

Work Created

Branch	Date	07/17/2009	Status	Not Started	Due Date	<input type="text"/>	
Client Name	<input type="text"/>		Actual Time	00:00	Budget Time	00:00	
Work Class	<input type="text"/>		Work Type	<input type="text"/>	Work Owner	<input type="text"/>	

Work Description

Split Work

Done

Delete

Add

Work File(s) No Work File Uploaded

Notes (0)

Add

Work Instruction (0)

Add

Source Documents Required

Add

Submit



Memorized Work Screen

Work Management

S.Sanghi & Co. Daily Work Flow Process

User: [Name] Last Logged In: 7/17/2009 1:46

- List ▾
- Work ▾
- Client Details
- Attendance ▾
- Report ▾
- Log Out

Memorized Work

Add Memorized Work

Edit

Save

Work Updated

Branch	Newton	Stage	Not Started	Budget Time	00:00
Client Name	J P Mchale ▾	Work Class	Annual Work ▾	Work Type	Budget ▾
Start Date	02/06/2010	Schedule	Annually ▾	Next Date	02/06/2011
Work Owner	India ▾	Day Gaps	5	Due Date	02/11/2010

Work Description

Budget

Split Work

Delete

Add

Start Date	Delegated By	Done By	Due Date	Work Stage	Budget Time	Status
2/6/2010	India	India	2/11/2010	Not Started	00:00	Not Started

Work Instruction (0)

Add

Source Documents Required

Add

Submit

SL#	Source Documents	Action
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Client Open Work

S.Sanghi & Co. Daily Work Flow Process

Last Logged In: 7/17/2009 11:55 AM

List Work Client Details Attendance Report Log Out

Open Works

SL#	Branch	Client Name	Date	Work Type	Work Stage	Delegated By	Done By	Due Date	Budget	Actual	Status
1	Newton	Delsea Termite & Pest Control	07/17/2009	Payroll Je	Not Started	India	India	07/24/2009	00:00	00:00	Not Started
2	Newton	J P Mchale	07/03/2009	Month-end-reports	Not Started	India	India	07/20/2009	00:00	00:00	Not Started
3	Hamburg	Team Revolution	07/17/2009	Payroll Je	Not Started	India	India	07/20/2009	00:00	00:00	Not Started
4	Newton	All Aboard Llc	07/17/2009	Bank Reconciliation	Not Started	India	India	07/19/2009	00:00	00:00	Not Started
5	Newton	Anchors Away Llc	07/17/2009	Bank Reconciliation	Not Started	India	India	07/19/2009	00:00	00:00	Not Started
6	Newton	Gangplank	07/17/2009	Bank Reconciliation	Not Started	India	India	07/19/2009	00:00	00:00	Not Started
7	Newton	Environ-care-air Quality Restoration	07/17/2009	Write-up	Not Started	India	India	07/18/2009	00:00	00:00	Not Started
8	Newton	Ba Fa Napoli	07/17/2009	Payroll Je	Not Started	India	India	07/17/2009	00:00	00:00	Not Started
9	Newton	Commonwealth Exterminators Inc	07/17/2009	Payroll Je	Not Started	India	India	07/17/2009	00:00	00:00	Not Started
10	Hamburg	Madewell Construction	07/15/2009	Payroll Je	Not Started	India	India	07/17/2009	00:00	00:00	Not Started
11	Newton	Mahopac Motorcycles	07/15/2009	Payroll Je	Not Started	India	India	07/17/2009	00:00	00:00	Not Started
12	Newton	S & S Termite And Pest Control	07/15/2009	Payroll Je	Not Started	India	India	07/17/2009	00:00	00:00	Not Started
13	Hamburg	Total Recreation, Inc.	07/15/2009	Payroll Je	Not Started	India	India	07/17/2009	00:00	00:00	Not Started
14	Hamburg	George's Inc. (Hires)	07/14/2009	Payroll Je	Not Started	India	India	07/14/2009	00:00	00:00	Not Started
15	Newton	Ba Fa Napoli	07/12/2009	Write-up	Not Started	India	India	07/15/2009	00:00	00:00	Not Started
16	Newton	Chianis Auto Body	07/10/2009	Write-up	Not Started	India	India	07/15/2009	00:00	00:00	Not Started
17	Hamburg	Dana's Cos Medic	07/10/2009	Sales Tax Wp	Not Started	India	India	07/15/2009	00:00	00:00	Not Started

All work to be done for individual person can be seen every morning when a person Login

Work Management

Client Work Completed

S.Sanghi & Co. Daily Work Flow Process

Last Logged In: 7/17/2009 11:55 AM

List Work Client Details Attendance Report Log Out

Selection Criteria

Work From: Branch:

Work To: Work Type:

Clients Name: Done By:

Sort By: Client Name, Done By, Branch, Work Type

View Client Report

Sl#	Branch	Client Name	Work Type	Done By	Start Date	Comp Date	Time	Status
1	Newton	Ba Fa Napoli	Write-up	Poonam	6/12/2009	6/22/2009	02:30	Completed
2	Newton	Ba Fa Napoli	Sales Tax Wp	Amit	6/5/2009	6/19/2009	00:32	Completed
3	Newton	Ba Fa Napoli	Write-up	Fazle	5/12/2009	5/22/2009	03:20	Completed
4	Newton	Ba Fa Napoli	Sales Tax Wp	Fazle	5/5/2009	5/20/2009	00:25	Completed
5	Newton	Ba Fa Napoli	Write-up	Fazle	4/12/2009	5/2/2009	03:10	Completed
6	Newton	Ba Fa Napoli	Sales Tax Wp	Amit	4/5/2009	4/17/2009	00:55	Completed
7	Newton	Ba Fa Napoli	Write-up	Sarat	3/12/2009	4/29/2009	03:10	Completed
8	Newton	Ba Fa Napoli	Write-up	Sarat	2/16/2009	2/17/2009	03:15	Completed
9	Newton	Ba Fa Napoli	Sales Tax Wp	Amit	3/5/2009	3/19/2009	00:20	Completed
10	Newton	Ba Fa Napoli	Sales Tax Wp	Priyanka	2/16/2009	2/18/2009	00:30	Completed
11	Newton	Ba Fa Napoli	1040	RAJNI	2/14/2009	2/16/2009	01:30	Completed
12	Newton	Ba Fa Napoli	Payroll Je	Amit K	2/27/2009	2/27/2009	00:20	Completed
13	Newton	Ba Fa Napoli	Payroll Je	Dhananjay	2/14/2009	2/14/2009	00:25	Completed

Total Time 20:22

You can see reports for all works which have been previously closed

ACCOUNTING TOGETHER



Client Detail Screen

Work Management

S.Sanghi & Co. Daily Work Flow Process

Last Logged In: 7/17/2009 1:05:11 PM

- List ▾
- Work ▾
- Client Details
- Attendance ▾
- Report ▾
- Log Out

Client Details

[Add Client](#)
[Edit Client](#)
[Client Notes](#)
[History](#)

Client Name	J P Mchale	Branch	Newton
Contact Name	Jim McHale	Client Manager	
Street Address	241 Bleakley Ave.		
City	Buchanan	State	NY
Email	Phone	800-479-2284	Fax

Memorized Work

[Add Memorized Work](#)

SL#	Next Work Date	Work Type	Schedule Type	Work Owner	Budget	Action
1	02/06/2010	Budget	Annually	India	00:00	Del
2	08/11/2009	Bank Reconciliation	Monthly	Sarat	00:00	Del
3	08/03/2009	Month-end-reports	Monthly	Sarat	05:30	Del
4	08/07/2009	Cc Distribution	Monthly	India	00:00	Del
5	08/09/2009	Write-up	Monthly	India	00:00	Del
6	07/22/2009	Payroll Je	Bi Weekly	India	00:00	Del
7	07/18/2009	Batch Deposit	Weekly	India	00:00	Del
Total Time					05:30	

Open Work

[Add](#)

SL#	Date	Work Type	Work Stage	Delegated By	Done By	Due Date	Budget	Actual	Status	A
1	07/03/2009	Month-end-reports	Not Started	India	India	07/20/2009	00:00	00:00	Not Started	Skip
2	07/03/2009	Month-end-reports	Not Started	Ranjit	Ranjit	07/13/2009	05:30	04:00	Open	Skip
3	07/07/2009	Cc Distribution	Not Started	India	India	07/12/2009	00:00	00:00	Not Started	Skip
4	07/09/2009	Write-up	Not Started	Amit	Amit	07/11/2009	01:20	01:20	Open	Skip
5	07/10/2009	Ap Invoices	Not Started	Dhananjay	Dhananjay	07/10/2009	00:00	00:00	Not Started	Skip

ACCOUNTING TOGETHER

Work Management

Attendance Entry

S.Sanghi & Co. Daily Work Flow Process

List ▼ Work ▼ Client Details Attendance ▼ Report ▼ Log Out

Daily Attendance

07/17/2009, Friday

Time In

Time Out

Attendance Report By Month

Attendance Report

User Month Name Year

User	Total Days	Working Days	Present	Absent	Expected Hours	Schedule Hours	Actual Hours	Difference	Production H
AMIT	30	26	23	3	276:45	224:15	230:35	06:20	20:32
AMIT GUPTA	30	26	3	23	19:00	19:00	19:00	00:00	00:00
ANAMIKA	30	26	25	1	201:30	193:45	192:15	-01:30	06:00
ANUJ	30	26	0	26	00:00	00:00	00:00	00:00	00:00
AVIJIT	30	26	3	23	247:00	28:30	28:30	00:00	00:00
DHANANJAY	30	26	2	24	273:00	21:00	22:45	01:45	00:00
SARAT	30	26	26	0	208:00	208:00	226:12	18:12	127:50
FAZLE	30	26	24	2	228:30	190:00	225:20	35:20	57:11
INDIA	30	26	0	26	00:00	00:00	00:00	00:00	00:00
KAUSHIK	30	26	0	26	00:00	00:00	00:00	00:00	00:00
MAHESH	30	26	0	26	00:00	00:00	00:00	00:00	00:00
MAHESH II	30	26	4	22	260:00	40:00	39:35	-00:25	00:00
NIKKI	30	26	26	0	234:00	225:00	209:25	-15:35	78:21
POONAM	30	26	8	18	00:00	00:00	51:35	51:35	31:20
PRIYA	30	26	0	26	00:00	00:00	00:00	00:00	00:00
RAHUL	30	26	14	12	193:30	70:00	129:50	59:50	07:00
RAJNI	30	26	25	1	260:00	250:00	255:15	05:15	87:50
RANJIT	30	26	12	14	119:00	102:00	105:35	03:35	10:55
SANJIB	30	26	0	26	00:00	00:00	00:00	00:00	00:30
SARITA	30	26	12	14	147:00	126:00	128:20	02:20	03:45
SOMNATH	30	26	0	26	00:00	00:00	00:00	00:00	08:00
Total					2667:15	1697:30	1864:12	166:42	439:14




Standard Chart of Accounts for Small Clients

Balance Sheet Items

Type	AC #	Account Description
Bank	1000	Cash on Hand
Bank	1020	Cash in Bank (Name of Bank + Last 4 Digits)
Bank	1040	Cash in Bank (Name of Bank + Last 4 Digits)
AR	1100	Accounts Receivable
AR	1200	Employee Receivables
Current Assets	1300	Prepaid Expense
Current Assets	1400	Other Current Assets
Current Assets	1500	Inventory
Other Assets	1600	Other Long Term Assets
Other Assets	1650	Goodwill
Other Assets	1660	Accumulated Amortization
Fixed Assets	1700	Automobiles
Fixed Assets	1720	Equipment & Machinery
Fixed Assets	1740	Other Office Equipment
Fixed Assets	1760	Leasehold Improvements
Fixed Assets	1780	Real Estate Owned
Fixed Assets	1800	Accumulated Depreciation
AP	2000	Accounts Payable
Credit Card	2010	Credit Card (Name of CC + Last 4 Digit)
Credit Card	2030	Credit Card (Name of CC + Last 4 Digit)
Current Liabilities	2100	Credit Line Payable (Name of Creditor + Last 4 Digits)
Current Liabilities	2200	Federal Payroll Taxes Payable
Current Liabilities	2300	State Payroll Taxes Payable
Current Liabilities	2400	Other Current Liabilities
Long Term Liabilities	2500	Notes Payable (Name of Creditor + Last 4 Digits)
Long Term Liabilities	2600	Other Long Term Liabilities
Equity	3000	Common Stock
Equity	3100	Additional Paid in Capital
Equity	3200	Retained Earning
Equity	3300	Owners Draw
Equity	3400	Dividends Paid

Profit & Loss Items

	1	Revenue
Income	4000	Taxable Sales
Income	4500	Tax Exempt Sales
Income	4800	Other Income
Income	4900	Interest Income
	2	Direct Cost
COGS	6000	Purchases
COGS	6010	Supplies and Materials
COGS	6020	Subcontractors / Outside Services
COGS	6030	Other Direct Cost
	3	General & Administrative Expense
Expense		Salaries & Wages
Expense	5100	Officer Wages
Expense	5200	Staff Wages
Expense	5300	Employee Benefits
Expense	5400	Payroll Taxes
Expense	7000	Rent
Expense	7100	Office Supplies
Expense	7200	Postage
Expense	7300	Advertising / Business Development
Expense	7400	Computer Expense
Expense	7500	Telephone
Expense	7600	Automobile Expense - Owner
Expense	7650	Automobile Expense - Staff
Expense	7800	Insurance
Expense	7900	Interest Expense
Expense	8000	Dues & Subscriptions
Expense	8100	Training & Education
Expense	8300	Professional Fees
Expense	8400	Travel
Expense	8500	Meals & Entertainment
Expense	8600	Bank & Credit Card Charges
Expense	8700	Fines & Penalties
Expense	8800	Repair & Maintenance
Expense	8850	Utilities
Expense	8900	Gain / Loss on Equipment Disposals
Expense	9000	Depreciation
Expense	9100	Amortization
Expense	9500	Other Expenses
Expense	9900	Federal Income Taxes
Expense	9950	State Income Taxes



Regular Work Flow

Source Documents We Receive:

- Bank Statements
- AP Invoices
- Check Stubs
- Credit Card Statements
- Weekly/Bi-Weekly Input Sheet for Payroll Processing
- Statements from ADP, Paychex & Paychoice for PR J/Entries
- Loan Statements
- One-Write-Up Sheet
- Client Tax Organizer & Source Documents
- Sales Tax Information on Taxable Sales & Total Deposits

Source Documents



Payroll Journals

PERSONNEL	REG		EARNINGS		DEDUCTIONS		STATUTORY DEDUCTIONS		REMARKS
	Reg	OT	Hours	AMT	Reg	OT	Earnings	AMT	
MICHEL ASHLEY	18.00								
File: 00020									
Dept: 00020									
Rate: 10.000									
SEIDL JENNIFER A	41.00								
File: 00042									
Dept: 00020									
Rate: 14.000									
WITKAMP NATALIA	12.00								
File: 00078									
Dept: 00020									
Rate: 8.000									
WESSEL JACQUELINE M	21.00	16.00	5	204.00	224.00	5	589.00		
File: 00023									
Dept: 00020									
Rate: 14.000									
DEPT TOTAL	107.25	REG		6,333.76	REG		306.90	OT	
W200	16.25	OT		224.00	EARNINGS	3	00	EARNINGS	4
	16.25	HOURS	3	16.25	HOURS	5	5,948.80	GRAND	
	50	HOURS	4						

ADP Payroll Statement



Input from Stat Summary	
Net Cash	43,530.17
Paper checks	4,262.89
Garnishment	507.82
Tax Debit	16,374.11
Direct Dep	39,267.28

J/E 1	Source	Acct #	Dr	Cr	Department	Comment	Dept Code
	Stat Summary - Dir Deposit	1055		39,267.28			
	- Total Taxes Del	1055		16,374.11			
	- Wage Garnishm	1055		507.82			
	- Checks	1056		4,262.89			
	Payroll Register	6901	119,266.68		Corp		000100
	Payroll Register	7030	2,229.37		Senior Management		000125
	Payroll Register	7032			Senior Manager bonus		000125
	Payroll Register	7032			Senior Manager Holiday/ Vacation		000125
	Payroll Register	7030	4,614.21		Management		000150
		7030			Manager bonus		000150
		7032			Manager Holiday/ Vacation		000150
	Payroll Register	7030	3,895.90		Supervisor		000175
	Payroll Register	7032			Supervisor Bonus		000175
	Payroll Register	7032		50.00	Supervisor Holiday/ Vacation		000175
	Payroll Register	7000	5,353.70		Office		000200
	Payroll Register	7005	365.90		Office OT		000200
	Payroll Register	7014	224.00		Office Vac/ Holiday		000200
	Payroll Register	6500	4,478.46		Sales		000300

Excel Prepared



Reference Number	<input type="text"/>
Supporting Document ID	<input type="text"/>
Allocation	<input type="text"/>

Entered in System

Document	Account	Debit	Credit	Department
1	1055-Payroll Account - De		35118.17	
2	1055-Payroll Account - De		20830.19	
3	1055-Payroll Account - De		394.47	

Coding & Reconciliation





Payroll Journals

Coding & Reconciliation

EMP NO	EMPLOYEE NAME	RATE	REG	OT REGULAR	OT	1 DE I	TOTAL	SOC SEC	FEDERAL	STATE	LOCAL	REFER TO PAYROLL ADJUSTMENT JOURNAL FOR DETAIL	ADJUST	NET PAY	CHK NO
000100	PAYROLL														
00003	DEARY WILLIAM			170778			170778	9422	126278	NJ	2914		18813	124796	24
00004	DUNN KEITH E			200291			200291	12418	16765	NJ	3423		7000	157781	24
00005	GIBSON RICHARD L			175000			175000	9684	11190	MD	3836		18813	170003	27
00006	JOHN RICARDO J			212318			212318	12335	7300	NY	7642	NYC 5808 NYORL 130	69488	106460	24
00007	KLEIN THOMAS E			187900			187900	11623	9708	NY	7629	NYORL 130		154689	24
00008	LEMKE DAVID			229546			229546	13990	36114	NJ	7125		20903	148122	31
00009	MARKS KEVIN D			197545			197545	11399	18350	NJ	3534		21185	140411	23
00011	PETKOVICH SALLY A	17500	8000	140000			140000	8665	10033	NJ	2200	NJORL 700 NJORL 595		114862	32
00014	BRONZ SCU												-56116	56116	23

B	C	L	M
	Time Analysis	Time Taken	Prepared By
PR	Excel		
	Entered in OB		
	Reviewed By		
	Total Time	0	
	PR Date	08/04/2006	
Employee	Dept	Gross Wage	
David J Broadwell	Supervisory Wages		
WILLIAM DEARY	PC Wages		1,707.78
KEITH E. DUNN	PC Wages		2,002.91
RICHARD L. GIBSON	PC Wages		1,750.00
Hasson David D	PC Wages		
RICARDO J. JOHN	PC Wages		2,123.18
THOMAS E. KLEIN	PC Wages		1,875.00
DAVID LEMKE	Supervisory Wages		2,291.66
SALLY A. PETKOVICH	Office Wages		1,400.00
CHRISTOPHER R. SWEEZY	PC Wages		
Bronz Scu			
Kevin D Marks	PC Wages		1,975.45
Commission	Commission		
Total			15,125.98
Employee Taxes			2788.03
Employer Taxes			1153.18
Total			3941.21
GL Code	J/E	DR	CR
6000-01	PC Wages	11,434.32	
7070	Supervisor Wages	2,291.66	
7002	Office Wages	1,400.00	
6040	P/R Tax Exp	1,153.18	
6025	Commission	-	
1000	Checking AC-Net Checks		11,334.49
1000	Checking AC-PR Taxes		3,941.21
6050	Health Ins (Employee)		693.02
6070	Pension Exp (Employee)		245.00
6060	AFLAC Exp (Employee)		36.08
6060	AFLAC Exp (Employee)		26.76
2114	NY Disability Payable		2.60
Total		16,279.16	16,279.16

File Edit View Lists Company Customers Vendors Employees Banking Reports Window Help

Item Vend Check Bill Acct Find bills to be paid Feedback

Make General Journal Entries Type a help question Ask How Do I? - X

Previous Next Print... History

Date: 8/04/2006 Entry No.: PR 08/04


Account	Debit	Credit	Memo	Name
2. Direct Costs:600...	11,434.32			
4. General & Admini...	2,291.66			
4. General & Admini...	1,400.00			
2. Direct Costs:604...	1,153.18			
1000 - Checking Acc...		11,334.49		
1000 - Checking Acc...		3,941.21		
2. Direct Costs:606...		693.02		
2. Direct Costs:607...		245.00		
2. Direct Costs:606...		36.08		
2. Direct Costs:606...		26.76		
2100 - Payroll Liabil...		2.60		

Save & Close Save & New Revert



Accounts Payable Management

Vendor Invoices

Verizon Information Services 

Invoice Date: 02/19/05
Account #: 1005207776
Invoice #: 0042204461
Page 1

Account Summary

Amount of Last Invoice	2,633.00
Payments	-1,816.50
Balance	\$816.50
Current Charges	816.50
Total Amount Due	\$1,633.00

Receive vendor invoices via e-Fax, eMail, or snail mail

Previous Next Find History

Bill Credit Bill Received

Vendor: Leaf Funding Date: 01/13/2005
Bill Due: 01/23/2005
Amount Due: 73.36

Terms: Ref. No.:

Memo:

Expenses: \$73.36 Items: \$0.00

Account	Amount	Memo	Customer:Job
4. General & Administrative:7...	73.36		

Clear Splits Recalculate Save & Close Save & New Clear

Client: XXX Date Transmitted: Code Invoices to G/L Chart
Date Approved:

Vendor	Invoice Date	Invoice #	GL Account #	Invoice(\$)	Due Date	Remarks
Yorktown paper	12/01/04	520776	7220	48.38	30 Days	
A Second Opinion, inc	11/20/04	1128	6660	19340.04	30 Days	
Zino Nurseries inc	11/30/04	FC 2544	7343	9.19	30 Days	
New concepts Leasing, Inc	11/29/04	Supplemental invoice	6135	56.38	30 Days	
Fedex	10/19/04	7-800-96371	7230	23.00	30 Days	Already entered in system
Dow Agro Sciences llc	11/30/04	42706212	6180	7364.89	30 Days	ASF Fees Nov04
Marathon data system, inc	11/12/04	32410	7180	395.00	12/15/04	
Dow Agro Sciences llc	10/31/04	42706164	6180	7547.61	30 Days	ASF Fees Oct04
Dow Agro Sciences llc	10/31/04	58583271	6170	27592.80	30 Days	Please confirm the GL code

Enter Invoices into Accounting Software



Credit Card Statements

Credit Card Distribution



Learn About Fraud at the Fraud Protection Center
 Fraud can be committed in a variety of ways, even against the most savvy of business owners. American Express is committed to educating customers on ways to protect themselves against these criminal activities. As an American Express® Business Cardmember, you have access to in-depth information on a variety of fraud topics, including Identity Theft and Phishing. To learn more about fraud, visit www.americanexpress.com/fraudprotection.

Activity		Indicates posting date	Amount \$
05/15/05	Payment Received - Thank You		\$424.12
Due in Full Activity for			Amount \$
06/23/05	WILLIAM TELL HARDWARE HOPEWELL NY HARDWARE STORE ROC No. 0000005917		4.73 Credit
05/07/05	BOTTINI FUEL OIL 845-297-5580 NY FUEL DEALER OIL/COAL ROC No. 0000000059		317.04
05/07/05	BOTTINI FUEL OIL 845-297-5580 NY FUEL DEALER OIL/COAL ROC No. 0000000061		562.85
05/07/05	BOTTINI FUEL OIL 845-297-5580 NY FUEL DEALER OIL/COAL ROC No. 0000000060		208.82
05/11/05	BRANTON WOODS GOLF CHOPEWELL JCT NY PUBLIC GOLF COURSE ROC No. 000001569		417.61

↓ Please fold on the perforation below, detach and return with your payment ↓

Continued on Page 3

Credit Card details are identified by their GL Codes an excel is prepared and entered in system

Receive Amex Statement via e-Fax, eMail, or snail mail



Learn About Fraud at the Fraud Protection Center
 Fraud can be committed in a variety of ways, even against the most savvy of business owners. American Express is committed to educating customers on ways to protect themselves against these criminal activities. As an American Express® Business Cardmember, you have access to in-depth information on a variety of fraud topics, including Identity Theft and Phishing. To learn more about fraud, visit www.americanexpress.com/fraudprotection.

Activity		Indicates posting date	Amount \$
05/15/05	Payment Received - Thank You		\$424.12
Due in Full Activity for			Amount \$
06/23/05	WILLIAM TELL HARDWARE HOPEWELL NY HARDWARE STORE ROC No. 0000005917		4.73 Credit
05/07/05	BOTTINI FUEL OIL 845-297-5580 NY FUEL DEALER OIL/COAL ROC No. 0000000059	7320	317.04
05/07/05	BOTTINI FUEL OIL 845-297-5580 NY FUEL DEALER OIL/COAL ROC No. 0000000061	7320	562.85
05/07/05	BOTTINI FUEL OIL 845-297-5580 NY FUEL DEALER OIL/COAL ROC No. 0000000060	7320	208.82
05/11/05	BRANTON WOODS GOLF CHOPEWELL JCT NY PUBLIC GOLF COURSE ROC No. 000001569	7311	417.61

↓ Please fold on the perforation below, detach and return with your payment ↓

Continued on Page 3

Coding of Expenses

Closing Date	2/6/2005
GL Code	Amount
7320	317.04
7320	562.85
7320	208.82
7311	417.61
7320	59.76
7320	200.69
7312	79.45
7312	36.77
6220	310.58
7312	768.09
7310	854.75
Total	5527.53

Previous Next Find History

Bill Received

Vendor: American Express Date: 10/12/2005

Bill Due: 10/16/2005

Amount Due: 16,985.42

Ref. No.: 373271859073005

Expenses: \$16,985.42 Items: \$0.00

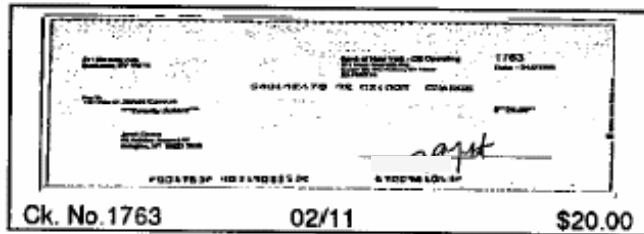
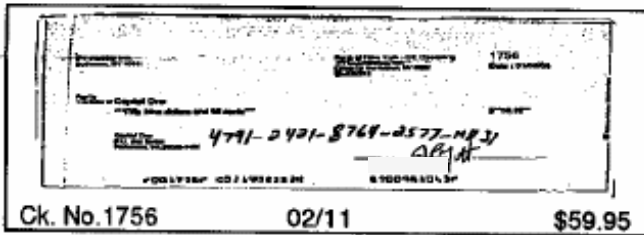
Account	Amount	Memo	Customer: Job
1160 - Truck Purchase	1,000.00		
1600 - Drains - Hank	1,215.57		
2. Direct Costs:6120 - Servic...	1,085.87		
2. Direct Costs:6130 - Servic...	68.87		
2. Direct Costs:6135 - Servic...	682.86		
2. Direct Costs:6220 - Supply...	5,410.96		
3. Selling and Advertising:67...	555.14		
4. General & Administrative:7...	134.00		
4. General & Administrative:7...	116.58		
4. General & Administrative:7...	559.00		
4. General & Administrative:7...	389.50		
4. General & Administrative:7...	41.34		
4. General & Administrative:7...	615.84		
4. General & Administrative:7...	967.16		
4. General & Administrative:7...	3,614.86		
4. General & Administrative:7...	527.79		

Clear Split Recalculate Save & Close Save & New Revert

Distributing Amex Bill
 e-Fax, eMail, or snail mail

Check Stubs

Entering Manual Check Stubs



Date	Check #	Payee	Amount	GI Code	Remarks
1/1/2005	2213	Con Edison	226.77	7320	Utilities
1/1/2005	2214	utica	392	7065	Insurance
1/5/2005	2215	utica	113	7065	Insurance
1/5/2005	2216	Met Life	177.5	7065	Insurance
1/1/2005	2217	BUCHA005--Buchanan Petro	383.1	7320	Utilities
1/1/2005	2218	Capital One	2871.08	7380	other misc
1/1/2005	2219	ABC	1500	7095	office rent
1/1/2005	2220	CDE	10000	7095	Rent
1/1/2005	2221	Premier Athletic Club	250	6730	Advertising
1/3/2005	2222	Central Hudson	308	7320	Utilities
1/3/2005	2223	Frontier	35	7320	Utilities

Bank Account: 1000 - Checking Account Ending Balance: 9,279.26

Print As: Dept. of Environmental Protection No. 3028 Date 01/01/2005

Pay to the Order of: Connecticut DEP \$ 100.00

One hundred and 00/100***** Dollars

Address: State of Connecticut, Dept. of Environmental Protection, 79 Elm Street, Hartford, CT 06106-5127

Expenses \$100.00 Items \$0.00 Online Payment To be printed

Account	Amount	Memo	Customer: Job
2. Direct Costs:6190 - C...	100.00		

Clear splits Recalculate Save & Close Save & New Clear

Provide "big business" benefits for your employees - learn how with QuickBooks Retirement Solutions!

A summary of check stubs is made in excel, and then entered in system, also facilitating in bank reconciliation

Bank Reconciliation

Balance as of 02/01/05	247,022.84	Monthly Average Balance	118,045.74
Deposits and Credits	626,838.20	Number of Days in Statement Cycle	28
Withdrawals and Debits	-761,369.74		
Balance as of 02/28/05	112,491.30		

Daily Transaction Activity				
Date	Description	Debits	Credits	Balance
02-01	Opening Balance			\$247,022.84
02-01	DEPOSIT		18,624.91	265,647.75
02-01	6316110378 AMERICAN EXPRESS SETTLEMENT		1,201.34	266,849.09
02-01	DEPOSIT		1,187.16	268,036.25
02-01	601101028810305 DISCOVER NETWORK SETTLEMENT		1,156.06	269,192.31
02-01	DEPOSIT		822.70	270,015.01
02-01	DEPOSIT		182.99	270,198.00
02-01	0198041 THE HARTFORD EPYCORPAC HARTFORD LIFE RETIREMENT PLANS	-5,102.83		265,095.17
02-01	9 CHECKS	-50,785.33		214,309.84

Reconciling for the period ending 07/31/2006 Show only transactions on or before the statement ending date:

Checks and Payments				Deposits and Other Credits			
Date	Chk. #	Payee	Amount	Date	Chk. #	Memo	Amount
10/06/2005		Payroll	71.03	10/23/2004	DEP	Newsdat Sett...	33.00
10/20/2005		Payroll	67.85	01/13/2006	eft	Forward Line o...	6,000.00
12/29/2005		Payroll	67.85	02/01/2006	eft		5,000.00
07/05/2006	WD PR 7/5/6		13,477.00	04/11/2006	eft		1,000.00
07/05/2006	WD PR 7/5/6		4,990.06	07/03/2006	DEP	batch 2215	6,570.00
07/07/2006	WD PR 0707		1,426.96	07/05/2006	DEP	batch 2216	704.90
07/07/2006	WD PR 0707		509.07	07/05/2006	DEP	CT - refund	250.00
07/19/2006	WD PR 7/19/		19,265.00	07/06/2006	DEP	batch 2219	1,770.00
07/19/2006	WD PR 7/19/		7,430.61	07/09/2006	DEP	batch 2223	477.00
08/04/2006	WD PR 08/04		11,334.00	07/09/2006	DEP	batch 2221	15,400.00
08/04/2006	WD PR 08/04		3,941.21	07/10/2006	DEP	batch 2224	26,100.00
01/13/2006	eft	Howard F Hi...	6,000.00	07/10/2006	DEP	COSRA	1,070.00
02/03/2006	eft	Provident B...	1,259.33	07/10/2006	DEP	batch 2225	285.00
03/01/2006	eft	Howard F Hi...	1,000.00	07/11/2006	DEP	ADP	172.38
03/03/2006	eft	Howard F Hi...	4,000.00	07/11/2006	DEP	Deposit	979.42
04/11/2006	eft	Howard F Hi...	1,000.00	07/12/2006	DEP	Deposit	1,690.00

Beginning Balance 14,719.67

Items you have marked cleared

1	Deposits and Other Credits	0.00
0	Checks and Payments	0.00

Service Charge 0.00
Interest Earned 0.00
Ending Balance 1.00
Cleared Balance 14,719.67
Difference -14,718.67

Reconcile Now Leave

Doing Monthly & Quarterly Sales Tax

Sales Tax & Use Tax

Pull Data from Clients A/R & Accounting Software

Report from PestPac				
Date:	7/4/2006 1:49			
System Date:	7/4/2006	XYZUser:		
Invoice Register Report				
Start Date:	[04/01/06]	Start Period:	[All]	Branch:
End Date:	[06/30/06]	End Period:	[All]	Tech:
Start Batch:	[All]	Start Inv #:	[All]	Tax Code:
End Batch:	[All]	End Inv #:	[All]	Division:
Bill-To:	[All]	Location:	[All]	Route:
Start Total:	[All]	End Total:	[All]	User 6:
Sorted by:	[Tax Code, Invoice Date]			
		Sub Total	Tax	Total
Tax Code: EXEMPT-NJ	3 Invoices	1,665.00	0	1,665.00
Tax Code: NJ	1833 Invoices	981,612.62	39,478.16	1,021,090.78
Tax Code: ORANGE	2 Invoices	69	0	69
Report Totals	1838 Invoices	983,346.62	39,478.16	1,022,824.78

..... continued Report for Use Tax						
Bill	06/15/2006	606-3032	Hawthorne Spring Company	2000	Accounts Payable	162.19 9.18
Bill	06/21/2006	026770	Denco Marketing	2000	Accounts Payable	27.18 1.36
Bill	06/22/2006	21310	Re-Sourec Industries Inc.	2000	Accounts Payable	8.10 7.64
Bill	06/22/2006	604-2907	Hawthorne Spring Company	2000	Accounts Payable	129.84 122.50
Bill	06/22/2006	00523633	Arrow Tru-Line, Inc.	2000	Accounts Payable	192.33 181.44
Bill	06/22/2006	0261074	Denco Marketing	2000	Accounts Payable	5.61 5.31
Bill	06/22/2006	6631572	Chamberlain Group	2000	Accounts Payable	82.29 77.76
Bill	06/22/2006	6631394	Chamberlain Group	2000	Accounts Payable	201.36 31.29
Bill	06/22/2006	012350-00	Globe International Corp.	2000	Accounts Payable	31.54 29.76
Bill	06/22/2006	00524041	Arrow Tru-Line, Inc.	2000	Accounts Payable	53.40 50.38
Bill	06/22/2006	11441	Re-Sourec Industries Inc.	2000	Accounts Payable	18.32 17.28
Bill	06/22/2006	012401-00	Globe International Corp.	2000	Accounts Payable	41.33 38.99
Bill	06/22/2006	0263496-ir	Denco Marketing	2000	Accounts Payable	5.64 5.35
Bill	06/22/2006	174850228	R. L. Carriers	2000	Accounts Payable	6.64 6.26
Bill	06/22/2006	585276	National Door Industries, Inc.	2000	Accounts Payable	21.36 20.21
Bill	06/22/2006	399717	Fehr Bros. Industries, INC.	2000	Accounts Payable	29.57 27.93
Bill	06/22/2006	400254	Fehr Bros. Industries, INC.	2000	Accounts Payable	10.48 9.90
Bill	06/22/2006	012496-00	Globe International Corp.	2000	Accounts Payable	37.91 35.76
Bill	06/22/2006	6708500	Chamberlain Group	2000	Accounts Payable	917.28 50.93
Bill	06/27/2006	402146	Fehr Bros. Industries, INC.	2000	Accounts Payable	28.32 1.57
Bill	06/27/2006	00525803	Arrow Tru-Line, Inc.	2000	Accounts Payable	89.31 5.06
Bill	06/27/2006	22735	Re-Sourec Industries Inc.	2000	Accounts Payable	13.91 0.79
Bill	06/27/2006	22736	Re-Sourec Industries Inc.	2000	Accounts Payable	8.17 0.46
Bill	06/29/2006	6633732	Chamberlain Group	2000	Accounts Payable	599.88 566.18
Bill	06/29/2006	065927	COLLIER	2000	Accounts Payable	154.83 146.07
Bill	06/29/2006	00524289	Arrow Tru-Line, Inc.	2000	Accounts Payable	85.45 80.61
Bill	06/29/2006	066123	COLLIER	2000	Accounts Payable	3.08 2.91
Bill	06/29/2006	22369	Re-Sourec Industries Inc.	2000	Accounts Payable	7.65 7.22
						4,445.08

XYZ NJ Quarterly Sales Tax Payable for Apr-June'06(Qtr2)				
Particulars	PP Apr-June'06	ST Apr-June'06	Rounded up	Workings
Taxable Sales as per Pestpac	981,612.62	657,969.33	657,970.00	A
Exempt Sales	1,734.00	325,377.29	325,377.00	B
Total Sales as per Pestpac	983,346.62	983,346.62	983,347.00	A+B
Sales Tax Collected	39,478.16	39,478.16	39,478.16	C
Taxable Sales as per Sales Tax Collected	657,969.33	657,969.33	657,969.33	C/0.06
Sales Tax on Taxable Sales	58,896.76	39,478.16	39,478.20	A*6%
Use Tax as per QB Reports on Cash Basis	4,445.08	4,445.08	4,445.08	D
Total Sales & Use Tax Due	63,341.84	43,923.24	43,923.28	A*6%+D
Sales Tax Paid(May'06)	(15,308.81)	(15,308.81)	(15,308.81)	E
Sales Tax Paid(June'06)	(13,707.01)	(13,707.01)	(13,707.01)	F
Tax Due(ST Apr-June) less Payments	34,326.02	14,907.42	14,907.46	

Calculations for Sales Tax



Doing Monthly & Quarterly Sales Tax

Sales Tax & Use Tax

Payment Voucher for Client & Filling up Sales Tax Form

State of NJ Sales & Use Tax Quarterly Remittance

For the Month Ending	June'06
Due date	07/20/2006
Clients Name	XYZ
Address	ABC Road
FEIN	11-1111111

1 Sales Tax Due Apr-June'06	39,478.20
2 Use Tax Due Apr-June'06	4,445.08
3 Sales Tax paid for April & May'06	29015.82
4 Penalty & Interest	-
5 Total Amount of Tax Due	14,907.46

Files Electronically

10/20/2005 10:51 8093887137

State of New Jersey
Sales and Use Tax
Quarterly Return

Official Use Only

QUARTER ENDING JUNE 30 YEAR

MARCH 31 **JUNE 30** SEPT 30 DEC 31 2006

PG # 11-1111111

TAXPAYER NAME XYZ

TAX ADDRESS ABC Road

CITY STATE ZIP CODE

ST-55-D (6-98)

DS1		PAGE 01
1. Gross Receipts for Quarter (To Nearest Dollar)	983,347	00
2. Deductions (To Nearest Dollar)	325,377	00
3. Balance Subject to Tax (Line 1 minus Line 2) (To Nearest Dollar)	657,970	00
4. Sales Tax Due (Greater of amount collected or applicable rate of Line 3)	39,478	20
5. Use Tax (From Sch. L, line 6)	4,445	08
6. Total Tax Due (Line 4 plus Line 5)	43,923	28
7. Total Payments	29,015	82
8. Quarterly Amount Due (Line 6 minus Line 7)	14,907	46
9. Penalty and Interest	0	00
10. Adjusted Amount Due (Line 8 plus Line 9)	14,907	46

I verify and affirm that all tax information on this return is correct. I am aware that if any of the foregoing information provided by me is knowingly false, I am subject to perjury.

(Taxpayer's Signature Required) _____ (Date) _____

If this return has been prepared by someone other than the taxpayer complete the following information.

FID# or SSN _____

(Signature of Individual or Firm Preparing Return) _____

(Address) _____

Official Use Only

Prepared By _____

Section/Telephone # _____





How it works ?

Operational Workflow Process

Login ?

• Username

• Password


Log In

Portal Options

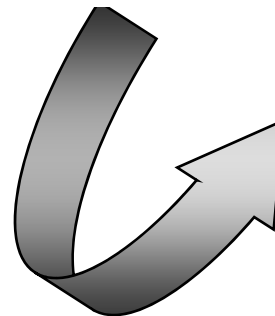
- Type your user name and password in the boxes at left to log in.

Message Center

@accounting powered by InsynQ

 All portal data encrypted using thawte secure SSL web certificates


Login Window







Applications Logout

Top Up


Force Logoff OBA50 Desktop OBA50 Desktop 2

 All portal data encrypted using thawte secure SSL web certificates

Portal Options

-  Refresh your application list.
-  Change your password.
-  Change your screen size.
-  View help documentation.

Logout Re-enter your logon credentials.

 Logout dropped sessions (launch from Applications).

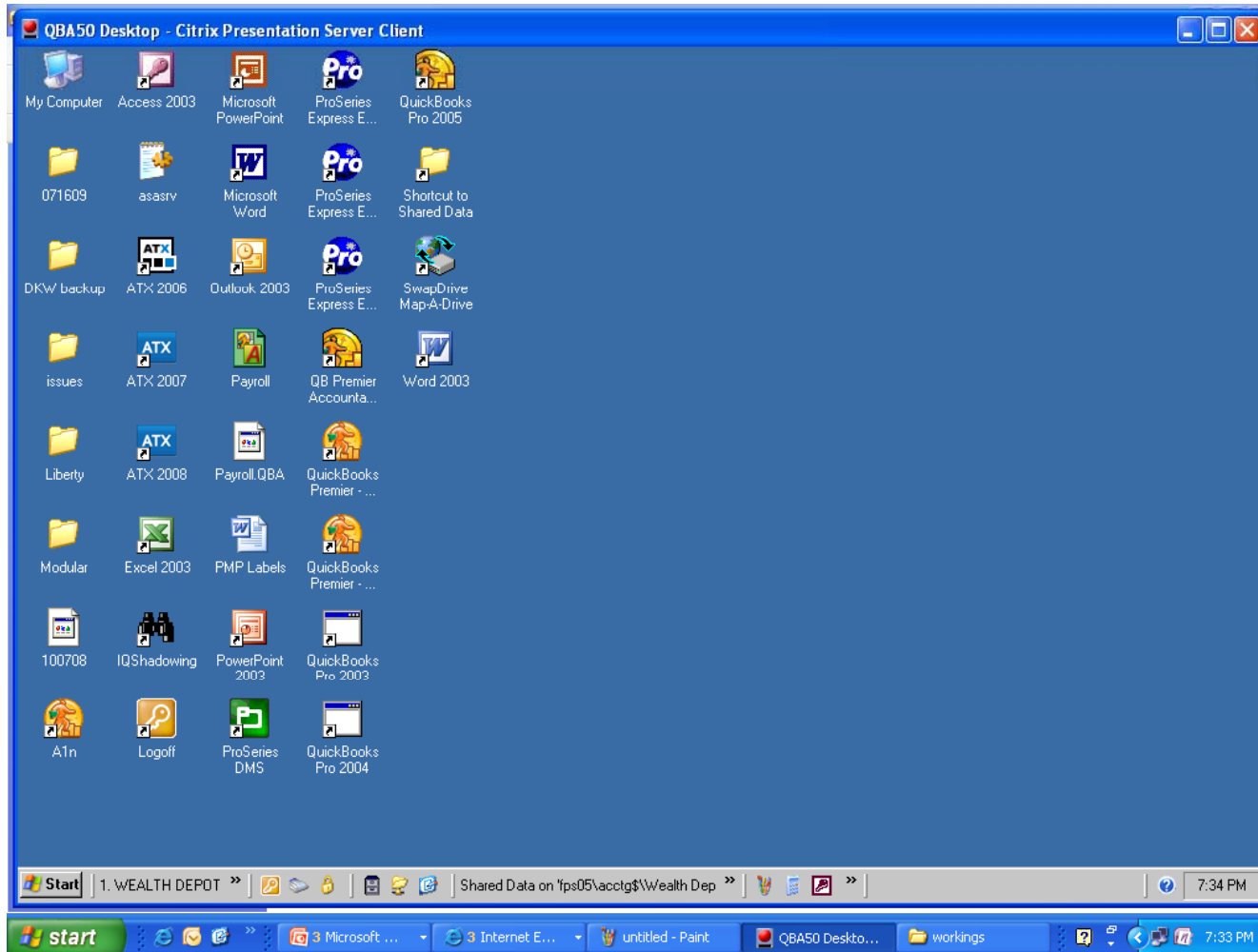
Message Center

Helpful Tip #1: If you receive an ICA File not found error when launching your applications, try clearing your temporary internet cache (open your browser, select Internet Options from the Tools menu, and click Delete Files).

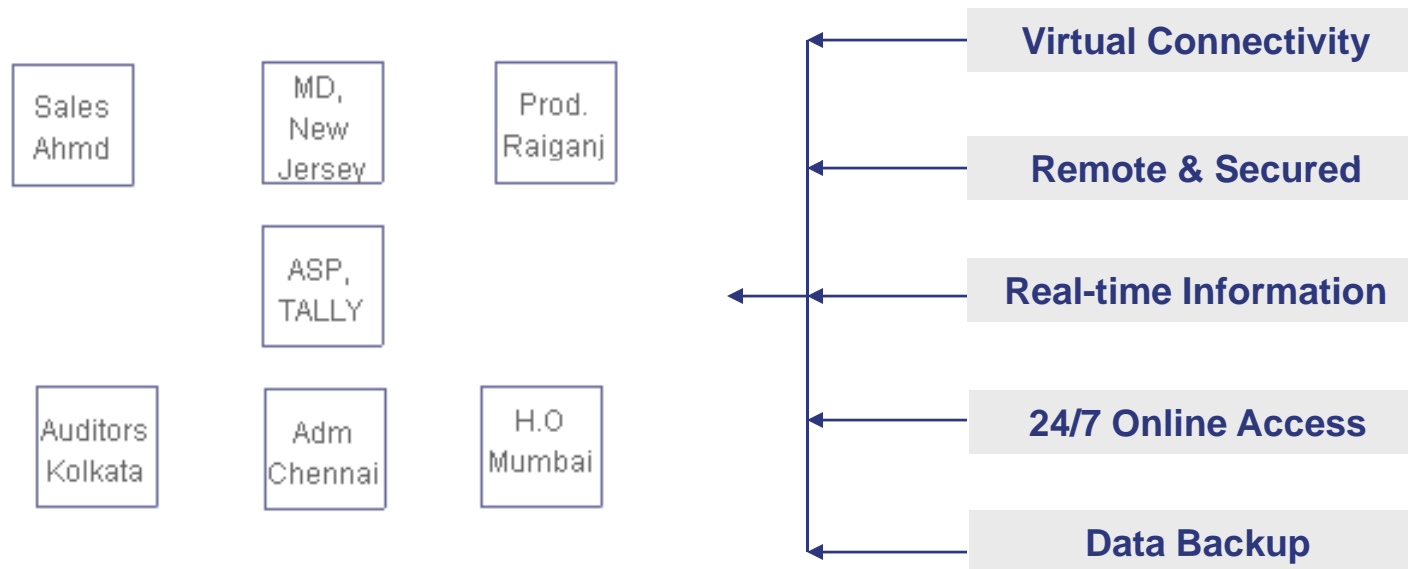


Virtual Desktop

How it works ?



How can a CA become **VIRTUAL** & practice **GLOBALLY**?

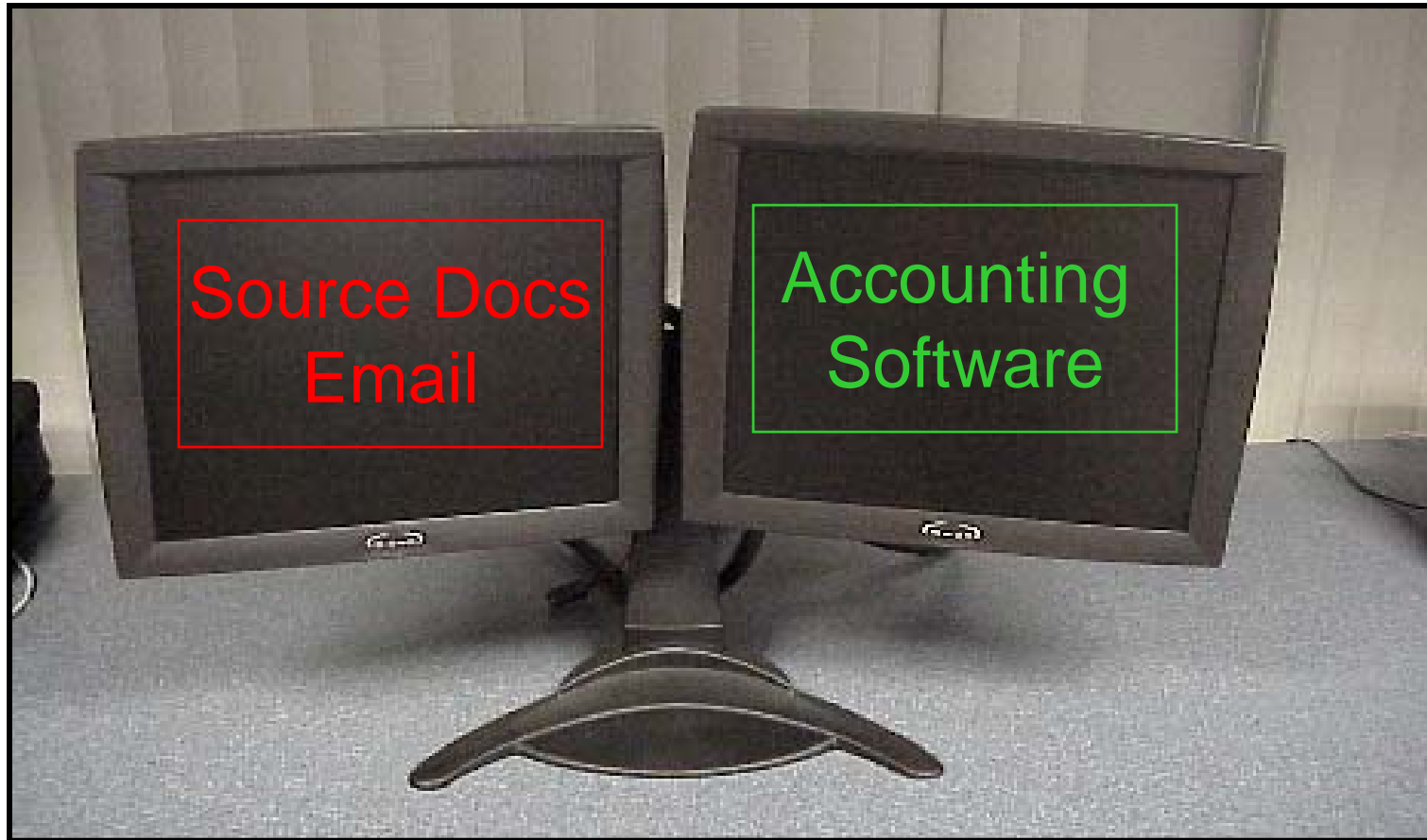


All users are virtually connected and can work from any location. The network is secure, the data is protected and all information is in real-time. It's like working online with your clients using hosted applications.



How it works ?

Dual Monitors



ACCOUNTING TOGETHER



How it works ?

Dual Monitors - Enter Information into Accounting Application

Source Docs

FROM : CBS INC PHONE NO. : 4082921733 JUL 18 2003 09:32AM P1

Lenax Landscaping, Inc.
85501 San Antonio Rd., Ste. N
Los Altos, CA 94023
tel: (650)648-3639 fax: (650)648-7006

Worksheet for Percentage Complete

BUY TO: [] DATE: 6/23/03

BUY TO: []

PROJECT: []

ITEM	DESCRIPTION	Plan %	Cur %	Total %
Contract	Retaining Walls - Times with irregular flagstone on other 7'6" of wall top in 2" thick irregular flagstone on other 10' of	10.00%	10.00%	10.00%
Contract	Spa Area - Various 42" Open concrete 20' of Spa concrete (2) in-recess concrete on sides - irregular Bluestone	10.00%	10.00%	10.00%

Accounting Software

Lenax Landscaping, Inc. - QuickBooks Premier Accountant Edition 2003 (multi-user) [3/24]

INVOICE

DATE: 07/23/03 INVOICE #: 1070

SELL TO:

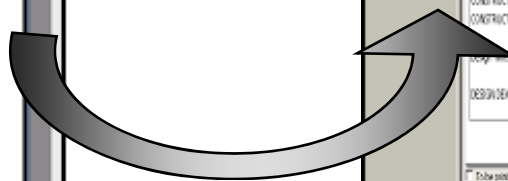
614 S Sierra Loma
300 Old La Honda Road
Woodside, CA 94055

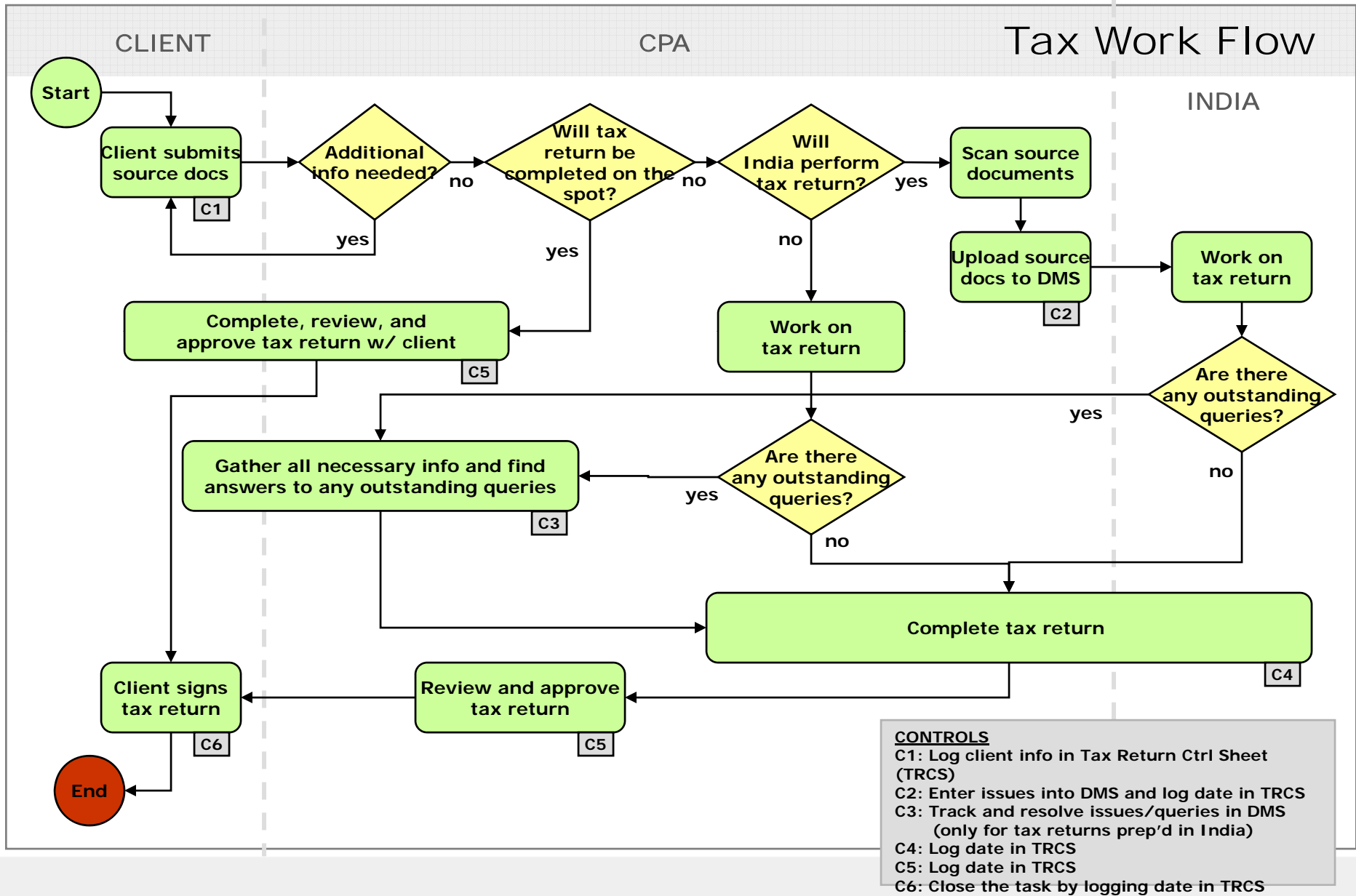
ITEM	DESCRIPTION	RATE	QTY	AMOUNT
	Design services rendered June 17 - 23, 2003			
REVISIONS BILL...	Sheet Preparation: revisions to layout references	0.00	1.25	0.00
REVISIONS BILL...	Sheet Preparation: revisions to planting	0.00	2	0.00
REVISIONS BILL...	Meeting: collaboration (in house)	0.00	0.25	0.00
CONSTRUCTION...	Sheet Preparation: Planting	0.00	13	0.00
CONSTRUCTION...	Site Visit: 10:00AM review	0.00	1.5	0.00
CONSTRUCTION...	Administration: correspondence, product research, follow-up scheduling, printing	0.00	0.75	0.00
CONSTRUCTION...	Sheet Preparation: details, specifications, elevations & sections	0.00	1.25	0.00
CONSTRUCTION...	Meeting: collaborative (in house)	0.00	0.25	0.00
CONSTRUCTION...	Meeting w/ clients, agencies, consultants	0.00	2	0.00
CONSTRUCTION...	Project Coding: refine estimate, contract	0.00	0.25	0.00
	Dr. Designer	75.00	18.16	1,362.50
DESIGN DEVELOP...	reproduction - Pensoft Digital Imaging #19173, #19961, #16300, #16306	71.45		71.45
	Total			1,800.95

Balance Due: 1,800.95

Print: [] To be printed [] To be emailed

Sign & Close Save & New Cancel







Overseas firm Concerns

Who would handle my client's accounting data...their work ethics??

How can I view & control my Financial Information?

What about my data security & client interests?

Is that going to affect my Financial Decision making?

How would the payment mechanism be?



How it works ?



Infrastructure

- ❖ Well spaced work place
- ❖ Necessary furniture and fixtures.
- ❖ Pentium IV, 512MB RAM and above.
- ❖ Dedicated Internet leased line(254 kbps – 1:1)
- ❖ Dual Monitor System or Split Screen
- ❖ Windows XP and Citrix Client Installed



Thank You