



## ALWAYS LOOKING FOR WAYS FOR US TO WORK SMARTER FOR YOU

As part of our commitment to clients to work as a strategic partner to help grow their business, we are constantly looking for ways to maximize the value of services we provide.

A major focus for our team this year is to look at how clients present their records including the systems they operate and recommend any improvements to help us to work smarter for you.

The story of the shoebox clients, who present their annual records in a shoebox in no particular order, is not a myth. It happens but there are ways to avoid this accounting nightmare. The more information we have and the better order it is in dictates how many times we have to chase details and how long a job will take. It also makes it easier for us to get alongside clients to work as a strategic partner at any time of the year with up-to-date data. Preparing your annual financial statements is an historic task, a necessity for the IRD but often done months after the year end. But in order to make decisions today you need current information on your business.

If you already operate an effective and efficient accounting system, we thank you but if you don't here are some options.

**Workpapers:** We have posted on our website some suggestions to help collate relevant information for your accounts. This is as simple as a file and a set of indices and filing all your business documents. Please check this out on the website or contact us for a copy. Presenting your records in a tidy systematic order ensures we don't spend time searching for information.

**BankLink:** Coding and processing bank statements manually through our system is often the most time-consuming part of preparing your financial accounts. BankLink enables your bank to supply the bank statements to us in an electronic form. This can include multiple bank accounts CRT, Wrightsons and others. There is less chance of inaccuracies, less time processing and no missing bank statements. BankLink is preset to your specific details so it will automatically code the transactions it recognizes and produce a report for you to fill in the blanks, which can be emailed, faxed or posted to you. BankLink data is received monthly but we can choose how often we deal with it and

send the coding report. If we already prepare your GST from Bank Statements, we would simply send you the coding report when your GST is due. BankLink is able to produce up-to-date cashflow reports and prepare your GST. The cost is on a per transaction basis. We envisage that the benefits and time saved in collating, coding and processing will more than cover the cost to you for this service.

**Accounting Systems:** If you have your own computer, wish to do your own processing, or downloading of bank statement information and have some accounting knowledge, we can find a system to fit your business. We have access to a wide-range of products and staff available to help you get started. The systems we have access to range from a simple cashbook which produces cashflows, reconciles bank accounts and prepares GST reports to larger systems that track inventory, do sales invoicing and debtors, purchases, creditors, GST, Budgets, payroll, time-billing, multiple currency, multi-user and have 165+ reports to choose from. We can advise you on the system that best fits your circumstances and can help you get it operating efficiently so that you can then save on time and cost of coding and processing your financial information.

## **TALK TO US TODAY ABOUT WAYS TO HELP US WORK SMARTER TOGETHER**

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