

# Balance Your Books Balance Your Life!

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# LS Services – Introduction

- ▶ Linda Morrison–Procunier: Over 25 years of experience in accounting set-up and maintenance for any size of business. Expertise in Quickbooks, and Simply Accounting.
- ▶ Customizing your accounting needs to suit your type of operation.
- ▶ GST/HST Specialist.
- ▶ Certified Pro Advisor for Quickbooks, which can help your company save time & money.



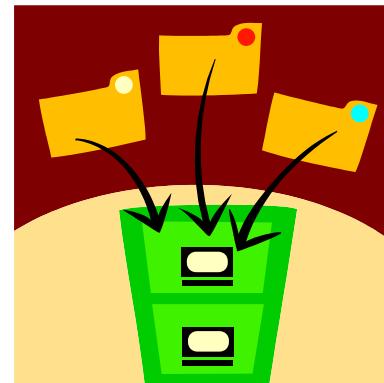
# LS Services – Awareness!

- ▶ Does this look like you? Lots of receipts and no where to put them?



# LS Services – Organizing!

- ▶ Organizing and getting rid of boxes & bags of receipts! Easy access to any information.

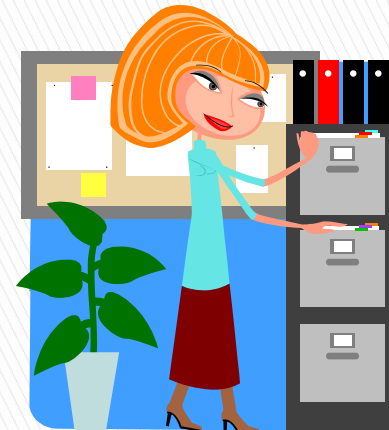


# LS Services – Why Quickbooks?

- ▶ Person without Quickbooks!



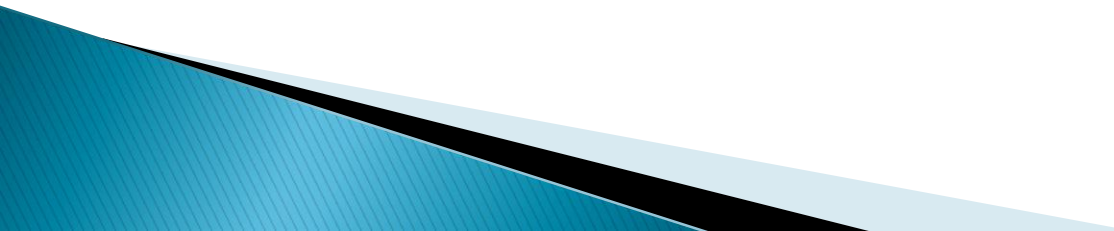
- ▶ Person with Quickbooks!



End of Year Stress can Kill!

Daily/Monthly Reconciling gets rid of Stress!

# LS Services – Quickbooks

- ▶ Entering all receipts and sales to balance to your Bank Reconciliation & Credit Card Reconciliation!
  - ▶ GST/HST Reporting just a click of a button on Quickbooks.
  - ▶ Customizing Reports to each client's needs.
  - ▶ Login screen customized to each user.
  - ▶ Report for accountant's at year end.
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# Bank Reconciliation – Sample

**Reconcile - Bank**  
For period: 05/31/2010  Hide transactions after the statement's end date

Cheques and Payments					Deposits and Other Credits					
✓	Date	Chq #	Payee	Amount	✓	Date	Chq #	Memo	Type	Amount
✓	04/30/2010	atm	Shell	100.00	✓	04/30/2...		Deposit	DEP	1,050.00
✓	04/30/2010	atm	Receiver G...	277.25	✓	05/10/2...		Deposit	DEP	1,575.00
✓	04/30/2010	1	LS Services	238.10						
✓	05/10/2010	atm	Boston Pizza	78.00						
✓	05/10/2010	atm	Shell	10.00						
✓	05/10/2010	2	Company o...	125.00						
✓	05/13/2010	atm	Staples	84.75						

Beginning Balance	1,000.00		
Items you have marked cleared			
1 Deposits and Other Credits	1,050.00		
5 Cheques and Payments	550.00		
Service Charge		0.00	
Interest Earned		0.00	
Ending Balance		1,500.00	
Cleared Balance		1,500.00	
Difference		0.00	

# LS Services

- ▶ Services available to suit your needs:
  - ▶ Bookkeeping;
  - ▶ Set-up of Company Chart of Accounts;
  - ▶ Training;
  - ▶ Monthly Inputting, Bank & Credit Card Reconciliations;
  - ▶ GST, PST, Source Remittances and WSIB.
  
  - ▶ Thank you for your interest.
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