

Business Success **Solution**

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BSS

Cleanup Diagnostic Review

Phase 1: Discovery

In Phase I, we're learning about you, your business and your current financial needs. It's an opportunity to fully assess the next steps for your books. Once we complete the Financial Checklist, we'll meet with you to discuss our findings. The review outlines the ideal combination of software and reports to meet your needs.

Some of the work done during this time includes:

- Review current status of books and other documents.
- Identify and Document any existing issues.
- Correspond with teammates to get clear ideas of workflows and key responsibilities.
- Formulate plan for the next step in the relationship.

Discovery Checklist

Our 15-point Financial Checklist tells you exactly what's working, and what's not working, in your business. This assessment gives you the critical insights to determine your next best move.

1. General Info

- Entity type
- Business formed

- Taxes last filed
- Relationship with CPA
- Long term plans/goals
- Current software and version

2. Number of accounts and account types

- Checking
- Savings
- Other, etc.

3. For each account – last reconciled

4. Outstanding issues with reconciliations

- Review reconciliation reports - outstanding transactions?
- Balance issues?
- Review individual transactions for missing payee

5. Review chart of accounts – document anything noticed

- Negative accounts
- Strange practices
- Unused accounts

6. Review Profit and Loss

7. Review Balance Sheet

8. Review A/R Aging

9. Review A/P Aging

10. Payroll?

11. Liability accounts balances? Are we missing any credit cards or loans?

12. Personal spending from business accounts?

13. Spending personal money on business expenses which are not on books?

14. Overall Review Synopsis

15. QBO upload potential

- Total targets
- Class tracking
- Inventory
- Multiple currencies
- Price levels
- Customer types
- Billable expenses
- Sales Tax
- Other Names List

Phase 2: Clean Up / Set Up

Now you're ready for the next step. The Financial Checklist recommended ways to improve efficiency; this includes new software and / or cleaning up your current accounts. In this phase we install the software and apps which best fit your needs.

We plan to spend time training you on your new tools. As a result, you'll learn what how they improve efficiency, the mechanics and how to quickly access your financials.

In this phase we'll:

- Oversee tasks which need to be done before transitioning to the new systems.
- Direct you on the set up of your software and/or assist in oversight of your team.
- Review new systems with accounting reports to ensure they are working correctly.

Congratulations!

You are now setup with a fantastic system. Let's keep the momentum going. It's time to discuss your Monthly Maintenance Package.

If this appeals to you, and wonder how to apply this to your practice, then let's talk. Take advantage of the complimentary [Path to Profits Strategy Session](#).

We'll discuss how to increase your income without working additional hours.

[Go to https://www.businesssuccesssolution.com/letstalk/](https://www.businesssuccesssolution.com/letstalk/)

