

### **Simple Bookkeeping Solution**

This solution is ideal if you want to take responsibility for storing the paper records yourself. It is fast and fantastic value.

Send me your bank statements and credit card statements electronically, and your receipts from cash purchases, and we will -

- enter your information in the accounting system
- code the transactions appropriately
- reconcile the bank accounts
- prepare and submit the BAS

### **Management Reporting -**

- send you a profit and loss statement, for the month and year
- send your records to your accountant at tax time

(Worried about how to make your bank statement electronic? It is easy, let me show you.)

Software requirements - minimum MYOB Business Basics

### **Gold Bookkeeping Solution**

- This solution offers all the services of the Simple Solution, and more -
- send me your paper documents and we will sort, file and code them
- enter your information into the accounting system
- ask you about any unusual transactions
- perform reconciliations that verify the integrity of your data
- bank reconciliations
- credit card reconciliations
- purchases reconciliation
- sales reconciliation
- GST reconciliation (your accountant will love this!)
- send Statements to your customers each month
- prepare and submit your BAS

**Management Reporting** - we will send you a Balance Sheet, Profit and Loss Monthly, Profit and Loss Year to Date, Sales Receivable  
send your records to the accountant at year end

You can add any of our other Solutions to the Gold Bookkeeping Solutions to customise the service to suit you perfectly.

**Software requirements - minimum MYOB Accounting (or MYOB Accounting Plus with Payroll)**