

### Company profile

Specializing in Cloud-Based Virtual Accounting/Bookkeeping



Bookkeeping Services  
For Small Businesses

Free Consultation

Contact Us to discuss your options

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## Meet The Owner

Iain McKenzie

Whether you've decided to add a bookkeeper to your newly formed business, or just decided to explore the benefits of outsourcing your bookkeeping needs, you'll be impressed with the variety of services we have to offer.

I realize that every business is unique and know that there are no cookie-cutter solutions when it comes to providing the services that will ultimately allow you to focus on growing your business. For that reason, I begin every relationship with a free consultation where you can tell me about your business and we can develop a solution for whatever accounting issue you need resolved.

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### About Iain

Shortly after graduating from The American University in 1991 with a BSBA Management Information Systems and a concentration in Accounting, I took a job as an accountant with a small but growing management and consulting firm. Within 17 months I was the controller and during the next 18 years, I was responsible for recording revenues that grew from \$2 million to over \$35 million, managed the payroll process which grew from 200 to over 2,400 employees and went from being the only accountant on staff to overseeing a staff of 10 accountants. In addition to my daily tasks as the controller, I was also responsible for handling and overseeing the financial books for more than 40 remote locations. This included recording financial transactions (daily sales, accounts receivable, accounts payable and payroll) and reporting financial results in the form of weekly and monthly financial reports back to the 40+ facility owners.

In 2009, I started a new job as an account manager/bookkeeper for an IT and telecommunication reseller where I've managed inventory and continued to offer accounting services through sales entry and order management. It was during this time that I was introduced to QuickBooks and became a Certified QuickBooks Advanced Pro Advisor, and decided to start IM Bookkeeping. We now service many small businesses of all types.

I truly look forward to hearing from you and ultimately hope to provide quality accounting and bookkeeping services that will make your life much easier.



## Meet Woody Story

QuickBooks Pro Advisor, XERO Advisor

After 18 years of owning a small IT sales firm, and using QuickBooks as our accounting software package, I realized that bookkeeping uses up valuable time needed for creating new business strategies and increasing sales. After knowing Iain McKenzie of IM Bookkeeping for over ten years and understanding his unmatched accounting capabilities, I joined IM Bookkeeping in 2020 as a certified QuickBooks Pro Advisor and XERO Advisor with a passion to help small companies grow by relieving them of their time consuming accounting tasks.

## IM Bookkeeping Capabilities

### **Bookkeeping:**

There is no better feeling as a small company than to reach the end of the year and the books are ready for the tax preparer. At IM Bookkeeping, we properly handle and account for all of the income and expense transaction entries, reconciliations, and reporting to hand to your tax preparer at year's end.

### **What we do:**

- Serve as a trusted partner
- Make suggestions/updates for your Chart of Accounts
- Close your books each month

- Categorize transactions
- Provide convenient virtual support
- Reconcile accounts
- Generate detailed reports
- Maintain accurate books for tax time

## More Services

### Bookkeeping "Catch-Up"

For those occasions where your bookkeeping responsibilities have taken a back seat to sales, operations and other responsibilities, our "catch-up" program can help you get your books in order.

**Services include:**

- ☒ Data organization and entry
- ☒ Month/Period end closing
- ☒ Financial report generation
- ☒ Free consultation - contact us to discuss your options

### QuickBooks Software

Our QuickBooks certified Pro Advisor is ready to help you with your QuickBooks or any other accounting software questions and issues.

**QuickBooks Product Selection:** Intuit offers a wide variety of software packages and finding the right package for you might seem overwhelming. Let us review your needs and guide you toward the intuit QuickBooks product that best matches those needs.

Software options include:

☒ **QuickBooks Pro**

☒ **QuickBooks Premier** (General Business, Contractor , Manufacturing & Wholesale, Nonprofit, Professional Services and Retail)

☒ **QuickBooks Online** (Simple Start, Essentials, Essentials with payroll, Plus and Plus with Payroll)

☒ **QuickBooks Point-Of-Sale**

☒ **QuickBooks Enterprise Solutions** (General Business, Contractor, Manufacturing & Wholesale, Nonprofit , Professional Services and Retail)

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**QuickBooks Setup Review and Troubleshooting:** Many QuickBooks user frustrations or issues arise from incorrect or incomplete preference setup. The Company Preferences control much of the functionality in your QuickBooks file and they are the foundation for a successful and efficient QuickBooks experience. A review of your Company Preferences from our qualified QuickBooks Pro Advisor might make the difference between you struggling with day-to-day processes and getting the most out of your software. QuickBooks also uses lists (item, fixed asset, price level, sales tax, class, customer and vendor) to not only make entering data easier but to handle the behind-the-scenes accounting. Proper setup of these lists is critical if you want your books to be consistent and accurate.

Services include:

☒ Review Company Preferences

☒ Lists Review

☒ General ledger account review

**QuickBooks Training:** For those who prefer to manage their own books but aren't familiar or comfortable with QuickBooks, our training might be the helping hand you need. Performed by a certified QuickBooks Pro Advisor, you can get training and assistance with:

- ☒ Company file and preference set-up
- ☒ Chart of Accounts and Lists
- ☒ Recording transactions
- ☒ Banking
- ☒ Reporting
- ☒ Any other QuickBooks needs

## Bookkeeping 911

When disaster strikes, you need experienced and knowledgeable professionals to take control and quickly provide solutions. We can help.

**Unfortunate events such as computer failure or data corruption are never welcome and seldom present themselves with a simple fix. However, our experienced staff has the knowledge and expertise to quickly get you back on your feet again.**

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**Disaster Recovery:** Don't panic. It's not looking good now but it's also not the end of the world. We're able to work directly with you to restore your critical business operations. From there, we can work in the background restoring and verifying your data.

- Services include:
- ☒ New accounting system set-up
  - ☒ Assist IT professionals with data recovery (if possible)
  - ☒ Identify and populate critical data in the accounting system
  - ☒ Set up temporary accounting procedures and workflow



☒ Populate the new system with historical data and confirm accuracy

☒ Produce financial statements from the new system and confirm accuracy

## Consulting

Tap into our 20+ years of accounting experience and let us help you manage your accounting process, create a budget or review your current accounting procedures.

**Accounts Receivable:** If you master the accounts receivable process you'll have a much easier time creating a successful business. However, if you let the process run its own course or allow your clients to pay invoices when it's convenient for them, you may quickly find yourself struggling with inadequate cash flow.

There's no need to go through the learning curve. Take advantage of our 20+ years of experience and ensure that you have a streamlined billing and collection process. Services can include:

☒ Customer Setup

☒ Sales Order processing

☒ Invoicing

☒ Record receipts (cash, check, credit, etc.)

☒ Collections

☒ Accounts Receivable reporting

☒ Sales Tax collection and reporting

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**Accounts Payable:** It's inevitable. Bills need to be entered, managed and paid. Let us help you navigate through the payable process and avoid costly mistakes like incorrect or double posting. Services can include:

☒ Vendor setup

☒ Purchase Order processing and management

☒ Enter vendor bills

☒ Disbursements

☒ Vendor adjustments

☒ Vendor inquiries

☒ Accounts Payable reporting

**Payroll:** If you have employees, you know the importance of not only paying them but ensuring that the payroll is calculated correctly. We can help you with:

- ☒ Maintaining personnel files
- ☒ Processing payroll
- ☒ Processing year-end payroll (W-2 and 1099)
- ☒ Entering hours and wages
- ☒ Reporting and paying payroll taxes

**Inventory:** You already know the importance of ensuring that your product is available and ready for sale so don't fly blind when it comes to inventory management. Make sure you know how much inventory is on hand, what your appropriate re-order levels are and how often to reconcile your system. We can help you with:

- ☒ Inventory Analysis
- ☒ Adjustments
- ☒ Reconciliations
- ☒ Inventory reporting

**Period End Processing:** Whether it's weekly, monthly or any other scheduled period, your books need to be reviewed, reconciled and prepared for reporting purposes. Services we can perform during this process include:

- ☒ Bank account reconciliation
- ☒ Period end closing entries
- ☒ Accounts receivable and payable reconciliation
- ☒ Trial Balance review and adjusting entries

**Financial Reporting:** As an owner, you need the tools that will help you make informed decisions about your business. Getting accurate financial reports on a timely basis is critical and with our services, you'll stay informed and ahead of the game. Reports can include:

- ☒ Bank reconciliation
- ☒ Income Statement with comparisons to previous period and budget/forecast
- ☒ Custom reports if needed
- ☒ Balance Sheet with supporting schedules
- ☒ Statement of cash flows



