

## Discovery Diagnostic Review

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### Who are we?

Carol On Call Business Services Ltd. is the go-to for businesses looking for full cloud accounting and bookkeeping services. Not only are Carol and her team certified professional bookkeepers, but they also have the knowledge and experience to provide financial understanding as it pertains to the operations of your business. Through organization, insight and access to company records at any time, business owners are better equipped to make those important decisions to ensure the success of their company climbs!

### Why do we start here?

We start with a discovery diagnostic review of your accounting system to get into the nuts and bolts of what has been done – to see the good, the bad and the ugly. Think of it like taking your car in for a service because the engine is making a noise. The service repairman cannot give you an upfront price to fix the noise until they can determine what the noise is and where its coming from. Similar in accounting in that we cannot determine a price to help you if we do not know what your needs are, what has been done and what may be missing.

### What do you get from this?

We perform a discovery diagnostic review of your accounting data and provide you with a full written report. We will take the time to go over the review with you during a second meeting so that you have a full understanding of the status of your books and accounting system. This valuable report also helps you manage your business and ongoing support from us when deciding what options and tasks you want us to take care of, helps you understand your numbers so that you can make the best decisions for your business. **This is an investment in your business.**

### When will I get a price?

We can only provide pricing for our services once we know the status of the bookkeeping now, what has been done and needs to be done. The Discovery Diagnostic review is the only way we can determine this. This service is best for those business owners who want the peace of mind of knowing they are doing things right with their financial data entry or any issues that need to be fixed. It enables us to offer best options for your business success.

## *Nurturing your business, means nurturing your books.*

### **The Discovery Diagnostic Review will include the following.**

This will require us to have access to your QBO data file – easy peasy, just invite us in.

- Review of the Chart of Accounts – the backbone of your books
- Review your software setup for optimal use (this will not include additional integrated APPS)
- Review your bank feeds, rules
- Reviewing your bank account(s), Credit Card(s) and status of reconciliations
- Health check of the data in Accounts Receivable (A/R) and Accounts Payable (A/P)
- Review the Basic management reporting
- Review Financial dashboard
- Review accounting record for accruals and prepayments
- Review Fixed Assets - recorded and maintenance of the depreciation
- Review applicable Sales Tax module – is it being used properly
- Anything else that may be industry specific

**Finally, a business review meeting to discuss our findings from this review and provide you with recommendations of our next steps. When you are ready to proceed, we will build a pricing package with you that is specific to your unique business needs.**