

Client Bookkeeping Solution[®]



BUSINESS BOOKKEEPING SOFTWARE TO HELP YOU DO WHAT YOU DO BEST—TAKE CARE OF YOUR BUSINESS.



CBS CHECKWRITER™

CBS PAYCHECK™

CBS ACCOUNTS PAYABLE

CBS ACCOUNTS RECEIVABLE

CBS FINANCIAL STATEMENTS

FAMILY OF SOFTWARE

Innovative, Easy to Use, and Efficient

Client Bookkeeping Solution (CBS) is designed to give you an ongoing picture of cash flow. CBS can help you manage your daily checkwriting, recording of transactions, and business reporting needs—so you can focus on running your business. And because it works efficiently with our professional accounting software system, we can get a more complete and accurate picture of your business.

Stay Ahead with 24/7 Access and Automatic Software Updates

Now you can have access to your CBS software 24 hours a day, seven days a week—with CBS ASP. The CBS ASP version uses Application Service Provider technology to enable you to access your CBS software via our website from any location at any time.

With CBS ASP, your software works just as if you installed it on your computer, except you won't need to take time away from running your business to maintain and update your software. Updates are done automatically via the Internet. With CBS ASP, you will always be using the most up-to-date version of the program—with no manual updating required!

When you use CBS ASP, we can easily assist you with any software or accounting question because we can also access your data. It's a great time-saver!

How Client Bookkeeping Solution Works

WE'LL INSTALL CBS AND SET YOU UP TO START USING IT. THEN, DURING EACH PROCESSING PERIOD...

YOUR OFFICE

You write checks and record your company's day-to-day transactions in CBS.

If you have questions, attach an electronic "Note to Accountant."

When the period is complete, make your data available to us online, via email, or on diskette.

OUR FIRM

We retrieve your transaction information and directly transfer it into our system to avoid errors.

We review your notes, answer your questions, and ensure transactions are marked for the proper accounts.

Our office prepares your financial statements, provides analysis, offers advice, then delivers your statements to you.





Advantages of CBS

Easy-to-Use Software to do Everything You Need

CBS is an easy-to-use modular bookkeeping software system that's customized to your needs. Before you even begin using it, we'll work with you to determine the functionality and tools that will meet your specific needs, without burdening you with complex functions you don't need.

Available functionality includes the ability to write and print professional-looking checks, instant access to up-to-date vendor balances, and the ability to produce valuable management reports. Additional modules are available for payroll processing, accounts payable, accounts receivable, and financial statements. If it works best for you, we can also discuss making CBS available in an Application Service Provider (ASP) version, so you can access it from our website any time, from anywhere.

With a system designed to meet your needs, you'll find CBS is very easy to use. As a result, you'll spend less time on accounting and more time managing your business.

You'll Spend Less Time on Accounting and More Time Running Your Business

CBS simplifies time-consuming bookkeeping tasks and helps you keep better track of cash balances. With CBS you aren't burdened with complex accounting tasks—that's our job.

You're free to do the thing you do best, manage your business, while we do what we do best—handle your accounting.

We'll Provide You With More Effective Financial Advice

Since we use software that integrates with CBS, your monthly bookkeeping data is complete and organized when it transfers to us via CBS. Data does not need to be transcribed and is complete and accurate, so we can devote more time to analyzing your business information.

You'll Have a Trusted Resource to Turn to When You Need Help

We'll help you install CBS and get you started. We'll work with you to customize the system in the way that works best for you. And if you have questions or experience difficulties, just give us a call or attach an electronic note. You're not dependent on a faceless 800 number that may be busy when you need help. You get help directly and promptly from people you know and trust—us.

The Client Bookkeeping Solution Modules

CBS

Family of Software

The CBS family of software includes five easily integrated modules to help you efficiently and effectively manage your checkwriting and bookkeeping.

- The basic module is CBS CheckWriter
- Optional additional modules include CBS PayCheck, CBS Accounts Payable, CBS Accounts Receivable, and CBS Financial Statements

CBS

CheckWriter

The CBS core module, CheckWriter, enables you to:

- Print vendor and regular checks and non-calculating payroll checks
- Enter and view checking account deposit, transfer, bank debit, and credit activity
- Maintain both current and "tentative" checkbook balances

CBS

PayCheck

CBS PayCheck allows you to print payroll checks for your employees:

- Calculate paycheck amounts including gross pay, withholdings, and deductions
- Track accruable benefits (vacation, sick time, and withholding)
- Allows MICR checks with custom logos and signatures

CBS

Accounts Payable

CBS Accounts Payable enables you to:

- Track amounts you owe and amounts you have paid
- Automatically apply payments to open payables
- Record scheduled payables
- Track cash requirements
- Calculate discounts and net payable amounts: net and purchase, discount taken, discount lost

CBS

Accounts Receivable

CBS Accounts Receivable enables you to:

- Create invoices
- Process payments
- Track cash receipts
- Produce aging reports
- Design statements, invoices, and reports for analysis

CBS

Financial Statements

CBS Financial Statements enables you to produce these standardized financial statements:

- Balance Sheet
- Income Statement
- Cash Flow (direct and indirect)
- Trial Balance



Perform Online Banking

One feature that is shared by all Client Bookkeeping Solution modules is online banking. You can perform online banking securely, including bill pay and funds transfers and downloading of statements for bank reconciliation, for maximum convenience and speed. Online banking helps you to manage cash flow, set dates for payment, and keep track of payments that have cleared (not to mention save on postage and envelopes).

Conveniently Send Us Questions

If you have a question about a transaction or want to provide an explanation, simply attach an electronic note to the item. There's no need to stop your bookkeeping work to call us—and no need to worry about making a mistake. When we transfer your data into our system for period-end processing, we'll see your notes and answer your questions—so you can be sure that your financial information is accurate and complete.

Enhance Your Business Image with Flexible Printing Options

Print professional, high-quality checks complete with logos and signatures directly from your printer. You can print checks one at a time, or store them to print in batches—whichever is more convenient.

Run Valuable Management Reports

Each CBS module generates reports that help you monitor checkbook balances and keep track of your finances. Reports include: unprinted checks, journal entries, employee earnings, workers compensation, aging schedule, vendor activities, and more.

CBS Comes With Something Other Software Doesn't Offer You—US!

Unlike any other program on the market, CBS was designed by accountants to enhance the working relationship between accountants and their clients. It is part of the accounting software system we use to process your records at our office. When you need help—with your software or with accounting—you can count on us to be there.

We recommend and support CBS because it helps you run your business more efficiently and effectively. And it enables us to provide a higher level of service to you. You handle your business—we handle your accounting. To learn more about CBS, just give us a call!

Client Bookkeeping Solution—the Smart Solution Uniquely Designed for You and Your Accountant!



Maximize the Productivity of Your Business (and Leave the Accounting Worries to Us)



You know your business better than anyone. You need immediate access to complete and organized accounting records to run it. But you don't need to spend any more time than necessary on accounting functions.

Working together with CBS, we both gain a more complete and accurate picture of your business—so you can run it more effectively.

To get started with CBS, just give us a call. We'll discuss your computer needs and the appropriate CBS setup for you. When you're ready, we'll help you install your programs and support you as you use them.

Client Bookkeeping Solution[®]



BUSINESS BOOKKEEPING SOFTWARE TO HELP YOU DO WHAT YOU DO BEST—TAKE CARE OF YOUR BUSINESS.

