



# Why Virtual Accounting Manager is for you

## Begin by asking this question...

If today was my first day in business, would I begin by building staff and infrastructure myself, or would I look to see if someone else could do it better and more economically for me?

If you are looking for ways to reduce overhead and focus on your core business, now is the perfect time to make the switch to "smart"-sourced accounting.

The most successful businesses of today have gone to outsourcing and now have time and money to spend on making themselves bigger, better and more profitable forces in the marketplace.



CENTER FOR BUSINESS PLANNING



Center for Business Planning's "smart" sourcing Virtual Accounting Manager (VAM) introduces "Ever Ready" Virtual Financials. Technology has left monthly statements and the wait for your business information behind. VAM's "Ever-Ready" accounting system has year-end quality books and records available for you at 8 AM every morning.

## SERVICE

|                          |   |
|--------------------------|---|
| Virtual-Documents        | : Paperless office  |
| Virtual-Payroll          | : Process payroll and taxes                                     |
| Virtual-Receivables      | : Receipts, overdue A/R management                              |
| Virtual-Billing          | : Delivery of invoices  |
| Virtual-Inventory        | : Receipt, ship and replenishment                               |
| Virtual-Reporting        | : Complete financial reporting                                  |
| Virtual-Taxes            | : Return preparation  |
| Virtual-Dashboard        | : Management by exception                                       |
| Virtual-Payables         | : Categorize, record, and pay                                   |
| Virtual-Contracts        | : Contract management   |
| Virtual-"Best Practices" | : Upgrade all operations  |
| Virtual-Commerce         | : Electronic shopping carts                                     |
| Virtual-Controller       | : Depreciation, loan amortization, fixed assets, reconciliation |

## BENEFITS

- Move to a "Best Practices" operations mode
- "Ever Ready" financial information
- Lower operating costs
- Concentrate on core operation
- Make more effective use of vital resources
- Employ global technologies to win
- Available any time, anywhere
- No fixed costs, variably priced

## SECURITY

### Control of Data and Business Continuity

Every night CBP's secure servers download a complete copy of your books and records to a server you specify, either at your home or business, or some other secure hosting location. If you ever wish to discontinue service, simply turn us off and start on your own without missing a beat. Your data is never printed out by CBP.

### Internet Security

CBP uses the same level of encryption as most financial institutions in the United States. Other methods employed are dual level password entry requirements for access to any accounting data and if desired, machine specific access.

### Access Tracking

Everyone entering CBP's virtual environment is tracked the entire time they are on the site. CBP has the ability to provide a complete audit trail of all activity if required.

### Control of Cash

All incoming checks are processed through banking lock box operations, or directly by the client. Disbursements can only be activated by client's secure bank authorization codes. CBP also carries professional liability (E&O), as well as employee dishonesty insurance.

### Confidentiality

CBP requires employee confidentiality and nondisclosure agreements. The data center requires positive identification access.



# How VAM Works

Document input from client by:

- E-mail
- Fax
- Use the secure post office

Processing by CBP:

- Digitize all information
- Categorize all information
- Post all information
- Associate input documents with accounting record
- Compute the future effect of all events and make time associated entries
- Apply existing business rules
- Reconcile all accounts
- Present books and records for use by 8AM each morning

Client action each morning:

- Review management exception notifications
- Act on problem areas
- Approve routine actions
- Focus on your core business

Ongoing collaboration:

- Refine operating procedure rules to maximize efficiency
- Make steady progress toward achieving "Best Practices" model



## Why use CBP?

- Higher quality bookkeeping, done quickly at lower cost
- No need to buy additional hardware or software
- No setup, no training, no lost productivity
- No payroll, benefits, or accounting headaches
- Client employees focus on goals and productivity
- Buy only the services you need when you need them
- No fixed overhead
- Software neutral, no need to learn a new system
- No contractual obligation



# Services Provided

## Accounting Backroom Operations:

- Write-up
- Bookkeeping
- General Ledger Accounting
- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Billing
- Payroll
- Sales Tax
- Bank Reconciliation
- Tax Return Preparation

## Hosting - Secured Data Room:

- Always backed up
- Available 24/7 from any place anywhere
- Mirrored in different electric grid
- Latest technology employed
- Eliminate IT charges and staff

## Lock Box Services: *(Partnership with bank)*

- Expedites availability of funds
- Checks received, processed, imaged, and deposited
- Images available 24/7 from any place anywhere
- Reduces mail flow
- Reduces administrative costs

## Secure Post Office:

- Open, sort, digitize, and index snail mail
- Bulk document scanning
- Scanning of photographic negatives and positives
- Archiving
- Retrieval
- Programmed destruction

## Data conversion services:

- Move toward a paperless office
- Drastically reduce document storage charges
- Eliminates labor intensive searching and retrieval
- Easily access data anywhere anytime

## Virtual assistant services:

- Assign your project by 4 PM, have it back by 8 AM
- Purchased in blocks of 20 hours
- Use when needed, never expire
- Less expensive more reliable than a temporary employee.



## CENTER FOR BUSINESS PLANNING

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