

MP | BOOKKEEPING SOLUTIONS, LLC



BEYOND THE NUMBERS NEWSLETTER |

Owners Message

MELODIE MACNEIL

VIRTUAL BOOKKEEPER/ACCOUNTANT

I started my accounting journey during the 2009-2010 winter season at Central Washington University located in the small town of Ellensburg, WA. In college I became one of the first members of the newly formed Beta Alpha Psi honors organization in the Nu Epsilon chapter. I led a small group of like-minded individuals through an ethics project from Grant Thornton that earned our organization a scholarship!

Among these community events and volunteer opportunities, I began to grow my family. Life events and personal preferences led me to transfer my studies to Colorado Technical

University Online where I graduated with honors in May 2016. My passion for bookkeeping surpasses mundane data entry and limited creativity. I decided to take a short break from bookkeeping and focus my passion on tax preparation where I worked with a local tax accountant on a season basis. This was a thrilling experience for me to continue building on the knowledge that I had as a bookkeeping professional.

With over 6 years of professional bookkeeping experience, and 5 years as the owner of MP Bookkeeping Solutions, I look forward to continue delivering high quality virtual bookkeeping services to small and medium sized businesses for many years to come!

ORGANIZATION TIPS:

SCHEDULE TIME TO ORGANIZE

Organization doesn't just happen; it's an intentional activity that requires planning, motivation, and forethought. One useful strategy for scheduling your time is time blocking.

Time blocking is scheduling specific uninterrupted time in your calendar dedicated to a specific task or a specific type of activity. This allows you to zone in and perform "deep work", or simply just work efficiently. For example, Jane blocks out 8-8:30am to reading her emails, responding, and archiving them in the appropriate folders. By planning this activity ahead of time, she can turn off all disrupting notifications and avoid staff or customer interruptions.

The benefits of managing your time include stress relief, more opportunity, more time, and allows you to visualize and achieve goals.

KYLA'S MESSAGE

I never imagined myself being involved with bookkeeping or financial management. I graduated with a Bachelor of Arts and Sciences of Education in 2011 with an emphasis in teaching English as a second language. I enjoyed working in the field for a few years before I decided to be a full-time mother for my three small children. Since then, my family has moved across the big blue wet thing to Europe where we currently reside in France.

Today my role is Chief Operating Officer where I help Melodie with the day-to-day administrative and operational functions for MP Bookkeeping Solutions. I work behind the scenes, oftentimes assisting with the bookkeeping to get a solid understanding of each business's unique workflows. With this information, I can execute efficient and meaningful processes to keep our firm and our client's businesses running smoothly. Additionally, my job is to ensure that we keep up with the latest software and technology so that our clients can feel confident that they are receiving timely, accurate, and meaningful data in the safest virtual environment available.



I joined the company over two years ago. The benefits of being able to work remotely and independently has been a tremendous blessing; I have never loved working more than I do now!



EMAILING AND TEXTING TIPS:

TEXTS GET INSTANT ATTENTION,

so use them wisely! If you're not in immediate danger (aka payroll, excise taxes, you get the gist), use email instead. While texts are one of the most easy and convenient ways to communicate with someone, overdoing it can have some negative consequences. By sending an email you are more likely to assist the other party with a successful workflow, but with texting you are sending them the subliminal message that this needs to be taken care of now.

INTRODUCING **Dext** PREPARE

Formerly known as Receipt Bank, Dext is a simple solution for managing, organizing, and digitizing receipts. Dext Prepare supports the following file types: JPG, PNG, GIF, BMP, TIFF, PDF, .zip files with images, DOC, DOCX, ODT, and RTF. There are 4 ways you can send receipts to Dext:

Through The App

There is an iOS version as well as an Android version of the Dext app. Once you upload the image of your receipt, you can include details about that receipt before you submit it. This is the easiest way to capture "on-the-go" types of receipts like fuel, business meals, and random other purchases that you might make while on travel or running errands.

Through Your Email

This is one of my favorite methods of receipt capture! With Dext Prepare, you have a special email for Costs as well as Sales that you can forward receipts to. This works great if you're savvy enough to set up auto email forwarding rules with your email provider. We also love how you can send multiple files from your computer at once without opening with your email provider. We also love how you can send

multiple files from your computer at once without opening the app. Even if you don't have an attachment, you can email forward to Dext Prepare any information you want to remind yourself or your accountant that's bookkeeping related.

Through Your Computer

Log into Dext on a web browser and upload receipts straight from your desktop.

Auto-invoice Fetch

Through Dext you can log in using your credentials to a supported third-party vendor and have Dext do all the work for you!

We love Dext because we can set up different users, allowing our clients to delegate as much of the work as they're comfortable with. Dext automation and AI allows us to quickly and confidently publish financial data to Quickbooks Online, store and backup documents through third party integrations like Google Drive and collaborate on specific submissions. You can even use Dext Prepare to manage employee expense reimbursements!

THINGS IN QBO YOU MIGHT NOT KNOW ABOUT

QBO Receipt Capture

Quickbooks Online has it's own receipt management capabilities! There are three ways to upload receipts directly to QBO; from your computer, from the Quickbooks Online smartphone app, and email forwarding. Once it's been uploaded by one of these three methods, you can review, add, or match these receipts as expenses or bills.

It's important to note that each PDF file you import should contain a single receipt or bill. Also, this function currently does not support sales receipt or accounts receivable functionalities.



Keeper

We are so excited to announce the newest addition to our firms tech stack! Keeper is an app that assists with the month-end bookkeeping tasks. In addition to supplementing the month-end bookkeeping workflow, it provides our customers with their own portal where they can send and receive sensitive documents, view financial data, and collaborate directly with our firm.

Reconciling Tasks

We can track the progress of all assets, liability, and equity accounts by making sure they are being reconciled regularly.

Categorization Tasks

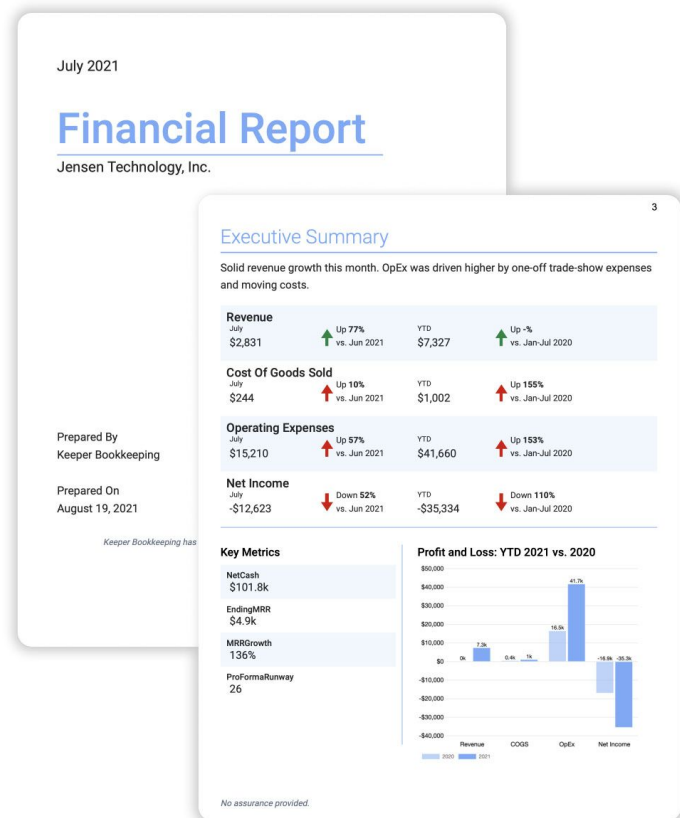
Keepers functionalities assist us in reviewing the categorization of all transactions to ensure the accuracy, transparency, and functionality of all of our clients financial data.

1099 Reporting

We can filter and organize all 1099 qualified payments to Vendors on a timely basis. This assists us with communicating to our clients when specific vendor payments have reached their 1099 reporting requirements. Knowing this information immediately is imperative in preparing for year-end tasks and reducing stress for tax preparation.

Client Collaboration

Keeper has effectively provided our firm with a "one-stop-shop" for client collaboration. With weekly email reminders, clients can log in to their Keeper Portal and answer questions. Transactional questions help us in the record and classify process by gathering information necessary to reclassify uncategorized transactions. Non-transactional questions allow us to request specific information, such as bank statements, or to ask general questions that is relevant to bookkeeping tasks. Client questions are a safe and secure place to provide us with updates or to ask us general questions.



Keeper has minimized the clutter of emails, swapping or sharing spreadsheets, and wasted time. We love that Keeper has assisted us with maximizing our monthly or weekly client zoom meetings by keeping it simple, straightforward, and informational.

Keeper constantly strives to update their software to provide the best service they can. Our firm keeps up with Keepers "weekly digest" and we have confidence that Keeper will continue to improve with their delivery. It's truly a remarkable piece of technology that is shaping the trajectory of bookkeeping services all around the globe.