

# Full<sup>HR</sup> Net Friends: BUSINESS SERVICES

## WHO USES FHR-NFI BUSINESS SERVICES?

Any small business can benefit from some specialized knowledge, expertly applied. Businesses who need our help are often going through growth or disruption, and their accounting system may be contributing to the problem. Example situations include:

- Longtime employee leaves without transition process
- Existing setup inadequate for current business needs
- Management wants more actionable reports from accounting
- Need compliance assessment on employee classification
- Preparing company for sale or audit

## WHAT WE DO

### Accounting

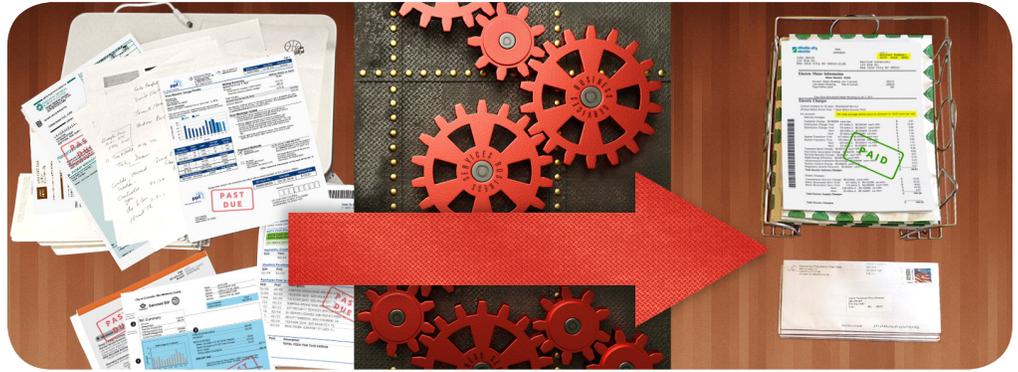
Our accounting services focus on improving ease of use, function, and analytical tools for QuickBooks account files, including:

- Group and private classes
- Migration & upgrade
- Custom report design
- Sanity check and advising

### Full<sup>HR</sup> Integrated Compliance Team

Our compliance services employ certified HR and accounting professionals to review various aspects of your organization, including:

- PCI compliance
- GAAP assessment
- Handbook development
- Policies & job descriptions



## WHEN THE NUMBERS DON'T MATCH

Sometimes you find it yourself; sometimes the finance person finds it. It could be in a bank statement or an Excel spreadsheet. The P&L statement says the company is profitable, but the bank account keeps shrinking. When you try to work it out in Excel, the results don't match what the bookkeeper gets from QuickBooks. After a couple of meetings, it becomes clear that you're not going to find all the errors without help. You wonder whether you can rely on any of the financial numbers you've been using.



Full<sup>HR</sup> Net Friends created our Business Services team to help business owners solve this very common problem: an accounting system that isn't set up to handle growth and complexity. Our staff include CPAs, MBAs, and certified QuickBooks ProAdvisors with decades of experience. However, the secret ingredient in our Business Services projects is not a killer report template or a profit formula – it's training and design. We take a two-pronged approach: identify and correct accounting discrepancies, then train your existing staff to

manage the new system. The overriding objective of our team is to create an accounting system for your business that your current staff can maintain, along with reports and data in which you can place complete confidence.

## THE PERFECT COMPLEMENT TO YOUR CPA

The most common question we hear about Business Services is, "Isn't this something a CPA should handle?" Although our Business Services team employ CPA-certified staff with decades of experience, we find that CPA firms prefer not to handle this type of problem. Accounting firms with a tax focus see resolving QuickBooks discrepancies as an inefficient or unprofitable use of their staff, while firms with an auditing focus are legally prohibited from making any changes or recommendations to customer bookkeeping practices. This makes FHR-NFI an ideal partner for the CPA firm that you already employ in fact, we often receive referrals from CPA firms. By correcting and streamlining company accounts, a one-time investment in Business Services can reduce tax-related fees and errors year after year.

## GETTING MORE FROM ACCOUNTING SOFTWARE

Cost accounting is a way of engaging with accounting software that directly benefits small-business managers and bookkeepers. It provides key reporting insights into the forces acting on your business: Where does the money go? Which teams are the most productive? Customers who engage us for cost accounting training and setup see immediate results that can help them answer questions about their business they've been asking for years.

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## FHR NFI Business Services

### Accounting Team Services

Our team is the perfect solution for clients that are not confident in the accuracy of their accounting records. We assist in the realignment of a client's accounting data so their CPA can prepare the necessary tax or financial statement filings with accuracy. Our ultimate goal is to help our clients mitigate future financial errors and the ability to make proper business decisions. We specialize in QuickBooks and currently have five Advanced QuickBooks ProAdvisors on our team and over 50 years of combined expertise supporting small business financial systems.

- QuickBooks accounting file setup, migration, and upgrades
- QuickBooks accounting file restructuring
- QuickBooks Desktop hosting options
- Private and group QuickBooks training sessions
- Chart of accounts preparation and realignment
- Monthly overview and maintenance services
- Management and cost accounting services
- Custom report design and implementation
- Financial controls manual design



## Human Resources Team Services

### Organizational Planning

Full<sup>HR</sup>'s licensed and certified integrated service team provide efficient systematic professional solutions. Your Organization receives industry-leading workforce planning and professional guidance while being provided with insight, alignment and definitive organizational structure.

### Performance Management

Full-featured software designed to help you customize performance reviews, job descriptions and employee handbooks.

### Recruiting Services

We're with you every step of the way. Recruiting is about understanding your aspirations so that we can find the right people to help transform your business

### Employment Screening

Reliable employment screening without the wait. A slow screening process can prevent you from landing that dream candidate.

### Human Capital Management

An integrated service team leveraging a Human Resource Information Systems delivering anytime, anywhere communication tools and technology to deliver your leadership with insightful guidance into your organizations' Human Resource confidential data and processes.