

A M Benjamin Services
The Ultimate Accountant
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A M Benjamin Services - The Ultimate Accountant

a collection of short stories on:

- (1) Finding a good accountant
- (2) A program that teaches how to reconcile bank statements
- (3) Three major benefits on filing your income taxes
- (4) free and low cost spreadsheets and accounting software

and links to modified Microsoft Excel Spreadsheets that:

- (5) automatic adding machines
- (6) automatic bank reconcilers
- (7) automatic cash flow analyzers

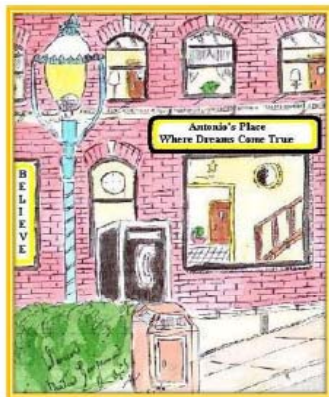
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What is an Accountant ?

According to the dictionary an ACCOUNTANT is a person who keeps and inspects financial records; but to a business an accountant is far more!

An ACCOUNTANT is the HEART and SOUL of any and all Organizations.

**Just like blood touches every part of a human body,
an ACCOUNTANT touches every part of all businesses in
more than one way.**

**More than a recorder of numbers and manager of storing documents,
an ACCOUNTANT is a business EYES and EARS that can predict the future
of a business more precise than a professional fortune teller.**

**Contrary to public belief, in no way is the
profession of Accounting dull and boring,**

Accounting is an Exciting Career with many Challenges.

**"a business without an accountant
is like an automobile without a speedometer**

**no way to check the business mileage
or more importantly
measure the company profit or loss !"**

Accounting the Perfect Science ?

The Formula for Accounting is the Formula of Life.

The Equation (Assets = Liabilities + Equity)

reflects every aspect in everyones life !

Everything you get in life you pay a price for it.

Everything you hold on to becomes an investment in money and/or pride.

**For every Assets (both physical and intellectual) that anyone gets
comes an equal debt or source of equity.**

**Different from other sciences, Accounting is hard to cheat on,
it is based on solid facts, money or property that cannot be denied.**

Accounting is the Perfect Science because

Accounting is the Story of Life in Numbers and Records.

**" a business with a good accountant
is like a body without properly functioning liver
there is no way to check its status and growth "**

What makes a Great Accountant ?

**To say money is not important in the profession would be unfair !
because everyone needs money to live;
but the Great Accountant works with numbers more than for a big paycheck.**

The Great Accountant is a number cruncher for the following reason;

- (*) Love of Numbers - balancing debits and credits is a thrill equal to Climax.**
- (*) Love of Records - finding a document is like finding a gold treasure.**
- (*) Love of Business - The organization is part of you like organs and limbs.**
- (*) Love of Associates - being a part of the family away from home.**
- (*) Love of Vendors - a person other people can depend on makes you important.**
- (*) Love of Profession - pride in being a member in one of the oldest careers.**

Being an Accountant has many things that makes life meaningful !

**"show a person who is a great accountant -
and I will show you a person
who you will only miss when they are gone"**

Accounting as a Challenge !

Everyone has to manage their money and store records for business reasons.

The science of balancing financial books and managing information is a challenging, time consuming task that is an absolute must for individual and business success.

Job openings on the internet verify the challenges in finding good workers.

Accountant are not born, the skills to be good can only be mastered thru daily practice are:

- (1) PATIENCE**
- (2) PERSISTENCE**
- (3) PERSERVERANCE**

While Accounting can be taught in schools, to achieve success in this profession the student of Accounting have to master the 3 "Ps" above, three of greatest challenges on this earth and in life.

Without the 3 "P's" above, Success in Accounting is almost Impossible.

**"being an accountant is like a treasure hunter
constantly searching for the best way to
improve the information management of a business**

Accounting as a Source of Pride !

People take for granted their ability to find documents for business reports.

But in a nutshell that is the life of an accountant.

The delivery of timely reports is what accountants' work for !

**To give perfectly balanced reports to management and vendors
makes an accountants' as happy as a child getting their first bike**

**Accountants blessed with the gifts of managing numbers and reports
make a business looks good, grow financially and protects them from the
government with their knowledge of federal and state laws.**

**Accomplishment accountants can be proud of,
especially at monthly closing and the year end tax season.**

**"being an accountant is like a student on graduation day
balancing numbers on business reports
is a cause for a celebration"**

The Modern Accountant !

Accounting has changed in my life from mastering adding machines and filing cabinets to mastering computer software and databases.

On the surface computers has made life easier for the accountants',

**but the 3 "P's" of Accounting
is still primary ingredient for business success.**

**Transactions must be recorded, stored and verified so that they can be easily located.
Accountant today have to deal with less paperwork, but now they have to
work with paperless files that can be misplaced and real hard to find.**

**Accounting tools may have change, but Patience and Persistence are still
the Keys to Success in the Career of Accounting.**

**"the art and science of accounting
is like preparing a gourmet meal**

**to get the job done right
you have to consistently use the same old
formulas and recipes "**

Good luck in your Search !

Thank you for reading this article and I hope you find an accountant who can help your Business Grow fast!

In making your final decision on hiring an Accountant do not think with your sexual organs or your head, but trust your Heart and think of the needs of your business and a great accountant will find it's way to you .

Find a person who can be your friend as well as co-worker and you will have someone who will stay with you during the ups and downs of your business, experiences that every business endures.

Find a person who loves Accounting and you will have a worker who will make a daily effort to balance all accounts and make sure every business document can be located.

Success to you and may all your business dreams come true.

**"before your business dreams can come true
the dream has to have a well defined goal or plan

an a lover of numbers and records
is one of the main things that makes the business"
blossom like a flower"**

The End - Part One !

**A M Benjamin Service the Ultimate Accountant is a
is an educational business document consisting of four reports
written for managers as tools for financial success !**

**Report One suggested some ideas on finding an accountant !
Report Two reveal some tools for reconciling the bank statements !
Report Three suggest some benefits of filing your income taxes.
Report Four is a press release on the future of accounting software**

**The next report "The Ultimate Bank Reconciler"
are essentials tools needed to analyze Cash**

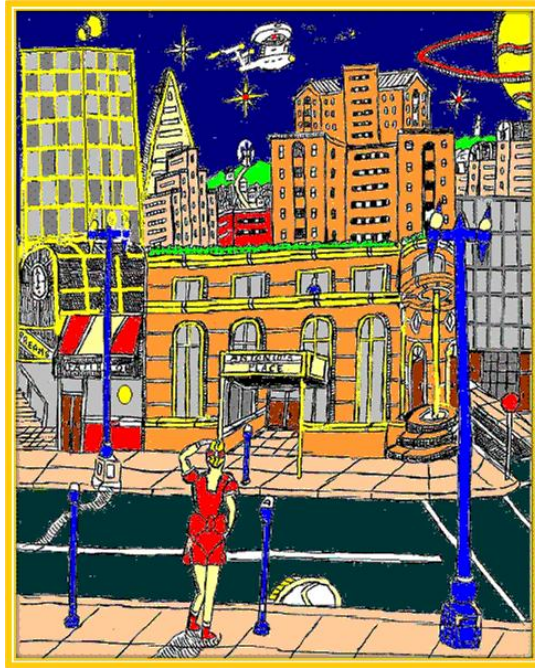
the Number One priority in your business.

**Mastering the Management of Cash
is always being sure invoices will be paid
and employees and suppliers will continue to do business with you !**

**"a business that compares bank information
to company information on a daily basis.**

**is a business that has taken the first step on a journey
that will lead to big profits and a long history."**

The Ultimate Bank Reconciler
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The Ultimate Bank Reconciler

**a short story on some business documents
business managers need to carefully analyze and
to stay safe from unethical business associates and
measure their business financial success !**

Graphics, Web Design and Words by Anthony M. Benjamin Sr.

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Why reconcile your cash account.?

This article is for the small business owner who wants to know a little more about bank reconciliations.

Without a doubt, your business most important account is "Cash".

How you manage "Cash" will

- (1) measure the success of your business,**
- (2) help protect you from fraud**
- (3) improve your credit rating by paying**

While the operating and marketing your business may be your main job and force you to delegate bank reconciling to another person, it is imperative that you take a look at your "Cash" account as a business owner on a consistent basis because as the owner or accounting officer of a business, any mismanagement of "Cash" will be blamed on you with serious legal consequences attached to your personal and business reputation.

Reconciling your cash will help your business grow and keep you safer from government agencies and business creditors.

" show me an accountant who finds anything more Important than Cash

and I will show you a business that may end up paying it's bill late "

The Beauty of Zero !

**In the Science of Accounting, the number "Zero" is every
& accountants, bookkeeper or clerk perfect dream; because when
you have two set of numbers, and when you subtract the totals and
get "Zero", you have a reason to celebrate.**

**"Zero" in bank reconciliations tells you everything is alright and
you completed your mission.**

**"Zero" in bank reconciliations tells you almost all of your money
has been accounted for which is a magical pill that will let you
that will let you sleep a little easier that night.**

**"Zero", when attained in bank reconciliation on a consistant basis
tells the business world you are a professional and have acheived
a level of excellence in accounting that few people dream of.**

Without "Zero there can be no bank reconciliation.

" In a world where most people only Dream of Perfection

**Accountant's experience perfection regularly when the
Company Cash Account and Bank Records Reconciles to Zero"**

What is your cash balance ?

On the surface, your figure for cash in your trial balance & and balance sheet, looks like a simple number amongst many other numbers.

But in reality your cash balance is a summary statement of all the money that came into and went out of your hands or business for a specific period of time.

Your cash balance consist of two components:

- (1) deposits - the money coming into your business**
 - (2) disbursement - the money leaving your business**
- the components above will be discuss more indepth in the next two chapters.**

But as a business owner or operator, always knowing what your cash balance is a daily job that is very important.

" One of the most important keys to Finding Success in Business

**Is learning the Secret of Managing Cash
or always being aware of how much
Money is in your Bank Accounts !**

What are Cash Receipts ?

**Cash Reciepts in your Business and Bank Reconciliation are
& two of sources of pride that uplift your spirit and reminders of
of your ability to generate income.**

Primarily a list of:

- 1. Dates**
- 2. Clients Names**
- 3. Amounts of Money that came in**
- 4. Income and Receivable Codes**

**that enter your business during a specific period of time, your
Cash Receipts are the energy that keep your company alive.**

Keeping accurate records of the elements above measures

- a. your financial success or failure**
- b. suggest how you can improve your cash flow**
- c. an informed list for taxes and other government reports**

**The business that carefully monitors its cash receipts, is the
business that can do an easy bank reconciliation and be very
sure the information on their balance sheet is correct.**

" finding Happiness in a Business

**is seeing your
Mailbox or Cash Receipt"
full of payments from customers !"**

What is your Ending Cash Balance ?

Your Ending Balance on your Bank Reconciliations is an & important number balance sheet because it is a summary of your sources and uses of cash.

Without your ending cash balance you have no number to compare to the the bank ending balance that verifies what your company state is true or documents that support your financial growth or financial decline.

When the Ending Cash Balance is carefully monitored, you can tell without indepth analyzation

- 1. how much your business improved or declined**
- 2. how close your business stuck to the budget**
- 3. more time for searching on ideas for growth**

The Ending Cash Balance is like a tombstone, it is the final number that people and organization will remember by when determining credit, tax reports and other business reports.

" Sadness in the World of Business

**is finding in your mailbox more
Vendor request for Payments
than you have
Cash in your Bank Account ! "**

What is your Ending Cash Balance ?

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" while Zero is beautiful for Reconciling

**when the cash account is Zero or Less
a business owner needs to make a Quick Loan ! "**

What are your bank deposits ?

Banks are more than places than places we put our cash to keep it safe, they are verifier of what we say is true and financial associates that assist in running our business smoothly.

The number on the monthly bank statement, specifically the bank deposits tells us,

- 1. did the accountant record all receipts**
- 2. what information may be missing**
- 3. are there any supprises we need to check out**

Unlike your company cash receipt, the bank deposit does not have a client names on the bank statements, so bank reconcilers must be very careful in recording dates so matching clients with bank figures will be easier.

An important name in the analysis of bank deposits is "deposit in transits", the accounting terms that tell what the bank has not recorded and what you have recorded.

Bank Deposits are your proof of what you Earned or Borrowed !

" More than a number near the top of a piece of paper

**bank deposits are a summary of what your company
Collected from Customer and received from a Lender ! "**

What are your Bank Disbursement ?

Bank disbursement on your monthly bank statement is a list of the money that left your business account during a period of time.

While seldom the same number as your company disbursements, it is a starting point to see where your money went and a key figure in verifying all your information is matching correctly.

To reconcile the bank disbursements to the company checks the reconciler must be able to identify three key figures:

- 1. prior month checks**
- 2. bank charges not listed on**
- 3. company currents checks not listed on bank statement**

Different from bank deposits, bank disbursements have the same check number as your company so reconciling this element is easier.

**" the Accountant who Masters the
Art of Reconciliations**

**is the Accountant who know where to find
Bank Charges and Deposits in Transit !"**

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The Cash Reconciliation Formula ?

The beauty of accounting and bank reconciliation is that it is a universal formula that when applied correctly will give you that magical number that number that accountant love, "zero"

The science of accounting is concern with matching debits and credits, the left and right side of a trial balance.

The science of bank reconciliation is concern with matching your company financial data to the banks financial data !

When the bank reconciliation formula below is applied correctly, you can be confident your work is correct.

BANK RECEIPT FORMULA

(a1) * Bank Receipts Total
(a2) - Deposits in recorded in prior months
(a3) + companies deposits not on bank statement
(a4) = Adjusted bank receipts total

COMPANY RECEIPT FORMULA

(a1) * Prior Month Cash Balance
(a2) + Total of Company Deposits
(a3) - Total of Company Disbursements
(a4) + or - prior month cash adjustments
(a5) = Ending company cash balance

" When the formula above subtract to Zero
You have a reason to celebrate because you are in Balance ! "

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The Deposit Reconciliation Formula !

While the primary bank reconciliation formula are sets of number from both your company and your bank account records, the cash deposit reconciliation formula is a specialize set of numbers that requires research of your bank records.

The bank deposit reconciliation formula requires you to keep a track of both your current month deposits and your previous months deposits, when done correctly, you can be assured your bank reconciliation is correct and know where to look when a number is incorrect on your bank reconciliation.

BANK RECEIPT FORMULA

(a1) Bank Receipts Total
(a2) - Deposits in recorded in prior months
(a3) + companies deposits not on statement
(a4) = Adjusted bank receipts total

COMPANY RECEIPT FORMULA

(a1) Company Deposits Total

Thou many accounting software programs has automatic bank reconciler's, the only way to be 100% sure is to use the formula above for deposits and look for yourself.

**"when bank receipts with adjustment equal company receipts
you are finish the positive side of the bank reconciliation !"**

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The Disbursement Reconciliation Formula !

My experience as an accountant has always been that disbursement reconciliation has always been more of a challenge than receipts reconciliation.

Receipts has always been with a few numbers, while the numbers in disbursement has often ran into the hundreds of checks, some time even thousands.

No matter how checks or disbursements you have, you will always be able to reconcile your bank statement and books if you make a good listing of old and new old standing checks.

While shortcuts may exist, your business needs to be 100% certain and using this formula is one way to be sure.

BANK DISBURSEMENT FORMULA

(a1) Bank DISBURSEMENTs Total
(a2) - Deposits in recorded in prior months
(a3) + companies deposits not on statement
(a4) = Adjusted bank DISBURSEMENTs total

COMPANY DISBURSEMENT FORMULA

(a1) Company Deposits Total

**"when the bank disbursement formula
equal the company disbursement
you are finish the negative side of the reconciliation !"**

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The Magic of Microsoft Excel Spreadsheets !

If accounting and bank reconcilers had a best friend, with a doubt the Microsoft Excel Spreadsheet.

Not only does Microsoft Excel Spreadsheet eliminate the need to the perfect the use of an adding machine and many sheets of papers, it ability to store formula's and replicate documents cuts the work of the professional bookkeeper by 75%.

Microsoft Excel Spreadsheet is also a great tool for preparing Web Pages, Writing Letter and Drawing Images !

If you are not familiar with Microsoft Excel Spreadsheet, here are tools or icons that will let you help you do basic calculations

- 1. all arithmetic operation begins with the keyboard symbol (=)**
- 2. the multiplication is represented by the keyboard (*) symbol**
- 3. the division is represented by the keyboard (/) symbol**

SINGLE CELL FORMULA

**if enter into one cell =1+2
the single cell would be "3"**

MULTIPLE CELL FORMULA

**if cell a1 had "1" and cell b1 had "2"
and the cell c1 had the formual =a1+b1
cell c1 would show 3**

"Microsoft Excel Spreadsheets - the Accountants Best Friend !

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The Company Receipts and Disbursement Example

1	April Receipt's				05 Receipt			
2	date	client	number	amount	date	client	number	amount
3	4/3/2005	Kaylese	4001	\$ 1,025.00	5/3/2005	Kaylese	5001	\$ 1,025.00
4	4/15/2005	Sis	4002	\$ 2,500.00	5/15/2005	Sis	5002	\$ 2,500.00
5	4/30/2005	Cleo	4003	\$ 6,500.00	5/16/2005	Cleo	5003	\$ 7,500.00
6					5/28/2005	John B	5004	\$ 1,200.00
7					5/29/2005	John H	5005	\$ 1,500.00
8								
9	April Receipt's Total			\$ 10,025.00	May Receipt Total			\$ 13,725.00
10	April Checks				05 checks			
11	date	vendor	number	amount	date	client	number	amount
12	4/7/2005	Sarah	3529	\$ 125.00	5/7/2005	Sarah	3538	\$ 125.00
13	4/7/2005	Bill	3530	\$ 100.00	5/7/2005	Bill	3539	\$ 100.00
14	4/15/2005	Vonie	3531	\$ 75.00	5/15/2005	Vonie	3540	\$ 75.00
15	4/15/2005	Vickie	3532	\$ 400.00	5/15/2005	Vickie	3541	\$ 400.00
16	4/22/2005	Liz	3533	\$ 725.00	5/22/2005	Liz	3542	\$ 725.00
17	4/22/2005	Dudee	3534	\$ 80.00	5/22/2005	Dudee	3543	\$ 80.00
18	4/30/2005	Jimmie	3535	\$ 70.00	5/30/2005	Jimmie	3544	\$ 70.00
19	4/30/2005	Rodney	3536	\$ 650.00	5/30/2005	Rodney	3545	\$ 650.00
20	4/30/2005	George	3537	\$ 400.00	5/30/2005	George	3546	\$ 400.00
21	April Checks Total			\$ 2,625.00	May Checks Total			\$ 2,625.00

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The Complete Bank Reconciliation

1	Beginning Book Balance	\$ 10,730.00	Bank Balance 5/31/05	\$ 19,590.00
2	Receipts	\$ 13,725.00		
3	Disbursements	\$ (2,625.00)	Deposit in Transit	\$ 2,700.00
4	Bank Adj	\$ (50.00)	Outstanding Checks	\$ (510.00)
5	Ending Balance	\$ 21,780.00	Adj Bank Balance	\$ 21,780.00
6	Cash Receipt Recociliation		Bank Disbursement Reconciliation	
7	Bank Receipts	\$ 17,525.00	Bank Disbursement	\$ 2,885.00
8	(-) prior in transits	\$ (6,500.00)	(-) prior outstanding chec	\$ (730.00)
9	(+) current in transits	\$ 2,700.00	(-) current outstanding ch	\$ 470.00
10	Current Book Receipts	\$ 13,725.00	Current Books Disbursem	\$ 2,625.00
11				
12	05 checks		\$ 2,625.00	\$ 510.00 \$ 2,885.00
13	5/7/2005	Sarah 3538	\$ 125.00	\$ - \$ 125.00
14	5/7/2005	Bill 3539	\$ 100.00	\$ - \$ 100.00
15	5/15/2005	Vonie 3540	\$ 75.00	\$ - \$ 75.00
16	5/15/2005	Vickie 3541	\$ 400.00	\$ - \$ 400.00
17	5/22/2005	Liz 3542	\$ 725.00	\$ - \$ 725.00
18	5/22/2005	Dudee 3543	\$ 80.00	\$ - \$ 80.00
19	5/30/2005	Jimmie 3544	\$ 70.00	\$ 70.00
20	5/30/2005	Rodney 3545	\$ 650.00	\$ - \$ 650.00
21	5/30/2005	George 3546	\$ 400.00	\$ 400.00
22				
23	prior month outstanding checks			
24	4/22/2005	Dudee 3534	\$ 80.00	\$ - \$ 80.00
25	4/30/2005	Rodney 3536	\$ 650.00	\$ - \$ 650.00
26	3/22/2005	jack 2998	\$ 40.00	\$ 40.00 \$ -

Graphics, Web Design and Words by Anthony M. Benjamin Sr.

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A M Benjamin Services
Income Tax and Accounting Consultant
www.a-m-benjamin-services.net

The Ultimate Bank Reconciler
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Glossary of Terms

- (01) * Beginning Balance (BB) - the previous * ending balance carry forward.**
- (02) * Receipts - a list of * receipts for the current month**
- (03) * Disbursements - a list of * checks for the current month**
- (04) * Adjustments - current bank charges and adjust to * beginning balance**
- (05) * Ending Balance (EB)- = the sum of BB + Receipts - Disb.(+ or -) Adj.**
- (06) *Bank Ending Balance - a number on the bank statement showing what is available.**
- (07) *Bank Deposit in Transits - Current * receipts not on bank statement.**
- (08) *Bank Outstanding Checks - Current * checks not on bank list of checks**
- (09) *Bank's Adjusted Balance =**
the sum of banks-EB(+) Deposit in transits(-) outstanding checks.
- (10) *Banks prior outstanding checks - a list of checks that is not from the current month.**
- (11) *Banks prior receipts - a list of deposit that is not from the current month.**
- (12) *Ending Balance Box Check - * End Balance (-) Bank Adjusted Balance (ok when 0)**
- (13) *Cash Receipt Box Check - * Receipts (-) Cash Receipt ADJ (ok when 0)**
- (14) *Cash Disbursement Box Check - * Checks (-) Cash Disbursement ADJ (ok when 0)**
- (15) (*) adjustments to * beginning beginning must be shown in * adjustments.**

The above term are a summary of the key elements of bank reconciling.
That can only be mastered thru trial and errors.

**"Being a bank reconciler is more than being a number cruncher,
being a great bank reconciler is memorizing
specialized formulas and accounting terms."**

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The Ultimate Bank Reconciler
Page 02_18 28

A little about Payroll (1)

Bank reconciliations in accounting
has to do with balancing
company checks and deposits with bank records

Payroll reconciliation in accounting
has to with balancing
the employee wages and payroll deductions

While company accounts are reconciled to the
bank statements to get zero;

in payroll accounting to get zero
reconciliations has to be made to
employee pay to company deductions

one difference in payroll accounting you are
working for two zero's
one for the employee and one for company

the main link in payroll accounting
most transactions are connected with the
check numbers and employee gross pay

the next page is the basic payroll formula
with a list basic terms that need to be memorized !

"a company that keep good payroll records
is a company with many happy employees."

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The Ultimate Bank Reconciler
Page 02_19 29

The Payroll Formula

Below is the basic payroll formula

**mastering the terms and accounts below
is mastering the secrets of payroll.**

- (+) GROSS WAGES**
- (-) federal withholding**
- (-) social security**
- (-) medicare**
- (-) state withholding**
- (-) personalized deduction**
- (-) net pay**

- (+) PAYROLL EXPENSES**
- (-) social security**
- (-) medicare**
- (-) state unemployment**
- (-) federal unemployment**
- (-) sick pay**
- (-) vacation pay**

**payroll also has to do with record keeping
and learning rules government rules !**

**" mastering payroll
is understanding employees pay and payroll expenses !"**

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The Ultimate Bank Reconciler
Page 02_20 30

The End - Part Two !

A M Benjamin Service the Ultimate Accountant is a
is an educational business document consisting of four reports
written for managers as tools for financial success !

Report One suggested some ideas on finding an accountant !
Report Two reveal some tools for reconciling the bank statements !
Report Three suggest some benefits of filing your income taxes.
Report Four is a press release on the future of accounting software

The next report "Three Reason to file your Income Taxes"
are some of the benefits of filing your taxes in a timely manner.

In the world of business
it is always wise to know some of your legal rights
especially with income taxes.

"Peace of Mind
is knowing your tax bills are paid
and just as important
knowing your legal rights with taxing agencies"

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Three Reason to file your Income Taxes
page 03_01 31



Three Reason to file your Income Taxes
a short story on the
Major Benefits
of filing your income taxes as
Fast as Possible !

"To not file your Income Taxes - Is to live in Unnecessary Fear".

Three Reasons to file

A short story on the benefits of filing your income taxes.

Table of Contents
Page 03_02 32

(03_01 31) Three Reasons to file your Taxes - Title Page
(03_02 32) Three Reasons to file your Taxes - Table of Content
(03_03 33) What is three reason to file ?
(03_04 34) What is the Statute of Limitation ?
(03_05 35) What is the Offer in Compromise ?
(03_06 36) What is the IRS will remind you ?
(03_07 37) What you lose by not filing your Taxes !
(03_08 38) Keep the IRS informed !
(03_09 39) Negative side of appeals and payment programs !
(03_10 40) The End - Three Reason to file your Taxes !

The taxpayer who anticipates income tax bills
Is the taxpayer who knows how much will be due
before the bill arrives!

The Ultimate Accountant

Published by: A. M. Benjamin Services (Publishing) - San Francisco, CA

By: Anthony M. Benjamin Sr.* ISBN 0-000000-00***Copyright Pending**

Three Reasons to file your Income Taxes !
page 03_03 33

What is Three Reason to file your Income Taxes ?

Three Reason to file your Income Taxes

**is an electronic article for the individuals and
businesses professionals about the Financial Benefits
Taxpayer will lose when they .
do not file their federal and state taxes
in a timely manner**

The article was written to give taxpayers

PEACE OF MIND

**by famaliarizing them with two benefits
I am grateful the government created.**

**While there several reasons to file your income taxes.
This article focuses on:**

- 1. " The Offer in Compromise ! "**
- 2. " The Statute of Limitation ! "**
- 3. " The IRS will remind you ! "**

**"show me a wise business man
and I will show you a man who knows his financial rights"**

What is an Offer in Compromise ?

**Most government income tax agencies
have a program called the
" Offer in Compromise " !**

**The " Offer in Compromise " is a program that could reduce the
amount of income taxes you have to pay based on your
what you earn and the bills you have to pay.**

**Many times portrayed many times as demons, income tax collectors
and IRS Agents have guidelines they must follow,**

**and if you can show them
that you cannot legally pay what is due them,
they will make a compromise, reducing or totally eliminating
your income taxes.**

**But if you have not filed your taxes, you lose your chance to ask
for an "Offer in Compromise"**

**" happiness to a man in debt
is getting a letter from the IRS
saying they accept his Offer in Compromise "**

Three Reason to file your Income Taxes
Page 03_05 35

What is the Statute of Limitation ?

**The second reason for filing
your Federal and State Income Taxes is the
" Statute of Limitation " !**

**The "Statute of Limitation"
are federal and state laws that give
government agencies and debt collectors
time limits to collect
what income taxes you owe them.**

**But the like the "Offer in Compromise",
if you do not file your
taxes returns, there is no
"Statute of Limitation"
and your tax debt can last forever.**

**So the sooner you file your
income taxes,
the sooner the hands of time
will run out on your income tax bill !**

**" the world of business has many
Blessings
and one of its greatest is the
Statute of Limitations "**

Three Reasons to file your Income Taxes
Page 03_06 36

What is the IRS will remind You !

**The third reason to file your
income tax returns is the
" IRS will remind You "**

**If an employer or agency reported
to the government that they paid you money,
and if the income falls into a category
that suggest you owe income taxes,
somewhere in the future
you will explain to the government
why you didnot file your
tax returns and pay your bill.**

**And in the computer age,
where electronic machines can print
millions of notices in a few minutes,
it is only a matter of time before
you receive a letter from the IRS.**

**So even if you cannot pay
income tax immediately, it is better to just
file your tax returns and
tried to work out an agreement with the
government because:**

" computers - bills payers worst enemy because they donot forget "

Three reason for not filing your Income Taxes
Page 03_07 37

What you lose by not filing your taxes ?

**Thou the financial penalties for not
filing you income taxes can be Expenses.**

**In my opinion the main reason for
filing your income taxes is Peace of Mind.**

**With your income taxes filed you
can rest easier at night knowing
you are in good standings with the
government.**

**With your income taxes filed you
can find be confident knowing
that there is one less thing that
can be negative on your credit report.**

**With your income taxes filed you
know you will be saving money
by not owing interest and late
penalties.**

**"being informed about your income tax obligations is a way to keep your
Peace of Mind"**

The Modern Accountant !

Keep the IRS informed

**While you may be able to hide
private debt collector by not being
at the address you acquired
the debt.**

That is no defense with the IRS

**With the IRS and othe taxing agencies,
their only obligation to you is to
mail the bill to the last known
mailing address.**

**So if you earned money, and moved
from the address you earned it from,
keep taxing agencies informed so they
aboout any obligations you may have
with them.**

**"the art and science of accounting
formulas and recipes "**

Three Reason to file Income Taxes !
Page 03_09 39

Negative side of payment plans

While it merciful that
government taxing agency allow
programs like the

- (a) Statutue of Limitation**
- (b) Offer in Compromise**
- (c) Payment Programs**
- (d) Appeals**

The negative side of some of the
program above is that the
government may inform
credit agencies that you have a lien
on your credit report.

The negative information on your
Credit Report can slow you
business growth by making it
harder to get business loans
and being charged higher interest rates.

If possible do your best to stay
current with your tax obligations,
but if you cannot be grateful for the
avenues of escape the government allows.

"wnen it comes to government and the IRS
Honesty is the best policy !"

Three Reason to file your Income Taxes
Page 03 10 40

The End - Part Three !

A M Benjamin Service the Ultimate Accountant is a
is an educational business document consisting of four reports
written for managers as tools for financial success !

Report One suggested some ideas on finding an accountant !

Report Two reveal some tools for reconciling the bank statements !

Report Three suggest some benefits of filing your income taxes.

Report Four is a press release on the future of accounting software

The Final Report (04) "Accounting Software Press Releases"
is a small business consultant about accounting software.

The article tells a short story about:

--(01) Microsoft Excel

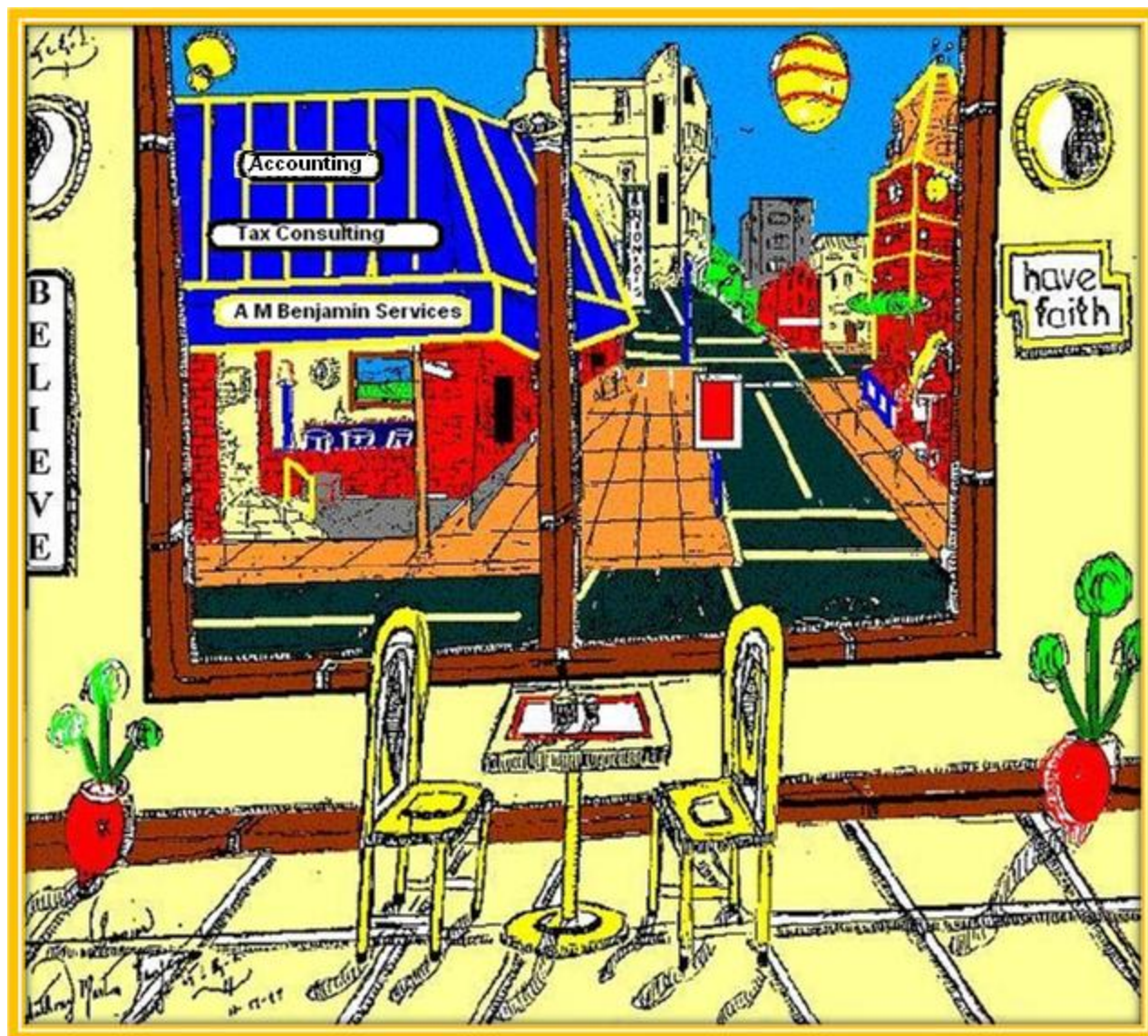
--(02) Google Spreadsheets

--(03) Microsoft Accounting Express

--(04) Antonio's Adding Machine

With a Great Love for your Profession
and a well define Business Plan
you can only be Successful ! "

Low Cost Accounting Software and Spreadsheets



**Free Accounting Software
business tools to make your life as a
Accountant Easier !**

Accounting Software and Spreadsheets
Business Tools for Accounting Professionals.
Page 04_02 42

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(04_01 41)	Accounting Software and Spreadsheets ! - Title Page
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(04_03 43)	Google Spreadsheets - Pt 01
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(04_05 45)	Microsoft Small Business Accounting Pt 01
(04_06 46)	Microsoft Small Business Accounting Pt 02
(04_07 47)	Business Certificates
(04_08 48)	Free Business Tools
(04_09 49)	A M Benjamin Services - Adding Machine
(04_10 50)	A M Benjamin Services - Bank Reconciler
(04_11 51)	A M Benjamin Services - Cash Flow Machines
(04_12 52)	Other books by A M Benjamin Services
(04_13 53)	Dedications
(04_14 54)	Final Thank you and The End !

The person who has trouble understanding Quickbooks
is the person who may have trouble understanding most software !

(previous page - 04_01 41)(table of contents - 04_02 42)**(next page - 04_03 43)**

Google Spreadsheets ?

Thank to the free gifts of online computer software from Google, preparing financial reports and keeping track of business documents has become something that business owners can do any place they can get access to a computer.

With Google Docs and Spreadsheets you can quickly prepare complex business documents like:

- *** Balance Sheets**
- *** Income Statements**
- *** Cash Flow Statements**
- *** Account Receivable Reports**
- *** Accounts Payable Reports**
- *** Break Even Analysis**
- *** Business Letters**

Not only are these special business tools free, another quality that make these documents truly great is they have the ability to allow collaboration between people or groups.

You and a associate or customer can simultaneously prepare a worksheet, check the final numbers on reports or verify the spelling and grammar letters.

With the ability to store hundred of documents securely, a you have at your fingertip an accounting system electronic file cabinet that can serve many of your business needs.

WWW.GOOGLE.COM
FREE BUSINESS SPREADSHEETS AT YOUR FINGERTIPS !

Google Spreadsheets Part 2 ?

**While I am grateful for Google Spreadsheet,
the software program is missing some advance
features of Microsoft Excel like formatting, locking cells
and validating numbers to name a few.**

**To the novice who prepared intermediate reports
those function are not important.
But to the excel expert, those function gives reports
more clarity and security.**

**In my opinion the only advantage accounting software
programs have over Microsoft Excel and Google
Spreadsheet is accounting software have the ability
to print checks.**

**Several check writing programs are available for
purchase at low cost or shipping cost.**

**thanks to generosity of the Microsoft
Microsoft Accounting Express is 100% free
and the software has a built in check writing !**

Microsoft Office Accounting Express 2007

Many computer accounting softwares programs are beginning to coming close to close to hand held calculators and adding machines

Adding machine and calculators were once valued accounting tools that I could say if you did not master there use it was almost impossible to be an accountant.

With Google Spreadsheets and Microsoft Office Accounting being 100% free, I can see in the near future where those accounting tools will be replaced by a new tools that does the work of them .

Until that days comes, Small Business Owners should consider using Microsoft Office Accounting Express. In addition to having a built in check writing program, this software has:

- (a1) tools for selling on Ebay, the # one online computer store**
- (a2) tools for online collaboration so you can share work**
- (a3) tools for processing online payments**

Accounting software has changed the Accounting , but being patient and constantly double check entries will be demanded.

**thanks to generosity of the Microsoft
check writing programs are built into
Microsoft Office Accounting Express !**

Microsoft Office Accounting Express 2007

Many computer accounting softwares programs are beginning to coming close to close to hand held calculators and adding machines

Adding machine and calculators were once valued accounting tools that I could say if you did not master there use it was almost impossible to be an accountant.

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- (1) tools for selling on Ebay, the # one online computer store**
- (2) tools for online collaboration so you can share work**
- (3) tools for processing online payments**

Accounting software has changed the accounting is done, but patience and double checking working is the key accounting success !


**thanks to generosity of the Microsoft
check writing programs are built into the
Microsoft Office Accounting Express !**

Low Cost Accounting Software and Spreadsheets

As a registered Microsoft Partner and someone who has passed many courses in Microsoft Office Accounting Express 2007 I have a natural bias for the product.

Like learning anything new, there is a small learning curve, but if you mastered other accounting software this program will be just as easy to learn.



Anthony Benjamin		
Transcript ID#:4656872		
Brainbench and Other Certifications		
Name:	Date:	Authority:
 MS Excel 2003 Fundamentals	2007-07-21	Brainbench
Completed Tests		
Name: MS Excel 2003 Fundamentals	Score: 3.51	Date: 2007-07-21
View Details		

[Link to Office Accounting Express 2007](#)

at the publishing of the ebook in 11/2007, this version of the accounting software was free,
A M Benjamin Services make no promises about the future.

Bonus Accounting Tools

As a thank you for purchasing The Ultimate Accountant we have included three worksheets that will make your accounting projects easier.

The worksheets are:

(01) A M Benjamin Services - Adding Machine
a preformatted worksheet that automatically
adds (+)subtracts(-)multiplies(*)divides(/)
you put in the numbers, an answer automatically comes
up in the cells for totals

(02) A M Benjamin Services - Bank Reconciler
four worksheet that gives you ending figures for the
company and the bank, for separate sheets that are for
a (1)checks (2)deposits(3) summary page(4)practice
a worksheet that makes the job fun thru matching numbers

(03) A M Benjamin Services - Cash Flow Form
a worksheet that automatically sums your
sources and uses of cash.
The worksheet has a built in chart of account of accounts
which code payments for easy preparation of
financial statements and business reports

Besides being formatted to minimize errors, the
user has the ability to add or decrease rows and
decides who uses the workbooks with password
protection.

To access the workbooks click the hyperlinks below the
sample pictures on the following pages and enter the passwords.

A M Benjamin Services - Adding Machine

Worksheet (01)

a preformatted worksheet that automatically
adds (+)subtracts(-)multiplies(*)divides(/)
you put in the numbers, an answer automatically comes
up in the cells for totals

11/3/2007 21:11		Your Adding MACHINE	
		Arithmetic TOTAL	\$ 3.00
		Subtraction Total	\$ 95.00
		Multiplication Total	\$ 3.26
		Division Total	\$ 11.00
Number	Date	Name	Amount
Addition			
1			\$ 1.00
2			\$ 2.00
		Total	\$ 3.00
Subtraction			
1			\$ 100.00
2			\$ 5.00
		Total	\$ 95.00
Multiplication			
1			\$ 3.00
2		current tax rate = 1.085	\$ 1.09
		Total	\$ 3.26
Division			
1			\$ 33.00
2			\$ 3.00
		Total	\$ 11.00
		return to top	

[Link to Worksheet Above](#)

the password to enter the box ab1234

The standard worksheets come with 20 rows but
rows can increased or decreased to fit your personal needs.

(previous page-n/a) * (table of contents - page 02) ***(next page-02)**

A M Benjamin Services - Cash Flow Machine

A workbook that monitors the SOURCES and USES of cash !

Antonio's Cash Flow for the month and year of 10/07 11/4/2007 20:40						
			Total			
	Uses of Cash	Sources of Cash	Bank Balance	Intransit/Outsta	Company Ending Balance	
	\$ (7,728.00)	\$ 8,172.00			\$ 499.00	
1	2	3	4	5	6	7
#	Date	Name/Description	Check/Invoices Number	Account #	Cash Out (-)	Cash In (+)
0		Beginning Balance				\$ 55.00
1	1/1/2009	victor benjamin	inv#10	1100 - A/R Pymt		\$ 440.00
2	1/2/2009	chp rent	ck # 01	5010 - Rent	\$ (152.00)	
3	1/3/2009	life insurance	ck # 02	5050 - insurance	\$ (26.00)	
4	1/4/2009	cleo bailey		4002 - Revenues		\$ 32.00
5	1/5/2009	sis		5010 - Rent		\$ 700.00
6	1/6/2009	bank loan		2150 - Loans		\$ 7,000.00
7	1/7/2009	bldg down pymt	ck # 03	1600 - Building	\$ (6,000.00)	
8	1/8/2009	mortgage payment	ck # 04	2200 - Mortgage	\$ (750.00)	
9	1/9/2009	net pay - Anthony	ck # 05	5011 - Net Pay	\$ (800.00)	
10						

[Link to Worksheet Above](#)

the password to enter the box ab1234

(previous page-n/a) *** (table of contents - page 02) ***(next page-02)

A M Benjamin Services - San Francisco, CA
Ebook List
December - 2008
page 04 12 52

1. **Rediscover Painting with Antonio's Painting Set !**
a short on the benefits of Painting and Drawing
ambenjamin79.tripod.com/2007_Rediscover_Painting.html
 2. **A M Benjamin Services - The Ultimate Accountant**
a story on finding an accountant with digital calculators
ambenjamin79.tripod.com/UA_Buynow1.html
 3. **AJ Search for Justice**
a true story about a black teenager illegally fired from a job.
[A J Search for Justice !](#)
 4. **Antonio, My Son, My Friend, My Hero !**
a story about a young man with a challenge and collection photographs and drawings
[Antonio - My Son, My Friend, My Hero ! - Title Page](#)
 5. **Antonio's Quest for Peace - The Friends of Peace !**
drawings and quotes about words that make you happy !
ambenjamin79.tripod.com/Ebook1.html
 6. **Antonio's Quest for Peace - The Enemies of Peace !**
drawings and quotes about words that make you sad !
web page in progress
 7. **San Francisco Flower thru the Lenses of a Cell Phone Camera !**
a collection of flowers that grow in the San Francisco Bay Area.
[S F Flower Book Title Page](#)
 8. **S F Water Scenes thru the Lenses of a Cell Phone Camera !**
a collection of water scenes found in the San Francisco Bay Area.
web page in progress
 9. **The Magic Signature Act !**
a book on symbols found in the way people write their name.
http://ambenjamin79.tripod.com/001-01_MSA-01.html
-

Thank for visiting A M Benjamin Services - Ebook Publishing Services.

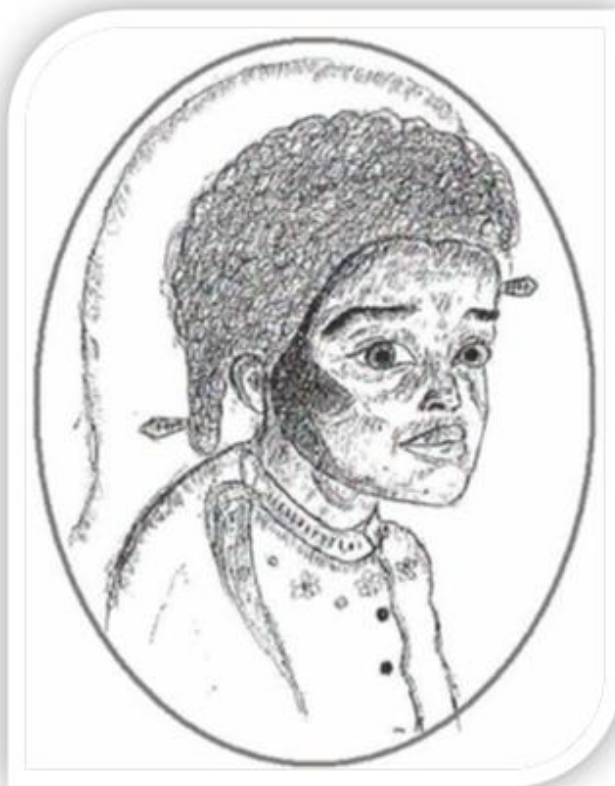
The Ultimate Accountant
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A M Benjamin Services - Dedications

This book is dedicated to my granddaughter
Kaylese Ashanti Benjamin

3/5/2003 to 3/15/2003

A little girl who only here 10 days and
I never took time to pray for while she was alive .



Have Faith - Believe - Dreams Come True !

Final Page - The Ultimate Accountant

**I hope you enjoyed the revised version of
The Ultimate Accountant and I hope you have a
great accountant or find one that fulfills all
your business needs.**

**Some of the ideas in this books are guidelines
to improve or reinforce your understanding of accounting
principles and bank reconciliations formulas.**

**The Bonus Tools are worksheets small business
can use to keep track of their company records
and easily prepare financial statements by
sorting and filtering excel spreadsheet.**

In the near future I will do more indept ebook on payroll.

**Thank you for your time in reading
The Ultimate Accountant and may all your
Business Dreams Come True !**

**one of the most important things I want you to remember is this,
the science of accounting is the science finding ZERO
and when you can get two sets of number to equal ZERO
you have a reason to celebrate !**