



Top notch Bookkeeping that provides you with flexibility, security, and reliability.

starting at  
**\$200/month**

Accounts Payable • Accounts Receivable • Payroll • Bank & Credit Card Reconciliations

## What's New at BalanceLogic



### Check Out Our Updated Website!

BalanceLogic has been hard at work working on our website! We have recently debuted a brand new homepage banner and we have updated our portfolios to display our latest marketing, web and design projects!

### BalanceLogic Welcomes New Marketing Client- Seasonal Firestyles

We are very excited to be offering Marketing Services for Seasonal Firestyles! BalanceLogic will be assisting in marketing efforts including social media management, public relations, email marketing, and collateral creation.



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#### Fun Facts

The ancient Romans were obsessed with record keeping. Their military bases

## #1 TIP: Daily Records

Keep daily records and reconcile bank accounts monthly. Keeping track of your withdrawals and deposits will help you spot discrepancies very easily.



## Interesting Information: Bookkeeping Tips!

Bookkeeping is an one activity that can't be avoided when you are running a small business. Below you'll find some tips to making bookkeeping for your small business a little easier!

1. Being consistent is one of the easiest ways to improve your bookkeeping procedures. Set a schedule and stick to it when it comes to invoicing & collections. By having a process in place for billing and subsequent follow ups, companies can focus on growth and the future instead of trying to always catch up!
2. Save Your Receipts! Most small businesses don't save their receipts. Although only some are required for taxes, it is good practice to save all of your receipts. You never know when you may need one of them!
3. Keep track of petty cash! Often time, small business owners can become careless with petty cash over time. You should treat this as you would any other

kept detailed accounts on everything from how much grain was in their stores to how many nails were in their workshops.

The state of New York gave its first certified public accountant (CPA) exam in 1896.

Celebrities who began their careers as accountants or CPAs include Chuck "The Iceman" Liddell, WWE wrestler D-Lo Brown, jazz artist Kenny G. and comedian Bob Newhart.

**TIP TUESDAY**

Small business tips that we provide every Tuesday on  and 

Find out how BalanceLogic can restore your brand and corporate identity

 *Suggestion Box*

We are very interested in hearing feedback on how we can make *The BalanceLogic Insider* more valuable.

Please let us know what you expect from this newsletter each month by sending an email to: [info@balancelogic.com](mailto:info@balancelogic.com)

account.

4. Hire a professional! If you don't have time and want to ensure your books are done right, consider hiring an outside source! BalanceLogic® Bookkeeping Services are designed to lessen the burden of day-to-day, weekly and monthly bookkeeping tasks that take your attention away from focusing on your business.

Our Services will help you improve your control, productivity and profitability for your organization. Call Accounting Manager Liz Stange at 301-396-8455 to schedule your free 30 minutes consultation today!



**Liz Stange, Accounting Manager,** has over 30 years of bookkeeping experience. She provides full service bookkeeping to clients including:

- Start Up Business Assistance
- Payroll Services
- Financial Statement Preparation
- W2 and 1099 Preparation
- Bank and Credit Card Reconciliations

Contact BalanceLogic today to set up your **FREE 30 MINUTE CONSULTATION.** Bring your books and questions to see the difference BalanceLogic can make for your small business bookkeeping.

### Monthly Tip: Memorizing Transactions

If you have transactions that reoccur monthly QuickBooks can memorize your transaction, here's how:

- \* Open the transaction you would like to memorize
- \* Click Edit and Memorize (Check, Invoice, etc.)
- \* Enter the name of the Memorized Transaction
- \* Choose Reminders or Automate Entry
- \* Choose how often the item should occur (monthly, weekly, etc.)
- \* Enter the next date it is to occur
- \* How many remaining periods
- \* Click OK

This transaction will be saved to your memorized transaction list and, if selected, will be automatically entered into the register.

Be Part of Our Conversation on **FACEBOOK!**

We're Also Now on **PINTEREST!**

### About Us

BalanceLogic® is a leading back-office support and services company providing IT Support & Management Services, Web Design Services, Graphic Design Services, Marketing Services, Bookkeeping Services, Business Consulting and Voice Solutions to the small business community. Our focus is to provide our clients with services that result in cost savings and business operational efficiency.

***The Answer for Small Business!™***

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