

UBCC TECHNOLOGY.
INNOVATIVE AND POWERFUL BY DESIGN

Serving over 20,000 businesses and over 3 million paychecks a year.

Technological Tools That Every Accounting Practice Should Consider Using

Provided by:



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TECHNOLOGY SERVICES, MAINTENANCE AND PROCEDURES, and **TECHNOLOGY TOOLS** can have a tremendous impact on your accounting practice! Many of these items are free, or very reasonably priced, all are well worth the effort of looking into!

We hope these suggestions will prove to be valuable additions that will increase the productivity and profitability in your accounting practice.



If you have any questions or would like additional information please feel free to give us a call. UBCC continues to provide our clients with the latest in technological software tools that allows accountants to provide the best in Write-up, payroll and accounting services. We look forward to working together to increase the productivity of your practice in the near future.

Ken Garen, CPA
Co-Founder & President
UBCC



TECHNOLOGY SERVICES

- **Log Me In** - Allows you to access and work on your PC from any location with internet. Work remote from home, trips, conferences, etc. www.logmein.com The basic version is free.
- **Insynq's CPA-ASP Server** - Internet server that hosts all your most common software applications. Provides remote client log-in, allows owners to work remote from any location, hire talented and skilled bookkeepers and CPA's from labor pools anywhere across the country or world that can simply log into your accounting software applications. www.cpaasp.com
- **Constant Contact** - A database of all your current clients and prospect's e-mail addresses. You can quickly and easily stay in touch with your client base by e-mail communication blasts. Send helpful suggestions and reminders in a monthly e-mail or newsletter. Great marketing and client communication tool. www.constantcontact.com
- **Go to Meeting** - How and why? Provides effective internet meeting location for clients outside your immediate area. Allows the accountant remote access to his client's PC to provide QuickBooks training and support, or for general review of client's monthly accounting data. www.gotomeeting.com
- **Survey Monkey** - An awesome tool that allows you to quickly create client satisfaction surveys. Find out why loyal clients continue using your services, and what they appreciate the most

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about your accounting practice. What you will learn may surprise you. Use this valuable feedback in your future marketing campaigns. www.surveymonkey.com

- **eFax Services** - This service funnels all your incoming faxes into your general e-mail account. These e-faxes can then be read, forwarded, printed, or responded to in minutes. With this service you can now receive faxes wherever you are via e-mail. www.efax.com
- **Gmail** - Create a g-mail e-mail account that will allow you to send and receive e-mails from any location with internet access. While out of office you can forward your e-mails from your standard e-mail account to your g-mail account so all your e-mails will be available during your trip. www.gmail.com
- **eMochila** - Use these custom accounting website templates to quickly and affordably set-up a website for your practice in just minutes. eMochila can add your logo and branding to any of these websites. www.emochila.com
- **Swipeclock** - Do your payroll clients need online or on-site time clocks? Swipeclock allows you to brand these to your website so you can increase revenue by offering these services to your client base via your website. www.swipeclock.com
- **Fileshare and Whailemail** - Add these handy tools to your website so you can post financial statements and various reports in secure client folders for quick client access. Whailemail allows you and your client quick transfer of large data-files to and from your website.
- **Carbonite** - Automatic offsite back-up. www.carbonite.com \$59.00 per year per computer for unlimited disaster recovery backup.
- **NOD32 by ESET** - The best Anti-Virus/Trojan software. Very small footprint and works on both a behavior and defended threats. Prevents unauthorized traffic from your PC in or out to the internet. www.eset.com
- **Web portals** – Allow you and/or your clients to access information from any internet access point. Can allow for the easy transfer of data files, remote access by clients or employees.
- **LibreOffice** - Free open source alternative for Microsoft's Office. www.libreoffice.org
- **Google** - Everyone knows www.google.com for searches but in addition Google has <http://maps.google.com> for maps and <http://news.google.com> for up to the minute news that you can search. In addition they have a cool feature that will send you links to any story containing your search criteria on a daily basis. Don't miss Google Analytics, the handy free analysis tool that helps you learn where your website visitors come from, what attracts them, and how they interact with your site. <http://www.google.com/analytics>
- **Excel Custom Timesheets and Timecards from UBCC** - Use UBCC's custom Timesheets and Timecard calculators to quickly import current period payroll data into your Payroll Software. www.ubcc.com
- **iQ Merchant Services** - Earn tremendous revenue by offering ultra low cost high quality service merchant credit card services (in person or online) to your accounting client base. You will make a percentage of all credit card transactions that your clients process. 800-373-8222 www.iqmerchantservices.com

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- **Strategic Networking** - Have you ever received income for marketing and advertising your accounting services? Why not start a Strategic Networking Franchise in your city to start this innovative revenue stream. Attend all your Strategic Networking Events to market your practice while you earn income running the events. www.strategicnetworkingus.com. Call 505-922-2707

TECHNOLOGICAL COMPUTER MAINTENANCE AND PROCEDURES

- **Disk Cleanup** - Removes temporary files found in the start programs accessories system tools or enter [cleanmgr](#) from Start, Run. This should be run every week.
- **Disk Defrag** - Makes your files contiguous (next to each other) on your hard drive. Enter [Dfrg.msc](#) from Start, Run. This should be run every week.
- **Check Disk** - Tests the integrity of a computers file system. To fix errors run [chkdsk /F](#) to attempt to fix the error. This should be run every week.
- **SpinRite** - Gives you a good shot at Recovering data that has gotten corrupted on your hard drives. <http://www.grc.com/spinrite.htm>
- **Internet Speed Check** - Tracert <web_site_name> to see where bottlenecks are in the Internet.
- **Virus and Malware Checking** - Scan a file for viruses www.virustotal.com (uses 30 virus definitions) and/or <http://housecall.trendmicro.com/housecall/> to scan your computer for virus, Trojans, spyware etc.
- **Spy Bot Protection** - <http://spywarebot.com/>

TECHNOLOGY TOOLS

- **Card Scan** - This small compact scanner will allow you to increase your data base of contacts by quickly scanning contact information from business cards and importing these into your database software.
- **VOIP** - today as **Skype or Vonage**. Tomorrow? Unlimited no or fixed cost long distance voice and data transfer. No charge calls to clients in Skype/Vonage network.
- **Verizon wireless internet cards** - Internet anywhere anytime from your laptop. Reasonable monthly fee.
- **Android** – Has become the leader in smart phones. The two best are Motorola's Bionic and the Samsung SII. They have the capability to serve as an internet hot spot that takes the place of the wireless internet cards mentioned above.
- **iPhone** - All the benefits of Exchange without the headaches.
- **802.11n** - Huh? Networking that is faster than the one you are using in your office right now and NO WIRES!

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- **24" Flat screen monitors** - for \$240; or better yet **dual monitors** for less than you used to pay for a 14" CRT. These large monitors allow the operator to be more productive, they are less costly to operate, and allow for better use of desk space. A CRT monitor costs \$17 per year in electricity, in comparison to a flat panel monitor which costs \$5.40 per year electricity.
- **Dual Monitors** - Why dual monitors? <http://www.google.com/answers/threadview?id=1082>
- **Terabyte drives** - What's a Terabyte? It's 1,000 Gigabytes. 2 Terabyte external drive for \$80.00 All of the data from every computer you have ever owned and more. OR to put it differently; equivalent to the data storage of 200,000 of first Apple business computers or 50,000 of the first IBM XT desktop computers or over 1,100 4-drawer file cabinets of paper. And all of that in a box small enough to take home at night. That's not Disaster Recover rather Disaster Prevention!

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