



5 Insider Bookkeeping Tips to **Improve the Cashflow** in your Business

Hi I am Lana Blazeska,

I'm a Cash Flow Improvement Strategist and I help businesses grow their business by simplifying their processes and procedures.

I do this through my 60 days Fast Track Cash Flow Strategy delivered in 5 simple steps, so you can save thousands of dollars in your business and achieve a highly accurate cashflow forecast that will enable you to grow your business.

My Fast Track Cash Flow Strategy has helped many businesses generate thousands of dollars in revenue.

Without a clear step-by-step strategy, you could waste time and money working on different projects, guessing whether you made any profit and wondering if the project cost estimate is correct.

Please take this template, use it and let me know about your results!

SINCERELY,

Lana Blazeska



STEP 1

COMPANY FILE AUDIT

WHY?

You only want to see an accounting file (Xero, MYOB, Intuit) which has been set up to match your company needs

WHAT?

Clearly define your accounting processes and start working on their improvement.

HOW?

List all the accounts (expenses, income...)
Check if you are tracking the expenses and the income for every project
Ensure payroll expenses have been allocated for every project.
Seek alignment of the 3 above.





STEP 2

PROCESSES & PROCEDURES

WHY?

The more complex your business is, the more you need business processes and procedures. So, if you have not processes in place yet, set them up now.

WHAT?

See if there is a company that can help you set these processes up so you and your employees will ensure you are doing the right thing.

HOW ?

List all the problems you are facing on a daily, weekly or monthly basis. This could be a great guide for you to know what are the most urgent processes needed for your business.

STEP 3

AUTOMATION

WHY ?

Accounting applications can cut down the hours your employees spend on doing your accounts, cashflow forecasting, timesheets...

WHAT ?

Do you have any processes that need to be automated? Do you find employees are doing data entry instead on focusing on more productive tasks?

HOW ?

List all the processes where you and your employees are spending long hours and find applications that can replace the manual work. Some of the applications you can use are Receipt Bank, Harvest...





STEP 4

IMPLEMENTATION

WHY?

When you have the business processes in place and the automation has been planned, it is time to implement them.

WHAT?

When you start following them, you will get an understanding about which processes work and which ones need improvement.

HOW?

Ensure your employees are familiar with the new business implementation. For example, they are aware that the only way they can submit a timesheet is by using an application such as Harvest, Deputy...

STEP 5

ONGOING TRACKING & MONITORING

WHY?

The processes you set up might not always work for your business, so you will need to revisit and improve them.

WHAT?

Are these processes good enough to support your future growth?

HOW?

Determine the best processes and procedures; talk to your employees and ensure they agree with them; ask for their input





CLAIM YOUR FREE CASHFLOW SESSION

CASHFLOW FORECAST DONE FOR YOU

You have taken the first step to your perfect cashflow forecast which will add to the growth to your business.

Believe me when I say doing your cashflow forecast the right way is essential to building a business that will make you successful and happy.

You already have all the tools you need to improve your cashflow in 60 days but if you have any questions, or would like my help in figuring out the 5 steps above then do get in touch

Even better, for a limited time I am offering FREE consultation where we 'll discuss your background and strengths, and help you determine the best way to improve and track your cashflow.



CLICK [HERE](#) TO CLAIM
YOUR 15 MINUTE CALL
ON HOW TO IMPROVE
YOUR CASHFLOW!

C O N T A C T U S

L E T ` S W O R K T O G E T H E R

C A L L U S N O W O N

0 4 5 0 0 5 1 0 6 1