



## CPA Stays Organized with QuickBooks® Compatible Software

To save time and make her practice more efficient, Margaret Coleman relies on SourceLink to attach client source material to QuickBooks.

### AT A GLANCE:

- COMPANY:** Margaret Coleman, CPA
- LOCATION:** Oak Hill, WV
- INDUSTRY:** Accounting
- BUSINESS CHALLENGE:**  
Reduce mounting stacks of paperwork from clients and decrease time spent requesting missing customer information.
- SOLUTION:**  
Personable SourceLink and QuickBooks: Premier Accountant Edition
- RESULTS:**  
Together SourceLink and QuickBooks allow QuickBooks Certified ProAdvisor and CPA Margaret Coleman to:
  - Reduce time spent searching for paper records and files
  - Save mailing costs, phone bills, and filing spaces
  - Spend more time with clients and less time hunting bills and invoices
  - Affirm data accuracy in QuickBooks
  - Introduce “paperless” office practices

*“SourceLink and QuickBooks will save time, postage, file space, and headaches in the future.”*

**Margaret Colman  
CPA  
Certified ProAdvisor**



Certified QuickBooks ProAdvisor and CPA Margaret Coleman has been advising small business and individual clients in West Virginia since 1989. Her private practice affords her the opportunity to give her clients’ financial needs personal, hands-on attention.

#### **Business Challenge**

To ensure accurate record keeping, Coleman collects duplicate records of clients’ bills and forms that she receives by either fax or mail. She can accumulate hundreds of sheets of paper from one client in a single month. Many of the records she receives eventually prove to be unnecessary, but neither the client nor Coleman can predict which documents will be needed when it is time to review the books.

Coleman also contends with missing information when reconciling client books. To get the necessary data, she spends valuable time emailing or telephoning her clients, requesting that they locate the appropriate document and send her the missing information.

As the sole owner and employee, Coleman needed to cut the time-consuming back and forth. She wanted an electronic means

to link her customers’ documents to their QuickBooks accounts so she could easily track her clients’ documents and better manage the deluge of paper. An electronic filing system would clear out clutter, make fact checking easier, and save time when she needed to locate relevant documents.

#### **Solution Overview**

Coleman selected SourceLink from Personable to help her manage her documents. Using SourceLink, Coleman can file, retrieve, and organize her clients’ source documents with the appropriate QuickBooks records. She can attach, detach, and view the linked documents in QuickBooks with a single mouse click.

Once she receives a vendor bill in the mail, for example, she scans the document into her computer and links it with SourceLink to her client’s QuickBooks records. Other documents that she can record are bank documents (monthly statements and loan documents), credit card charge slips, Petty Cash receipts, Sales Tax Exemption certificates from customers, customer POs, and more.

When Coleman fully implements the document management application, she expects some



client records will have hundreds of documents associated with their QuickBooks records. SourceLink has the flexibility to attach as many as 10 files or folders to 26 different types of QuickBooks records, including Invoice, Item, Purchase Order, Credit Card Charge, and Company File.

**Business Benefits**

Since adopting SourceLink in her practice, Coleman spends fewer hours hunting missing documents. "SourceLink saves me time locating documents from paper files when I need to look up information relating to transactions in QuickBooks," she says.

When she introduces the QuickBooks compatible software to clients, she expects additional time and cost savings, as well as organizational efficiencies.

"SourceLink and QuickBooks will save time, postage, file space, and headaches in the future," she says. "No more time spent calling or e-mailing clients with a request to fax a document so I can correct the transaction or reconcile the books!"

Her clients have already expressed interest in SourceLink. "They are open to new methods of storing documents and linking information within QuickBooks, and their interest is piqued by the 'paperless' possibilities," she says.

During the busy tax season and throughout the year, the document management features in SourceLink and QuickBooks help this busy CPA stay organized. The QuickBooks Compatible solution saves her time, so she can give her clients the individual attention they have come to expect.

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