

Summary of Services

Find VALUE with Keen



Value should not be one size fits all. That is why we offer five services with multiple packages under each to best suit the needs of you and your business.

PAYROLL PROCESSING

Pay your employees like a boss.

Our team will ensure accurate and timely payroll processing to help keep your operations running smoothly and your team compensated. We'll handle everything from electronic paystubs, ROEs, T4 management and CRA-required deductions. Need help with processes for time tracking or absence management – we have a solution for that too!

BETTER BOOKKEEPING

We'll help you stay on top of your books and make sure you've got a bird's eye-view on your finances to make informed decisions for your organization.

Using our streamlined processes and web-based tools our team of Keeners help perform bank account and credit card reconciliations, process receipts and invoices, complete HST filings, and deliver monthly reports.

SHOOT FOR THE CLOUDS

Thinking about cloud-based accounting but not sure how to get there?

Let Keen handle the launch preparations. Our team will take care of the initial setup, data migration, and staff training required to give you smooth take off.

FINANCIAL FITNESS 911

Stuff happens, you did what you had to, and now maybe the numbers are a bit of tangle.

Some of our newest Pufflings come to Keen with months (sometimes years) of backlogged transactions. Whether it is getting everything to up to date, or helping you develop and implement good financial processes and practices, our team is here to help.

QUICKBOOKS ONLINE SYSTEM SETUP

Setting up your QuickBooks Online (QBO) account for success is a huge step in ensuring you start your business journey off on the right foot. After all you want to make sure your reaping all the benefits of your new software.

Whether your brand new and need help setting up your QBO account for the first time, or you're already setup but don't feel you are getting full use of its functionality. Keen will meet with you to understand your business needs and make sure you system is optimized for your use.



Want to know more?

ASK THE KEEENERS!

709-757-3573
info@keenpayroll.ca

Service Selection Guide

Payroll Processing



Pay your employees like a boss. Our team will ensure accurate and timely payroll processing to help keep your operations running smoothly and your team compensated. We'll handle everything from electronic paystubs, ROEs, T4 management and CRA-required deductions. Need help with processes for time tracking or absence management – we have a solution for that too!

ESSENTIAL

For smaller businesses with only a few employees and a simple payroll.

- Input employee hours or salary amount
- Complete CRA remittances
- Process ROEs
- Provide payroll entry to bookkeeper or accountant
- Direct deposit employee pay
- Employees have access to Employee Self-Serve Portal for paystubs and T4s

BUSINESS

For businesses who have a more complex payroll with different earnings, benefits and deductions.

Includes everything from “Essential” package, plus:

- Processing of employee reimbursements
- Processing employee benefit deductions (RRSP, Medical, etc.)
- Processing of employee benefits and allowances
- Calculating and paying commissions

PREMIUM

For business who are looking for a full-service payroll department to manage their payroll.

Includes everything from “Business” package, plus:

- We will retrieve payroll information from a third-party software on your behalf (i.e., hours, sales, etc.)
- Project payroll costing – by project, location, or department.



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***Price varies depending on # of employees, frequency and complexity of payroll.**

Service Selection Guide

Better Bookkeeping



We'll help you stay on top of your books and make sure you've got a bird's eye-view on your finances to make informed decisions. Using our streamlined processes and web-based tools our team of Keeners help perform bank account and credit card reconciliations, process receipts and invoices, complete HST filings, and deliver monthly reports.

ESSENTIAL

For smaller businesses who are just looking to make sure the books are completed, and filings are up-to-date.

- Monthly reconciliation of bank and credit card accounts
- Recording of monthly revenue and expenses on a cash basis
- Monthly recording of HST balance to provide to owner
- Monthly generation of basic financial statement package
- Document upload through QBO* receipt capture

BUSINESS

For businesses who are looking for accurate, timely, and consistent monthly financial reporting.

Includes everything from "Essential" package, plus:

- Accrual Accounting
- Monthly recording of vendor invoices and payments
- Monthly recording of sales invoices and payments
- Project or Department accounting
- Access to dedicated Keen Accounting Technician
- Monthly reconciliation of balance sheet accounts
- Access to recommended tech stack
- HST filings
- Representation with CRA

PREMIUM

For businesses who want to grow to the next level and need a full-service accounting department to get there.

Includes everything from "Business" package, plus:

- Recurring meetings with senior accountant
- Customized monthly financial reporting
- Provide us permissions to retrieve information from your other software platforms
- Input your budget into QBO*
- Workflow integrations for your financial processes
- Financials reviewed by a CPB



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***Service is currently limited to organizations using Quickbooks Online (QBO)**

****Package pricing to be quoted based on details of organization e.g # of accounts, transaction volume & revenue.**

Service Selection Guide

Shoot for the Clouds!



Thinking about cloud-based accounting but not sure how to get there? Let Keen handle the launch preparations. Our team will take care of the initial setup, data migration, and staff training required to give you smooth take off.

ESSENTIAL

This is for businesses looking to adopt a cloud-based accounting system but does not need historical transaction data brought over.

- Basic account and setting setup
- Sales tax setup
- Bank Connection
- Setup/Import of:
 - Chart of Accounts
 - Customers
 - Vendors
 - Products & Services
- Trial balance import
- Opening balances reconciliation

BUSINESS

This is for businesses looking to adopt a cloud-based accounting system and requires historical transaction data brought over.

- Basic account and setting setup
- Sales tax setup
- Bank Connection
- Migration of:
 - Chart of Accounts
 - Customers
 - Vendors
 - Products & Services
- Migration of two years of historical transaction data
- Opening balances reconciliation
- Bank reconciliation verification

PREMIUM

This is for businesses looking to adopt a cloud-based accounting system, bring over historical transaction data, and require a data clean-up.

Everything featured in our Business package, plus:

- Recommendation and clean-up of:
 - Chart of Accounts
 - Customers
 - Vendors
 - Products & Services
- Setup of classes and/or projects
- Two-hour training session in QBO with a QBO Pro Advisor



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***Service is currently limited to migration to Quickbooks Online (QBO)**
****Package pricing to be quoted based on discussion with organization**

Service Selection Guide

Financial Fitness 911



Stuff happens, you did what you had to, and now maybe the numbers are a bit of tangle. Some of our newest Pufflings come to Keen with months (sometimes years) of backlogged transactions. Whether it is getting everything to up to date, or helping you develop and implement good financial processes and practices, our team is here to help.

ESSENTIAL

This catch-up is best for businesses who are far behind and need to be caught up as quickly as possible.

- Ensure opening balances in QBO tie into last completed financial statements.
- Monthly reconciliation of bank and credit card accounts.
- Calculate HST refund/payable and provide to client for filing and payment.

BUSINESS

This is a comprehensive accounting catch-up, that will ensure your books are up-to-date and accurate.

Includes everything from the “Essential” package, plus:

- CRA myBusiness Account access to ensure CRA accounts reconcile with accounting system.
- Prepare relevant balance sheet account entries and schedules, including:
 - Prepays
 - Capital Assets
 - Loans, etc.
- Access to document storage software

PREMIUM

This is a comprehensive accounting catch-up that includes managing CRA requirements and reviewing prior filings to ensure accuracy.

Includes everything from “Business” package, plus:

- Liaising with CRA on your behalf
- Review and audit of past HST filings for catch-up period and making any necessary adjustments.



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***Price varies depending on size of company: # of accounts, transaction volume, & revenue.**

Quickbooks Online System Setup



Whether your brand new and need help setting up your QBO account for the first time, or you're already setup but don't feel you are getting full use of its functionality. Keen will meet with you to understand your business needs and make sure you system is optimized for your use.

ESSENTIAL

This is for brand new businesses who are implementing QBO for the first time.

- Basic account and settings setup
- Sales tax setup
- Basic chart of accounts setup
- Bank Connection
- Basic training in setting up:
 - Products/services
 - Customers
 - Vendors
 - Invoice template

BUSINESS

This is for businesses already using QBO but are not using it correctly or to its full capability.

- Review and clean-up of:
 - Chart of accounts
 - Products & services
 - Customers
 - Vendors
- Transaction automation setup
- Bank rules
- Recurring transactions
- Verifying bank connections and reconciliations.
- Setup and training in QBO receipt capture

PREMIUM

This is for businesses already using QBO but are looking for new ways to innovate and improve on their accounting processes.

All the benefits of our Business package, plus:

- Setup of classes and/or projects
- Tech stack recommendation and setup, including:
 - Document capture and storing
 - Accounts payable
 - Invoicing and accounts receivable
 - Workflow automation



Want to know more?

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Payroll System Setup



Current payroll system just not cutting it? Do you find there are too many manual, and paper-driven processes that lead to slow processing times and errors? Let Keen help you get setup with a payroll system that meets the needs of your organization and streamlines the payroll process making sure your employees are paid on time and accurately.

- Full setup of:
 - Employee profile information (name, email, address, DOB, etc.)
 - Employee banking information for direct deposit
 - Employee YTD earnings, deductions and benefit balances (if required)
 - Employee earnings, deductions, benefits and allowances
 - Vacation balances and accruals
- Add-ons include time tracking, absence management, & HR management.



Want to know more?

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***Price varies depending on # of employees and complexity of setup.**

Year-End Package Preparation



You've hired Keen to complete your monthly accounting and financial reporting, but you have engaged with another firm to complete your year-end financial statements and tax filing. No problem, Keen will ensure a seamless handover process and prepare a financial statement package to make your life and the life of your year-end accountant easier.

- Preparation of Financial Statement Package, which includes:
 - Relevant working paper files and schedules (prepaids, capital assets, long-term debt, etc.)
 - Relevant source documentation (invoices, receipts, loan agreements, etc.)
- Keen will liaise with your accountant to ensure any inquiries are answered.
- Oversight and guidance over the whole process.



Want to know more?

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***Price varies depending on complexity of company balance sheet.**

Year-End Financial Statement Compilation and Tax Return Filing

Let our passionate professionals at Keen compile year-end financial statements and file the corporate tax return for your organization. We'll work directly with you to ensure an accurate, stress-free, and deadline busting end to your busy year!

- Compilation of your year-end financial statements in accordance with the applicable accounting standards.
- Preparation and filing of your corporate tax return.
- Year-end financial statement package, including:
 - Financial statements
 - Corporate tax return
 - E-file confirmation of T2 Corporate Tax Return.



Want to know more?

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***Price varies depending on complexity of
company balance sheet
and number of tax schedules.**

Trust Keen to save you time, money and hassle.

Our Promises

Our team of friendly staff are experts in onboarding new clients & workers. We understand the stress and worry each of our clients face in their day-to-day, that is why we lead every client through our brand promises.

No Awkward Goodbyes

We believe fit matters and that great services rely on great relationships. This is so important to us that every Keen customer is proactively scheduled for a Real Talk Retrospective on their 3-month anniversary. Whether we celebrate how great it's been, share how things could be improved, or decide to walk away – the coffees are on us either way. And if you do decide to part ways then, we'll refund the first 3-months of your fees.

Accurate, Timely & Consistent Services

We know it is critical to have information you can trust, on a consistent basis, and in front of you at the right time to make informed decisions for your organization. Count on Keen to get this right, on time, every time.

Better Together

We are committed to understanding your organization and its unique needs and challenges. As Your Partner in Growth, we'll work with you to offer tailored solutions and support your financial acumen as an organizational leader.



GET STARTED TODAY

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