



London 1st leads the way in providing expert advice, exceptional customer service and bespoke accounting software to the contractor and small business markets.

We provide ongoing accounting, payroll, bookkeeping, compliance and tax services and support for contractors as well as small and medium sized businesses across the UK.

We have over 10 years' experience, with helping people get into business and remaining compliant. Our services are utilised by small and medium size business, contractors, self-employed, land and property owners, workers in the construction industry scheme (CIS) and individuals.

Our online accounting system has been designed to give you a bookkeeping facility for entering invoices and expenses, as well as 24-hour access to vital company information. This will enable you to have ultimate control and access to information on your company position whenever you need it.

***Through our Online Accounting System you are able to,***

#### ***Logon Page***

When you log on, you will see that the system has a simple, user-friendly and expandable side bar for navigation.

View your Limited Company's information such as ***bank account details, vat number and vat quarterly deadlines and financial year end dates***

***As well as being able to set your payment rules*** for the current financial year. The payments rules are confirmed by the Director prior to the start of the new financial year to and where the salary/dividend amounts within the remittance advices are adhered to, the system will ensure that the confirmed thresholds are not exceeded.

Raise ***Customisable Invoices*** with useful added features to message your customers, set payment terms and save to Pdf. format as well as attach any time –sheets required, so that you can email or print your invoices for customers and therefore ensuring prompt payment.

***Expense Entry*** – Enter both personally paid and business expenses along with the ability to select the account to classify the type of expense.

***Reports*** - You will now be able to view your company bank account statements, accounts receivable, Balance sheet and your Trial Balance with special drill down feature, so you can pinpoint individual transactions.



*\*This information is only as up to date as the last bank statement upload and account reconcile.*

**Company Documents** – You will be able to view your company documents such as Financial statements, VAT returns, certificate of incorporation and other vital information.

**Remittance Advice** – Following the matching of an invoice to a deposit, London 1<sup>st</sup> will provide you with a remittance advice for the period listed within the invoice. The remittance advice will inform you of how much you are able to withdraw with respect to salary, dividends and reimbursed expenses. These remittance advices are saved to the online accounting system for future reference.

**Tasks** – A special section that tells you which payments are due/should be made complete with the details to assist you with payments. A section to clarify transactions that we do not have any information for, such as if the bank statements which shows money has been deposited, but we do not have an invoice that matches the deposited amount.