



ALLIANT ADVISORS

FIND DIRECTION



The Navigator

Important Markers To Guide Your Way

July 2006

Welcome! As Alliant Advisors we have the passion to help our clients Find Direction for both business and personal goals. To support this promise we will continue to send you bits of helpful and useful information through e-mail to keep you up to date on any current changes, due date reminders or other information that may be relevant to your specific needs.

We hope you will enjoy and value this information. If you do not wish to receive this information by email please respond to this message and we will remove you from the list. For more information about any aspect of our services, visit www.alliant-advisors.com or call your local office.

The Alliant Team

Saving Time by Having a To-Do-List

Making a list can help you complete routine accounting tasks more efficiently. It will keep you on track and give you more time during your business day to accomplish other tasks.

Here are a few helpful points:

Follow up on memos regarding vendors, customers or employees.

Make payments on recurring transactions.

Record payment of customer invoices.

Pay invoices that are due, taking advantage of early payment terms that are available to you.

Manage your cash flow more effectively by identifying overdue customer accounts.
