



## Ryan Sales Tax Review Process — An exclusive feature of Canada's *Complete Sales Tax Solution*™.

You want tax savings. That's a given. What you don't want is sloppiness, issues with the tax department, demands on your time, nor disruptions to your office routine.

That's the benefit of working with Ryan. Our sales tax review process is the only one in the industry that offers:

- Best practices honed over 30 years and 15,000 engagements;
- An exceptional reputation for accuracy with both Federal and Provincial tax departments;
- The lowest refund disallowance rate in the industry;
- Client satisfaction ratings in the 96th percentile;
- No disruptions to your staff, with clients constantly raving, "We hardly knew you were there!";
- Best-in-class sales tax review software;
- The most experienced, trained, and knowledgeable team of consultants in the industry.

This information sheet explains the proprietary process in more detail — a process that provides you with distinct benefits and advantages not available anywhere else.



### **Quiet.**

*The one word that describes our onsite work best is: non-disruptive. After three decades of conducting sales tax reviews, we know how to work quietly without interfering with your office routine.*

### **Professional.**

*Ryan consultants are the most senior financial management professionals in the industry, with advanced training in sales taxes and recognized designations.*

### **Efficient.**

*All Ryan consultants are trained and experienced in the procedures required to conduct a review with minimal disruption to your day-to-day office routine.*

# Behind the scenes of a Ryan Sales Tax Review.

Quiet and efficient, yet deep and comprehensive, Ryan's Sales Tax Review process is unmatched in the industry. Here is a more detailed look at the process.

## ➤ 1 Eight weeks prior.

We contact you to arrange a download of Accounts Payable transactions and the detail in the General Ledger sales tax accounts. We accommodate virtually any data format, so this process is fast and easy.

## ➤ 2 Three weeks prior.

You receive a letter confirming the start date and introducing you to the consultants who will perform the review.

## ➤ 3 Quick introductory session.

At the start of the engagement, Ryan consultants need just 10-15 minutes to ask you some questions. Then they get to work, quietly and efficiently. No clerical assistance is required from your staff.

## ➤ 4 Flagging transactions for review.

Using our eReview™ software, Ryan consultants identify source documents for review.

## ➤ 5 Finding "true" savings.

Ryan consultants use the most extensive series of proprietary sales tax savings checklists, manuals, and back-office support in the industry. Once a transaction is identified as a potential savings opportunity, a complete search of the audit trail is conducted.

## ➤ 6 Identifying potential exposures.

Ryan consultants employ a 60-point, 12-page exposure identification checklist — the most extensive of its kind. Ryan eReview™ also contains an advanced exposure module to assist consultants in the identification of potential exposures. As the author of the CCH text, *Common Audit Exposures*, Ryan has more expertise in this area than any other firm.

## ➤ 7 Check-ins.

Periodically, the Ryan consultant will have questions for you regarding the records under review. These are asked at a scheduled time that is most convenient for you. During the entire course of the review, these check-ins rarely total more than one hour.

## ➤ 8 Wrap-up.

When the onsite work is complete, the consultants will meet with you to briefly explain the main areas of savings and exposures. This allows you to get started with any necessary changes and improvements right away.



## ➤ 9 Preparing the reports.

Report preparation is done at our headquarters. Ryan is the only firm that commits to a three-week turnaround guaranteeing timely delivery.

## ➤ 10 Report delivery.

We take as much, or as little, time as you desire to review our findings with you. This can range from a quick 20-minute meeting to a half-day seminar with more of your staff involved. It's your choice. The reports are meticulously detailed and organized in such a way that the information can be accessed quickly. (See the Ryan Advanced Reporting information sheet for details.)