

Outsourced Accounting Services

Service
Bank Accounts
Obtain bank feeds from financial institutions
Synchronize bank feeds to QuickBooks Online for posting
Maintain monthly bank reconciliations
Review aged reconciling items with management
Accounts Receivable
Enter invoices from Company source documents
Matching payments received
Reconciling sub-ledger to general ledger
Review aging reports with management
Accounts Payable
Setup on Bill.com
Enter invoices
Coding expense accounts under Company direction
Facilitate client approval of vendors and processing of payment
Reconciling sub-ledger to general ledger
Review aging reports with management
Prepaid and Accrued Expenses
Maintain prepaid expense schedule
Maintain accrued expense schedule
Credit Cards
Import credit card transactions
Monitor receipts submitted through Dext
Reconcile sub-ledger to general ledger
Debt Accounts
Enter principal and interest payments
Maintain debt amortization schedules
Fixed Assets
Maintain fixed asset schedule
Record depreciation and amortization expense
Payroll Related Matters
Enter payroll transactions from third party payroll reports
Calculate commissions
Other Compliance Matters
Maintain W-9 for 1099 preparation
Prepare year-end 1099s
Documents are Requested to Facilitate our Services
Lease agreements
Debt agreements
Tax elections
Tax authority registrations
QuickBooks Standard Reports (Accessible by Authorized Users)
Balance sheet
Profit and loss
Accounts receivable aging report
Accounts payable aging report
General ledger detail
Sales by customer detail
Disbursements by vendor
Service
Other Services Available Subject to a Separate Engagement Letter
High level sales and/or income tax nexus review
Maintenance of sales tax exemption certificates
Tracking and remittance of sales tax reporting
Cyber Security assessment and penetration testing
Information technology infrastructure assessment
Compilation or preparation of financial statements with footnote disclosure
Review of operating and/or shareholder agreements
Succession planning
Frequency of Client Correspondence
Weekly
Bi-weekly
Monthly
Nature of Client Correspondence
Virtual/electronic
Phone call/teleconference
In-Person