

## Services Offered:

### Company Set Up and Customization

- Vendor and Customer Files
- Catch Up Accounting
- General Ledger
- Quickbooks Training
- Quickbooks Setup
- Start Up Business Registrations
- Start Up Consulting
- Streamlining Financial Records
- Develop Bookkeeping Strategies
- Compliance

### Customers, Sales, and Receivables

- Accounts Receivable
- Inventory Tracking
- Sales and Service Profitability
- Investment Distributions
- Customer Collections
- Invoicing
- Input Transactions
- Account Allocation

### Vendors, Expenses, and Payables

- Bank Reconciliation
- Credit Card Reconciliation
- Accounts Payable
- Commissions
- Expense Reports
- Input Transactions
- Account Allocation

### Payroll

- Payroll Processing
- Employment Records
- Unemployment Tax
- Modified Business Tax
- W2 Preparation

### Financial Reports

- Create Financial Statements
- Custom Designed Reports
- Job and Class Tracking
- Profit and Loss
- Balance Sheet
- Statement of Owner's Equity
- Journal

### Financial Planning

- Cost Control Assistance
- Cash Management Assistance
- Advice
- Budgeting and Forecasting
- Event and Project Analysis
- Quarterly Budget Reviews
- Job Profitability Recommendations

### Filings

- Tax Preparation and Filing
- Year End Reporting
- Sales Tax Filing
- Month End Bookkeeping
- Depreciation Schedules
- 1099 Processing
- CPA and Accounting Liaison