

Outsourced Accounting *In-The-Cloud*

Our promise is to deliver timely and accurate results

Revenue Cycle

Invoice customers on a monthly basis	✓
Record customer receipts on a weekly basis	✓
Monitor Accounts Receivable Aging	✓

Expenditure Cycle

Enter bills in Bill.com on a weekly basis	✓
Pay bills through bill.com system on a weekly basis after designated client personnel approves them	✓
Record cash disbursements on a weekly basis	✓
Record credit card transactions on a weekly basis	✓
Record payroll journal entry biweekly	✓
Record expense reimbursements	✓
Monitor Accounts Payable Aging	✓

Reconciliations, Filings & Reporting

Weekly cash flow management	✓
Reconcile bank accounts on a monthly basis	✓
Reconcile credit card accounts	✓
Reconcile intercompany accounts with related entities on a monthly basis	✓
Reconcile other balance sheet accounts	✓
Post month - end journal entries when applicable	✓
Sales Tax Filings	✓
Prepare annual 1099s	✓
Dashboard reporting to include monthly financials and performance indicators	✓