



Personalized Bookkeeping Services

Accounts Payable

- Maintain detailed accounts payable records
- Process bills, credits and bill payments for vendors after Management approves
- Assist in managing cash flow by utilizing vendor payment terms
- Print signature ready checks and collate

Accounts Receivable

- Maintain detailed accounts receivable records
- Create sales invoices and credits from client provided documents
- Process payments and credits to sales invoices
- Post all deposits

Control Procedures

- Prepare bank reconciliations for all activity posting to bank accounts
- Post and code all credit card purchases and reconcile account activity
- Prepare adjusting and closing journal entries where required
- Reconcile all loan accounts

Management Tools

- Budgets and forecasts
- Preparation of Reporting Packages
- Coordinate and integrate financial plans for Management
- Interface with your CPA for all interim and year end reporting

Financial Reporting

- Balance Sheet
- Profit and Loss Statement – Monthly and Year To Date
- Profit and Loss Statement – YTD Comparison
- Statement of Cash Flow
- Accounts Receivable Aging
- Accounts Payable Aging
- General Ledger
- Bank Reconciliation Reports
- Credit Card Reconciliation Reports
- Budget vs Actual Reporting
- Job Profitability Analysis
- Custom Reports

Outsource Your Books, LLC

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