

"I'm good with handling the day to day receipts and disbursements but I need someone to record the transactions in QuickBooks®."

Bottom Line

"It makes sense for my business to process the day to day work, but I need someone with the expertise to handle the rest."

Top Line

"I want to focus on my business and I don't want to have to worry about bookkeeping."

Guru

	Bottom Line	Top Line	Guru
Revenue & Receipts: Money In			
Record receipts	✓		✓
Accounts receivable: Create/record sales receipts, invoices & credit memos			✓
Record receipts from customers against their account, record deposits			✓
Classify transactions per project/job or by class/department			✓
Track sales & return transactions in inventory detail			✓
Expenses & Disbursements: Money Out			
Record checks and electronic payments to vendors	✓		✓
Accounts payable: Record bills & credits from vendors			✓
Prepare & record payments to vendors/online billpay			✓
Credit Cards: Record purchases, returns & payments on card balances			✓
Classify transactions per project/job or by class/department			✓
Track purchases & return transactions in inventory detail			✓
Process and print paychecks through QuickBooks® Payroll			✓
Record transactions from a payroll service provider	✓	✓	✓
Reconciliations and Verifications:			
Reconcile bank and credit card statements	✓	✓	✓
Review receivables and payables, investigate and resolve issues		✓	✓
Verify other receivable balances (loans to officers, employee advances, notes)	✓	✓	✓
Verify other payable balances (loans from officers, loans and credit lines, notes, payroll liabilities)	✓	✓	✓
Review and update inventory value and detail		✓	✓
Track fixed asset purchases, sales and disposals	✓	✓	✓
Verify equity account transactions and balances	✓	✓	✓
Reconcile work in process accounts			✓
Verify project/job costs and tie to cost of sales		✓	✓
Research unclassified transactions (account/class/department/project/job)		✓	✓
Record journal entries for depreciation, amortization, accruals, etc...	✓	✓	✓
Reporting:			
Review financial reports for accuracy	✓	✓	✓
Create customized reports including Snapshot and Key Indicator reports		✓	✓
Create, monitor and update critical date list			✓
Other:			
Answer bookkeeping questions		✓	✓
Customize the software setup to your business	✓	✓	✓
Troubleshoot software problems	✓	✓	✓
Paperless Year-End report to CPA for preparation of taxes	✓	✓	✓