

As a small business owner you have more important things to do than to keep your own books. We take care of your books for you, so you can get back to the job of **running your business and generating profits!**

Our accounting and bookkeeping services are designed to take you out of the day-to-day, weekly and monthly data entry that **takes your attention away from running your business.** We provide a staff of bookkeepers and accountants to process your accounts payable, billing and accounts receivable, payroll and timesheets, cash management and bank reconciliation and provide you with your company's monthly profit and loss statements, balance sheet, and cashflow statement.

Accounting Services

### QuickBooks™ Services

Pro Installation and Setup  
Premier Installation and Setup  
QuickBooks™ Cleanup  
QuickBooks™ Training  
QuickBooks™ Quarterly Analysis

### Bookkeeping/Accounting Services

Accounts Receivable and Payable  
General Journal & Ledger Maintenance  
Bank Statement Reconciliation  
Monthly Profit and Loss & Balance Sheet  
Monthly Cashflow Statement

**QuickBooks Pro Installation and Setup** - Includes software, installation of software, setup of one company file, establishment of chart of accounts (bank accounts, accounts receivable, accounts payable, credit card accounts, equity accounts, income and expense accounts, etc.) and customization of preference items.

**QuickBooks Premier Installation and Setup** - Includes software, installation of software, setup of one company file, establishment of chart of accounts (bank accounts, accounts receivable, accounts payable, credit card accounts, equity accounts, income and expense accounts, etc.) and customization of preference items.

**QuickBooks Tutorial** - Soup-to-nuts tutorial covering banking (deposits, withdrawals, bank reconciliation), creating and paying invoices, entering and paying bills, payroll setup and processing, recording credit card transactions, creating new accounts, generating financial reports and graphs, and backup and restoration of data files.

**Bank Statement Reconciliation** - Reconciliation of monthly bank statement to company's books and records.

**QuickBooks Quarterly Analysis** - Periodic analysis and adjustment of chart of accounts, recording of journal entries and reclassification of general ledger transactions.

**QuickBooks Cleanup** - Analysis of company file, chart of accounts and preference items. For companies that already have QuickBooks installed on their computers.

**Bookkeeping/Accounting Services** - Entry of general journal and subsidiary ledger maintenance, bank statement reconciliation, and receivables and payables entries, monthly profit and loss, monthly balance sheet, monthly financial review.

**Financial Checkup** - In-depth session to discuss bookkeeping and accounting needs, tax return overview/analysis, retirement plan, human resources, payroll, insurance policies, accounting software needs analysis, personal accounting needs and tax planning.