

Bookkeeping & Financial Reporting

- Chart of Accounts setup
- Account reconciliation
- Bank reconciliation
- Inventory management
- Physical inventory tracking
- Fixed assets management
- Asset classification
- Depreciation and asset adjustments
- Financial review
- Financial reporting
- Property tax filing

Taxes

- Sales & Use tax setup
- Rate verification
- Sales & Use tax return preparation, filing and remittance
- Heavy Highway Vehicle Use Tax return preparation, filing and remittance
- Multijurisdictional tracking
- Sales & Use tax reconciliation

Accounts Receivable

- Customer setup
- Sales item classification
- Invoicing
- Accounts receivable aging
- AR reconciliation
- Collections management
- Lien releases
- Project Billing
- Voucher control

Accounts Payable

- Vendor setup and classification
- Vendor bill entry
- Vendor payment processing
- Annual 1099 preparation
- Subcontractor billing

Credit Card

- Transaction entry and classification
- Credit card reconciliation

Payroll

- Payroll coordination and entry
- Employee setup and classification
- Payroll processing
- Payroll tax remittance
- Quarterly payroll reporting
- W-2 preparation
- Certified payroll

Remote Online Notary Services

- Identity & credential verification
- Electronic notarization
- Document upload and preparation
- Secure audio video session
- Electronic seal and signature
- Digital certificate application
- Electronic journal entry
- Delivery of notarized documents
- Conduct loan signings

Other Services

- Cashflow control and analysis
- Budgeting
- Forecasting