



FULL SERVICE ACCOUNTING & OPERATIONS

Synergy's Full Service Accounting & Operations (**FSAO**) package combines Full Service Accounting (**FSA**) and Full Service Operations (**FSO**), to provide comprehensive support for restaurants. FSA handles day-to-day bookkeeping tasks, financial statement review and preparation, and provides coaching and concierge availability. FSO offers real-time reporting, manages budgets, processes accounts payable, manages inventory, analyzes labor, and scrutinizes recipes. The combined package offers services such as AP approval and payments, DSS validation and approval, bank reconciliation, inventory review, recipe population, and reporting subscriptions, among others. Our goal is to provide restaurants with a strong financial foundation and real-time insights to help them achieve their prime cost targets while focusing on their core business.

DAILY

AP Invoice GL Level(Approval of verified invoices)
Daily Sales Summary Validation & Approval (Cash is King)
Bank Activity Matching (matching transactions and categorizing bank expenses)
Item, UofM, and Recipe Database Maintenance (creating, editing, merging, correcting, mapping vendor items, Mapping GL, Categorizing)
Reporting Subscriptions (key financial insights to your inbox daily)

MONTHLY

Bank Reconciliation
Month-End Adjustments (As needed)
Vendor Reconciliation
Financial Report Package (B/S, P&L, AP Aging, Bank Recon Report)
Inventory Review and approval (auditing item costs, counts, and adjustments)
Inventory Reporting
Inventory template editing (to reduce count times and increase accuracy)
Recipe Population (5+ menu items per month included in the service)

WEEKLY

Payroll Journal Entry (Daily Accrual tied to Actual Payroll)
Weekly Meeting (With key POC)
AP Payments (Checks, Online and ACH payments)
Reporting Subscriptions (key financial insights to your inbox daily)
Actionable Reporting (P&L Snapshot at the end of each week, Menu analysis, Labor Auditing, Purchase Reporting)
P&L snapshot (against budgets)
Operations consultation meeting
Scheduling Support
Sales forecasting
Transfer and Waste Log audits

AS NEEDED

User and Employee Record Maintenance
Coaching and Concierge Services* (best practice recommendations and P&P assistance)
Training Calls
Database Audits
On Demand Projects/Reporting
Budgeting
Customized Reporting (as available in R365)
Key Item Designation
Inventory Template Creation
Scheduling Module Buildout and Maintenance
...and more