

# BK | Bookkeeping Services

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*Scope of services will vary by each Client Engagement. The service descriptions below are intended to be used as a guide and are not to be construed as an extension of a contract or agreement.*

## BK01 | Bank Feed Categorization & Management

Service Tier	Frequency	Estimated Delivery	Software Requirements
Essentials	Weekly	Wednesdays	Online Banking

**Service Description:** We specialize in helping businesses accurately categorize and manage their financial transactions. Each week we will code and categorize bank transactions and reconcile accounts monthly in QuickBooks Online (QBO). Our standard package covers up to three accounts, like checking, savings, credit card, or loans, while extra accounts incur additional charges. Additionally, we offer comprehensive loan reconciliation services. Monthly, we categorize and code all loan transactions, properly amortizing expenses and reconciling principal and interest payments with statements. We leverage advanced software and algorithms to streamline the process, ensuring that transactions are properly classified and reconciled with ease. With our expertise, businesses can maintain accurate financial records, save time, and gain valuable insights into their cash flow.

**Client Responsibilities:** To ensure that we have timely access to the necessary records, reports, documents, accounts, etc. to be able to complete the task at hand. To provide online access to bank and credit card accounts. To provide explanation for transactions that require more details to be coded correctly. To provide receipts for purchases upon request.

## BK02 | Additional Accounts for Categorization, Management, and/or Amortization

Service Tier	Frequency	Estimated Delivery	Software Requirements
Essentials	Monthly	6th	Online Banking

**Service Description:** We recognize that businesses may need coding, categorization, and reconciliations for more than three accounts. We offer the same level of service detailed in BK01 on a per-account basis to accommodate this need.

**Client Responsibilities:** To ensure that we have timely access to the necessary records, reports, documents, accounts, etc. to be able to complete the task at hand. To provide access to monthly loan accounts statements and payments.

## BK03 | Posting & Reconciling Payroll JE's

Service Tier	Frequency	Estimated Delivery	Software Requirements
Essentials	Client Specific	Check Date	Payroll Provider Access

**Service Description:** We specializes in posting payroll journal entries for businesses, ensuring accurate recording and tracking of payroll expenses. Each pay period we will post payroll journal entries and reconcile against payroll reports. We handle the complex task of journalizing payroll transactions, allowing businesses to maintain precise financial records and comply with accounting standards effortlessly.

**Client Responsibilities:** To notify us of any payroll updates and/or changes to payroll information. To provide direct access to payroll providers system of records.

## BK04 | 3rd Party POS Integration

Service Tier	Frequency	Estimated Delivery	Software Requirements
Essentials	Weekly	Tuesdays	POS System of Choice

**Service Description:** We offer seamless integration services with third-party Point of Sale (POS) systems, enabling businesses to synchronize their sales data with their accounting software effortlessly. We ensure that all transactions from the POS system are accurately recorded and reflected in the financial records, providing businesses with real-time insights into their sales and financial performance.

**Client Responsibilities:** To ensure that we have timely access to the necessary records, reports, documents, accounts, etc. to be able to complete the task at hand. To provide access to point-of-sale system.

## BK05 | Accounts Receivable (A/R) Oversight

Service Tier	Frequency	Estimated Delivery	Software Requirements
Optional	Weekly	Wednesdays	Dext Prepare

**Service Description:** We provide accounts receivable oversight services, assisting businesses in managing and optimizing their receivables process. We will reconcile, balance, and oversee A/R accuracy, aging, and recording of posted payments. With the help of your internal administrative team, we help streamline invoicing, diligent follow-up on outstanding payments, and accurate tracking of customer balances.

**Client Responsibilities:** To ensure that we have timely access to the necessary records, reports, documents, accounts, etc. to be able to complete the task at hand. To handle all communication with your customers (we do not communicate with your customers directly).

## BK06 | Accounts Payable (A/P) Management

Service Tier	Frequency	Estimated Delivery	Software Requirements
Optional	Weekly	Wednesdays	Bill.com

**Service Description:** We provide accounts payable oversight services, assisting businesses in managing and optimizing their vendor relationships. We will reconcile, balance, and oversee A/P accuracy, aging, and recording of posted payments. With the help of your internal administrative team, we will code vendor bills that have been uploaded into Bill.com on weekly basis. Send bills for approval via Bill.com. Pay approved vendor bills weekly via Bill.com.

**Client Responsibilities:** To ensure that we have timely access to the necessary records, reports, documents, accounts, etc. to be able to complete the task at hand. To handle all communication with your vendors (we do not communicate with your vendors directly).

## BK07 | W-9 Vendor Tracking

Service Tier	Frequency	Estimated Delivery	Software Requirements
Optional	Monthly	15th	N/A

**Service Description:** Monthly, we track vendor payments that require W-9's for 1099 services, ensuring compliance with tax regulations and accurate reporting. Each month we send reports with a list of vendors that

require W-9's to be on file.

**Client Responsibilities:** Provide requested W-9 from vendors.

## BK08 | Posting Monthly Inventory

Service Tier	Frequency	Estimated Delivery	Software Requirements
Optional	Monthly	5th	N/A

**Service Description:** We offer reliable services for posting monthly inventory adjustments, ensuring accurate and up-to-date inventory records for businesses. We handle the meticulous task of reconciling inventory counts, recording adjustments for damaged, lost, or expired items, and updating the inventory valuation, helping businesses maintain precise inventory management and accurate financial reporting.

**Client Responsibilities:** To ensure that we have timely access to the necessary records, reports, documents, accounts, etc. to be able to complete the task at hand. To perform routine inventory counts and to send us final inventory assessments and valuations.

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