

Outsourcing

If you find yourself asking where in the world will I find the time to get things done, then you are like many who



juggle numerous tasks and never ending to-do lists, only to end up exhausted at the end of the day. The least favorite of all tasks are the ones

you put off the longest and those tasks are the ones that cause you the most grief. Let's face it you didn't

Combining a strong financial background with the power of information equals success for your business

start your business only to find yourself balancing the checkbook, making payroll, paying your vendors, billing your customers, and the list goes on and on.

Outsourcing your bookkeeping, payroll and administrative needs can save you time, money and countless headaches. Let 925 start working on your business today.

Back Office Accounting

Accounts Payable:

- Process and record vendor invoices
- Schedule and make payments
- Request and maintain W-9 from vendors
- Reconcile vendor statements
- Year-end 1099 forms

Accounts Receivable:

- Prepare and record customer invoices
- Issue customer statements as needed
- Record deposits and input payment
- Send reminder letters for past due accounts

Bank Reconciliation

- Reconcile monthly bank and credit card statements

Financial Reporting

- A/P & A/R Aging
- Profit and Loss Statement
- Balance Sheet
- Statement of Cash Flow
- Budget Reports

Inventory Control

- Track and value inventory parts
- Setup and monitor levels, reorder points and EOQ's
- Setup and monitor cycle count programs

Payroll

- Create and process payroll checks
- Prepare federal and state tax forms
- Workers compensation tracking
- Customized reports
- After-the-fact payroll

QuickBooks

One of the leading accounting software packages available for small and medium sized businesses is Intuits QuickBooks.

As a ProAdvisor we are qualified to help you make the right decision.

With an array of software solutions right for your business, there is no

better way to get started than under the guidance of a certified Quickbooks ProAdvisor. Members of the ProAdvisor program have undergone extensive training and testing and are qualified to assist you in your QuickBooks needs. 925 can help you with:

- Choosing the right product
- Set-up
- Training
- Help and Support
- Troubleshooting



925

Office Pros, LLC



Key Services

- ➔ Bookkeeping
- ➔ Payroll
- ➔ Presentation Design
- ➔ QuickBooks
- ➔ Spreadsheet Design

Business In Time

Where in the world will I find the time....

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