



## Bookkeeping Services

### QuickBooks Certified

BalanceLogic Bookkeeping Services are designed to lessen the burden of day-to-day, weekly and monthly accounting & bookkeeping tasks that take your attention away from focusing on your business.

Our experienced staff is available when you need them to make sure your books are accurate and up to date.

We work with you to fill in any gaps that you have in operating your business effectively. When BalanceLogic Bookkeeping Services works with you, you get support from all our experienced team members so it's like having an entire department for the cost of a single resource.

**Whether it is 1 hour a week or 160 hours a month, we can provide the services that you are looking for.**

We are a QuickBooks Authorized Reseller and Affiliate. We have Certified QuickBooks ProAdvisors on staff. Our experience covers numerous industries including Retail, Professional services, Construction, Consulting, Education, Medical Practices, Non-Profits and more.

Our customer service is undisputed!



We are Certified  
QuickBooks ProAdvisors.

We will assist in the installation and proper set up of QuickBooks to ensure your company will benefit from all its tools and capabilities, so that your accounting records and reports will be in conformity with accurate reporting standards.

In addition, we can assist you in making month-end accounting adjustments, bank reconciliations, journal entries, and general oversight of the health of your accounting records.

- Accounts payable (A/P) - processing & paying all bills
- Accounts receivable (A/R) - processing & tracking customer payments
- Reconciliation of bank and credit card accounts
- Prepare 1099 Forms for your contractors
- Job costing - Determine your profit & loss by job or customer
- Accounting system analysis and installation
- Month and year-end closings
- Financial reports preparation - Balance Sheets, Cash Flow, Profit & Loss
- QuickBooks Catch-up service
- Sales receipts processing
- QuickBooks Consulting
- QuickBooks installation and repair
- QuickBooks Company file setup / Migrations
- General Ledger / Journal Entries
- QuickBooks Monthly Support Plans Available
- Remote and On-site

