



# Custom Accounting And Bookkeeping Solutions For The Hospitality Industry

*... leave your accounting & bookkeeping worries to us!*

- **COMPLETELY SECURE**
- **DATA INTEGRITY**
- **24/7 ACCESS**

Analytix Solutions is a full-service firm providing virtual accounting, bookkeeping and CFO-level services to the Hospitality industry. Our affordable, customized and scalable financial solution helps hotels save significant time and financial resources by allowing them to concentrate efforts on maximizing their core business.

Many of our clients have recouped more than 40% of their in-house accounting costs while simultaneously increasing efficiency. Our secure portal offers clients 24/7 access to their current data, which is critical to running a hotel. In addition, we customize our dashboard to provide clients with reports that are specific to their property's needs.

Analytix Solutions also offers a full range of secondary financial and IT support services including data entry, data migration, systems integration, payroll services and application development.

## ACCOUNTING AND BOOKKEEPING SERVICES

### Daily/Weekly/Monthly Revenue Reporting

- Daily revenue reporting and analysis
- Bi-weekly payroll processing
- Payroll management and overtime reports
- Accounts payable management and check writing
- Accounts receivable management and collections
- Payroll tax filings
- Bank deposit reconciliations with hotel management
- Bank reconciliations
- Credit card reconciliations
- Preparation of monthly sales tax returns
- Financial statement design & setup
- Preparation of monthly financial statements and reports
- Provide continuity as interim controller
- Establishment of internal control procedures
- Cash flow management
- Preparation of annual operating and capital budgets

## DASHBOARD REPORT OPTIONS

- Total revenue
- Total room revenue
- House profit
- Total revenue vs. Total COGS
- Total payroll as % of revenue
- Change in profit / change in revenue (%)
- Food cost as % of food revenue
- Beverage cost as % of beverage revenue
- Room payroll as % of room revenue
- F&B payroll as % of F&B revenues
- Fixed cost per available room
- Revenue per available room
- Average daily rate per available rooms
- General & admin expense per available room
- Sales & marketing expense per available room
- Repair & maintenance per available room
- Utilities per available room
- Room occupancy
- Total cost per occupied room
- Utilities per occupied room
- F&B cost per occupied room
- House profit per occupied room
- Cleaning supplies per occupied room
- Laundry supplies per occupied room
- Room supplies per occupied room
- Breakfast expense per occupied room
- Utilities per occupied room
- Maintenance & repairs per occupied room
- Fixed costs per occupied room

## HOTEL PORTAL

### Reporting & Analysis

- Customized for your properties
- Revenue reports - individual and comparative
- Payroll reports
- Data entry performed by hotel staff
- Accessible data - anytime, anywhere

### Vendor Management

- Contracts
- Reminders
- Negotiated prices

### Document Management

- Contracts
- HR documents
- Financial and operational reports
- Other important documents



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