



INFORMATION THAT WORKS

**BUSINESS  
INFOTECH**  
SOLUTIONS, INC.

## BOOKKEEPING, ACCOUNTING & CFO LEVEL SERVICES

### Key Benefits

- One-stop service – Bookkeeper to CFO
- Accurate and timely information
- Cost-effective back office support
- Third party application integration
- Timely filing and records retrieval
- Improved productivity
- Fast and easy data access
- Greater focus on core competencies
- Minimal technology investment
- Optimal data security
- Standardized, repeatable financial processes

### Your Financial Data at Your Fingertips... Secure, Concise and Easy to Read

Businesses need accurate and timely access to their numbers. Business Infotech Solutions provides real-time access to critical financial data through a convenient and secure portal 24/7, so owners and managers can focus on their business.

Unlike traditional financial reports, our documents are incredibly easy to understand and our web-based technology is compatible with QuickBooks and other popular accounting applications. Owners, executives and select individuals, such as investors, may review data safely and securely from virtually any computer that has an Internet connection.

### Boost Your Confidence In The Numbers

At Business Infotech Solutions, we eliminate the data integrity risk associated with collecting, mapping, verifying and moving critical financial information. Instead, we help you build standardized, repeatable processes and bypass typical inefficiencies in collecting financial data. These transparent processes give you much more assurance that data is clean and results are accurate.

- End-to-end financial data automation creates a standard process that eliminates variability
- Data validations and quality checks allow us to identify errors at each step, generate notifications and reconcile discrepancies
- Robust reporting through our Dashboard allows you to track revenues, cash-flow, key performance indicators and operations management reports specific to your industry

### CORE SERVICES

- ▶ **Bookkeeping:** Vendor bills and payments, customer invoices and collections, bank reconciliations, inventory management, recording and reconciling payroll transactions, revenue reconciliation with bank deposits
- ▶ **Accounting:** Preparation of closing entries and financial statements, comparison with prior period, budget, and industry data, variance analysis, fixed asset management and preparation of work papers for your CPA
- ▶ **Part-Time CFO Level Services:** Budgets and forecasting, cash flow management, key performance indicators, financial analysis and modeling, financing, special projects, liaison with CPAs, Bankers, Attorneys and other financial professionals
- ▶ **Accounting System Design & Set-up:** Accounting software selection and implementation, data entry and conversion services, integration with third party applications like payroll and time & billing, local and remote application hosting, help desk and training, e-commerce, QuickBooks training