



Michael J Nolan, CPA/MBA

Let's Get Started!

We can help you get started with a suite of business support services. You can focus on your front office and leave the back office to us.

Here is a sampling of how we can help.

QuickBooks — set-up and maintenance

- Chart of accounts
- Organization structure
- Customer management
- Vendor set-up
- Sales analyses
- Budgets & forecasts

Vendor management

- Review all invoices
- Negotiate agreements
- Ensure that all bills are correct and paid in a timely fashion

Accounts receivable and collections

- Send out regular statements
- Phone follow-up
- Manage collections efforts

Employee records management

- Attendance software
- Hourly employee time tracking
- Employee data records

Payroll services

- All service providers supported
- Employee setup
- W-2 and 1099 filings if needed

Operating budgets / business analysis

- Operating budgets
- Current year forecasts
- Modeling for various business scenarios
- Overhead expense analyses

Capital investments

- ROI / payback analysis
- Cash needs determined
- Financing options analyzed

GAAP compliance

- Investor / partner analysis
- Due diligence reviews by potential investors
- Future SEC filings

Banking

- Link QuickBooks to your bank
- Daily activity review
- Monthly statements review
- Bank reconciliations
- ACH / wire payment setup

Merchant accounts

- Credit card / debit card processing
- Account management
- Reconciliation of merchant account
- Evaluation of competing services
- Mobile credit card processing

American Express program

- Set up and manage the corporate card program

Compliance issues

- Set up unemployment tax account with appropriate states