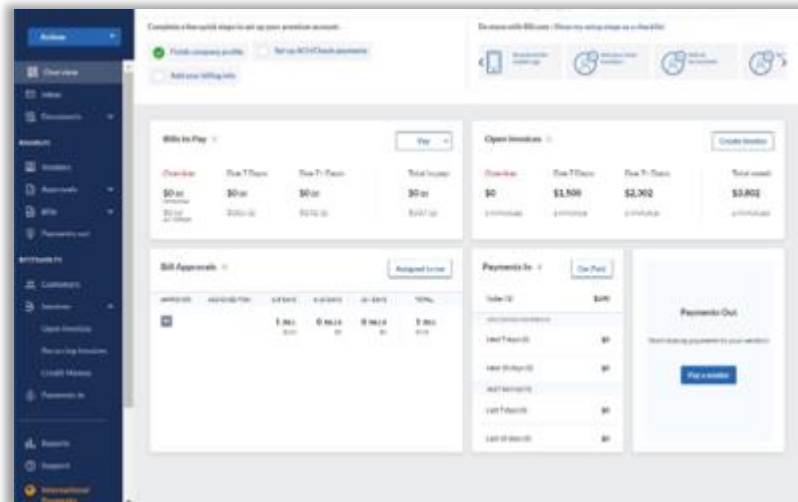


Request and Guidelines Provided

- Track invoices from different vendors across 8 properties for a U.S. based tax consulting firm
- Reconcile payments with the invoices

Methodology and Final Deliverable

- Provided the client with an up-to-date accounting system (QuickBooks Online and Desktop)
- Completed reconciliation of bank statements and invoices
- Streamlined processes to ensure vendor accounts are managed efficiently with no duplication of invoices
- Tools/Technology used: QuickBooks, Bill.com, Zoho.com, and MS Excel



Tracked invoices and reconciled payments for a U.S. based tax consulting firm