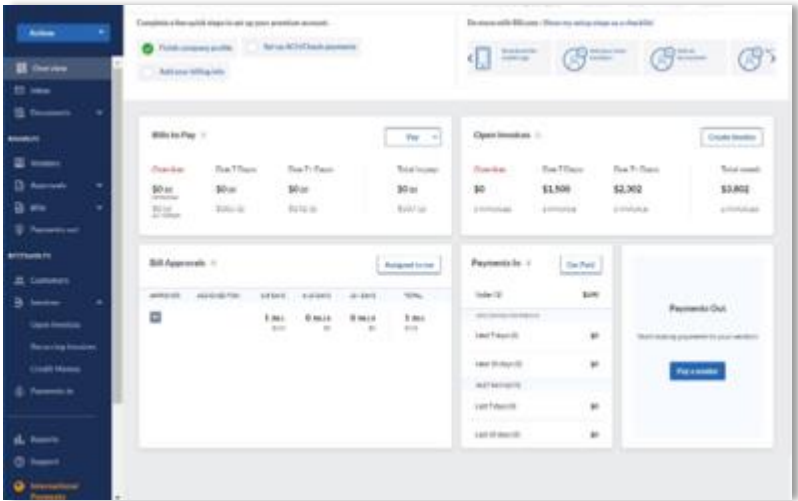
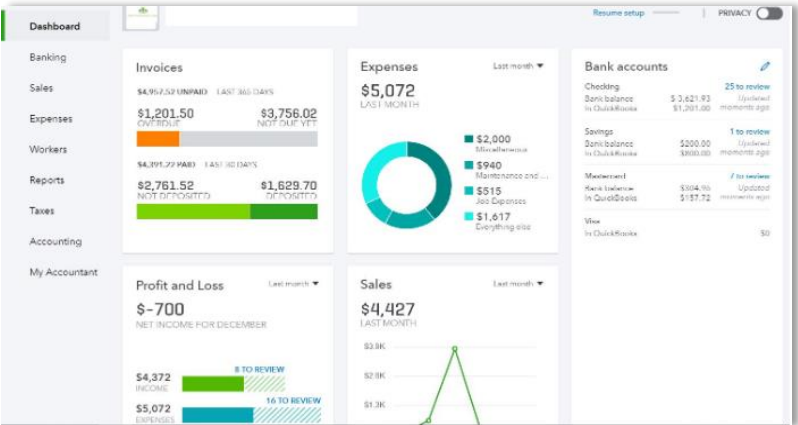


Tracking Invoices



Request and Guidelines Provided

- **Client:** US based tax consulting firm
- Income tax preparation and planning services to real estate businesses, High Net Worth individuals and families
- Track invoices from different vendors across 8 properties
- 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 well managed and there are no duplicates invoices using Bill.com and Zoho.com

Tools/Technology used : QuickBooks, Bill.com, Zoho.com, MS Excel