



Data Entry Help & Services for  
**CONSTRUCTION BOOKKEEPERS**

*FROM FOUNDATION SOFTWARE*

 **FOUNDATION**  
software

# SERVICES FOR BOOKKEEPERS

## The Only Bookkeeping Service That Integrates With Your Staff

We're here to help — whatever you and your CPA need to fill in the gaps, complement your work flows or free up your staff.

You choose the services and the frequency you need. With an experienced account administrator assigned to your projects and a client portal to track them, you always have more staff power.

### Accounts Payable

#### Daily Transactions

- Invoice processing
- Credit card transaction processing
- Posting logs

#### Reporting & Assistance

- Aging reports
- Vendor setup
- Month-end and quarter-end close
- Audit assistance
- Year-end assistance



## Accounts Receivable

### Daily Transactions

- Customer invoicing
- AIA applications and adjustments
- Change order billing
- Retainage tracking and relief
- A/R bad debt write-off

### Reporting & Assistance

- Aging reports
- Month- and quarter-end assistance
- Audit assistance
- Year-end assistance

## Timecards & Payroll

### Daily & Weekly Transactions

- Timecard entry
- Employee setup
- Deduction and earn code setup
- Union and prevailing wage setup
- Miscellaneous deduction recording

### Reporting & Assistance

- Bonus and special payment entry
- Third-party sick pay
- Payroll corrections and check reissue

## Basic & Premium Banking

### “Basic” Transactions

- Cash account reconciliation
- G/L journal entries
- Month- and year-end entries

### “Premium” Transactions

- Basic Banking transactions
- Payment runs
- ACH setup
- Deposit processing

### “Basic” Reporting & Assistance

- Financial statements
- Lost checks and deposits
- G/L account setup
- Audit assistance
- Month-end and quarter-end close
- Year-end assistance

### “Premium” Reporting & Assistance

- Basic Banking reporting & assistance
- Stop-payment and credit-memo recording





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# LEARN HOW WE CAN HELP!

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Call **(800) 246-0800** for more details!

[www.foundationsoft.com/for-bookkeepers](http://www.foundationsoft.com/for-bookkeepers)

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