

# Accounts Payable

**FACT  
SHEET**

## We alleviate you of the hassles associated with paying bills.

### What We Offer

What small business owner has the time to handle all administrative tasks associated with accounts payable? There aren't many...but that is where we come in!

We are committed to helping our small business clients succeed, which is why we offer our Accounts Payable (A/P) service. We handle everything from paying bills to 1099 preparation—relieving you of time-consuming and tedious A/P work, and freeing you to manage and grow your business. By letting a professional CPA firm handle these tasks, you can also rest assured that your A/P activity is being handled properly and in a timely manner.

Our A/P service is supported by our advanced online platform. That means all documents can be easily and conveniently exchanged in real time through secure and personalized client portals. You simply log in to your portal any time, 24/7, to review invoices and activity—so you are always up to date on your A/P status.



### The Value of Our Accounts Payable Service

The benefits to you are immense. Consider the following:

**Frees you to focus on your business—** not on time-intensive A/P tasks.

**Supports a simple and secure payment and review process—** our online platform makes it easy to send invoices to our firm for quick processing. Additionally, you can simply log in to your portal to review and approve payments at any time.

**Eliminates vendor late fees—** our professional staff stays on top of all invoices and due dates so you don't get hit with late fees.

**Offers flexibility—** you decide when bills are paid.

**Ensures security—** exchanging documents through portals is far more secure than sending via email.



# Accounts Payable Service Designed for You

This service provides relief from day-to-day A/P hassles. As your trusted advisor and with your busy schedule in mind, we created a full line of A/P services to meet your unique needs, including:

**Invoice and bill payment**—our professional staff takes care of paying your bills—on time.

**1099 preparation**—we ensure that your 1099's are prepared accurately and submitted electronically by regulated due dates.

**Cash flow management**—maintaining a close eye on your cash flow, vendors are paid only when cash is available to ensure that you have ample cash on hand.

**Support and guidance**—as your trusted advisor, we provide the necessary support and guidance all year round so you always know the status of your A/P and can make sound business decisions.

**Keeping up with day-to-day accounts payable activity can be tedious. We alleviate you of the hassles associated with A/P work and ensure all work is taken care of in a timely manner.**

## Contact Us Today

For more information on Accounts Payable or any of our services, please contact our firm. We are happy to discuss how we can help you meet your goals.

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