PRESENTATION OF QUALIFICATIONS

Sheila Vacek
ProAdvisor for Quickbooks

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OBJECTIVE:

To utilize and demonstrate my professional administrative and management ability acquired in 20+ years of office, accounting, human resources and supervision.

STRENGTHS:

- ** Efficient administrative skills in the operation of office practices
- ** Excellent organizational skills
- ** Highly motivated self-starter with strong decision-making capabilities
- ** Assuring quality and efficiency in work performance
- ** Works well as a team member or alone
- ** Functions with ease and efficiency in high stress situations
- ** Effective in presenting a positive and professional image of a Company
- ** and its services to the public.
- ** Efficient accounting background – trained coworkers on QuickBooks
- ** Trained Accounting staff in QuickBooks Enterprise 12.0

COMPUTER EXPERIENCE:

Quickbooks Pro, Premier, Enterprise and for Accountants
Microsoft Office
JD Edwards
Buildsoft
Internet
Email
Acrobat
Computer Ease 6.1
ADP
Slack
Asana
Google

EDUCATION:

East Central High School, San Antonio, Texas Graduated 1985
Registered 2023 Fall: University of Phoenix – Master degree in Accounting

ACCOMPLISHMENTS – LICENSE ACQUIRED:

ProAdvisor for Quickbooks 2008 to present

Salary Based on Experience Full time opportunities: $ 65,000
Freelance or outsourced bookkeeping: per contract per company tasks
Part Time Hourly: $35.00

CURRENT:

From October 2019 to Current: A Diva's Bookkeeping Service, LLC
   Owner/Controller/Bookkeeper
   Maintained and managed 5 companies per contracts
   Companies consisted of Automation company, factoring company, framing
   Company, Salsa company, and manufacturing company.

Automation, Salsa and Factor company – see additional tasks on Addendum # 2
Manufacturing company - see additional tasks on Addendum # 1
Framing company is less monthly tasks contract

        4 ladies within the office – 3 in Accounts Receivables Department, 1 in Accounts Payables
Department. Accounts receivables – process and data entry tickets (labor tech hours) per job site for the
automation company. Submit for approval to our customers, once approved attach to invoice with
Quickbooks and submit for payment. Customers would submit Purchase order/work orders for their
projects and those were created, entered, and invoiced. Accounts Payables – assist payables clerk to
receive all billing, purchase orders, estimates, and receipts into Quickbooks.
My tasks for each company pay all taxes, process payroll, process payables payments to vendors,
receive payments from customers for AR, deposit into bank accounts via app. Post payments to invoices
due within Quickbooks. Reconcile bank accounts daily, track down and enter receipts for daily cash
purchases. Maintain Quickbooks, adjust negative inventory, correct inventory within the system.
Inventory was not conducted, so this was a guess at best. Month end tasks, weekly tasks, with factoring
Added to my tasks. Please see Addendum # 2 for a list of tasks and factoring process per invoice.
This would consist of processing Franchise Tax, Sales Tax, and payroll taxes for the company.
Automation company would introduce a second company and created on 06/14/2022. This spanned a
second set of Quickbooks file to be created, chart of accounts to be created, Accounts receivable
transfer, accounts payable transfer from their automation to the scada file.

PAST EMPLOYMENT:

**From April 8th, 2014 to October 2019: Red Apple Resources, Honey Bee Bakers,
Schrad Ltd.**
   Controller/Accounting Director

        Supervised/Managed 2 Office Personnel, warehouse staff, Drivers and bakery staff. Process payroll
for 2 separate companies thru ADP Run (internet) time is calculated and on a biometric time clock thru
Timeclock Manager. Process all accounting functions that include payables, receivables, bank
statements, financial reports, inventory, and reconciliations all through QuickBooks Enterprise 2015. Set
up budgets, purchase order system to help maintain the
Control of the expenses being utilized in both companies. Set up and maintain our Workers comp
policies, set up our merchant account and new payroll company to save the company thousands.
For a detailed list of all responsibilities, see Addendum # 1.

Owner Retired – selling companies, buyer not local, buyer not keeping current staff.

From March 7, 2009 to July 2013: Barden Circulation, Inc.
    Full Charge Bookkeeper, Accounts Payables, Payroll Processor

    Process payroll for 3 separate regions containing 16 payrolls all on excel spreadsheets into quickbooks. Bank Reconciliations for 37 bank accounts including credit cards and business credit account. Filed 1099 E File and all 1099 for all regions. Accounts payables and receivables.   Provided training to all office personnel for Quickbooks including owner and office manager. Handled all quickbooks issues with software. Online banking data entry to all bank accounts.   Misc. other duties to relieve other personnel who were behind in their work including office manager. Bookkeeping for his Real Estate Management Co., which included online banking, bank reconciliations and property management. I handle all month and year end in QuickBooks for BCI and Management Companies.

From July 29, 2008 to January 2009: Koontz McCombs Construction Multi-Family
    Admin Asst to Project Managers.

        Process all paperwork and distribute to all Project Secretaries, post all Accounts Payable, process all paperwork to and from Corporate and Project Secretaries. Assist Multi-Family Operating Manager. Process spreadsheets through 2007 Excel and Word docs. Ordered plans and distributed to all Sub's. Company downsized in 2010, I was one of the first crew to go. Construction slowed down due to recession.

From March 5, 2007 to May 28, 2008: <u>Powerhouse Electrical</u>
    Office Mgr / Billing Specialist

    Processed Work orders for billing, PO Requests to specific builder per house, maintained job costing, compile, and maintain excel reports – Job progress report, T Pole report, Hot check reports, back up on phones. Handle Austin billing issues – unresolved or unpaid. Collect any work done without PO's, schedule of Rough and trims. Misc items that may arise to help resolve for Austin billing office.   Position dissolved and moved to corporate office in Austin.

From May 27, 2004 to February 2007: <u>NEFCO Design, LLC</u>
    Full Charge Bookkeeper and Office Manager

    Maintained office procedures to include: Accounts Receivable, Payroll, Human Resources, and Accounts Payable. Processed all Tax reports for the company, quarterly, and yearly. Maintained office procedures per our company policy. Handled all employee insurance, benefits, etc. Owner of the company, Neal Fosdick dissolved all office overhead due to economy. Company Closed.

From February 2002 to March 2004: <u>The Plumbing Consultant</u>
    Full Charge Bookkeeper and Office Manager

    Maintained office procedures to include: Accounts Receivables, Payroll, Human resources, and Accounts Payables. Processed Bank Reconciliation processed all taxes to include W-2's, 1099's, 940's, and 941's. Gathered plumbing tests information performed by our plumbers, would create the report and submit to our Insurance Customers. Handle all office procedures such as office procedures; keep up with all employee file and benefits. Scheduled all jobs for our crews, dispatched out all jobs including service calls to all of our crews. We had office radio and communicated to all crews.   Reason for leaving: Company Closed.

From April 27, 1999 to December 2001   Prime Equipment
Office Manager/Accounts Receivables

Maintained office procedures to include: Accounts Receivable, Payroll, Purchasing Materials, Test Reports, Contracts, and backup for Accounts Payable. Updated all files, upon receipt of payment per job. Scheduling of jobs from Insurance companies, homowners, and commercial representatives.   Accounts Receivable reports were generated weekly, you were to maintain 90%, and above, nothing lower than 80% (Collections were to maintain above 80% weekly). My collection was at 98% throughout the year. Reason for leaving, the company was sold to RSC and they moved all accounting to Arizona (main headquarters).

From June 6, 1995 to October 1997   Brookshire Homes*, San Antonio, TX*
Office Mgr. / Loan Originator/ Purchasing Agent

Maintain Accounts Payable per job, per Sub contractor. Each invoice to match Purchase/Work Order. **Processed Interim packages for start process per house (job) with contractor**. Processed Purchase /Work orders each job (per House). Admin Asst duties included handling each problem as it occurred. Superintendents would come to me to handle all reports per house, which included any problems that may have occurred, which included Material Shortage, etc. Handled all reports per house. Would be on a Budget per house. Processed up to 75 houses, with 3 Subdivisions. Computer Experience: We were on line with corporate office in Houston. Strong data entry with Microsoft Word and Excel. All reports were generated daily and weekly. Company relocated out of SA.

From August 26, 1993 to May 1995   Mann Customs Homes*, San Antonio, Texas*
Purchasing Agent

Processed Purchase/Work orders, getting house permits, ordering the setting of electric and water meters per house, working with Vendors and Subcontractors for bids, ordering plans and plot plans per house. Dropping off plans for permits Purchase material for jobs took care of superintendents per job, with job cost per job, which was in, excel. Helped answer phones. 100 houses in production with up-and-coming new production. All reports were done on Microsoft Word and Excel daily and weekly reports generated. Company Closed.

From June 10, 19/91 to August 1993   Salvation Army Administrative Offices
Payroll and Human Resource Manager

Processed Payroll for 250 employees. Maintained each employee personnel file. Processed all insurance and benefits such as 401K, and any authorized deductions such as child support, etc for all employees, Some Accounts Payable/Receivable. Payroll processed through ADP with a computer donated to us from ADP. All information for payroll was entered by me for every payroll.

From February 6, 1988 to May 1991   Concrete Services
Bookkeeper / Office Manager

Maintained Accounts Payable/Receivable with Purchasing Asst. Duties that included dispatching to superintendents and negotiating prices per job with subcontractor/vendors. Assisting with superintendents. Up to 35 new jobs per month, to include production of existing jobs. Other duties to include Payroll for 300 employees weekly, consisted of maintaining employee files, New Hires,
Terms, rate changes, child Support, and medical changes.   Company Closed.

From August 1985 to February 3, 1988   Elite Transit
Bookkeeper / Office Manager

   Processed payroll for 200-employees for office and for Zamzow Supermarket. (Elite Transit consists of 25 employees.) Bidding transport of mobile homes (Sizes varied), pulling permits for each job (Permit issued per transit).   All reports were done on Ledgers for payroll on each company. All records of each move, and duties entailed to each transit.

   All ledgers for Zamzow Supermarket were done manual.   Strong Data Entry with Word and spreadsheets in Excel daily. All reports were generated manually then transferred to computer. Company Closed.

ADDENDUM # 1

My Basic Function as a controller/Accounting Director: accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

The scope of the controller position is much larger in a small business, where the position is also responsible for cash management and risk management.

I maintain a documented system of accounting policies and procedures

Manage outsourced functions

Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives

Oversee the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures.

Transactions

Ensure that accounts payable are paid in a timely manner

Ensure that all reasonable discounts are taken on accounts payable

Ensure that accounts receivable are collected promptly

Process payroll in a timely manner

Ensure that periodic bank reconciliations are completed

Ensure that required debt payments are made on a timely basis

Maintain the chart of accounts

Maintain an orderly accounting filing system

Maintain a system of controls over accounting transactions

Reporting

Issue timely and complete financial statements

Coordinate the preparation of the corporate annual report

Recommend benchmarks against which to measure the performance of company operations

Calculate and issue financial and operating metrics

Manage the production of the annual budget and forecasts

Calculate variances from the budget and report significant issues to management

Provide for a system of management cost reports

Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

Coordinate the provision of information to external auditors for the annual audit

Monitor debt levels and compliance with debt covenants

Comply with local, state, and federal government reporting requirements and tax filings

Worked closely with our CPA.

ADDENDUM # 2

Sheila tasks: For Automation Company

Accounts Receivables – receives payments, posts and deposit all checks within Quickbooks and bank

Bank Reconciliation – daily bank reconciliation – bank entries into QB – bank feed

Bank balances to owners weekly (and or upon request)

Enter Valero transactions per card holder into Quickbooks, reconcile Valero Account, process payment in website and enter into Quickbooks, send activity report/statement to Noe as requested monthly or if requested outside of the monthly.

process payables for payment – what needs to be paid – log in to websites set up payment enter into QB

Collect ACH info from vendors – set up in Quickbooks

Process/complete payroll within the payroll center from app to spreadsheet/reconcile to app/Joyce Copy to my copy – report differences to finance thread biweekly. Pull Tier 1 hours/billed amount/to breakdown in timesheet for payroll processing.

Received Expense reports – submit for approval, send Joyce copy via email include on spreadsheet to process

File all payroll taxes and sales tax reports with payments in Texas, and other states work is performed

File all payroll reports Quarterly and yearly file with IRS, comptroller website/offices

Set up new hires with intuit.workforce.com for paystubs and W-2's (log in send email to employee)

Process W-2 yearly within Quickbooks, Process all 1099's from Quickbooks wizard in desktop

Monitor QODBC within QB for proper activation/submitting data to app as requested

Process, pay and report child Support payments per employee biweekly to Child support website

Update/deduct/alter any loan payment within QB by Journal entry when required

Enter direct deposit for all new employees (to be submitted to Intuit)

Payroll Audits with Texas Mutual quarterly

ISNetworld maintenance/correspondence with Cooper & Associates

Financial Reports to owners weekly and upon request

Insurance Policies for company, COI requests correspondence with Cooper, Insurance and owner

All tasks to Quickbooks files/maintenance/books/reports

Inventory total from Balance report – reported weekly to Flash Report for finance meeting held weekly

OSHA reports to Cooper & Associates – requires quarterly hours worked, per employee, per project. Gather data, enter, and report.

Texas Mutual Workers Comp Report quarterly – log into website, pull quarterly report from QB, enter data into website, review, edit if needed, and file, pay any fees due.

TWC Report quarterly – log into website, pull quarterly earnings per employee from QB, add new hires, remove if any employee has left, record earnings to TWC report, review, edit if needed, and file, pay any fees due.

Inventory adjustments (including negative) in QB EOM, EOY or as needed

Set up all automation company in out of state to conduct business for employee's and sales tax

Book all hotel rooms for all travel for technicians and owners per project,

Send all Financials to Robin (CPA) for monthly Audit and finance spreadsheet to submit to owners

Factoring all Customers (only few listed) – bills from Quickbooks to spreadsheet, to PDF, to submit to bank for LOC advance. Joyce and Jacey inform me of invoices ready for LOC request via email, once received – start to work the requests

Journal entries into Quickbooks for LOC – factoring requests per Invoice submitted.

Process all payments for LOC/factoring to bank for payments, email received for journal entry for interest and account breakdown into Quickbooks per account per advance

Graph weekly report from Quickbooks Insight tab from home page to owner (Noe) via email

Journal Entries EOM, EOY, and as needed along with if instructed by CPA when needed for EOM and EOY audits

Any and all Audits for Automation company

Assist any and all special request from both owners

Set up all new Kilo accounts – credit app, terms, credit limit, to all new vendors

Credit applications filled/typed out, attach W-9, attach and type/fill out each Resale Certificate to all vendors

Request W-9's and Resale certificate from contractors for their records

Fix – update any Quickbooks desktop issues

Create and update Weekly Flash Report for finance meeting – gather all data from bank balances, QB Register balance, AR, AP, unbilled tickets, receipt log needed, Pending Sales, calculate formula of business weekly outlook based on numbers gathered for the week. Week at a glance. Pull unbilled ticket data from Ticket Log provided to me by their AR dept manager weekly. This report consists of the automation company unbilled hours, gimme hours and all customer hours.

Respond to all email correspondence, help assist/answer any questions

Assisted Accts Payables department if needed for monthly vendor statements – issues, credits, wrong posting to our account if any, handle any issues on our vendor accounts if needed.

Job costing per project – audit for any issues/corrections/changes

Pull and audit monthly P&L and Balance Sheet for any miscoding/issues/corrections/changes

ADDENDUM # 2 con't..

For the last 3 years, structure/set up/schedule/make all the arrangements for company Christmas Party

Arrange all Safety meeting locations, schedule to calendar and inform all employees. Schedule any speaker to the safety meeting if requested. Take sign in sheet for employees to sign.

Keep and handle the Asset list within Quickbooks – enter all purchases/updates etc.

Keep up and handle all title renewals for assets, tag renewals etc.

Maintain TxTag account for registered vehicles on the account.

Maintain and keep up with any company changes – example owner changes/bank correspondence/application for line of credits/funding accounts/any special request that is needed to be handled

Gather Job Supplies report weekly to search and find all receipts – bank transactions used with bank debit cards – Accts payables dept mgr continues to assist when available

Just recently added to Flash Report by Noe – Spent forecast includes job supplies report (receipt needed log)

Drafted Employee handbook upon my first year with Kilo, submitted to Jesty, handbook has not been actively with any employee or signed and accepted by any employee.

I-9 tracking, rotation 3 years required has not been updated since 2021

Send out statements or open balances to customers beyond payment terms

Continue to update projects within Quickbooks, in progress, pending, awarded, closed, not awarded, made inactive status

Continue to keep up all lists within Quickbooks, that includes adds/structure/set up/inactivate. This does not include inventory items bought and added by payables (Julie).

Process Invoices for R&D, Truck Stock, apply discounts for non-received income (not to pay taxes on)

Attend all phone call meetings as requested/required

Process vehicle payments, log in to website submit payment, create check in QB with interest.

Set up and maintain Liabilities in Quickbooks for balance sheet reporting

Maintain and process backup copies of company file for Quickbooks

Maintain Company Chart of accounts within Quickbooks

Maintain Company accounting system/register/alter/continue company membership of QB

Maintain company Intuit payroll membership within QB

Research/evaluate other opportunities for the company – example another payroll company, insurance for employees, retirement info

Issue FR clothing vouchers to employees if requested (owner approval required) if more than once a year. Set up the corporate accounts and maintain correspondence with those accounts per employee. Send voucher to the corporate account, CC to employee and owners.

ADDENDUM # 2 con't..

Special operations/tasks if requested/required such as Covid-19 within Quickbooks, special applications and requirements per those special operations if needed. Such as set up application for banking/funding/reports/government requirements if needed, etc.

Maintain coding for Kilo Scada, Tio Pelon's salsa within Quickbooks

Process, maintain server invoices/process payments monthly, record within Quickbooks for invoices and payments.

Process, enter and send Tio Pelon's Salsa data invoice per month – this is on auto pilot within QB, I maintain and verify email was sent.

Review, read all MSA's received per customer, enter the required info for payables/receivables into Quickbooks for processing. Set up terms per MSA, request COI if needed, correspond with insurance agent and sent to management Cooper and Associates for company resume account in ISNetworld.

Scada quickbooks set up, maintain, just started this set of books 061322.

Budgets Per weekly provided to management/owners

Cash Forecast and Cash Flow reports provided to management/owners weekly

ADDENDUM # 2 con't..

Factoring Process for Automation and Factoring Company:

Email received by Joyce and or Jacey of Invoices ready and submitted to customer – I respond received

I download the attached invoices from the email with openinvoice submittal if applicable

I place those invoices with attachments to the file on drive to that specific customer

I pull the open balance report to that customer in Quickbooks

I locate the invoices stated in the email from the open balance in Quickbooks

I pull the customer spreadsheet on drive EX: labeled on my side: Aspen Cover Report.xlsx
Copy master copy tab to new and move to the end, rename it to the current Invoice #, enter invoice #,
Enter date, move down to Bill # column begin entering EX: Aspen Inv # 3028, format for this requested
by Crunch, is 30282845-22, enter total bill from QB to be factored $ 27,072.53, tab to tax column, enter
tax $$ formula will auto total invoice amount, formula on spreadsheet will calculate the hold back fee $$
And the factoring total (see attached example A)

Factoring company we created a spreadsheet in excel to maintain each customer factored for
automation and factoring company. Open spreadsheet, locate customer tab, begin to enter, Inv #
factored $$$, Date factored. Tab to Hold back tab, and repeat, tab to summary and repeat inv factored
$$$ and date (see attached example C)

Once the data has been entered into the spreadsheets, I return to the customer cover report, current
Invoice being factored, layout to landscape, save, convert to PDF save under the customer file.

Open compose email address to Crunch etc, attach the invoice PDF copy, with supporting documents
openinvoice if applicable, tickets attached to the invoice if applicable. Once downloaded and attached,
hit send. (See attached example D)

Opening Journal entry into Quickbooks (upon factored invoice submitted) Ex: Aspen Inv # 3028
Account # 20300 – Factoring Loan Payable   Credit column $ 27,072.53 tab to Memo description used
Aspen Invoice # 3032, tab to class enter class tab to next line
Account # 11010 – Retainage Fee 15% (hold back account) $ 4,060.88 memo description will copy over,
enter name Casa Blanca Mortgage, tab to class enter tab to next line
Account # 10000—Factor Oper Acct # 5944 balance is $ 23,011.65 (deposit to Alliance to transfer to
chase).

Payment received on Invoice # 3028 being this is an ACH emailed to accounting. I pull the ACH
attachment, turn to PDF, save to customer file. Pull the PDF copy and type in which invoice it pays.
(see attached example B), once all documented, save, and file to customer file.
Pull the ACH payment – attach to the email to Factory Company, bank and automation, compose the
email and send.

Once payment has posted to the AR account # 5662, Factory company would send me the breakdown
email EX: Aspen ACH053122 (see attached example E)

ADDENDUM # 2 con't..

Factoring Process for Automation and Factoring Company:

Payment received via email: Pull ACH payment, open customers tab in Quickbooks, payment window opens, tab to payment amount, enter $27,072.53, tab to Check # enter ACH053122 (if a check – enter check #) Check payment is posted and other steps will be identified at the end. Tab to the Deposit To This posts to account # 12500 Due from Factor Reserve Account, usually QB will automatically check the invoices that total to that payment amount, I always verify the right invoices are marked, once verified, Save and close.

Payment Journal Entry into Quickbooks upon received email correspondence by Factor company on the breakdown (reflect back to example E breakdown amounts for LOC) In Quickbooks, in the gray bar at the top, open Company, scroll down to make General Journal Entries, this will open the JE window, first entry to account # 12500- Due from Factor reserve account tab to credit column enter invoice total factored $ 32,928.82 (combined total from Inv # 3027, 3028, and 3029) enter memo description (reflect to Ex F part 1) Account # 60600 Fee's 1.5% (interest per email breakdown reflect to ex: E) memo copies, Tab to next line enter Account # 10000 – Alliance Bank Acct # 5944 enter hold back amount $ 2,075.87 per Crunch email breakdown, tab to memo copies, tab to next line enter account # 20300 – Factoring Loan payable (this is the amount to credit account # 4900 per Crunch email) this is what is due to him. (Reflect to Ex: E and F part 1 and 2) this should balance credit and debit columns. QB will not allow you to save/post if not in balance.

Payment Journal Entry # 2 into Quickbooks upon the payment email correspondence received, a second JE is required to balance 2 accounts from the Opening Journal entry. (reflect to EX: F part 2) Follow the same steps, company in gray, scroll down to General journay entries click, a new window opens. First line enter account # 11010 Retainage Fee 15% tab to credit column total interest and hold back amount together and that amount is entered here. Tab over to memo use the same description as used in EX: F part 1, tab enter name (Casa Blanca Mortgage) tab to class enter, tab to the next line Account # 20300 this will be the same amount entered in the above line Debit column, tab to memo, automatically copies same description tab to class enter.

Once Journal Entries are entered, account # 12500 should be at zero in Quickbooks

Pull back up Aspen Cover Report and Factor company spreadsheet.

In Aspen Cover Report – document ACH053122 to each invoice paid, make any notes that reflect this payment. Save after all updates. Close report.

In Factor company spreadsheet – tab to Aspen tab, locate Invoice # 3027 tab to 1st payment column enter date, tab to amount paid, enter amount, look for the next Invoice paid and repeat steps, do this for each invoice paid per payment. Move to Hold back tab and repeat the same steps, Move to Summary tab and repeat the same steps again for each invoice. Save the changes to the spreadsheet. Close report.

Once all posted to spreadsheets and all journal entries are posted within quickbooks, I pull up the ACH file, open hit typewriter button, enter the amount of the hold back and then the date (usually today's) Hit typewriter button save as ACH transfer use date EX: EFT-ACH Credit Authorization 053122 # 5944.pdf. Log into Factor company bank account set up for Automation company submit ACH transfer from operating account to Automation main bank account.

ADDENDUM # 2 con't..

Factoring Process for Automation and Factoring Company:

Once ACH posts to Chase account, open banking in gray bar, scroll to transfer funds, a new window will open, tab to the bank accounts transfer from then to bank account enter same amount, tab to memo description type up summary description, save and close. (see example H attached).

This is the process for every invoice factored, these steps are repeated for each Invoice, payment etc.

Check (paper) received – deposit the check to the AR account to Alliance Bank (factor company) Customers tab in Quickbooks – locate customer account in the center – we will use Pinnacle as Example. Pinnacle Ck # 3181 – under new transaction in the gray window, arrow drop down, locate receive payment option - scroll down -- click receive payment – opens the receive payment window, tab to the Payment amount, enter the check total payment amount, tab to check # enter check number EX: 3181 tab to the deposit to account – should show the account # 12500 due factor reserve account. When you enter the amount and tab, the payment window will automatically check the invoices, Verify the invoices marked are the invoices paid with the check. Save and Close.

I scan the check into PDF format, save as Pinnacle Ck # 3181 under Pinnacle folder. Open the PDF, Open Pinnacle Cover Report spreadsheet, locate the invoices the check is paying, document on each invoice paid by Ck # 3181. Open Factor company spreadsheet, tab to Pinnacle locate the Invoice # tab to 1st payment column enter amount paid – should reflect the LOC amount total, enter date in the date paid column, tab to hold back tab and repeat, tab to the summary tab and repeat. Save and close.

Scada company Quickbooks created for automation company:

Create Chart of accounts

Set up Accounts receivables

Set up Accounts payables

Set up bank account

Registered for EIN

Journal entries to pull from Automation company – AR, AP etc.