

BillQuick for Office Managers & Accountants

Why BillQuick?

BillQuick is a project-centric system. This means that a project (job, matter or engagement) is the core element of the relationship between a company (firm) and its client (customer). It defines the scope of work being done for a client, how it should be processed, how it should be billed, and so on.

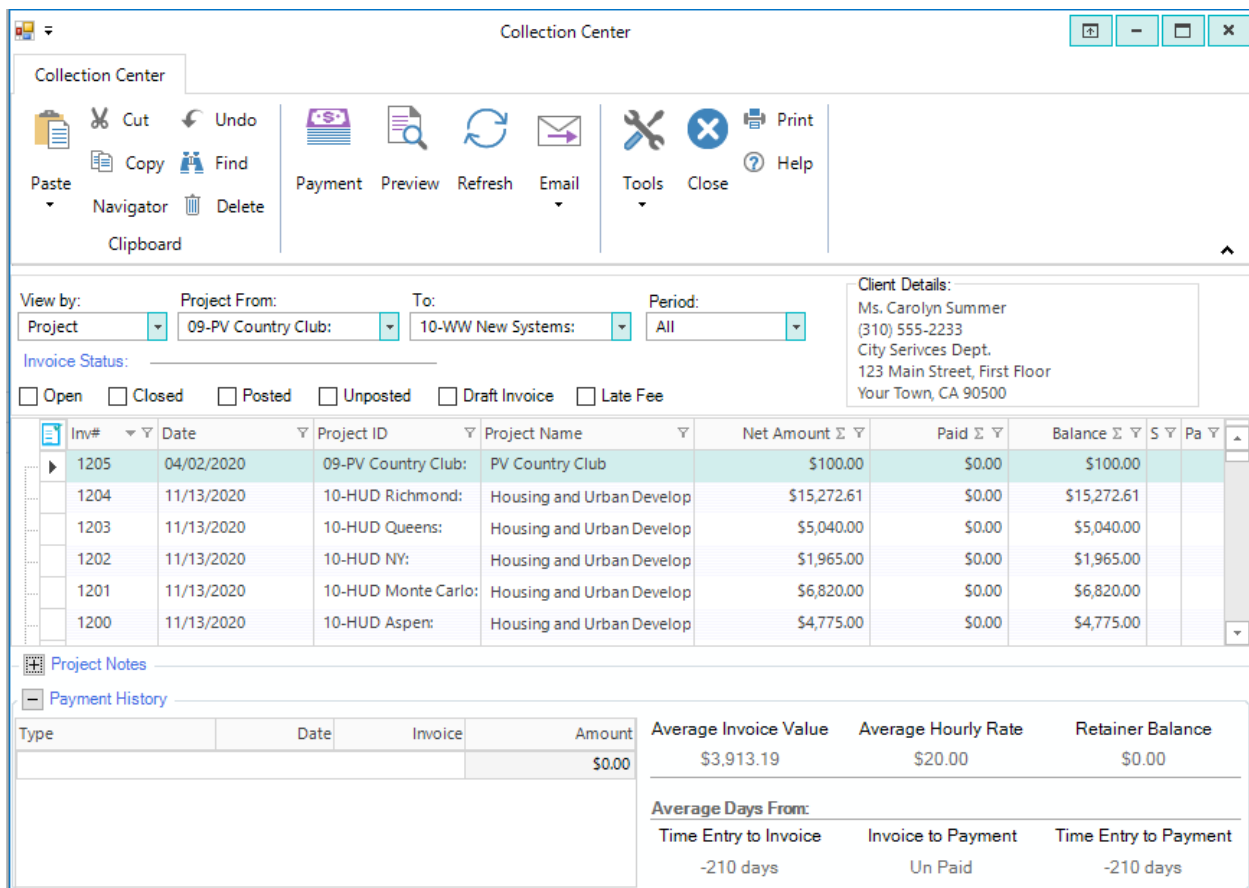
Implementation of BillQuick is the right step towards increasing the business productivity and investing in technology that helps you manage your office and accounts. This role-based brochure highlights the functions and features of BillQuick that are useful for office managers and accountants. It focuses on important information needed for effective and efficient management of your office, including human resources, payroll and general accounting. In other words, it answers your question "*What does BillQuick do for me?*"

Feature Overview

- Automatic reminders for tardy time sheets
- Submission-approval workflow tracking
- *Pay When Paid* vendor bills
- Multiple currencies for expense sheets
- Currency setup at client, project and employee level
- Collection Center for A/R and cash flow management
- Invoice templates by contract type or project
- Customizable invoices, reports and statements
- Standard and custom payment terms
- Void or reverse/delete invoices and payments
- Open-item, perpetual accounts receivable with instant access to all current and past invoices
- Multiple client and project statement formats
- Integration of invoices, payments and other data with QuickBooks, Sage 50 (formerly Peachtree Accounting) and MYOB (Australia)
- GST, PST, HST and other VAT invoice and item taxes
- Retainer management

- Payments via credit cards, checks, electronic transfers, and so on.
- Credit memos
- Built-in message system with email options
- Project journal notes throughout the processes
- More than 50 reports for managing invoices, payments and so on

Collection Center



The screenshot shows the 'Collection Center' window in BillQuick. It features a toolbar with icons for Cut, Undo, Paste, Copy, Find, Navigator, Delete, Payment, Preview, Refresh, Email, Tools, Close, Print, and Help. Below the toolbar are filters for 'View by' (Project), 'Project From' (09-PV Country Club), 'To' (10-WW New Systems), and 'Period' (All). There is also a 'Client Details' section for Ms. Carolyn Summer. A table lists invoices with columns for Inv#, Date, Project ID, Project Name, Net Amount, Paid, and Balance. Below the table are sections for 'Project Notes' and 'Payment History'.

Inv#	Date	Project ID	Project Name	Net Amount	Paid	Balance	S	Pa
1205	04/02/2020	09-PV Country Club:	PV Country Club	\$100.00	\$0.00	\$100.00		
1204	11/13/2020	10-HUD Richmond:	Housing and Urban Develop	\$15,272.61	\$0.00	\$15,272.61		
1203	11/13/2020	10-HUD Queens:	Housing and Urban Develop	\$5,040.00	\$0.00	\$5,040.00		
1202	11/13/2020	10-HUD NY:	Housing and Urban Develop	\$1,965.00	\$0.00	\$1,965.00		
1201	11/13/2020	10-HUD Monte Carlo:	Housing and Urban Develop	\$6,820.00	\$0.00	\$6,820.00		
1200	11/13/2020	10-HUD Aspen:	Housing and Urban Develop	\$4,775.00	\$0.00	\$4,775.00		

Type	Date	Invoice	Amount	Average Invoice Value	Average Hourly Rate	Retainer Balance
			\$0.00	\$3,913.19	\$20.00	\$0.00

Average Days From:		
Time Entry to Invoice	Invoice to Payment	Time Entry to Payment
-210 days	Un Paid	-210 days

Back-office managers and staff are critical for managing cash flow, from timely reporting of work done to billing and collection. BillQuick make each task easier and faster. For example, BillQuick sends automatic reminders for time sheets. No more stressful office road trips! These hours flow to PTO, job costing, billing and analysis with no extra work. You can integrate hours with QuickBooks or Sage 50 or export them for payroll. You can email PTO reports to employees automatically. In fact, you can schedule and deliver any report to anyone. This cuts administrative tasks and allows you to focus on productive work.

Vendors are not a hassle. Subcontractors can enter their time and expenses into BillQuick or you can record

their bills. With a few clicks, you can create a vendor bill with a *Pay When Paid* option or use the A/P features of BillQuick Plus, QuickBooks or Sage 50. The same applies to employee expense reports.

Real-time aging and cash flow information is available on-demand - A/R aging, billing reconciliation and analysis, cash receipts and other financial reports. Content for statements can be managed by choosing (or customizing) a format as well as through filters.

Finally, you can produce tax reports by state/province, project and client in detail or summary format for both main taxes and item taxes.

Bottom Line: Many of your tasks will be automated. Accounting updates take a mouse-click. Friction in tasks is reduced as much as possible. *Result:* You have more hours for productive work.

Office Management and Accounting Reports

Some of the most popular and useful BillQuick reports for office managers and accountants include:

Aging and Cash Flow Reports

1. Aging Report-90 Days
2. AR Reconciliation Detail by Client with Payments Summary
3. Cash Receipts Summary-Current Year & Last Year Comparison
4. Cash Receipts Detail with Pay Reference and Memo
5. Invoice List by Client and Date
6. Statement-All Invoices by Project with Summary Payments
7. Statement-Unpaid Invoices with Payments and AR Aging
8. Days Receivables Outstanding
9. Aging Summary by Client
10. AR Client Details by Project & Invoice with Payments Detail
11. AR Reconciliation Summary by Project
12. Billing Analysis by Project Manager (expanded)
13. Billing Reconciliation Summary by Client
14. Cash Receipts Journal by Client

15. Payment Details by Date
16. Invoice List by Project
17. Late Fee by Project
18. Retainer Reconciliation Detail by Client and Project

Payroll and HR Reports

1. Payroll Hours
2. Labor Distribution
3. Hours Breakdown by Employees-Monthly
4. Hours Details by Employee-Daily
5. Personal Time Off-Permitted, Taken and Remaining
6. Time Summary by Year and Employee
7. Timesheet by Employee & Project - Weekly

Tax Reports

1. Tax Summary by State and Client
2. Project Expenses with paid Taxes
3. Tax Detail by Project and Invoice

Below are some selected report samples.

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AR Aging - 90 Days

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Dept. of Water & Power (10-DWP) - Managed by (JA)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1041	7/30/2019	\$4,962.50	\$4,700.00	--	--	--	\$262.50	\$262.50
1090	6/30/2020	\$17.50	\$10.00	\$7.50	--	--	--	\$7.50
1155	2/18/2021	\$1,140.00	--	\$1,140.00	--	--	--	\$1,140.00
1167	12/15/2020	\$5,480.00	--	\$5,480.00	--	--	--	\$5,480.00
LF-1041	11/30/2019	\$9.65	--	--	--	--	\$9.65	\$9.65
Project(10-DWP) Balance				\$6,627.50	\$0.00	\$0.00	\$272.15	\$6,899.65
Client(LA DWP) Balance				\$6,627.50	\$0.00	\$0.00	\$272.15	\$6,899.65

Lancome LLC (Lancome) - Frank Markin @ 310-565-6655

Torrance Airport Upgrade (10-Torrance Airport) - Managed by (WB)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1034	7/30/2019	\$8,508.75	\$8,300.00	--	--	--	\$208.75	\$208.75
1043	9/7/2019	\$2,250.00	--	--	--	--	\$2,250.00	\$2,250.00
1049	9/7/2019	\$480.00	\$380.00	--	--	--	\$100.00	\$100.00
1051	9/29/2019	\$2,130.00	--	--	--	--	\$2,130.00	\$2,130.00
1055	10/31/2019	\$240.00	\$200.00	--	--	--	\$40.00	\$40.00
1134	9/30/2020	\$3,911.20	--	\$3,911.20	--	--	--	\$3,911.20
1138	1/13/2021	\$88.00	--	\$88.00	--	--	--	\$88.00
1195	3/13/2021	\$440.00	--	\$440.00	--	--	--	\$440.00
LF-1034	11/30/2019	\$7.67	--	--	--	--	\$7.67	\$7.67
LF-1043	11/30/2019	\$31.50	--	--	--	--	\$31.50	\$31.50
LF-1049	11/30/2019	\$6.72	--	--	--	--	\$6.72	\$6.72
LF-1051	11/30/2019	\$2.49	--	--	--	--	\$2.49	\$2.49
Project(10-Torrance Airport) Balance				\$4,439.20	\$0.00	\$0.00	\$4,777.13	\$9,216.33
Client(Lancome) Balance				\$4,439.20	\$0.00	\$0.00	\$4,777.13	\$9,216.33

Widgets Inc (Widgets Inc) - Fredrick Fields @ 515-333-2121

World Wide New Systems (10-WW New Systems) - Managed by (WB)

Invoice Num	Date	Bill Amt	Paid	Current	31 To 60	61 To 90	>> 90	Balance
1107	7/29/2020	\$5,850.00	--	\$5,850.00	--	--	--	\$5,850.00
1114	6/6/2020	\$575.00	\$300.00	\$275.00	--	--	--	\$275.00
1135	9/30/2020	\$17,215.00	--	\$17,215.00	--	--	--	\$17,215.00
1146	10/15/2020	\$10,000.00	--	\$10,000.00	--	--	--	\$10,000.00
1196	3/13/2021	\$10,640.00	--	\$10,640.00	--	--	--	\$10,640.00
Project(10-WW New Systems) Balance				\$43,980.00	\$0.00	\$0.00	\$0.00	\$43,980.00
Client(Widgets Inc) Balance				\$43,980.00	\$0.00	\$0.00	\$0.00	\$43,980.00
Grand Total:				\$391,386.89	\$0.00	\$0.00	\$5,434.60	\$396,821.49

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AR Reconciliation Detail by Client with Payments

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Client ID - Company	Services Billed	Expenses Billed	Gross Billed	Discount Applied	Retainer Applied	Net Billed	Amount Paid*	Invoice Balance
Allied Tech - Allied Technology	\$37,500.00	\$513.40	\$38,013.40	\$0.00	\$0.00	\$38,013.40	\$32,553.40	\$5,460.00
City Services - City Services Dept.	\$133,025.00	\$7,849.75	\$140,877.03	\$0.00	\$0.00	\$140,877.03	\$140,520.70	\$356.33
County - County Municipal Offices	\$269,862.25	\$4,978.48	\$274,840.74	\$3,750.00	\$7,475.00	\$263,615.74	\$219,900.00	\$43,715.74
Factor Foundation - Factor Foundation	\$25,848.75	\$0.00	\$25,854.07	\$0.00	\$0.00	\$25,854.07	\$15,000.00	\$10,854.07
Global Tech - Global Technology	\$9,000.00	\$339.02	\$9,339.02	\$0.00	\$0.00	\$9,339.02	\$5,000.00	\$4,339.02
HILLARD - Hillard New Residence	\$70,783.50	\$0.00	\$70,783.50	\$0.00	\$0.00	\$70,783.50	\$48,500.00	\$22,283.50
Holiday Inn - Holiday Inn	\$49,825.88	\$0.00	\$49,825.88	\$0.00	\$0.00	\$49,825.88	\$8,727.50	\$41,098.38
HUD - Housing and Urban Development	\$338,941.00	\$7,952.48	\$346,893.47	\$500.00	\$0.00	\$346,393.47	\$137,775.00	\$208,618.47
LA DWP - Dept. Water & Power	\$20,447.50	\$0.00	\$20,457.15	\$0.00	\$0.00	\$20,457.15	\$13,557.50	\$6,899.65
Lancome - Lancome LLC	\$23,247.95	\$0.00	\$23,296.33	\$0.00	\$0.00	\$23,296.33	\$14,080.00	\$9,216.33
Widgets Inc - Widgets Inc	\$63,750.00	\$0.00	\$63,750.00	\$2,000.00	\$0.00	\$61,750.00	\$17,770.00	\$43,980.00
Grand Total:	\$1,042,231.83	\$21,633.13	\$1,063,930.59	\$6,250.00	\$7,475.00	\$1,050,205.59	\$653,384.10	\$396,821.49

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Cash Receipts Detail with Pay Reference & Memo

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Inv Date	Pay Date	Inv Num	Client	Project ID	Method	Amount
↑ Reference: 1112			Memo:			
9/30/2020	3/16/2021	1125	City Services	10-City Health Dept:	Check	\$26,440.69
↑ Reference: 1112			Memo:			
2/18/2021	3/16/2021	1150	City Services	09-PV Country Club:	Check	\$640.00
↑ Reference: 1112			Memo:			
3/16/2021	3/16/2021	1182	City Services	10-City Health Dept:	Check	\$702.95
↑ Reference: 1112			Memo:			
2/13/2021	3/16/2021	1142	City Services	10-City Health Dept:	Check	\$780.11
↑ Reference: 1112			Memo:			
Day Total for 3/16/2021						\$50,000.00
11/13/2020	3/18/2021	1127	HUD	10-HUD Queens:	Check	\$23,935.00
↑ Reference: 0075			Memo:			
2/13/2021	3/18/2021	1178	HUD	10-HUD Queens:	Check	\$10,305.00
↑ Reference: 0075			Memo:			
3/16/2021	3/18/2021	1189	HUD	10-HUD Queens:	Check	\$5,280.00
↑ Reference: 0075			Memo:			
9/1/2020	3/18/2021	1110	HUD	10-HUD Queens:	Check	\$480.00
↑ Reference: 0075			Memo:			
2/13/2021	3/18/2021	1177	HUD	10-HUD NY:	Check	\$22,000.00
↑ Reference: 0032			Memo:			
Day Total for 3/18/2021						\$62,000.00
Week ending Mar18, 2021						\$112,000.00
3/16/2021	3/23/2021	1188	HUD	10-HUD NY:	EFT	\$7,775.00
↑ Reference: 1532			Memo:			
Day Total for 3/23/2021						\$7,775.00
Week ending Mar23, 2021						\$7,775.00
Month of March 2021						\$169,775.00
12/15/2020	4/15/2021	1161	City Services	09-PV Country Club:	Check	\$2,719.92
9/30/2020	4/15/2021	1139	City Services	09-PV Country Club:	Check	\$5,373.75
9/30/2020	4/15/2021	1112	City Services	10-City Health Dept:	Check	\$17.33
10/31/2019	4/15/2021	1056	City Services	10-Redondo Library:	Check	\$33.42
9/30/2020	4/15/2021	1123	City Services	09-PV Country Club:	Check	\$1,102.50
11/9/2019	4/15/2021	1119	City Services	09-PV Country Club:	Check	\$446.95
9/30/2020	4/15/2021	1125	City Services	10-City Health Dept:	Check	\$27,106.81
9/29/2019	4/15/2021	1052	City Services	10-Redondo Library:	Check	\$37.05
9/7/2019	4/15/2021	1042	City Services	09-PV Country Club:	Check	\$162.27
Day Total for 4/15/2021						\$37,000.00
Week ending Apr15, 2021						\$37,000.00
Month of April 2021						\$37,000.00
Grand Total						\$684,909.10

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Cash Receipts Summary - Previous Year Comparison

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Project Name	Last Year	Current Year	Difference
Municipal Offices Technical Support (10-Municipal Offices-3:)	\$0.00	\$52.50	\$52.50
Crystal Blue Waters New System Evaluation (10-CBS New System:)	\$0.00	\$2,000.00	\$2,000.00
Crystal Blue Waters Ongoing Support (10-CBS Support)	\$0.00	\$324.69	\$324.69
Crystal Blue Waters New System Installation (10-Crystal Blue Water:)	\$0.00	\$2,175.00	\$2,175.00
Long Beach Harbor Terminal Bldg. 42 (10-Harbor Bldg42)	\$0.00	\$180.31	\$180.31
Municipal Offices Feasibility (10-Municipal Offices:)	\$0.00	\$17.50	\$17.50
Municipal Offices Development (10-Municipal Offices-2:)	\$0.00	\$45,250.00	\$45,250.00
Grand Total	\$0.00	\$50,000.00	\$50,000.00

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Invoice List by Client & Date

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Filters Used:

- Client ID: HUD to LA DWP

Inv. Date	Inv. Number	Project ID - Name	Services Billed*	Expenses Billed*	Net Bill Amount
HUD		Mark Sumner - Housing and Urban Development			
11/13/2020	1204	10-HUD Richmond - <i>Housing and Urban Development - Richmond, VA</i>	\$14,391.00	\$881.61	\$15,272.61
1/13/2021	1174	10-HUD Add Services - <i>Housing and Urban Development - Add Services</i>	\$16,160.00	\$0.00	\$16,160.00
1/13/2021	1175	10-HUD Asper: - <i>Housing and Urban Development - Aspen, Colorado</i>	\$9,310.00	\$0.00	\$9,310.00
1/13/2021	1176	10-HUD Monte Carlo: - <i>Housing and Urban Development - Monte Carlo</i>	\$20,802.50	\$0.00	\$20,802.50
2/13/2021	1177	10-HUD NY: - <i>Housing and Urban Development - New York City</i>	\$32,640.00	\$0.00	\$32,640.00
2/13/2021	1178	10-HUD Queens: - <i>Housing and Urban Development - Queens</i>	\$40,320.00	\$0.00	\$40,320.00
2/13/2021	1179	10-HUD Richmond: - <i>Housing and Urban Development - Richmond, VA</i>	\$25,821.50	\$0.00	\$25,821.50
2/18/2021	1159	10-HUD Add Services: - <i>Housing and Urban Development - Add Services</i>	\$800.00	\$279.00	\$1,079.00
2/18/2021	1160	10-HUD Asper: - <i>Housing and Urban Development - Aspen, Colorado</i>	\$4,125.00	\$300.00	\$4,425.00
3/13/2021	1190	10-HUD Richmond: - <i>Housing and Urban Development - Richmond, VA</i>	\$6,048.00	\$1,763.22	\$7,811.21
3/16/2021	1186	10-HUD Asper: - <i>Housing and Urban Development - Aspen, Colorado</i>	\$0.00	\$1,200.00	\$1,200.00
3/16/2021	1187	10-HUD Monte Carlo: - <i>Housing and Urban Development - Monte Carlo</i>	\$4,295.00	\$0.00	\$4,295.00
3/16/2021	1188	10-HUD NY: - <i>Housing and Urban Development - New York City</i>	\$8,775.00	\$0.00	\$8,775.00
3/16/2021	1189	10-HUD Queens: - <i>Housing and Urban Development - Queens</i>	\$5,280.00	\$0.00	\$5,280.00
HUD Total:			\$338,941.00	\$7,952.48	\$346,393.47
LA DWP		Monica Winter - Dept. Water & Power			
5/29/2019	1023	10-DWP: - <i>Dept of Water & Power</i>	\$8,847.50	\$0.00	\$8,847.50
7/30/2019	1041	10-DWP: - <i>Dept of Water & Power</i>	\$4,962.50	\$0.00	\$4,962.50
6/30/2020	1090	10-DWP: - <i>Dept of Water & Power</i>	\$17.50	\$0.00	\$17.50
12/15/2020	1167	10-DWP: - <i>Dept of Water & Power</i>	\$5,480.00	\$0.00	\$5,480.00
2/18/2021	1155	10-DWP: - <i>Dept of Water & Power</i>	\$1,140.00	\$0.00	\$1,140.00
11/30/2019	LF-1041	10-DWP: - <i>Dept of Water & Power</i>	\$0.00	\$0.00	\$9.65
LA DWP Total:			\$20,447.50	\$0.00	\$20,457.15
Grand Total:			\$359,388.50	\$7,952.48	\$366,850.62

Summary

(+) Services	(+) Service Tax	(+) Expenses	(+) Expense Tax		Sub-Total
\$359,388.50	\$0.00	\$7,952.48	\$0.00	=	\$367,340.98
(+) LF Invoice	(-) Discounts	(-) Retainers	(-) Retainage		Net Bill Amount
\$9.65	\$500.00	\$0.00	\$0.00	=	\$366,850.62

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Payroll Hours

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**Comp used excluded from regular hours, comp earned independent of all other categories*

Employee ID - Name	Sick Hrs	Vac Hrs	Hol Hrs	Reg Hrs	Comp Used	Comp Earn	OT Hrs	Adj Reg Hrs*	Total Hrs
AM - Allen Marcello	12.25	18.00	72.00	1,515.75	0.00	0.00	0.00	1,413.50	1,515.75
BD - Bob Duncan	0.00	24.00	50.00	730.50	0.00	0.00	0.00	656.50	730.50
BW - Bert Woolmer	0.00	18.00	61.00	1,902.75	0.00	0.00	0.00	1,823.75	1,902.75
CJ - Curtis James	0.00	15.50	58.00	2,518.50	0.00	0.00	0.00	2,445.00	2,518.50
Geo Engineering - Greg Wang	0.00	0.00	0.00	46.00	0.00	0.00	0.00	46.00	46.00
JA - Jennifer Arlington	0.00	57.00	79.00	1,188.00	0.00	0.00	0.00	1,052.00	1,188.00
JD Consulting - John Ramsey	0.00	0.00	0.00	46.50	0.00	0.00	0.00	46.50	46.50
MK - Mark Kerns	0.00	40.00	80.00	2,327.50	0.00	0.00	0.00	2,207.50	2,327.50
RC - Richard Curtis	0.00	16.00	68.00	1,058.25	0.00	0.00	0.00	974.25	1,058.25
RT - Riley Thomas	0.00	18.00	60.00	1,038.00	0.00	0.00	0.00	960.00	1,038.00
SB - Sarah Beth	0.00	18.00	58.00	1,937.75	0.00	0.00	0.00	1,861.75	1,937.75
SE - Rose Annbach	6.00	26.75	77.00	884.25	0.00	0.00	0.00	774.50	884.25
SL - Sally Lawrence	8.00	40.00	96.00	1,928.50	0.00	0.00	0.00	1,784.50	1,928.50
WB - Walter Birch	0.00	38.00	72.00	1,891.75	0.00	0.00	0.00	1,781.75	1,891.75
Grand Totals	26.25	329.25	831.00	19,014.00	0.00	0.00	0.00	17,827.50	19,014.00

Time Entries Range from: TO:



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Statement

Printed on: 4/14/2020

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Ms. Carolyn Summer
City Services Dept.
123 Main Street
First Floor
Your Town, CA 90500

City Services - Carolyn Summer - City Services Dept.

Project	Invoice Number	Invoice Date	Bill Amount	Amount Paid	Pay Date	Invoice Balance
09-PV Country Club: - PV Country Club						
	1205	4/2/2020	\$100.00			\$100.00
	1161	12/15/2020	\$2,735.00			\$2,735.00
				\$2,719.92	4/15/2021	(\$2,719.92)
			\$2,735.00	\$2,719.92		\$15.08
					09-PV Country Club: Balance:	\$115.08
10-Dept Of City Services: - Dept. of City Services						
	1198	11/13/2020	\$41.25			\$41.25
					10-Dept Of City Services: Balance:	\$41.25
10-Redondo Library: - Redondo Beach Library						
	1194	3/13/2021	\$200.00			\$200.00
					10-Redondo Library: Balance:	\$200.00
					City Services Balance:	\$356.33



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Statement

Printed on: 4/14/2020

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Tracy Hunter
County Municipal Offices
78 Reflection Drive
Serene, CA 98700

County Balance: \$43,715.74

Visa MC AMEX Other _____

Acct#: _____

Amount enclosed: \$ _____ Exp. Date _____

Please return top portion with remittance Signature _____

STATEMENT OF ACCOUNT

Prior Invoices:

Invoice Number	Invoice Date	Due Date	Bill Amount	Amount Paid	Pay Method	Last Pay Date	Balance
1140	9/30/2020	11/29/2020	\$9,544.10	\$9,040.80	Check	3/12/2021	\$503.30
1144	10/15/2020	12/14/2020	\$5,305.00	\$0.00			\$5,305.00
1149	11/13/2020	11/13/2020	\$17,710.26	\$12,000.00	Check	3/12/2021	\$5,710.26
1197	11/13/2020	1/12/2021	\$75.25	\$0.00			\$75.25
1162	12/15/2020	2/13/2021	\$240.00	\$0.00			\$240.00
1163	12/15/2020	2/13/2021	\$680.00	\$0.00			\$680.00
1165	12/15/2020	2/13/2021	\$3,150.00	\$0.00			\$3,150.00
1170	12/15/2020	12/15/2020	\$2,072.50	\$0.00			\$2,072.50
1171	12/15/2020	12/15/2020	\$2,635.00	\$0.00			\$2,635.00
1172	1/13/2021	1/13/2021	\$2,897.50	\$0.00			\$2,897.50
1141	2/13/2021	4/14/2021	\$11,990.00	\$10,000.00	Check	3/12/2021	\$1,990.00
1143	2/13/2021	4/14/2021	\$2,175.00	\$0.00			\$2,175.00
1147	2/13/2021	2/13/2021	\$28,645.00	\$20,000.00	Check	3/12/2021	\$8,645.00
1180	2/13/2021	2/13/2021	\$1,000.00	\$0.00			\$1,000.00
1181	2/13/2021	4/14/2021	\$2,680.00	\$0.00			\$2,680.00
1151	2/18/2021	4/19/2021	\$400.00	\$0.00			\$400.00
1153	2/18/2021	4/19/2021	\$2,175.00	\$0.00			\$2,175.00
1191	3/13/2021	3/13/2021	\$1,000.00	\$0.00			\$1,000.00
1192	3/13/2021	5/12/2021	\$75.00	\$0.00			\$75.00
1193	3/13/2021	5/12/2021	\$306.93	\$0.00			\$306.93

County Balance: \$43,715.74

Please review the statement. If any invoice has been paid, please contact us at your earliest convenience.
If you are unable to pay the balance in full, please contact our office to make alternate arrangements.

Aged Balances:	Current	31 to 60	61 to 90	> 90	Balance
County Balance:	\$43,715.74	\$0.00	\$0.00	\$0.00	\$43,715.74

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Tax Summary by State & Client

Printed on: 4/14/2020

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Client State Client ID	SERVICE					EXPENSE					Invoice
	Amount	Main Tax	Item Tax 1	Item Tax 2	Item Tax 3	Amount	Main Tax	Item Tax 1	Item Tax 2	Item Tax 3	Amount
Client State: CA											
Allied Tech	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$513.40	\$0.00	\$0.00	\$0.00	\$0.00	\$38,013.40
City Services	\$133,025.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,849.71	\$0.00	\$0.00	\$0.00	\$0.00	\$140,874.76
County	\$269,862.25	\$0.00	\$0.00	\$0.00	\$0.00	\$4,978.48	\$0.00	\$0.00	\$0.00	\$0.00	\$271,090.74
Factor Foundation	\$25,848.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,848.75
Global Tech	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$339.02	\$0.00	\$0.00	\$0.00	\$0.00	\$9,339.02
HILLARD	\$70,783.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,783.50
Holiday Inn	\$49,825.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,825.88
LA DWP	\$20,447.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,447.50
Lancome	\$23,247.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,247.95
Widgets Inc	\$63,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,750.00
CA Totals:	\$703,290.83	\$0.00	\$0.00	\$0.00	\$0.00	\$13,680.61	\$0.00	\$0.00	\$0.00	\$0.00	\$711,221.50
Client State: NY											
HUD	\$338,941.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,952.48	\$0.00	\$0.00	\$0.00	\$0.00	\$346,393.47
NY Totals:	\$338,941.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,952.48	\$0.00	\$0.00	\$0.00	\$0.00	\$346,393.47
Grand Totals:	\$1,042,231.83	\$0.00	\$0.00	\$0.00	\$0.00	\$21,633.09	\$0.00	\$0.00	\$0.00	\$0.00	\$1,057,614.97



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