

ON-LINE ACCOUNTING SOFTWARE	LITE	PLUS
Internet access 24-7 to all your critical financial information	✓	✓
Mobile Version to increase your flexibility and options	✓	✓
Task Manager Module to guarantee response time	✓	✓
Chat Support - never feel alone!	✓	✓
Access our Knowledgebase for video tutorials of multiple relevant topics (for example; sales taxes, budgeting, etc.)	✓	✓
3 Daily Back Ups and Contingency Plan	✓	✓
Maximum Security and Transparency through History Logs	✓	✓
RECEIVABLES	LITE	PLUS
Generate Professional Invoices, Quotes and Sales Orders	✓	✓
Send Invoices and Automatic Follow Ups by Email	✓	✓
Scan and attach critical documents like Proposals, Contracts and Deposit Slips - Go Paperless!	✓	✓
Sales Tax Reports	✓	✓
Electronically Collect Invoices using Authorize.net, Accepta or Web Cash Manager (Banco Popular de Puerto Rico)		✓
Customer Self Service Portal - Invite your clients to pay their open balances with a Credit Card in our secure portal		✓
Weekly Mailing of Invoices to your Clients - we will print, pay the postage and take them to the post office for you!		✓

# ACCOUNTING SERVICES

787-653-5373

PAYABLES	LITE	PLUS
Enter, Upload and Approve Bills Electronically	✓	✓
Set up Recurrent Bills	✓	✓
Print PDF Checks with your Encrypted Signature (optional)	✓	✓
Automatically make withholdings to Professional Services payments and forward payment to "Hacienda"	✓	✓
Scanning and Data Entry of Bills by alchavo.com experienced personnel		✓
Weekly Mailing of Checks - we will print checks with your encrypted signature, pay the postage and deliver them at the mail box!		✓
Weekly Electronic Payments - we will generate and transmit electronic files directly to your bank		✓
Payee Self Service Portal - Save time...have your Payees upload their own bills for you to review and approve on-line!		✓
480.6a and 480.6b Forms - Preparation and Electronic Filing	At Year End, Per Form Fee Applies	
FINANCIALS	LITE	PLUS
Access Financial Reports - 24/7 in Excel, Word or PDF!	✓	✓
Income Statement (Single or Comparative by Department, by Period, by Year or by Budget)	✓	✓
Balance Sheet (Single or Comparative)	✓	✓
Trial Balance	✓	✓
General Ledger	✓	✓
Add Journal Entries and attach supporting schedules	✓	✓
Set Up or Import Recurrent Journal Entries	✓	✓
Post Journal Entries and Close Fiscal Periods		✓
Manage Jobs, Phases and Allocations		✓
BANK	LITE	PLUS
Review your updated checkbook balance - make informed decisions when paying bills or payroll	✓	✓
Reconcile Bank Accounts	✓	✓
Upload Scanned Image of Bank Statement for Audit Trails	✓	✓
Import Bank Transactions - Save time!		✓



## ADD ON SERVICES

<b>FINANCIAL STATEMENTS</b> Review, Closing and Consulting	<b>LITE</b>	<b>PLUS</b>
Assignment of a CPA plus an experienced accountant to personally manage your needs	✓	✓
Review Prior Year Tax Returns and suggest changes	✓	✓
Accountant's Reconciliation, Review and Closing	✓	✓
Publishing Financial Statements in Word, Excel and PDF	✓	✓
Unlimited Short Duration Discussions of Financials and Tax Matters	✓	✓
Access to Specialized Services (Ej. Projections, Tax Planning, etc.)	✓	✓
Tax Cash Flow Estimates and Projections	✓	✓
<b>ELECTRONIC BANK RECONCILIATION</b>	<b>LITE</b>	<b>PLUS</b>
Daily Electronic Reconciliation of your bank account sent directly to your email	✓	✓
Daily Cash Flow Analysis	✓	✓
Pre-Defined Transactions - save time in data entry!	✓	✓
Daily Exception Reporting	✓	✓
<b>IVU TAX FILLING</b>	<b>LITE</b>	<b>PLUS</b>
We will electronically file and pay from your account the IVU Tax each month	✓	✓
<b>DELIVERY SERVICE</b>	<b>LITE</b>	<b>PLUS</b>
We will coordinate messenger service to delivery or pick up documents on Thursdays (metro area).	✓	✓



PAYROLL • TIME • ATTENDANCE	LITE	PLUS
All services performed by Experienced Payroll Specialists in Puerto Rico and supervised by a CPA	✓	✓
Add and Edit Employee Information; at anytime, from anywhere	✓	✓
Upload and Attach Critical Documents to Employee Files - have your HR Records truly Accessible and Paperless!	✓	✓
Program Automatic Reminders and Notifications to Employees	✓	✓
Enter or Import Hours Worked	✓	✓
Calculate Compensation, Regulatory Withholdings and Contributions	✓	✓
Download Payroll PDF Checks	✓	✓
Digital Encrypted Signature (Optional)	✓	✓
100% Guaranteed Timely Deposits and Reporting to Regulatory Agencies;	✓	✓
Puerto Rico: State Income Tax Withholding	✓	✓
Puerto Rico: State Disability Insurance	✓	✓
Puerto Rico: State Unemployment Insurance (SUTA)	✓	✓
Puerto Rico: State Chauffeurs Insurance	✓	✓
Federal: Social Security (OASDI)	✓	✓
Federal: Medicare	✓	✓
Federal: Federal Unemployment Insurance (FUTA)	✓	✓
Scheduled Payroll Reminders – Never miss a Pay Day!	✓	✓



<b>PAYROLL • TIME • ATTENDANCE</b>	<b>LITE</b>	<b>PLUS</b>
24-7 Access to Employee Information and Histories	✓	✓
Vacation and Sick Accrual	✓	✓
Puerto Rico Christmas Bonus Report	✓	✓
Pay Employees through Direct Deposit		✓
Printing of Payroll Checks, Direct Deposit Vouchers and Reports		✓
Free Online Access for Employees to view their Pay Stubs and Request Vacation Days		✓
Web Time Punches with Security Codes, Geolocation Restriction and Employee Photo		✓
Scheduling of work week		✓
Time and Attendance Integration		✓
Generate Journal Entries		✓
W-2 and W-3 Forms - Preparation and Electronic Filling	At Year End, Per Form Fee Applies	
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