

**CTBookkeeping, Inc.  
Plan Comparison Chart**

Service	Standard Plan	Premium Plan
Remote access to company files via CTBookkeeping server		X
<b>Accounts Payable</b>		
Enter invoices/credit memos/statements	X	X
Maintain a complete list of all vendors	X	X
Provide accounts payable aged summary report and a vendor summary report	X	X
Apply all vendor credits as invoices, etc are paid	X	X
Print accounts payable checks, attach them to the invoice/statement remittance copy and envelope	X	X
Deliver accounts payable checks to client for review and signature	X	X
Setup and maintain on-line bill payment		X
Provide working reports for physical inventory		X
Adjust inventory levels based on physical inventory results		X
<b>Accounts Receivable</b>		
Enter account receivable payments to default income account	X	X
Transfer funds between accounts as directed, reviewed and approved by the Client	X	X
Apply payments to open invoices		X
Print overdue notices for customers based on terms per customer		X
<b>Payroll</b>		
Enter payroll information, including all employee and liability checks	X	X
Process payroll, tax liability payments and monthly,		X

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quarterly and annual payroll reports.		
Process employee W-2's		X
<b>Banking</b>		
Enter all miscellaneous credits and/or debits, including service charges and interest	X	X
Reconcile all checking and saving accounts on a monthly basis	X	X
Print detail reconciliation reports on all accounts reconciled	X	X
Notify the client of any discrepancies on the bank statement	X	X
Contact the bank to resolve discrepancies		X
Contact the bank for services including check stop payment, obtaining copies of cancelled checks and duplicate monthly statements, etc.		X
<b>Financial Reporting</b>		
Provide weekly accounts payable and monthly profit and loss reports	X	X
Assist in creating and maintaining an annual budget		X
Provide monthly budget vs. actual reports.		X
Provide customized production reports		X