

REALedger™ – Outsourced Services

MIS Consulting & Sales, Inc. offers cost-effective business services tailored to the specific needs of our REALedger clients. Today's highly competitive environment demands our clients streamline their operations. More and more companies are looking to outsource selected services to reduce cost, improve productivity, segregate duties, and improve auditability. We specialize in offering services to companies who don't have the resources or expertise to develop the competencies in house. While we will tailor our offering to your specific needs, we offer packaged services as well. Choose a plan or we can design a plan to meet your needs.

Month End Processes

On a monthly basis we will perform the following processes for you:

- Accounts Receivable:
 - Generate Agent recurring charges
 - Print Agent statements
 - Reconciliation to G/L
- Accounts Payable
 - Process recurring vouchers
 - Reconciliation to G/L
- Cash Account Reconciliations
 - Bank statement reconciliations
 - Trust account to liability reconciliations
 - Bank to G/L reconciliations
- General Ledger
 - Process recurring journal entries
 - Reconcile sub-ledgers to G/L
 - Post the current reconciled month
 - Close the month / archive data
- Print financial statements that include:
 - Balance Sheet
 - Income Statement
 - GL Activity
 - Selected management reports

Benefits of Outsourcing

- ◆ **Cost Savings** – Outsourcing saves companies time and money by providing trained, professional support at a fraction of the cost of staffing for part-time duties.
- ◆ **Security / Fraud Prevention** – As any accountant will tell you, separation of duties is the best fraud prevention you can have. Outsourcing allows an impartial party to verify your cash activity and double check work.
- ◆ **Timeliness of Reporting** – Accounting processes need to be done on schedule to keep management current; when staff is busy with day-to-day work, reconciliations and management reports are often ignored. Outsourcing critical processes shifts the burden and maintains focus.
- ◆ **Peace of Mind** – Outsourcing places appropriate people in critical bookkeeping positions allowing you to rest assured knowing that the vital functions are in capable hands.

Your Complete Real Estate Accounting Solution



MIS Consulting & Sales, Inc.
1600 NW 167th Place, Suite 310
Beaverton OR 97006
www.REALedger.com
1-866-600-REAL Fax: 503-614-0919

RLOS-2006-07

Periodic Processes

On a regular basis we will perform the following processes for you:

- Accounts Payable
 - Vendor invoice entry and distribution
 - Print checks
- Sales
 - Close sales
 - Print agent and trust checks
 - Verify account distributions
- Period Reconciliations
 - Daily/Weekly Activity
 - Cash Reconciliation to sub-ledgers
- Interim reports to include:
 - Cash Activity
 - Projected Income
 - Cash Requirements

Backup Services

For our clients without a reliable backup strategy, we can backup your REALedger databases and either move them to a secured location on your network OR move them off-site for retention. We can do this daily, weekly, or monthly. This service can include backup and off-site storage of other, non-REALedger, data as well.

Services Delivery

All services are offered remotely either through Terminal Server or NetMeeting access, or through file transfer of data to our offices. Through Terminal Services, your daily operations are not interrupted. If and when transitioning services back in-house is appropriate, MIS will assist in training your staff in our processes.

System Requirements

Clients must maintain a current Maintenance and Support plan with REALedger™ and be on supported versions.

Accounting Services

MIS Consulting outsourced bookkeeping services should not replace your relationship with your accountant. We will not provide accounting advice but will provide services based on good bookkeeping practices. We will submit regular Status Reports outlining the services performed and any open issues or concerns.

All product names are registered trademarks of their prospective publishers.

To learn more about how outsourcing your bookkeeping services can save your company time and money, call 866-600-7325 or email sales@REALedger.com.

