

Flagged Comments Report

Monday, November 01, 2004

Pat Mussi**1000**

June 2004

*** Bookkeeping Review Comments ***

7/23/04 - Sue reviewed qtrly p/r tax returns

Mitchs Hauling, Inc.**103**

November 2003

*** Bookkeeping Comments ***

Client brought them in late.

January 2004

*** Bookkeeping Comments ***

79 minutes (Mary)

February 2004

*** Bookkeeping Comments ***

The minutes may not be exactly right, this was the day that PM kept throwing me out when I was trying to enter info for personal tax clients.

July 2004

*** Bookkeeping Comments ***

Mary only 25 minutes 8/30/04

March 2004

*** Bookkeeping Review Comments ***

LOC balance not correct, Accrued Pension has a credit balance, No checkbook reconciliation

August 2004

*** Client Contact ***

2003 stuff for wolf co

*** Client Contact ***

2003 stuff for wolf co

Sparkling Cleaning**1143**

January 2004

*** Bookkeeping Comments ***

113 minutes - working on MN/IL split 2003;
 4/27/04 - faxed bank statement with direct debit trans to be coded
 Never did get equipment invoices from client. Asked Fernando for description of equipment

August 2004

*** Client Contact ***

Call regarding July and fax over July statements

*** Client Contact ***

Talked to Luz - faxed over information needed

*** Client Contact ***

Call client on questions

*** Client Contact ***

Call for debit transactions

September 2004

*** Client Contact ***

Trying different scenarios - called Fernando on update of new purchases through end of year

*** Client Contact ***

Prepare Rainbows federal tax deposit. Call Fernando & fax.

Flagged Comments Report

Monday, November 01, 2004

Sparkling Cleaning 1143

*** Client Contact ***

Fax over bank statement

*** Client Contact ***Tax planning - Sept 04

Jones Associates, Inc 1156

February 2004

*** Bookkeeping Comments ***

His checkstubs and the bank rec are roughly \$3400 off. Had to stop to go home.

I had to stop and wait for Mary to get back from lunch to ask her a question

I'm waiting for info on 999 checks

48 min for Sue Bogseth to finish Feb - had to refresh memory on Holmes bookkeeping

January 2004

*** Bookkeeping Review Comments ***

Bank rec has outstanding deposit from Dec

Credit card fees on bank rec coded wrong

A/R adjustment has numbers going to Customer deposits that don't exist.

Checkbook reconciliation needs to be redone

June 2004

*** Client Contact ***I needed to get a pay rate for an employee, and Glenn said that he is aware that he owes us his books (ML)

ABC Insurance, Inc 136

December 2003

*** Bookkeeping Comments ***Waiting for info on Money Market Acct.

CCC Inc. 142

January 2004

*** Payroll Comments ***Payroll week 1

August 2004

*** Client Contact ***

Call to follow up on info

*** Client Contact ***

Talked to Cleo. She forgot. She will bring in Monday morning.

*** Client Contact ***Talked to Cleo - will bring stuff in 8/19

September 2004

*** Client Contact ***

Talk to Cleo regarding questions

*** Client Contact ***Called Cleo regarding tax notices

B.Z. Inc. 150

April 2004

*** Bookkeeping Comments ***

22 min CBS import & bank rec 8/24/04 (ML)

Flagged Comments Report

Monday, November 01, 2004

B.Z. Inc.

150

June 2004

*** Bookkeeping Comments ***

06/16/04 A/P - 33 min (ML)
06/18/04 A/P - 35 min (ML)
07/01/04 A/P - 72 min (ML) (2 weeks)
08/24/04 CBS import & bank rec 43 min (ML)

August 2004

*** Bookkeeping Comments ***

312 minutes A/P (ML) This might include July

February 2004

*** Payroll Comments ***

P/R Week 1 includes 43 min A/P
P/R Week 2 includes 21 min A/P
P/R Week 2 includes 19 min to find out about Washington State Tax
P/R Week 2 includes 49 minutes A/P (03/05/04)

March 2004

*** Payroll Comments ***

P/R Week 2 includes 61 minutes A/P

February 2004

*** Client Contact ***

Tax research regarding merger

May 2004

*** Client Contact ***

Trying to work out Jan & Feb

*** Client Contact ***

Additional time on chart of accounts changes

*** Client Contact ***

Includes Payables

June 2004

*** Client Contact ***

Forgot to start the timer right away when I was assembling their Corp Tax Return. 6-30-4

*** Client Contact ***

Assembling Corp Tax Return

*** Client Contact ***

need to print tax 2003 tax return

*** Client Contact ***

To adjust client back to its original form, since we had to create 2 clients for the CBS Import. 6/29/04 (ML)

July 2004

*** Client Contact ***

Calculate an employees pay 7/9/04 (ML)

September 2004

*** Client Contact ***

Research on bad debt issue

*** Client Contact ***

Trying to email research to Juli

*** Client Contact ***

sending email to Juli

Flagged Comments Report

Monday, November 01, 2004

PreSchool Time, Inc.

2104

February 2004

*** Bookkeeping Comments ***

Waiting for Bank Statement
Completed by Sue

June 2004

*** Bookkeeping Comments ***

I called them on 7-9-4 to find out about the seven(7) A999 checks. stb

Jan called me on 7-9-4 and let me know what the checks were for. stb

May 2004

*** Bookkeeping Review Comments ***

Coding

Jasons Welding, Inc.

214

February 2004

*** Bookkeeping Comments ***

I did this one by myself, accept for questions for Mary.

July 2004

*** Bookkeeping Comments ***

Floppy disks were not good, had to hand enter this month. (ML)

Randys Photo Services, Inc.

222

February 2004

*** Bookkeeping Comments ***

Loan balances not correct - need to contact client

June 2004

*** Bookkeeping Comments ***

To fax over request for ye info 7/13/04

July 2004

*** Client Contact ***

F/U call for year end info

*** Client Contact ***

Call regarding qtrly return/fax over ye info

August 2004

*** Client Contact ***

and call for pick up

*** Client Contact ***

call for p/u of qtrlys

September 2004

*** Client Contact ***

Call Bill for tax deposit - 15th

*** Client Contact ***

Question regarding cc account

*** Client Contact ***

Phone conv with Bill - credit card bill

*** Client Contact ***

t.t regarding ques for books

Flagged Comments Report

Monday, November 01, 2004

Randys Photo Services, Inc.

222

*** Client Contact ***

LM for client

Ilinios Pipe & Faucets, Co.

257

May 2004

*** Bookkeeping Comments ***

Need to wait for Diane to help me w/this one. I've never done it before and it is very strange.

This was the first time I did this client and it's done very different than the other ones, so I had alot of questions for Diane on the adjustments for this one.

January 2004

*** Bookkeeping Review Comments ***

A/P is a debit, this cannot be

Indian Printing, Inc.

269

January 2004

*** Bookkeeping Comments ***

284 minutes Sue T

February 2004

*** Bookkeeping Comments ***

1st time doing a client from start-to-end on my own.

May 2004

*** Bookkeeping Comments ***

Just have to finish a few things and I'll be done with this one.

June 2004

*** Bookkeeping Comments ***

End of day. stb

Called Pat, there was misc missing paperwork. He said Charlie is no longer w/them and things are a little confusing. stb

Diane is going to look over A/R, something's not adding up right. stb

April 2004

*** Bookkeeping Review Comments ***

Sue Bogseth reviewed sales tax 5/19/04

Fed and State reversed on a payroll check

August 2004

*** Client Contact ***

Call for pick up of return

Bonnie Chiro, P.C.

307

March 2004

*** Bookkeeping Comments ***

Error on bank statement - Dr Bosco f/up with Bank 4/26

May 2004

*** Bookkeeping Comments ***

Checks and Deposit entries, Bank rec., Adjusting entries

Kazu did deposit/check input, je's

June 2004

*** Bookkeeping Comments ***

7/15/04 - uncoded bank stmt transaction:

7/22/04 - LM with Dr. Bosco

Flagged Comments Report

Monday, November 01, 2004

Quality Concrete, Inc.

309

June 2004

*** Bookkeeping Comments ***

Me and Diane both have not been able to figure out why the 941 is off, we probably spent 50 mins trying to figure it out, Mary will take a look at it later. stb

Mary found out it was something to do with the way Kit Putkonen had their Insurance withdrawals set up in their computer. stb

April 2004

*** Bookkeeping Review Comments ***

This also includes, training

September 2004

*** Client Contact ***

Talked with Liz regarding old check

Jones & Associates, Inc.

3101

January 2004

*** Bookkeeping Comments ***

137 minutes was from Sue T.

May 2004

*** Bookkeeping Review Comments ***

Edit F/S

Custom Prints Shirts & Stuff, Inc.

3111

January 2004

*** Bookkeeping Review Comments ***

Prepaid tax impound s/b 0 - payroll report was hard to read, but should have been adjusted. Financial statement-12 month statement includes Feb, Chart has years 1999-2001???

February 2004

*** Bookkeeping Review Comments ***

JE 70 did not pick up COGS
No payroll accrual

Parker Tool & Die

3120

April 2004

*** Bookkeeping Comments ***

I had to stop due to problems w/CSA and the Bank Rec not registering right. stb

I had to stop again because it's the end of the day. stb

Diane Parker dropped off what I needed today, I just needed to send a fax to the bank to find out what 2 charges were for on the statement. stb 7-9-4

Worked on by stb completed by db while Sue was out

May 2004

*** Bookkeeping Comments ***

We're waiting for Diane Parker to return a call re:many #999 checks.
Completed while Sue was out - db

Good Guys Electric, Co.

3126

May 2004

*** Bookkeeping Comments ***

25 minutes - Sue to finish up month - Kazu did the initial input

June 2004

*** Bookkeeping Comments ***

7/13/04 - Pmt to IRS - need to identify Sue's time 38 min.
Kazu did check and deposit input

Flagged Comments Report

Monday, November 01, 2004

Good Guys Electric, Co.**3126**

July 2004

*** Bookkeeping Comments ***

Sue - 7 min to review transactions

August 2004

*** Client Contact ***

Call for books - he's out of town until 8/21.

*** Client Contact ***

Bank notices received

*** Client Contact ***

Call regarding bank notice and need books in

September 2004

*** Client Contact ***

LM regarding bank notices/ July question

Manny's Electric Company**3127**

March 2004

*** Bookkeeping Review Comments ***

February WIP is wrong, this caused a negative Gross Profit in March

BI Company**3130**

December 2003

*** Bookkeeping Comments ***

3/15/04-Contacted Lan about double checking sales figures.

Health Foods Market, Inc.**3131**

May 2004

*** Bookkeeping Comments ***

Had to stop until I get the missing info on the checks that weren't recorded in their register before I can finish this one.

January 2004

*** Payroll Comments ***

P/R Week 2 - added signature on check, and implemented new mailing employee checks policy

SeaFood, Inc.**3135**

January 2004

*** Bookkeeping Comments ***

272 minutes was Sue T

March 2004

*** Bookkeeping Comments ***

Waiting to finish SUTA and FUTA until Tom brings in SSNs for remaining 5-6 employees. He is aware that these taxes will be filed late.

May 2004

*** Bookkeeping Comments ***

A/R and Inventory are missing. There are 2 new employees with no info. Deposits never match bank statement, alot of investigating just to get things to match up.

Flagged Comments Report

Monday, November 01, 2004

SeaFood, Inc.

3135

June 2004

*** Bookkeeping Comments ***

It's the end of the day and I will pick up with this tomorrow.

I was putting together and faxing a list of missing addresses and SSN's for his employees for 2nd Qtr so I can try and get him his Taxes on time.

I'm having problems getting their bank rec to balance. stb

7/29/04 Finished books, took 1 hour to figure out and fix bank rec problem, it had something to do with the posting of the payroll entries total time 114 min (ML)

8/9 Discovered that June inventory was in backwards, so I reran the reports. (ML) 10 Min

March 2004

*** Bookkeeping Review Comments ***

No checkbook reconciliation

Missy Labs, LTD.

3136

May 2004

*** Bookkeeping Comments ***

They could send a list of their deposits.

Spent 15-20 mins on Friday(6-11) w/Sue to try and straighten out some of the problems with the 2 bank accts and where the deposits should be going.

There were alot of problems when Mitchell switched bank accounts and Diane is going to help me try and balance their old one so the new one can start fresh.

Needed to do Check Book Balance

June 2004

*** Bookkeeping Comments ***

Sue - Faxes Sue for codes on several #999 checks.

Diane - Completed while Sue was out ill.

BMW Landscaping, Inc

3137

January 2004

*** Bookkeeping Comments ***

Kazu did check/deposit input & bank rec

February 2004

*** Bookkeeping Comments ***

Kazu did check/deposit input/bank rec

March 2004

*** Bookkeeping Comments ***

Kazu did check/deposit entry and bank rec

April 2004

*** Bookkeeping Comments ***

Kazu did check/deposit entry; bank rec

May 2004

*** Bookkeeping Comments ***

T.t - will bring info 7/6; LM 7/8; LM 7/15

June 2004

*** Bookkeeping Comments ***

T.T. - Nick to bring info 7/6/04; LM 7/8; LM 7/15

*** Client Contact ***

T.T regarding info

Flagged Comments Report

Monday, November 01, 2004

BMW Landscaping, Inc

3137

July 2004

*** Client Contact ***

Called left message to receive May/June books

*** Client Contact ***

Call to get books/ leave bank notice info - LM

*** Client Contact ***

7/28/04 T.T. said info will be here Mon. 8/2

August 2004

*** Client Contact ***

LM regarding bank notice rec'd

*** Client Contact ***

Talk to Nick about bank notice

*** Client Contact ***

LM regarding notice from bank

September 2004

*** Client Contact ***

Call Nick with questions - help Kazu with bank rec

*** Client Contact ***

Call client for Kazu - go over client issues with Kazu

*** Client Contact ***

Nick needed 12 months bank statements. Had to make copies of originals I had to send back to him

*** Client Contact ***

Mail bank statement to Nick - for lawyer

*** Client Contact ***

Called for questions on checks

Counting & Calculating, Inc.

3139

December 2003

*** Tax Return Comments ***

Tax return is not complete, the client would like an extension filed, they want to make a pension contribution (2/28/04)

June 2004

*** Bookkeeping Comments ***

7/20 Talked to Lisa; she will file sales tax return late

October 2004

*** Client Contact *****Helpful Hands, Inc**

3142

December 2003

*** Bookkeeping Comments ***

Diana revised December due to credit card expenses not being reported on original disk.

Flagged Comments Report

Monday, November 01, 2004

Crete Tech, Inc.

3151

May 2004

*** Bookkeeping Comments ***

I had to stop and move on to something else, Diane was busy and I had a few questions.

I had to stop again, Diane was busy so I started another client.

I had alot of problems trying to get all their credit card accounts to match up to the statements. Some things she would add into QB and some things she wouldn't.

I had to stop doing the corrections because we're waiting for an answer on a check to IDR that we don't know what it's for. We don't have a copy of the 2003 Quarterly

I sent a fax on 7-2-4 to find out where to apply a check to pay taxes, unknown what for.

June 2004

*** Bookkeeping Comments ***

Talked to Sandra; she will file own sales tax return every month. We do not need to call anymore; removing "sales tax" from client in PM.

July 2004

*** Bookkeeping Comments ***

We couldn't open their file up in QB-2004 and had to call to get their Admin password to update them. stb
Sue started client;I finished them-db

Ace Insurance

3162

January 2004

*** Bookkeeping Comments ***

Needed add'l help to reconcile payroll

February 2004

*** Bookkeeping Comments ***

7/16/04 - Teach Kazu how to enter
22 minutes for Sue to go over Kazu's work

March 2004

*** Bookkeeping Comments ***

Sue - 42 min to review Kazu's work

April 2004

*** Bookkeeping Comments ***

39 minutes- Sue B. to go over questions/call client; 20 min to help Kazu with input problem
7 min - Sue B to go over Kazu's work

May 2004

*** Bookkeeping Comments ***

23 min Sue - help Kazu/ call Steve; 2 min to review Kazu work; 35 min helping Kazu with entering assets in Deprec

August 2004

*** Bookkeeping Review Comments ***

19 min for Sue to review Depr transactions

July 2004

*** Client Contact ***

LM for June information

*** Client Contact ***

4th Qtr 2003 - IL941, UI-3/40

August 2004

*** Client Contact ***

Figure out new payroll ck for Karen employee

*** Client Contact ***

Call Steve regarding tax notice - provide August tax deposit

Flagged Comments Report

Monday, November 01, 2004

Ace Insurance**3162***** Client Contact ***

LM with Steve / Help Kazu with changes

September 2004

*** Client Contact ***

LM for August questions

*** Client Contact ***

Call Steve regarding notice

*** Client Contact ***

call to leave Steve a message regarding notice

*** Client Contact ***

941 tax notice

*** Client Contact ***

Call client with questions

*** Client Contact ***

Write response to notice

G&L Scape, Inc.**3163**

February 2004

*** Bookkeeping Comments ***

Visa information

June 2004

*** Bookkeeping Comments ***

7/15/04 - Questions for client regarding coding

July 2004

*** Client Contact ***

Call for books pick up

August 2004

*** Client Contact ***

Jose trying to get information to get certificate with public health

*** Client Contact ***

Fill out IL Dept of Health forms for Jose

September 2004

*** Client Contact ***

Call for more information

Sharp Sales, Inc.**3164**

May 2004

*** Client Contact ***

e-mailed Stacey, about not receiving his Jan-April books, also we have a letter from SOS stating that he did not pay his annual report

July 2004

*** Client Contact ***

Talked about him getting his stuff in, he will start sending it later today, and tomorrow (7/6/04 ML)

Home Remodeling**3167**

January 2004

*** Bookkeeping Comments ***

This is the first month, I had to set things up as well as get some transactions from December that applied to January

Flagged Comments Report

Monday, November 01, 2004

Home Remodeling**3167**

March 2004

*** Bookkeeping Comments ***

Customer Deposit question
I also went back and adjusted unearned income, and WIP, I found a report on Quickbooks that helps with this.

June 2004

*** Bookkeeping Comments ***

44 minutes to complete books (ML)
108 minutes -sales tax, payroll tax, QB import (STB)

April 2004

*** Bookkeeping Review Comments ***

Debit/Credit Error / Personal tax deposits recorded as income tax expense (Sue (2) is not aware of this / Did not pick up truck payment, which means she did not look at last month to see what entries there should be.

May 2004

*** Bookkeeping Review Comments ***

WIP entry in error

Above All, Home Inc.**3168**

May 2004

*** Bookkeeping Comments ***

9-mins working on e-mail from client/ per Mary.
56 actual working time (ML)

June 2004

*** Bookkeeping Comments ***

Marvin Otterson called to go over his spreadsheet w/me, he thought it wasn't calculating his Fed Dep correctly. He called back and we went over it again and it turns out it's just fine;!
I did his Fed.Tax Dep. for him and had Mary call him back w/answers to his question from earlier.

April 2004

*** Bookkeeping Review Comments ***

Cash on trial balance does not match bank rec / New assets were added on trial balance, but not to depreciation / Truck payment was not picked up.
I don't think Sue looks at the prior month

June 2004

*** Client Contact ***

left a message on his voicemail, I was returning his call (ML)

*** Client Contact ***

Marvin was asking about doing work for his own personal house and billing it back to the company.

July 2004

*** Client Contact ***

S Corp issues, how it is taxed, and a recommendation that He has Federal W/H on his pay (7/9/04 ML)

Rick's Machine Repair, Inc.**3174**

October 2003

*** Bookkeeping Comments ***

Total amount of time has been divided by 4 (for initial set up and monthly information entered)

December 2003

*** Bookkeeping Comments ***

New client in January 2004
1/30/04 Left message with wife on reminder about bringing books in, to call back and we would help him in response to the e-mail about Tony's checks, filling out bank authorization for change of address and dropping off at his bank.

Flagged Comments Report

Monday, November 01, 2004

Rick's Machine Repair, Inc.**3174**

May 2004

*** Bookkeeping Comments ***

End of day. There is some extra time on P.M. for this client because I had to go to Diane's desk to use her QuickBooks to print some papers for May's books.

June 2004

*** Bookkeeping Comments ***

This came in on the 6th but was not noted in PM-DB

Kevin A. Walsh Realty, Inc.**3177**

June 2004

*** Bookkeeping Comments ***

I faxed Kevin 7-7-4 for info on 999 checks. stb
I faxed Kevin 7-15 for info on debit on statement. stb
I faxed Kevin 7-20 2nd time for info on debit on statement. stb

Fassett Construction Corporation**3178**

May 2004

*** Bookkeeping Comments ***

Called Kevin 7-22 for #999 codes for checks. stb

June 2004

*** Bookkeeping Comments ***

Talked to Kevin 7-22 re:missing codes on checks. stb
Left message for Kevin 8-2 re:question on A117 for \$50. stb

May 2004

*** Payroll Comments ***

The payroll fee needs to be put in for this client.

JVB Corporation**3180**

March 2004

*** Bookkeeping Comments ***

4/13 Per John: He does not need to be called for tax deposits each month. He will make them on his own.

June 2004

*** Client Contact ***

Question regarding whether purchase of building s/b in their name or the corps. I told them definitely their name

Body Craft Inc.**3183**

May 2004

*** Bookkeeping Review Comments ***

The Labor commission for 2003 seems to be coded wrong, this might be client coding error and we may not be able to fix it.

June 2004

*** Bookkeeping Review Comments ***

Sue reviewed qtrly p/r tax returns 7/16/04

May 2004

*** Client Contact ***

Original set up/backwork 5/29/04 (DB)

*** Client Contact ***

Original set up/backwork 5/28/04 (DB)

*** Client Contact ***

Original set up/backwork 5/28/04 (DB)

Flagged Comments Report

Monday, November 01, 2004

Body Craft Inc.**3183**

June 2004

*** Client Contact ***

1139 from 2003 NOL 6/10/04 (ML)

August 2004

*** Client Contact ***

Call EFTPS payment in and fax sheet to Mark at Body Craft

Impressions Count, Inc.**3186**

January 2004

*** Bookkeeping Comments ***

52 Minutes for adjust 12/31/03 (7/14/04 ML)

February 2004

*** Bookkeeping Comments ***

9/21 - need to do adjusting entries

April 2004

*** Bookkeeping Comments ***

Working on closing out cash & need to adjust payroll

June 2004

*** Bookkeeping Comments ***Randy is doing his own sales tax return
34 min -2nd Qtr Tax Returns

May 2004

*** Client Contact ***

This client has some major problems

August 2004

*** Client Contact ***

LM on cell phone regarding p/u of qtrly returns

September 2004

*** Client Contact ***

Copy tax returns for file; go through information

MF DiPinto, Ltd.**3187**

August 2004

*** Client Contact ***

Print out Dec financials

Jakes Construction, Inc**319**

March 2004

*** Bookkeeping Comments ***

Wrote memo to Rosa requestion information on new loan - Principal Advance

June 2004

*** Bookkeeping Comments ***12 min to create new wallet labels for client
Had to make correction to bank rec - 4 min

July 2004

*** Bookkeeping Comments ***8/18: Kazu 72min up to bank rec.; 8/18 ques regarding loan, payments to subcontractors
Sue - 3 minutes to go over transactions

Flagged Comments Report

Monday, November 01, 2004

Jakes Construction, Inc

319

January 2004

*** Payroll Comments ***

First Payroll Done.

August 2004

*** Client Contact ***

Insurance form requiring payroll information

Berne & Sons, Inc

321

May 2004

*** Bookkeeping Comments ***

There appears to be a new loan or two and Mary will call and find out the details.

February 2004

*** Bookkeeping Review Comments ***

Cash wrong, Payroll taxes not adjusted, and tax payment in wrong account.

April 2004

*** Bookkeeping Review Comments ***Fica's need to be closed out to Fit.
loan balance had a debit

September 2004

*** Client Contact ***

Call for information

AAA Electrical

323

June 2004

*** Bookkeeping Comments ***

7/24/04 - had sale of truck- need details

July 2004

*** Bookkeeping Comments ***

Disks bad - Mr. Rizzo bringing in new ones

G's Companies, Inc.

325

January 2004

*** Bookkeeping Comments ***

Month completed by Sue T and Diane

February 2004

*** Bookkeeping Comments ***

Data Entry done by Sue

June 2004

*** Bookkeeping Comments ***

6/22 calculated a pay check for a potential new employee (ML)-10 min

Mitch's Publishing Corp.

326

February 2004

*** Bookkeeping Comments ***

Waiting for Jan to be completed

Flagged Comments Report

Monday, November 01, 2004

Mitch's Publishing Corp.

326

May 2004

*** Bookkeeping Comments ***

Payroll entry, checks and deposits entries, Bank rec.
Mary 102 minutes

July 2004

*** Bookkeeping Comments ***

8/13 Kaz 455 min. up to bank rec.

April 2004

*** Bookkeeping Review Comments ***

I had to redo the adjusting entries, and check over the payroll (ML)

June 2004

*** Client Contact ***

2002 & 2003 945 and numbers for insurance (ML)

August 2004

*** Client Contact ***

Get stuff together for 2003 Bonding for Ken Bishop

*** Client Contact ***

Copies of returns for banker

JDM Stucco, Inc.

327

June 2004

*** Bookkeeping Comments ***

Tax deposit estimated;8/4/04 talked to Karen - she needs to get asset information - total purchase price of Office furniture purchased about \$5000.
14 min Sue Bogseth

August 2004

*** Client Contact ***

LM for pickup of June books

September 2004

*** Client Contact ***

Call regarding 15th tax deposit - questions for client

*** Client Contact ***

LM at home regarding tax deposit & called on cell phone

Mitch's Publishing Colorado Corp

328

February 2004

*** Bookkeeping Comments ***

Sue T - 174

July 2004

*** Bookkeeping Comments ***

8/16 Kaz 193min up to Bank rec.

August 2004

*** Client Contact ***

2003 stuff for wolf & co

GB Hair, LTD.

330

December 2003

*** Bookkeeping Comments ***

Original work done 1/28/04. Waited until 3/5/04 to get ending inventory number from client.

Flagged Comments Report

Monday, November 01, 2004

GB Hair, LTD.**330**

May 2004

*** Bookkeeping Comments ***

Checks and Deposits entries and Bank rec.
Sue's time 32 min to review Kazu work and do aje's /financials

June 2004

*** Bookkeeping Comments ***

7/24/04 - asset trade - need to inquire; LM 7/27/04

July 2004

*** Bookkeeping Comments ***

Sue- 14 min to go over

August 2004

*** Client Contact ***

Call client with question

Pavers Specialities**334**

March 2004

*** Bookkeeping Comments ***

46 minutes was from Sue, she did the import

May 2004

*** Bookkeeping Comments ***

Mary spent over an hour w/me trying to figure out why A/P was off and fixing the assets/depreciation. The paperwork for the new loan will be sent in with June's books.

April 2004

*** Bookkeeping Review Comments ***

Equipment Coding

June 2004

*** Payroll Review Comments ***

I had to reprint 9 of the checks, and all of the reports, due to the vacation deduction not being recorded

*** Client Contact ***

Jay came in we discussed, depreciation & QuickBooks

Debbie's Stamps, Inc**337**

May 2004

*** Bookkeeping Comments ***

I have to wait for Diane to help me with this one, I've never done it before and I'm not sure how to enter the FTD entries.

Diane is trying to help me, the FTD and Teleflora deposits are extremely hard to match up in the bank rec, because they were all entered into CBS as "credit card deposits" and are hard to match up. stb

Had to stop and wait for Diane to come in, I tried matching the deposits up on my own and can't seem to figure them out. stb

Stopped cuz of end of day & called Jennifer to find out if the van was paid off now or not. stb

June 2004

*** Bookkeeping Comments ***

Yesterday and today Diane worked w/me for a few hours each day to try to get the Bank Rec for this one balanced. stb

Called client 7-21 to see if FTD paperwork was in to do Sales. stb

September 2004

*** Client Contact ***

Call client for books - tax deposit due

Flagged Comments Report

Monday, November 01, 2004

Top Notch Cleaners**346**

June 2004

*** Bookkeeping Comments ***

Stopped cuz it's Friday :) 4pm. stb

Stopped cuz it's the end of the day. I'm working on their Qrtly. stb

Stopped to wait for answer on CC transactions. stb
Mary finished redo. 19 min (ML)

May 2004

*** Bookkeeping Review Comments ***

Coding

June 2004

*** Bookkeeping Review Comments ***

was rereviewd on 7/16 and then again on 8/5 The books sat uncompleted after the second review, they were found on 8/3, also the quarterlies were not given to Donna

Sweet Sweets**348**

March 2004

*** Client Contact ***

Meeting with Joy to go over final stuff

Bayside Computers**349**

March 2004

*** Bookkeeping Review Comments ***

Cannont have Both Due to and Due from Shareholder

April 2004

*** Bookkeeping Review Comments ***

Due to & Due from S/H cannot have both

May 2004

*** Bookkeeping Review Comments ***

Payroll entries need to be removed from A790

A1 Plastic Molding**351**

May 2004

*** Bookkeeping Comments ***

Spent roughly 1-hr w/Diane and Mary trying to get QuickBooks 2004 to open. We weren't sure if it was the backup or the program.

As soon as Diane has time she is going to help me figure out some things on this client (re: Missing sales from last month, purchases not coded, etc.

Sea's Auto Body**354**

May 2004

*** Bookkeeping Comments ***

One(1) disk on each set of backup sets were bad.

June 2004

*** Bookkeeping Comments ***

07-20 Bob called to find out if he made his State W/H pymts for the quarter. The answer was 'No'. stb

8-2 Went home sick @ 11:30am. stb

Mary helped to try to figure A/R 101 min (ML)

Flagged Comments Report

Monday, November 01, 2004

Sea's Auto Body**354**

July 2004

*** Bookkeeping Comments ***

8/25/04 60-min (ML)

205 min (STB)

8/25 called Bob, the A/R is off again by 3100+, also need coding of debit from bank

February 2004

*** Bookkeeping Review Comments ***

Checkbook rec's need to be adjusted (they had the January correction on the wrong line)

Inventory was adjusted to sales?????

April 2004

*** Bookkeeping Review Comments ***

Sue reviewed sales tax return 5/19

A/P extra transactions not recorded / Accrued Credit Cards

June 2004

*** Client Contact ***

How to close out CBS with the payables

Campbell & Bros**355**

May 2004

*** Bookkeeping Comments ***

(ML) I did the books this month, Sue is getting behind

Happy Time Movers**356**

June 2004

*** Bookkeeping Comments ***

LM 8/2/04

*** Client Contact ***

Coding Questions

August 2004

*** Client Contact ***

Payroll changes

September 2004

*** Client Contact ***

Talked to Kevin about CSA software

Sweetheart Designs**371**

April 2004

*** Bookkeeping Comments ***

Stopped to work on something else, I have some questions on the missing P/R and Diane and Mary were both busy.

I had to put off finishing this one because I don't have Quickbooks on my computer anymore.

May 2004

*** Bookkeeping Comments ***

I had to shut down everything to reboot my computer because alot of my icons disappeared when I loaded Quickbooks. ????

I had to stop a 2nd time to wait for the client to get back with an answer on the five uncoded checks.

I sent a 2nd request fax for missing codes for checks that were not recorded & to find out if any of them were P/R (7-8-4)

June 2004

*** Bookkeeping Comments ***

Tax deposit estimated.

Faxed Jim on many #999 checks 7-23. stb

Completed while Sue was out-db

Flagged Comments Report

Monday, November 01, 2004

Sweetheart Designs**371**

April 2004

*** Bookkeeping Review Comments ***

This time not only includes review of April, but Jim needed bank statements faxed, and financial statements e-mailed to his attorney. Also time is included for answering phone calls.

Oak & More Floors**372**

January 2004

*** Bookkeeping Comments ***

Need asset purchase detail

June 2004

*** Bookkeeping Comments ***

7/10/04 - Client has overpayment on 941 - want to contact to see if they have not made payments yet.

July 2004

*** Bookkeeping Comments ***

Sue - 13 min to look into P/R tax deposit incorrect amounts
Sue - 6 minutes for overview look

*** Client Contact ***

Call for p/u of qtrly returns

August 2004

*** Client Contact ***

On vacation, info will be in. 8/20/04

September 2004

*** Client Contact ***

Call regarding bank notice

Hot & Cold HVAC, Inc**373**

May 2004

*** Bookkeeping Comments ***

I faxed Mr. Dehmlow to find out about some non-coded checks and where he wants them coded to. 6-23-4

Waiting for Diane to show me how to add an Asset that has a trade-in.
I waited a long time for them to send over the loan papers on their new purchases.

Quality Tool Company**374**

February 2004

*** Bookkeeping Comments ***

Sue Bogseth will call client to get code.
Sue Bethke - time 165 minutes
Sue Bogseth - time 22 minutes

April 2004

*** Bookkeeping Comments ***

7/8/04 - need cc payment breakdown; 7/28 - F/U call for information

May 2004

*** Bookkeeping Comments ***

7/9/04 - Need breakdown on cc payments;
7/30/04 - never received breakdown put it to Acct 315

June 2004

*** Bookkeeping Comments ***

7/9/04 - need cc payment breakdown
7/9/04 - 23 minutes to do qtrly p/r returns
CC payment expense breakdown not received - recorded to 315 for now

Flagged Comments Report

Monday, November 01, 2004

Quality Tool Company 374

August 2004

*** Client Contact ***

Call for pick up of books

*** Client Contact ***

Overdraft notice received.

*** Client Contact ***

Notice of from bank regarding stop payment

September 2004

*** Client Contact ***

Call client for questions

*** Client Contact ***

Call for quesitons - no answer

Ponds Family Inc 378

December 2003

*** Bookkeeping Comments ***

6/14/04 -client to provide cc statements

6/29/04 - Reviewed credit card stmts - have questions- LM

August 2004

*** Client Contact ***

Corporate Annual Report

*** Client Contact ***

Go over returns with Mr. Kipferl.

MMN Enterprises, Inc. 379

May 2004

*** Bookkeeping Comments ***

I had to send 2 faxes: 1 to have them send me the Money Market statement and 1 to have them code a misc withdrawal from the bank and to send a copy of their handchecks.

July 2004

*** Bookkeeping Comments ***

Stopped until Diane or Mary can help me with the A/R numbers, they're not adding up right.

Worked on by Sue and Diane-db

JJK Enterprises, Inc. 381

January 2004

*** Bookkeeping Comments ***

Completed by Sue and Diane

July 2004

*** Bookkeeping Comments ***

8/12 Kazu made bank and checkbook rec. 51min

Dark House Brewery 388

July 2003

*** Bookkeeping Comments ***

Kazu did check and deposits input - time ?

July 2004

*** Client Contact ***

Talk to Jeff regarding info needed for year end

Flagged Comments Report

Monday, November 01, 2004

Dark House Brewery**388***** Client Contact ***

LM for year end information

August 2004

*** Client Contact ***

F/U on year end information

*** Client Contact ***

Call to say tax return will be completed

Housers Associates, Inc.**389**

April 2004

*** Bookkeeping Comments ***

Client called previously and on 6/24 faxed a list of what is needed to finish April and May's books.

77 min 7/30 (ML)

24 min check book recs (ML)

May 2004

*** Bookkeeping Comments ***

Client called previously and on 6/24 faxed a list of what is needed to finish April and May books.

7/30 53 min (ML)

28 min checkbook rec (ML)

June 2004

*** Bookkeeping Comments ***

Tax deposit estimated. db

Can't continue w/Qtrly's or monthly books until we get April, May and June's paperwork. stb. 45 min stb

69 min (ML)

21 min checkbook rec (ML)

August 2004

*** Bookkeeping Comments ***

9/14/04 sales tax 5 min (ML) no pr tax deposit needed

September 2004

*** Client Contact ***

Call client regarding tax deposit due

AA Services, Inc**394**

May 2004

*** Bookkeeping Comments ***

to be in 7/19

July 2004

*** Client Contact ***

Called for quarterly reports - to be expected Mon 6/19

*** Client Contact ***

F/U bank statement - 1040 notice

August 2004

*** Client Contact ***

LM regarding letter written to State of IL in regards to notice and request for bank statements.

Choppers Inc.**399**

May 2004

*** Bookkeeping Comments ***

This one took longer than usual for me because I had some trouble setting up a new vehicle/new loan/amortization schedule/breaking out loan, etc.....

Flagged Comments Report

Monday, November 01, 2004

Choppers Inc.**399**

March 2004

*** Bookkeeping Review Comments ***

Act 148 has a credit amount / AP entry was recorded wrong
 LOC payment was put to interest expense
 Child Support/Accrued payroll should have been reversed
 Payroll tax adjustment was put to wrong expense account

May 2004

*** Bookkeeping Review Comments ***

Payroll entries need to be removed from A790

June 2004

*** Client Contact ***

looking in Dep for trucks that are being trashed 6/29/04 (ML)

*** Client Contact ***

Look for 1999 W-2 for a Com-Cast Employee 6/28/04 (ML)

Discovery for Kids, Inc**410**

June 2004

*** Client Contact ***

Fax over an invoice that she dropped off to Berit

*** Client Contact ***

CBS Problem-6/29/04 (ML)

*** Client Contact ***

To help Berit install updated software & update her CBS to export windows

POP**416**

June 2004

*** Bookkeeping Comments ***

Quarterlies and had to provide a new wallet folder with label - added time

September 2004

*** Client Contact ***

Call Pat - tax deposit

All Ways Catering**4172**

February 2004

*** Bookkeeping Comments ***

Originally completed on May 12, but I redid it because Tim sent the missing information re: Citibank credit card

May 2004

*** Bookkeeping Comments ***

Sales tax 18 min-ML 6/9/04.
 I sent a fax with the missing info that I need to finish May. stb

June 2004

*** Bookkeeping Comments ***

I stopped preparing the Sales Tax for today because I was stuck on a number and Mary will have time on Monday to help me them. stb
 20-minutes 2nd Qtr P/R (ML)
 I sent a fax with the missing info that I need to finish June. stb

Greenland Landscapes**444**

April 2004

*** Bookkeeping Comments ***

Kazu did check & payroll input
 Kazu did check input

Flagged Comments Report

Monday, November 01, 2004

Greenland Landscapes 444

June 2004

*** Bookkeeping Comments ***

7/13/04 - Question regarding payroll

August 2004

*** Bookkeeping Review Comments ***

10% of RE tax needs to go to business exp

September 2004

*** Client Contact ***

Call for monthly information

WorldWidePants, Inc 447

December 2003

*** Bookkeeping Comments ***

P.M. wasn't working this morning, I'm not exact on the time spent on this one.

Vending Specialists 490

June 2004

*** Bookkeeping Comments ***

I sent a fax on 7-12 to get gross pay and breakdown for P/R Tax. stb
 End of day. stb
 Sent fax for "Cash Pd Out" sheet 7-15. stb
 Sent fax for "what truck was sold"? stb
 Called & left message on where money from truck sale went. 7-19. stb

July 2004

*** Bookkeeping Comments ***

tax deposit (ML)
 Worked on by sue & diane-db

AutoZone Partners, Inc 492

August 2004

*** Client Contact ***

Email Rogers 2002 & 2003 personal returns to Theresa.gonzalez@firstmidwest.com per telephone call with Roger.

B&B, LLC. 6116

July 2004

*** Client Contact ***

Talked to Liz, I faxed her the last e-mail from Jeff, I told her that as far as I knew we were still doing their books, we have never been told otherwise. She said that Ken, wanted her to send me the information that I needed to do what I have to do, But I am not sure what that is, so I told her to send me what she did in the past, and I would do what I did in the past. I understand that Rapidwerks was merged with other divisions, but Jeff never got back to me on that. I have an e-mail that states he was going to get me more information the date was 5/19/04, I never received anything after that.

Information Technologies, LLC 6128

June 2004

*** Bookkeeping Comments ***

Sue started June; Diane finished up while Sue was out

Computer Exchange, Inc. 6148

December 2003

*** Bookkeeping Comments ***

Had to do additional je for Cunningham Commodities / email to client regarding CBOT coding

Flagged Comments Report

Monday, November 01, 2004

Computer Exchange, Inc.**6148**

March 2004

*** Bookkeeping Comments ***

LM 6/18/04; LM 6/29/04;

Entered initial info on 7/12/04

Was waiting for code for 999 account. Put expense to 315 due to personal nature of item and did not get a response from Bill.

April 2004

*** Bookkeeping Comments ***

Im 6/18; LM 6/29;

Entered initial info 7/12/04

May 2004

*** Bookkeeping Comments ***

Im 6/18; LM 6/29; 7/13/04 - initial transactions input

June 2004

*** Bookkeeping Comments ***

7/13/04 - Entered checks/deposits

July 2004

*** Bookkeeping Comments ***

8/16 - emailed Bill with transactions on bank statement not coded

August 2004

*** Client Contact ***

Emailed copies of 1040 extensions per client request

Direct Furniture LLC**6176**

September 2004

*** Client Contact ***

Talk to Brian regarding tax planning

Ahlgasrim**AHLG3548**

August 2004

*** Client Contact ***

New questions dated 8/9

*** Client Contact ***

mail tax planning

*** Client Contact ***

Finish memo and print out estimates

Auldion**AULD8639**

December 2003

*** Tax Return Review Comments ***

Carls box - need to proforma again and reinput because of just finishing 2002

Azzqwaato**AZZA9545**

August 2004

*** Client Contact ***

Fill out PTAX form for Mrs. Azzato

Flagged Comments Report

Monday, November 01, 2004

Barcliey**BARC5093**

December 2003

*** Tax Return Review Comments ***

3/23-IL PART YEAR FORMS TO BE COMPLETED; MISSING INFORMATION FROM CLIENT ON DONATIONS, MILEAGE FOR MOVE, EDUCATION EXPENSES; NEED TO ADJUST R.E. TAXES

Bavail**BAVA8246**

December 2003

*** Tax Return Review Comments ***

Info on Schedule C

Berrion**BERR0657**

December 2003

*** Tax Return Review Comments ***

52 minutes to research/redo/reassemble return 3/23-3/25/04 - ssb

Browning**BROW5319**

December 2003

*** Tax Return Review Comments ***

REFINANCING POINTS NEED TO BE WRITTEN OFF-SOLD HOUSE; 1099-R INPUT CORRECTIONS NEEDED; FORM 8283 CORRECTIONS NEEDED.

John**C4165**

December 2003

*** Tax Return Comments ***7/28-LM regarding 2nd extension;
7/30- real tax data came in; 8/4 - LM regarding questions

July 2004

*** Client Contact ***

LM regarding extension for 1040

August 2004

*** Client Contact ***

Fax amort sheets to him

*** Client Contact ***

Had to reprint machine due to estimate changes. Called Bob to verify

*** Client Contact ***

Pick up of return

*** Client Contact ***

Bob came in to give me more information

Smith**C443**

December 2003

*** Tax Return Review Comments ***

Frank - add'l quest for client

Chiova**CHIO5091**

December 2003

*** Tax Return Review Comments ***

2/24-PREPARER NEEDS TO ENTER FED W/H TAX FROM SS FORM AND CORRECT NON-CASH DONATIONS

Flagged Comments Report

Monday, November 01, 2004

Fiorion**FIOR6137**

December 2003

*** Tax Return Review Comments ***

3/16/04 - NEED TO FIND OUT IF 2002 TAX RETURN WAS FILED.

Floressin**FLOR8319**

December 2003

*** Tax Return Review Comments ***

3/16/04 - NEED TO FIND OUT IF 2002 TAX RETURN WAS FILED.

Floresated**FLOR9565**

December 2003

*** Tax Return Review Comments ***

3/16/04-LISTED PROPERTY ?'S FOR VEHICLE ON SCH C NEED TO BE ANSWERED; GROSS RECEIPTS FOR SCH C NOT ENTERED.

Geieqplin**GEIE7507**

June 2004

*** Client Contact ***

LM on initial cost basis for funds

July 2004

*** Client Contact ***

Call regarding inital stock investment

*** Client Contact ***

7/28/04 - F/U call for estimated payments

August 2004

*** Client Contact ***

follow up on 1040

*** Client Contact ***

Fax over E-file forms

*** Client Contact ***

call regarding 1040 return

*** Client Contact ***

Call regarding 1040

*** Client Contact ***

Call to follow up on 1040 return

September 2004

*** Client Contact ***

Talked to regarding 2001 tax notice

Greemnion**GREE6618**

December 2003

*** Tax Return Review Comments ***

Frank - quest for client - estimated payments made for PA, another soc sec number on documents - late husband?

Gregallio**GREG4635**

December 2003

*** Tax Return Review Comments ***

Frank - cost on one stock sale?Done

Flagged Comments Report

Monday, November 01, 2004

Havlerson**HAVL7220**

December 2003

*** Tax Return Review Comments ***

3/19-R.E. TAXES MISSING, SCH C INCOME MISSING, MISC CORRECTIONS TO BE MADE

Jacobson**JACO2832**

May 2004

*** Client Contact ***

Change in tax situations, they had questions

Kipfeer**KIPF5248**

July 2004

*** Client Contact ***

assembly and call

*** Client Contact ***

Return call for information

*** Client Contact ***

7/22/04 LM on cell phone

August 2004

*** Client Contact ***

Call - need 8879 signed

Koelion**KOEL7326**

December 2003

*** Tax Return Review Comments ***

Ques for client - ages of children, amount of day care expenses

Krueaddef**KRUE5166**

December 2003

*** Tax Return Review Comments ***

Carl - 1299- C dividend amount entered wrong

Milling**MILL3590**

December 2003

*** Tax Return Review Comments ***

2/17/04-Return sent back to preparer to correct Sch E.

Mullinker**MULL5316**

September 2004

*** Client Contact ***

Put together estimates for client

*** Client Contact ***

Called Ray mullen for pick up of estimates

*** Client Contact ***

Tax plan with estimates

Murky**MURK9672**

July 2004

*** Client Contact ***

Disallowed credit - state ok

Flagged Comments Report

Monday, November 01, 2004

Murky	MURK9672
August 2004	
<i>* Client Contact *</i>	
Notice regarding Home School expenses	
O'Brivion	OBRI3759
December 2003	
<i>* Tax Return Review Comments *</i>	
2/20/04-Need direct deposit info-also verifying basis for new rental property	
Parkall	PARK5930
December 2003	
<i>* Tax Return Review Comments *</i>	
2/24-needs CA return prepared	
September 2004	
<i>* Client Contact *</i>	
call for tax information - orginal packet provided	
Petrocillio	PETR3346
December 2003	
<i>* Tax Return Review Comments *</i>	
Frank - estimated payment entered wrong, K-1 entered that should not be, add'l questions for client	
Repsolder	REPS4521
December 2003	
<i>* Tax Return Review Comments *</i>	
3/23-SCH E INFO NEEDS TO BE PUT ON RETURN; QUESTION FOR CLIENT ON AMT OF TUITION PMTS	
Ropp	ROPP3243
December 2003	
<i>* Tax Return Review Comments *</i>	
3/12/04-NEED TO ADD DAUGHTER'S INTEREST INCOME TO FORM 8814	
Rosemary	ROSE8060
December 2003	
<i>* Tax Return Review Comments *</i>	
Carls box - childcare exp added up wrong, missing charitable contributions - needed to call the client. Added 3 minutes to input direct deposit info - SSB	
Saiestein	SAIE9898
December 2003	
<i>* Tax Return Review Comments *</i>	
2/20/04-Tax Exempt Div & Interest need to be put on return	
August 2004	
<i>* Client Contact *</i>	
Stock sale of Pinsley Manuf	
Schulty	SCHU7237
December 2003	
<i>* Tax Return Review Comments *</i>	
2/19/04 - Diagnostics not resolved, missing information	

Flagged Comments Report

Monday, November 01, 2004

Selekkel	SELE2695
December 2003	
<i>* Tax Return Review Comments *</i>	
Waiting for CVK K-1	
Ullrillen	ULLR1714
December 2003	
<i>* Tax Return Review Comments *</i>	
Carl - 1099's incorrectly entered, FI address	
Walshason	WALS1707
September 2004	
<i>* Client Contact *</i>	
tax notice for 940 - 2001	
<i>* Client Contact *</i>	
Prepared response to notice & faxed to IRS	
Weinion	WEIN8066
July 2004	
<i>* Client Contact *</i>	
LM - call regarding tax notice	
