



Simplifying Business. Simplifying Life.

Below you will find current services and processes we either support month to month or we have setup for clients. ABM manages the transactions that happen outside of the current business system environments we support.

- ✓ **Accounts Payable Processing**
 - 1) AP invoice processing
 - 2) Invoice capture and archiving
 - 3) Vendor statement reconciliation
- ✓ **Customer & AR Processing**
 - 1) AR invoice processing
 - 2) Automatic AR invoice distribution to customers and collections
 - 3) Deposit tracking and automatic notifications
 - 4) Customer quote capture and status update
- ✓ **Purchase Order & Vendor Management**
 - 1) Automatic PO distribution to manufacturers
 - 2) Automatic installation packet distribution to installation partners or in-house installation team
 - 3) Acknowledgment capture and process management
 - 4) Warranty incident collection and process management
 - 5) Vendor portal access to invoice payment status and purchase order delivery
 - 6) Punch tracking and process management
- ✓ **HR & Corporate Functions**
 - 1) Job applicant processing and tracking
 - 2) Corporate document management
- ✓ **Accounting**
 - 1) Tax exempt notice management & expiration date tracking
 - 2) Customer setup form automation and process management
 - 3) Vendor setup form automation and process management
 - 4) AR and AP adjustment approval and record keeping
 - 5) Vendor deposit management and reporting
 - 6) Expense report submission and approval process automation and tracking
 - 7) Cash reconciliations
 - 8) Month end close procedures and packages
- ✓ **Other & More**
 - 1) Almost any manual process can be mapped, managed and tracked to automate or provide executive insight into efficiency
 - 2) Any document internally or from a 3rd party can be captured and an automatic workflow or manual workflow can be created to track metrics on processing time and accuracy