

# Bookkeeping Base Service can meet all your daily back-office needs.

## What is it?

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**A bundle of daily services** customized to fit your needs. All your back-office processing executed by Xtend's expert bookkeepers, so you never have to worry about audits or federal deadlines.

### Deliverables:

Once the daily work is complete, you'll receive an end-of-day spreadsheet that provides the general ledgers that Xtend currently balances for your credit union.

This provides confidence that your general ledgers are in balance, or communication back to your team if assistance is needed.

### Customization:

If you have a back-office need that isn't listed above, please get in contact and we'll find a way to meet your needs! Our pricing is flexible enough to accommodate credit unions of all sizes.

## What can be included?

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- Check Processing, ACH, ATM, and Credit Card exceptions
- ATM/Debit/Credit Card vendor reconciliation
- Monitoring of suspense account balances
- Vendor Settlement Entries
- Reconciliation of Settlement Entries
- Corporate Checks and Money Orders

**Visit [xtendcu.com/bookkeeping](https://xtendcu.com/bookkeeping) to learn more!**