

We know where good reporting can take your business.

**We're going to help get you there.**

## Daily

### **Daily Operating Control (DOC):**

Monitor and analyze operation daily to spot strengths and weaknesses.

### **Journal Entry:**

Review the accuracy of the journal entries posted to the general ledger.

### **General Ledger Transactions Out-of-Balance:**

Identify and reconcile general ledger accounts out of balances for entries posted in error.

### **General Ledger Accounts Not Matching Transactions:**

Identify and reconcile general ledger accounts out of balances for entries posted in error.

### **G/L Accounts Not Matching A/R Detail:**

Review and research accounts receivable items that are out of balance with the General Ledger.

### **G/L Accounts Not Matching A/P Detail:**

Review and research accounts payable items that are out of balance with the General Ledger.

### **Invoice Register:**

Review invoices posted through invoice transactions for accuracy.

### **Check Register:**

Review checks issued with the amount that actually updated the General Ledger.

## Monthly

### **General Ledger Trial Balance:**

Review trial balance to ensure the total of all debits and credits balance for an accurate financial.

### **Sales Tax Charged:**

Review sales tax collected and owed to your tax agencies for accuracy.

### **Request Customer Statement:**

Preview statement to ensure the statements are accurate, and request statement once you are ready for the customer to receive the statement.

### **Posting Reference Reconciliation:**

Reconcile inventory posting reference entries to Accounts Payable for accuracy.

### **Parts Inventory Quantity Adjustments:**

Review any part quantities that have been manually adjusted, journal entry to account for this value may be required.

### **Account Reconciliation:**

Reconcile general ledger/bank account.

### **Depreciation Schedule:**

Review each to verify assets that have been added are properly schedule. Review assets that have been full depreciated as to their useful life. Verify any assets that have been disposed of are properly accounted for in the Gain/Loss on Sale of Asset accounts.

### **Accounts Receivable Aging:**

Verify the accounts receivable report balances to the account receivable general ledger account. Review customer accounts, what they owe, and how many days the account is past due.

### **Accounts Payable Aging:**

Verify the accounts payable report balances to the accounts payable general ledger account. Review what is owed to each vendor, what you owe, and how many days past due.

## **2019** Yearly

### **Request A/P Vendor IRS 1099-Misc Forms:**

Perform accounts payable vendor analysis and maintenance and process 1099-MISC forms.

### **Trial Balance:**

Review trial balance to ensure the total of all debits and credits balance for an accurate financial.

### **Completed in Fiscal Year End Parameters:**

Close accounting periods, make any adjusting entries, calculate retained earnings, make any closing entries, close fiscal period(s), and open new fiscal period.

### **DOC Daily Operating Control:**

Monitor and analyze operation yearly to spot strengths and weaknesses.

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## 2019 Yearly

### **Accounts Payable Vendor:**

Review A/P Vendor information. Includes contact information as well as high-level purchase/payment information for current OR prior period.

### **Accounts Receivable Aging:**

Verify the accounts receivable report balances to the account receivable general ledger account. Review customer accounts, what they owe, and how many days the account is past due.

### **Customer Master:**

Review that new accounts created have all the necessary data such as contact information, credit limits set, payment terms set, and supporting attachments in place.

### **General Ledger Transactions Out-of-Balance:**

Identify transactions that posted out of balance. Debits do not equal credits.

### **General Ledger Accounts Not Matching Transactions:**

Identify transactions that failed to update the G/L Account Summary table in the same manner that they updated the G/L Detail Transaction table.

### **Fixed Asset Master Listing:**

Review assets that are still in the depreciation cycle. Review assets that have been fully depreciated. Verify that any assets that have been disposed of are properly reporting the Gain/Loss on the sale of the asset (a journal entry will need to be posted separately to account for this in the general ledger).

### **Balance Sheet:**

Review the Balance Sheet to verify that each Controlled and Subsidiary account's detail is valid and matches the Balance Sheet account total.

### **Posting Reference Reconciliation:**

Identify Posting References that have not been posted thru Accounts Payable OR Posting References that posted thru Accounts Payable in error. This helps identify parts that have been received into physical inventory but have not been posted into the inventory g/l balance yet or items that were posted but there is a reconciling difference.

### **Income Statement:**

Compare Income Statement amounts to budget, prior month and prior year balances to highlight any out of the ordinary expenses or cost items.

### **Depreciation Schedule:**

Review assets to ensure that they have been added to the schedule accurately prior to updating the general ledger.

### **Chart of Accounts:**

Review existing general ledger accounts. Identify if you have proper descriptions in place and if you have proper controls in place.

### **Miscellaneous Purchase Order Reconciliation:**

Identify any outstanding MPOs that have not been posted thru Accounts Payable OR where posted thru Accounts Payable in error. This report is also used as part of the month end inventory reconciliation process.