

HYGIENE ROAD MAP

FINANCIAL REPORTING

- Financial statement presentation**
- o Income statement by accountability areas
- o Descending by account size
- o Account groupings and size
- o Chart of accounts reviewed by CPA in the last two years
- Annual budget in place**
- Hygiene reporting documents**
- Monthly reports**
- o Cash flow projections (weekly if cash flow is an issue)
- o Income statement by month
- o Income statement budget vs. actual - month
- o Income statement budget vs. actual - YTD
- o Balance sheet by month
- o AR aging report
- o AP aging report
- o Industry specific report (i.e. summary of job profitability)
- Quarterly reports**
- o Recurring charges
- o Breakeven analysis
- o General ledger by management area

PROCESS & PROCEDURES

- Primary work flow**
- o Prospecting
- o Closing
- o Onboarding
- o Execution
- o Exit
- Accounting**
- o Revenue and collections
- Invoicing
- AR collections
- o Expenses and payments
- PO approval
- Invoice approval
- Account coding and allocation
- HR**
- o Employee expense submission and approval
- o Employee onboarding
- o Employee Status change and offboarding
- o Vacation policy and tracking
- Annual Close**
- o Year end
- o Taxes

SOFTWARE

- Cloud based, automated system implemented & functional for:**
- o Accounting software
- o Expense tracking/management
- o Payroll processing
- o Invoicing
- o Task/Project Management
- o EFT - Payment and collections processing
- o Time Tracking
- o Industry Specific (i.e. Quoting, POS, etc)

TASK MANAGEMENT

- Related task list for accountant**
- o Daily
- o Weekly
- o Monthly
- o Quarterly
- o Annually

ENTREPRENUMBERS

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