

Financial Responsibilities Matrix |



Activity	Practice	Audigy Bookkeeper	Finance Manager	CPA
<i>Enter All Sales & Returns in OMS Daily</i>	✓			
<i>Enter All Payments in OMS Daily</i>	✓			
<i>Record Payroll in APD or Gusto Daily</i>	✓			
<i>Open Mail and Scan Paper Bills to Bookkeeper Daily</i>	✓			
<i>Log Petty Cash Uses in log & Replenish cash balance Daily</i>	✓			
<i>Take Deposit to the Bank Daily</i>	✓			
<i>Log Hearing Aid Inventory Weekly</i>	✓			
<i>Send Patient Bills for unpaid Balances Weekly</i>	✓			
<i>Mail Checks to Pay Bills Weekly or Monthly</i>	✓			
<i>Run Sync between OMS and QuickBooks Weekly</i>		✓		
<i>Resolve and Sync Errors Weekly</i>		✓		
<i>Ensure Sales in OMS match Revenue in QuickBooks Weekly</i>		✓		
<i>Ensure AR in OMS matches AR in QuickBooks Weekly</i>		✓		
<i>Enter all Manufacturer Invoices & Credits Weekly</i>		✓		
<i>Enter all Bills Weekly</i>		✓		
<i>Enters Credit Card Charges Weekly</i>		✓		
<i>Record Inventory Weekly</i>		✓		
<i>Send List of Bills to Pay Weekly or Monthly</i>		✓		
<i>Enter Petty Cash Uses from Log Monthly</i>		✓		
<i>Enter Inventory from Inventory Log Monthly</i>		✓		
<i>Reconcile Bank Statements Monthly</i>		✓		
<i>Reconciles Credit Card Statements Monthly</i>		✓		
<i>Reconcile Loan Statements Monthly</i>		✓		
<i>Ensure All Accounts are Reconciled for CPA Annually</i>		✓		
<i>Send Monthly Financial Statement Review Monthly</i>			✓	
<i>Review Financial Statements on SBU Call Monthly</i>			✓	
<i>Provide Custom Financial Analysis as Needed</i>			✓	
<i>Prepare Sales Tax Payments Quarterly</i>				✓
<i>Prepare Estimated Tax Payments Quarterly</i>				✓
<i>Prepare Tax W2 & 1099s Annually</i>				✓
<i>Prepare Business Taxes Annually</i>				✓
<i>Prepare End-of-Year Adjusting Journal Entries Annually</i>				✓
<i>Record End-of-Year Adjusting Journal Entries Annually</i>		✓		