

Accounting Process Organizer

3.1 General Ledger Control	3.2 Cash Management	3.3 Daily Books and Records Control
3.1.1 Maintain Chart of Accounts	3.2.1 Post Cash Transactions	3.3.1 Control Intercompany/Interledger Accounts
3.1.2 Maintain Entities	3.2.2 Reconcile Cash Accounts	3.3.2 Control Suspense Accounts
	3.2.3 Manage Funding	3.3.3 Investigate Discrepancies
	3.2.4 Open Bank Account	3.3.4 Calculate and Record Adjustments

3.4 Monthly Books and Records Control	3.5 Financial Reporting	3.6 Management Reporting and Control
3.4.1 Coordinate Closing	3.5.1 Certify Account Balances	3.6.1 Update Revenue/Expense Budgets
3.4.2 Perform Required GL Reconciliations	3.5.2 Verify Valuations	3.6.2 Coordinate Management Accounting Closing
3.4.3 Calculate and Record Adjustments	3.5.3 Report Month-end P&L and Balance Sheet	3.6.3 Allocate Expenses
3.4.4 Calculate and Record Reserves/Provisions	3.5.4 Prepare Financial Statements	3.6.4 Calculate and Record Adjustments
		3.6.5 Report Management P&L

3.7 Regulatory and Tax Reporting and Control
3.7.1 Complete Regulatory Filings
3.7.2 Ensure Tax Reporting Completed
3.7.3 Advise on Tax Consequences
3.7.4 Manage Tax Audits

3.8 Function Management
3.8.1 Ensure Compliance with GAAP
3.8.2 Ensure Integrity of Reporting Controls
3.8.3 Prepare for Audits
3.8.4 Manage Records

*For illustrative purposes only.
Generally requires customization for use in a specific organization.*