ACCOUNTING SERVICES CHECKLIST

Accounts Receivable		
	Medicare Visits	
		Billing Entry Posting and Classification
		Payment Posting
	Non-Medicare Visits	
		Customer Set Up
		Invoicing
		Payment Posting
		Reconciliation
		Collection
Accounts Payable		
	Vendor Set Up and Classification	
	Vendor Invoice Entry	
	Vendor Payment Processing	
	Vendor Account Reconciliation	
	Annual 1099	
Credit Card		
	Transaction Entry and Classification	
	Reconciliation	
Bookkeeping		
	Chart of Accounts Set Up and Classification	
	Account Reconciliation	
	Bank Reconciliation	
	Fixed Assets	
		Classification
		Depreciation, Adjustment, Retirement, and Sale Entries
	Financial Reporting	
		Month
		Quarter
		Annual
	City Taxes	
	Property Taxes	
	Preparation of Cost Report Requirements	
	Budget Preparation	
Payroll		
	Employee Set Up and Classification	
	Employee Payroll Processing	
	Payroll Tax Remittance	
	Payroll Quarterly Reporting	
	Year End Reporting	
Cash Flow Control and Analysis		