



## Diagnostic Review Worksheet – Understanding Your Current System

*Fixed price packages start as low as \$299.00*

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If you are in the process of considering a move to a Cloud Accounting System or a key employee is leaving the company, contact us about conducting a diagnostic review of your current system. Use this easy-to-use worksheet to help you determine your review needs. Upon completing the worksheet, schedule a meeting with us, by phone at (816) 944-1737, email [hugheswalkergroup@gmail.com](mailto:hugheswalkergroup@gmail.com), or use our calendar.

A detailed report of our findings will be provided at the end of the review so you can determine your next move. The review can be ***tailored to your needs*** and include any of the following items:

- Review the company setup
- Review the chart of accounts
- Review the following for the last 12-month period:
  - Bank reconciliations
  - Credit card reconciliations
  - Digital Wallet reconciliations
  - Bank transactions
  - Credit card transactions
  - Digital wallet transactions
  - Accounts receivables
  - Accounts payables
- Review the following lists
  - Customers
  - Vendors
  - Item/Products/Services
  - Classes
- Review Billable Time
- Review undeposited funds for open items
- Review 1099 Detail
- Review Journal Entries
- Review Payroll items
  - Payroll Processing
  - Payroll Tax Returns
  - Payroll Tax Payments
- Review Sales Tax items
  - Sales Tax Setup
  - Sales Tax Returns
  - Sales Tax Payments
- Review Inventory
- Review Recurring Templates
- Review Restricted/Non-Restricted Net Assets for a non-profit
- Identify alternative workflows to improve timeliness of information