

CFO on the Go Document Matrix

	CLIENT	BELL SOLUTIONS
WEEKLY	<p>Supply Supporting Documentation:</p> <p>Receipts, W9s, Benefit Statements, etc.</p>	<p>Review all Supporting Documentation and apply the latest tax code to enter cash-based transactions in your QuickBooks Online system.</p>
MONTHLY	<p>Supply Statements:</p> <p>Bank Accounts, Credit Cards, Loans, Income & Payment platforms.</p>	<p>Complete Financial Reconciliation</p> <p>Conduct Out of Compliance Reviews</p>
QUARTERLY	<p>Supply :</p> <p>Owner Reimbursements [Home, Mileage, etc.], Benefit & Investment Statements, etc.</p>	<p>Complete QuickBooks, Financials & Compliance Audits</p>
ANNUALLY	<p>Sign up for Annual Tax Support Services, optional</p> <p>Supply Annual Documentation, if applicable</p>	<p>Complete Year-End Packet</p> <p>Process tax support services, if applicable</p>
AS NEEDED	<p>Financial reporting is always available in your QuickBooks for use.</p> <p>CFO Support available M-Th 7a-4p</p>	