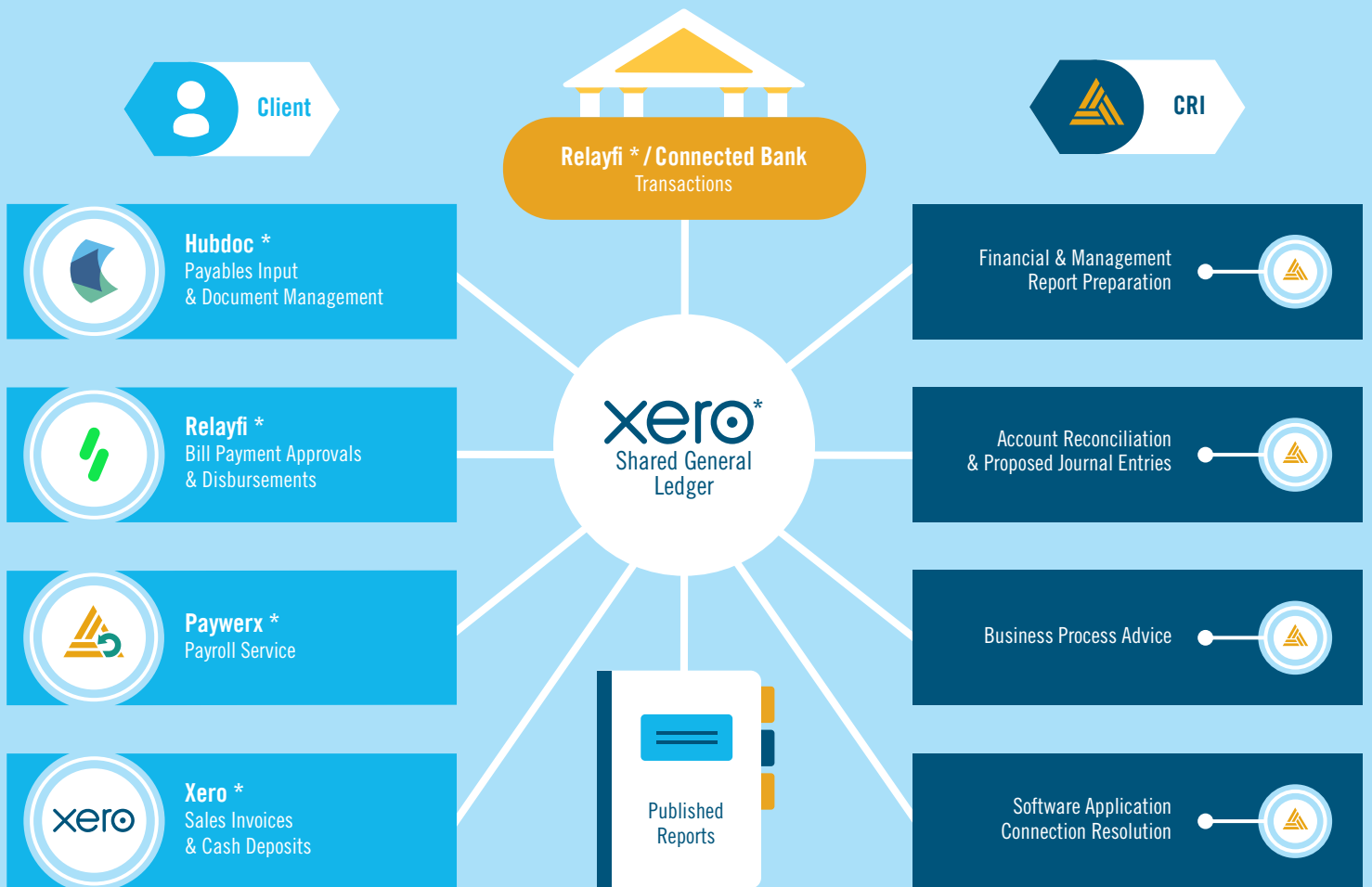


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CRI Accounting & Business Outsourcing Process



* CRI recommended connected app/service.
Please also note that the process shown above is
an example, as outsourced needs vary.

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This chart illustrates the three accounting cycles (payroll, disbursements, and cash receipts) alongside the four accounting functions (operations, authorization, record keeping, and custody) and each role involved.

ACCOUNTING FUNCTIONS

	OPERATIONS	AUTHORIZATION	RECORDKEEPING	CUSTODIAN
PAYROLL	<p> Client Staff/ Payroll Service Provider</p> <ul style="list-style-type: none"> Hiring Compensation Job descriptions Payroll tax filings 	<p> Board/Owner/CEO/CFO</p> <ul style="list-style-type: none"> Coding to general ledger Approval of hiring, benefits & compensation Payroll tax depositories Policies and procedures 	<p> Xero/Payroll Service Provider</p> <ul style="list-style-type: none"> Integrates posting to Xero through journal posting 	<p> Client Staff/ Payroll Service Provider</p> <ul style="list-style-type: none"> Bank (cash) Payroll service provider (records)
DISBURSEMENTS	<p> Client Staff</p> <ul style="list-style-type: none"> Purchasing contracts & decisions 	<p> Board/Owner/CEO/CFO/Managers</p> <ul style="list-style-type: none"> Approver - client via app Signer - client via app Invoice coding - client/automated Budgets - client 	<p> Xero/Hubdoc</p> <ul style="list-style-type: none"> Integrates with Xero through application 	<ul style="list-style-type: none"> Payment app (records) Bank (cash) Electronic records - Hubdoc/Xero
REVENUE/ RECEIPTS	<p> Client Staff</p> <ul style="list-style-type: none"> Deposit listings Deposits Cash transfers 	<p> Board/Owner/CEO/CFO/Managers</p> <ul style="list-style-type: none"> Approval of item/pricing Sales Coding Deposit process 	<p> CRI/Xero</p> <ul style="list-style-type: none"> Journal entry from outside system or Xero Direct deposits from payment services 	<ul style="list-style-type: none"> Bank (cash)

ROLE KEY:



Xero



Client Staff



Board/Owner/CEO/
CFO/Managers



Payroll Service
Provider/Paywrx



Hubdoc



CRI



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RIGGS &
INGRAM
CPAs and Advisors

CRIcpa.com/Xero



PLATINUM
PARTNER

CERTIFIED
ADVISOR