Checklist Summary Details

Checklist Name	Monthly Bookkeeping
Description	Monthly bookkeeping process for month end close
Owner	Bookkeeper
Expected Duration	1 month

Workflow Status Details

Workflow ID#	Workflow status name
1	Weekly bookkeeping process
2	Bi-weekly payroll process
3	Collect & chase
4	Month end close adjustments
5	Create & review reports
6	Share & advise client

Job Role Details

Job role ID#	Job role name
1	Bookkeeper
2	Accountant
3	Admin

Section 1   Weekly bookkeeping process (week 1)

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review A/P report	Bookkeeper	0.25		start 28 days prior to start d...
2	Pay bills that are due	Bookkeeper	0.5	1	start 28 days prior to start d...
3	Forward all receipts from receipt app to accounting system	Bookkeeper	0.5		start 28 days prior to start d...
4	Reconcile daily deposits from the POS system in the accounting system	Bookkeeper	0.75		start 28 days prior to start d...
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	start 28 days prior to start d...
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	4	start 28 days prior to start d...
7	Reconcile open transactions from Paypal in the accounting system	Bookkeeper	0.25	4	start 28 days prior to start d...
8	Review unposted checks	Bookkeeper	0.25	4	start 28 days prior to start d...
9	Email client with any questions on weekly transactions	Bookkeeper	0.25		start 28 days prior to start d...

Section 2   Weekly bookkeeping process (week 2)

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review A/P report	Bookkeeper	0.25		start 21 days prior to start d...
2	Pay bills that are due	Bookkeeper	0.5	1	start 21 days prior to start d...
3	Forward all receipts from receipt app to accounting system	Bookkeeper	0.5		start 21 days prior to start d...
4	Reconcile daily deposits from the POS system in the accounting system	Bookkeeper	0.75		start 21 days prior to start d...
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	start 21 days prior to start d...
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	4	start 21 days prior to start d...
7	Reconcile open transactions from Paypal in the accounting system	Bookkeeper	0.25	4	start 21 days prior to start d...
8	Review unposted checks	Bookkeeper	0.25	4	start 21 days prior to start d...
9	Email client with any questions on weekly transactions	Bookkeeper	0.25		start 21 days prior to start d...
10	Update work status in "Bi-weekly payroll process" and @ mention Accountant	Bookkeeper	0		start 21 days prior to start d...

Section 3   Bi-weekly payroll process (wk run)

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review hours in time tracking app	Accountant	0.5		start 17 days prior to start d...
2	Receive client approval to run payroll	Accountant	1.5	1	start 17 days prior to start d...
3	Sync time tracking app with payroll app	Accountant	0		start 17 days prior to start d...
4	Run payroll	Accountant	0.25	3	start 17 days prior to start d...
5	Update work status in "Weekly bookkeeping process" and @ mention Bookkeeper	Accountant	0	4	start 17 days prior to start d...

Section 4   Weekly bookkeeping process (week 3)

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