

A		B	C	D	E	F	G
Executive Summary Details							
Checklist Name: Monthly Bookkeeping							
Description: Monthly bookkeeping process for Month 001, 2024							
Owner: Bookkeeper							
Expected Duration: 1 month							
Workflow Status Details					Job Role Details		
Workflow ID	Workflow status name				Job role ID	Job role name	
1	Monthly bookkeeping process				1	Bookkeeper	
2	Bi-weekly payroll process				2	Accountant	
3	Client & vendor				3	Admin	
4	Bank and client adjustments						
5	Create & review reports						
6	Draw & retain client						
Section 1	Monthly bookkeeping process (week 1)						
Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date		
1	Review AP report	Bookkeeper	0.25		Start: 01 days prior to start 0		
2	Pay bills that are due	Bookkeeper	0.5	1	Start: 01 days prior to start 0		
3	Upload all receipts from receipt app to accounting system	Bookkeeper	0.5	2	Start: 01 days prior to start 0		
4	Reconcile bank deposits from the POS system to the accounting system	Bookkeeper	0.25	3	Start: 01 days prior to start 0		
5	Reconcile deposits from Stripe to the accounting system	Bookkeeper	0.25	4	Start: 01 days prior to start 0		
6	Reconcile open transactions from bank accounts to the accounting system	Bookkeeper	1.25	5	Start: 01 days prior to start 0		
7	Reconcile open transactions from Paycom to the accounting system	Bookkeeper	0.25	6	Start: 01 days prior to start 0		
8	Review uncashed checks	Bookkeeper	0.25	7	Start: 01 days prior to start 0		
9	Final client call with any questions on weekly transactions	Bookkeeper	0.25	8	Start: 01 days prior to start 0		
Section 2	Monthly bookkeeping process (week 2)						
Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date		
1	Review AP report	Bookkeeper	0.25		Start: 01 days prior to start 0		
2	Pay bills that are due	Bookkeeper	0.5	1	Start: 01 days prior to start 0		
3	Upload all receipts from receipt app to accounting system	Bookkeeper	0.5	2	Start: 01 days prior to start 0		
4	Reconcile bank deposits from the POS system to the accounting system	Bookkeeper	0.25	3	Start: 01 days prior to start 0		
5	Reconcile deposits from Stripe to the accounting system	Bookkeeper	0.25	4	Start: 01 days prior to start 0		
6	Reconcile open transactions from bank accounts to the accounting system	Bookkeeper	1.25	5	Start: 01 days prior to start 0		
7	Reconcile open transactions from Paycom to the accounting system	Bookkeeper	0.25	6	Start: 01 days prior to start 0		
8	Review uncashed checks	Bookkeeper	0.25	7	Start: 01 days prior to start 0		
9	Final client call with any questions on weekly transactions	Bookkeeper	0.25	8	Start: 01 days prior to start 0		
10	Update work status to "Bi-weekly payroll process" and @ mention Accountant	Bookkeeper	0	9	Start: 01 days prior to start 0		
Section 3	Bi-weekly payroll process (1st pay)						
Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date		
1	Review hourly & time tracking app	Accountant	0.5		Start: 11 days prior to start 0		
2	Review client approval to not payroll	Accountant	0.25	1	Start: 11 days prior to start 0		
3	Sync time tracking app with payroll app	Accountant	0	2	Start: 11 days prior to start 0		
4	Run payroll	Accountant	0.25	3	Start: 11 days prior to start 0		
5	Update work status to "Monthly bookkeeping process" and @ mention Bookkeeper	Accountant	0	4	Start: 11 days prior to start 0		
Section 4	Monthly bookkeeping process (week 3)						

Bookkeeping Test Guide

Mary Nisbet



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