

A		B	C	D	E	F	G
Executive Summary Details							
Checklist Name: Monthly Bookkeeping							
Description: Monthly bookkeeping process for Month 001 and 002							
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 & issues					3	Admin
4	Bank and client adjustments						
5	Issue & review reports						
6	Issue & review 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 in the accounting system	Bookkeeper	0.25	3	start: 01 days prior to start 0		
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	start: 01 days prior to start 0		
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	5	start: 01 days prior to start 0		
7	Reconcile open transactions from Paycom in 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 check 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 in the accounting system	Bookkeeper	0.25	3	start: 01 days prior to start 0		
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	start: 01 days prior to start 0		
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	5	start: 01 days prior to start 0		
7	Reconcile open transactions from Paycom in 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 check with any questions on weekly transactions	Bookkeeper	0.25	8	start: 01 days prior to start 0		
10	Update work status in "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 & 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 in "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

Zhe Xu



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