

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	Create & 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 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 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 client call 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 & net 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)							

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KJ Lindholm-Leary



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web by the end of this section you will be able to do the following describe the behavior of chromosomes during meiosis and the differences between the first and second meiotic divisions describe the cellular events that take place during meiosis explain the differences between meiosis and mitosis

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