DRAFT — PENDING OPERATOR REVIEW

# Weekly Bookkeeping Workflow

Client transactions flow in through document intake, point-of-sale pulls, and bank feeds, get categorized against the client's chart of accounts, and anything unrecognizable escalates to the lead accountant and then the client.

**TRIGGER**

Triggered when the recurring weekly bookkeeping project opens in Financial Cents for an active client

→

**END STATE**

The workflow ends when the week's transactions are categorized, accounts payable is clean, and the uncategorized list has been escalated

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**Transaction Intake**

STAFF ACCOUNTANT

2

**Categorization and Verification**

STAFF ACCOUNTANT

3

**Escalation and Client Communication**

STAFF ACCOUNTANT

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# 1 Transaction Intake

STAFF ACCOUNTANT

HANDOFF IN

*This phase begins when the weekly recurring project opens in Financial Cents. Source documents publish from the intake tool into QuickBooks Online, point-of-sale reports are pulled for clients that use one, and the week's bill payments are processed. Ends with a Role handoff from Staff Accountant to Staff Accountant categorization work. Transferred: all of the week's transactions present in QuickBooks Online. Acceptance criteria:* UNKNOWN*, the source template does not specify how completeness of intake is confirmed.*

PROCESS 1.1

## Document Intake Process

| ROLE | TRIGGER | END STATE |
|---|---|---|
| Staff Accountant | Triggered by the weekly project opening | Ends when all source documents for the week are in QuickBooks Online |

- 1.1.1 Publish client documents from Dext into QuickBooks Online — TRANSACTION PROCESSING
  Trigger → Weekly recurring project opens End → Dext queue empty and documents in QuickBooks Online
- 1.1.2 Pull reports from the client point-of-sale system — TRANSACTION PROCESSING
  Trigger → Weekly project opens for a point-of-sale client End → Current reports downloaded and staged for journal entries

PROCESS 1.2

## Bill Payment Process

| ROLE | TRIGGER | END STATE |
|---|---|---|
| Staff Accountant | Triggered by the weekly project opening | Ends when scheduled payments are entered |

- 1.2.1 Process the week's bill payments — PAYMENT OPERATIONS
  Trigger → Weekly project opens End → Week's bills paid or scheduled
- 1.2.2 Confirm payment approvals with the client — PAYMENT OPERATIONS
  Trigger → Payments staged for release End → Approvals confirmed where the client requires them

# 2 Categorization and Verification

STAFF ACCOUNTANT

HANDOFF IN

This phase begins with a Role handoff within Staff Accountant work. Transferred: the week's complete transaction set in QuickBooks Online. Acceptance criteria: intake sources are exhausted for the week. Every transaction is reviewed and categorized against the client's chart of accounts, accounts payable is cleaned, and data entry is verified. Ends with the week's books accurate except for items nobody could confidently categorize.

PROCESS 2.1

## Transaction Categorization Process

| ROLE | TRIGGER | END STATE |
| --- | --- | --- |
| Staff Accountant | Triggered by completed intake | Ends when categorization and accounts payable are clean and data entry is verified |

- **2.1.1 Review and categorize transactions against the chart of accounts** — TRANSACTION PROCESSING
  Trigger → Intake complete for the week   End → All recognizable transactions categorized
- **2.1.2 Clean up accounts payable** — TRANSACTION PROCESSING
  Trigger → Categorization pass complete   End → Accounts payable reflects only real open bills
- **2.1.3 Verify accuracy of the week's data entry** — TRANSACTION PROCESSING
  Trigger → Accounts payable clean   End → Week's entries verified accurate

# 3 Escalation and Client Communication

STAFF ACCOUNTANT

HANDOFF IN

*This phase begins with a Role handoff from Staff Accountant to Lead Accountant. Transferred: the uncategorized items list in the client's Google Sheet. Acceptance criteria:* UNKNOWN*, the template does not specify how the lead confirms receipt or resolution. This phase ends the workflow when unknown items are escalated to the lead and, for weekly-cadence clients, sent to the client for answers.*

PROCESS 3.1

## Uncategorized Items Process

| ROLE | TRIGGER | END STATE |
| --- | --- | --- |
| Staff Accountant | Triggered by verified books with unresolved items remaining | Ends when every unknown item is in front of someone who can resolve it |

- 3.1.1 Create the uncategorized items list in the client sheet — CLIENT COMMUNICATION
  Trigger → Verification pass leaves unresolved items   End → Uncategorized list current in the client sheet
- 3.1.2 Send the uncategorized list to the lead accountant — CLIENT COMMUNICATION
  Trigger → Uncategorized list complete   End → Lead accountant has the week's unknowns
- 3.1.3 Send the uncategorized list to weekly-cadence clients — CLIENT COMMUNICATION
  Trigger → Client is configured for weekly sends   End → Client has the list and can answer the unknowns

# Notes & Assumptions

## NOTES & ASSUMPTIONS

### Sources and confidence

- Built from the Financial Cents "*Weekly Bookkeeping Tasks" template (7 tasks, Staff Accountant and Lead Accountant roles) plus the Session 4 transcript for point-of-sale pulls. TGF Holdings shows roughly ten weekly instances since March, confirming weekly cadence for that client.
- Activities 1.1.2 and 1.2.2 are draft: described in transcripts or inferred, not present in the Financial Cents template.
- The whole map is marked DRAFT pending validation in the mapping session.

### Structure notes

- Three phases, below the four-phase guideline. The workflow is a single-owner weekly loop; phases mark its natural stages (intake, categorize, escalate) rather than functional handoffs. Kept natural rather than padded.
- The template is flat (one section, seven tasks); the phase and process structure here is our grouping and needs team confirmation.

### Assumptions to verify

- Bill pay placed inside weekly intake on the template's ordering; some clients may run bill pay on a different cadence.
- The uncategorized escalation is modeled as staff to lead to client; the template wording implies the client send can happen without the lead in the loop for some clients.

## OPERATOR QUESTIONS

1. Is weekly bookkeeping truly weekly for every client, or does frequency vary by tier or client size?
2. **Phase 1:** Which clients run through Dext, and what is the intake path for clients who submit documents another way?
3. **Phase 1:** Bill pay: which platforms are in use, who approves payments, and where does the client approve anything?
4. **Phase 3:** Walk the uncategorized items loop end to end: where does each client's Google Sheet live, what does the lead do with the list, and how do client answers come back in?
5. **Phase 3:** Which clients get the uncategorized list weekly versus monthly, and where is that setting recorded?
6. **Phase 1:** Which point-of-sale systems are in play across the client base, and which reports get pulled from each?