

# Bookkeeping Workflow

## Phase I Handover

### Control Sheet

The control sheet has some background information about the business and bookkeeping requirements. (Cloud platform Notion is used for sharing information.)

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### Record Review

Once we have the control sheet and access, we can review the records.

### Balance Sheet Reco

If the books are not in good condition, we may have to reconcile each balance sheet item before taking over.

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### Cut Off Date

We can then agree on a cut-off date. This is the date after which we will do all the bookkeeping. This date can also be a few months if some catch-up work is needed.

## Phase II Sharing Data

### Uploading Records

Businesses can directly upload records to scanning software. We can process from here.

### Solution 'One'

If uploading to scanning software is not possible then we can create a one-drive share where records can be uploaded.

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### Segregate & Upload

We can then segregate the documents and upload them in the correct sections of scanning tools.

## Phase III Processing & Reporting

### Data Processing & E-mail Reports

We then process the records and email a report, which typically contains queries.

### E-mail queries

unreconciled bank lines, aged payables, and aged receivables.

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### Finalize The Bookkeeping

Once we have heard back on the queries, we can finalize the bookkeeping for the period and lock the details.

#### Data Security:

- The Control sheet information stays on the Notion platform provided by client.
- All communication happens through either the mailbox provided by the client or the Slack channel; no data is processed locally.
- These accounts are reviewed and managed by the clients themselves.