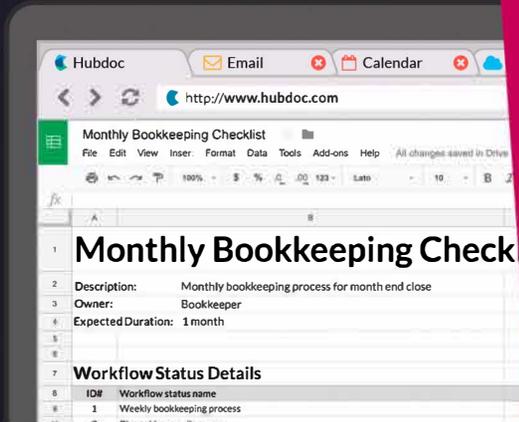# Bookkeeping Workflow Template

The ultimate bookkeeping workflow template

Unlock the power of a documented bookkeeping workflow.

It's one of the oldest tricks in the book, but oftentimes overlooked. When a business documents their processes and workflows, they experience increased efficiency and productivity. This is true for every business, in every industry, and especially for accounting and bookkeeping practices.

At Hubdoc, we're always looking for ways to help practices improve their workflows and increase efficiencies, which is why we partnered with cloud accounting leaders Karbon, Moore Details Bookkeeping, Hawkins & Co. Accounting, and more to bring you this bookkeeping workflow template. Implementing a bookkeeping workflow will help you save time, provide better client experiences, and scale your practice.

Watch our Efficient Bookkeeping Workflow webinar to find out how we built this template (**http://go.hubdoc.com/efficient-bookkeeping-workflows).**

Whether you're starting from scratch or optimizing a process you've been using for years, this template will give you the structure you need to put pen to paper and take your practice to the next level.

This workflow template outlines critical monthly bookkeeping steps, including:

- How to achieve weekly bookkeeping
- Bi-weekly payroll
- Document collection
- Adjustments, reports, and review

Each step includes a complete checklist with details, task owners, duration, and due dates.

About Hubdoc

Hubdoc is a cloud accounting application that auto-fetches your clients' key financial documents. Hubdoc helps accountants and bookkeepers increase practice efficiency by:

- Automatically fetching bank statements, bills, and receipts from hundreds of financial institutions, utilities, telecom providers, and online vendors
- Extracts the key data
- Seamlessly syncing transactions to QuickBooks Online, Xero, and Bill.com with source documents attached for one-click payment processing, reconciliation, and audit-proofing

With Hubdoc, you can spend less time chasing documents and more time running your practice.

Bookkeeping Workflow Template

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Checklist Summary Details

Checklist Name	Monthly Bookkeeping
Description	Monthly bookkeeping process for month end close
Owner	Bookkeeper
Expected Duration	1 month

Workflow Status Details

Workflow ID#	Workflow status name
1	Weekly bookkeeping process
2	Bi-weekly payroll process
3	Collect & chase
4	Month end close adjustments
5	Create & review reports
6	Share & advise client

Job Role Details

Job role ID#	Job role name
1	Bookkeeper
2	Accountant
3	Admin

Section 1 — *Weekly bookkeeping process (week 1)*

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review A/P report	Bookkeeper	0.25		start 28 days prior to start date
2	Pay bills that are due	Bookkeeper	0.5	1	start 28 days prior to start date
3	Publish all receipts form receipt app to accounting system	Bookkeeper	0.5	2	start 28 days prior to start date
4	Reconcile daily deposits from the POS system in the accounting system	Bookkeeper	0.75	3	start 28 days prior to start date
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	start 28 days prior to start date
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	5	start 28 days prior to start date
7	Reconcile open tranactions from Paypal in the accounting system	Bookkeeper	0.25	6	start 28 days prior to start date
8	Review uncashed checks	Bookkeeper	0.25	7	start 28 days prior to start date
9	Email client with any questions on weekly transactions	Bookkeeper	0.25	8	start 28 days prior to start date

Section 2 — *Weekly bookkeeping process (week 2)*

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review A/P report	Bookkeeper	0.25		start 21 days prior to start date
2	Pay bills that are due	Bookkeeper	0.5	1	start 21 days prior to start date
3	Publish all receipts form receipt app to accounting system	Bookkeeper	0.5	2	start 21 days prior to start date
4	Reconcile daily deposits from the POS system in the accounting system	Bookkeeper	0.75	3	start 21 days prior to start date
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	start 21 days prior to start date
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	5	start 21 days prior to start date
7	Reconcile open tranactions from Paypal in the accounting system	Bookkeeper	0.25	6	start 21 days prior to start date
8	Review uncashed checks	Bookkeeper	0.25	7	start 21 days prior to start date
9	Email client with any questions on weekly transactions	Bookkeeper	0.25	8	start 21 days prior to start date
10	Update work status to "Bi-weekly payroll process" and @ mention Accountant	Bookkeeper	0	9	start 21 days prior to start date

Section 3 — *Bi-weekly payroll process (1st run)*

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review hours in time-tracking app	Accountant	0.5		start 17 days prior to start date
2	Receive client approval to run payroll	Accountant	0.25	1	start 17 days prior to start date
3	Sync time-tracking app with payroll app	Accountant	0	2	start 17 days prior to start date
4	Run payroll	Accountant	0.25	3	start 17 days prior to start date
5	Update work status to "Weekly bookkeeping process" and @ mention Bookkeeper	Accountant	0	4	start 17 days prior to start date

Section 4 — *Weekly bookkeeping process (week 3)*

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review A/P report	Bookkeeper	0.25		start 14 days prior to start date
2	Pay bills that are due	Bookkeeper	0.5	1	start 14 days prior to start date
3	Publish all receipts form receipt app to accounting system	Bookkeeper	0.5	2	start 14 days prior to start date
4	Reconcile daily deposits from the POS system in the accounting system	Bookkeeper	0.75	3	start 14 days prior to start date
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	start 14 days prior to start date
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	5	start 14 days prior to start date
7	Reconcile open tranactions from Paypal in the accounting system	Bookkeeper	0.25	6	start 14 days prior to start date
8	Review uncashed checks	Bookkeeper	0.25	7	start 14 days prior to start date
9	Email client with any questions on weekly transactions	Bookkeeper	0.25	8	start 14 days prior to start date

Section 5 — *Weekly bookkeeping process (week 4)*

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review A/P report	Bookkeeper	0.25		start 7 days prior to start date

Get this template as a spreadsheet: https://docs.google.com/spreadsheets/d/1oejofvs965PnhYD576SKLzuPn4V2RQwg2Zl1hQ9N3nc/edit?usp=sharing

Bookkeeping Workflow Template

2	Pay bills that are due	Bookkeeper	0.5	1	start 7 days prior to start date
3	Publish all receipts form receipt app to accounting system	Bookkeeper	0.5	2	start 7 days prior to start date
4	Reconcile daily deposits from the POS system in the accounting system	Bookkeeper	0.75	3	start 7 days prior to start date
5	Reconcile deposits from Stripe in the accounting system	Bookkeeper	0.25	4	start 7 days prior to start date
6	Reconcile open transactions from bank accounts in the accounting system	Bookkeeper	1.25	5	start 7 days prior to start date
7	Reconcile open transactions from Paypal in the accounting system	Bookkeeper	0.25	6	start 7 days prior to start date
8	Review uncashed checks	Bookkeeper	0.25	7	start 7 days prior to start date
9	Email client with any questions on weekly transactions	Bookkeeper	0.25	8	start 7 days prior to start date
10	Update work status to "Bi-weekly payroll process" and @ mention Accountant	Bookkeeper	0	9	start 7 days prior to start date

Section 6 — Bi-weekly payroll process (2nd run)

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review hours in time-tracking app	Accountant	0.5		4 days after start date
2	Receive client approval to run payroll	Accountant	0.25	1	4 days after start date
3	Sync time-tracking app with payroll app	Accountant	0	2	4 days after start date
4	Run payroll	Accountant	0.25	3	4 days after start date
5	Update work status to "Collect & chase" and @ mention Admin	Accountant	0	4	4 days after start date

Section 7 — Gather monthly documents

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Collect and upload all bank statements	Admin	0.25		4 days after start date
2	Collect and upload credit card statements	Admin	0.25	1	4 days after start date
3	Collect and upload Paypal statement	Admin	0.25	2	4 days after start date
4	Update work status to "Month end close adjustments" and @ mention Bookkeeper	Admin	0	3	4 days after start date

Section 8 — Month end close adjustments

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Follow-up with client on missing information (from Step 1.9, 2.9, 4.9 or 5.9)	Bookkeeper	0.25		4 days after start date
2	Record amortized prepaid expenses	Bookkeeper	0.25	1	4 days after start date
3	Record monthly depreciation to fixed assets	Bookkeeper	0.25	2	4 days after start date
4	Record accrued expenses	Bookkeeper	0.25	3	4 days after start date
5	Run reconciliation report for each current asset account from the accounting system	Bookkeeper	0.25	4	4 days after start date
6	Match the reconciliation report numbers with the statement balances	Bookkeeper	0.5	5	4 days after start date
7	Update work status to "Create & review reports"	Bookkeeper	0	6	4 days after start date

Section 9 — Create reports

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Create profit & loss report	Bookkeeper	0		5 days after start date
2	Create balance sheet report	Bookkeeper	0	1	5 days after start date
3	Create accounts payable report	Bookkeeper	0	2	5 days after start date
4	Create accounts receiveable report	Bookkeeper	0	3	5 days after start date
5	Compile financial reports & @ mention Accountant	Bookkeeper	0.25	4	5 days after start date

Section 10 — Review reports

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Review financial reports for incorrect balances for account types	Accountant	0.25		6 days after start date
2	Review financial reports against previous periods	Accountant	0.25	1	6 days after start date
3	If corrections were made, send to bookkeeping to start Section 5 over	Accountant	0.25	2	6 days after start date
4	Update work status to "Share & advise client" and @ mention Admin	Accountant	0	3	6 days after start date

Section 11 — Share & advise client

Step #	Step Title	Owner	Duration (hours)	Dependent On Step #	Due Date
1	Upload compiled financial reports to file sharing application	Admin	0		7 days after start date
2	Email client with link to financial reports	Admin	0.25	1	7 days after start date
3	Interpret financial data for client meeting	Accountant	0.5	2	7 days after start date
4	Advisory meeting with client	Accountant	1	3	7 days after start date
5	Client follow up with summary of client meeting and schedule next month's meeting	Accountant	0.25	4	7 days after start date
6	Relay any changes to clients process to bookkeeper	Accountant	0.25	5	7 days after start date
7	Update work status to "Completed" and @ mention Partner	Accountant	0	6	7 days after start date

Get this template as a spreadsheet: https://docs.google.com/spreadsheets/d/1oejofvs965PnhYD576SKLzuPn4V2RQwg2Zl1hQ9N3nc/edit?usp=sharing