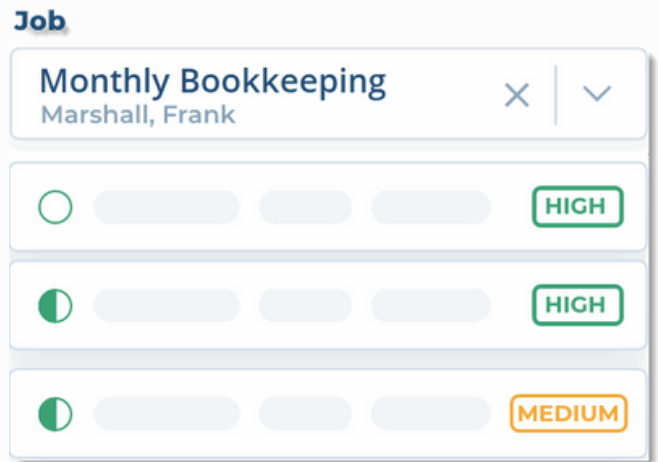


Monthly Bookkeeping Process Automation



About this automation:

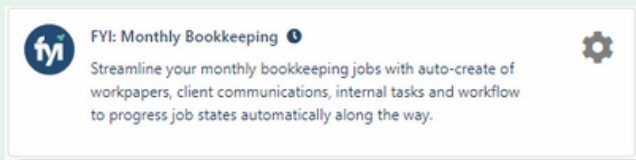
Streamline your monthly bookkeeping jobs and auto-create workpapers, client communications, internal tasks and workflow to progress job states automatically along the way.



Simply import the sample automation, customise to suit your practice, test and activate!

What's included:

- ✓ Client Communication Email Templates
- ✓ Bookkeeping Workpapers
- ✓ Monthly Bookkeeping Process Steps



Knowledge			
Templates			
Type	Name	Modified by	Status
<input type="checkbox"/>	FYI: Bookkeeping Document Upload	System	Active
<input type="checkbox"/>	FYI: Bookkeeping Completion	System	Active
<input type="checkbox"/>	FYI: Bookkeeping Working Papers	System	Active
<input type="checkbox"/>	FYI: Bookkeeping Queries	System	Active

Step	Application	Action
#1	FYI Actions	<p>Create Job</p> <ul style="list-style-type: none"> A Job will be created named "[['now' add_interval: '-1 month' date: '%B %Y']] Monthly Bookkeeping" with the state "Planned" <p>Notes</p> <p>Job Name is set as the prior month. Consider updating this to the current month by using [['now' date: '%B %Y']]</p> <p>Select a Job Template if appropriate and confirm the first Job State.</p> <p>Set a default Budget or update this on an individual Job basis.</p> <p>Consider updating the Assigned User, Manager and Partner as well as Job Custom Fields.</p>
#2	FYI Actions	<p>Create Email</p> <ul style="list-style-type: none"> An Email will be created from the "Bookkeeping Document Upload" template <ul style="list-style-type: none"> Created email will be immediately sent The document will be AutoFiled A comment will be created <p>Notes</p> <p>Consider updating: The Template in Knowledge, or select your own.</p> <p>The Email Sender, and Save or Send.</p> <p>Consider if a Comment is needed and update the message.</p>

How to import:

Before you begin, ensure your View has been saved.

- 'Bookkeeping Frequency' Custom Field = Monthly
- Status = Active

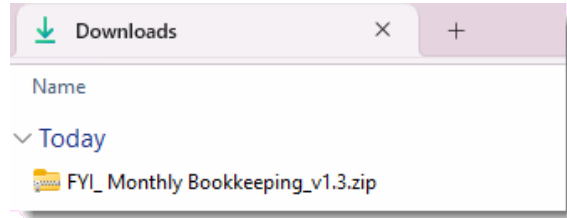
The automation will run for all active Clients with a Monthly Bookkeeping service.

Name	Bookkeeping Frequency	Status
Absolute Hooper Incorporated	Monthly	Active
Appleton Enterprises	Monthly	Active
Armstrong Industries	Monthly	Active
Automatic Data Processing	Monthly	Active
Berkley Corporation	Monthly	Active

Step 1 - Save the import file locally

The first step is to download the zip file provided in FYI's help centre.

Simply save the file locally, for example, in your Windows Explorer Downloads folder. You do not need to extract the files.

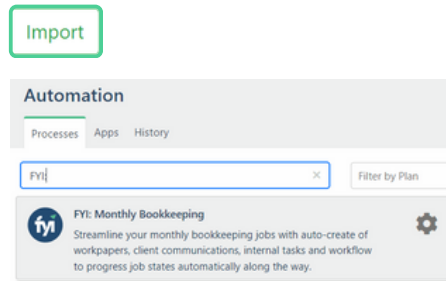


Step 2 - Import the files into FYI

Navigate to the Automation screen and click the Import button on the right-hand side of the screen.

Locate and select your saved "Monthly Bookkeeping" file and click Open to import both automation.

You can also drag and drop the zip file to the Automation list view. The Processes and Templates will be imported into FYI.



Step 3 - Review the processes

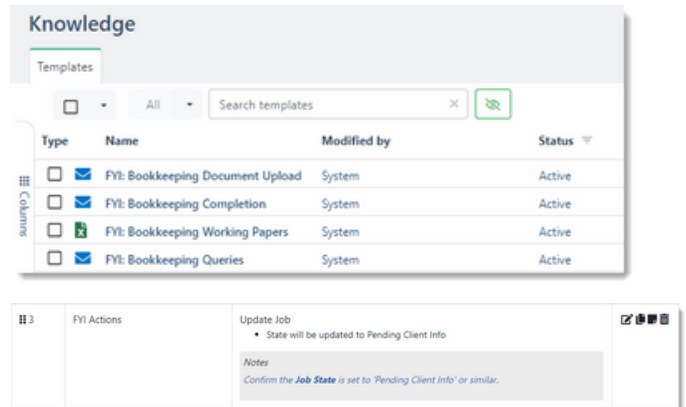
Review the Templates

Locate the templates in Knowledge - Templates. The templates will import with the prefix FYI making them easy to locate.

- Review and personalise the imported templates
- Update the template Status to Active.

Edit and Review Each Process Step

- Update the Filter and select your Monthly Bookkeeping Jobs Clients view
- Review the schedule and owner
- Review and update each process step. Specific comments have been added to the steps where action is required. These will display in blue.



Step 4 - Test and run the automation

You can test a Scheduled Custom Process directly from the Process itself and this can be done while the Process is in "Draft".

Click the Test button to display a list of clients based on the Filter that has been selected.

From the Select Test, search and select a specific client or job to run the test for and select Run Test.

When ready, set the Process to Active.

