90-Day Tax Ready Implementation Plan

Your Roadmap to Audit-Ready Bookkeeping

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Overview

This 90-day plan transforms your bookkeeping from "good enough" to "Tax Ready" - meaning every transaction is substantiated, categorized, authorized, and audit-ready.

Days 1-30: Foundation

Week 1: Assessment & Planning

Day	Task	Owner	Status
1-2	Complete Tax Ready Scorecard	Client	[ ]
3-4	Discovery meeting & document collection	Both	[ ]
5	Deliver assessment report	ProjectBits	[ ]

Week 2: QuickBooks Setup

Day	Task	Owner	Status
6-7	Chart of accounts optimization	ProjectBits	[ ]
8-9	Bank/CC feed setup	ProjectBits	[ ]
10	User permissions & access review	Both	[ ]

Week 3: Policy Development

Day	Task	Owner	Status
11-12	Draft expense policy	ProjectBits	[ ]
13-14	Policy review & approval	Client	[ ]
15	Approval thresholds configured	ProjectBits	[ ]

Week 4: Systems Setup

Day	Task	Owner	Status
16-18	Receipt capture solution deployed	ProjectBits	[ ]
19-20	Document storage organized	Both	[ ]
21	Month 1 checkpoint meeting	Both	[ ]

Month 1 Milestone: Systems configured, policies documented

Days 31-60: Cleanup & Automation

Week 5-6: Historical Cleanup

Day	Task	Owner	Status
22-28	Categorize uncategorized transactions	ProjectBits	[ ]
29-35	Reconcile bank accounts (3 months)	ProjectBits	[ ]
36-42	Reconcile credit cards (3 months)	ProjectBits	[ ]

Week 7: Vendor Compliance

Day	Task	Owner	Status
43-45	W-9 collection campaign	Both	[ ]
46-47	Vendor master file cleanup	ProjectBits	[ ]
48-49	1099 tracking verification	ProjectBits	[ ]

Week 8: Automation Implementation

Day	Task	Owner	Status
50-52	Transaction rules configured	ProjectBits	[ ]
53-55	Automated alerts set up	ProjectBits	[ ]
56	Month 2 checkpoint meeting	Both	[ ]

Month 2 Milestone: Historical books clean, automation running

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Days 61-90: Optimization & Training

Week 9-10: Process Refinement

Day	Task	Owner	Status
57-63	First automated month-end close	ProjectBits	[ ]
64-70	Identify and fix process gaps	Both	[ ]

Week 11: Training

Day	Task	Owner	Status
71-73	Team training: expense submission	ProjectBits	[ ]
74-76	Team training: report access	ProjectBits	[ ]
77	Training documentation delivered	ProjectBits	[ ]

Week 12: Finalization

Day	Task	Owner	Status
78-80	Process documentation complete	ProjectBits	[ ]
81-83	Final Tax Ready Scorecard	Both	[ ]
84	90-day review meeting	Both	[ ]
85-90	Transition to ongoing service	Both	[ ]

Month 3 Milestone: Tax Ready status achieved, team trained

Key Deliverables

By Day 30

☐ Optimized chart of accounts
☐ Written expense policy
☐ Receipt capture system live
☐ Bank feeds connected

By Day 60

☐ 3 months transactions categorized
☐ All reconciliations current
☐ W-9s collected (90%+)
☐ Automation rules running

By Day 90

☐ Tax Ready Scorecard: 80+
☐ Team trained on all processes
☐ Documentation complete
☐ Ongoing service transition

Success Metrics

Metric	Starting	Day 30	Day 60	Day 90
Tax Ready Score	_____	_____	_____	80+
Receipt compliance	_____%	70%	85%	95%
Month-end close (days)	_____	10	7	5
Uncategorized transactions	_____	<50	<20	0

Investment

90-Day Implementation

- Discovery & assessment
- QuickBooks optimization
- Historical cleanup (3 months)
- Policy development
- Automation setup
- Team training
- Documentation

Contact for pricing: don@projectbits.com

Ongoing Monthly Service

- Weekly transaction processing
- Monthly reconciliation & close
- Quarterly reviews
- Annual tax prep support

Ready to Start?

Schedule your discovery call: calendly.com/donlovett

Questions? Email: don@projectbits.com Phone: 703-434-1660