Tax Ready Bookkeeping

Week-by-Week Implementation Checklist

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Overview

This 12-week implementation checklist guides you from wherever you are today to Tax Ready status. Check off items as you complete them, and use the notes column to document any issues or customizations.

Before You Start

Pre-Implementation Assessment

Complete before Week 1:

- ☐ Complete Quick 10-Question Self-Assessment (Score: ....)
- ☐ Identify your current zone: [OK] [WARN] [WARN] [ERR]
- ☐ Complete full Nine Categories Assessment
- ☐ Identify your 3 lowest-scoring categories
- ☐ Set your target completion date: ....
- ☐ Identify implementation lead: ....
- ☐ Schedule weekly review meetings (day/time): ....

Resource Checklist

Confirm you have: - [ ] Access to accounting software (admin level) - [ ] Access to bank accounts (view + transaction history) - [ ] Current vendor list - [ ] Current customer list - [ ] Last 12 months of bank statements - [ ] Copy of Tax Ready Bookkeeping book

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Phase 1: Foundation (Weeks 1-4)

Week 1: Assessment & Access

Theme: Understand current state, secure access

Task	Done	Notes
Complete detailed Nine Categories assessment		Score: . . . .
Verify login credentials for all financial systems		
Enable 2FA on accounting software		
Enable 2FA on bank accounts		
Document all system access (who has what)		
Review last 3 bank statements for anomalies		
Print current Chart of Accounts		
Identify top 20 vendors by spend		
Identify top 20 customers by revenue		
Set up implementation folder/files		

Week 1 Review: - Completed: . . . ./10 - Issues identified: . . . . - Carry forward to Week 2: . . . .

Week 2: Chart of Accounts Foundation

Theme: Clean up and organize your COA

Task	Done	Notes
Enable account numbers (if not already)		
Review COA against industry template		
Identify inactive accounts to archive		
Identify duplicate accounts to merge		
Review and resolve Suspense account items		
Verify correct tax line mappings		
Document COA decisions made		
Create 3 new accounts if needed		
Rename vague account names		
Review Opening Balance Equity		

Week 2 Review: - Completed: . . . ./10 - COA issues resolved: . . . . - Remaining COA work: . . . .

Week 3: Vendor Foundation

Theme: Build vendor compliance infrastructure

Task	Done	Notes
Export complete vendor list		
Identify vendors paid >$600 YTD		Count: . . . .
Count vendors with W-9 on file		Count: . . . .
Calculate W-9 compliance rate		Rate: . . . .%
Send W-9 requests (batch 1)		Sent: . . . .

Task	Done	Notes
Set up W-9 tracking system		
Enable 1099 tracking in software		
Identify duplicate vendors		
Merge duplicate vendors		
Update vendor contact information (top 10)		

Week 3 Review: - Completed: ..../10 - W-9s collected this week: .... - Outstanding W-9 requests: ....

Week 4: Banking Foundation

Theme: Get reconciliation current

Task	Done	Notes
Check bank feed connection status		
Reconnect any disconnected feeds		
Identify oldest unreconciled month		Month: ....
Reconcile oldest month		
Reconcile second oldest month		
Review Undeposited Funds balance		Balance: $
Clear old Undeposited Funds items		
Document any reconciling items		
Check for duplicate transactions		
Review bank rules for accuracy		

Week 4 Review: - Completed: ..../10 - Months now reconciled: .... - Oldest unreconciled: ....

Phase 1 Checkpoint: - [ ] All systems accessible and 2FA enabled - [ ] COA cleaned up and numbered - [ ] W-9 collection process started - [ ] Banking 75%+ reconciled

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Phase 2: Stabilization (Weeks 5-8)

Week 5: Documentation Systems

Theme: Build receipt and documentation capture

Task	Done	Notes
Choose receipt capture method		Method: ....
Set up receipt capture workflow		
Document business purpose requirements		
Review last 20 expenses for documentation		% complete: ....
Create expense documentation policy		

Task	Done	Notes
Communicate policy to team		
Test receipt capture with 5 transactions		
Review expenses >$500 for receipts		
Create meal/entertainment log template		
Document enhanced scrutiny item rules		

Week 5 Review: - Completed: . . . ./10 - Documentation gaps identified: . . . .

Week 6: Accounts Receivable

Theme: Clean up AR and establish processes

Task	Done	Notes
Print AR aging report		
Review items >90 days		Amount: $. . . .
Contact top 5 overdue accounts		
Identify items for write-off		Amount: $. . . .
Get approval for write-offs		
Process approved write-offs		
Review unapplied customer payments		
Apply or investigate unapplied payments		
Review customer credits		
Apply or refund customer credits		

Week 6 Review: - Completed: . . . ./10 - AR collected this week: $. . . . - AR written off: $. . . .

Week 7: Accounts Payable

Theme: Clean up AP and complete W-9 collection

Task	Done	Notes
Print AP aging report		
Review items >60 days		
Investigate old unpaid bills		
Match AP to vendor statements (top 5)		
Follow up on W-9 requests (batch 2)		Received: . . . .
Send W-9 requests (batch 2)		Sent: . . . .
Review vendor payment terms		
Identify vendors with early pay discounts		
Set up recurring bill entries		

Task	Done	Notes
Review bill approval workflow		

Week 7 Review: - Completed: ..../10 - W-9 compliance rate now: ....% - AP issues resolved: ....

Week 8: Financial Statement Review

Theme: Verify accuracy of financial statements

Task	Done	Notes
Generate current Balance Sheet		
Review each Balance Sheet line item		
Investigate unusual balances		
Verify bank accounts match reconciliations		
Review loan balances against statements		
Clear Opening Balance Equity (if any)		Amount: $....
Generate current P&L		
Compare P&L to prior periods		
Investigate significant variances		
Document explanation for variances		

Week 8 Review: - Completed: ..../10 - Statement issues found: .... - Statement accuracy confidence: ....%

Phase 2 Checkpoint: - [ ] Documentation capture system operational - [ ] AR aged items addressed - [ ] AP cleaned up and matched - [ ] Financial statements reviewed for accuracy - [ ] W-9 collection >75%

Phase 3: Optimization (Weeks 9-12)

Week 9: Controls Implementation

Theme: Establish internal controls

Task	Done	Notes
Document approval thresholds		
Assign approvers by amount level		
Set up approval workflow in software		
Review all user access levels		
Remove unnecessary access		
Document segregation of duties		
Create vendor verification procedure		

Task	Done	Notes
Test vendor bank change process		
Review check signing authority		
Document payment authorization rules		

Week 9 Review: - Completed: ..../10 - Controls gaps identified: ....

Week 10: Tax Compliance

Theme: Verify all tax requirements are met

Task	Done	Notes
Verify sales tax setup (if applicable)		
Confirm sales tax filing is current		
Review 1099 vendor list		Count: ....
Final W-9 collection push		Rate: ....%
Verify payroll tax deposits current		
Review payroll tax filings		
Check estimated tax payment schedule		
Verify entity type settings correct		
Review account tax line mappings		
Document any compliance gaps		

Week 10 Review: - Completed: ..../10 - Tax compliance issues: ....

Week 11: Process Documentation

Theme: Document your procedures

Task	Done	Notes
Document daily bookkeeping tasks		
Document weekly bookkeeping tasks		
Document monthly close procedure		
Document bank reconciliation process		
Document vendor payment process		
Document AR collection process		
Document receipt handling process		
Create process checklist templates		
Train backup person on key processes		
Schedule recurring tasks/reminders		

Week 11 Review: - Completed: ..../10 - Processes documented: ..../8

Week 12: Final Assessment & Maintenance Plan

Theme: Validate Tax Ready status, plan ongoing maintenance

Task	Done	Notes
Complete full Nine Categories assessment		Score: . . . .
Compare to starting assessment		Improvement: . . . .
Identify any remaining gaps		
Create 30-day follow-up plan for gaps		
Set up monthly maintenance schedule		
Set up quarterly review schedule		
Document lessons learned		
Celebrate reaching Tax Ready status!		
Schedule first monthly review		Date: . . . .
Brief owner/management on new status		

Week 12 Review: - Final score: . . . . - Starting score: . . . . - Improvement: . . . . points - Zone achieved: [OK] [WARN] [WARN] [ERR]

Weekly Review Template

Use this for each weekly review meeting:

Week . . . . Review - Date: . . . .

Progress: - Tasks completed: . . . ./10 - On track: Yes / No / Catching up

Issues: 1. . . . . 2. . . . . 3. . . . .

Next Week Focus: 1. . . . . 2. . . . . 3. . . . .

Resources Needed: - . . . .

Risks to Timeline: - . . . .

Score Tracking

Progress by Phase

Phase	Starting Score	Target	Actual
Phase 1 (Week 4)		60	
Phase 2 (Week 8)		70	
Phase 3 (Week 12)		80+	

Score by Category Progress

Category	Start	Wk 4	Wk 8	Wk 12
1. Engagement & Access				
2. File Setup				
3. Banking & Reconciliation				
4. Sales & AR				
5. Expenses & AP				
6. Tax Compliance				
7. Documentation				
8. Financial Statements				
9. Controls				
Overall				

Completion Certificate

Tax Ready Implementation Complete

Organization: . . . .

Implementation Lead: . . . .

Date Started: . . . .

Date Completed: . . . .

Starting Score: . . . . (. . . . Zone)

Final Score: . . . . (. . . . Zone)

Verified By: . . . .

Date: . . . .

For more resources: projectbits.com/taxready/ch12

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