

*The 5-page Guide
& Checklists to*
**Implementing
Accounting
Workflows Fast**

Complete with curated insights
from accounting workflow experts

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Understanding Accounting Workflow

Accounting workflow management is all about organizing your work to flow smoothly. It's a system that helps your firm handle tasks efficiently, from start to finish, without bottlenecks or mistakes. This approach not only saves time but also boosts the quality of your service.

There are likely many tasks you work on day-to-day that can be managed using a detailed workflow. By improving these processes, you can save time — and money — typically spent on tedious tasks.

Why is it necessary?

I don't know about you, but I hate wasting money. I like to ensure our processes are tight and we're maximizing our resources' **says Nayo Carter-Gray, EA, founder of 1st Step Accounting.**

Accounting Workflow helps with the standardization of work quality across your firm. By using pre-made workflow templates and automating repetitive tasks, you can maintain a consistent and high-quality level of work across all projects.

[Use our 50+ workflow checklist starter pack to get started.](#)

It also gives you freedom and flexibility. Most firm owners struggle with overtime work every week because the firm cannot run properly without them. When you are able to delegate work and still easily ensure consistent client deliverables are met, your firm will run well without you.

This will help you buy back time for a proper work-life balance.

Steps to Implementing Accounting Workflows

Workflows come in all shapes and sizes, but an effective workflow needs the following elements to fly:

- **Process Checklist:** The actions your team takes to complete the tasks in the workflow.
- **Detailed steps:** Your team must follow the detailed process to complete each step correctly in the checklist.
- **Related information:** the resources you need to complete a step in the workflow.
- **Assignee:** The person responsible for performing each step in the process.

[Create your first accounting workflow checklist](#)

[According to Ryan Lazanis, CPA](#), founder of Future Firm, the biggest processes you should get right are:

1. Client onboarding
2. Employee onboarding

There are a lot of moving parts with client onboarding, and that's because it is probably the most important process. It's the make or break with a client. If a client has a bad onboarding process, it's going to leave a bad taste in their mouth and make them lose trust -Ryan Lazanis

[Download our free client onboarding template](#)

On employee onboarding, he said: *"In the first few weeks, schedule the new employee with different team members. Each team member should be responsible for providing a certain aspect of the onboarding training. This helps them both to warm up to each other"* -**Ryan Lazanis**

[Download our free employee onboarding](#)

Step 1: Map out your current workflow

The first step to enhancing your accounting operations is to fully understand your current processes. *"Having your steps mapped out opens your eyes to the bottlenecks in your process,"* notes Nayo Carter-Gray.

Mapping your workflow helps you see where your processes might be inefficient, where you're using your resources, and whether you're adhering to the procedures you've established for your firm.

[Watch Nayo Carter-Gray's workflow process here](#)

Step 2: Write down every task for each stage

Once you have each stage of your workflow outlined, record all the tasks you currently perform at each stage. This step helps you identify where adjustments can be made to enhance efficiency.

Stage 1: Managing Leads: Where will people find you?

Stage 2: Scoping & Discovery: Assessing the client and the work required.

Stage 3: Closing the Sale: Winning the sale and gaining a new customer.

Stage 4: Invoicing & Payments: How are you getting paid?

Stage 5: Onboarding: How does the client know what's next?

Stage 6: Managing Workflow: Performing the duties and managing deadlines.

Stage 7: Renewals and Disengagement: Is the client still a good fit?



Client Onboarding

Want to quickly implement this template in your firm?

Tasks	Status	Due Date	Assignee	Notes
Send new client questionnaire				
Perform the kickoff call with client				
Receive documents & details from past accountant				
Get access to their accounting system				
Set client up in firm apps				
Financial Cents				
Invoicing & billing system				
Other apps				
Document storage				
Request access to their systems & store passwords				
Bank accounts				
POS Systems				
Customize workflow to client's specific needs (Financial Cents)				
Bookkeeping				
Payroll				
Tax work				

Step 3: Delegate, automate, or eliminate

After listing the tasks for each stage, evaluate whether each task should be delegated to another team member, automated through software, or eliminated entirely. *"As you scale, you may want to step away from the work and need to be able to say 'this role will step in to complete this piece of it,'"* explains Nayo Carter-Gray, EA.

Automation plays a crucial role here, especially for repetitive tasks such as requesting documents from clients, which can be streamlined with automated reminders.

[Download the firm automation playbook.](#)

Step 4: Choosing the right tools

"Having something that was designed for an accounting or bookkeeping firm was extremely important. The last time I was looking for a solution, I only looked at ones designed for the accounting community because our needs are very niche. Using Asana and Trello means you have to make it work for you, as opposed to accounting-specific tools that get you halfway there already." -**Amanda Birch, President, Birch Accounting and Tax Services LTD**

To get the most out of a workflow tool, you need to know exactly which steps of your process can be automated so you know what features to look for in an [accounting workflow automation tool](#).

"It's easy to get overwhelmed with tech," says Nayo, "which is why it's essential to narrow down your app choices so you can hone in on the features that will deliver what you need."

[Check out the essential features to look out for in an accounting workflow software](#)

Conclusion

Ready to take your accounting firm to the next level? With the strategies we've explored in this guide, you're well-equipped to streamline your workflows, minimize errors, and significantly boost client satisfaction. Remember, the key to maintaining a competitive edge is continuous improvement—always be on the lookout for ways to enhance your processes.

Think of this not just as a one-time fix but as an ongoing journey toward operational excellence.

About Financial Cents

[Financial Cents](#) is a workflow management software that has all the features you need to get work done in a simple user interface that your team will love it and find it easy to use.

Whether you're just beginning to document your processes or have been doing it for a long time, our software will get you up and running in no time. Track & assign work, set up recurring tasks, store client information, automate client data collection and more with Financial Cents.

Don't take our word for it. Hear what our [clients](#) have to say.

Visit www.financial-cents.com to enjoy a 14-day free trial.

