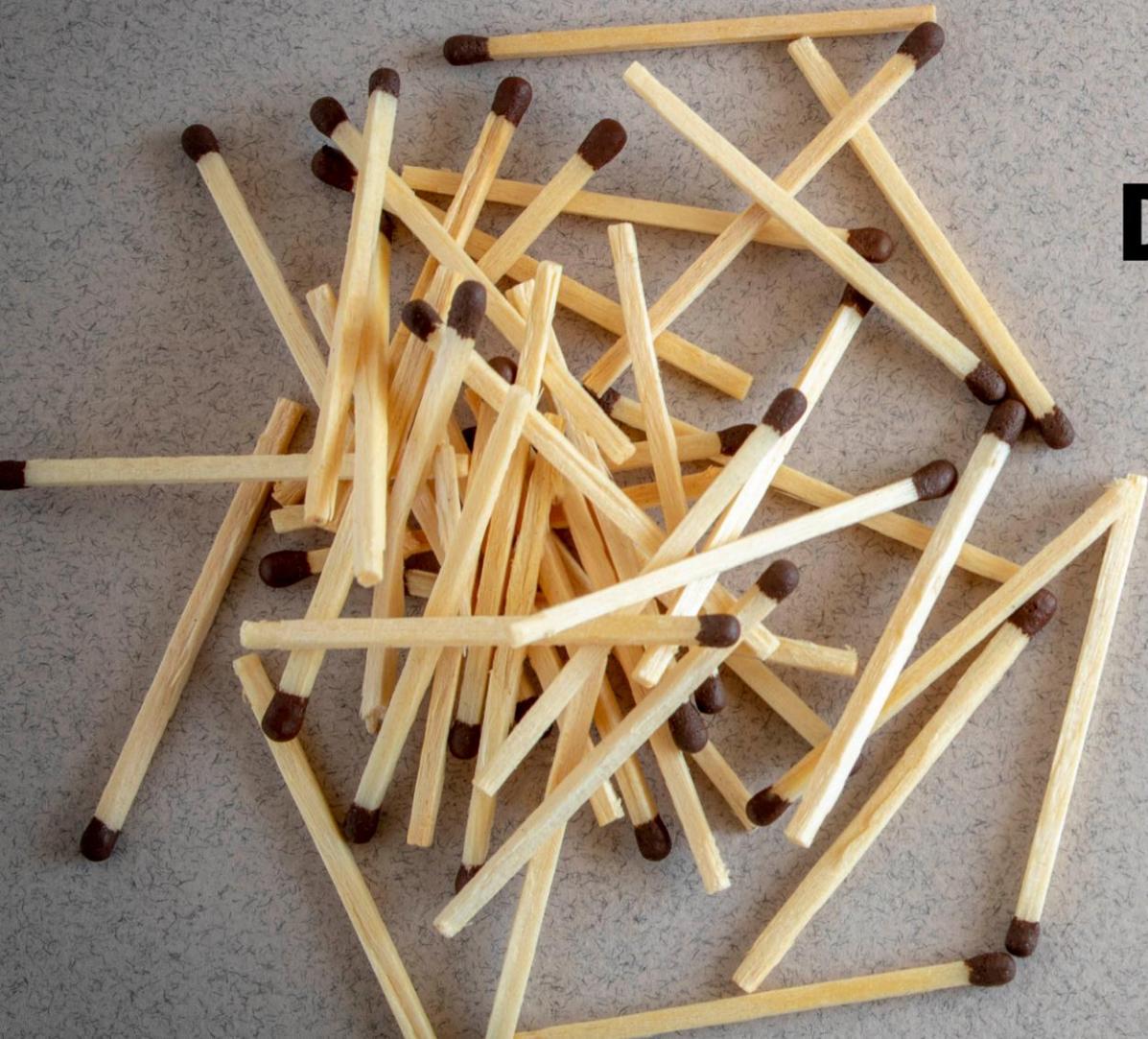


Streamline Your Workflow

**Using Technology to
Document your Processes**



WOODARD™

Learning Objectives

- Understand the importance of process documentation in accounting and finance.
- Identify key processes that should be documented to ensure compliance and accuracy.
- Learn how to create a process documentation framework that fits your business needs.
- Discover technology tools that can simplify the process of documenting processes.
- Gain practical tips and strategies for effectively using technology to streamline your process documentation efforts.



The Recipe for Success



Di^a Oatmeal Cake

For cake, pour boiling water over oatmeal, cover and let stand for 20 minutes. Beat butter until creamy; gradually add sugars and beat until fluffy. Blend in vanilla and eggs. Add oats mixture; mix well. Sift together flour, soda, salt, cinnamon and nutmeg. Add to creamed mixture. Mix well. Pour batter into well-greased and floured 9 inch square pan. Bake in pre-heated oven (350) for 50 to 55 minutes. Do not remove cake from pan.

For frosting, combine all ingredients. Spread evenly over cake. Broil until frosting becomes bubbly. Cake may be served warm or cold.

2 cups
1/2 cup
1/2 cup
1/2 cup

THE *NEW YORK TIMES* BESTSELLER

THE **CHECKLIST** MANIFESTO

HOW TO GET THINGS RIGHT

PICADOR

ATUL GAWANDE

BESTSELLING AUTHOR OF *BETTER* AND *COMPLICATIONS*

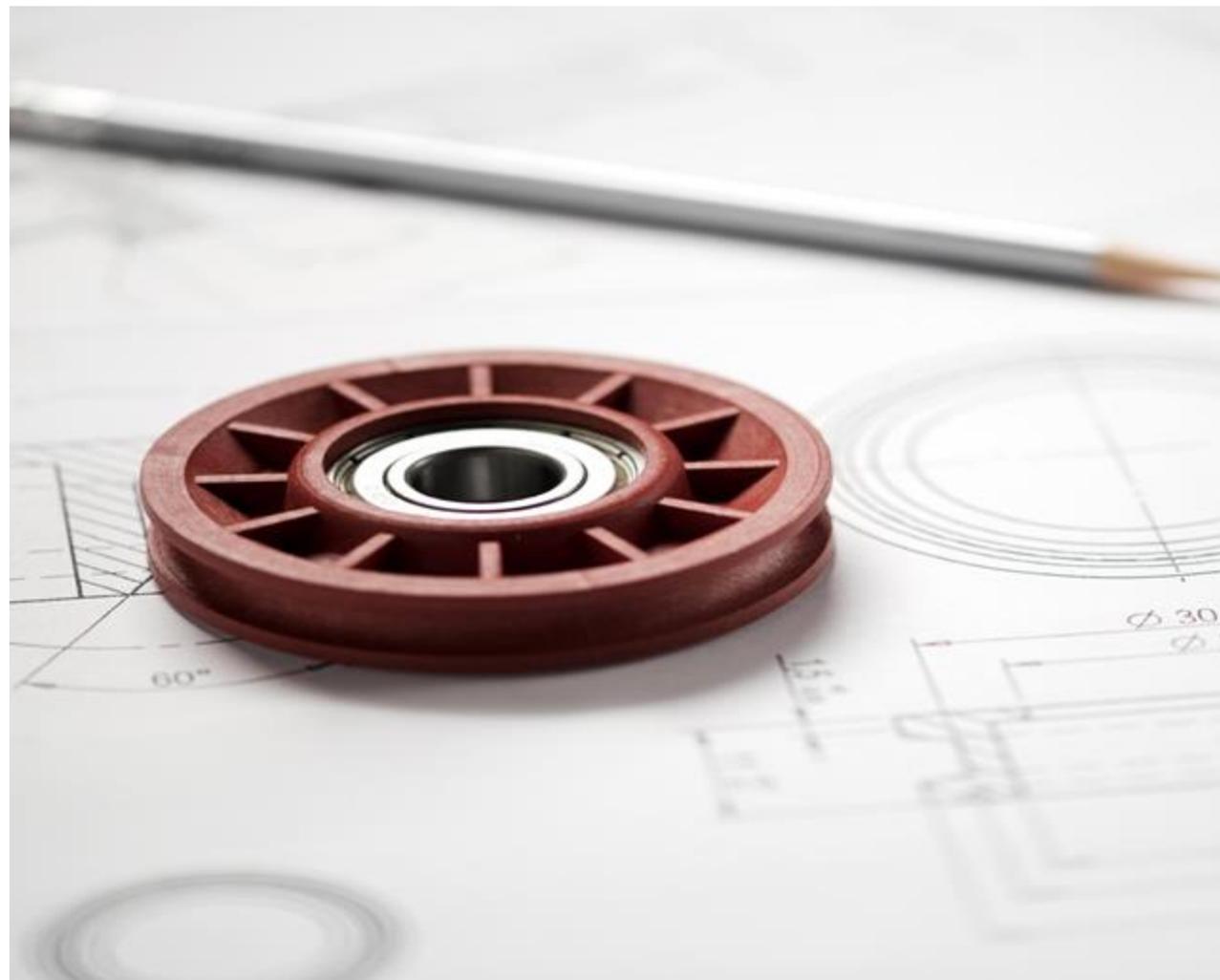


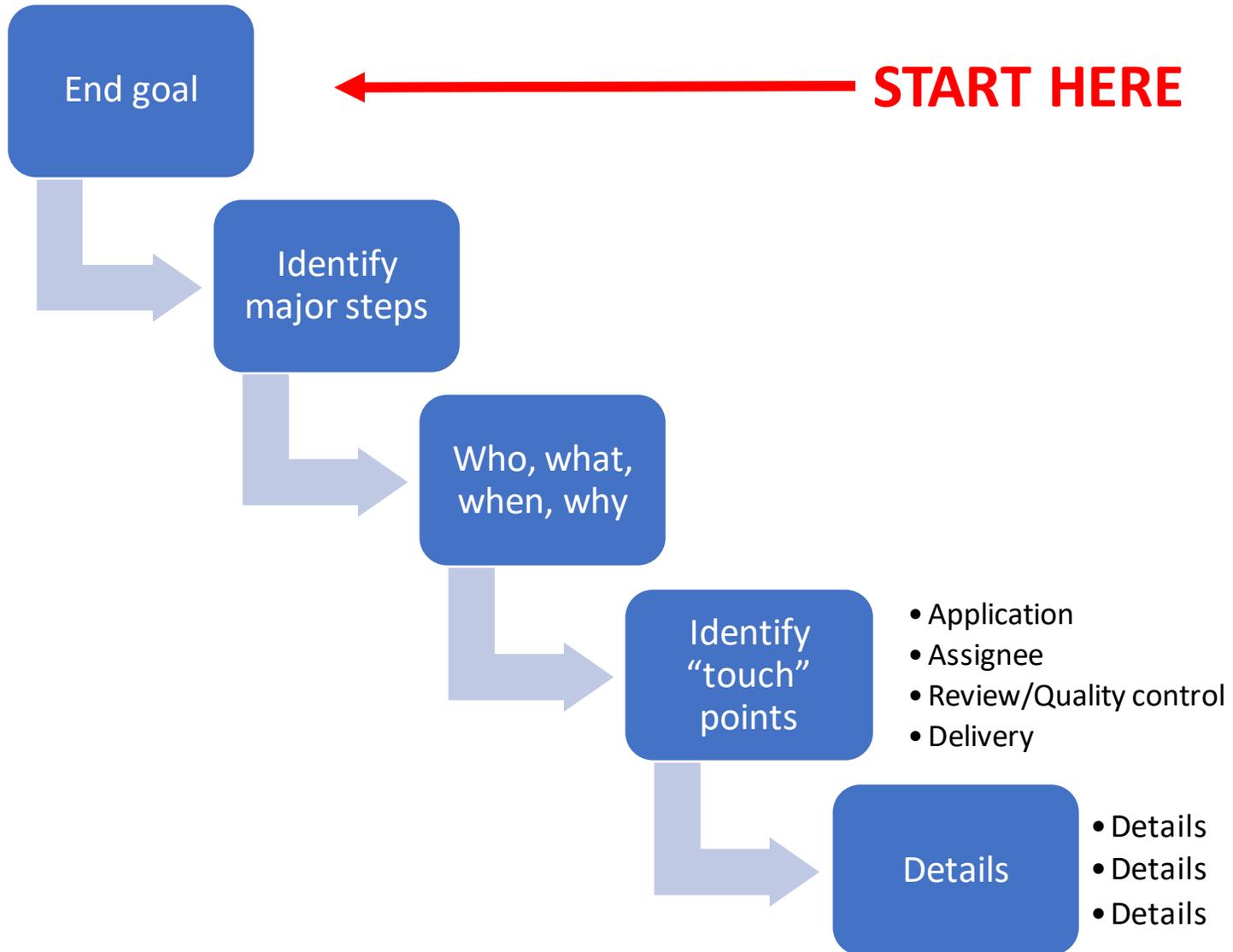
You can't make a recipe for something as complicated as surgery. Instead, you can make a recipe for how to have a team that's prepared for the unexpected.

ATUL GAWANDE

Why document your processes?

- Provides guidance and clarity to your team and clients
- Maximizes efficiency and consistency
- Bolsters quality control
- Is the path to effective automation





Capturing the Workflow



Using video to document workflow

- Record a session with Zoom, Loom (or another app)
- A video is worth a thousand words
- A commentary is worth two thousand words
- Consider using the transcription feature (or use an app)
- Embed or provide a link to the video in a workflow app

How to enable transcription in Zoom

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.5926 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Invitation Email Branding

Calendar and Contacts

Email Notification

Admin Options

More Settings

Remote support

Allow meeting host to provide 1:1 remote support to another participant.

Closed captioning

Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

- Allow use of caption API Token to integrate with 3rd-party Closed Captioning services
- Allow live transcription service to transcribe meeting automatically
- Allow viewing of full transcript in the in-meeting side panel

Save Captions

Allow participants to save fully closed captions or transcripts

Language Interpretation

Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.

Far end camera control

Where to find the Zoom transcription

Name	Date modified	Type	Size
 audio_only	9/14/2021 5:12 PM	M4A File	39,009 KB
 audio_only_1	9/14/2021 5:12 PM	M4A File	19 KB
 chat	9/14/2021 5:02 PM	Text Document	3 KB
 closed_caption	9/14/2021 5:02 PM	Text Document	41 KB
 playback	9/14/2021 5:12 PM	M3U File	1 KB
 zoom_0	9/14/2021 5:12 PM	MP4 File	488,294 KB
 zoom_1	9/14/2021 5:12 PM	MP4 File	33 KB

How to enable transcription in Teams



Other transcription apps

Rev.ai

Otter.ai

Fireflies.ai

Avoma

Apps that capture workflow

Scribeshow.com

Confluence

FlowShare

Tango

Scribehow

Using Bank Feeds

1 Navigate to <https://app.qbo.intuit.com/app/homepage>

2 Click "Banking"

3 Click this text field.

Shareable with Link

Share

Copy Link

Engagement

Notify? ✓ X

1 View
0 Claps

Options

Team Comments
 Public Comments

Support

Section

Instruction

Tip

Heads Up!

Record More Steps

Select Multiple

Combine Steps

Combine Similar

Overview

Dashboard

Tasks

Banking

Sales

Expenses

Workflows

Projects

Banking

App Transactions

Rules

Receipts

Tags

Craig's Design and Landscaping Services

Get things done Business overview

Welcome to QuickBooks Online Advanced Te

Take a tour

\$1,201.00 IN QUICKBOOKS 25

\$800.00 IN QUICKBOOKS 1

For review (25) Categorized Excluded

All dates All transactions (25) Search by description or check numb

Scribeshow features

- Captures each step as you complete your work, **automatically**
- Can edit steps and include instruction, tips, and placeholders
- Can add, edit, delete, and combine steps
- Can provide a link, or download in multiple formats

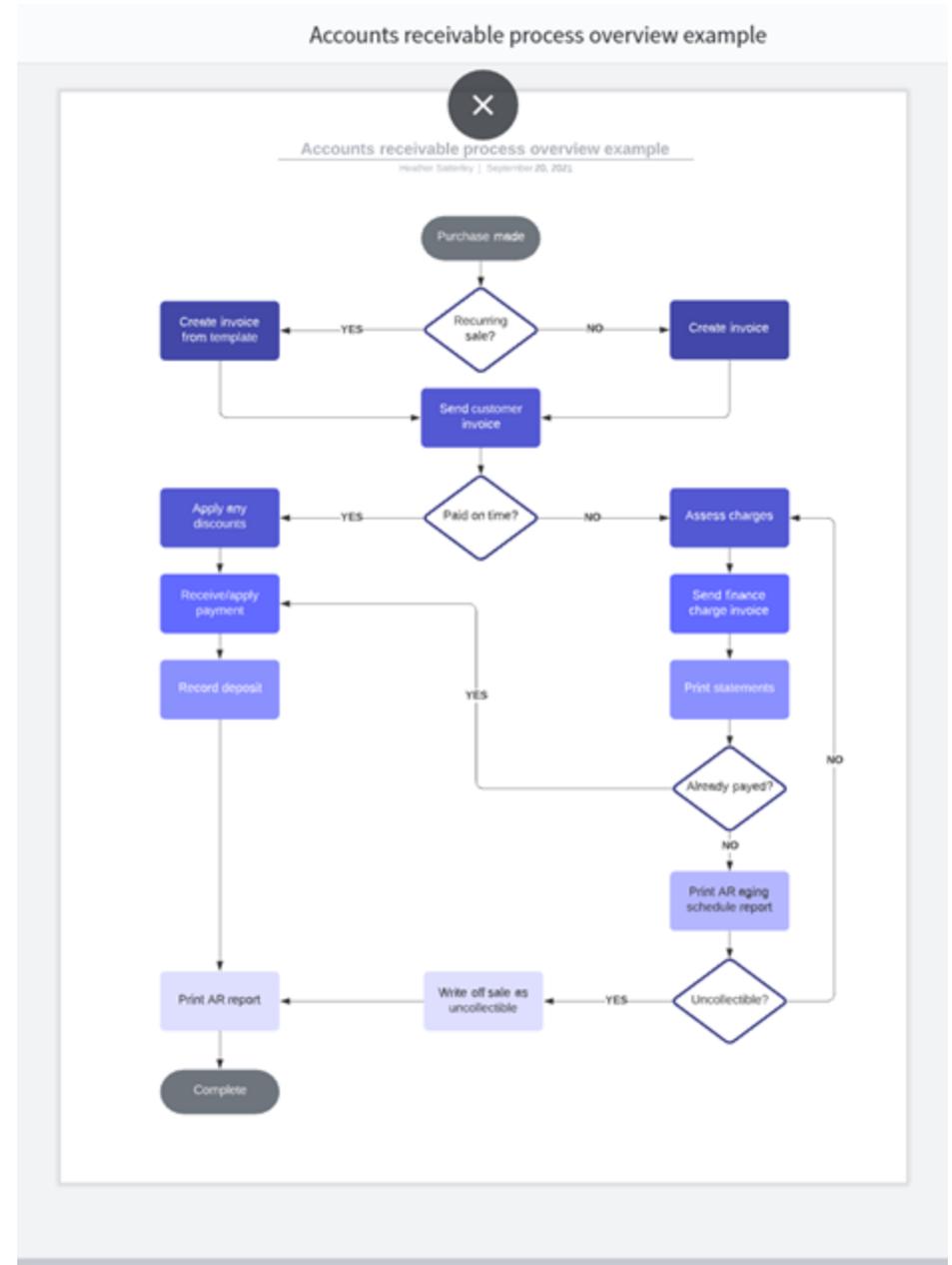
Mapping the workflow

LucidChart

SmartDraw

Miro

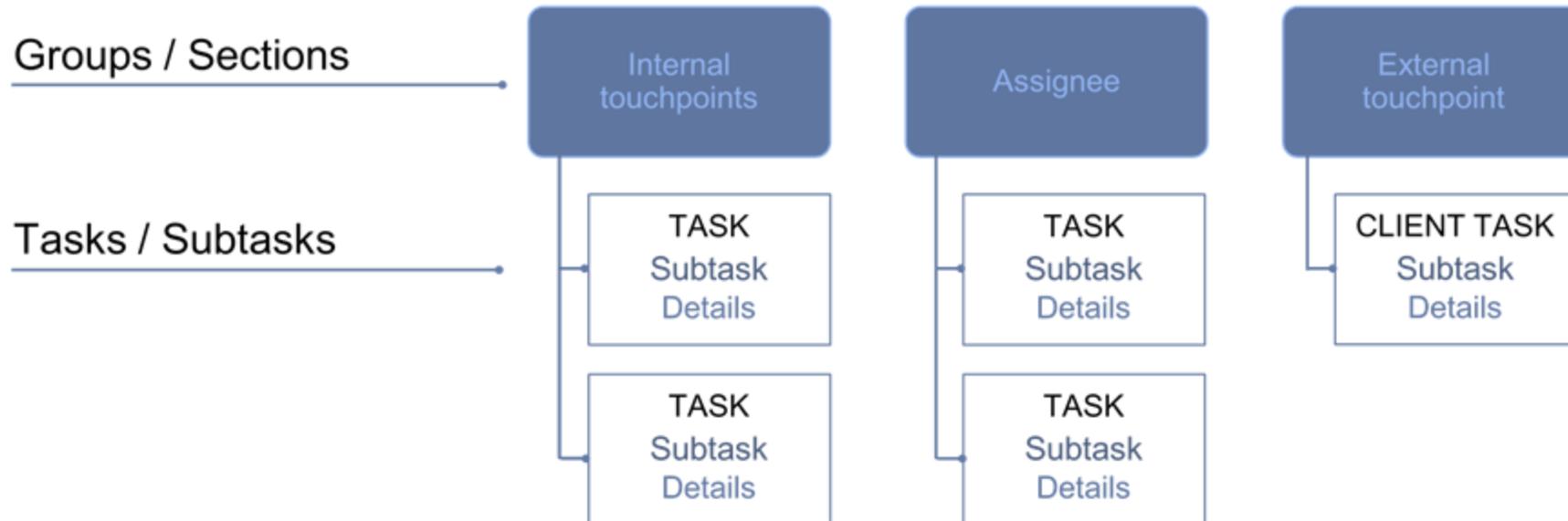
Visio



Putting it all
Together



Things to consider: Structuring your work



Selecting a Workflow Solution – Accountant-Specific

Karbon

Intuit Practice
Management

JetPack
Workflow

Canopy

Aero
Workflow

Mango
Practice
Management

Selecting a Workflow Solution – Non-Accountant-Specific

Asana

Monday.com

Process St

ClickUp

Trello

TeamWork

Structuring your Work

The screenshot displays the mango software interface. A modal window titled "Project - Form 1040 - Tasks" is open, showing a list of tasks for a project. The tasks are as follows:

Task #	Task Description
1	Meeting with Client
2	Tax Preparation
3	Assembly/Scan Docs/File Docs
4	Billing
5	Signed Efile Documents
6	Efiled Tax Return

The background interface shows a sidebar with "Add" buttons for various services: New Client Setup, Termination of Client, Payroll (Form 940, Form 941, Payroll Services, Quarterly Payroll Reports, Year-End Payroll Reports), and Tax (Form 1040, Form 1041, Form 1065, Form 1120, Form 1120s, Form 760, Form 990).

Add descriptions and links/attachments to your projects:

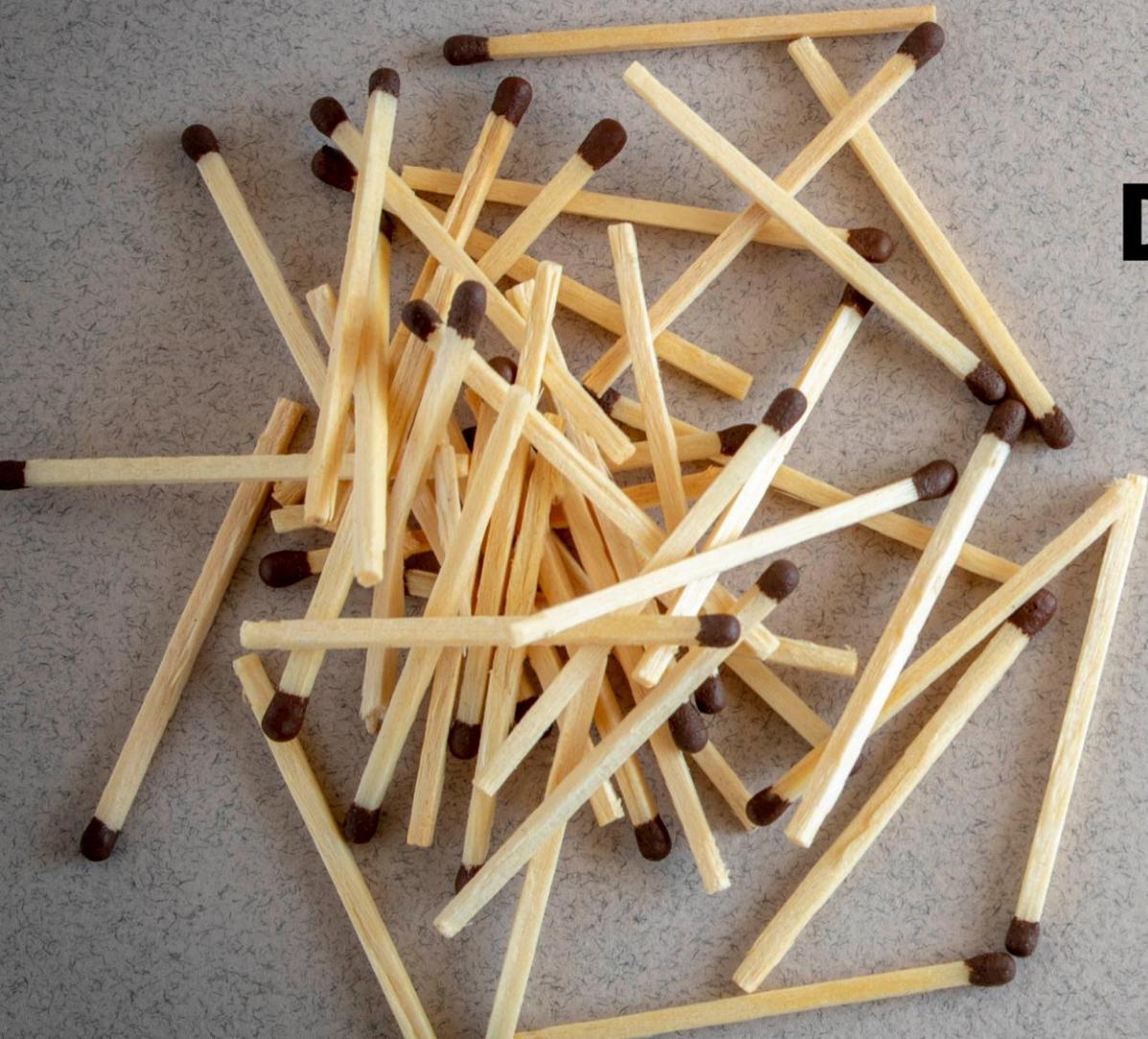
- Videos
- Scribes
- Quality control checklists

Key Takeaways

- Documenting processes takes time upfront, but the investment is priceless
- Start with the end goal in mind
- Use technology to record steps in the process
 - Video
 - Transcription
 - Screenshot capture
- Analyze processes to find inefficiencies and optimize workflows
- Use project/practice management apps to house your processes

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