YECNY BOOKKEEPING TASK MANAGEMENT

Progress Summary – Completed vs To■Be■Completed

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

COMPLETED (Backend + Frontend)

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

• Authentication System

– Login UI and backend

– JWT tokens + protected routes

– Admin initialization route

• Users & Roles

– Admin / Manager / Bookkeeper

– Role■based UI controls

• Client Management

– Clients list with filtering

– Client detail page with full tab system:

Profile / Accounts / Documents / Recurring / Notes / Danger Zone

– Manager & Bookkeeper assignment

– Tier, Billing Frequency, Bookkeeping Frequency

– DBA and contact details

• Accounts System

– Add/Edit/Delete bank, credit card, loan, and asset accounts

– Account types, last■4, active state

• Documents System

– Monthly statement grid (Jan–Dec)

– Upload modal (auto■paths: Client/Statements/Account/Year/MMDDYY.pdf)

– Admin■only delete

– In■browser PDF preview

– Year selector + per■account organization

• Recurring Tasks

– Monthly / Quarterly / Annual schedules

– Day■of■month or nth■weekday rules

– Auto■regeneration when completed

– Client■specific recurring rule management UI

• Task System – Phase 1

– Global tasks page with:

Add task

Search, Status filter, Client filter

– Clean parameter handling (no empty client_id errors)

– Client names displayed for each task

– Status update dropdown

– Dashboard buckets:

Overdue, Today, Upcoming, Waiting on Client

– Task Details Drawer (from Dashboard)

Subtasks

Internal Notes

Status + Due date editing

Assigned client display

• Client Intake System

– Full intake form based on Google Sheet

– Backend routes (create, list, update)

– Intake status field (new, in_progress, completed)

– Intake page in frontend with success/error messages

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

TO BE COMPLETED (Next Steps)

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

• Tasks Page Enhancements (Current Focus)

– Add Task Details Drawer to Tasks page

– Add subtasks + notes directly in table view or via drawer

– Add “Open client” shortcut

– Add sorting (due date, client, status)

– Add pagination or virtual scrolling

– Improve UX for status change + instant refresh

• Improved Task Architecture

– Full task history log

– Attach documents to tasks (optional)

– Task templates (optional)

– Better mobile layout

• Client Intake → Client Conversion

– Convert intake form into Client record

– Auto■generate onboarding tasks when converted

– Intake → Onboarding pipeline view

• Client Onboarding System

– “New Client Setup” checklist

– Completion tracking

– View across all clients

• Notes System

– Global notes UI for tasks, clients, accounts

– Editing + delete notes

– Tagging or categories (optional)

• Server & Deployment (Final Phase)

– Build frontend → serve through FastAPI

– Create Cloudflare Tunnel (HTTPS, no port forwarding)

– Production environment variables

– Auto■start systemd service for backend

– Backup strategy (database + uploaded docs)

– Security hardening

• Future Big Features

– Client Portal (file upload, Statements■Needed view)

– Messaging or secure comments

– Admin reporting dashboard (KPIs, workload overview)

– Multi■firm support (very long■term)

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

STATUS

■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■

The system is fully functional for internal bookkeeping use:

✓ Clients

✓ Accounts

✓ Documents

✓ Recurring

✓ Tasks (Phase 1)

✓ Dashboard

✓ Intake

Remaining work focuses on deeper task management, onboarding, and production hosting.