

Yecny Books – Task Management System Master Feature & Development Checklist

CORE SYSTEM (Backend & Infrastructure)

- User authentication with secure token + cookie system
- Role-based access (Admin, Manager, Bookkeeper, Client)
- 1-hour inactivity auto-logout
- SQLite → ready for production DB migration
- Audit logs for all task/client actions
- Recurring task engine with calendar logic
- Parent/child task relationships (subtasks)
- Migrations with Alembic

TASK MANAGEMENT (Internal)

- Employee dashboard showing:
 - - Today's one-off tasks
 - - Today's recurring tasks
- Task assignment by client + user
- Task status updates (in progress, waiting, completed)
- 'Waiting on Client' queue
- Admin overview dashboard across all employees
- Standard recurring tasks auto-created for new clients:
 - - Complete bank feeds
 - - Reconcile accounts
 - - Send questions
 - - Send reports
- Custom recurring tasks per client
- Filtering, sorting, search across tasks
- Audit log of all task actions

CLIENT MANAGEMENT

- Client list view with: company name, primary contact, status
- Search, filter, and group functions

- Clickable 'View Client' with subpages
- Static contacts that can be linked to multiple clients
- Account records linked to clients
- Intercompany link support (related client groups)
- Client creation workflow that auto-generates recurring tasks

DOCUMENT MANAGEMENT

- Document upload workflow:
 - - Select type (statement, tax document, misc)
 - - Select client account
 - - Select month/year
 - - Automatic renaming and proper folder placement
- Client view of uploaded/missing statements
- Internal tracking of documents received/missing
- Document purge system:
 - - Hold 6 months after client leaves
 - - Auto-delete after 7 years
 - - Requires two-admin approval

CLIENT PORTAL (Future Phase)

- Client login
- Client dashboard showing bookkeeping progress
- Clients can upload statements/documents
- Clients can submit requests (no chat; simple ticket-style)
- Clients see their outstanding requests + missing statements list

ADMIN FEATURES

- Admin panel listing all users, clients, accounts, tasks
- Ability to modify roles, deactivate accounts, change permissions
- Full audit trail access
- Two-admin authorization for purging

FUTURE PROJECTS (Long-Term)

- Bookkeeping app integration

- Potential bank API features
- Full accounting suite (enter checks, expenses, transfers)
- Production URL/domain setup