The Docyt Cheat Sheet For Business Owners

Daily Tasks

- ☐ Check and respond to open items on your [Task Dashboard.](#)
- ☐ [Respond to flagged transactions](#).
- ☐ [Reconnect bank & credit card accounts if they become disconnected.](#)
- ☐ [Upload](#) and [approve invoices](#).
- ☐ [Pay bills](#).
  - ☐ [Mark Invoices as Paid (if not paid through Docyt)](#)
- ☐ [Upload](#) and [approve credit card/ business receipt](#)s.
- ☐ [Validate Revenue Data: Confirm revenue was uploaded from prior week in "Daily Reports"](#)
- ☐ [Non-Expense Withdrawals:](#) For non-expense transactions such as owner equity deposits and/or withdrawals, you can attach documents from Business Mailroom to the transaction in Reconciliation Center.
- ☐ [Verify & pay employee expense reports](#).

Monthly Tasks

- ☐ [Vendor Documentation](#): Upload vendors' W9 forms for simplified 1099 reports.
- ☐ [Submit end-of-month statements](#). (Bank, credit card statements, etc.)
- ☐ [Upload bank and credit card statements](#) and do Bank feed verification.
- ☐ [Journal Entries for balance sheet accounts (excluding bank and credit card accounts).](#)
  - ☐ Payroll journal entries.
  - ☐ Depreciation/Amortization journal entries.
  - ☐ Inventory adjustment journal entries.

As Needed

- ☐ [Add employees' corporate cards to Docyt.](#)
- ☐ [Add new bank accounts.](#)
- ☐ [Add new credit cards.](#)
- ☐ Maintain a clutter-free financial profile by [archiving unused cards](#).

Access essential business reports whenever required:

- ☐ [Reports](#)
- ☐ [SaaS Reports](#)
- ☐ [Hospitality Reports](#)
- ☐ [UPS® Store Reports](#)
- ☐ [Quick Service Restaurants Reports](#)
- ☐ [Multi-Entity / Multiple Businesses](#)