FIELD NOTES / WORKFLOW AUTOMATION

Five workflows.
One good place to start.

A practical shortlist for bookkeeping firms serving construction and trades. Automate the preparation; keep the accounting decisions with your people.

01 Job-cost preparation

PREPARE	Collect invoice and receipt details into a draft job-cost worksheet. Apply the firm's agreed job and cost-type rules; retain a source link for every line.
HOLD WHEN	A job reference is missing, totals do not tie, or a possible duplicate needs review. Keep the reason with the record.
YOUR TEAM	Resolves held items, reviews the coding and totals, and approves what posts.

02 Payroll-to-job allocation drafts

PREPARE	Draft labor-cost allocations to jobs from timesheets and agreed allocation rules.
HOLD WHEN	Hours have no job, source totals disagree, or an allocation rule is unclear.
YOUR TEAM	Confirms and approves every allocation. Payroll processing remains in the existing payroll process.

Make review clearer.

Useful automation gives the reviewer both the draft and the reason a record was held. A completed check is not accounting approval.

03 Subcontractor payment tracking

PREPARE	Bring entered, approved, and paid bill statuses into a traceable view from the agreed sources.
HOLD WHEN	References conflict, a status is missing, or a bill stalls beyond the firm's follow-up rule.
YOUR TEAM	Decides what to follow up, approve, and pay. The workflow never releases a payment.

04 Bank reconciliation preparation

PREPARE	Line up likely matches between statement lines and transactions. List unmatched items with date, payee, amount, and source context.
HOLD WHEN	There is no match, more than one plausible match, or conflicting source information.
YOUR TEAM	Confirms matches, resolves unmatched items, and approves the reconciliation.

05 Reporting pack assembly

PREPARE	Assemble a draft monthly client pack from approved figures, in the firm's versioned template.
HOLD WHEN	An input is missing, the period is wrong, or totals disagree with the approved source.
YOUR TEAM	Reviews the pack and decides when it goes to the client. Nothing is sent automatically.

FIELD NOTES / WORKFLOW AUTOMATION

Choose one.
Prove it on that process.

Pick a bounded task with known inputs and a reviewer who can tell you what good output looks like. Use these questions to choose your starting point.

01 / Does the work repeat?

Choose a recurring task with identifiable source records. Write down one normal example and one awkward exception.

02 / Are the rules explicit?

Separate copying and checking from professional judgment. A missing rule is a discovery question, not an invitation to guess.

03 / Can someone review it?

Name the person who resolves held items and the person who approves output. Confirm that source links give them enough context.

04 / Can you test the value?

Agree expected outputs and representative exceptions. Compare preparation time and review effort together, including failed runs and recovery.

HOW A MARWELL PILOT STARTS

One workflow. A fixed quote. A timeline agreed in writing.

Test against agreed examples and acceptance criteria. Your team approves before live use. Continue, revise, or stop; a wider rollout is a separate decision.

START WITH MARWELL

Free 20-minute fit call. One workflow. No files or logins needed.

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Planning guidance only, not accounting, tax, or legal advice. These are candidate workflows, not measured client results. Access, scope, fees, and responsibilities are established in the written engagement agreement.