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Getting Organized

Purpose

Before configuring BooksPlus, organize the real-world accounting work of the business.

This section is intentionally procedural before it is technical. Its purpose is to make sure setup reflects how the business actually operates, who is responsible for each accounting task, what approvals are required, how documents are handled, which accounting-policy defaults the business has adopted, and how the fiscal calendar is structured.

What this section covers

This section focuses on eight foundational areas:

1. [Roles and Responsibilities](#)
2. [Phase1-minimal Users, Roles, and Approvals](#)
3. [Internal Controls](#)
4. [Document Management](#)
5. [Accounting Policy](#)
6. [Policy-Based Defaults](#)
7. [Fiscal Period Setup](#)

Why this matters

A sound accounting setup requires more than a chart of accounts and data entry screens. The business also needs:

- clear role ownership
- practical internal controls
- a reliable source-document process
- a written accounting policy baseline
- visible defaults for setup and later review
- an explicit fiscal calendar structure for posting, closing, and reporting

Without these foundations, the system may still accept transactions, but the resulting books will be harder to trust, review, and close.

Completion criteria

This step is complete when:

- accounting responsibilities are clearly assigned
- approval and review expectations are documented
- source-document capture, storage, and linking are defined
- an accounting policy baseline has been approved
- default policy settings have been reviewed and accepted or overridden
- fiscal-period setup rules have been reviewed and accepted
- the onboarding packet has been completed and acknowledged

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Workflows

Purpose

This section defines the canonical workflow model for BooksPlus v2.

It explains:

- which major workflow families BooksPlus uses
- how each family should be structured internally
- how documentation, training, and navigation should reuse the same vocabulary

Use this section when deciding where a workflow belongs, how to break down user guidance, and how to keep product structure aligned with accounting work.

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What this section is for

Use these pages for canonical workflow meaning that should remain true even if the current codebase, module boundaries, or screen layout change.

If a future `bpv2` document needs implementation-specific workflow detail, keep the full canonical meaning here and point the code-facing document back to this section.

Our Full Documentation includes

- [User Documentation](#)
- [Complete Workflows](#)
- [Full Set Of Reference Materials](#)
- [Developer Documentation](#)
- [System Administration Documentation](#)