



Prime Entry Bookkeeping

Working Session Agenda: Multi-Entity Setup

Purpose of This Session

This working session provides a clear, structured walkthrough of how Prime Entry supports multi-entity businesses. The agenda is designed to establish visibility, align systems, clarify workflows, and set the foundation for accurate monthly bookkeeping across all entities involved.

1. Business Structure & Entity Overview

- Purpose of each entity
 - Income-generating entities
 - How revenues and expenses align
 - How entities interact
 - Structural nuances to be aware of
-

2. Current Financial Landscape

- Active bank and credit card accounts
- Master/sub-account structures
- Accounts shared across entities
- Accounts to close or archive
- Manual vs. feed-based payments

3. Income, Expenses & Operational Flow

- How sales are recorded (POS, invoices, deposits)
- Use of classes, locations, or projects
- Recurring transactions and subscriptions
- Payroll workflow (provider, entries, CPA involvement, reimbursements)

4. Monthly Support Rhythm

- Scope of ongoing bookkeeping
- Categorization and reconciliations
- Month-end close rhythm
- How questions and clarifications are handled

5. Reporting & Visibility

- Monthly financial statements
- Delivery timing
- Reporting recipients
- Optional visibility/KPI additions

6. Workflow & Communication Rhythm

- Weekly check-ins
- Missing-items confirmation
- Document submission (receipts, bills, uploads)
- Notification rhythm for outstanding items

7. Secured System Alignment

- Prime Entry systems (e.g., shared drives, signature tools)
- Client systems (e.g., project boards, internal folders)
- Shared structure for document flow
- Secure handoff points on both sides

8. Transition Notes

- Items flagged during handoff
- Open questions
- Any cleanup or adjustments needed

9. Next Steps

- Immediate post-meeting actions
- Items to send or confirm
- First reporting cycle timeline

10. Open Questions & Priorities

- CPA deadlines
- Entity structure confirmations
- Cash flow or operational concerns
- Early-stage priorities

Our Promise

We listen first, not assume.

We design support around your business.

We build scalable systems without overwhelm.

We meet you where you are and move forward together.

Prime Entry Bookkeeping

jim@primeentrybookkeeping.com

239.421.7799

primeentrybookkeeping.com

###