



**BottomLine**  
CONCEPTS™

Helping American businesses reinvest in themselves



## Asana Status

### **Gathering Docs**

Some or all data was rejected and sent back to team to request from client.

### **Data Prep**

Documents were submitted back for review.

### **Worksheet Review**

Documents accepted, calculations being prepared.

### **CPA Review**

Worksheet complete, final review being prepped and conducted.

### **Congrats Email**

941x prepared and checked, ready to send to client.