

Product Requirements Document (PRD)

Bookkeeping Categorization & Reconciliation Automation

QuickBooks Online Integration

1. Product Overview

This product automates transaction categorization and bank reconciliation within QuickBooks Online (QBO).

The primary objective is to reduce manual bookkeeping effort while maintaining accuracy and audit transparency.

The system will:

- Ingest transactions from QBO
- Suggest or assign account categories
- Assist with reconciliation matching
- Route exceptions for human review
- Maintain a full audit trail

This version focuses on core functionality only.

2. Problem Statement

Bookkeepers spend significant time:

- Categorizing repetitive transactions
- Matching transactions during reconciliation
- Correcting inconsistencies
- Reviewing duplicate or missing entries

Manual processes slow month-end close and limit scalability.

The product must reduce repetitive manual work without eliminating required professional oversight.

3. Target Users

Primary Users:

- Bookkeepers using QuickBooks Online
- Small accounting firms managing multiple QBO clients

Secondary Users:

- Firm owners seeking operational efficiency

4. Scope (Version 1 – Core Only)

Included in scope:

- Transaction ingestion from QBO
- Automated category suggestions
- Rule-based categorization
- Confidence scoring
- Review queue for low-confidence transactions
- Basic reconciliation matching
- Duplicate detection
- Audit trail logging

Out of scope (Version 1):

- Advanced machine learning
- Cross-client intelligence
- Advisory analytics
- Workflow system integrations
- Multi-entity portfolio dashboards

5. Functional Requirements

5.1 QuickBooks Integration

- Connect via OAuth 2.0
- Pull bank and credit card transactions
- Sync Chart of Accounts
- Respect QBO closing dates
- Avoid modifying reconciled or locked periods

5.2 Transaction Categorization

- Suggest Chart of Accounts category
- Allow rule-based categorization (merchant + description matching)
- Provide a confidence score for each suggestion
- Route low-confidence transactions to review
- Allow user override before posting

5.3 Reconciliation Support

- Match bank transactions to ledger entries
- Identify unmatched transactions
- Flag duplicates
- Provide reconciliation status indicator
- Require user confirmation before reconciliation posting (Version 1)

5.4 Review Workflow

- Provide a review queue
- Allow bulk approval

- Record user ID and timestamp on approval
- Log all overrides

6. Non-Functional Requirements

- Secure data transmission (encrypted in transit and at rest)
- Role-based access control
- $\geq 99\%$ uptime target
- Handle QBO API rate limits gracefully
- Maintain client data isolation

7. Audit & Logging

The system must log:

- Original transaction details
- Suggested category
- Final category
- User overrides
- Timestamp
- Rule applied

Audit log must be exportable.

8. Success Metrics (Version 1)

After 60 days of usage:

- $\geq 80\%$ accurate categorization suggestions
- 40% reduction in manual transaction touches
- Reduced reconciliation preparation time
- Override rate $< 25\%$

9. Risks & Constraints

- QuickBooks API limitations
- Inconsistent bank feed descriptions
- Misclassification of uncommon transactions
- User distrust of automation

Mitigation strategies:

- Confidence scoring
- Manual review requirements
- Clear audit logging
- Proper and clear workflow for user