

Tasks that are "Ready"
Date Range: 2/1/12 to 3/15/13

Report Date: 2/29/12

Client	Project	Activity	Staff	Start	Complete	Tracking
ACEADVERT Business: Ace Advertising 734-766-0000	Corporate Tax Return	ELFAUTHORIZ: E-File Authorization Received	AQP	02/22/12	02/24/12	Not Started
BINGS Business: Bing, Sally	Individual Income Tax Return	ELFAUTHORIZ: E-File Authorization Received	AQP	03/05/12	03/07/12	Not Started
SMITH Home: Smith, Tom & Kathleen 760-894-5566	Amended Individual Income TR	ELFTRANSMIT: E-File Transmitted	AQP	02/25/12	02/27/12	Not Started
AAC Business: Advanced Advertising Consultan 215-658-9588	S Corporate Tax Return	ASSIGNBUD: Assign & Budget	EMG	03/02/12	03/02/12	Not Started
PROTO Business: Prototype Design 918-622-1564	Consulting - Web Design	CLIENTMEET: Client Meetings & Discussions	EMG	02/29/12	06/06/12	Not Started
CRAWFORD Business: Crawford's Steak House 619-982-9544	Consulting	CLIENTMEET: Client Meetings & Discussions	EMG	02/09/12	06/08/12	Not Started
ANIMAL Business: Animal Shelter 101 734-448-6214	Estate and Trust Tax Return	PREPARATION: Preparation	JPH	02/27/12	03/05/12	Not Started
ANIMAL Business: Animal Shelter 101 734-448-6214	Not-For-Profit Audit	MINUTES: Minutes	JPH	02/20/12	03/07/12	Not Started
ACEADVERT Business: Ace Advertising 734-766-0000	Payroll Tax Notice	PREPARATION: Preparation	MAT	02/24/12	03/05/12	Not Started
PROTO Business: Prototype Design 918-622-1564	Payroll Tax Notice	PREPARATION: Preparation	MAT	02/27/12	03/08/12	Not Started
CRAWFORD Business: Crawford's Steak House 619-982-9544	Payroll Tax Notice	PREPARATION: Preparation	MAT	02/29/12	03/10/12	Not Started
ALPHA Business: Alpha Promotions 800-664-2000	Partnership Tax Return	CLIENTCOPY: Client Copy Packaging	Work Queue	03/05/12	03/05/12	Not Started
ANDERSON Home: Anderson, Joe & Kim 248-517-5858	Individual Income Tax Return	PREPARATION: Preparation	Work Queue: Ind Tax Prep Novice	02/24/12	02/28/12	Waiting on Client
BENTON Home: Benton, Stephanie 810-523-9658	Individual Income Tax Return	PREPARATION: Preparation	Work Queue: Ind Tax Prep Novice	02/24/12	02/28/12	Not Started
BINGTA Business: Bing, Ted & Angela	Individual Income Tax Return	PREPARATION: Preparation	Work Queue: Ind Tax Prep Novice	02/24/12	02/28/12	Not Started

Notes: Waiting on 1099 JUS 2/24/12