BOOKKEEPING / 01

MAP THE BUSINESS AND CURRENT BOOKS

Start with known facts and the outcome you want; leave technical decisions for professional review.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Business activities, entities or locations in scope, operating rhythm, and primary contact

What I want help with and what a useful working relationship would improve

Software used now and the people or outside professionals who interact with the books

Periods believed complete, most recent review or handoff, and records available

Known gaps, duplicate or unreconciled items, delayed records, and questions to investigate

My three priorities for the first bookkeeping conversation

Preparation only. Not accounting, tax, payroll, retention, internal-control, security, contract, or legal advice.

BOOKKEEPING / 02

INVENTORY SYSTEMS, ACCOUNTS, AND RECORD FLOWS

Use system names and workflow notes only. Keep credentials, identifiers, and private record details elsewhere.

Bank, card, loan, cash, reimbursement, and owner-activity record sources to discuss

Sales, invoicing, payment, ecommerce, deposit, and refund record sources to discuss

Bills, purchasing, expenses, receipts, vendor, and contractor record sources to discuss

Payroll, benefits, time, inventory, fixed-asset, or job or location record sources to discuss

How records arrive now, who gathers them, typical delays, and missing-document questions

Systems or workflows to retain, change, connect, migrate, close, or hand off after review

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BOOKKEEPING / 03

PREPARE WORKFLOW, ACCESS, AND REVIEW QUESTIONS

Tick what is ready, then write questions about responsibilities and a secure working process.

- [ ] Business and outcome are described
- [ ] Systems and record sources are inventoried
- [ ] Current-book status and known gaps are noted
- [ ] One-time and recurring work are separated
- [ ] Current responsibility owners are identified
- [ ] Desired communication and review rhythm is listed
- [ ] Sensitive details are kept off this worksheet
- [ ] Every provider will receive the same scope brief

Responsibility questions: collection, recording, review, approvals, corrections, and other professionals

Access questions: purpose, permission level, secure exchange, changes, removal, and records of access

Rhythm and handoff questions: cutoffs, open items, review, reports, escalation, ending, and transition

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BOOKKEEPING / 04

QUESTIONS FOR THE BOOKKEEPER

Record how this provider would review, organize, perform, communicate, and hand off the work.

Scope: which entities, locations, systems, record sources, periods, and initial-review steps are included?

Starting condition: how are catch-up, cleanup, setup, migration, and unknown conditions separated and approved?

Responsibilities: who collects, records, reviews, approves, resolves questions, and coordinates with other professionals?

Access: what is requested, why, at what permission level, through which secure process, and how is it removed?

Working rhythm: what cutoffs, question process, review, deliverables, communication, escalation, and handoff apply?

Engagement: what fee structure, assumptions, exclusions, changes, term, ending process, and transition support apply?

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BOOKKEEPING / 05

COMPARE THE SAME BOOKKEEPING SCOPE

Use A and B in every box. Clarify differences before comparing totals or fit.

Bookkeeper A / Bookkeeper B / initial conversation and proposal dates

Entities, systems, periods, starting-condition review, catch-up or cleanup, and recurring work — A / B

Responsibilities, access process, work rhythm, review, deliverables, communication, escalation, and handoff — A / B

Assumptions, exclusions, client tasks, complete fee structure, changes, term, ending, transition, and open questions — A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai and start a Bookkeeping request. Share the business context, systems, periods, current-book status, cleanup or recurring needs, responsibility map, access questions, review rhythm, deliverables, and desired timing so participating pros can compete with proposals. Compare the same written scope, responsibilities, access plan, schedule, deliverables, complete fee structure, assumptions, exclusions, and fit.

One request. Every pro's best offer.

Start a request

Participation varies. An initial review and secure record handoff may be needed before a final engagement proposal.

Planning guide: https://www.pickyourpro.ai/services/bookkeeping

U.S. Small Business Administration: Manage your business (official reference)

Internal Revenue Service: Recordkeeping (official reference)

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