CATCH-UP BOOKKEEPING / 01

DEFINE PERIODS AND CURRENT STATE

Give each provider the same high-level context without entering sensitive records or deciding the treatment.

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

Entity or business context / locations or operations at a high level

Missing, incomplete or uncertain periods / last believed-complete period

Prior bookkeeper or provider / bookkeeping system / access owner

Account categories in scope without institution names, numbers or balances

Known deadlines or downstream needs as context / questions for tax or other professionals

Decision owner / record owners / provider contacts / approval participants

Preparation only. Not bookkeeping, accounting, tax, payroll, retention, security, privacy, contract, or legal advice. Keep credentials, identifiers and private records out.

CATCH-UP BOOKKEEPING / 02

INVENTORY RECORD CATEGORIES

List category availability only. Move private files through a provider-approved secure channel.

Bank and credit account record categories / periods apparently available or missing

Sales, merchant, ecommerce or receivable record categories / system owners

Bills, expenses, receipts, payables or reimbursement record categories

Payroll summary and filing record categories / secure owner or provider

Loan, asset, inventory, equity or owner-activity categories / known documents

Prior reports, returns or adjustment records / secure access and transfer questions

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CATCH-UP BOOKKEEPING / 03

DEFINE INTAKE, REVIEW AND CLOSE

Record the provider's proposed secure workflow, exception handling, approvals and handoff.

- [ ] Entities and incomplete periods are clearly bounded
- [ ] Systems and account categories are listed without identifiers
- [ ] Credentials and sensitive records are excluded from this workbook
- [ ] A provider-approved secure transfer method will be used
- [ ] Reconciliation scope and known limitations are documented
- [ ] Exceptions, missing support and client questions will be logged
- [ ] Adjustment and close approval owners are assigned
- [ ] Reports, open items, source records and transition handoff are defined

Secure intake / requested record categories / work sequence / reconciliation plan

Exception log / client questions / missing support / proposed-adjustment approval

Close criteria / reports / reconciliation status / unresolved items / ongoing transition

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CATCH-UP BOOKKEEPING / 04

QUESTIONS FOR THE BOOKKEEPER

Use the same questions for each provider and record assumptions, exclusions and approval boundaries.

Setup: entities, periods, systems, categories and current state?

Intake: requested records, sequence and secure transfer method?

Review: reconciliations, completeness checks and limitations?

Exceptions: missing support, duplicates, questions and prior issues?

Approvals: entries, adjustments, close and other professionals?

Handoff: reports, status, open items, source files and transition?

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CATCH-UP BOOKKEEPING / 05

COMPARE WRITTEN CATCH-UP SCOPES

Compare the same period and record-category inventory. A catch-up label alone does not show workflow.

Provider A / Provider B / proposal dates / same entities and periods?

Secure intake, requested records, sequencing and reconciliation - A / B

Exceptions, client questions, adjustments and approvals - A / B

Close reports, unresolved items, handoff, transition, timing and terms - A / B

READY TO HEAR FROM PROS?

Optional next step: Create an account on PickYourPro.ai and start a bookkeeping request. Share the entities, incomplete periods, system, record categories, known gaps, desired timing and handoff needs so participating pros can compete with proposals. Never include credentials, account numbers, tax identifiers, employee or customer records or private financial files in the public request.

One request. Every pro's best offer.

Start a request

Participation varies. A secure records and system review may be needed before a final catch-up scope.

Planning guide: https://www.pickyourpro.ai/services/bookkeeping/catch-up-bookkeeping

Internal Revenue Service: Recordkeeping (official reference)

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