CONSTRUCTION BOOKKEEPING / 01

GIVE EACH JOB A CLEAR REFERENCE

Use labels and questions only. Keep customer names, site addresses, amounts and private records elsewhere.

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

Reporting goal / business context at a high level / period to discuss

Job A: neutral label / question the report should help you discuss

Job B: neutral label / question the report should help you discuss

Existing job-list owner / system name, if known / naming questions

Job or phase labels that may be unclear / who can explain the reference

Priority for the first conversation / what you do not yet know

Preparation only. Not bookkeeping, job-costing, accounting, tax, payroll, cost-allocation, reporting or software instructions. No report validation. Keep amounts and private records out.

CONSTRUCTION BOOKKEEPING / 02

CONNECT SOURCES TO JOB QUESTIONS

A source reference is not an accounting entry. Leave uncertain connections for professional review.

Source 1: category or reference label / owner role / job connection known or unclear

Source 2: category or reference label / owner role / job connection known or unclear

Unclear job reference: source label / question / role who can provide context

Shared-job question: source label / missing context / professional to ask

Missing source: job label / category requested / owner role / availability question

Question handoff: source and job labels / response reference / unresolved next step

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CONSTRUCTION BOOKKEEPING / 03

DEFINE THE JOB REPORT HANDOFF

Tick what has been discussed. This is not a declaration that the books or reports are correct.

- [ ] Jobs have neutral labels and a reporting question
- [ ] Source categories are listed without private data
- [ ] Available sources and confirmed job connections are distinguished
- [ ] Uncertain and shared-job questions remain with the professional
- [ ] Each question has a response owner or is marked unresolved
- [ ] Report purpose, period and limitations will be explained
- [ ] Report versions and correction references will stay connected
- [ ] Written explanations and unresolved items are included in handoff

Report 1: purpose / period / provider-defined coverage and limits / source labels

Report version / review role / explanation reference / correction question

Open item: job or report label / responsible role / next discussion / handoff record

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CONSTRUCTION BOOKKEEPING / 04

QUESTIONS FOR THE BOOKKEEPER

Keep answers connected to job and source labels. Do not use this page to choose accounting treatment.

Scope: which job labels, source categories and initial review are needed?

Uncertainty: how will unclear job connections be recorded and routed?

Missing context: how are unavailable sources and treatment questions separated?

Reports: what purpose, period, coverage and limitations will be explained?

Review: how will versions, corrections and client questions be tracked?

Handoff: which explanations, open items, responsibilities and terms are included?

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CONSTRUCTION BOOKKEEPING / 05

COMPARE ONE JOB-REPORTING BRIEF

Use A and B for providers. Compare the same job questions, source categories and reporting goals.

Provider A / B / proposal dates / common job-list and question-list version

Job coverage, source review, unclear connections and question ownership - A / B

Report purpose, period, explanations, limitations and version review - A / B

Unresolved items, handoff records, exclusions, terms and professional fit - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start a bookkeeping request. Share non-sensitive job-reporting goals and record questions so participating pros can compete with proposals. Compare scope, responsibilities, explanations, terms and fit. Keep private financial records out.

One request. Every pro's best offer.

Start a request

Participation varies. A private job-record and reporting-goal review may be needed before a final engagement scope.

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

Intuit: project records and reports (official reference)

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