ECOMMERCE BOOKKEEPING / 01

MAP CHANNELS TO REPORT SOURCES

Use labels, system names and report categories only. Repeat this page for more channels; mark unknowns plainly.

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

Purpose of the review / selling channels in scope / period to discuss

C1: channel label / storefront or marketplace / payment provider / bookkeeping system

C1: source of order / payment / payout / refund information, or unknown

C2: channel label / storefront or marketplace / payment provider / bookkeeping system

C2: source of order / payment / payout / refund information, or unknown

Other channels or mixed sources to ask about / role who knows the current setup

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ECOMMERCE BOOKKEEPING / 02

LABEL REPORTS AND OPEN QUESTIONS

Do not copy transaction data. Ask the bookkeeper to define the source coverage and investigation needed.

Channel label / report title or category / system producing it / owner role

Period, date definition, time zone and currency questions for that source

Missing source or possible overlap / why it needs clarification / role to ask

Settlement question: channel label / payout, refund, fee or adjustment topic only

Question routing: bookkeeper, client, platform support or another professional / next step

Proposed handoff: reviewed source list / unresolved questions / responsible role / review date

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CHECK THE SOURCE MAP

Tick what is ready to discuss. An unchecked item is an open question, not evidence of an accounting error.

- [ ] Each selling channel has a short label
- [ ] Storefront and payment systems are distinguished
- [ ] Order, payment, payout and refund sources are named or marked unknown
- [ ] Report categories are listed without private exports
- [ ] Period, date and currency questions are visible
- [ ] Missing sources and settlement questions are separated
- [ ] Question owners and proposed handoff records will be agreed
- [ ] The same non-sensitive source map will go to each provider

Channel labels still missing a source-report description

Date, currency or source-coverage questions to resolve privately with the bookkeeper

Unresolved-item handoff: topic / responsible role / proposed response / review date

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ECOMMERCE BOOKKEEPING / 04

QUESTIONS FOR THE BOOKKEEPER

Use your channel labels in the answers. Let the professional define the review, not this worksheet.

Sources: which reports are needed for each channel, and how will coverage be confirmed?

Context: which period, date, time zone and currency questions need answers first?

Exceptions: how are missing sources distinguished from unresolved settlement questions?

Ownership: who handles each question, and when is platform or other professional input needed?

Handoff: what reviewed-source list, results and unresolved-item record will we receive?

Scope: what review, exclusions, fee basis and change approval apply to newly found work?

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ECOMMERCE BOOKKEEPING / 05

COMPARE ONE CHANNEL MAP

Use A and B in each box. Compare the specific investigation and handoff, not just a monthly service label.

Bookkeeper A / B / discussion dates / common channel-map version

Channels, report sources, requested period and initial-review assumptions - A / B

Date and currency questions, exception boundaries and question ownership - A / B

Review results, unresolved-item handoff, exclusions, fees, changes and fit - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Bookkeeping request. Share a non-sensitive channel and report-source map so participating pros can compete with proposals. Compare review scope, unresolved-item handling, deliverables, fees and fit. Availability varies.

Start a request

One request. Every pro's best offer.

Participation varies. A private source-report review may be needed before a final engagement scope.

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

Shopify Help Center: Payout details (official reference)

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