MONTHLY BOOKKEEPING / 01

BUILD THE RECURRING WORKFLOW BRIEF

Give every provider the same non-sensitive business context, system categories, volume ranges, and desired outcome.

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

Business activities, entities or locations in scope, accounting periods, and primary contact

Current monthly cadence, most recent period believed complete, and desired recurring outcome

Bank, card, payment, sales, billing, payroll, inventory, and other system categories — names only

Approximate monthly transaction or document volume ranges, seasonality, and expected changes

Source-record categories usually ready, categories that arrive late, and known intake questions

Internal owners, reviewers, response timing, current report recipients, and first-conversation priorities

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

MONTHLY BOOKKEEPING / 02

MAP MONTHLY TASKS AND OWNERSHIP

Describe who handles each step today, then ask the provider to confirm the proposed recurring responsibility split.

Customer and provider ownership for collecting records, recording activity, and answering intake questions

Provider-proposed reconciliation scope by bank, card, payment, loan, or other account category

Accounts payable, accounts receivable, payroll, inventory, project, or location interfaces — scope only

Transaction cutoffs, record deadlines, dependencies, and provider or client response expectations

Review questions, exception queue, open-item ownership, escalation path, and review cadence

Correction requests, prior-period changes, approvals, documentation, and communication process

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MONTHLY BOOKKEEPING / 03

DEFINE CLOSE, REPORTING AND HANDOFF

Tick what is ready to discuss, then write the close milestones, recurring deliverables, and secure handoff questions.

- [ ] Recurring accounting periods and desired outcome are clear
- [ ] System and record categories are listed without private records
- [ ] Volume ranges and seasonality are approximated
- [ ] Secure exchange and access will be proposed by the provider
- [ ] Collection, recording, review, and approval owners are identified
- [ ] Reconciliation scope and close milestones will be confirmed
- [ ] Exception, correction, and escalation questions are ready
- [ ] Reports, handoff files, ending, and transition are ready to compare

Close steps, status updates, milestones, open-item threshold questions, and completion signal

Provider-proposed recurring reports, review conversation, delivery timing, and recipient roles

Archive or export, secure record handoff, ending process, transition support, and unresolved-item list

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MONTHLY BOOKKEEPING / 04

QUESTIONS FOR A MONTHLY BOOKKEEPER

Record how this provider would organize the same recurring workflow without putting private records on the worksheet.

Scope: which entities, periods, systems, record categories, recurring tasks, and initial-review steps are included?

Readiness: how will volume ranges, late records, cutoffs, dependencies, and the first close plan be confirmed?

Responsibilities: who collects, records, reconciles, reviews exceptions, answers questions, and approves corrections?

Security: how will records and access be requested, exchanged, limited, changed, removed, and handed off?

Close and reports: what milestones, updates, review, recurring reports, corrections, and files are included?

Engagement: what fee structure, assumptions, client tasks, exclusions, changes, term, ending, and transition apply?

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MONTHLY BOOKKEEPING / 05

COMPARE MONTHLY BOOKKEEPING SCOPES

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

Provider A / Provider B / discovery and proposal dates

Periods, systems, volume assumptions, recurring tasks, reconciliation scope, and initial review — A / B

Responsibilities, cutoffs, questions, exceptions, corrections, close milestones, reports, and handoff — A / B

Secure-process plan, client tasks, assumptions, exclusions, complete fee structure, changes, ending, and open questions — A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Bookkeeping request. Share the non-sensitive business context, systems, approximate volumes, monthly task and owner map, close timing, review questions, reporting goals, and desired handoff so participating pros can compete with proposals. Compare the same recurring scope, responsibilities, secure-process plan, timing, deliverables, complete fee structure, assumptions, exclusions, and fit.

One request. Every pro's best offer.

Start a request

Participation varies. A secure recurring-workflow, record-category and system review may be needed before a final monthly engagement scope.

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

Internal Revenue Service: Recordkeeping (official reference)

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