SMALL-BUSINESS ACCOUNTING / 01

MAP SYSTEMS AND SOURCE RECORDS

Describe categories and flows without entering amounts, identifiers, credentials or actual records.

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

Business activity and accounting objective / high level only

System A / record category / export or handoff method

System B / record category / export or handoff method

Record Group A / source owner / expected timing

Record Group B / source owner / expected timing

Known gap, duplicate source or system change to discuss

Preparation only. Not accounting, bookkeeping, tax, audit, controls, retention, reporting, security, business or legal advice. Keep amounts, identifiers, credentials and private records out.

SMALL-BUSINESS ACCOUNTING / 02

ASSIGN MONTHLY ACTIVITIES AND ROLES

Map responsibility and review points; the professional determines accounting treatment and required work.

Activity A / business owner / provider role / cadence

Activity B / business owner / provider role / cadence

Missing or late input / monitor / escalation path

Entry or adjustment proposal / preparer / reviewer / approval

Tax, payroll, assurance or specialist dependency / owner

Secure access, credential and record-transfer responsibility

Preparation only. Not accounting, bookkeeping, tax, audit, controls, retention, reporting, security, business or legal advice. Keep amounts, identifiers, credentials and private records out.

SMALL-BUSINESS ACCOUNTING / 03

CHECK CLOSE READINESS

Tick what is organized. These checks do not complete a close or validate any accounting conclusion.

- [ ] Every provider receives the same non-sensitive workflow map
- [ ] Source systems and record categories are labeled
- [ ] Record owners and expected timing are identified
- [ ] Business and provider activities are distinguished
- [ ] Missing-input and escalation responsibility is written
- [ ] Close checkpoints and review ownership are explicit
- [ ] Report users and meeting cadence are described
- [ ] Excluded work and professional conclusions remain open

Open input, source-system or responsibility question / owner

Unresolved review, approval or specialist dependency / owner

Missing close, reporting, advisory or transition detail

Preparation only. Not accounting, bookkeeping, tax, audit, controls, retention, reporting, security, business or legal advice. Keep amounts, identifiers, credentials and private records out.

SMALL-BUSINESS ACCOUNTING / 04

QUESTIONS FOR THE ACCOUNTING PROFESSIONAL

Record the answer and where it appears in the proposal or engagement materials.

Discovery: how will systems, sources and recurring activities be confirmed?

Intake: how are records transferred securely and missing items monitored?

Roles: who prepares, reviews, approves and escalates each activity?

Close: what checkpoints, evidence and open-item reporting are included?

Reporting: which outputs, meetings and advisory discussions are included?

Change: how are additions, exclusions, transition and disengagement handled?

Preparation only. Not accounting, bookkeeping, tax, audit, controls, retention, reporting, security, business or legal advice. Keep amounts, identifiers, credentials and private records out.

SMALL-BUSINESS ACCOUNTING / 05

COMPARE THE SAME WORKFLOW BRIEF

Use Provider A and B. Clarify unlike intake, close or advisory assumptions before comparing proposals.

Provider A / B / proposal dates / shared workflow brief

Systems, secure intake and missing-item process - A / B

Monthly roles, close, review and deliverables - A / B

Reporting, advisory scope, transition and exclusions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start an Accounting request. Share a non-sensitive workflow brief so participating pros can compete with proposals. Compare secure intake, responsibility, close, review, reporting, advisory boundaries, transition and exclusions. A private records-and-systems discussion may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A private records-and-systems discussion may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/accounting/small-business-accounting

Internal Revenue Service: What kind of records should I keep? (official reference)

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

Preparation only. Not accounting, bookkeeping, tax, audit, controls, retention, reporting, security, business or legal advice. Keep amounts, identifiers, credentials and private records out.