Bookkeeping Client Onboarding Checklist

Free Bookkeeping Client Onboarding Checklist with AI customization. Industry-specific guidance for bookkeeping client onboarding checklist. Build your checklist now.

Initial Client Setup

- [ ] Collect business information
- [ ] Obtain EIN/Tax ID
- [ ] Get business structure details
- [ ] Collect owner information
- [ ] Obtain banking information
- [ ] Get credit card details
- [ ] Collect loan information
- [ ] Document fiscal year
- [ ] Identify tax filing requirements
- [ ] Review previous returns
- [ ] Assess bookkeeping needs
- [ ] Determine service level

Legal & Compliance

- [ ] Sign engagement letter
- [ ] Execute service agreement
- [ ] Obtain power of attorney
- [ ] Sign confidentiality agreement
- [ ] Review fee structure
- [ ] Set payment terms
- [ ] Establish billing schedule
- [ ] Get liability waivers
- [ ] Confirm insurance coverage
- [ ] Review termination terms
- [ ] Document file retention policy
- [ ] Establish communication protocols

Access & Permissions

- [ ] Obtain bank login credentials
- [ ] Get credit card access
- [ ] Access merchant accounts
- [ ] Get payroll system access
- [ ] Obtain POS system login
- [ ] Access inventory systems
- [ ] Get tax account access
- [ ] Obtain insurance portals

- [ ] Access loan accounts
- [ ] Get utility accounts
- [ ] Access vendor portals
- [ ] Document all credentials securely

QuickBooks Setup

- [ ] Create QuickBooks account
- [ ] Set up company file
- [ ] Configure chart of accounts
- [ ] Import bank accounts
- [ ] Connect credit cards
- [ ] Set up customers
- [ ] Add vendors
- [ ] Configure items/services
- [ ] Set up payroll
- [ ] Configure sales tax
- [ ] Create invoice templates
- [ ] Set up reports

Historical Data

- [ ] Gather prior year returns
- [ ] Collect previous financials
- [ ] Get bank statements (12 months)
- [ ] Obtain credit card statements
- [ ] Collect receipts and invoices
- [ ] Get depreciation schedules
- [ ] Review loan documents
- [ ] Gather lease agreements
- [ ] Collect insurance policies
- [ ] Get vendor contracts
- [ ] Review customer agreements
- [ ] Document fixed assets

Current Year Setup

- [ ] Set up beginning balances
- [ ] Enter outstanding invoices
- [ ] Record unpaid bills
- [ ] Set up recurring transactions
- [ ] Configure automatic downloads
- [ ] Establish closing procedures
- [ ] Create filing system
- [ ] Set up document management
- [ ] Configure backup procedures
- [ ] Establish review schedule
- [ ] Plan month-end process

- [ ] Schedule tax deadlines

Process Documentation

- [ ] Document receipt handling
- [ ] Establish invoice processing
- [ ] Create expense procedures
- [ ] Set up approval workflows
- [ ] Document payment processes
- [ ] Create deposit procedures
- [ ] Establish reconciliation schedule
- [ ] Document report requirements
- [ ] Create month-end checklist
- [ ] Set up year-end procedures
- [ ] Document tax prep process
- [ ] Create audit trail procedures

Communication Setup

- [ ] Set meeting schedule
- [ ] Establish report delivery
- [ ] Configure client portal
- [ ] Set up secure file sharing
- [ ] Create email protocols
- [ ] Establish response times
- [ ] Set up alert notifications
- [ ] Plan review meetings
- [ ] Schedule tax planning
- [ ] Create escalation process
- [ ] Document preferences
- [ ] Set boundaries

Training & Support

- [ ] Train on client portal
- [ ] Explain document submission
- [ ] Review report reading
- [ ] Teach QuickBooks basics
- [ ] Explain tax requirements
- [ ] Review compliance needs
- [ ] Share best practices
- [ ] Provide resource guides
- [ ] Schedule follow-up training
- [ ] Create FAQ document
- [ ] Establish support process
- [ ] Plan ongoing education

Quality Control

- ☐ Review setup accuracy
- ☐ Verify account mappings
- ☐ Test bank connections
- ☐ Validate beginning balances
- ☐ Check tax settings
- ☐ Review categorizations
- ☐ Verify report accuracy
- ☐ Test workflows
- ☐ Validate permissions
- ☐ Check backup systems
- ☐ Review security settings
- ☐ Document completion