Bookkeeping Onboarding Checklist

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

Service Agreement Phase

- [ ] Initial consultation completed
- [ ] Service needs assessed
- [ ] Pricing structure agreed
- [ ] Contract terms reviewed
- [ ] Service agreement signed
- [ ] Payment method established
- [ ] Billing cycle determined
- [ ] Start date confirmed
- [ ] Deliverables defined
- [ ] Communication plan set
- [ ] Expectations documented
- [ ] Questions addressed

Business Information

- [ ] Legal business name
- [ ] DBA names
- [ ] Business structure
- [ ] Formation date
- [ ] EIN/Tax ID number
- [ ] State tax IDs
- [ ] Business licenses
- [ ] Industry classification
- [ ] Physical address
- [ ] Mailing address
- [ ] Website/online presence
- [ ] Business description

Financial Accounts

- [ ] Business checking accounts
- [ ] Savings accounts
- [ ] Credit card accounts
- [ ] Merchant services
- [ ] PayPal/Venmo business
- [ ] Loan accounts
- [ ] Line of credit
- [ ] Investment accounts

- [ ] Petty cash processes
- [ ] Foreign accounts
- [ ] Cryptocurrency wallets
- [ ] Other payment methods

Software Setup

- [ ] Accounting software selection
- [ ] Account creation
- [ ] User permissions
- [ ] Bank feed connections
- [ ] Credit card feeds
- [ ] App integrations
- [ ] Payroll integration
- [ ] POS integration
- [ ] Inventory system link
- [ ] Time tracking setup
- [ ] Expense app connection
- [ ] Report customization

Chart of Accounts

- [ ] Review standard COA
- [ ] Customize for industry
- [ ] Add specific accounts
- [ ] Set up sub-accounts
- [ ] Configure account numbers
- [ ] Set account types
- [ ] Create cost centers
- [ ] Set up departments
- [ ] Configure classes
- [ ] Create locations
- [ ] Set up projects
- [ ] Document structure

Tax Information

- [ ] Federal tax classification
- [ ] State tax requirements
- [ ] Local tax obligations
- [ ] Sales tax nexus
- [ ] Payroll tax setup
- [ ] Estimated tax schedule
- [ ] Previous tax returns
- [ ] Tax preparer information
- [ ] Filing deadlines
- [ ] Extension history
- [ ] Tax planning needs

- [ ] Audit history

Vendor Management

- [ ] Vendor list creation
- [ ] W-9 collection
- [ ] 1099 requirements
- [ ] Payment terms
- [ ] Recurring bills
- [ ] Vendor categories
- [ ] Approval processes
- [ ] Purchase orders
- [ ] Credit applications
- [ ] Vendor portals
- [ ] Payment methods
- [ ] Contact information

Customer Setup

- [ ] Customer list import
- [ ] Billing addresses
- [ ] Payment terms
- [ ] Credit limits
- [ ] Tax exemptions
- [ ] Invoicing preferences
- [ ] Recurring invoices
- [ ] Customer categories
- [ ] Price levels
- [ ] Discount structures
- [ ] Collection procedures
- [ ] Customer portals

Payroll Configuration

- [ ] Payroll provider setup
- [ ] Employee information
- [ ] Pay schedules
- [ ] Deduction setup
- [ ] Benefit configurations
- [ ] Time tracking
- [ ] Overtime rules
- [ ] Commission structures
- [ ] Reimbursement process
- [ ] Tax withholdings
- [ ] Direct deposit
- [ ] Reporting requirements

Internal Controls

- [ ] Approval hierarchies
- [ ] Spending limits
- [ ] Segregation of duties
- [ ] Document requirements
- [ ] Receipt policies
- [ ] Expense procedures
- [ ] Reimbursement process
- [ ] Cash handling
- [ ] Check signing
- [ ] Wire transfers
- [ ] ACH procedures
- [ ] Fraud prevention

Reporting Requirements

- [ ] Financial statement frequency
- [ ] Management reports
- [ ] Cash flow projections
- [ ] Budget comparisons
- [ ] KPI tracking
- [ ] Custom reports
- [ ] Board packages
- [ ] Investor reporting
- [ ] Lender requirements
- [ ] Grant reporting
- [ ] Tax estimates
- [ ] Year-end requirements