



Client Onboarding Guide

Bradford Bookkeeping Inc

Welcome to Bradford Bookkeeping! We're excited to partner with you to maintain accurate books and help you make better financial decisions with less stress.

What to Expect During Onboarding

Timeline: 1–2 weeks from start to completion

Our Process: - Initial consultation and needs assessment - Document collection and review - QuickBooks Online setup or review - Account connection and reconciliation - First month's bookkeeping and reporting

Required Documents & Information

Please gather the following items to help us get started quickly:

- **Previous tax return** (most recent year)
 - **EIN letter** (Employer Identification Number documentation)
 - **Organizational structure** documents (LLC operating agreement, articles of incorporation, etc.)
 - **Bank and credit card login credentials** (we use secure methods to collect these)
 - **Business background information** (entity structure, services offered, business activities)
 - **Payment processing information** (cash receipts tracking, any digital payment methods used)
 - **Current client/patient tracking system** (if applicable)
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How to Invite Your Accountant to QuickBooks Online

Follow these simple steps to grant Bradford Bookkeeping access to your QuickBooks Online account:

Step-by-Step Instructions:

- **Log in to QuickBooks Online**
 - Go to your QBO account at quickbooks.intuit.com
- **Navigate to User Management**
 - Click the **Settings gear icon** (top right corner)
 - Select **Manage Users** under "Your Company" section
- **Add a New User**
 - Click under **Accounting Firms**



- Choose **Invite** option
- **Enter Accountant Information**
 - Email: **bradfordbkg@gmail.com**
 - Add a personal message if desired
- **Send the Invitation**
 - Click **Send Invitation**
 - We'll receive an email and accept the invitation within 24 hours
- **Confirmation**
 - You'll receive a notification once we've accepted access
 - We'll reach out to confirm we're in and ready to start

Access Level: Accountant users have full access to your books but cannot change company settings, billing information, or remove the primary admin.

Communication & Support

Business Hours: Monday–Thursday, 8:00 AM–4:00 PM (Fri by appointment and closed weekends)

How to Reach Us:

Email: mpues@bradfordbkg.com

Phone: Available during business hours (702) 701-1832

Client Portal: For document sharing and secure communication

Live Chat: Available through Slack if requested

Response Time: We aim to respond to all inquiries within 1 business day.

Monthly Bookkeeping Process

What We Do:

- Review and categorize all transactions
- Reconcile bank and credit card accounts
- Track cash receipts and deposits
- Record business expenses and vendor payments
- Generate monthly financial reports
- Assist with payroll, bill payments, and 1099 processing/filing
- Provide 15-day turnaround for monthly reconciliations

What We Need From You:

- Timely access to bank accounts and statements
- Cash receipt logs or daily deposit records



- Receipts for business expenses
 - Vendor invoices and payment records
 - Prompt responses to clarification questions
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Common Questions & Tips for Service-Based Businesses

Tracking Cash Payments

If your practice operates on a cash-pay basis, accurate tracking is essential:

Best Practices: - Record all cash receipts daily (patient name, service, amount, date) - Deposit cash regularly to your business bank account - Keep a cash receipt log or use a simple tracking system - Never mix business cash with personal funds

What We'll Help You Track: - Daily/weekly cash collections - Bank deposits and reconciliation to cash receipts - Any outstanding patient balances (if applicable)

Common Expense Categories for Healthcare Practices

Deductible Business Expenses: - Office rent and utilities - Medical supplies and equipment - Professional liability insurance - Continuing education and certifications - Marketing and advertising - Professional memberships and subscriptions - Office supplies and software - Contract labor (virtual assistants, cleaning services, etc.)

Important Distinctions:

Equipment under \$2,500: Fully deductible in the current year

Equipment over \$2,500: May require depreciation over time.

Keeping Clean Books

Best Practices: - Keep business and personal expenses completely separate - Save all receipts (digital or physical) - Note the business purpose for meals, travel, and conference expenses - Track mileage for business-related travel - Don't commingle business and personal bank accounts

Managing 1099 Contractors

If you work with independent contractors (virtual assistants, cleaning services, consultants): - We'll track payments throughout the year - We'll prepare 1099s in January for any contractor paid \$600 or more - Keep W-9 forms on file for all contractors

Financial Reporting & Deadlines

Monthly Reports Include: - Profit & Loss Statement - Balance Sheet - Cash flow summary - Expense breakdown by category



Key Deadlines: - Monthly bookkeeping: 15-day turnaround - Quarterly estimated tax planning support (if applicable) - Annual 1099 preparation (January) - Annual tax preparation support (we prepare books; your CPA files taxes)

Pricing & Service Agreement

Our Pricing: - Minimum charge: \$85 per set of books - Hourly rate: \$75/hour for additional work - Pricing based on transaction volume and complexity

Contract Terms: - Month-to-month agreement (no long-term commitment) - Invoice sent monthly - Payment due upon receipt.

Next Steps

- **Gather the required documents** listed above and provide them through the portal onboarding questionnaire
 - **Invite us to QuickBooks Online** using the instructions provided
 - **Complete our onboarding questionnaire** (we'll send via portal)
 - **Set up your cash receipt tracking system** (we can recommend simple methods)
 - **Schedule a follow-up call** if needed to review your books
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Questions?

We're here to help! Don't hesitate to reach out during business hours.

Bradford Bookkeeping Inc

Email: mpues@bradfordbkg.com

Website: bradfordbkg.com

Accurate Books. Better Decisions. Less Stress.

