ELEV8BOOKS

BOOKKEEPING & TRAINING

YOUR FINANCES SYNCED

Bookkeeping Onboarding Checklist

Prepare these records so we can get your bookkeeping set up efficiently.

BUSINESS & TAX INFORMATION

- [ ] Legal business name and operating name
- [ ] Business address and primary contact information
- [ ] Fiscal year-end
- [ ] CRA business number and applicable program account numbers
- [ ] Most recent filed HST/GST return (if applicable)
- [ ] Prior year financial statements / year-end reports

BANKING & CREDIT

- [ ] Business bank statements for the requested period
- [ ] Business credit card statements for the requested period
- [ ] Loan and line-of-credit statements
- [ ] Opening balances or most recent reconciled balances

SALES & ACCOUNTS RECEIVABLE

- [ ] Customer invoices / sales records
- [ ] List of outstanding customer balances
- [ ] Merchant processor reports, if applicable

PURCHASES & ACCOUNTS PAYABLE

- [ ] Supplier bills and receipts
- [ ] List of unpaid supplier bills
- [ ] Recurring expense information
- [ ] Major asset purchase documents

Bookkeeping Onboarding Checklist

Payroll, systems and access

PAYROLL

- [ ] Employee list and payroll setup information
- [ ] Current-year payroll reports
- [ ] Prior remittance information
- [ ] Vacation / benefit information, if applicable

SOFTWARE & ACCESS

- [ ] QuickBooks Online company access arranged
- [ ] Dext / Hubdoc access arranged, if used
- [ ] Plooto access arranged, if used
- [ ] Wagepoint access arranged, if used
- [ ] Other bookkeeping / payroll app access arranged

Use accountant/user invitations whenever possible. Never send passwords by email or on this form.

NOTES / MISSING ITEMS

Client Name

Date