
Ready Now Bookkeeping - Getting Started

Choose the path that matches your business. These forms are editable PDFs: type into the fields, check the boxes, save a copy, and use them as a working onboarding record.

Start with the consultation

The first conversation is designed to diagnose the situation, not rush a sale. Plan on about 30 minutes for the initial video meeting. If you already use QBO and want a books review, RNB can review the file with your permission before or during the consultation. If the situation needs more time, we will identify that and schedule the next step.

- ☐ Complete 01 - Consultation Prep + Initial Books Review
- ☐ Choose a meeting format: Zoom, Teams, FaceTime, WhatsApp video, or phone
- ☐ Do not send passwords; RNB will provide any invitation/access instructions directly

If you already use QuickBooks Online

Use 02 - Getting Started - Existing QBO. It covers the accountant invitation, financial access, cleanup/catch-up evidence, recurring workflows, and the baseline review.

If you do not have reliable QBO history

Use 03 - Getting Started - New to QBO / New Books. This path covers a brand-new file, a transition from another system, or a clean rebuild when repairing the old books would not produce a dependable result.

Supporting checklists

- 04 - Master Document Request Checklist: source documents commonly needed for cleanup, catch-up, migration, setup, or recurring bookkeeping.
- 05 - First 30 Days Onboarding Roadmap: a shared view of consultation, access, baseline review, cleanup/build work, and the recurring monthly cadence.

How RNB approaches onboarding

- ☐ Use evidence rather than assumptions
- ☐ Protect owner control and separation of duties
- ☐ Choose QBO based on real workflow requirements
- ☐ Document open questions instead of hiding them
- ☐ Explain what changed and why it matters
- ☐ Build a repeatable monthly process after the books are stable



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NOTE

The accountant invitation address is intentionally not printed in these public-facing forms. RNB provides it directly when accountant access is appropriate.

Consultation Prep + Initial Books Review

Use this form before the first conversation. The initial meeting is planned for about 30 minutes. If your books need deeper review, we can schedule additional time rather than rush the diagnosis.

NOTE

Do not send passwords, bank login credentials, Social Security numbers, or other sensitive access information by ordinary email. If accountant access is appropriate, Ready Now Bookkeeping will provide the invitation address privately.

Business snapshot

Business / legal name

DBA

Owner / primary contact

Industry

Entity type

State organized

Year started

Phone

Email

Best contact method

Current bookkeeping condition

☐ I currently use QuickBooks Online

☐ I use another accounting system or spreadsheets

☐ I do not yet have an accounting system

Current system / QBO plan if known

Books current through

Bank accounts

Credit cards

Loans / leases

Merchant processors

☐ Payroll is active

☐ Accounts payable is used

☐ Inventory is tracked

☐ Accounts receivable is used

☐ Projects / job costing are important

☐ Sales tax is collected



Consultation Prep + Initial Books Review

Use this form before the first conversation. The initial meeting is planned for about 30 minutes. If your books need deeper review, we can schedule additional time rather than rush the diagnosis.

What prompted the conversation?

Primary concern or pain point

What would a successful bookkeeping relationship change for you?

Books review preference

- ☐ I would like Ready Now Bookkeeping to review my existing QBO books before or during the consultation.
- ☐ I prefer to discuss the situation first and provide access later.

NOTE

When QBO accountant access is needed, you will receive the accountant-invitation address directly from Ready Now Bookkeeping. Accountant access should be sent through QuickBooks - never by sharing your QuickBooks password.

Meeting preference

- | | |
|-------------------------------------|--|
| ☐ Zoom | ☐ Microsoft Teams |
| ☐ FaceTime | ☐ WhatsApp video |
| ☐ Phone call | ☐ Other |

Anything I should know before the meeting?

Getting Started - Existing QuickBooks Online Company

For businesses already using QuickBooks Online. This packet helps establish access, define the cleanup/catch-up or ongoing scope, and create a reliable starting point.

NOTE

Your company remains under your control. Ready Now Bookkeeping does not need your password and prefers read-only bank access where available. Accountant access is provided through the QBO accountant invitation process.

Step 1 - Confirm the company and scope

Business name

QBO company ID (optional)

Current QBO plan

First month RNB should review

Last month believed reconciled

- ☐ Ongoing monthly bookkeeping
- ☐ Catch-up work
- ☐ Cleanup / correction work
- ☐ Payroll support
- ☐ Accounts payable / receivable support
- ☐ Project / job tracking
- ☐ Lender-ready reporting

Known problem areas

Step 2 - Invite Ready Now Bookkeeping as your accountant

- Sign in to QuickBooks Online as the primary admin or company admin.
- Open Settings, then Manage users.
- Open the Accountants / Accounting Firms area and choose Invite firm.
- Use the accountant-invitation email or firm ID Ready Now Bookkeeping provides to you privately.
- Send the invitation. RNB will accept it and confirm when the company is connected.

NOTE

Do not use a normal employee/user invitation unless specifically requested. Accountant access is designed for external accounting firms and does not use a standard subscription user seat.

Getting Started - Existing QuickBooks Online Company

For businesses already using QuickBooks Online. This packet helps establish access, define the cleanup/catch-up or ongoing scope, and create a reliable starting point.

- ☐ Accountant invitation sent
- ☐ RNB confirmed access

Step 3 - Financial accounts and access

- ☐ Operating checking
- ☐ Savings / reserve accounts
- ☐ Business credit cards
- ☐ Business loans / lines of credit
- ☐ Merchant processors (Square, Stripe, PayPal, etc.)
- ☐ Business payment platforms / BILL
- ☐ Payroll provider
- ☐ Other financial systems

List banks, cards, lenders, processors, or platforms that require review

- ☐ Read-only online access is available / requested where appropriate
- ☐ Statements will be provided when online access is not available

Step 4 - Core records to provide

- ☐ Most recent business tax return
- ☐ Prior-year Profit & Loss and Balance Sheet
- ☐ Current-year Profit & Loss and Balance Sheet
- ☐ Bank statements for review / cleanup period
- ☐ Credit-card statements for review / cleanup period
- ☐ Loan statements and/or amortization schedules
- ☐ Merchant processor statements
- ☐ A/R aging or open customer invoices
- ☐ A/P aging or unpaid vendor bills
- ☐ Payroll reports and payroll tax filings

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- ☐ Sales-tax filings / reports if applicable
- ☐ Fixed-asset / depreciation schedule
- ☐ Owner contribution / draw information
- ☐ Prior accountant adjusting entries or year-end trial balance if available

Step 5 - Bookkeeping structure

- ☐ Customers and open invoices reviewed
- ☐ Vendors and open bills reviewed
- ☐ Chart of accounts reviewed
- ☐ Projects / jobs reviewed
- ☐ Products / services reviewed
- ☐ Payroll mapping reviewed
- ☐ Loans and fixed assets reviewed
- ☐ Opening / legacy balances reviewed

Special reporting needs, lender requirements, or owner preferences

Step 6 - Establish the baseline

- ☐ Determine last reliable reconciliation date
- ☐ Identify duplicate / uncategorized / stale activity
- ☐ Resolve opening-balance and legacy-account issues
- ☐ Document unresolved questions
- ☐ Complete catch-up / cleanup work as scoped
- ☐ Reconcile through agreed current month
- ☐ Deliver baseline financial statements
- ☐ Review results with owner
- ☐ Set recurring monthly close cadence



Getting Started - Existing QuickBooks Online Company

For businesses already using QuickBooks Online. This packet helps establish access, define the cleanup/catch-up or ongoing scope, and create a reliable starting point.

NOTE

Cleanup is evidence-driven. When source documents are missing or an old balance cannot be substantiated, RNB will identify the issue rather than manufacture an answer.

Communication and recurring workflow

- ☐ Primary contact method confirmed
- ☐ Monthly document deadline confirmed
- ☐ Monthly review meeting cadence confirmed
- ☐ Payroll / A/P / A/R responsibilities confirmed
- ☐ Secure document-exchange method confirmed

Notes / responsibilities / exceptions

Client name / initials

Date



Getting Started - New to QuickBooks Online / New Books

For a new business, a business moving from another system, or a business that needs a clean QBO build rather than repairing an existing file.

NOTE

Do not purchase or upgrade a QuickBooks subscription solely because a feature sounds useful. RNB can help match the plan to your actual workflow, reporting, user, inventory, project, and control requirements.

Step 1 - Business and accounting starting point

Business / legal name

DBA

Entity type

State

Business start date

- ☐ Brand-new books
- ☐ Moving from spreadsheets
- ☐ Moving from QuickBooks Desktop
- ☐ Moving from another accounting platform
- ☐ Rebuilding because prior books are unreliable

Current system and conversion concerns

Step 2 - Determine the QBO requirements

- ☐ One primary business user
- ☐ Multiple operational users
- ☐ Customer invoicing
- ☐ Vendor bills / accounts payable
- ☐ Recurring transactions
- ☐ Project / job tracking
- ☐ Class or location tracking
- ☐ Inventory tracking
- ☐ Time tracking
- ☐ Payroll integration

Getting Started - New to QuickBooks Online / New Books

For a new business, a business moving from another system, or a business that needs a clean QBO build rather than repairing an existing file.

- ☐ Sales tax
- ☐ Multiple currencies
- ☐ Detailed / customized management reporting

Expected monthly transactions

Bank / card accounts

Expected users

Features or workflows that are especially important

NOTE

RNB will use these requirements to recommend a suitable QBO level. Intuit changes plan features and limits from time to time, so the recommendation should be based on current needs rather than an old plan comparison chart.

Step 3 - Choose the conversion / opening date

- ☐ Start with the beginning of the current calendar year
- ☐ Start with the beginning of the current fiscal year
- ☐ Start with the beginning of a specific month
- ☐ Bring in historical detail from the prior system
- ☐ Bring in opening balances only and retain the old system as history

Proposed conversion date

Historical periods needed

Step 4 - Records needed to build the books

- ☐ EIN / business registration information
- ☐ Prior business tax return if one exists
- ☐ Prior-year financial statements if available
- ☐ Trial balance / general ledger export from old system
- ☐ Bank statements around conversion date
- ☐ Credit-card statements around conversion date
- ☐ Outstanding customer invoices / receivables

Getting Started - New to QuickBooks Online / New Books

For a new business, a business moving from another system, or a business that needs a clean QBO build rather than repairing an existing file.

- ☐ Outstanding vendor bills / payables
- ☐ Loan balances and statements
- ☐ Fixed-asset and depreciation information
- ☐ Payroll year-to-date reports
- ☐ Sales-tax information
- ☐ Customer list
- ☐ Vendor list
- ☐ Products / services list
- ☐ Project / job list
- ☐ Inventory list and quantities if applicable

Step 5 - Build the QBO structure

-
- ☐ Company settings configured
 - ☐ Chart of accounts designed / imported
 - ☐ Opening balances established
 - ☐ Bank and card feeds connected when appropriate
 - ☐ Customers and vendors loaded
 - ☐ Products / services configured
 - ☐ Projects / classes / locations configured when needed
 - ☐ Loans and fixed assets established
 - ☐ Payroll mapping established
 - ☐ Sales-tax settings reviewed
 - ☐ Opening A/R and A/P established
 - ☐ Owner equity structure established

Step 6 - Validate before go-live



Getting Started - New to QuickBooks Online / New Books

For a new business, a business moving from another system, or a business that needs a clean QBO build rather than repairing an existing file.

- ☐ Opening bank balances agree to source statements
- ☐ Loan balances agree to lender records
- ☐ A/R agrees to open customer balances
- ☐ A/P agrees to unpaid vendor balances
- ☐ Payroll year-to-date agrees to payroll records
- ☐ Owner contribution / draw balances reviewed
- ☐ Beginning Balance Sheet reviewed
- ☐ Initial Profit & Loss reviewed
- ☐ Owner understands the reporting structure
- ☐ Recurring monthly workflow scheduled

Conversion notes / items still pending

Client name / initials

Date

Master Document Request Checklist

Use this checklist for cleanup, catch-up, conversion, or a new recurring bookkeeping relationship. Not every item applies to every business.

NOTE

Security rule: never send passwords or full banking credentials by ordinary email. Use the bank, QBO, payroll provider, or other platform to grant appropriate access whenever possible.

Identity and prior-year reference

- ☐ Business legal name / DBA
- ☐ Entity type and state of formation
- ☐ EIN confirmation if needed for setup
- ☐ Most recent business tax return
- ☐ Prior-year financial statements
- ☐ Prior accountant year-end journal entries / trial balance
- ☐ Depreciation or fixed-asset schedule

Cash and credit

- ☐ Bank statements
- ☐ Credit-card statements
- ☐ Savings / money-market statements
- ☐ Loan / line-of-credit statements
- ☐ Loan amortization schedules
- ☐ Merchant processor statements (Stripe, Square, PayPal, etc.)
- ☐ Cash-on-hand or petty-cash records if material

Customers and income

- ☐ Open customer invoices
- ☐ Accounts receivable aging
- ☐ Customer deposits / retainers / unearned revenue details
- ☐ Sales reports from external systems
- ☐ 1099-K / processor summaries when useful
- ☐ Project / job list and open work

Master Document Request Checklist

Use this checklist for cleanup, catch-up, conversion, or a new recurring bookkeeping relationship. Not every item applies to every business.

Vendors and expenses

- ☐ Unpaid vendor bills
- ☐ Accounts payable aging
- ☐ Vendor statements for disputed / old balances
- ☐ Major purchase receipts or fixed-asset invoices
- ☐ Lease agreements
- ☐ Recurring subscription / software list

Payroll and people

- ☐ Payroll provider access or reports
- ☐ Year-to-date payroll register
- ☐ Payroll tax filings
- ☐ Employee / contractor list
- ☐ Outstanding payroll liabilities
- ☐ 1099 contractor information as applicable

Taxes and compliance

- ☐ Sales-tax reports / filings
- ☐ Payroll-tax notices or correspondence
- ☐ Business license / registration information when relevant
- ☐ Prior notices affecting the books

Owner and equity activity

- ☐ Owner contributions
- ☐ Owner draws / distributions
- ☐ Personal purchases paid for the business
- ☐ Business purchases that were personal
- ☐ Shareholder / partner loans
- ☐ Equity changes requiring explanation

Master Document Request Checklist

Use this checklist for cleanup, catch-up, conversion, or a new recurring bookkeeping relationship. Not every item applies to every business.

Migration / conversion

- ☐ Export or backup from prior accounting system
- ☐ General ledger export
- ☐ Trial balance export
- ☐ Customer and vendor exports
- ☐ Open A/R and A/P detail
- ☐ Inventory export if applicable
- ☐ List of integrations or connected apps

Client notes

Items unavailable, not applicable, or requiring follow-up

First 30 Days - Onboarding Roadmap

A practical working roadmap. Cleanup or conversion work can extend the timeline; the purpose is to establish control, not force every company into exactly 30 days.

1. Consultation + diagnosis

About 30 minutes to start. Review goals, current books, pain points, systems, and what the owner needs from the relationship.

- ☐ Consultation completed
- ☐ Books review authorized if applicable
- ☐ Likely scope identified
- ☐ Next-step proposal / scope prepared

Notes

2. Access + records

Establish QBO accountant access, read-only banking where appropriate, document exchange, and other necessary systems.

- ☐ QBO access established
- ☐ Financial access established
- ☐ Document request sent
- ☐ Primary communication method confirmed

Notes

3. Baseline review

Determine what can be trusted, what needs cleanup, and where the reliable starting point should be.

- ☐ Last reliable reconciliation determined
- ☐ Balance-sheet problem areas identified
- ☐ A/R and A/P reviewed
- ☐ Loans / fixed assets / payroll reviewed
- ☐ Open questions documented



First 30 Days - Onboarding Roadmap

A practical working roadmap. Cleanup or conversion work can extend the timeline; the purpose is to establish control, not force every company into exactly 30 days.

Notes

4. Cleanup, catch-up, or build

Complete the agreed work: repair an existing file, catch up missing months, transfer from another system, or build QBO from scratch.

- ☐ Scope work substantially completed
- ☐ Source-document exceptions tracked
- ☐ Accounts reconciled through agreed date
- ☐ Opening / legacy balances addressed

Notes

5. Owner review + recurring cadence

Explain the resulting financial position and establish the recurring monthly workflow.

- ☐ Baseline reports delivered
- ☐ Owner review completed
- ☐ Monthly deadlines established
- ☐ Recurring responsibilities documented
- ☐ Next review scheduled

Notes