

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.

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- ☐ 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



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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