## Bookkeeping Onboarding Checklist

| ACCPAS Professional Corporation |
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| **Bookkeeping Onboarding Checklist** |
| Client onboarding checklist for bookkeeping setup or transition |
| Version: 1.0 \| Client preparation tool |

Use this checklist to prepare business records, system access, and reporting expectations before starting bookkeeping support with ACCPAS Professional Corporation.

### About ACCPAS Professional Corporation

Built on 40+ years of Ottawa accounting practice history, ACCPAS Professional Corporation continues trusted local service from its central O'Connor Street office.

### Why this checklist matters

A complete bookkeeping onboarding package helps ACCPAS understand your business records, accounting system, reporting needs, and cleanup priorities more efficiently. Providing the right information early can reduce delays, avoid repeated follow-ups, and help establish a clearer bookkeeping process from the start.

Organized bookkeeping and properly connected software can help reduce missing records, improve GST/HST and payroll reporting, support year-end tax preparation, and give business owners clearer financial information during the year.

### How to use this checklist

Review each section, check off the documents already available, and use the notes areas to identify missing items or questions. If the situation includes missing records, CRA correspondence, deadlines, or uncertainty about which service applies, book a consultation with ACCPAS Professional Corporation.

## Client information

| | |
|---|---|
| **Name / Business name** | |
| **Email / Phone** | |
| **Tax year / period** | |
| **Deadline or target date** | |

## Checklist sections

### Business and contact information

- ☐ Legal business name and operating name
- ☐ Business Number and HST status
- ☐ Primary contact and backup contact
- ☐ Fiscal year-end and reporting needs
- ☐ Industry and main revenue streams

### Banking and transaction access

- ☐ Bank accounts and credit cards
- ☐ Bank feed access or accountant access
- ☐ Loan accounts and statements
- ☐ Merchant processor accounts
- ☐ Recurring payments and subscriptions

### Accounting system and chart of accounts

- ☐ Current accounting software
- ☐ Administrative or accountant access
- ☐ Chart of accounts
- ☐ Opening balances
- ☐ Prior accountant or bookkeeper contact, if applicable

### Software and access integration

- ☐ Accounting software used, such as QuickBooks, Xero, Sage, Wave, or other
- ☐ Accountant or advisor access provided to ACCPAS
- ☐ Bank feeds connected and working

- ☐ Credit card feeds connected and working
- ☐ Payroll software or provider access, if applicable
- ☐ GST/HST filing settings confirmed in the accounting software
- ☐ Chart of accounts reviewed for consistency
- ☐ Receipt/document upload method confirmed
- ☐ Prior bookkeeper/accountant access removed or updated, if applicable
- ☐ Backup/export of prior bookkeeping records available

### Sales, purchases and records

- ☐ Sales invoices and receipt process
- ☐ Customer records
- ☐ Vendor records
- ☐ Expense receipts
- ☐ Prior bookkeeping files or spreadsheets
- ☐ Inventory records, if applicable

### Reporting cadence and cleanup needs

- ☐ Monthly, quarterly or annual reporting cadence
- ☐ Deadline for first reporting package
- ☐ Catch-up bookkeeping period
- ☐ GST/HST filing frequency
- ☐ Payroll connection points
- ☐ Management reporting requirements

### Recommended additional sections

- ☐ A “Current pain points” section
- ☐ A “Preferred communication method” field
- ☐ A “Document upload method” field
- ☐ A “First month onboarding target date” field

## Missing items tracker

| Missing document / information | Responsible person | Target date | Status |
|---|---|---|---|
| | | | |
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## Questions for ACCPAS

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## GST/HST deadline reminder

If your business is registered for GST/HST, returns must be filed for each reporting period, even if there was no business activity or no net tax to remit. Filing and payment deadlines depend on your CRA reporting frequency. Monthly and quarterly filers generally file and pay one month after the reporting period. Annual filers generally have different deadlines depending on the business type and fiscal year-end. ACCPAS Professional Corporation can help review your GST/HST filing frequency, reporting deadlines, and supporting records.

## Next step

Once your records, system access, and reporting needs are identified, contact ACCPAS Professional Corporation to confirm the next onboarding step. If your bookkeeping is behind, records are incomplete, or reporting deadlines are approaching, ACCPAS can help review the situation and identify what is needed to move forward.

## Disclaimer

This checklist is for general preparation only. This checklist is not an official CRA form and does not replace professional advice, tax filing review, bookkeeping review, payroll review, or ACCPAS Professional Corporation's assessment of the client's situation.