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|  |  | |  | | --- | |  | | Outsourced Accounting Checklist | |  | |

# Account Setup

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|  | Please complete and return a copy of our payment form. [To get the form, please click here.](http://cdn2.hubspot.net/hub/396263/file-1993985343-pdf/Bank_Draft_Authorization.pdf) |
|  | Create a free Dropbox account at <http://www.dropbox.com>. |
|  | Pick someone on your team that will send documents to the accountant each day, week or month. |
|  | Introduce your accountant to that person via email. |
|  | Work with your accountant to schedule an initial training session. Expect 2 hours of phone time. |

# Software

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|  | Create a backup copy of your QuickBooks or other accounting files. Put a copy of this backup in your Dropbox account and share the file with your accountant. Watch this video to learn how: <http://youtu.be/QU3MNpPRusw> |
|  | Make a list of the software systems you use that your accountant will need access to. Examples would be time tracking software, project management systems, etc. |
|  | Create login credentials for your accountant to each of those software platforms. |

# Accounting

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|  | Contact your bank and credit card companies and create a “view only” login for your accountant. |
|  | If you have any loans, send a copy of your loan documentation to your accountant. |
|  | Print off a copy of your accounts payable and accounts receivable aging reports and notate any changes that need to be made. Watch this video to learn how: <https://www.youtube.com/watch?v=lT-caEWTg9w&feature=youtu.be> |

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|  | Send your accountant a copy of an invoice and notate any changes to the template you would like us to make. Examples might be adding a logo, adjusting column titles or creating a space for finance charges. Please note that there may be limitations to design based on your accounting software. |
|  | Make a list of the vendors that you have to pay each month, the amount that is due and the date payments are due. Examples would include rent, insurance, etc. Send us a copy of this report. |
|  | If you have custom reports that you will have your accountant create, send an example of each one. |
|  | If you use a payroll company, introduce your accountant to your payroll provider. |
|  | Make a list of any important accounting dates that your company operates around. Examples would include billing dates, payroll, when you pay your bills, etc. |
|  | Print off a copy of your most current balance sheet and a year to date income statement. Notate any numbers that don’t look right. Watch this video to learn how: <https://www.youtube.com/watch?v=xt5gzbmTcE4&feature=youtu.be> |

# Taxes

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|  | Send your accountant a copy of your most recent income tax and sale tax returns. |
|  | If we are not doing your income tax returns, introduce us to your tax accountant. |