

Before You Fire Your Bookkeeper: Transition Checklist

Make sure your financial records, systems, and business operations are protected before making the switch.

Accounting Records

- ☐ Obtain a complete copy or backup of accounting records.
- ☐ Download current financial statements and reconciliation reports.
- ☐ Collect bank statements, receipts, invoices, and supporting documents.

Software & Account Access

- ☐ Confirm owner/admin access to QuickBooks or other accounting software.
- ☐ Verify access to payroll, payment processors, and connected applications.
- ☐ Securely transfer account ownership and establish independent login credentials.

Outstanding Work

- ☐ Identify unreconciled accounts and uncategorized transactions.
- ☐ Document unpaid bills, outstanding invoices, and upcoming deadlines.
- ☐ Request a summary of unresolved bookkeeping issues.

Professional Handoff

- ☐ Schedule a transition meeting with the outgoing and incoming bookkeepers.
- ☐ Document recurring transactions, workflows, and accounting procedures.
- ☐ Confirm that the new bookkeeper has received the necessary records and access.

Final Steps

- ☐ Verify that critical records are complete and accessible.
- ☐ Revoke the former bookkeeper's access when appropriate.
- ☐ Update account credentials and security permissions as needed.