



QuickBooks cleanup checklist

Eveland Business Services · Certified QuickBooks ProAdvisor

Most QuickBooks files don't break all at once. They drift. Tick what sounds familiar, then use the second list to get ready for a first conversation. You don't need to fix anything first.

01 Signs the file may need cleanup

- ☐ **The books are behind**
Activity has piled up without a regular routine, and it's hard to tell what is current.
- ☐ **Accounts haven't been reconciled**
Bank and credit card accounts don't have a recent reconciliation to check the file against.
- ☐ **Records are hard to trace**
Invoices, statements, and receipts are scattered or hard to connect to entries in the file.
- ☐ **Reports don't answer your questions**
The numbers don't line up with what you know about cash, expenses, or the work ahead.
- ☐ **The workflow no longer fits**
Volume, staff, payment methods, or tools have changed since the file was set up.

02 Before a review, gather what you can

- ☐ **The last point the books felt dependable**
A month or quarter, plus a short note on what has changed since.
- ☐ **The questions that matter most**
Balances you're unsure of, reports you need, or tasks that feel unmanageable.
- ☐ **What records exist and where**
Bank and card statements, invoices, and receipts: where they're kept and what period they cover.
- ☐ **Who and what touches the file**
Who enters activity, who approves payments, which apps connect to QuickBooks, and who else reads the reports.

Keep passwords and access codes out of email.

Once you're working together, requested records go through the secure ShareFile client portal.

Ready to talk it through? Call Eric at (303) 345-8198

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