QuickBooks Cleanup Prep Checklist (Fillable)

Roma Financial Services | Please complete before your cleanup consultation.

A) Access & File Details

Company name:

QuickBooks version (QBO/QBD):

Subscription level (if QBO):

Last month reconciled (MM/YYYY):

Cleanup period needed (from MM/YYYY to MM/YYYY):

Primary contact email:

B) Provide These Items

- ☐ Bank statements for cleanup period (all accounts).
- ☐ Credit card statements for cleanup period (all cards).
- ☐ Loan/LOC statements (if applicable).
- ☐ Merchant processor payout reports (Stripe/Square/PayPal).
- ☐ Payroll reports (wages, taxes, benefits) for cleanup period.
- ☐ Sales detail (invoices/sales receipts) or sales reports.
- ☐ Vendor bills/expense documentation (or access to bill pay platform).
- ☐ Chart of accounts list (current) / any preferred structure.
- ☐ List of products/services and how you want them tracked.
- ☐ Customer list + key contracts/retainers (if applicable).

C) Common Problem Areas

- ☐ Large Uncategorized balance.
- ☐ Large Ask My Accountant balance.
- ☐ Duplicate income/expenses.
- ☐ Undeposited Funds not cleared.
- ☐ Old A/R that may be incorrect.
- ☐ Old A/P that may be incorrect.
- ☐ Negative bank/credit card balances.
- ☐ Owner draws/personal expenses mixed with business.
- ☐ Inventory/COGS not matching reality.
- ☐ Sales tax setup or filings are unclear.

D) Notes

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After completing, book your Free Consultation at RomaFinancials.com.

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Acknowledgment

☐ I acknowledge this checklist is proprietary to Roma Financial Services and I will not distribute, copy, or modify it without written permission.

Name: ________ **Date:** ________

Company: ________

Signature (typed): ________