

THE QUICKBOOKS ONLINE CLEANUP CHECKLIST

A Practical Guide for Small Business Owners

Yoke Books & Business Solutions

Introduction

Accurate bookkeeping is not just about tax time.

It affects your stress level, your decision-making, your cash flow, and your ability to grow.

This checklist will help you quickly identify whether your QuickBooks Online file is healthy — or quietly costing you clarity and confidence.

If you check “Yes” to more than 3–4 items below, it may be time for professional cleanup.

SECTION 1: Basic File Health Check

- My bank accounts are fully reconciled every month
- My credit card accounts are fully reconciled every month
- I can confidently explain any balance on my Balance Sheet
- My Profit & Loss makes sense based on how business is actually performing
- I review financial reports monthly (not just at tax time)
- There are no large “Uncategorized” transactions
- I am not using “Ask My Accountant” as a holding account long-term

If you hesitated on more than two of these, there may be cleanup opportunities.

SECTION 2: Common Warning Signs

- My books are more than 2 months behind
- I've connected bank feeds but never properly categorized past transactions
- I have duplicate transactions
- I'm unsure if income is being recorded correctly
- Owner draws and expenses are mixed together
- Payroll entries feel confusing or inconsistent
- Sales tax tracking feels unclear
- My CPA regularly makes large year-end adjustments

These are common — and fixable — issues.

SECTION 3: Cash Flow Clarity

- I know my average monthly expenses
- I know my break-even number
- I can project the next 60–90 days of cash flow
- I understand seasonal patterns in my revenue
- I regularly review accounts receivable aging

If you cannot confidently answer these, your bookkeeping may not be supporting growth.

SECTION 4: Systems & Efficiency

- My chart of accounts is clean and organized
- I use consistent expense categories
- My bookkeeping process is documented
- I am not relying on memory to categorize transactions
- My QuickBooks file has been reviewed in the last 12 months

Clean systems reduce stress and prevent costly mistakes.

SECTION 5: Self-Assessment Score

0–3 checked items

Your file is likely in solid shape.

4–8 checked items

There may be areas for optimization and cleanup.

9+ checked items

A professional review is strongly recommended.

Why This Matters

Messy books create:

- Financial stress
- Poor decision-making
- Cash flow surprises
- Tax-time panic
- Slower business growth

Clear books create:

- Confidence
 - Better planning
 - Stronger systems
 - Strategic growth
 - Peace of mind
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Next Step

If this checklist raised questions about your QuickBooks Online file, let's talk.

Yoke Books & Business Solutions specializes in:

- QuickBooks Online clean-ups
- Catch-up bookkeeping
- Ongoing monthly management
- Trend analysis and reporting
- Systems improvement

You lead the business.

We carry the weight.

Schedule your free consultation today.

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