



QuickBooks Cleanup Checklist

Keeping your QuickBooks file clean and organized is one of the most important steps in maintaining accurate financials. Use this checklist to help you identify issues, clean up your records, and prepare for tax season with confidence.

- 1 ■ Backup your QuickBooks file
- 2 ■ Collect all receipts, statements, and invoices
- 3 ■ Review and clean your chart of accounts
- 4 ■ Categorize all uncategorized transactions
- 5 ■ Reconcile bank and credit card accounts (month by month)
- 6 ■ Review and clear "Undeposited Funds"
- 7 ■ Fix duplicates and misapplied payments
- 8 ■ Run Profit & Loss and Balance Sheet reports
- 9 ■ Log all major cleanup changes for future reference

Helpful IRS and QuickBooks Resources

- 1 IRS Recordkeeping for Small Businesses – <https://www.irs.gov/businesses/small-businesses-self-employed/recordkeeping>
- 2 QuickBooks Help: Reconcile Accounts – https://quickbooks.intuit.com/learn-support/en-us/help-article/reconciliation/reconcile-accounts-quickbooks-online/L0k2mZhrE_US_en_US
- 3 QuickBooks Help: Clean Up Your Books – https://quickbooks.intuit.com/learn-support/en-us/help-article/accounting-basics/clean-up-your-books-quickbooks-online/L4Qp9QXxP_US_en_US

At Bridged Tax and Bookkeeping, we help small businesses in Houston and beyond keep their books accurate, compliant, and ready for tax season year-round.