Detailed QuickBooks cleanup checklist

A calmer first pass when your books feel messy

REVIEW PERIOD

QUICKBOOKS VERSION

01 PROTECT YOUR STARTING POINT

- [ ] Save a backup or export using the option available for your QuickBooks version.
- [ ] Note any closed periods and agree who will make changes before editing older activity.

02 CHECK ACCOUNTS AND OPEN ITEMS

- [ ] List each bank, credit-card and payment account. Record the last statement date reconciled.

ACCOUNT	LAST RECONCILED THROUGH	OPEN ITEM / NEXT STEP

03 REVIEW BEFORE YOU CHANGE ANYTHING

- [ ] Review unpaid invoices and bills. Flag old, disputed, duplicated or unmatched items.
- [ ] Check confusing categories, transfers and personal spending against source documents.
- [ ] Scan the P&L and balance sheet for amounts or balances that do not make sense.
- [ ] Write down unresolved items, the next step and who can help.

PAUSE BEFORE A QUICK FIX

Do not force a reconciliation or casually change closed periods, opening balances, payroll, loans, sales tax or account types. Ask a qualified bookkeeper or tax professional when unsure.

MY FIRST NEXT STEP

FOLLOW-UP OWNER / TARGET DATE

NEED A SECOND SET OF EYES?

BetterMint can help you understand what needs cleanup and plan a practical next step. **Explore bookkeeping support → morebettermint.com/services/bookkeeping**