BETTERMINT / FREE RESOURCE

Your QuickBooks cleanup checklist

A calmer place to start when your books feel messy

REVIEW PERIOD: _____ **LAST RECONCILED:** _____

01 PROTECT YOUR STARTING POINT

- [ ] Save a backup or export available for your QuickBooks version. Gather statements and reports.
- [ ] Note any closed or locked periods and agree who will make changes.

02 FIND THE GAPS

- [ ] List bank, credit card and payment accounts; note the last reconciled date for each.
- [ ] Flag missing or duplicate activity, unexplained differences and uncategorized transactions.
- [ ] Review open invoices and bills; note anything that does not match your records.

03 REVIEW BEFORE YOU CHANGE

- [ ] Flag confusing categories, transfers, and personal spending. Check source documents.
- [ ] Review your P&L and balance sheet for amounts or balances that do not make sense.
- [ ] Write down unresolved items and the next action or person 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 bookkeeper or tax professional when unsure.

MY FIRST NEXT STEP

NEED A SECOND SET OF EYES?

BetterMint can help you understand what needs cleanup and build a practical plan.

Explore bookkeeping support → morebettermint.com/services/bookkeeping

EDUCATIONAL RESOURCE

This checklist is not a substitute for professional accounting or tax advice.