QuickBooks Cleanup Readiness Checklist

Pre-Cleanup Assessment | Parkins Financial LLC

Before a cleanup project can begin, there is a baseline of information that needs to be in place. This checklist identifies what we look for when a QuickBooks Online file comes in for remediation — duplicate vendors, unreconciled accounts, misclassified transactions, and more. If you are preparing for a cleanup or evaluating the state of your file, start here.

Check each item that is currently in place. Items left unchecked indicate areas we will address during the cleanup engagement.

SECTION 1 File Access & Basic Setup

- [ ] I have accountant access or can grant it to the cleanup team.
- [ ] I know which version of QuickBooks Online I am on (Simple Start, Plus, etc.).
- [ ] My company file has the correct fiscal year start date.
- [ ] My company name, address, and EIN are entered correctly in QBO settings.
- [ ] I have a list of all bank and credit card accounts connected to this file.

SECTION 2 Bank & Credit Card Reconciliation

- [ ] I can provide bank statements for every account going back to the cleanup start date.
- [ ] I know the last date each bank account was successfully reconciled.
- [ ] I know the last date each credit card account was successfully reconciled.
- [ ] There are no prior reconciliations I suspect were forced or incorrectly adjusted.
- [ ] Opening balances in QBO match the actual bank statement balances at the start date.

SECTION 3 Chart of Accounts

- [ ] I have a chart of accounts set up in QBO (even if I suspect it needs work).
- [ ] I can identify which accounts are actively used vs. legacy accounts that should be closed.
- [ ] I do not have multiple versions of the same account (e.g., two 'Office Supplies' accounts).
- [ ] I understand the general categories my income and expenses fall into.
- [ ] I have not used the default QBO chart of accounts without any customization.

SECTION 4 Vendors, Customers & Duplicates

- [ ] My vendor list does not contain obvious duplicates (e.g., "Amazon" and "Amazon.com").
- [ ] My customer list does not contain duplicate entries for the same client.
- [ ] 1099 vendors are marked correctly in QBO with accurate names and tax ID numbers.
- [ ] I have not been using the "Write Check" function to pay bills that should go through AP.
- [ ] I am not aware of vendors or customers with large unexplained balances.

SECTION 5 Transactions & Categorization

- [ ] There are no large balances sitting in 'Uncategorized Income' or 'Uncategorized Expense.'
- [ ] The 'Ask My Accountant' account has been cleared or contains only items actively in review.
- [ ] Owner draws and contributions are recorded correctly, not as business expenses.
- [ ] Loan proceeds are recorded as liabilities, not as income.
- [ ] Personal expenses are not mixed in with business expenses in the file.

SECTION 6 Payroll & Sales Tax

- [ ] If payroll is run through QBO, payroll tax payments are recorded and reconciled.
- [ ] If payroll is run externally (Gusto, ADP, etc.), journal entries are imported into QBO.
- [ ] Sales tax collected matches what has been remitted to the applicable state agencies.
- [ ] I can confirm whether sales tax has been filed and paid for all periods in scope.

What Happens After You Submit This Checklist

1 File Review

We assess your QBO file against each item, identify the full scope of cleanup needed, and flag any areas requiring your input.

2 Scope & Quote

You receive a clear, flat-rate quote before any work begins — no hourly surprises, no estimates that change mid-project.

3 Cleanup & Deliver

We reconcile every account, correct miscategorizations, and deliver a clean P&L and balance sheet your CPA can use directly.

Ready to get your books cleaned up?

Submit this checklist or schedule a free file assessment with Parkins Financial LLC.

We'll review your QBO file, confirm the scope, and provide a flat-rate quote before any work begins.

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