

QUICKBOOKS ONLINE CHECKUP

Period Covered:

Client Name:

Bank Transactions	Last Reconciled	Uncleared Transactions	Notes/Suggestions
Bank #1			
Bank #2			
Credit Card #1			
Credit Card # 2			
Loan Payable #1			
Any personal accounts?			
Undeposited Funds			

Balance Sheet	Findings	Notes/Suggestions
Negative Balances		
Uncategorized Assets		
Inventory		
Accounts Receivable Aging		
Accounts Payable Aging		
Opening Balance Equity		
Changes to Equity		

Profit and Loss	Findings	Notes/Suggestions
Deposits Coded to Revenue		
Negative Balances		
Uncategorized Income		
Uncategorized Expenses		
Reconciliation Discrepancies		

Categorization	Findings	Notes/Suggestions
Are transactions consistent?		
Are all payees entered?		

Chart of Accounts	Findings	Notes/Suggestions
Negative Balances		
Duplicate Accounts		

Suggestions and Next Steps