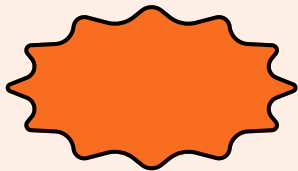
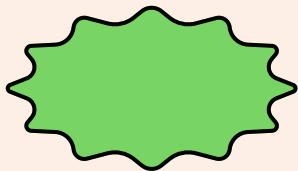


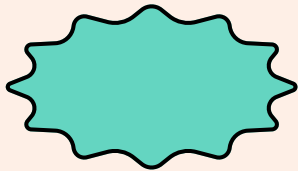
Quickbooks **CLEAN-UP**



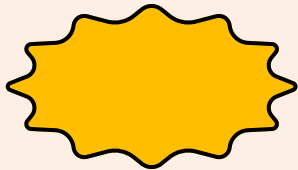
Gather 3 months bank statements/receipts



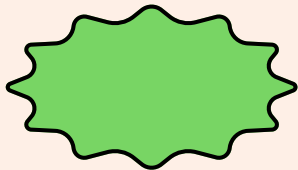
Reconcile banks to \$0 variance



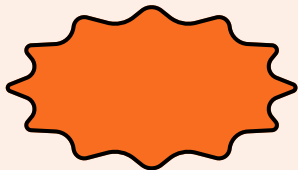
Categorize all uncategorized transactions



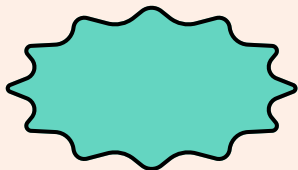
Clear overdue A/R, duplicate A/P



Fix/merge Chart of Accounts



Review Payroll & 1099s (> \$600)

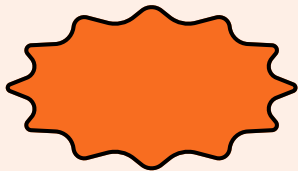


Update Fixed Assets/depreciation

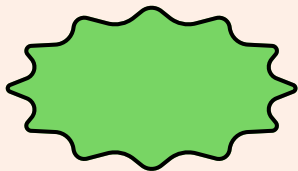
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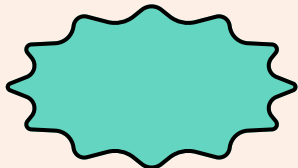
Quickbooks **CLEAN-UP**



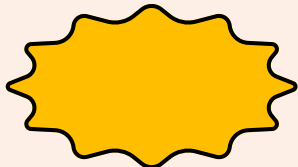
Reconcile credit cards fully



Run P&L, Balance Sheet reports



Backup QB data + audit trail



Set bank feeds for maintenance

SCORE YOUR BOOKS (0-12 CHECKS):

- 0-4: CORE TIER PREVENTIVE
- 5-8: CORE CLEANUP NEEDED
- 9+: ELITE OVERHAUL

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