INDEPENDENT DEMONSTRATION RESOURCE

QuickBooks Month-End Clarity Checklist

A practical five-part review before a bookkeeping conversation

01	Gather the month
02	Review QuickBooks activity
03	Compare statements
04	Scan A/P and A/R
05	Write better questions

General education only - not tax, legal, or accounting advice

Before you review the month

Use this checklist to gather records, note exceptions, and arrive with better questions. It does not replace professional advice or define the scope of any Bookkeeping by Beks engagement.

1. Gather the month in one place

- Collect bank and credit-card statements for the period.
- Gather sales records, paid bills, invoices, receipts, deposit records, and other supporting documents.
- List accounts or payment tools that may not feed into QuickBooks automatically.

2. Review what entered QuickBooks

- Scan downloaded transactions that are still uncategorized or waiting for review.
- Look for missing, duplicated, or unusually dated entries.
- Note transfers, owner transactions, reimbursements, or deposits that need context before they are changed.

Why these records matter

The IRS says a business recordkeeping system should summarize transactions and retain supporting documents such as invoices, receipts, deposit records, and canceled checks.

Compare, reconcile, and scan

3. Compare statements and reconciliations

- Compare the period's QuickBooks activity with bank and credit-card statements.
- Confirm the statement ending date and ending balance used for reconciliation.
- If the ending balances do not match, document the difference and pause before forcing an adjustment.

4. Scan money in and money out

- Review open customer invoices and note overdue items that need a decision.
- Review unpaid vendor bills and upcoming obligations.
- Write down credits, refunds, disputes, or old balances that need explanation.

Reconciliation in plain language

Intuit describes reconciliation as matching the transactions in QuickBooks with bank and credit-card statements. If balances do not match, document the difference and investigate instead of forcing an entry.

Turn the reports into questions

5. Turn the reports into questions

- Which income or expense categories changed enough to investigate?
- Which receivables, payables, or cash commitments need attention first?
- Which measures would be useful to see regularly in a KPI dashboard?
- What should be handled through recurring bookkeeping, a cleanup project, or a separate advisory scope?

Conversation notes

Current bookkeeping concern:

Accounts or periods involved:

Most useful question to answer:

Service area to discuss: monthly bookkeeping; cleanup or catch-up; A/P or A/R; KPI dashboard or consulting; not sure yet

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This independent guide does not link to the production Bookkeeping by Beks website.