



## QuickBooks Checklist – Monthly

---

### Bank Transactions:

- Are all Banks for the region Connected and currently syncing?
- Are all transactions currently Categorized?
- Do All Transactions have documentation attached?

### Reconcile:

- Reconcile each QuickBooks Bank Account to the Statements received from the Bank.
  - Attach Bank Statement to the Reconciliation and/or save in the “My Accountant -> Shared Documents” section
- Reconcile Bill Spend & Expense to the Statement received.
  - Attach Bill Spend & Expense Statement to the Reconciliation and/or save in the “My Accountant -> Shared Documents” section

### Vendors:

- Are all 1099 vendors set up in QuickBooks with W-9s?
- Have you saved all W-9s in the “My Accountant -> Shared Documents” section?
- Do you have approved Paid Services Agreements for all 1099 Vendors for the current Calendar Year with updated Certificates of Insurance?

### Financial Reporting:

Refer to your Section Director, Area Director and/or Board for more instruction on what reports are needed. At a minimum, we recommend reviewing the following:

- Statement of Activity
  - Do you have any income or expenses categorized to Accounts without Account Numbers?
  - Do you show any Reconciliation Discrepancies?
- Statement of Financial Position
  - Do any accounts show up in the Bank Section that are not Banks?
  - Are all Bank Accounts reflected in QuickBooks?
  - Does your Divvy Credit Card Account reflect your current balance owed?