



QuickBooks Checklist – New User

Users and Access:

- Has The Association Platform been updated to reflect the current Board?
- Do All members have current Background Checks?
- Has Finance@AYSO.org been notified of
 - All Members who require access to QuickBooks
 - All Members who no longer require access to QuickBooks

Bank Transactions:

- Are all Banks for the region Connected and currently syncing?
- Are all transactions currently Categorized?
- Do All transactions have attached documentation (Receipts, etc.)

Divvy Transactions:

- Is Divvy Connected to QuickBooks?

Reconcile:

- When was the last bank reconciliation done for each bank account?
- When was Bill Spend & Expense last reconciled?
- Are there Changes or Auto Adjustments on past Bank Reconciliations?
- Are Statements Uploaded to QuickBooks?

1099 Vendors:

- Are the Independent Contractors marked as eligible to receive 1099s?
- Do All Independent Contractors have an approved Paid Services Agreement in place and current W9 on file?

Rules:

- Is the S/A/R using “Auto-Add” for Rules?

Chart of Accounts:

- Are all Banks in QuickBooks still active for the S/A/R?
- Do any Bank Accounts reflect a negative bank balance?
- Is Bill Spend & Expense connected (view Register)?
 - Are Expenses coming over from Bill Spend & Expense?
 - Are CC Payments being applied correctly to 2150?
- Do they have prior year Deferred Revenue that needs to be recognized?
- Do they have any accounts with a “*” that needs to be merged or made inactive?
- Do they have any “Payroll” Accounts that need to be made inactive?