



QuickBooks Checklist – Weekly

Bank Transactions:

- Is Bank Connection valid and syncing regularly?
- Are all Transactions Categorized?
- Do All Transactions have the appropriate documentation attached?

Bill Spend & Expense:

- Are Bill Spend & Expense Expenses coming over categorized?
- Are any Bill Spend & Expense expenses incomplete?

Bookkeeping:

- Review and pay unpaid bills from Vendors
- Record Checks in QuickBooks if applicable