Year-End QuickBooks Cleanup Checklist

For Pensacola-area small businesses · Books in Order

Work through these before you hand anything to your tax preparer. A clean file saves time, stress, and surprises.

Bank & Credit Cards

- [ ] **Reconcile every bank and credit card account through Dec 31**
  Match the ending balance to your December statement, not just November.
- [ ] **Clear the bank feed 'For review' queue**
  Categorize or match every downloaded transaction; avoid Accept All.
- [ ] **Investigate old uncleared transactions**
  Uncleared checks or deposits older than 90 days often signal duplicates or voids.
- [ ] **Separate personal from business expenses**
  Recode personal charges to Owner's Draw / Distributions, not expenses.

Income, Receivables & Payables

- [ ] **Empty Undeposited Funds**
  Every payment there should be grouped into a real bank deposit.
- [ ] **Review A/R Aging**
  Follow up on past-due invoices; write off true bad debt before year end.
- [ ] **Review A/P Aging**
  Confirm unpaid bills are real; remove duplicates already paid by check or card.
- [ ] **Check sales tax liability**
  Reconcile collected vs. filed sales tax (Florida, and any other state you collect in).

Balance Sheet

- [ ] **Inventory & COGS (if applicable)**
  Count inventory at Dec 31 and adjust QuickBooks to match the count.
- [ ] **Fixed assets**
  Record equipment and vehicle purchases as assets, not expenses, and keep receipts.
- [ ] **Loans and lines of credit**
  Match loan balances to lender statements; split payments into principal and interest.
- [ ] **Owner equity & payroll liabilities**
  Confirm payroll liabilities are zeroed out and equity accounts make sense.

Year-End Readiness

- [ ] **1099 vendor readiness**
  Collect W-9s, flag 1099 vendors, and run the 1099 contractor summary before January.
- [ ] **Clean up the chart of accounts**
  Merge duplicates, make unused accounts inactive, and use clear names.
- [ ] **Run and review your P&L; and Balance Sheet**
  Compare to last year; anything surprising deserves a closer look.
- [ ] **Set a closing date and password**
  Lock 2026 once it's clean so old periods don't change by accident.
- [ ] **Build a monthly close habit**
  Reconcile and review monthly so next year-end takes an hour, not a weekend.

This checklist is general bookkeeping guidance, not tax or legal advice. Talk with your tax professional about your specific situation.

Buried in cleanup? Books in Order does QuickBooks cleanups and monthly bookkeeping.
Free discovery call · booksinorderfl.com · leslie@booksinorderfl.com · (502) 345-0184