Clara Vista
BOOKKEEPING

QuickBooks Self-Audit Checklist

10 signs your QuickBooks file needs professional attention.

- [ ] **Your bank balance in QuickBooks doesn't match your actual bank**
  If reconciliations are behind, nothing downstream can be trusted.

- [ ] **"Undeposited Funds" has money sitting in it from months ago**
  A classic sign payments were recorded but never matched to deposits.

- [ ] **You see negative numbers where they shouldn't be**
  Negative payroll liabilities or negative loan balances mean something was entered wrong.

- [ ] **"Opening Balance Equity" has a balance**
  This account should be zero; a balance means setup was never finished.

- [ ] **Big amounts sit in "Uncategorized Expense" or "Ask My Accountant"**
  These are IOUs to your future self, and they're overdue.

- [ ] **Accounts receivable shows invoices you know were paid**
  Customers paid, but QuickBooks doesn't know it.

- [ ] **Duplicate transactions from the bank feed**
  Happens when transactions are added AND manually entered; inflates income or expenses.

- [ ] **Payroll liabilities don't match what you actually owe**
  The scariest one — tax agencies don't accept "QuickBooks said so."

- [ ] **Your P&L shows wild swings you can't explain**
  Real businesses are lumpy, but you should be able to say why.

- [ ] **You avoid opening QuickBooks**
  Honest one. If the file stresses you out, it's a sign it stopped being a tool and became a chore.

0–2 checks: you're in good shape. 3–5: worth a cleanup before tax season. 6+: please stop reading and call us.

Checked 3 or more? Let's talk before it gets more expensive to fix.

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