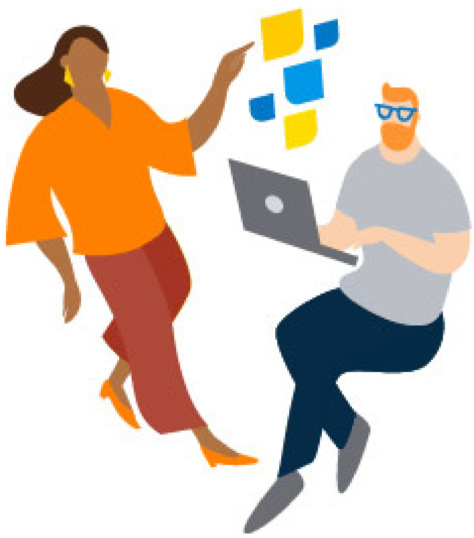

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QuickBooks Accountants Year-end checklist

- Visit **Accountant Tools**
- Complete **reconciliations**
- Reclassify **transactions**
- Prep clients for **year-end payroll**
- Account balance **adjustments**
- and more!

2019

Visit Accountant Tools

- [ ] You can accomplish everything from reclassifying transactions, complete unfinished reconciliations, or run Prep for taxes in preparation for filing tax returns in Accountant Tools
- [ ] When you feel comfortable closing out the year, you can also close the books and prevent unwanted changes before filing your taxes

Write off uncollected debts

- [ ] Do any of your clients have uncollectable debts during the current period? You can write off invoices deemed uncollectable to take care of any bad debt prior to year-end
- [ ] If you need to write off the invoice in a closed period, learn how to write off bad debt for older entries

Set up default date ranges on reports

- [ ] Save time by setting up default date ranges on your reports so every time you open a report, it will open to the correct year-end date range
- [ ] Remember, Report and Tool defaults also affects other tools such as Reclassify Transactions

Correct miscategorized transactions

- [ ] Save time by using the Reclassify Transactions tool to batch correct account or class assignment errors for multiple transactions at once

Prep for year-end payroll tasks

- [ ] It's never too early to encourage your clients to get a head start on payroll. The tasks laid out in this guide will help you close out 2018 successfully and help them prepare for 2019

Complete unfinished reconciliations

- [ ] Do any of your clients have unfinished reconciliations that need attention? Help them fix any reconciliation discrepancies or even undo past reconciliations on their behalf as needed

Make account balance adjustments

- [ ] Do any of your clients' account balances need minor adjustments? It's a good idea to run an Adjust Trial Balance Report to make sure all debits and credits equal out

Use Prep for taxes

- [ ] Now that all your adjustments have been entered, use the Prep for taxes feature to make sure you're ready to complete your client's tax return

File your taxes

- [ ] Kick off your clients' tax returns from the Clients Tab and connect to ProConnect to complete the return

Success!

You're a champion for your clients

Be sure to check the QuickBooks Year-end Center for more information and full articles