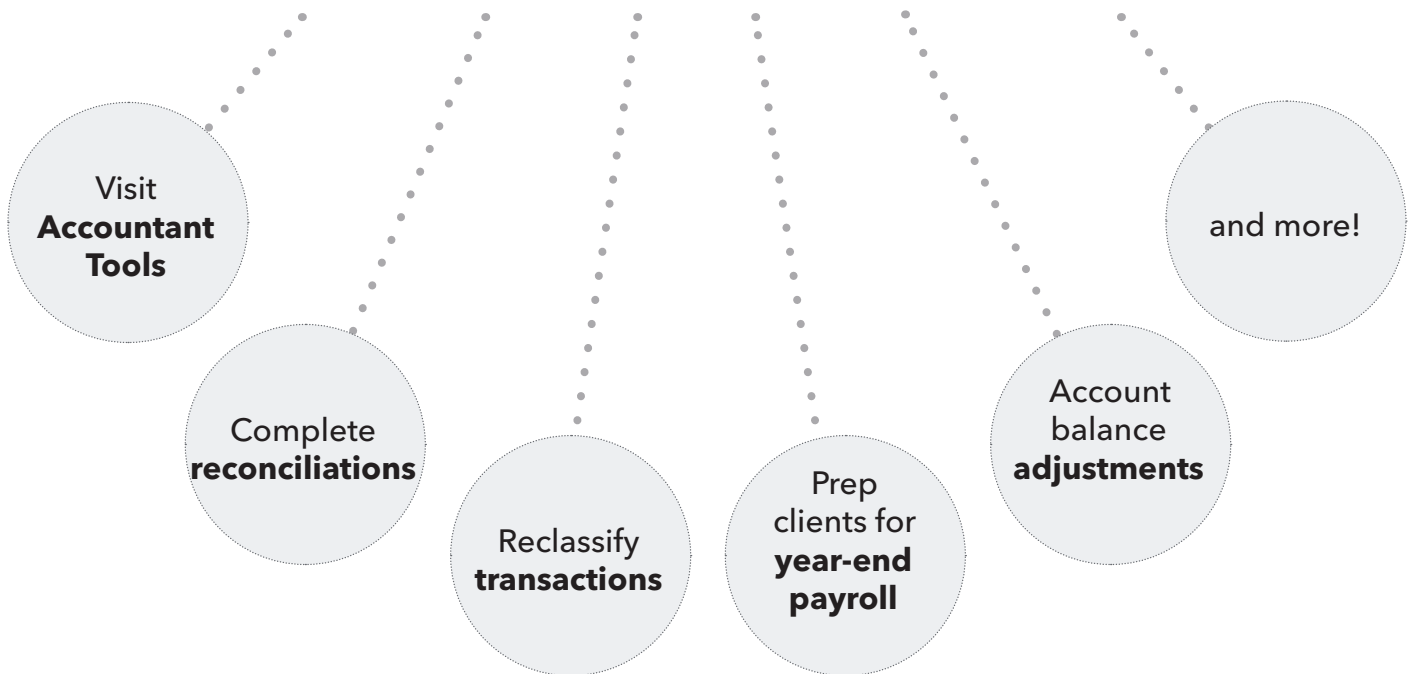




QuickBooks Accountants

Year-end checklist



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