Gentle Frog | Your bookkeeping friends

Quality Control Checklist

Need a custom checklist?
Make an appointment with Rachel Barnett at **www.gentlefrog.com.**

MONTHLY CLOSE

Reconciling

- [ ] Reconcile credit card account x - _ _ _ _
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- [ ] Reconcile credit card account x - _ _ _ _

- [ ] Reconcile checking account x - _ _ _ _
- [ ] Reconcile checking account x - _ _ _ _
- [ ] Reconcile checking account x - _ _ _ _

- [ ] Reconcile PayPal x - _ _ _ _
- [ ] Reconcile savings account x - _ _ _ _
- [ ] Reconcile loan account x - _ _ _ _

Banking

- [ ] Review all unreconciled banking transactions for logic
- [ ] Check for open items in bank feeds
- [ ] Add missing payee names to all expenses

Profit & Loss

(Display Profit & Loss report as rolling 12 months, monthly view)

- [ ] Look for values that are out of place
- [ ] Look for negatives
- [ ] Look for spikes
- [ ] Look for dips
- [ ] Look for gaps
- [ ] Look for merchant fees, if applicable

Balance Sheet

(Display Balance Sheet report as rolling 12 months, monthly view)

- [ ] Ensure that each account with a statement is reconciled
- [ ] Look for uncategorized asset
- [ ] Look for balances that are out of place
- [ ] Look for negatives
- [ ] Look for spikes
- [ ] Look for dips
- [ ] Look for gaps
- [ ] Review open accounts payable for logic
- [ ] Review open accounts receivable for logic

Final Review

- [ ] Check your work using Xenett, Keeper, or similar
- [ ] Ensure that receipts in the receipt folder (or receipt app) have been processed
- [ ] Check client's receipt folders to ensure that files consistently use your preferred naming convention (an example is below):

  [our client] [supplier/vendor] [doc description] [date formatted as DD/MM/YY]

Year-End Close

- [ ] Enter adjusting journal entries (AJE) from the tax preparer
- [ ] Add closing date to the books