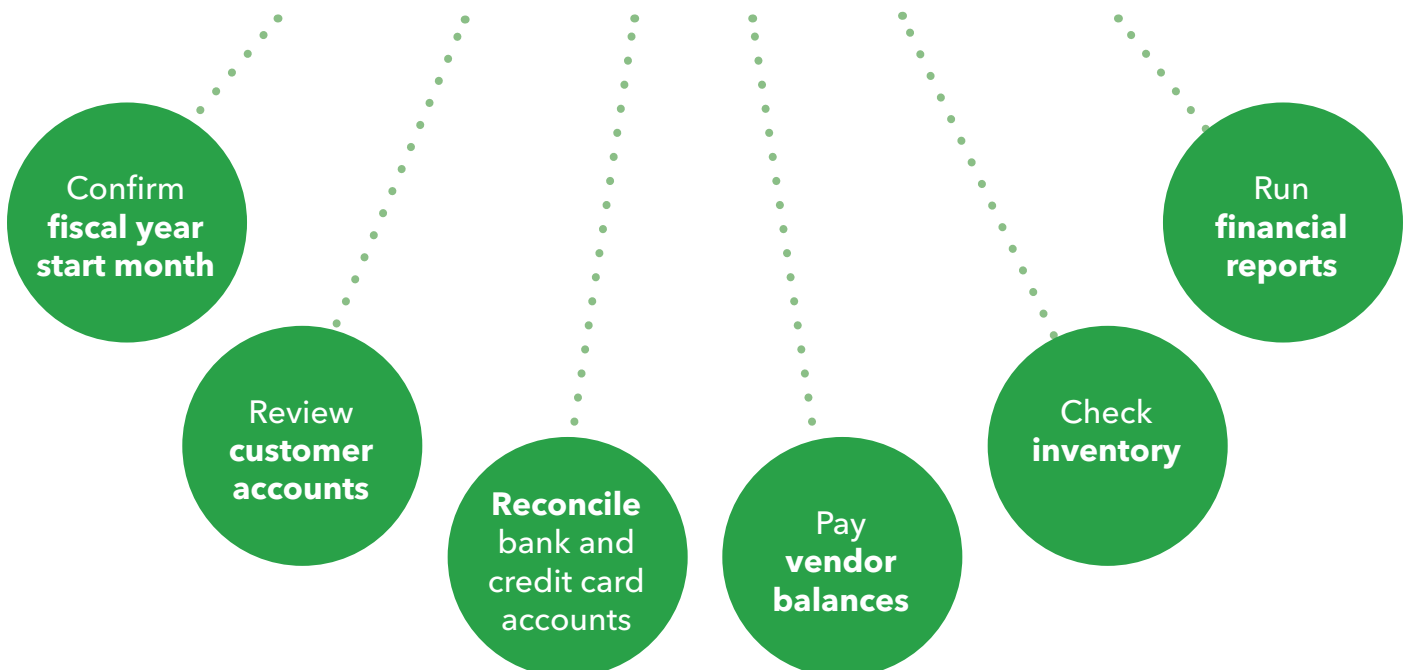




QuickBooks Desktop Year-end checklist



Confirm your fiscal year start month

- Go to Company > My Company
 - To check the fiscal year setting, select the pencil icon, then Report Information
 - Make sure the first month of your fiscal year is correct so your financial reports use the correct dates
-

Review customer account balances

- Run an Accounts Receivable Aging Summary or Detail Report so you can settle any outstanding customer payments
 - Send [Balance Statements](#) to customers with outstanding balances
 - Clear [customer deposits](#) in your deposit queue as needed so they count as income for this year
-

Reconcile bank & credit card accounts

- Ensure your [QuickBooks accounts match](#) your bank and credit card statements and [check for any discrepancies](#)
-

Review vendor account balances

- Run an Accounts Payable Aging Summary or Details report so you can review and pay any outstanding bills

Check your inventory

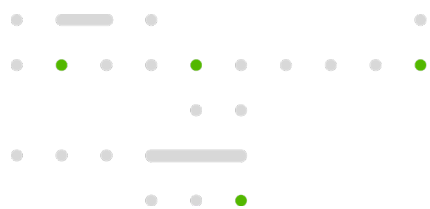
- Ensure your inventory quantities are accurate and match what's recorded in QuickBooks
 - Print out a Physical Inventory Worksheet (Reports > Inventory) to make your review easier
-

Run year-end financial reports

- Run a Profit and Loss Report to review your business's yearly profitability
 - Use the Balance Sheet to evaluate your business's health and current net worth
-

Connect with your accountant

- Coordinate with you accountant to send a QuickBooks [Accountant's Copy](#) of your financial data.



Success!

You're ready to go for 2019

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

