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# QUICKBOOKS ONLINE SETUP & MANAGEMENT CHECKLIST

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HONEST ACCOUNTING GROUP  
ORGANIZE. ANALYZE. MAXIMIZE™



# CORNERSTONE TO A SUCCESSFUL AND PROFITABLE BUSINESS

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## Organize:

A well-organized bookkeeping system is the cornerstone of business success. By keeping your financial records accurate and up-to-date, you'll not only save time and reduce unnecessary costs, but you'll also enhance long-term business performance and efficiency.

A

## Analyze:

Financial analysis is key to setting and achieving future business goals. It provides valuable insights into your company's financial health, helping you refine decision-making strategies, improve profitability, optimize cash flow, and increase the overall value of your business.

M

## Maximize:

Every transaction holds valuable data. With an effective bookkeeping system, that data becomes a powerful tool to guide informed decisions, fostering a healthy, profitable, and steadily growing business.

"If you can't measure it, you can't improve it."

*Enoch Garcia*

CEO/SENIOR QB PROADVISOR

## Set up QBO account and customize settings

- Create account and adjust settings to fit your business needs (company info, preferences, etc.).

## Link business bank accounts & credit cards

- Connect your financial accounts to streamline transaction tracking.

## Categorize and reconcile transactions

- Ensure that all transactions are accurately categorized and reconciled regularly.

## Customize the chart of accounts based on business needs

- Modify the default chart of accounts to reflect your specific business structure.

## Set up recurring invoices and payments

- Automate invoicing and payments for regular clients and vendors.

## Track sales tax and ensure proper setup

- Set up sales tax tracking to ensure compliance with local tax laws.

## Monitor accounts payable and receivable

- Regularly check outstanding invoices and bills to stay on top of cash flow.

## Set up payroll (if applicable) and track employee hours

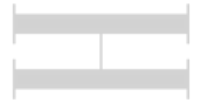
- If you have employees, ensure payroll is properly set up and track working hours accurately.

## Review QBO integrations with third-party apps

- Explore and integrate tools like Bill Pay, Expensify, etc., for added functionality.

## Review end-of-month & year-end reconciliations

- Complete reconciliations at the end of each month and year to keep accounts accurate.



With Honest Accounting Group's expert QuickBooks Online setup and management services, we'll help you streamline your finances and stay on top of your business. From account setup to accurate reporting, we're here to ensure your books are always organized and up-to-date.