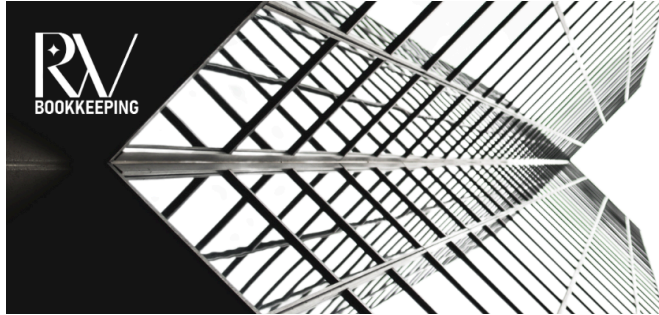




Stress Less, Profit More.

Rea Winton - RW Bookkeeping

The QuickBooks Cleanup Blueprint: Interactive Workbook

A Step-by-Step Practical Companion to Fix Messy Books with Confidence

Welcome & How to Use This Workbook

Welcome to your personal cleanup companion! This workbook directly mirrors the steps outlined in **The QuickBooks Cleanup Blueprint**. Use these self-paced checklists, audits, and reflection spaces to bring calm, clarity, and order back to your business financials. Take it one step at a time.

Phase 1: Assessing the State of Your Books

Before diving into QuickBooks, take stock of what feels out of alignment. Check off any indicators you are currently experiencing:

Status	Indicator / Clue	Your Notes & Observations
☐	Income totals don't match actual bank deposits.	
☐	Expenses seem unusually high or strangely low.	
☐	Balance Sheet shows negative asset/liability balances.	
☐	Emotional dread or hesitation when opening QuickBooks.	

Phase 2: The Step-by-Step Cleanup Checklist

Work through these core cleanup pillars sequentially to restore trust in your financial reports:

Done	Cleanup Step	Action Items & Focus	Target Date
☐	1. Categorization Errors	Review "Uncategorized Income" and "Uncategorized Expense" accounts. Reassign mislabeled items to proper categories.	
☐	2. Duplicates & Matching	Scan bank register for double entries. Ensure downloaded bank feeds are matched rather than manually re-added.	
☐	3. Reconciliations	Reconcile all bank and credit card statements month-by-month until ending balances match reality.	
☐	4. Chart of Accounts	Merge duplicate accounts, archive unused categories, and simplify structure to reflect your current business.	
☐	5. Bank Feeds & Rules	Reconnect broken bank feeds, update login credentials, and set up smart rules for recurring transactions.	

Phase 3: Ongoing Maintenance Habit Tracker

Clean books are maintained through small, consistent habits. Use this weekly checklist to stay on track:

- **Weekly (15 mins):** Review and categorize all bank feed transactions. Check for missing receipts.
- **Bi-weekly (20 mins):** Match customer payments to open invoices; review Accounts Receivable aging.
- **Monthly (30 mins):** Complete bank and credit card reconciliations. Review Profit & Loss and Balance Sheet reports.

Phase 4: Reflection & Next Steps

Take a moment to reflect on your progress:

1. **What was the biggest bottleneck or messy area you uncovered during this cleanup?**
2. **How do you feel now that your books are closer to accuracy and alignment?**
3. **Do you need professional support?** If your cleanup feels overwhelming or you are ready to hand off your books entirely, [reach out to RW Bookkeeping](#) for a free consultation to make your books feel lighter!