

Bookkeeping Cleanup Guide

How to bring your bookkeeping records back into order

Many small businesses fall behind on bookkeeping at some point. Cleanup work focuses on reviewing past transactions, correcting errors, and bringing records up to date so your financial information becomes reliable again.

1. Identify the Period That Needs Cleanup

Determine how far back your records need attention.

- ✓ Months or years needing review identified
 - ✓ Bank statements collected
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2. Import or Enter Missing Transactions

Ensure all financial activity is recorded.

- ✓ Bank transactions entered
 - ✓ Credit card transactions entered
 - ✓ Cash transactions recorded
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3. Categorize Transactions Correctly

Review and correct expense and income categories.

- ✓ Expenses categorized properly
 - ✓ Income categorized correctly
 - ✓ Transfers recorded accurately
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4. Reconcile Accounts

Confirm that records match your financial statements.

- ✓ Bank reconciliations completed
 - ✓ Credit card reconciliations completed
 - ✓ Differences investigated
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5. Review for Errors

Look for common bookkeeping issues.

- ✓ Duplicate transactions removed
 - ✓ Uncategorized transactions resolved
 - ✓ Incorrect balances corrected
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6. Establish a System Going Forward

Once cleanup is complete, set up a routine.

- ✓ Monthly bookkeeping schedule created
- ✓ Document storage system organized
- ✓ Financial reports reviewed regularly