

# QuickBooks Data File Analysis

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_

Contact Name/Title \_\_\_\_\_  
 Email \_\_\_\_\_  
 Cell \_\_\_\_\_  
 Telephone \_\_\_\_\_

Done N/A

**OBTAIN MOST RECENT:**

- Bank Statements
- Income tax returns/Financial stmts
- Sales tax returns
- Payroll reports
- Other Source Docs \_\_\_\_\_

**CLIENT INFORMATION**

Company File Name \_\_\_\_\_  
 Admin password \_\_\_\_\_  
 Last month of tax year \_\_\_\_\_  
 Entity Type \_\_\_\_\_  
 Accounting basis \_\_\_\_\_  
 Backup procedures \_\_\_\_\_  
 Payroll service \_\_\_\_\_  
 Inventory in QB? \_\_\_\_\_  
 Invoicing in QB? \_\_\_\_\_  
 Proficiency of users \_\_\_\_\_

Done OK/Tested?

**PERFORM DATA VERIFICATION**

- Verify data
- Rebuild data
- File backup (Make CD copy for client)

**FILE DETAILS**

QB Ver/Edition/Release \_\_\_\_\_  
 Data file size (MB) \_\_\_\_\_  
 # of transactions \_\_\_\_\_  
 # of customers \_\_\_\_\_  
 # of vendors \_\_\_\_\_

# of employees \_\_\_\_\_  
 # of years in data file \_\_\_\_\_  
 Closing date set \_\_\_\_\_  
 Network \_\_\_\_\_  
 Data corruption found? \_\_\_\_\_

**BEST PRACTICES**

YES NO N/A

**CHART OF ACCOUNTS**

- No. of accounts is appropriate
- Income accounts are appropriate
- Expense accounts are appropriate
- Account types are appropriate
- No duplicate QB-created accounts
- Zero balance for Opening Bal Equity
- Undeposited Funds = deposits on hand

YES NO N/A

**ITEMS**

- No. of items is appropriate
- Item names/types appropriate
- Inventory items used appropriately
- Two-sided items set up correctly
- Sales tax items use correct agency
- Items assigned correct sales tax code
- Items assigned to appropriate accounts

YES NO N/A

**BALANCE SHEET**

- Year-end balances agree to tax return
- Total assets = liabilities + equity
- A/R agrees to Open Invoice Report
- A/P agrees to Unpaid Bills Report
- No unusual accounts and/or balances

YES NO N/A

**PROFIT & LOSS**

- Gross profit seems reasonable
- Payroll report recorded correctly
- P/R vs P/R taxes appears appropriate
- No unusual accounts and/or balances
- Sales by Item report agrees to total income

YES NO N/A

**OTHER REPORTS**

- Open Invoice Report has no zero balances
- Unpaid Bills Report has no zero balances
- A/P Aging Report has no 90+day balances
- Bank Reconciliations are current

YES NO N/A

**SALES TAX LIABILITY REPORT**

- Sales tax payable balance agrees to B/S
- Total sales agree to total income on P&L
- Correct sales tax agencies on report

YES NO N/A

**PAYROLL**

- Employee records are correctly set up
- Paychecks are calculating correctly
- Payroll Liabilities Report agrees to B/S
- Payroll Summary Report agrees to P&L
- Payroll items are set up correctly
- Payroll tax tables are current

YES NO N/A

**INVENTORY N/A**

- On-hand quantities all positive balances
- Average cost of inventory correct
- Quantities on hand appear correct

YES NO N/A

**PREFERENCES**

- Save current desktop
- Automatically recall last trx for this name
- Payroll preference okay
- 1099 preference

DATE DISCUSSED WITH CLIENT: \_\_\_\_\_