

# OfficeTasks

---

## Health Check

For example a QuickBooks Health Check could include the following:

- Run diagnostics to check data integrity
- Evaluate your QuickBooks set up including your chart of accounts, company & individual preferences, use of vendor and customer types, items, classes, etc.
- Suggest and help implement changes to better utilize QuickBooks features to track your business
- Review the customer and vendor lists for duplicates and inconsistent set ups (missing information, etc.)
- Transfer all provided customer, vendor, item, employee data that was not currently in the database
- Review Accounts Receivable for payments applied to customers but not specific invoices, aged receivables, payments applied directly to income that should have been applied to an invoice, etc.
- Review Accounts Payable for checks assigned to the vendor but not the specific bill, aged payables, checks applied directly to expense that should have been applied to a bill, etc.
- Check inventory for negative amounts, inconsistent set ups, test average costing
- Review sales tax payable
- Review income and expense accounts for unusual entries and amounts
- Create QuickBooks workflow tailored for your business
- Put your company brand and style on forms – sales receipt, invoices, statements, purchase orders, etc.
- Create customized reports to provide 'snapshots' and business planning tools
- Perform catch up on bank and credit card reconciliations
- Offer organizational advice
- Offer training and support plans.